

Town of Rothesay

Land Acknowledgement

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

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

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

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



ROTHESAY
COUNCIL MEETING
Town Hall Common Room
Tuesday, April 11, 2023
7:00 p.m.



PLEASE NOTE: Electronic means of communication may be used during the meeting.

Public access to the livestream will be available online:

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

Rothesay Land Acknowledgement **Deputy Mayor Alexander**

1. APPROVAL OF AGENDA

2. APPROVAL OF MINUTES Regular Meeting 13 March 2023

➤ **Business Arising from Minutes**

3. OPENING REMARKS OF COUNCIL

3.1 Declaration of Conflict of Interest

4. DELEGATIONS

4.1 Food Cycle Science Corporation

Kassia Régnier (*see item 9.1.1*)

4.2 Rothesay Train Station

Michael Wennberg (*see item 9.1.2*)

4.3 2022 Audited Rothesay Financial Statements

Auditors Teed Saunders Doyle & Co.

Peter Logan, CPA, CA (*see item 9.1.3*)

➤ Presentation

Treasurer Doug MacDonald, CPA, CA

5. CORRESPONDENCE FOR ACTION

5.1 8 March 2023 Sponsorship request for Association Heritage NB Conference

Refer to the Finance Committee

5.2 13 March 2023 Correspondence from FRSC RE: Intent to borrow

Provide comments to Mayor Grant before April 27th

5.3 18 March 2023 Email from resident RE: Chatwin Street

Refer to the Works and Utilities Committee

5.4 28 March 2023 Follow-up from ASDS RE: welcome sign

21 March 2023 Request from ASDS for welcome sign

Refer to the Works and Utilities Committee

5.5 25 March 2023 Sponsorship request RE: World Performers Canada

Refer to the Finance Committee

5.6 31 March 2023 Sponsorship request for Team NB participant in 2023 Football Canada Cup

Refer to the Finance Committee

5.7 *Various* Correspondence (6) RE: Rothesay Train Station (*see also items 4.2 and 9.1.2*)

Refer to staff

ROTHESAY

Regular Council Meeting

Agenda

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11 April 2023

6. CORRESPONDENCE - FOR INFORMATION

- 6.1 23 March 2023 Email from resident RE: Spyglass Hill
- 6.2 4 April 2023 Kennebecasis Regional Joint Board of Police Commissioners Audited Financial Statements December 31, 2022

7. REPORTS

- 7.0 **April 2023** **Report from Closed Session**
- 7.1 16 February 2023 Fundy Regional Service Commission (FRSC) meeting minutes
- 27 February 2023 FRSC meeting minutes
- 13 March 2023 FRSC special meeting minutes
- 7.2 24 January 2023 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) meeting minutes
- 31 December 2022 KRJBPC Statement of Financial Position
- 12 February 2023 KRJBPC Crime Statistics
- 22 February 2023 KRJBPC meeting minutes
- 31 January 2023 KRJBPC Statement of Financial Position
- 28 February 2023 KRJBPC Statement of Financial Position
- 20 March 2023 KRJBPC Crime Statistics
- 2023-2027 Kennebecasis Regional Police Force Strategic Plan
- 7.3 28 February 2023 Draft unaudited Rothesay General Fund Financial Statements
- 28 February 2023 Draft unaudited Rothesay Utility Fund Financial Statements
- 28 February 2023 Donation Summary
- 30 March 2023 Draft Finance Committee meeting minutes
- You Can Ride Two
- 7.4 21 February 2023 Draft Age Friendly Advisory Committee meeting notes
- 7.5 21 March 2023 Draft Parks and Recreation Committee meeting minutes
- 7.6 22 March 2023 Draft Works and Utilities Committee meeting minutes
- 7.7 22 March 2023 Draft Heritage Preservation Review Board meeting minutes
- 7.8 3 April 2023 Draft Planning Advisory Committee meeting minutes
- Holland Drive (PID 00056598) – Public Hearing
- 7.9 March 2023 Monthly Building Permit Report
- 7.10 4 April 2023 Capital Projects Summary

8. UNFINISHED BUSINESS**TABLED ITEMS**

8.1 Strong Court Sidewalk – Anglophone South School District (Tabled April 2021)*No action at this time***8.2 Rothesay Arena Open House (Tabled September 2021)***No action at this time***8.3 Private Lanes Policy (Tabled July 2022)***No action at this time*

ROTHESAY

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11 April 2023

8.4 Accommodations Levy By-law 1-23

23 March 2023 Memorandum from Town Clerk Banks

23 March 2023 Public Notice

DRAFT Accommodations Levy By-law 1-23

9. NEW BUSINESS

9.1 BUSINESS ARISING FROM DELEGATIONS

9.1.1 Food Cycle Science Corporation

21 March 2023 Email thread from Food Cycle Science Corporation

Refer to the Climate Change Adaptation Committee

9.1.2 Rothesay Train Station

4 April 2023 Letter RE: Rothesay Train Station with attachments

Refer to staff

9.1.3 2022 Audited Rothesay Financial Statements

3 April 2023 Memorandum from Finance Committee

29 March 2023 Communication of audit results (Teed Saunders Doyle)

31 December 2022 Draft Rothesay Consolidated Financial Statements

9.2 Truck Purchase – Parks Department

11 April 2023 Report prepared by DRP Jensen

10. NEXT MEETING

Regular meeting Monday, May 8, 2023 at 7:00 p.m.

11. ADJOURNMENT



FOODCYCLER™ MUNICIPAL SOLUTIONS

The Future of Food
Waste.



ABOUT US

Food Cycle Science

- **Canadian company** based out of Ottawa, ON
- Founded in Cornwall in 2011 – Company is 100% focused on **Food Waste Diversion Solutions**
- Products available in North America through **FoodCycler Municipal / Vitamix** and internationally through network of distributors & OEM partners
- **Finalists** in Impact Canada/AAFC's **Food Waste Reduction Challenge**
- **Globe & Mail Canada's Top Growing Companies** (2021 & 2022)
- **Deloitte Fast 50 CleanTech** award winners (2021)
- **Approved supplier** with Canoe Procurement Group of Canada

Sage

Breville

Vitamix

Canada

Sobey's

Impact Canada

Deloitte Technology Fast50

fieldless

BGIS

THE OUTDOOR LEARNING STORE
OUTDOORLEARNINGSTORE.COM

ecoschools
écoécoles
CANADA

73
Municipal Partnerships
Across North America

canoe
APPROVED SUPPLIER

OEM SOLUTIONS MUNICIPAL SCHOOLS

TRUSTED CANADIAN SOLUTION

Coast to Coast to Coast

72

Canadian Municipal Partnerships

○ 6 Provinces

○ 1 Territory



THE PROBLEM – FOOD WASTE

- **63%** of food waste is avoidable
- Household waste is composed of **25-50%** organic waste
- Food waste weight is up to **90%** liquid mass (which is heavy)
- The average Canadian household spends **\$1,766** on food that is wasted each year
- Each year food waste in Canada is responsible for **56.6 Million tonnes of CO2** equivalent of GHG



MUNICIPAL IMPACT

Waste is a municipal responsibility

LANDFILL + WASTE COSTS

- ~**25-50%** of household waste is organic waste
- Landfills are filling up fast, creating cost and environmental issues
- Hauling, transfer, and disposal services are a major cost factor and environmental contributor

ENVIRONMENT

- Landfilled organic waste produces methane, which is **25 times** more harmful than CO₂
- 1 tonne of food waste is equivalent to 1 car on the road for one year



COMMUNITY

Food in the garbage:

- More frequent collection or trips to the disposal site
- Unpleasant odours
- Animals, pests & other visitors



Removing food waste from garbage:

- Volume is reduced by up to 50%
- Less frequent collection, fewer trips to disposal site, save on bag tags
- Keeps odours out, makes garbage much less "interesting" for animals

HAVEN'T WE SOLVED THIS ALREADY?



GREEN BINS

BACKYARD COMPOST

LANDFILL

- Major **capital expenditure** to invest in **processing & collection infrastructure**
- **Contamination** is an ongoing challenge
- **GHG emissions** and **safety concerns** from collection vehicles
- **Participation rates** are often lower than desired, particularly in **multi-residential dwellings**
- **Space, ability,** and **know-how** are limiting factors
- Most users **do not compost in winter** or inclement weather
- May **attract pests/animals** or create unpleasant **odors**
- **Participation rates** are relatively low and stagnant
- Can produce **methane** if done incorrectly
- **Easiest solution** and often perceived as the most cost-effective in the short term
- Waste is typically **out of sight and out of mind** for consumers
- High levels of GHG emissions, particularly **methane**
- Long-term **environmental hazard** requires monitoring / maintenance
- **Landfill capacity** is quickly running out

THE FOODCYCLER PRODUCT FAMILY

FOODCYCLER™
FC-30



FOODCYCLER™
MAESTRO



2.5L	VOLUME CAPACITY	5.0L
30.5L	UNIT VOLUME	28.9L
4-8 HOURS	PROCESSING TIME	6-8 HOURS
0.8 kWh	POWER CONSUMPTION PER CYCLE	1.3 kWh
2 REFILLABLE FILTERS	ODOUR CONTROL	1 REFILLABLE FILTER
BACK	VENT LOCATION	TOP

90% FOOD WASTE REDUCTION

Full bucket of wet,
smelly food waste

2.5L / 5L



Handful of dry, sterile,
odourless & nutrient-rich by-
product

100 g / 200 g



4-8 HOURS
(Overnight)

0.8-1.5 kWh
(Equivalent to a laptop)

\$0.10-\$0.15 per cycle
(\$2-4 per month)

FOODILIZER™ : BENEFICIAL USES

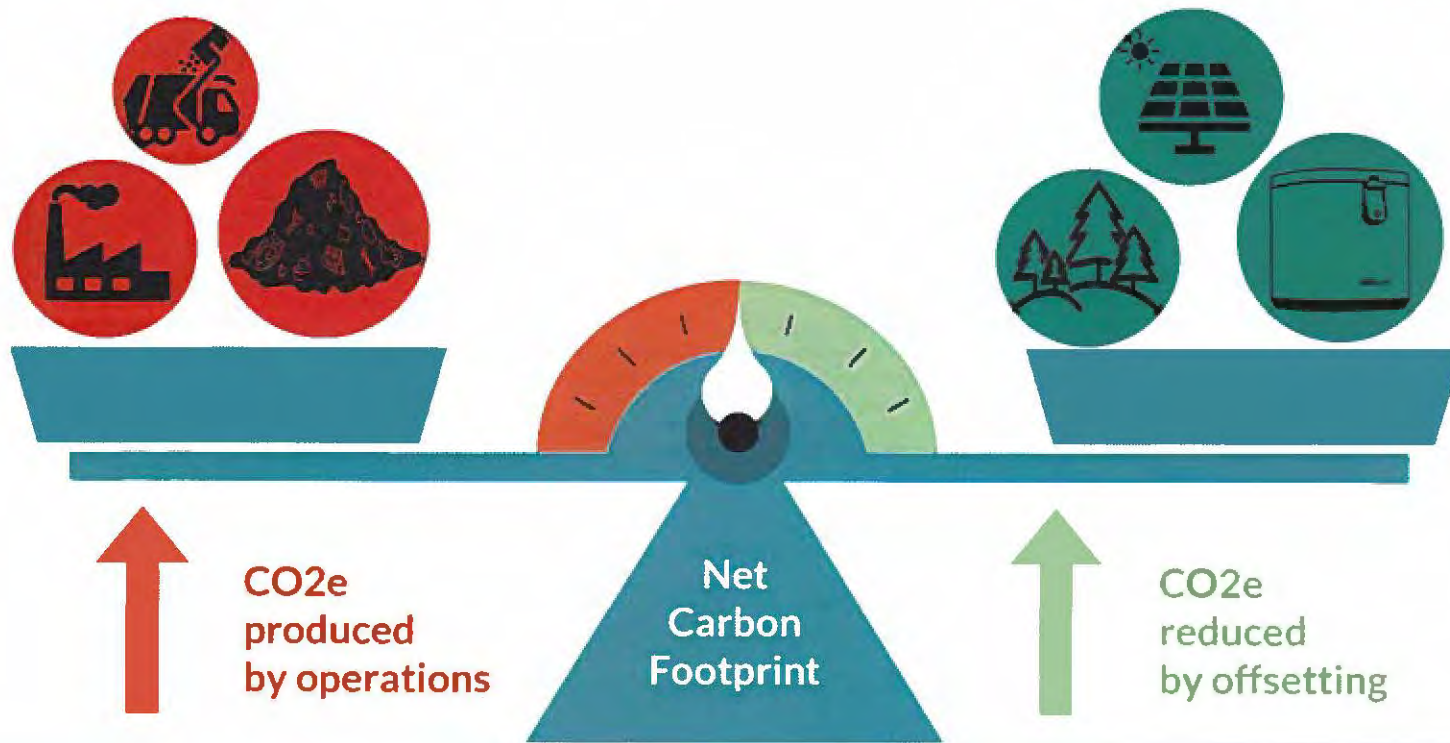
The FoodCycler by-product is a dry, sterile, odourless and nutrient-rich biomass with many beneficial uses and practical applications:

- Add to garden soil
- Add to backyard composter/tumbler/green cone
- Integrate to existing Leaf & Yard waste systems
- Pelletize/briquette as home heating alternative
- Drop off at compost site
- Drop off to a local farm
- Drop off to a community garden
- Add to Green Bin (where available)
- Throw away (as last resort)

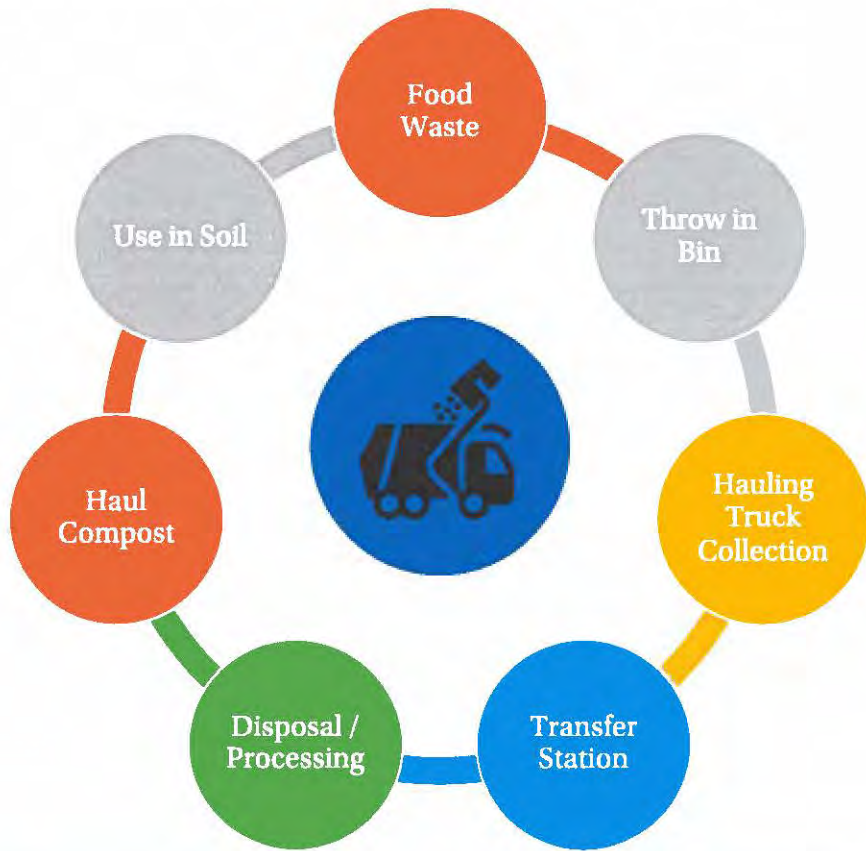


IMPACT: ENVIRONMENT

The Path to Net Zero



IMPACT: ECONOMIC



Traditional Waste Management



FoodCycler



IMPACT: PRESSURE Regulatory + Social

THE TIME IS NOW

- Constituents want **solutions** to reduce their environmental impact
- Waste is perceived as a government problem and **regulations** are coming
- Food waste is “low-hanging fruit” to achieving higher **diversion** and addressing the environmental impact of waste



"I've received a number of positive messages from residents saying, "sign me up, where can I get mine." I'm 100 per cent in favor of it."

Deputy Mayor Lyle Warden, (South Glengarry ON)

"We were extremely happy with this program and loved that it made us aware of our daily waste."

Pilot participant in South Glengarry

"It's a great tool to reduce household waste. Appreciate that the municipality is being innovative and piloting different solutions."

Pilot participant in Hornepayne

"It alleviates a lot of the concerns that people might have with backyard composting. The time commitment, the location, pests and animals..."

**Kylie Hissa, Strategic Initiatives Officer
(Kenora, ON)**

THE FOODCYCLER PILOTS

The results are in.

Completed pilots in:

4700

Households

40*

Municipalities



*The rest are ongoing!

Participation Rate **98%**

- 98% of pilot participants will continue using the FoodCycler after the pilot period

Recommendation Rate **96%**

- 96% of users would recommend the FoodCycler to friends/family/neighbours

User Experience Rating **4.6/5**

- 4.6 out of 5 star rating for the overall user experience of the FoodCycler

Net New Diversion **300 kg**

- Each participating household is estimated to divert approximately 300 kg of food waste per year

Awareness + Prevention **77%**

- 77% of pilot participants resolved to waste less food as a result of increased awareness

FOOD WASTE REDUCTION CHALLENGE

Impact Canada Finalists

Federal Funding

- ✓ Semi-Finalists in Stage 1 received **\$100,000**
- ✓ Finalists in Stage 2 received **\$400,000**
- Finalists will compete in Stage 3 to win one of two Grand Prizes of up to **\$1,500,000**



PILOT PROGRAM

12 Weeks from Start to Finish

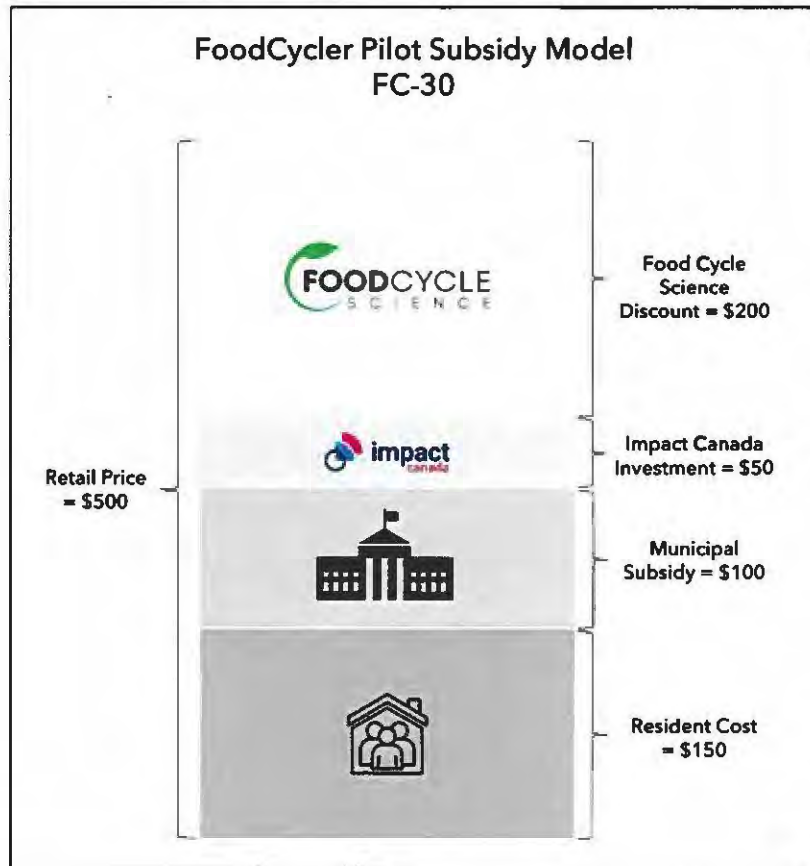
PILOT TIMELINE

START	12 WEEKS	END	NEXT STEPS
Residents purchase FoodCycler (choose one of two models) at a subsidized rate from Municipal Office (or other designated location)	Participants use the unit for a period of 12 weeks. Number of cycles per week are tracked to estimate total diversion achieved.	Participants fill out an exit survey, providing their review of the program and any other feedback. Survey results used to evaluate program success.	Tailored program design and implementation. Grants may be available, with support from Food Cycle Science.

FUNDED PILOT PROGRAM WITH SUPPORT FROM IMPACT CANADA



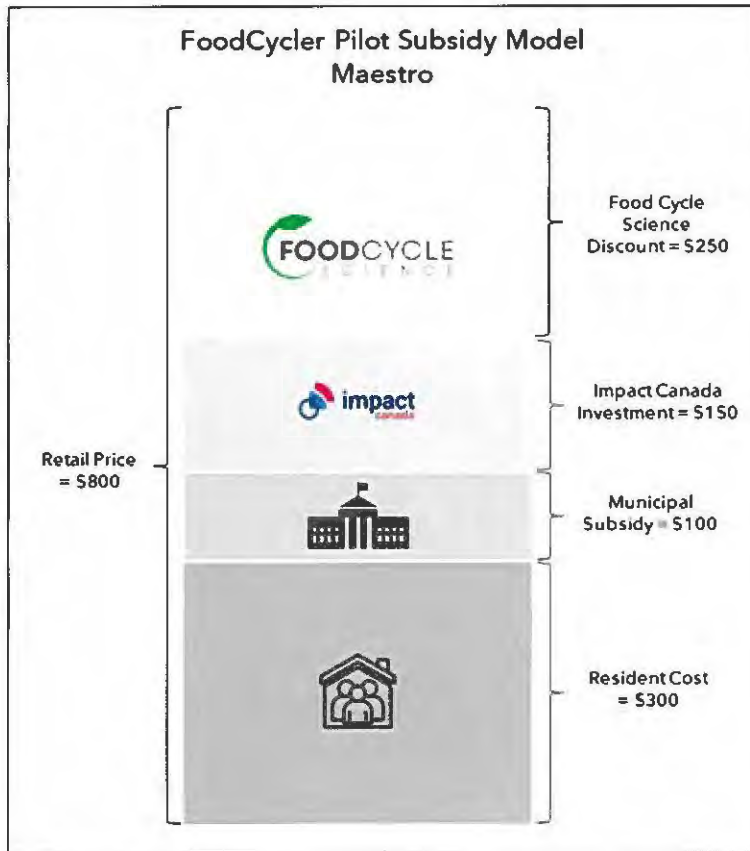
FoodCycler FC-30



Municipality Population	Pilot Scope	Municipal Investment
< 2,500 Residents	50 Households	\$5,000
2,500 – 10,000 Residents	100 Households	\$10,000
10,000 – 20,000 Residents	200 Households	\$20,000
> 20,000 Residents	250+ Households	\$25,000+

- Plus shipping costs and applicable taxes

FUNDED PILOT PROGRAM WITH SUPPORT FROM IMPACT CANADA



FoodCycler Maestro

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- Plus shipping costs and applicable taxes



Next Steps:

- Receive presentation as information.
- If interested in partnering, refer to Staff for a recommendation to Council.





THANK YOU! ANY QUESTIONS?

Christina Zardo

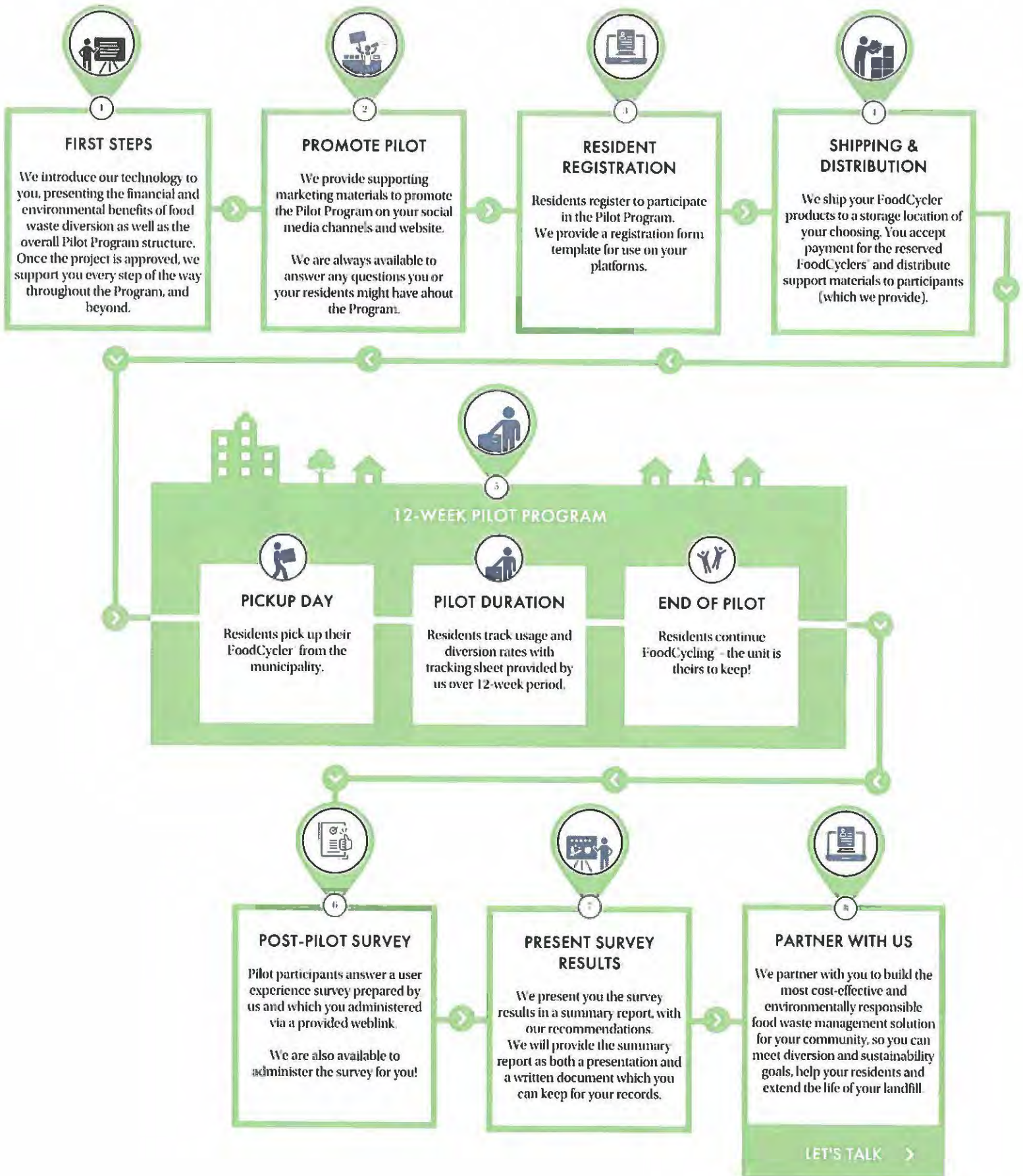
Director of Municipal Solutions
Email: christinaz@foodcyclers.com
Phone: 613-402-7999

Kassia Régnier

Municipal Program Coordinator
Email: kassiar@foodcyclers.com
Phone: 613-861-1721

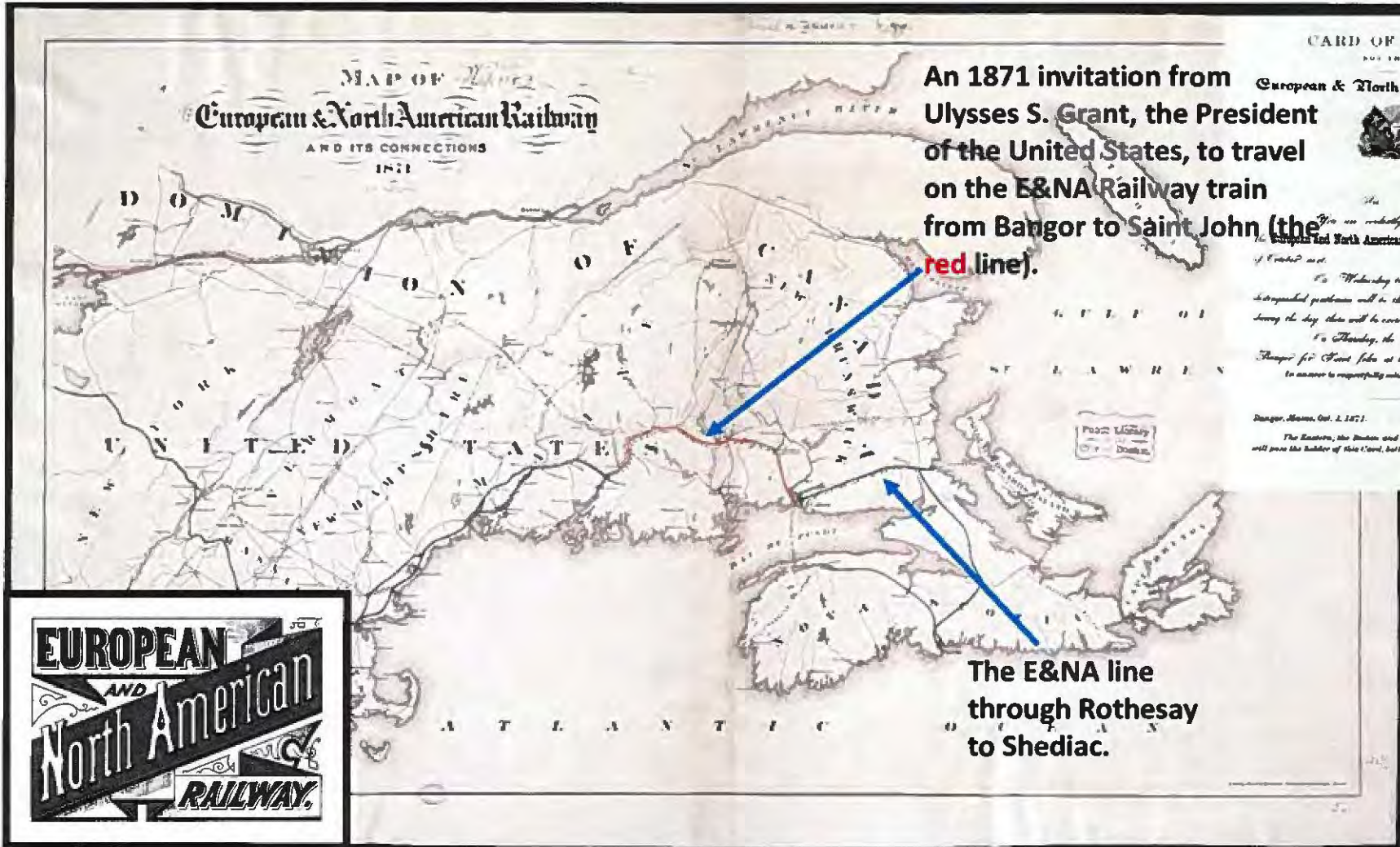
The Municipal Solutions Team
municipal@foodcyclers.com





The Rothesay Train Station

- It is 165 years old – the oldest station in the Maritimes.
- It was saved from demolition by *Rothesay Area Heritage Trust* in 1975.
- It is Rothesay's **only National Historic Site**.
- It needs saving *again* – but ***this time permanently, and this time for Community use!***



An 1871 invitation from Ulysses S. Grant, the President of the United States, to travel on the E&NA Railway train from Bangor to Saint John (the red line).

CARD OF INVITATION
NOT INADVERTENTLY
FROM THE
European & North American Railway Co.

You are probably invited to attend the formal opening of the European and North American Railway, on the 1st and 19th days of October next.

On Wednesday the 1st Oct. President Grant and other distinguished gentlemen will be the guests of the City of Bangor, and during the day there will be exercises suitable for the occasion.

On Thursday the 19th, an Express Train will leave Bangor for Saint John at Eight o'clock A.M. to answer to respectfully selected.

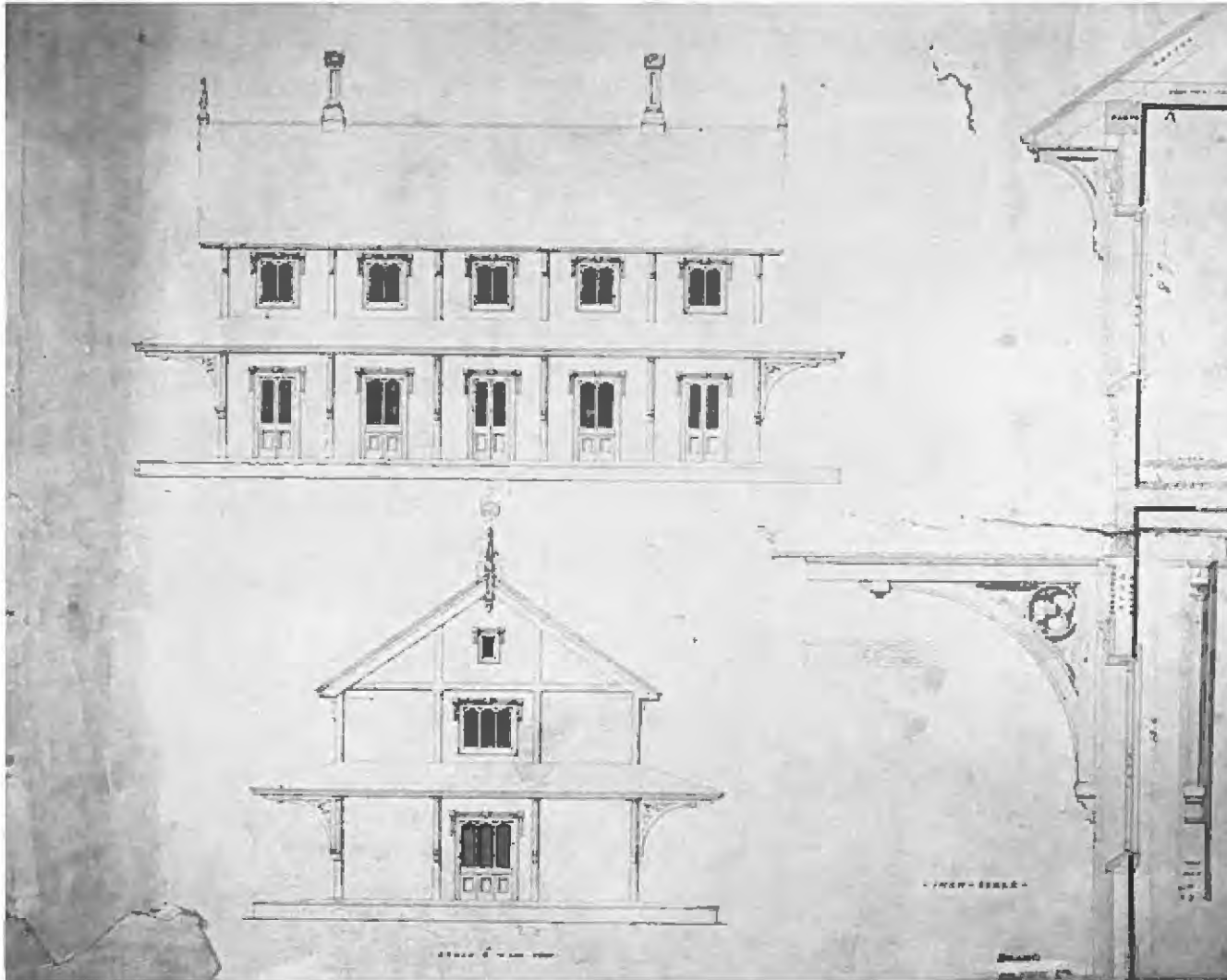
President.

Danger, Maine, Oct. 1, 1871.

The Eastern, the Boston and Maine, and the Maine Central Rail Roads, will pass the holder of this Card, both ways, on presentation.

The E&NA line through Rothesay to Shediac.

EUROPEAN
AND
North American
RAILWAY



A Key Part of Rothesay's History and Heritage

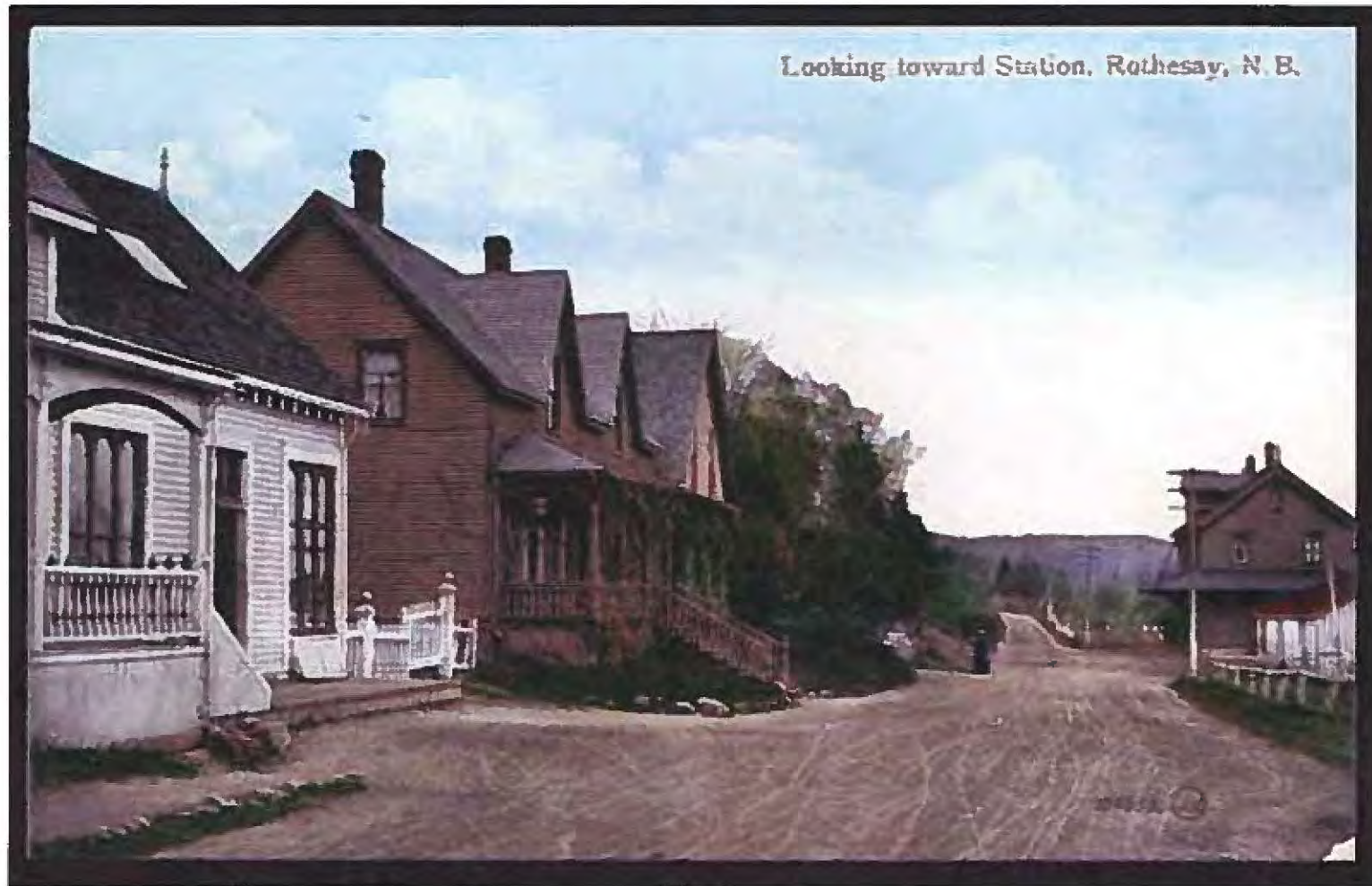
This is one of the original construction drawings prepared for the E&NA Railway. There were 17 stations built between Saint John and Shediac. **Only Rothesay's Station exists today.**



The 1870s-1900s Rothesay – Station Road, looking northeast. The Belleview Hotel (now Bircholme and Duart Hall) is to the right of the picture.



Looking Southwest. The Belleview Hotel is to the left of the lady.



This is the original postcard that the previous image was cropped from – **Ballantyne House** is the 2nd house from the left, still standing today.



The View in 2023

Ballantyne House,
Duart Hall (not
visible) and
Bircholme all on
the left, the
Station on the
right.

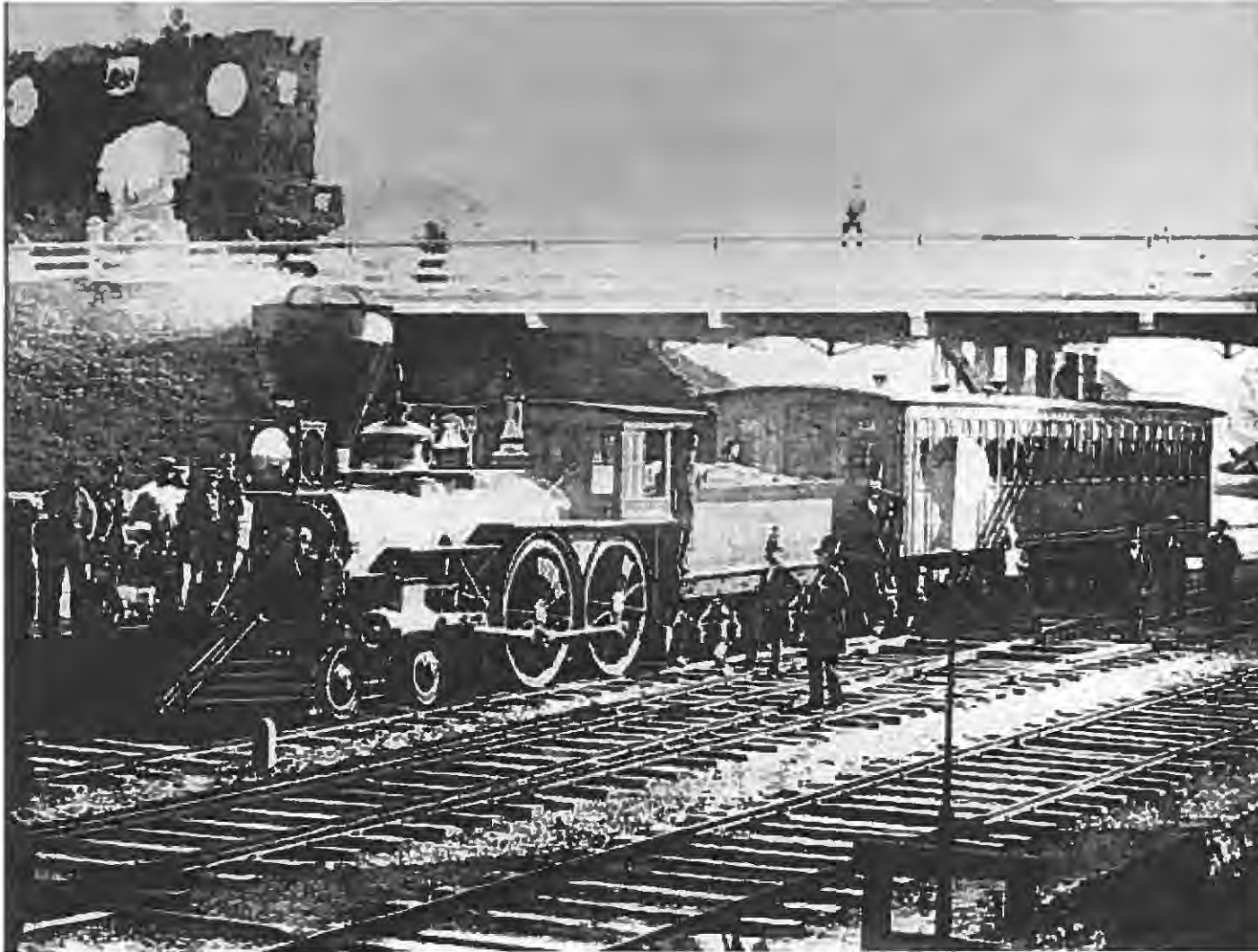


Bircholme

From at least 1877 to 1915 these 2 houses comprised the Belleview Hotel – which opened because of the Rothesay Train Station.

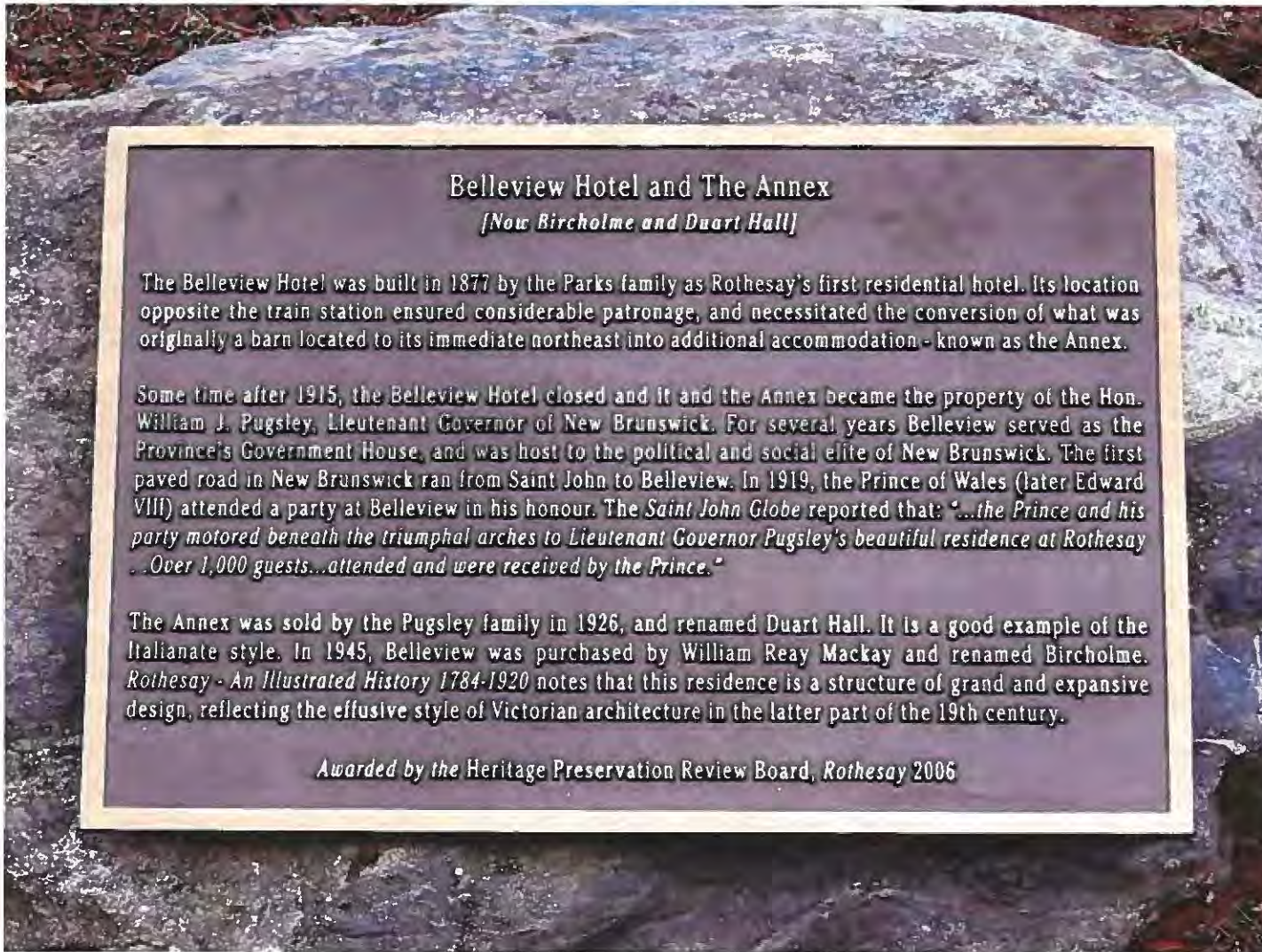


Duart Hall



In 1860 Albert Edward, **the Prince of Wales** (later Edward VII) travelled by train from Saint John to Rothesay.

Scribner's Corner was renamed Rothesay and *Kennebecasis Station* was renamed Rothesay Station, all in honour of the Prince's visit.



Belleview Hotel and The Annex

[Now Birchholme and Duart Hall]

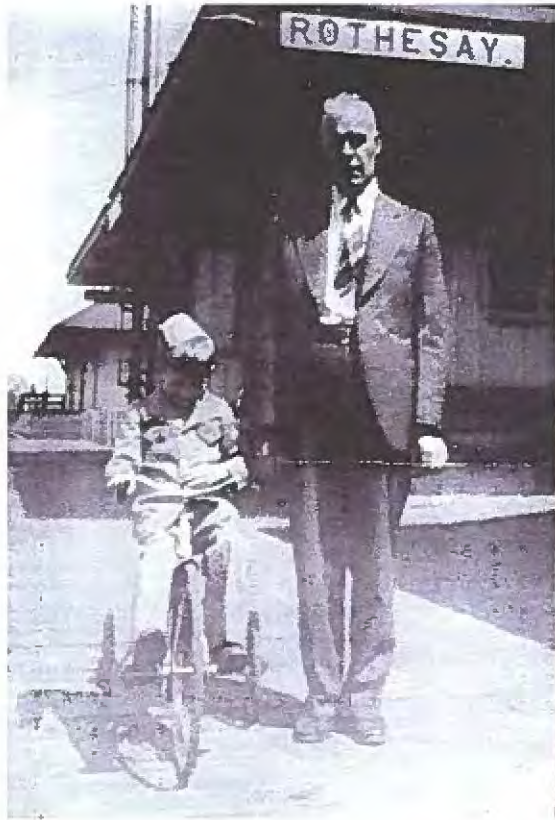
The Belleview Hotel was built in 1877 by the Parks family as Rothesay's first residential hotel. Its location opposite the train station ensured considerable patronage, and necessitated the conversion of what was originally a barn located to its immediate northeast into additional accommodation - known as the Annex.

Some time after 1915, the Belleview Hotel closed and it and the Annex became the property of the Hon. William J. Pugsley, Lieutenant Governor of New Brunswick. For several years Belleview served as the Province's Government House, and was host to the political and social elite of New Brunswick. The first paved road in New Brunswick ran from Saint John to Belleview. In 1919, the Prince of Wales (later Edward VIII) attended a party at Belleview in his honour. The *Saint John Globe* reported that: "...the Prince and his party motored beneath the triumphal arches to Lieutenant Governor Pugsley's beautiful residence at Rothesay ... Over 1,000 guests...attended and were received by the Prince."

The Annex was sold by the Pugsley family in 1926, and renamed Duart Hall. It is a good example of the Italianate style. In 1945, Belleview was purchased by William Reay Mackay and renamed Birchholme. *Rothesay - An Illustrated History 1784-1920* notes that this residence is a structure of grand and expansive design, reflecting the effusive style of Victorian architecture in the latter part of the 19th century.

Awarded by the Heritage Preservation Review Board, Rothesay 2006

The plaque placed by the Town's *Heritage Preservation Review Board* in front of Birchholme and Duart Hall, across the road from the Rothesay Train Station.



Pictures of Rothesay Stationmaster **Everett Robinson**, with son Joe (and cat!), in the early 1940s. In the background is the **freight shed** with matching wide canopy. It's not known when the freight shed was demolished.





**CN Rothesay –
1975**
CN had
announced
that it would
be abandoning
the building.



Hamish Murdoch (centre), Eric Heward (left) and many others led the charge to save the Station.



In 1976 Eric Heward went canoeing on the Kennebecasis with a friend. Very sadly, his canoe tipped and he drowned. This memorial sundial was placed on the CN lands beside the Station by his parents.



*The National
Historic Site plaque
unveiling in 1976.*

**Rothesay's only
National Historic Site
(1858).**

**Only *Balmaghie*
(1840), *Duart Hall*
(1855), *Cleasby* (1856)
and *St. David's Church*
(1858) are older than
the Rothesay Station.**





The Rothesay Train Station today

This photo and the slides showing some interior views are from realtor.ca (Pam Decourcey's and ReMax's public listing) and their copyright.



They are hard to see in this picture, but there are 2 plaques affixed to the exterior of the Station House. More about the left one (below) in a moment.





This shows the Station's symmetrical five-bay façade with uniform windows (fenestration) above the platform canopy, and the decorative brackets supporting the upper eaves of the gable roof.

Finials at the gable peaks and the two original chimneys are missing.





A close-up of the deep platform canopy on all four sides of the Station, with decorative brackets and trefoil inserts - part of its unique Neo-Gothic design.



This picture shows the former waiting room shed that *Rothesay Area Heritage Trust* was required by CN to build and maintain while train passenger service continued.

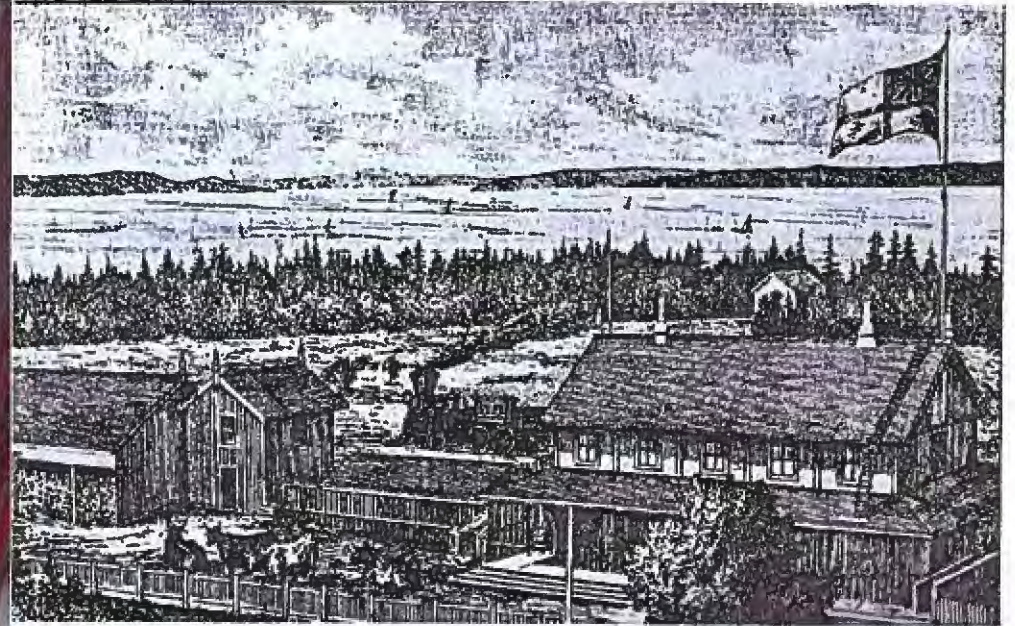


The public and stationmaster side of the ticket windows



the ticket windows





Sketch of Rothesay Station, 1858 (courtesy RLM)

And it is an enlarged version of this painting.

This panel is in the basement of the Station House, perhaps created by Martin Flewwelling.

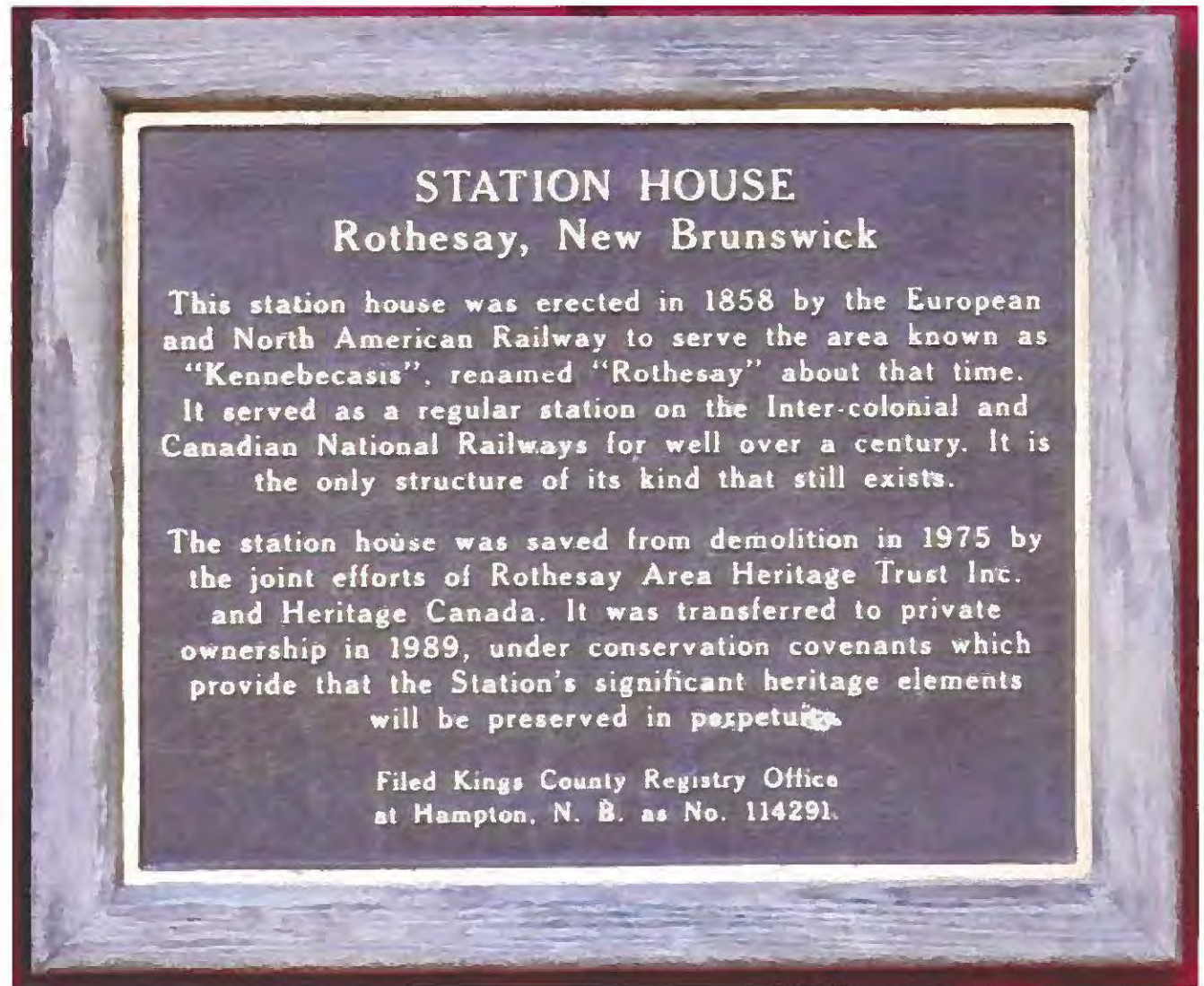
But - the Station needs protection – and conservation.



Does the Station have any “legal protection”?

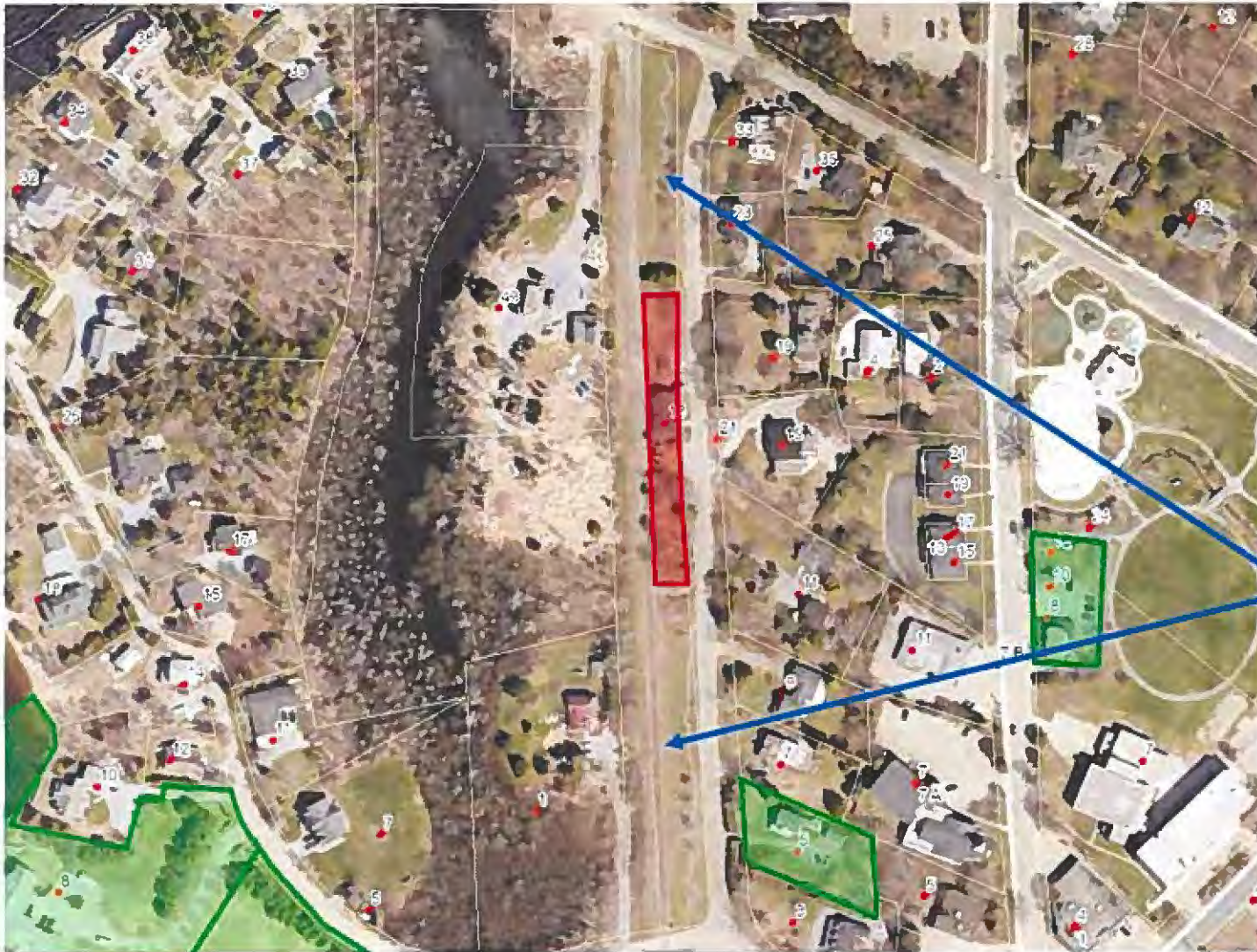
- It is **not** in the Town’s *Heritage Preservation Area*.
- It is **not** designated under the Provincial *Heritage Conservation Act* (although it certainly should be).
- It is **not** protected under the Federal *Heritage Railway Stations Protection Act* – because it wasn’t owned by CN when the Act came into force. **Note:** 160 stations across Canada are protected under this Act.
- Its Federal *National Historic Site* designation under the *Historic Sites and Monuments Act* **does not** confer any protection – only national recognition that it is an important national historic site.

So - a word about the significance of this plaque.



Issues with the Current Real Estate Listing

- **The real estate listing for the Station says that title is “freehold”.**
- That is not correct – it is leasehold. The Station sits on land still owned by CN – and the current owner must make annual lease payments to CN.
- **The real estate listing makes no mention of the restrictions and conditions protecting the Station’s heritage elements.** Note: A copy of these restrictions and conditions (referred to in the plaque) has been provided to Town Council.
- But - no one needs to be afraid of these conditions if they are concerned about preserving the Station’s heritage elements.



The land leased from CN that the Rothesay Station sits on is shown in red. The Town manages and maintains the 2 linear parcels that adjoin the Station as Town parks.

What's missing from these linear parks? The middle red parcel and the Station.

If the Town acquired the Rothesay Station
there is Federal funding (through Parks Canada) for 3 stages of support
- and (unlike private owners) the Town of Rothesay is eligible.

Preparatory Assistance Projects:

- Projects to develop technical and planning documents necessary to ensure the site's physical integrity. Eligible costs reimbursed up to the lesser of \$25,000 or 50% of total eligible costs.

Conservation Projects:

- Projects to conserve threatened components of a heritage place, in order to ensure its physical integrity. Eligible costs reimbursed up to the lesser of \$250,000 or 50% of total eligible costs.

Presentation Projects:

- Presentation projects that focus on communicating to the public the messages related to reasons for designation as a heritage place. Eligible costs reimbursed up to the lesser of \$25,000 or 50% of total eligible costs.

But – if the Town acquired the Rothesay Station, what could it be used for – *for the community?*

- **Something similar to what 14 other Maritime municipalities do with their municipally-owned train stations – including Hampton, Sussex, McAdam and St. Stephen.**
- ***An apartment:*** at least initially, retain the existing upper floor apartment, and the \$18,000/year rent that the current owner receives – to offset operating costs of other activities.
- ***A community centre:*** where residents, groups and seniors (the Hive?) can gather for events, meetings, and other activities.
- ***A museum or gallery (or both):*** where local school children, residents and visitors can learn about the history of the Station, Rothesay and the surrounding area. Artefacts from (among others) the Town, local residents, local businesses, railways and the *Rothesay Living Museum* could be displayed.
- ***A restaurant or cafe:*** by itself or included with other activities, offering locals and tourists a unique experience in a historic setting.
- ***A performance venue:*** hosting small concerts, plays, and other cultural events.
- ***An education and/or tourism information centre:*** offering classes and workshops on a variety of topics, or a tourism information centre (or both).
- ***A municipal department of the Town:*** relocate a department or working group of the Town to the Station – such as Planning and Development or Parks and Recreation. **Or – hold Council meetings there, as done in the 1860s.**
- ***Any combination of any of the above uses, in conjunction with the Town's linear parks on both sides.***

The Train Ran (and Still Runs) Through It

- **Trains have been running through Renforth, East Riverside-Kingshurst, Rothesay and Fairvale for 165 years.**
- ***2023 marks Rothesay's 25th anniversary year of amalgamation of those communities and Wells***
- So – a wonderful way to recognize and celebrate that history is by acquiring, protecting and preserving the Rothesay Train Station, a ***National Historic Site, for the community.***
- Picking up the torch that was lit almost 50 years ago – by creating a meaningful, useful and lasting legacy for Town residents and the public as a whole.

So - What do we want?

We'll tell you what we want, what we really, really want!

- **We believe the Town recognizes the value in:**
 - Celebrating Rothesay's unique history and heritage
 - Honouring the efforts of many of its residents almost 50 years ago in saving a one-of-a-kind train station from demolition, and
 - Protecting and preserving its 165-year-old *National Historic Site* **permanently – for the benefit and use of its residents and the public generally.**
- **We want the Town to buy the building** (after price negotiation), and assume (or renegotiate) the CN lease of the land that the Station sits on, along with the adjoining linear parks.
- **We want the Town to apply for each of the 3 stages of available Federal (and any other government) grants** and – (1) assess the building, (2) restore the building, and (3) tell the Station's and the Town's history and heritage through displays and exhibits inside the building.
- **We want to help the Town do all this** in any and every way we can.

Thank you very much!



March 8, 2023

Your Worship and members of Council,

The Association Heritage New Brunswick (AHNB) is the official non-profit association of New Brunswick's heritage organizations, encompassing over 100 member groups including museums, historical sites, and galleries. Their mission is to promote the conversation, preservation, interpretation and appreciation of New Brunswick's heritage resources.

The AHNB annual conference is the premier event for museum professionals and specialists in heritage to come together to advance their skills and knowledge. AHNB's 49th Annual Conference and AGM will take place this year from November 8-10 in Sussex, at the Fairlane Inn. As the Conference Committee Chair, I, Melanie Wade, am reaching out to you today. We are looking for sponsors to support our conference through a one-time donation of up to \$1000.00

We have reached out to the Mayor's and Council of other communities in both Saint John and Kings counties and wonder if perhaps a combined donation from the areas in our Heritage Zone might be a possibility.

Our conference is an ideal opportunity to showcase and market your town and its services to our members. This year we would like to add value to your involvement in AHNB's conference by increasing the visibility of your town and raising awareness of the businesses and/or companies.

We would like to offer Rothesay the following benefits as a sponsor:

1. Rothesay logo would be prominently displayed within our conference program
2. Rothesay Promotional materials would be included in swag bags
3. Rothesay logo would be prominently featured in all communications about the event, on social media etc.
4. We would offer an opportunity to provide a promotional sign visible throughout our lunch and banquet.
5. We would offer a special thank you, by the host of the conference prior to the start of the conference and again at the end.

Please do not hesitate to contact me at kingscountyhistoricalsociety@gmail.com

or if you prefer my email is

You can find mor information about AHNB on their website at <https://ahnb-apnb.ca/>. We look forward to building on your relationship with heritage decision-makers from across New Brunswick.

With our best regards,

Melanie A. Wade

Conference Committee Chair

Liz Hazlett

From: Liz Hazlett
Sent: Tuesday, March 21, 2023 9:04 AM
To: Liz Hazlett
Subject: FW: FRSC Intent to Borrow 2023
Attachments: Intent to Borrow - Rothesay.pdf

From: Marc MacLeod(FRSC) <mmacleod@fundyrecycles.com>
Sent: March 13, 2023 5:48 PM
To: Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Cc: Nancy Grant <NancyGrant@rothesay.ca>; 'Phil Ouellette' <pouellette@fundyregion.ca>; John Jarvie <JohnJarvie@rothesay.ca>
Subject: FRSC Intent to Borrow 2023

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

Mary Jane,

Please find a letter attached to this email from FRSC CEO, Phil Ouellette, providing notice of our proposed 2023 borrowing from the MCBB and the accompanying 5-year budget projections. A hard copy will follow. To meet the 45-day review period required by legislation for members, the vote for the borrowing application will take place on or about April 27, 2023 at our regularly scheduled monthly meeting. If you have any questions or if you require further support in addressing this matter, please do not hesitate to contact me.

Thanks,

Marc MacLeod
General Manager
Fundy Regional Service Commission (FRSC)
506-738-1213



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

PO Box / CP 3032, Grand Bay-Westfield, NB E5K 4V3

T. 506 738-1212 • F. 506 738-1207

hotline@fundyrecycles.com

March 13, 2023

Mary Jane Banks, Town Clerk
Town of Rothesay
70 Hampton Road
Rothesay NB
E2E 5L5

Dear Ms. Banks:

At the meeting of the Board of the Fundy Regional Service Commission held March 13, 2023 the following motion was adopted:

Be it resolved that, in accordance with Section 28 of the Regional Service Delivery Act, the Fundy Regional Service Commission intends to submit an application to the Municipal Capital Borrowing Board (MCBB) for authorization to borrow for a capital expense for the following purpose, amount and term:

Purpose: Solid Waste Services (Environmental Health)

Amount: \$ 1,210,000

Term: \$ 1,210,000 for a term not to exceed 5 years

As per the Act, we are sending written notice of the vote, proposed borrowing, budget projections and the impact on future rates to all members that are local governments and to the Minister at least 45 days before the vote to be held by members on or about April 27, 2023. Attached you will find the budget projections and budget impacts for the capital purchase. According to the Act, approval for borrowing from the MCBB must occur before any commitments are made that will utilize these funds.

Solid Waste Services

The purpose of the borrowing is for the scheduled replacement of two loaders, a rebuild of a bulldozer and the relocation of constructed wetlands for sedimentation control. Each piece of equipment has operated beyond its scheduled life and has been approved within the capital plan to be replaced. The manufactured wetland is being relocated to allow for the construction of the next solid waste landfill cell. The original borrowing budget of long-term debt capital for 2023 has been reduced from \$1,639,000 to \$1,210,000. This was achieved through a rebuild of equipment and the use of reserve funds for some capital projects to avoid interest and banking costs.

If you require any further information or have any questions, please do not hesitate to contact me.

Sincerely,

Phil Ouellette
CEO

2023April11OpenSessionFINAL_071

FUNDY REGIONAL SERVICE COMMISSION		GENERAL FUND: DEBT PROFILE & BUDGET PROJECTIONS				
Prepared By:	Mark Porter				<u>Variables</u>	<u>Projections</u>
Hearing Date:	23-Feb-23				INTEREST RATE	5.00%
					TONNAGE	0.00%
					EXPENDITURES	3.00%
					REVENUES	3.00%
('000)	ACTUAL 2021	BUDGET 2023	**** PROJECTIONS ****			
			2024	2025	2026	2027
REVENUE						
TIPPING FEES (Regular)	\$7,257	\$8,327	\$8,569	\$9,154	\$10,169	\$11,369
GRANTS	\$71	\$0	\$0	\$0	\$0	\$0
RECYCLING REVENUES (including the Blue Boxes)	\$601	\$395	\$395	\$395	\$395	\$395
SURPLUS 2ND PREV YR	\$96	\$303	\$202	\$0	\$0	\$0
OTHER	\$1,153	\$575	\$629	\$647	\$666	\$685
TOTAL REVENUE	\$9,177	\$9,600	\$9,796	\$10,197	\$11,230	\$12,449
EXPENDITURE						
DEBT COST	\$731	\$1,355	\$1,168	\$1,329	\$2,113	\$3,076
LANDFILL EXPENSES	\$1,802	\$2,448	\$2,546	\$2,622	\$2,701	\$2,782
CAPITAL FROM BUDGET	\$761	\$510	\$500	\$500	\$500	\$500
TRANSFER TO RESERVE FUND	\$611	\$25	\$25	\$25	\$25	\$25
TRANSFER TO GENERATION FUND	\$119	\$23	\$60	\$60	\$60	\$60
ADMINISTRATION AND SALARIES	\$3,680	\$4,171	\$4,296	\$4,425	\$4,557	\$4,694
RECYCLING COSTS	\$861	\$894	\$1,020	\$1,051	\$1,082	\$1,115
SMALL MATERIALS RECOVERY FACILITY	\$309	\$175	\$180	\$186	\$191	\$197
DEFICIT 2ND PREVIOUS YEAR	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURE	\$8,874	\$9,600	\$9,796	\$10,197	\$11,230	\$12,449
SURPLUS (DEFICIT)	\$303	\$0	\$0	\$0	\$0	\$0
TONNES DEPOSITED (Regular)	67,199	67,697	65,000	65,000	65,000	65,000
RATE PER TONNE (Regular)	\$108.00	\$123.00	\$131.83	\$140.84	\$156.44	\$174.91
DEBT COST PROJECTION	2021	2023	2024	2025	2026	2027
PRESENT DEBT SERVICE COST	\$692	\$1,263	\$278	\$278	\$278	\$279
INTERIM FINANCING & OTHER CHARGES	39	92	\$47	\$129	\$172	\$45
REFINANCING						
	<u>YEAR</u>	<u>RATE</u>	<u>TERM</u>	<u>AMT</u>		
O/S AUTHORITY						
MO21-0004	2021	5.00%	4	\$2,000	564	564
MO22-0023	2022	5.00%	5	\$0		
PLANNED BORROWING						
Application	2023	5.00%	5	\$1,210	279	279
Application	2023	5.00%	0	\$0		
PLANNED BORROWING	2024	5.00%	4	\$280	79	79
PLANNED BORROWING	2025	5.00%	4	\$2,625	740	740
PLANNED BORROWING	2026	5.00%	4	\$3,865		1,090
PLANNED BORROWING	2027	5.00%	4	\$230		
TOTAL DEBT SERVICE COST				\$731	\$1,355	\$1,168
DEBT COST/GROSS EXP.				8.2%	14.1%	11.9%
OUTSTANDING DEBT				\$680	\$4,219	\$3,840
EFFECT DEBT COST ON:						
TIPPING FEES	\$	10.88	\$	20.02	\$	17.97
TIPPING FEES (NEW BORROWING '23)				\$4.13		
TIPPING FEES (NEW BORROWING '24)					\$1.21	
TIPPING FEES (NEW BORROWING '25)					\$11.39	
TIPPING FEES (NEW BORROWING '26)						\$16.77
This analysis represents the Commission's budget projections and the impact of future borrowing from 2024 to 2027. Commission members are aware of this information and have been fully advised of the impact of this borrowing on the current tipping fees, debt service cost ratio and total outstanding debt.						
Date	Chief Financial Officer					

Liz Hazlett

From: Liz Hazlett
Sent: Monday, March 20, 2023 9:09 AM
To: Liz Hazlett
Subject: FW: Chatwin st

From: Peter Lewis <PeterLewis@rothesay.ca>
Sent: March 20, 2023 6:53 AM
To: Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Subject: Fwd: Chatwin st

Please place the email on the Council agenda for discussion.

Councillor Peter Lewis

From:
Sent: Saturday, March 18, 2023 10:23:31 AM
To: Peter Lewis <PeterLewis@rothesay.ca>
Subject: FW: Chatwin st

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

Hi Peter,

I sent this email back in January and I have never heard from anyone.

I know that nothing can be done in the winter, but a response to the plans would have been nice.

At this point, the chipseal road between ourselves and Mr Henry is gone. It is a sunken mud pit. Every time the plow comes by, more of it is plowed into the marsh.

Is there a way to find out if anyone has been out to assess it or if it is in the plans?

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

----- Original message -----

From:
Date: 2023-01-04 10:28 a.m. (GMT-04:00)
To: rothesay@rothesay.ca
Subject: Chatwin st

Hello,

2023April11OpenSessionFINAL_073

How can we find out if our street is due to be repaved in the near future?

I live at 21 Chatwin st and our end of the street only has 2 driveways on it. The road is a road map of cracks, large chunks of chip seal missing, wash outs etc. It would appear that a plow removed 2 good sized chunks already this winter and due to poor water runoff, the road actually bounces when you walk on it on wet days. With all the loose chipseal, I assume we will lose more with every plowing this winter.

When you go the opposite way where all the other houses are, there is a large lump in the road that I assume is either a Boulder or a log that has come up due to a frost heave.

I also have concerns about a small loss of land between us at 21 and the neighbour's at 14. Where the water drains into the brook, there has been some significant erosion due to the water not flowing as it should (I assume blockages down the line).

Would it be possible to have someone come out and look at the condition of the street and also see if there are any concerns with the way that the water has been running off and eroding the bank.

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

Liz Hazlett

From: Mary Jane Banks
Sent: Tuesday, March 28, 2023 1:17 PM
To: Liz Hazlett
Subject: Fwd: Letter of request

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

From: Nancy Grant <NancyGrant@rothesay.ca>
Sent: Tuesday, March 28, 2023 12:27:19 PM
To: Brooks, Wendy (EECD/EDPE) <Wendy.Brooks@gnb.ca>
Cc: Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Subject: Re: Letter of request

Good Morning Wendy ,

Your request has been forwarded to the Town Clerk for inclusion in the agenda for our April 11 Council meeting.
We will inform you of Council's decision.

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: Brooks, Wendy (EECD/EDPE) <Wendy.Brooks@gnb.ca>
Sent: Tuesday, March 28, 2023 12:22:53 PM
To: Nancy Grant <NancyGrant@rothesay.ca>
Subject: Letter of request

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

Mayor Grant,

I wrote you last week about how you can help New Brunswick's International Student Program with community awareness. We are requesting to put up a welcome sign in the community welcoming all international students and in return it will make our community more aware of our program. I have also attached some of our advertisements, we'd appreciate it if you could post on your social media sites and website. We greatly appreciate your consideration and support.

Sincerely,

Wendy Brooks



WENDY BROOKS
HOMESTAY ADMINISTRATOR

Anglophone School District South
565 Priestman Street, Suite 301
Fredericton, New Brunswick, Canada E3B 5X8

CELL (506) 259-4826 wendy.brooks@gnb.ca WWW.AEI-INC.CA



Liz Hazlett

From: Liz Hazlett
Sent: Tuesday, March 21, 2023 10:45 AM
To: Liz Hazlett
Subject: FW: Letter of request

From: Brooks, Wendy (EECD/EDPE) <Wendy.Brooks@gnb.ca>
Sent: Tuesday, March 21, 2023 10:33:32 AM
To: Nancy Grant <NancyGrant@rothesay.ca>
Subject: Re: Letter of request

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

Honorable Mayor Dr. Nancy Grant,

I am writing this letter to request your assistance in raising community awareness for the citizens of Rothesay, New Brunswick regarding our program for international students. To do that, I am requesting your permission to post a permanent welcome sign to international students at the entrance of the town of Rothesay. This sign will welcome students from many countries all over the world as well as making citizens aware of their presence in our community.

Every year the New Brunswick International Student Program host approximately 250 students in Southern New Brunswick. \$400,000 a year goes to our local schools in New Brunswick, helping them to afford things they would not be able to afford otherwise. Also, having international students in our community positively impacts our economy by an increase of approximately \$16,000,000/year to New Brunswick's local businesses. Not only does it benefit our communities financially, but in other ways as well, such as making our communities more diverse and allowing us to gain new cultural perspectives, empathy, and cultural competency.

Our goal is to make our community more aware of our program, many people still do not know we exist. It is important to make our community more aware because every year we need approximately 175 homes to host students in Southern New Brunswick alone for this program to survive.

It would be greatly appreciated if you could assist us with this project and any other ways you can help us to spread the word of our program. Thank you for your time and consideration,

Sincerely,

Wendy Brooks



WENDY BROOKS
HOMESTAY ADMINISTRATOR

Anglophone School District South
565 Priestman Street, Suite 301
Fredericton, New Brunswick, Canada E3B 5X8

CELL (506) 259-4826 wendy.brooks@gnb.ca WWW.AEI-INC.CA



March 25, 2023

Dr. Nancy Grant, Mayor & Councillors
 Town of Rothesay
 70 Hampton Road
 Rothesay, New Brunswick
 E2E 5Y2



Dear Dr. Grant & Councillors;

As the Mayor of Rothesay and an ally of young artists, permit me this opportunity to ask for your support assisting my daughter, Julia Shea, and her teammates, to participate as a member of **Team Canada** at the 2023 Dance World Cup in Braga, Portugal – an event that will see competitors from over 60 countries.

Julia Shea, Claire Randall, Harry Halpin and Brigitte Carroll are all residents of the town of Rothesay and Julia, Claire and Brigitte have danced and taught at **KidSing Performance School** (Kennebecasis Valley) for over eight years. In this time, these young artists have represented their community at many provincial competitions, performed at school and community events and contributed to community fundraisers such as the Empty Stocking Fund.

Unfortunately, this opportunity comes with a cost. Each dancer must raise personal funds to participate. This is a once-in-a-lifetime opportunity and I sincerely hope you will consider helping these young artists realize their goals. A cost breakdown for each participant has been provided in the sidebar to the left.

Each youth must have a parent chaperone throughout the process including, accompanying them to Portugal.

On behalf of this wonderful group of teenagers and young adults, I sincerely appreciate your consideration and would like to thank you for supporting Maritime amateur dancers. We have outlined helpful options for donations but any amount is greatly appreciated.

PARENT CONTACTS:

Trevor & Jenny Shea
 Rothesay, New Brunswick

MEMBER TEAM CANADA

Dance World Cup
 Braga, Portugal (June 30TH – July 8TH)

PHONE

Trevor Shea:

WEBSITE

<https://dwcworld.com/home>

EMAIL

COST ANALYSIS

\$2367.35	Entry fees, costumes,
\$649.75	Special trio dance fees
\$1000.00	4 overnight rehearsals in Moncton NR
\$938.68	Rehearsal in Toronto
\$1140.00	Accommodations in Toronto
\$2920.62	Return airfare Canada - Portugal
\$600.00	Travel insurance
\$6000.00	Accommodations, Braga,
\$960.00	Meals in Portugal
\$16,636.4	Total Expenses

LEVEL	AMOUNT
GOLD	\$250.00
PLATINUM	\$500.00
PLATINUM PLUS	\$1000.00 (and up)



Julia, Claire, Harry and Brigitte hope to have earned your support. Please feel free to connect with the undersigned to follow-up with a face-to-face meeting, phone call or to arrange a donation.

Sincerely,

Trevor Shea (on behalf of Julia, Claire, Harry and Brigitte)

ROTHESAY

Policy

Topic: Grants and Donations Policy	Date Prepared	Sept 2014
Application:	Date Adopted	14 Oct 2014
	Date Amended	14 Nov 2016 12 Aug 2019
	Mayor & Council:	
	Town Manager:	

BACKGROUND:

This policy provides guidance to Council in considering requests for financial support from groups to apply consistent criteria in evaluating requests. In accordance with the criteria outlined below, all requests for financial support shall be accompanied by the attached application (Schedule A)

CRITERIA:

- 1) Council will consider requests for financial support from **individuals** who:
 - a) are engaged in an activity for which they receive no income
 - b) have been a resident of the town for at least 12 months prior to the request
 - c) have not made a similar request within the preceding 36 months
 - d) are prepared to make a significant personal contribution to the activity
 - e) are not in arrears of any amount owing to the Town
 - f) have excelled in the field or activity for which funding is requested
 - g) might not otherwise be able to participate in the activity for which the funding is requested

- 2) Council will consider requests for financial support from **groups** that:
 - a) are a registered charity or not for profit group
 - b) have a mandate which includes public service to Rothesay citizens
 - c) include a substantial number of Town residents in their memberships
 - d) are not in arrears of any amount owing to the Town
 - e) do not have primarily religious or political objectives nor are affiliated with organizations which do
 - f) are not receiving funding from the Town through a regular funding arrangement, nor are associated with a group receiving regular funding
 - g) Council will consider requests for financial support from groups that have not made a request for funding within the previous 12 months

- 3) The activity to be funded should:
 - a) be beneficial to the Town or residents of the greater Saint John region
 - b) promote the Town or the greater Saint John region, as a place to live, work or play
 - c) reflect a need beyond the resources of the individual or group
 - d) be a proposal to host an event of national or international importance

- 4) Council may consider requests at a Council meeting at which a presentation may be made by the requesting group or individual. Any presentation will be made in accordance with Town policy for Council delegations.
- 5) Requests for "in-kind" donations are subject to this policy.
- 6) Council will attempt to allocate funds consistently and fairly, and may require the applicant to complete an application form which would include the following information:
 - a) the name and address of the group or individual requesting funding
 - b) an explanation of how any Town donations would be used
 - c) the location, date, and time at which the activity will take place
 - d) the total costs of project and amount requested from the Town
 - e) the amount and sources of other support
 - f) an explanation of how the donation will benefit Rothesay and its residents
 - g) financial statements (for group application)
- 7) Council may budget for grants and donations but when the budgeted allocation has been utilized in a fiscal year, no further requests will be considered.
- 8) The Mayor has the authority under this policy to approve up to \$1,000 for donation requests, as long as there is sufficient room in the current year budget. The Mayor shall provide a regular report to Council indicating requests received in an amount of \$1,000 or less and the decision made regarding each request.
- 9) Requests for grants in excess of \$1,000 are to be forwarded to Council for a decision, with a recommendation from the Finance Committee.

November 14, 2016 Schedule A (Form) Amended
August 12, 2019 Section 2(g) added

SCHEDULE A

Application for Rothesay Municipal Grant

App. Date: March 31st, 2023

Applicant: Bradley Joudry

Address: Rothesay, NB

Contact: Jeramie Joudry Tel. _____

Email: _____

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

Amount Requested: \$ 2000

Descriptions of proposed event or activity: To sponsor Bradley Joudry in participation of the 2023 Football Canada Cup as team NB travels to Edmonton, AB to represent NB

Project costs: \$2,775

Benefits to town of Rothesay: Support community high performing youth sport as a major sponsor of ensuring a local Rothesay kid is being sponsored by the Town of Rothesay. Bradley attends RHS and, has been in Fundy Minor Football since 2017 and, has also given back to his community through coaching the last few years and, in being an active volunteer during the floodings a few years ago in both 2018 and 19.

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).

Liz Hazlett

From: Mary Jane Banks
Sent: Tuesday, April 4, 2023 10:06 AM
To: Liz Hazlett
Subject: FW: Attn Mayor and Councilors Rothesay Train Station

From: peter
Sent: Tuesday, April 4, 2023 9:33 AM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: Attn Mayor and Councilors Rothesay Train Station

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

Dear,
Mayor and Councillors,

I am writing this email as a long-time resident of Rothesay. It would be a great benefit to the town of Rothesay to acquire the Rothesay train station and repurpose the property for light business use. Commercial space is limited in Rothesay and if the Station could be purchased and segmented into small office space for multiple companies it would be a wise use of such an enigmatic building.

Sincerely,

Peter Oxley

Liz Hazlett

From: Mary Jane Banks
Sent: Tuesday, April 4, 2023 1:39 PM
To: Liz Hazlett
Subject: FW: Rothesay Train Station.

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

From: Jane Toward
Sent: Tuesday, April 4, 2023 1:01 PM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: Rothesay Train Station.

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

Dear Mayor and Councillors,

Now that the Rothesay Train Station is for sale, I think that the Town ought consider buying it. It is unique as the oldest existing train station in the Maritimes, and has an attractive setting near the river and green space with Freeman Patterson's roses. Even possible occasional parking at nearby church (OLPH). The historical site opposite commemorates the Prince of Wales visit here.

It could serve as a town museum and welcome visitors to our community. Years ago one could buy an ice cream cone there, maybe that could happen again. There must be historical photos and other material that could be displayed and stored here, eg. The Rothesay Living Museum.

About 100 years ago my grandfather, Henry W. Frink, used to be driven to the station by horse and carriage from his home on Almon Lane, to take the train to Saint John where his insurance office was. In the 1940's I remember going by train into Saint John. And in the 1970's I would bring my children by train from Moncton: once my mother (Mrs. Philip Oland) was late coming to meet us so my elder son hopped on his bike and rode up to tell her we had arrived!

I urge you to seriously consider this matter, and to save the Rothesay Train Station, as have other municipalities such as Hampton and Sussex. It is unique and could attract provincial and/or federal support.

Sincerely,
Jane H. Toward,

To:

04 April 2023

Rothesay Town Council

Re : Submission regarding former Rothesay Station House

We like to add our voice to the request being submitted to Council to look into the possibility of purchasing Station House .

Although there are probably many more urgent needs for the Town to satisfy , maintaining some sense of history can be valuable for a community .

We hope that Council will make a serious attempt to research the possibility to acquire Station House and turn it into a community historical center .

Respectfully ,

Eckart & Donna Schroeter

(residents since 1977)

Liz Hazlett

From: Mary Jane Banks
Sent: Wednesday, April 5, 2023 8:38 AM
To: Liz Hazlett
Subject: FW: Rothesay Railway Station

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

From: Susan Petrie
Sent: Tuesday, April 4, 2023 9:36 PM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: Rothesay Railway Station

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

Hello Mayor & Members of Rothesay Council It has come to my attention that the Rothesay Railroad Station on Station Road will come up for Re-Lease soon. It is my understanding that the Rothesay Museum Collection requires a permanent home and that a significant group of Rothesay residents are willing to volunteer to be responsible for the running of this endeavour.

I urge Mayor Grant and Members of Council to give their serious consideration to this worthy proposal and re Lease the land for this purpose.

Yours truly
Susan M Petrie

Sent from my iPad

Liz Hazlett

From: Mary Jane Banks
Sent: Wednesday, April 5, 2023 10:06 AM
To: Liz Hazlett
Subject: FW: Rothesay Train Station

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

From: Andre Castonguay
Sent: Wednesday, April 5, 2023 10:02 AM
To: Nancy Grant <NancyGrant@rothesay.ca>
Cc: Don Shea <DonShea@rothesay.ca>; tiffanymackay@rothesay.ca; Peter Lewis <PeterLewis@rothesay.ca>; Helen Boyle <helenboyle@rothesay.ca>; Brian White <BrianWhite@rothesay.ca>; davidbrown@rothesay.ca; Bill McGuire <BillMcGuire@rothesay.ca>; Mary Jane Banks <MaryJaneBanks@rothesay.ca>; Matthew Alexander <MatthewAlexander@rothesay.ca>
Subject: Rothesay Train Station

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

Dear Mayor, Council and staff...

it is my understanding there will be a presentation on above subject at the April 11 session of council. I support the groups initiative for purposes of restoring train station for cultural purposes.

Sincerely,

André Castonguay

Sent from XR

Liz Hazlett

From: Liz Hazlett
Sent: Wednesday, April 5, 2023 10:28 AM
To: Liz Hazlett
Subject: FW: Rothesay Train Station

From: barbara lee-white
Sent: Wednesday, April 5, 2023 10:17 AM
To: Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Cc: Tiffany Mackay Bill McGuire <BillMcGuire@rothesay.ca>; Brian White <BrianWhite@rothesay.ca>; davidbrown@rothesay.ca; Don Shea <DonShea@rothesay.ca>; Helen Boyle <helenboyle@rothesay.ca>; Matthew Alexander <MatthewAlexander@rothesay.ca>; Nancy Grant <NancyGrant@rothesay.ca>; Peter Lewis <PeterLewis@rothesay.ca>
Subject: Rothesay Train Station

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

Dear Mayor and Council

It is my understanding there is a presentation on April 11 to discuss the preservation and purchase of the old train station for cultural purposes and events.

I am in favour of this initiative and support the proposal.

Sincerely

Barbara Lee-White

Liz Hazlett

From: Mary Jane Banks
Sent: Thursday, March 23, 2023 1:52 PM
To: Liz Hazlett
Subject: FW: Spyglass

From:
Sent: Thursday, March 23, 2023 12:39 PM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: Spyglass

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

It saddens me to think that this land will be destroyed by new developments. I don't know anyone who has not been on these trails at some point in their lives.

Please find a way to prevent this from happening.

Thank you.

Sent from my iPhone



**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

STEVE GOURDEAU
CHIEF OF POLICE
CHEF DE POLICE

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

2023-04-03

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, 2022**

Please find enclosed a copy of the Audited Financial Statements of the Kennebecasis Regional Joint Board of Police Commissioners for the year 2022.

We trust this meets your approval.

Respectfully,

Steve Gourdeau
Chief of Police



**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE
COMMISSIONERS**

FINANCIAL STATEMENTS

DECEMBER 31, 2022

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE

2023 April 10 Over See by FINA_091
~~COMMISSIONERS~~

DECEMBER 31, 2022

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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, 2022, 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, 2022, 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
March 29, 2023

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE

2023 ANNUAL REPORT SECTION 094
COMMISSIONERS

STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2022

	2022	2021
FINANCIAL ASSETS		
Cash (Note 4)	\$ 429,839	\$ 526,297
Accounts receivable		
General	49,634	31,593
Province of New Brunswick (Note 5)	72,987	-
Federal Government and its agencies (Note 6)	216,793	160,669
Investments (Notes 7 and 9)	861,990	724,674
Post employment benefits asset (Note 10)	<u>90,100</u>	<u>-</u>
	<u>\$ 1,721,343</u>	<u>\$ 1,443,233</u>
LIABILITIES		
Accounts payable and accrued liabilities	\$ 583,185	\$ 299,654
Long term debt (Note 8)	396,000	539,000
Accrued sick leave	17,299	15,299
Accrued liability for vested retirement benefits (Note 9)	864,382	828,268
Post employment benefits payable (Note 10)	<u>-</u>	<u>56,000</u>
	<u>1,860,866</u>	<u>1,738,221</u>
NET DEBT	<u>(139,523)</u>	<u>(294,988)</u>
NON-FINANCIAL ASSETS		
Tangible capital assets (Note 12)	4,745,729	4,126,118
Accumulated amortization (Note 12)	<u>(2,475,780)</u>	<u>(2,230,154)</u>
	2,269,949	1,895,964
Unamortized debenture costs	3,082	4,255
Prepaid expenses	<u>56,501</u>	<u>27,036</u>
	<u>2,329,532</u>	<u>1,927,255</u>
ACCUMULATED SURPLUS	<u>\$ 2,190,009</u>	<u>\$ 1,632,267</u>

COMMITMENTS (Note 11)

APPROVED BY:

 Commissioner

 Commissioner

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE

2023 April 11 Over Session FINAL_095

COMMISSIONERS

STATEMENT OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2022

	2022 Budget (Note 14)	2022 Actual	2021 Actual
REVENUE			
Contributions by member municipalities	\$ 7,578,498	\$ 7,578,498	\$ 6,991,990
Other (Note 15)	<u>419,200</u>	<u>702,653</u>	<u>508,471</u>
	<u>7,997,698</u>	<u>8,281,151</u>	<u>7,500,461</u>
EXPENDITURE (Note 15)			
Crime control	5,685,678	5,336,871	5,025,402
Vehicle fleet	299,175	298,479	277,002
Property	299,774	349,980	299,839
Administration	1,275,878	1,359,282	1,156,879
Telecommunications	<u>275,719</u>	<u>274,512</u>	<u>282,592</u>
	<u>7,836,224</u>	<u>7,619,124</u>	<u>7,041,714</u>
ANNUAL SURPLUS FOR THE YEAR BEFORE UNREALIZED GAIN ON INVESTMENTS	161,474	662,027	458,747
UNREALIZED GAIN(LOSS) ON INVESTMENTS	<u>(104,285)</u>	<u>(104,285)</u>	<u>65,435</u>
ANNUAL SURPLUS FOR THE YEAR (Note 13)	\$ <u>57,189</u>	557,742	524,182
ACCUMULATED SURPLUS BEGINNING OF YEAR		<u>1,632,267</u>	<u>1,108,085</u>
ACCUMULATED SURPLUS - END OF YEAR		\$ <u>2,190,009</u>	\$ <u>1,632,267</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE
COMMISSIONERS

2023 April 11 Open Session FINAL_096

STATEMENT OF CHANGES IN NET DEBT

AS AT DECEMBER 31, 2022

	2022	2021
Annual surplus	\$ 557,742	\$ 524,182
Acquisition of tangible capital assets	(619,611)	(194,049)
Proceeds on disposal of tangible capital assets	-	10,360
Amortization of tangible capital assets	245,626	211,240
Gain (loss) on disposal of tangible capital assets	<u>-</u>	<u>9,878</u>
	<u>183,757</u>	<u>561,611</u>
Acquisition of prepaid assets	(56,501)	(27,036)
Use of unamortized debenture costs	1,173	1,172
Use of prepaid assets	<u>27,036</u>	<u>47,121</u>
	<u>(28,292)</u>	<u>21,257</u>
Decrease in net debt	155,465	582,868
Net debt - beginning of year	<u>(294,988)</u>	<u>(877,856)</u>
Net debt - end of year	<u>\$ (139,523)</u>	<u>\$ (294,988)</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE
COMMISSIONERS

2023 April 11 Open Session FINAL_097

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED DECEMBER 31, 2022

	2022	2021
INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS		
OPERATING TRANSACTIONS		
Annual surplus	\$ 557,742	\$ 524,182
Gain (loss) on disposal of tangible capital assets	-	9,878
Unrealized (gain) loss on investments	104,285	(65,435)
Amortization of tangible capital assets	245,626	211,240
Receivable - General	(18,041)	(7,083)
Receivable - Member Municipalities	(72,987)	110,679
Receivable - Federal Government and its agencies	(56,124)	(47,580)
Accounts payable and accrued liabilities	283,531	(115,551)
Change in accrued sick leave	2,000	-
Change in accrued liability for vested retirement benefits	36,114	(14,972)
Change in post employment benefits payable	(146,100)	(255,900)
Change in unamortized debenture costs/prepaid expenses	<u>(28,292)</u>	<u>21,257</u>
	<u>907,754</u>	<u>370,715</u>
CAPITAL TRANSACTIONS		
Acquisition of tangible capital assets	(619,611)	(194,049)
Proceeds on disposal of tangible capital assets	<u>-</u>	<u>10,360</u>
	<u>(619,611)</u>	<u>(183,689)</u>
FINANCING TRANSACTION		
Change in long term debt	<u>(143,000)</u>	<u>(140,000)</u>
INVESTING TRANSACTION		
Purchases net of proceeds of investments	<u>(241,601)</u>	<u>279,193</u>
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	(96,458)	326,219
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	<u>526,297</u>	<u>200,078</u>
CASH AND CASH EQUIVALENTS - END OF YEAR	<u>\$ 429,839</u>	<u>\$ 526,297</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE

2023 April 11 Over Session FINA_098

COMMISSIONERS

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2022

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 8, 2021 and the Minister of Local Government on November 19, 2021.

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.

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2022

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

2023 April 11 Open Session FINAL_100

COMMISSIONERS

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2022

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, 2022:

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.

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>2022</u>	<u>2021</u>
Cash - operating	\$ 408,189	\$ 299,073
Cash - investments (Note 9)	<u>21,650</u>	<u>227,224</u>
	<u>\$ 429,839</u>	<u>\$ 526,297</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE

2023 Annual Report Session FRS_101

COMMISSIONERS

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2022

5. DUE FROM PROVINCE OF NEW BRUNSWICK

	2022	2021
Department of Justice and Public Safety	\$ <u>72,987</u>	\$ <u>-</u>

6. DUE FROM FEDERAL GOVERNMENT AND ITS AGENCIES

	2022	2021
Canada Revenue Agency - HST refund	\$ 101,692	\$ 47,615
RCMP secondments	<u>115,101</u>	<u>113,054</u>
	\$ <u>216,793</u>	\$ <u>160,669</u>

7. INVESTMENTS

	2022	2021
Canadian short term notes	\$ 415,532	\$ 126,123
Canadian equity	350,486	398,293
Unrealized gain on investments	<u>95,972</u>	<u>200,258</u>
	\$ <u>861,990</u>	\$ <u>724,674</u>

The Commission has an investment policy in place to administer the governance of these investments. As at December 31, 2022, the investments were in compliance with the policy.

8. LONG TERM DEBT

	Balance January 1, 2022	Issued during year	Redeemed during year	Balance December 31, 2022
New Brunswick Municipal Financing Corporation				
Debtures:				
BL 45-2014 1.2% - 3.1%, due 2024, OIC# 02-66, 03-53	\$ 160,000	\$ -	\$ 52,000	\$ 108,000
BN 35-2015 1.05% - 3.15%, due 2025, OIC # 03-0053	<u>379,000</u>	<u>-</u>	<u>91,000</u>	<u>288,000</u>
	\$ <u>539,000</u>	\$ <u>-</u>	\$ <u>143,000</u>	\$ <u>396,000</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE

2023 Annual Report CONTINUED COMMISSIONERS _102

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2022

8. LONG TERM DEBT (cont'd)

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

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, 2022 on the plan for 49 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 3.96% (prior 2.69%);
- salary increases 1.75% per annum for one year, 6% per annum for the next year and 2% per annum 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>2022</u>	<u>2021</u>
Balance at beginning of year	\$ 828,268	\$ 843,240
Add: Vested retirement expense	87,441	86,840
Less: Retirement benefits paid	<u>(51,327)</u>	<u>(101,812)</u>
Balance at end of year	<u>\$ 864,382</u>	<u>\$ 828,268</u>

The actuarial valuation estimates the accrued benefit obligation to be \$852,650. The \$45,050 actuarial gain is being amortized over 16 years, which represents the expected average remaining service life of the related employees.

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2022

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, 2020 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, 2021:

- the expected inflation rate is 2.10% (prior 2.10%);
- the discount rate used to determine the accrued benefit obligation is 5.70% (prior 5.55%);
- the expected rate of return on assets is 5.70% (prior 5.55%);
- retirement age varies by age and employment category; and
- estimated average remaining service life (EARSLS) is 14.0 years (prior 13.0 years).

The actuarial valuation prepared as at December 31, 2020 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 \$833,500, a change of \$191,700 from the December 31, 2019 deficit of \$641,800. Based on the assumptions as at December 31, 2020, the actuary expects 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, 2020, the NB MEPP provides benefits for 294 retirees. Total benefit payments to retirees and terminating employees during 2022 are estimated to be approximately \$4,957,200 (actual 2021 - \$6,360,300) in totality for the NB MEPP.

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE
COMMISSIONERS

2023 April 11 Open Session FINAL_104

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2022

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 2022 are estimated to be approximately \$7,421,400 (actual 2021 - \$7,235,200) in totality for the NB MEPP.

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

- The average age of the 45 active employees covered by the NB MEPP is 44.5 (as at Dec. 31, 2020);
- Benefit payments were \$797,300 in 2021 and were estimated to be \$513,700 in 2022; and
- Combined contributions were \$793,800 in 2021 and were estimated to be \$817,600 in 2022.

In addition to determining the position of the NB MEPP as it relates to the Commission as at December 31, 2020 and December 31, 2021, NB MEPP's actuary performed an extrapolation of the December 31, 2021 accounting valuation to determine the estimated position as at December 31, 2022. The extrapolation assumes assumptions used as at December 31, 2022 remain unchanged from December 31, 2021. The extrapolation also assumes assets return of 5.70%, 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, 2022 to	Jan 1, 2021 to
	<u>Dec 31, 2022</u>	<u>Dec 31, 2021</u>
Accrued Benefit Liability		
Accrued benefit liability at beginning of period	\$ 56,000	\$ 311,900
Adjustment to 2021/2020 actual	25,800	(94,300)
Pension expense for the year	236,900	248,600
Employer contributions	<u>(408,800)</u>	<u>(410,200)</u>
Accrued benefit (asset) liability at end of period	<u>\$ (90,100)</u>	<u>\$ 56,000</u>

In summary, the Accrued Benefit Asset as it related to the Commission is estimated to be \$90,100 as at December 31, 2022. This compares to a liability of \$311,900 as at January 1, 2021 and \$56,000 as at December 31, 2021.

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE

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NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2022

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, 2022 to Dec 31, 2022	Jan 1, 2021 to Dec 31, 2021
Reconciliation of Funded Status at End of Period		
Accrued benefit obligation	\$ 18,246,600	\$ 17,147,700
Plan assets	<u>18,231,700</u>	<u>16,952,800</u>
Plan deficit	14,900	194,900
Adjustment to 2021 actual	-	(25,800)
Unamortized experience losses	<u>(105,000)</u>	<u>(113,100)</u>
Accrued benefit (asset) liability at end of period	\$ <u>(90,100)</u>	\$ <u>56,000</u>

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

	Estimated Jan 1, 2022 to Dec 31, 2022	Jan 1, 2021 to Dec 31, 2021
Reconciliation of Accrued Benefit Obligation		
Accrued benefit obligation at beginning of period	\$ 17,147,700	\$ 16,945,700
Current service cost	631,800	616,400
Benefit payments	(513,700)	(797,300)
Interest for period	980,800	935,500
Experience loss (gain) during period	<u>-</u>	<u>(552,600)</u>
Accrued benefit obligation at end of period	\$ <u>18,246,600</u>	\$ <u>17,147,700</u>

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

	Estimated Jan 1, 2022 to Dec 31, 2022	Jan 1, 2021 to Dec 31, 2021
Reconciliation of Plan Assets		
Plan assets at beginning of period	\$ 16,952,800	\$ 16,457,000
Employer contributions	408,800	396,900
Employee contributions	408,800	396,900
Benefit payments	(513,700)	(797,300)
Return on plan assets during period	<u>975,000</u>	<u>499,300</u>
Plan assets at end of period	\$ <u>18,231,700</u>	\$ <u>16,952,800</u>

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DECEMBER 31, 2022

10. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

Total Expense related to pensions include the following components:

	Estimated Jan 1, 2022 to <u>Dec 31, 2022</u>	Jan 1, 2021 to <u>Dec 31, 2021</u>
Pension Expense		
Employer current service cost	\$ 223,000	\$ 219,500
Interest on Accrued Benefit Obligation	980,800	935,500
Expected return on assets	(975,000)	(913,300)
Amortization of unrecognized balances	-	-
Experience loss	<u>8,100</u>	<u>19,400</u>
Pension expense	<u>\$ 236,900</u>	<u>\$ 261,100</u>

The Pension Expense is included in the Statement of Operations. The 2021 pension expense was estimated to be \$248,600. The difference between the 2021 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 for the next year is \$278,241.

Operating Lease

The Board leases office equipment which have been accounted for as operating leases. The future minimum lease payments over the next five year are:

2023	\$ 1,546
2024	1,546
2025	1,546
2026	1,546
2027	1,415

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 \$636,817 over eight years. The future annual minimum payments over the next five years are:

2023	\$ 79,602
2024	79,602
2025	79,602
2026	79,602
2027	79,602

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NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2022

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>2022 Total</u>	<u>2021 Total</u>
COST									
Balance - beginning of year	\$ 194,248	\$ 55,869	\$ 2,313,229	\$ 779,239	\$ 80,043	\$ 505,103	\$ 198,387	\$ 4,126,118	\$ 4,055,549
Add: Net additions during the year	-	110,531	41,949	266,159	-	200,972	-	619,611	194,049
Less: Disposals during the year	-	-	-	-	-	-	-	-	(123,480)
Balance - end of year	<u>194,248</u>	<u>166,400</u>	<u>2,355,178</u>	<u>1,045,398</u>	<u>80,043</u>	<u>706,075</u>	<u>198,387</u>	<u>4,745,729</u>	<u>4,126,118</u>
ACCUMULATED AMORTIZATION									
Balance - beginning of year	-	46,663	1,089,006	471,868	51,949	418,582	152,086	2,230,154	2,122,156
Add: Amortization during the year	-	5,394	68,045	100,675	5,988	55,605	9,919	245,626	211,240
Less: Accumulated amortization on disposals	-	-	-	-	-	-	-	-	(103,242)
Balance - end of year	-	<u>52,057</u>	<u>1,157,051</u>	<u>572,543</u>	<u>57,937</u>	<u>474,187</u>	<u>162,005</u>	<u>2,475,780</u>	<u>2,230,154</u>
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	<u>\$ 194,248</u>	<u>\$ 114,343</u>	<u>\$ 1,198,127</u>	<u>\$ 472,855</u>	<u>\$ 22,106</u>	<u>\$ 231,888</u>	<u>\$ 36,382</u>	<u>\$ 2,269,949</u>	<u>\$ 1,895,964</u>

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NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2022

13. RECONCILIATION OF ANNUAL SURPLUS (DEFICIT)

	<u>Operating Fund</u>	<u>Capital Fund</u>	<u>Total</u>
2022 annual surplus (deficit) - PSAS	\$ <u>803,366</u>	\$ <u>(245,624)</u>	\$ <u>557,742</u>
Adjustments to annual surplus for funding requirements			
Transfers between funds			
Transfer from operating fund to capital fund	(619,611)	619,611	-
Long term debt principal repayment	(143,000)	143,000	-
Amortization expense	-	245,626	245,626
Unrealized loss on investments	104,285	-	104,285
Change in amount recorded under PSAS sick leave accrual	2,000	-	2,000
Post employment benefits liability	<u>(146,100)</u>	<u>-</u>	<u>(146,100)</u>
Total adjustments to 2022 annual surplus (deficit)	<u>(802,426)</u>	<u>1,008,237</u>	<u>205,811</u>
2022 annual surplus for funding requirements	\$ <u><u>940</u></u>	\$ <u><u>762,613</u></u>	\$ <u><u>763,553</u></u>

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NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2022

14. OPERATING BUDGET TO PSAS BUDGET

	Operating Budget General	Amortization of Tangible Capital Assets	Other	Total
REVENUE				
Contributions by member municipalities	\$ 7,578,498	\$ -	\$ -	\$ 7,578,498
Other	419,200	-	-	419,200
Unrealized loss on investments	<u>-</u>	<u>-</u>	<u>(104,285)</u>	<u>(104,285)</u>
	<u>7,997,698</u>	<u>-</u>	<u>(104,285)</u>	<u>7,893,413</u>
EXPENDITURE				
Crime control	5,744,745	61,593	(120,660)	5,685,678
Vehicle fleet	286,500	100,675	(88,000)	299,175
Property	230,816	83,358	(14,400)	299,774
Administration	1,301,318	-	(25,440)	1,275,878
Telecommunications	275,719	-	-	275,719
Fiscal services				
Long term debt repayments	143,000	-	(143,000)	-
Interest	<u>15,600</u>	<u>-</u>	<u>(15,600)</u>	<u>-</u>
	<u>7,997,698</u>	<u>245,626</u>	<u>(407,100)</u>	<u>7,836,224</u>
Surplus (deficit)	<u>\$ -</u>	<u>\$ (245,626)</u>	<u>\$ 302,815</u>	<u>\$ 57,189</u>

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NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2022

15. REVENUE AND EXPENDITURE SUPPORT

	2022	2022	2021
	Budget	Actual	Actual
	(Note 14)		
OTHER REVENUE			
Secondments	\$ 273,200	\$ 350,088	\$ 262,149
Fees for public services	125,000	179,799	155,043
Investment income	17,000	58,232	42,350
Taxi and by-law	4,000	2,975	1,658
Other	<u>-</u>	<u>111,559</u>	<u>47,271</u>
	<u>\$ 419,200</u>	<u>\$ 702,653</u>	<u>\$ 508,471</u>
CRIME CONTROL			
Salaries	\$ 4,252,931	\$ 3,895,582	\$ 3,835,479
Employee benefits	831,330	707,828	548,169
Training	52,000	78,135	47,608
Telephone and mobile radios	82,200	89,271	83,267
Equipment	31,000	46,269	44,803
Office	15,000	21,440	27,695
Equipment leasing and repairs	96,344	84,592	85,421
General supplies	40,000	65,191	85,612
COVID-19	-	-	1,244
Insurance	50,900	64,696	44,697
Uniforms	51,000	103,255	64,496
Public relations	7,000	12,004	17,625
Detention of prisoners	31,625	28,690	28,710
Taxi and traffic by-law	1,000	240	-
Public safety	36,755	36,755	32,428
Special investigation	45,000	41,330	33,911
Amortization	<u>61,593</u>	<u>61,593</u>	<u>44,237</u>
	<u>\$ 5,685,678</u>	<u>\$ 5,336,871</u>	<u>\$ 5,025,402</u>
VEHICLE FLEET			
Fuel	\$ 90,000	\$ 103,283	\$ 78,809
Repairs and maintenance	67,000	56,268	61,338
Insurance	35,500	32,783	30,638
Equipment for vehicles	6,000	5,470	9,018
Amortization	100,675	100,675	87,321
Loss (gain) on disposal of tangible capital assets	<u>-</u>	<u>-</u>	<u>9,878</u>
	<u>\$ 299,175</u>	<u>\$ 298,479</u>	<u>\$ 277,002</u>

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COMMISSIONERS

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2022

15. REVENUE AND EXPENDITURE SUPPORT (cont'd)

	2022 Budget (Note 14)	2022 Actual	2021 Actual
PROPERTY			
Taxes	\$ 51,216	\$ 47,769	\$ 49,391
Repairs and maintenance	82,000	130,189	92,127
Heat and power	47,000	42,763	39,401
Insurance	8,600	7,602	7,454
Grounds	12,000	21,574	11,622
Interest expense	14,428	15,553	18,990
Debenture cost amortization	1,172	1,172	1,172
Amortization	<u>83,358</u>	<u>83,358</u>	<u>79,682</u>
	<u>\$ 299,774</u>	<u>\$ 349,980</u>	<u>\$ 299,839</u>
ADMINISTRATION			
Salaries	\$ 869,810	\$ 891,836	\$ 833,502
Employee benefits	189,115	222,010	124,519
Commissionaires	-	-	79
Professional fees	83,000	78,761	73,492
Insurance	5,100	6,504	4,408
Travel and training	24,000	38,825	19,150
Board expenses	5,000	9,897	3,951
Labour relations	15,000	20,705	7,950
Bank service fees	-	3,303	2,988
Provision for vested retirement benefits	<u>84,853</u>	<u>87,441</u>	<u>86,840</u>
	<u>\$ 1,275,878</u>	<u>\$ 1,359,282</u>	<u>\$ 1,156,879</u>
TELECOMMUNICATIONS			
Dispatch fees (Note 11)	<u>\$ 275,719</u>	<u>\$ 274,512</u>	<u>\$ 282,592</u>



**Fundy Regional
Service Commission**

Commission de Services
Régionaux de Fundy

Monthly Meeting

February 16, 2023

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Thursday, February 16, 2023, at 10 Crane Mountain Rd, Saint John, NB.

1. Call to Order

The Board Chairperson, Libby O’Hara, called the meeting to order at 11:38 a.m.

2. Record of Attendance

Libby O’Hara	Chairperson
Jim Bedford	Vice Chairperson
John MacKenzie	Deputy Mayor, Saint John
Nancy Grant	Mayor, Rothesay
Brittany Merrifield	Mayor, Grand Bay-Westfield
Robert Doucet	Mayor, Hampton
Bruce Dryer	Fundy Rural District Representative

Absent

OTHERS

Phil Duquette, Chief Executive Officer, FRSC

Marc MacLeod, General Manager, FRSC

Alicia Raynes, Recording Secretary, FRSC

Nick Cameron, Assistant Development Officer, FRSC

Brenda MacCallum, Public Relations & Program Development Officer, FRSC

3. Approval of the Order of Business

The Chairperson asked for approval of the Order of Business

Motion: To approve the February 16, 2023 Agenda as presented with the addition of “Landfill Height EIA” as item 10, moved from closed session.

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

4. Disclosure of Conflict of Interest

None

5. Approval of the Minutes

- a. **December 19, 2022**
- b. **February 3, 2023**

Motion: To approve the December 19, 2022 minutes and the February 3, 2023 minutes as presented.

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

6. Consent Agenda

- a. **Planning – Building Inspection – December, 2022 – Nick Cameron**

The December, 2022 Report for Building, Development & Planning for the Village of St. Martins & FRSC Rural areas was provided for consideration.

Motion: To receive and file as presented.

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

7. Finance

- a. **Emergency Purchase – MRF Roof**

General Manager, Marc MacLeod provided a report detailing that in 2022, a number of fabric tears and holes began to appear in the Material Recovery Facility (MRF) roof, which has reached its life expectancy. A number of patches were placed, however, after more tears appeared, a structural assessment was commissioned and completed by GEMTEC and concluded that the metal framework of the building was sound, however the fabric would need to be replaced. This was budgeted for in the 2023 capital plan from long term debt for the latter half of 2023. Mr. MacLeod explained that this type of funding requires approval from the Municipal Capital Borrowing Board (MCBB), understanding that the FRSC could not order a replacement until MCBB approval which could take 2-3 months. It was further explained that as part of the Building Canada Fund contract for the construction of the MRF, the FRSC was obligated to place \$25,000 on an annual basis into a capital reserve fund, which has now accumulated approximately \$200,000. In addition, there is also another \$250,000 in the same capital reserve fund for any projects at the landfill.

On Friday, February 3, 2023, there were additional tears in the fabric due to high winds and heavy snow which resulted in halting operations in the MRF due to safety concerns. It was explained that temporary repairs are being completed from the operating fund budget at a cost of approximately \$15,000. Although operations in the MRF have resumed, it is only operating as weather permits. Therefore, under the authority of the Procurement Act, the CEO, in consultation with staff, has approved the immediate order of the replacement fabric as previously approved in the 2023 capital plan. In order to avoid a delay in the project caused by waiting for MCBB approval, the funds will need to come from the capital reserve fund so as not to affect the cash flow for the operating fund which would normally be another option for the purchase.

Motion: To approve the emergency purchase for replacement of the Material Recovery Facility Roof Fabric Panels for up to \$225,000 to be funded from the capital reserve fund.

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

b. Tender for RFP

Brenda MacCallum, Public Relations & Program Development Officer, FRSC, provided a report detailing the Request for Proposal (RFP) for the development of the Fundy Regional Service Commission (FRSC) Regional Strategy which will provide an opportunity for members to collaborate together and with community partners to determine the strategic vision, goals and priorities for the Commission. It was explained that in order to meet the FRSC's legislative requirements, a Regional Strategy must be adopted by July 1, 2023.

It was explained that the RFP for the development of the Fundy Regional Strategy was advertised and there were seven (7) proposals received. After careful consideration, a recommendation was put forward based on not only the lowest bid, but also the most qualified and experienced company in developing strategic plans.

Motion: To award the Request for Proposal for the development of the FRSC Regional Strategy to Dillon Consulting in the amount of \$65,000 plus HST.

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

8. FRSC Work Plan

CEO Ouellette presented the revised FRSC Work Plan for 2023. This work plan is intended to provide clarity to FRSC staff, partners and communities on what can be expected of the FRSC over the coming year. It contains the work required to onboard the Commission's new legislative expectations due to the local governance reform. It was explained that since the FRSC Board Orientation which took place on February 3, 2023, there have been some changes made to the work plan. CEO Ouellette reviewed the changes to the work plan relating to the FRSC objectives and aspirations as well as the focus and themes of the work plan.

There were some concerns regarding the level of priorities in the work plan. One specific area of concern was the Regional Collection RFP indicated as a Tier Three priority. Due to many area contracts for collection that will expire at the end of 2023, members expressed that perhaps this should be moved to a Tier Two priority. CEO Ouellette explained that the work plan could be revised to include it as a Tier Two priority, however, it could be a challenge due to limited admin staff to take on this project.

There were also concerns raised regarding the Rural Plan for the newly formed Fundy Rural District as it is a Tier Four priority, which will not be started until 2024. CEO Ouellette explained that the majority of costs in 2023 relate to local planning and building services, not the rural plan itself. In addition, the offer was made to provide a presentation to the Fundy Rural District to show what they are receiving for the money they are contributing.

Motion: To adopt the 2023 FRSC Work Plan as presented in the February 16th FRSC Board Report, changing the Regional Collection RFP to Tier Two and to direct the Chief Executive Officer to coordinate presentations with FRSC member councils to review the new mandate of the FRSC and its 2023 work plan.

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

9. Public Safety Committee

CEO Ouellette presented a report of the Regional Public Safety Committee Terms of Reference. This was part of the mandate received from the Government of New Brunswick through the local governance reform agenda. The mandate includes exchanging information and discussing resource sharing and joint planning as it relates to public safety services which would be facilitated by a regional public safety committee.

It was explained that the work to identify those best positioned to be permanent members of the committee was started by Les Weber, Regional Emergency Management Coordinator – Region 9 in mid-2022. The process to finalize the terms of reference was discussed and the Terms of Reference document was presented. It was explained that although the FRSC intends to update its Procedural Bylaw in 2023, there is a need to identify an interim solution for committee nominations. It was further explained that until such time that the FRSC procedural bylaw is updated and adopted, FRSC staff will support the executive committee in the nominating function and guide the committee member selection and report this information to the FRSC Board.

Motion: To adopt the Regional Public Safety Committee Terms of Reference as outlined in the February 16th FRSC Board report, and to direct the Executive Committee of the RSC to receive nominations for participation in available positions in FRSC committees and provide recommendations on committee representatives to the FRSC Board, until which time the FRSC's Procedural Bylaw is updated and adopted.

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

10. Landfill Height EIA

Concerns were expressed with the issue of the timing of the application due to the current odor issue which has been ongoing for several months in the surrounding area, specifically Grand Bay-Westfield.

Motion: To proceed with the registration of an EIA to increase landfill height from 90m to 117.5m with an estimated cost of \$100,000 to be funded from the operating fund.

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

Chairperson O'Hara called for a motion to adjourn.

Motion: To adjourn the meeting at 12:21 p.m.

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

APPROVED (date) February 27, 2023

Libby O'Hara
Libby O'Hara, Chairperson

Alicia Raynes
Alicia Raynes, Recording Secretary



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

**Monthly Meeting
February 27, 2023**

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Monday, February 27, 2023, at 10 Crane Mountain Rd, Saint John, NB.

1. Call to Order

The Board Chairperson, Libby O’Hara, called the meeting to order at 10:15 a.m.

2. Record of Attendance

Libby O’Hara	Chairperson
Jim Bedford	Vice Chairperson
John MacKenzie	Deputy Mayor, Saint John
Nancy Grant	Mayor, Rothesay
Brittany Merrifield	Mayor, Grand Bay-Westfield
Robert Doucet	Mayor, Hampton
Bruce Dryer	Fundy Rural District Representative

Absent

OTHERS

Phil Ouellette, Chief Executive Officer, FRSC
 Marc MacLeod, General Manager, FRSC
 Alicia Raynes, Recording Secretary, FRSC
 Nick Cameron, Assistant Development Officer, FRSC
 Brenda MacCallum, Public Relations & Program Development Officer, FRSC
 Terry Keating, Department of Local Government

3. Approval of the Order of Business

The Chairperson asked for approval of the Order of Business

Motion: To approve the February 27, 2023 Agenda as presented.

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

4. Disclosure of Conflict of Interest

None

5. Approval of the Minutes - February 16, 2023

Motion: To approve the February 16, 2023 minutes as presented.

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

6. Consent Agenda

a. Planning – Building Inspection – January, 2023 – Nick Cameron

The January, 2023 Report for Building, Development & Planning for the Fundy-St. Martins & Rural District areas was provided for consideration.

Motion: To receive and file as presented.

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

7. Regional Facilities Committee – Terms of Reference – CEO Ouellette

CEO Ouellette presented the report for the Regional Facilities Committee Terms of Reference. It was explained that as part of the Government of New Brunswick's local governance reform agenda, the FRSC has a mandate to identify sport, recreation, and cultural infrastructure in the region which its members contribute to the operating and capital costs. FRSC staff has sought feedback from both Regional Chief Administrative Officers as well as the administrators from the five existing regional facilities to develop the terms of reference for the Regional Facilities Committee.

It was explained that the intent of the FRSC is not to oversee the management and operation of these facilities, rather it is to evaluate and formulate recommendations to the FRSC Board on the existing regional facilities and new or expanded regional facilities. The existing facilities require an annual process to submit both operating and capital proposals to the Committee and the Committee requires an evaluation process to submit recommendations to the FRSC Board.

The composition of the Committee was reviewed and it was explained that the existing facilities will be required to submit their budget updates no later than May 1st of each year, followed by a capital and operating proposal to the Committee prior to July 15th of each year. This will allow time for the Committee to provide recommendations to the FRSC Board to inform the annual FRSC budget development process. It was explained that the terms of reference also outlines the expectation for payment to regional facility administrators and owners. The FRSC will monitor the process and evolution of the Committee and any changes to the terms of reference will be introduced to the FRSC Board.

Questions and concerns were raised regarding the specific information contained in the terms of reference. One specific concern was who would decide what comes off the capital list in case of urgent repairs at any of the regional facilities. It was advised that the Committee would investigate these issues and present options to rectify the issues identified. This challenge has also been

communicated to the province. Another area of concern is that the terms of reference does not contain the definition of regional facilities. It was explained that section 2.1 identifies what constitutes a regional facility as provided by the province to the FRSC. It was suggested that section 9.3 should also include the economic benefits to the region.

An additional area of concern was the language used in section 8.4 of the terms of reference. Questions were also raised regarding the onboarding of new facilities and how the FRSC can ensure that all member communities have equal opportunity. It was explained that Committee members and their recommendations should look at opportunities first rather than geographical location to ensure there is a need for the facility before deciding where it should be located.

Motion: To table the adoption of the Regional Facilities Committee Terms of Reference as outlined in the February 27th FRSC Board report until the language in Section 8.4 is clarified.

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

8. Community Development Committee – Terms of Reference – Brenda MacCallum

Brenda MacCallum, Public Relations & Program Development Officer, FRSC, presented the report for the Community Development Committee Terms of Reference. In accordance with the Government of New Brunswick's local governance reform agenda, the FRSC has a mandate to undertake activities related to regional community development. As such, FRSC staff has sought feedback from organizations to introduce a Community Development Committee.

It was explained that Community Development has an extremely broad range of services and there are numerous not-for-profit and government organizations involved. Therefore, year one for the Community Development Committee has been identified as a developmental year. The terms of reference propose that Committee members will have a one-year term. The current membership for the first year is up to two FRSC board representatives and up to five members at large. It was explained that the FRSC would put a call out for nominations for the members at large. In order to evaluate applications, staff would provide the FRSC Executive Committee with a skills matrix to support the nominating exercise through the Executive Committee, and in turn, the FRSC Board.

Motion: To adopt the Community Development Committee Terms of Reference as outlined in the February 27th FRSC Board Report.

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

Motion: To Direct the Chief Executive Officer to coordinate a call for nominations for participation in the Community Development Committee, and report back to the Executive Committee.

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

9. Regional Transportation Committee – Terms of Reference – Nick Cameron

Nick Cameron, Assistant Development Officer, FRSC, presented the report for the Regional Transportation Committee Terms of Reference. It was explained that as part of the Government of New Brunswick’s local governance reform initiative, the FRSC has a mandate to pursue regional transportation planning. Additionally, it was explained that since late 2022, FRSC staff have sought feedback from stakeholders to develop a structure for a Regional Transportation Committee.

The proposed composition of the Committee and the mandate was provided in detail. It was explained that once the terms of reference are adopted, a call for committee member applications would follow. FRSC staff will provide the FRSC Executive Committee with a skills matrix to support the nominating exercise through the Executive Committee and in turn, the FRSC Board. It was further explained that since the Department of Transportation and Infrastructure (DTI) provides infrastructure and services in all Fundy Region communities, it is proposed that a seat be assigned for them on the Committee. All Fundy Region local governments will receive copies of meeting agendas and may participate in committee meetings as ex-officio members. FRSC staff may also participate in this capacity.

It is recommended that the first year of the committee operates as a discovery phase focusing on data gathering, analysis and strategic planning. Once a regional strategy is developed and approved by the FRSC Board later this year, transportation goals within the strategy may create the need for new skills on the Regional Transportation Committee.

After receiving feedback on the importance of requesting and receiving data requests, a friendly amendment was introduced into article 3.2 of the draft terms of reference, which now reads: “Receive “and request” statistical data on regional transportation

Motion: To adopt the Regional Transportation Committee Terms of Reference as outlined in the February 27th FRSC Board Report.

Moved: Director Doucet
Seconded: Director Dryer
Vote: *Motion Carried*

Motion: To direct the Chief Executive Officer to coordinate a call for nominations for participation in the Regional Transportation Committee, and report back to the Executive Committee.

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

10. Temporary Procedural Changes – Marc MacLeod

Marc MacLeod, General Manager, FRSC, presented the report for various temporary procedural changes. It was explained that several changes are immediately required prior to the development and completion of the updated FRSC procedural bylaw. Most of the changes are associated with the expanded mandate of the regional service commissions and the addition of a more robust committee structure. The approved recommended changes will remain in place until such time that the FRSC staff complete the update to the FRSC procedural bylaw, which is expected in the coming months.

The details of the proposed changes were discussed and Board members were provided with an opportunity to ask questions.

Motion: To approve the inclusion of the past-chairperson and the CEO (ex-officio) in the composition of the FRSC’s “Executive Committee,” until such time that the FRSC procedural bylaw is updated and adopted from this point forward.

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

Motion: To approve the scheduling of future regular FRSC Board meetings to occur for 10am on the 4th Thursday of each month, until such time that the FRSC procedural bylaw is updated and adopted from this point forward.

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

Note that Director Dryer did not participate in the vote.

Motion: To approve the following changes to FRSC Board meetings and remuneration, until such time that the FRSC procedural bylaw is updated and adopted from this point forward:

- a. Board Members will be paid an additional \$100 per approved committee meeting plus applicable expenses as determined by the Commission.
- b. Committee members who are representatives from the public and no-for-profits (or equivalent) will be paid \$100 per approved committee meeting plus applicable expenses as determined by the Commission.
- c. Committee members who are representing member communities or government as part of their employment are not eligible for payment or expenses.
- d. Committee invited guests, unless contracted, are not eligible for payment, but will be eligible for applicable expenses as determined by the Commission.
- e. Alternates will receive payment equivalent to whom they are replacing on any committee either as a regular member or temporary replacement and only if that member is not in attendance as a committee member.

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

Motion: To approve the following changes to the use of alternates in FRSC committees, until such time that the FRSC procedural bylaw is updated and adopted from this point forward:

- a. Once alternates have been identified to the Commission, they may accept and be appointed to a committee either on a permanent (full term) or temporary basis as the Board Representative on any committee. This decision to recommend and alternate to a committee is within the discretion of the primary Board Member from the same community.

Moved: Director Dryer

Seconded: Director Bedford
Vote: *Motion Carried*

Motion: To bring Regional Public Safety Committee Member Nominations from closed session as item 11.

Moved: Director Dryer
Seconded: Director Doucet
Vote: *Motion Carried*

11. Regional Public Safety Committee Member Nominations – CEO Ouellette

The report on the Regional Public Safety Committee Member Nominations was provided for consideration.

Motion: To approve the list of nominees, as provided in the February 27th FRSC Board Report for Regional Public Safety Committee Member Nominations, minus Fire Chief Randy Gowlett, Fundy Rural District, to the Regional Public Safety Committee, as defined by the Committee’s adopted terms of reference, for a term of two years, starting on February 28, 2023 and ending on February 28, 2025.

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

Director Bedford left the meeting at 11:59 am.

Motion: To appoint Jim Bedford as Chair of the Regional Public Safety Committee for a one-year term starting February 28, 2023 and ending on February 28, 2024.

Moved: Director Doucet
Seconded: Director Dryer
Vote: *Motion Carried*

Chairperson O’Hara called for a motion to adjourn.

Motion: To adjourn the meeting at 12:00 p.m.

Moved: Director MacKenzie
Vote: *Motion Carried*

APPROVED (date) _____

Libby O’Hara, Chairperson

Alicia Raynes, Recording Secretary



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

**Special Monthly Meeting
March 13, 2023**

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Monday, March 13, 2023, at 10 Crane Mountain Rd, Saint John, NB via Microsoft Teams.

1. Call to Order

The Board Chairperson, Libby O’Hara, called the meeting to order at 10:04 a.m.

2. Record of Attendance

Libby O’Hara	Chairperson
Jim Bedford	Vice Chairperson
John MacKenzie	Deputy Mayor, Saint John
Nancy Grant	Mayor, Rothesay
Brittany Merrifield	Mayor, Grand Bay-Westfield
Robert Doucet	Mayor, Hampton
Ray Riddell	Fundy Rural District Representative

Absent

OTHERS

Phil Ouellette, Chief Executive Officer, FRSC
 Marc MacLeod, General Manager, FRSC
 Alicia Raynes, Recording Secretary, FRSC

3. Approval of the Order of Business

The Chairperson asked for approval of the Order of Business

Motion: To approve the March 13, 2023 Agenda as presented.

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

4. Disclosure of Conflict of Interest

None

5. MCBB Application - 2023

CEO Ouellette, FRSC, explained that the purpose for this special meeting is to acquire approval to submit an application to the Municipal Capital Borrowing Board for proposed borrowing to finance capital expenditures which is a standard approach.

Marc MacLeod, General Manager, FRSC, presented the report on the 2023 Municipal Capital Borrowing Board Application. It was explained that the approved 2023 capital budget plan includes \$1,639,000 in long term borrowing. However, changes in the immediate business environment discussed at the February 27, 2023 FRSC Board meeting require a revised capital plan for 2023.

The details of the changes in the immediate business environment were discussed in detail. It was explained that the revised capital plan for 2023 results in an overall reduction of borrowing from \$1,639,000 to \$1,210,000, which is achieved through use of the capital reserve and operating reserve to fund capital as opposed to borrowing. Additionally, it was explained that the new plan allows for the expansion of projects to include a flare refurbishment for odour control, and to support landfill gas well installation in the spring of 2023, depending on drill rig availability.

Mr. MacLeod explained that the MCBB requires a 45-day notice period to all Board stakeholders. The Commission is proceeding with this notice of intent to borrow to meet the May 3, 2023 application deadline for the June 12, 2023 MCBB hearing. It was explained that it should be noted that the five-year capital plan are estimates based on a variety of assumptions, and the FRSC Board still maintains the ability to approve an operating and capital budget each year. It was explained that the projections are the proposed future direction at this current point-in-time only, and the Board must pass resolutions for actual tender approvals, debenture issues, future operating and capital budgets and tipping rates.

The Capital Invest Plan from 2023 to 2027 was provided, as was the 2023 borrowing projections for solid waste.

Motion: To approve the revised funding estimates and sources for the 2023 capital budget, including the addition of flare refurbishment, as outlined in the March 13, 2023 FRSC Board report.

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

Motion: Be it resolved that, in accordance with Section 28 of the Regional Service Delivery Act, the Fundy Regional Service Commission intends to submit an application to the Municipal Capital Borrowing Board for authorization to borrow for a capital expense for the following purposes, amounts and terms:

- a. Purpose: Environmental Health Services (General).
- b. Amount: \$1,210,000.
- c. Term: \$1,210,000 for a term not to exceed 5 years.
- d. Direct the CEO to send a written notice of the vote, proposed borrowing, budget projections and the impact on future rates as attached to all members that are local governments and to the Minister at least 45 days before the vote.

Moved: Director Merrifield
Seconded: Director Doucet
Vote: *Motion Carried*

Director MacKenzie left the meeting at 10:23am.

Concerns were expressed about the ability to deal with odour issue complaints at the Landfill moving forward. It was explained that both the flare and the generator are now operating which should help alleviate this issue. Additionally, it was explained that the biggest issue now is getting new gas wells drilled which is planned to occur in the spring of 2023, depending on drill rig availability. The FRSC is also exploring the possibility of acquiring a piece of used equipment to be able to drill wells without the use of a third party.

Chairperson O'Hara called for a motion to adjourn.

Motion: To adjourn the meeting at 10:24 a.m.

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

APPROVED (date) _____

Libby O'Hara, Chairperson

Alicia Raynes, Recording Secretary



**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
BOARD MEETING OF JANUARY 24, 2023 @ 4:00pm**

**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
Libby O’Hara	Quispamsis Representative
Kerrie Luck	Quispamsis Representative
John Buchanan	Rothesay Representative
Vibhuti Harquail	Quispamsis Representative
Derrick Stanford	Rothesay Representative
Donald Shea	Rothesay Representative
Robert (Bob) McLaughlin	Quispamsis Representative
Cherie Madill	Secretary/Treasurer of the Board
Chief Steve Gourdeau	KRPF Chief of Police
Tanya Cyr	KRJBPC Secretary
Deputy Chief Jeff Giggey	KRPF Deputy Chief of Police
Insp. Anika Becker	KRPF OIC Administration
Insp. Mary Henderson	KRPF OIC Operations
Laurie Young	HR KRPF

Absent:

None.

Chairperson Mackay French calls the meeting to order at 4:08pm and opened the regular meeting.

1. APPROVAL OF AGENDA:

Chairperson Mackay French asked for an approval of the agenda with the addition of item 3.1 Opening Remarks.

It was moved by Libby O’Hara and seconded by Kevin Darling that the Agenda for the Regular Meeting of January 24, 2023 be approved as presented, including the addition of item 3.1. MOTION CARRIED.

2. LAND ACKNOWLEDGEMENT:

Insp. Henderson read the Land Acknowledgement.

3. SWEARING-IN OF JOHN BUCHANAN:

Chairperson Tiffany Mackay French swears in new Town of Rothesay member, John Buchanan. Introductions were made.

3.1 OPENING REMARKS:

Committees:

Chairperson Tiffany Mackay French confirmed the 2023 Committee List as follows:

Finance: Kevin Darling (chair), Libby O'Hara, Don Shea, Insp. Henderson

Policy: Tiffany Mackay French, Vibhuti Harquail, Derrick Stanford, Insp. Becker (chair TBD)

Building & Grounds/Transportation: Bob McLaughlin (chair), Kerrie Luck, John Buchanan, Deputy Giggey

She asked that each chair send out an e-mail with contact information of those on your committee and come to an agreement on dates and times for monthly committee meetings.

Lunch & Learns:

Looking for ideas – please forward along to chair. First two will be (1) how to read financials; and (2) drugs in our community.

Monthly Presentations:

A presentation will be given at each board meeting. This month is from HR. 3D imaging will take place at the February board meeting. Looking for ideas – please forward along to chair.

Mentorship:

The new policy manual outlines the requirement for mentorship for new board members. This has not been done in the past. If anyone feels like they need a mentor, please contact the chair. Mentors will be arranged for John Buchanan and Don Shea. Chair to reach out to existing members to determine interest.

Meeting Times:

A discussion ensued concerning changing day and time for board meetings. Nothing was solidified. Chair to review again and advise. Kerrie Luck to send out a Doodle Poll and send results to chair.

4. HR PRESENTATION – LAURIE YOUNG:

Laurie Young gave her presentation to the board.

4:30pm Insp. Henderson leaves meeting.

4:48pm Laurie Young finished presentation and leaves meeting.

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

Chairperson Tiffany Mackay French asked for a motion to approve the Minutes of the November 23, 2022 Regular Meeting.

It was moved by Bob McLaughlin and seconded by Libby O'Hara to accept the Minutes of the November 23, 2022 Regular Meeting as presented. MOTION CARRIED.

6. DECLARATION OF CONFLICT OF INTEREST:

Bob McLaughlin - Building

7. TREASURER REPORT:

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

It was moved by Derrick Stanford and seconded by Don Shea to receive and file the Treasurer's report as presented. MOTION CARRIED.

8. CHIEFS REPORT:

The Chief went over his report.

Building Committee:

Bob McLaughlin updated the board on their meeting concerning the expansion. A discussion ensued amongst the board members.

It was moved by Bob McLaughlin and seconded by Libby O'Hara that we move forward with plans pending final recommendations of the Building Committee after obtaining pricing of the existing property on the adjacent property.

Don Shea questioned how the determination on the adjacent property would be made. A discussion ensued amongst the board members. It was decided that Bob McLaughlin would look into the particulars of that building and bring the details back to the board for further discussion.

Bob McLaughlin rescinded his motion. Libby O'Hara agreed with rescinding the motion.

The item will be reviewed and ratified at the next board meeting, if required.

Strategic Plan:

Chief Gourdeau brought up his presentation and reviewed same with board.

*It was moved by Kevin Darling and seconded by Kerrie Luck to receive and file the Chiefs Report as presented. **MOTION CARRIED.***

9. COMMITTEE REPORTS:

Finance

Kevin Darling updated the board on the financial surplus and moving the finances to an electronic environment. He will reach out to our banker to have them explain the process. Libby O'Hara updated the board on her discussions with the Town of Quispamsis Treasurer regarding the process of moving to an electronic environment.

Kevin Darling advised we have the invoices for all of our insurance policies and they came in slightly under budget.

Kevin Darling advised that he just received our actuarial report and will discuss this with Cherie and the Finance Committee. To allow time to review this item it will be moved to the February meeting.

Policy

Kevin Darling stated that the new policy was approved in the December meeting and the next step will be to prepare a board binder which will be completed shortly and distributed in the February meeting.

Building & Grounds/Transportation

Already discussed.

10. CORRESPONDENCE:

Chairperson Tiffany Mackay French went over the correspondence received as follows:

- CAPG Conference and Expo
- Provincial approval of 2023 Budget
- Town of Rothesay approval of 2023 Budget
- Town of Quispamsis approval of 2023 Budget
- Town of Rothesay appointment of John Buchanan

It was moved by Bob McLaughlin and seconded by Libby O'Hara to receive and file the correspondence.
MOTION CARRIED.

11. OLD BUSINESS:

Nothing to report.

12. NEW BUSINESS:

Strategic Plan:

Already discussed.

Signing Authorities:

Chief Gourdeau advised this will be discussed in the Committee of the Whole meeting.

Appointment of Secretary/Treasurer:

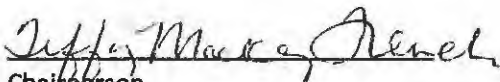
Chief Gourdeau advised this will be discussed in the Committee of the Whole meeting.

13. MOTION TO ADJOURN:

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

It was moved by Bob McLaughlin and seconded by Libby O'Hara that the Regular Meeting be adjourned.
MOTION CARRIED.

Respectfully Submitted,



Chairperson
Tiffany Mackay French



KRJBPC Secretary
Tanya Cyr

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

	<u>2022</u>	<u>2021</u>
-----Financial assets-----		
Cash - General	\$408,190	\$299,072
Sick Pay/ Retirement Investments	883,640	951,898
Accounts Receivable	237,722	144,647
Sales tax recoverable	101,210	47,615
	<u>\$1,630,761</u>	<u>\$1,443,232</u>
----Liabilities-----		
Accounts payable and accrued	578,008	299,647
Vested sick leave/retirement accrual	864,382	828,268
Sick leave replacement	17,299	15,299
Accrued pension benefit liability	(90,100)	56,000
Debenture payable	396,000	539,000
	<u>1,765,589</u>	<u>1,738,214</u>
NET ASSETS (DEBT)	<u>(134,827)</u>	<u>(294,982)</u>
----Non-Financial Assets-----		
Tangible capital assets (see page 2)	4,745,729	4,126,118
Accumulated amortization	<u>(2,475,781)</u>	<u>(2,230,153)</u>
	2,269,948	1,895,964
Unamortized Debenture costs	3,082	4,255
Prepaid expenses	56,501	27,036
	<u>2,329,532</u>	<u>1,927,255</u>
ACCUMULATED SURPLUS	<u>2,194,704</u>	<u>1,632,273</u>
Assets	3,960,293	3,370,487
Liabilities	3,960,293	3,370,487

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

	<u>2022</u>			<u>2021</u>	
	-----TANGIBLE CAPITAL ASSETS-----				
	Balance beginning of year	Additions	Disposals	Balance end of year	
<i>Millennium Drive</i>					
Land	194,248	0	0	194,248	194,248
Building - Roof	42,677	0	0	42,677	42,677
Mechanical	250,628	0	0	250,628	250,628
Electrical	331,646	0	0	331,646	331,646
Other	581,281	41,949	0	623,230	581,281
Structure	1,106,997	0	0	1,106,997	1,106,997
	<u>2,313,229</u>	<u>41,949</u>	<u>0</u>	<u>2,355,177</u>	<u>2,313,229</u>
Accumulated amortization	(1,089,004)	(68,045)	0	(1,157,050)	(1,089,004)
Net book value of Building	<u>1,224,224</u>	<u>(26,097)</u>	<u>0</u>	<u>1,198,128</u>	<u>1,224,225</u>
Paving	52,600	0	0	52,600	52,600
Accumulated amortization	(43,395)	(2,630)	0	(46,025)	(43,395)
Net book value of paving	<u>9,205</u>	<u>(2,630)</u>	<u>0</u>	<u>6,575</u>	<u>9,205</u>
Parking lot expansion	0	110,532	0	110,532	0
Accumulated amortization	0	(2,763)	0	(2,763)	0
Net book value of paving	<u>0</u>	<u>107,769</u>	<u>0</u>	<u>107,769</u>	<u>0</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)	(9,919)	0	(162,006)	(152,087)
Net book value of furnishings	<u>46,300</u>	<u>(9,919)</u>	<u>0</u>	<u>36,381</u>	<u>46,300</u>
<i>Machinery & equipment</i>	80,043	0	0	80,043	80,043
Accumulated amortization	(51,949)	(5,988)	0	(57,937)	(51,949)
Net book value of equipment	<u>28,094</u>	<u>(5,988)</u>	<u>0</u>	<u>22,106</u>	<u>28,094</u>
<i>Information technology equipment</i>	505,103	200,972	0	706,075	505,103
Accumulated amortization	(418,583)	(55,605)	0	(474,189)	(418,583)
Net book value of IT equipment	<u>86,520</u>	<u>145,366</u>	<u>0</u>	<u>231,886</u>	<u>86,520</u>
<i>Vehicles</i>	779,239	266,159	0	1,045,398	779,239
Accumulated amortization	(471,867)	(100,675)	0	(572,542)	(471,867)
Net book value of vehicles	<u>307,372</u>	<u>165,484</u>	<u>0</u>	<u>472,856</u>	<u>307,372</u>
Total Tangible Capital assets	<u>4,126,117</u>	<u>619,612</u>	<u>0</u>	<u>4,745,729</u>	<u>4,126,118</u>
Total Accumulated amortization	<u>(2,230,155)</u>	<u>(245,626)</u>	<u>0</u>	<u>(2,475,781)</u>	<u>(2,230,153)</u>
Net Book Value	<u>1,895,963</u>	<u>373,986</u>	<u>0</u>	<u>2,269,948</u>	<u>1,895,964</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
STATEMENT OF OPERATIONS
TWELVE MONTHS ENDING DECEMBER 31, 2022

Page 3

	-----TWELVE MONTHS -----				
	--ACTUAL--		PRIOR YR	-----BUDGET-----	
REVENUE:					
Fees	275,357	120%	\$202,314	\$125,000	\$125,000
Taxi & Traffic Bylaw	2,975	-26%	1,658	4,000	4,000
Interest income	22,205	2120%	2,811	1,000	1,000
Retirement investment income	36,027	125%	39,539	16,000	16,000
NB Integrated Enforcement Unit	86,250				
Secondments	263,838	-3%	262,149	273,200	273,200
	<u>686,653</u>	64%	<u>508,471</u>	<u>419,200</u>	<u>419,200</u>
EXPENDITURE:					
CRIME CONTROL					
Salaries	3,893,582	-8%	\$3,835,480	4,252,931	\$4,252,931
Benefits	828,488	-13%	757,873	951,990	951,990
Training	78,135	50%	47,608	52,000	52,000
Equipment	230,305	997%	67,817	21,000	21,000
Equip repairs & IT support	4,416	-56%	4,447	10,000	10,000
IT equip & services agreement	69,506	-14%	69,312	80,844	80,844
Communications	89,271	9%	84,510	82,200	82,200
Office function	21,440	43%	27,695	15,000	15,000
Leasing	10,670	-31%	11,663	15,500	15,500
Policing-general	82,127	105%	86,856	40,000	40,000
Insurance	64,696	27%	44,697	50,900	50,900
Uniforms	102,188	117%	63,589	47,000	47,000
Prevention/p.r.	12,004	71%	17,625	7,000	7,000
Investigations	41,330	-8%	33,911	45,000	45,000
Detention	28,690	-9%	28,710	31,625	31,625
Taxi & Traffic Bylaw	240	-76%	0	1,000	1,000
Auxillary	1,067	-73%	907	4,000	4,000
Public Safety	36,755	0%	32,428	36,755	36,755
	<u>5,594,912</u>	-3%	<u>5,215,128</u>	<u>5,744,745</u>	<u>5,744,745</u>
VEHICLES					
Fuel	103,283	15%	78,809	90,000	90,000
Maint./repairs	51,577	-23%	61,338	67,000	67,000
Insurance	32,783	-8%	30,638	35,500	35,500
New vehicles	266,159	202%	125,904	88,000	88,000
Equipment	5,470	-9%	9,018	6,000	6,000
	<u>459,271</u>	60%	<u>305,707</u>	<u>286,500</u>	<u>286,500</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
STATEMENT OF OPERATIONS
TWELVE MONTHS ENDING DECEMBER 31, 2022

EXPENDITURE continued:	-----TWELVE MONTHS -----				
	<u>--ACTUAL--</u>		<u>PRIOR YR</u>	<u>-----BUDGET-----</u>	
BUILDING					
Maintenance	131,320	228%	47,151	40,000	40,000
Cleaning	40,818	-3%	44,976	42,000	42,000
Electricity	42,763	-9%	39,401	47,000	47,000
Taxes	47,769	-7%	49,390	51,216	51,216
Insurance	7,602	-12%	7,454	8,600	8,600
Expansion & parking lot upgrades	110,532	268%	33,527	30,000	30,000
Grounds	21,574	80%	11,622	12,000	12,000
Interest on Debenture	16,725	7%	20,162	15,600	15,600
Debenture Principal	143,000	0%	140,000	143,000	143,000
	<u>562,103</u>	44%	<u>393,683</u>	<u>389,416</u>	<u>389,416</u>
ADMINISTRATION					
Salaries	891,836	1%	833,502	885,814	885,814
Benefits	247,450	15%	170,715	214,555	214,555
KVFire share of IT & HR staff	(16,000)	0%		(16,004)	(16,004)
Professional Fees	82,064	-1%	76,559	83,000	83,000
Travel/Training	38,826	62%	19,150	24,000	24,000
Board Travel/Expenses	9,897	98%	3,951	5,000	5,000
Insurance	6,504	28%	4,408	5,100	5,100
Labour Relations	20,705	38%	4,321	15,000	15,000
Extraneous legal fees	0		3,629		
Sick Pay/Retirement	51,413	-25%	47,301	68,853	68,853
Retirement int & dividends	36,027	125%	39,539	16,000	16,000
	<u>1,368,723</u>	5%	<u>1,203,075</u>	<u>1,301,318</u>	<u>1,301,318</u>
TELECOM/DISPATCH					
Dispatch Centre Annual Fee	263,705		254,139	265,044	265,044
Data/networking Charges	10,807		10,213	10,675	10,675
Startup costs	0		18,240	0	
	<u>274,512</u>		<u>282,592</u>	<u>275,719</u>	<u>275,719</u>
	7,572,867	0%	6,891,714	7,578,498	7,578,498
CONTRIBUTED BY MEMBER TOWNS	7,578,498		6,991,990	7,578,498	7,578,498
SURPLUS (DEFICIT)	<u>5,631</u>		<u>100,276</u>	<u>\$0</u>	<u>\$0</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
PSAS & preAudit STATEMENT OF OPERATIONS
TWELVE MONTHS ENDING DECEMBER 31, 2022

	--ACTUAL--		----- BUDGET-----		
			PRIOR YR	PSAS	CASH
REVENUE:					
Fees	292,557	134%	\$202,314	\$125,000	\$125,000
Taxi & Traffic Bylaw	1,658	-59%	1,658	4,000	4,000
Interest income	2,811	181%	2,811	1,000	1,000
Retirement interest & dividends	39,539	147%	39,539	16,000	16,000
NB Integrated Enforcement Unit	86,250				
Unrealized gains/losses	(104,285)	0%	65,435	(104,285)	
Secondments	263,838	-3%	262,149	273,200	273,200
	<u>582,368</u>	<u>85%</u>	<u>573,906</u>	<u>314,915</u>	<u>419,200</u>
EXPENDITURE:					
CRIME CONTROL					
Salaries	3,895,582	-8%	3,835,480	\$4,252,931	\$4,252,931
Benefits	707,828	-15%	548,169	831,330	951,990
Training	78,135	50%	47,608	52,000	52,000
Equipment	46,269	120%	43,559	21,000	21,000
Equip repairs & IT support	4,416	-56%	4,447	10,000	10,000
IT equip & services agreement	69,506	-14%	69,312	80,844	80,844
Communications	89,271	9%	84,510	82,200	82,200
Office function	21,440	43%	27,695	15,000	15,000
Leasing	10,670	-31%	11,663	15,500	15,500
Policing-general	65,191	63%	86,856	40,000	40,000
Insurance	64,696	27%	44,697	50,900	50,900
Uniforms	102,188	117%	63,589	47,000	47,000
Prevention/p.r.	12,004	71%	17,625	7,000	7,000
Investigations	41,330	-8%	33,911	45,000	45,000
Detention	28,690	-9%	28,710	31,625	31,625
Taxi & Traffic Bylaw	240	-76%	0	1,000	1,000
Auxillary	1,067	-73%	907	4,000	4,000
Public Safety	36,755	0%	32,428	36,755	36,755
Equipment amortization	61,593	0%	44,237	61,593	
	<u>5,336,873</u>	<u>-6%</u>	<u>5,025,403</u>	<u>5,685,678</u>	<u>5,744,745</u>
VEHICLES					
Fuel	103,283	15%	78,809	90,000	90,000
Maint./repairs	51,577	-23%	61,338	67,000	67,000
Insurance	32,783	-8%	30,638	35,500	35,500
New vehicles				0	88,000
Equipment	5,470	-9%	9,018	6,000	6,000
Amortization	100,675	0%	87,322	100,675	
Loss (Gain) on sale of vehicles	0	0%	9,878	0	
	<u>293,787</u>	<u>-2%</u>	<u>277,003</u>	<u>299,175</u>	<u>286,500</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
PSAS & preAudit STATEMENT OF OPERATIONS
TWELVE MONTHS ENDING DECEMBER 31, 2022

EXPENDITURE continued:	--ACTUAL--		----- BUDGET-----		
			PRIOR YR	PSAS	CASH
BUILDING					
Maintenance	89,372	123%	47,151	40,000	40,000
Cleaning	40,818	-3%	44,976	42,000	42,000
Electricity	42,763	-9%	39,401	47,000	47,000
Taxes	47,769	-7%	49,390	51,216	51,216
Insurance	7,602	-12%	7,454	8,600	8,600
Expansion plans		-100%		30,000	30,000
Grounds	21,574	80%	11,622	12,000	12,000
Interest on Debenture	16,725	16%	18,990	14,428	15,600 PSAS
Debenture Principal				0	143,000 PSAS
Amortization	83,358		80,855	84,530	PSAS
	<u>349,980</u>	6%	<u>299,839</u>	<u>329,774</u>	<u>389,416</u>
ADMINISTRATION					
Salaries	891,836	1%	833,502	885,814	885,814
Benefits	222,010	17%	124,519	189,115	214,555 PSAS
KVFire share of IT & HR staff	(16,000)			(16,004)	(16,004)
Professional Fees	82,064	-1%	76,559	83,000	83,000
Travel/Training	38,826	62%	19,150	24,000	24,000
Board Travel/Expenses	9,897	98%	3,951	5,000	5,000
Insurance	6,504	28%	4,408	5,100	5,100
Labour Relations	20,705	38%	7,950	15,000	15,000
Sick Pay/Retirement	51,413	-25%	47,301	68,853	68,853
Retirement int & dividends	36,027	125%	39,539	16,000	16,000
2nd prior year (surplus) deficit					
	<u>1,343,283</u>	5%	<u>1,156,879</u>	<u>1,275,878</u>	<u>1,301,318</u>
TELECOM/DISPATCH:					
Dispatch services	263,705		254,139	265,044	265,044
Data Networking charges	10,807		10,213	10,675	10,675
Part of the startup costs			18,240	0	
	<u>274,512</u>		<u>282,592</u>	<u>275,719</u>	<u>275,719</u>
	7,016,067	-7%	6,467,810	7,551,310	7,578,498
CONTRIBUTED BY MEMBERS	<u>7,578,498</u>		<u>6,991,990</u>	<u>7,578,498</u>	<u>7,578,498</u>
SURPLUS (DEFICIT)	<u>562,431</u>		<u>524,180</u>	<u>\$27,189</u>	<u>\$0</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
Reconciliation of Annual Surplus
Year ended December 31, 2022

	<u>2022</u>	<u>General Operating</u>	<u>General Capital</u>	<u>Total</u>
Detailed Reconciliation of Annual Surplus				
CC surplus (deficit) from operations - PSAS	562,431	562,431		562,431
Adjustments to annual surplus (deficit) for PSAS requirements:				
Post employment pension benefits liability	(146,100)	(146,100)		(146,100)
Capitalize vehicles & equipment	(619,612)	(619,612)	619,612	0
Loss (gain) on disposal of tangible capital assets	0	0	(0)	0
Proceeds from disposal of tangible capital assets	0	0	0	0
Unrealized loss (gain) on investments	104,285	104,285		104,285
Sick time replacement	2,000	2,000		2,000
Amortization expense	245,626	245,626	(245,626)	0
Long term debt principal repayment	<u>(143,000)</u>	<u>(143,000)</u>		<u>(143,000)</u>
Total Surplus (deficit)	<u>5,631</u>	<u>5,631</u>	<u>373,986</u>	<u>379,616</u>

2023 Crime Statistics - General

		Reported Occurrences											
Crime Type	Jan	Feb	12										
TOTAL COMPLETED CALLS	415	159											
TOTAL FILES CREATED	234	92											
POPA/M Tickets/E Tickets	88	37											
Bylaw Tickets	0	0											
Crimes Against Persons	14	14											
Property Crime	13	8											
Other CC	12	1											
Traffic Collisions (Non-Injury)	33	19											
Fatal and Injury Traffic Collisions	0	0											
Intimate Partner Violence Files	9	1											
Impaired Driving (All categories)	10	4											
Mental Health Calls	14	1											





**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
BOARD MEETING OF FEBRUARY 22, 2023 @ 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
Kerrie Luck	Quispamsis Representative
Vibhuti Harquail	Quispamsis Representative
Derrick Stanford	Rothesay Representative
Donald Shea	Rothesay Representative
Robert (Bob) McLaughlin	Quispamsis Representative
Cherie Madill	Secretary/Treasurer of the Board
Tanya Cyr	KRJBCP Secretary
Insp. Mary Henderson	KRPF OIC Operations
Sgt. Evan Scott	KRPF Traffic Sgt.
Cpl. Mark Roberts	KRPF Ident Unit

Absent:

John Buchanan	Rothesay Representative
Libby O'Hara	Quispamsis Representative
Deputy Chief Jeff Giggey	KRPF Deputy Chief of Police
Insp. Anika Becker	KRPF OIC Administration
Chief Steve Gourdeau	KRPF Chief of Police

Chairperson Mackay French calls the meeting to order at 3pm and opened the regular meeting.

1. APPROVAL OF AGENDA:

Chairperson Mackay French asked for an approval of the agenda.

It was moved by Don Shea and seconded by Kevin Darling that the Agenda for the Regular Meeting of February 22, 2023 be approved as presented. MOTION CARRIED.

2. LAND ACKNOWLEDGEMENT:

Insp. Henderson read the Land Acknowledgement.

3. PRESENTATION – 3D SCANNER:

Insp. Henderson introduced Sgt. Evan Scott and Cpl. Mark Roberts who gave a presentation on the 3D Scanner and demonstration to the board.

Kevin Darling to look into the cost of insurance rider for the 3D Scanner and report back to the board.

3:35pm Sgt. Scott and Cpl. Roberts exit the meeting.

4. APPROVAL OF MINUTES OF JANUARY 24, 2023 MEETING:

Chairperson Tiffany Mackay French asked for a motion to approve the Minutes of the January 24, 2023 Regular Meeting.

It was moved by Don Shea and seconded by Vibhuti Harquail to accept the Minutes of the January 24, 2023 Regular Meeting as presented. MOTION CARRIED.

5. DECLARATION OF CONFLICT OF INTEREST:

Bob McLaughlin - Building

6. TREASURER REPORT:

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

3:55pm Kerrie Luck arrives at the meeting.

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

7. CHIEFS REPORT:

Insp. Henderson went over the Chiefs Report and let it stand as presented.

It was moved by Don Shea and seconded by Kevin Darling to receive and file the Chiefs Report as presented. MOTION CARRIED.

8. COMMITTEE REPORTS:

Finance

Kevin Darling briefed the board on the Actuarial Report for the Retirement/Sick Leave Account. Everything was in order.

Kevin Darling advised that the LTD Premiums for members is increasing by approximately 40% for this year – which is going to impact the members. This is a cost that is totally bore by the members, the force does not contribute to this benefit at all.

Kevin Darling advised that there is also an increase in medical and dental premiums. He asked our provider to look at alternative options and report back to him. Cherie updated the board on premium costs for 2021 and 2022.

Policy

Chairperson Mackay French advised that the committee has yet to meet.

Building & Grounds/Transportation

Chairperson Mackay French called for a motion to proceed as outlined in the Chiefs email poll of February 16, 2023. *The motion moved by John Buchanan and seconded by Kerrie Luck ta proceed as outlined in the February 16, 2023 e-mail poll.*

Vote to approve e-mail poll was conducted. All members were in agreement. MOTION CARRIED.

Chairperson Mackay French called for a motion to receive and file the committee reports.

It was moved Kevin Darling and seconded by Don Shea to receive and file the committee reports. MOTION CARRIED.

9. CORRESPONDENCE:

Chairperson Tiffany Mackay French went over the correspondence received as follows:

- Letter from Town of Rothesay re: Heart & Stroke Campaign

It was moved by Vibhuti Harquail and seconded by Kevin Darling to receive and file the correspondence.
MOTION CARRIED.

10. OLD BUSINESS:

Nothing to report.

11. NEW BUSINESS:

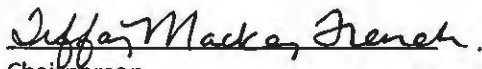
Nothing to report.

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 Don Shea and seconded by Kevin Darling that the Regular Meeting be adjourned.
MOTION CARRIED.

Respectfully Submitted,



Chairperson
Tiffany Mackay French



KRJBPC Secretary
Tanya Cyr

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
STATEMENT OF FINANCIAL POSITION
As at January 31, 2023

	<u>2023</u>	<u>2022</u>
-----Financial assets-----		
Cash - General	114,804	369,835
Sick Pay/ Retirement Investments	888,728	959,281
Accounts Receivable	228,670	168,746
Sales tax recoverable	107,441	52,699
	<u>1,339,642</u>	<u>1,550,561</u>
----Liabilities-----		
Accounts payable and accrued	476,584	453,686
Vested sick leave/retirement accrual	875,578	789,812
Sick leave replacement	17,299	15,299
Accrued pension benefit liability	(90,100)	56,000
Debenture payable	396,000	539,000
	<u>1,675,361</u>	<u>1,853,797</u>
NET ASSETS (DEBT)	<u>(335,718)</u>	<u>(303,236)</u>
----Non-Financial Assets-----		
Tangible capital assets (see page 2)	4,745,729	4,126,117
Accumulated amortization	<u>(2,475,780)</u>	<u>(2,230,154)</u>
	2,269,949	1,895,963
Unamortized Debenture costs	2,985	4,157
Prepaid expenses	<u>301,174</u>	<u>123,009</u>
	<u>2,574,108</u>	<u>2,023,129</u>
ACCUMULATED SURPLUS	<u>2,238,389</u>	<u>1,719,893</u>
Assets	3,913,750	3,573,690
Liabilities	3,913,750	3,573,690

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
SCHEDULE OF TANGIBLE CAPITAL ASSETS
January 31, 2023

	<u>2023</u>			<u>2022</u>	
	-----TANGIBLE CAPITAL ASSETS-----				
	Balance beginning of year	Additions	Disposals	Balance end of year	
<i>Millennium Drive</i>					
Land	194,248	0	0	194,248	194,248
Building - Roof	42,677	0	0	42,677	42,677
Mechanical	250,628	0	0	250,628	250,628
Electrical	331,646	0	0	331,646	331,646
Other	623,230	0	0	623,230	581,281
Structure	1,106,997	0	0	1,106,997	1,106,997
	2,355,178	0	0	2,355,178	2,313,229
Accumulated amortization	(1,157,050)	0	0	(1,157,050)	(1,089,004)
Net book value of Building	1,198,128	0	0	1,198,128	1,224,225
Paving	52,600	0	0	52,600	52,600
Accumulated amortization	(46,025)	0	0	(46,025)	(43,395)
Net book value of paving	6,575	0	0	6,575	9,205
Parking lot expansion	110,532	0	0	110,532	0
Accumulated amortization	(2,763)	0	0	(2,763)	0
Net book value of paving	107,769	0	0	107,769	0
Landscaping	3,268	0	0	3,268	3,268
Accumulated amortization	(3,268)	0	0	(3,268)	(3,268)
Net book value of landscaping	0	0	0	0	0
<i>Furnishings</i>	198,387	0	0	198,387	198,387
Accumulated amortization	(162,006)	0	0	(162,006)	(152,087)
Net book value of furnishings	36,381	0	0	36,381	46,300
<i>Machinery & equipment</i>	80,043	0	0	80,043	80,043
Accumulated amortization	(57,937)	0	0	(57,937)	(51,949)
Net book value of equipment	22,106	0	0	22,106	28,094
<i>Information technology equipment</i>	706,075	0	0	706,075	505,102
Accumulated amortization	(474,189)	0	0	(474,189)	(418,583)
Net book value of IT equipment	231,886	0	0	231,886	86,519
<i>Vehicles</i>	1,045,398	0	0	1,045,398	779,239
Accumulated amortization	(572,542)	0	0	(572,542)	(471,867)
Net book value of vehicles	472,856	0	0	472,856	307,372
Total Tangible Capital assets	4,745,729	0	0	4,745,729	4,126,117
Total Accumulated amortization	(2,475,780)	0	0	(2,475,780)	(2,230,153)
Net Book Value	2,269,949	0	0	2,269,949	1,895,963

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
STATEMENT OF OPERATIONS
ONE MONTH ENDING JANUARY 31, 2023

Page 3

	-----ONE MONTH-----				
	--ACTUAL--		PRIOR YR	-----BUDGET-----	
REVENUE:					
Fees	15,296	47%	\$7,355	\$10,417	\$125,000
Taxi & Traffic Bylaw	425	168%	950	158	1,900
Interest income	2,467	1380%	241	167	2,000
Retirement investment income	5,089	178%	7,383	1,833	22,000
NB Integrated Enforcement Unit	10,773		0	9,583	115,000
Secondments	20,304	0%	30,489	20,333	244,000
	<u>54,353</u>	28%	<u>46,418</u>	<u>42,492</u>	<u>509,900</u>
EXPENDITURE:					
CRIME CONTROL					
Salaries	347,008	-10%	\$279,601	385,836	\$4,630,027
Benefits	68,432	-25%	75,745	91,851	1,102,208
Training	12,985	95%	664	6,667	80,000
Equipment	0	-100%	0	1,750	21,000
Equip repairs & IT support	0	-100%	0	833	10,000
IT equip & services agreement	6,015	-30%	6,015	8,542	102,500
Communications	6,734	-2%	7,961	6,850	82,200
Office function	4,347	248%	2,203	1,250	15,000
Leasing	1,163	12%	825	1,042	12,500
Policing-general	3,206	-4%	1,282	3,333	40,000
Insurance	5,940	-4%	5,391	6,200	74,400
Uniforms	13,280	166%	18,562	5,000	60,000
Prevention/p.r.	72	-93%	72	1,000	12,000
Investigations	4,652	1%	1,825	4,583	55,000
Detention	2,390	-9%	2,635	2,635	31,625
Taxi & Traffic Bylaw	0	-100%	0	42	500
Auxillary	75	-78%	0	333	4,000
Public Safety	3,480	0%	3,063	3,480	41,755
	<u>479,776</u>	-10%	<u>405,846</u>	<u>531,226</u>	<u>6,374,715</u>
VEHICLES					
Fuel	8,357	-16%	8,190	10,000	120,000
Maint./repairs	4,853	-19%	1,729	6,000	72,000
Insurance	2,995	-5%	2,732	3,142	37,700
New vehicles	0	-100%	0	3,333	40,000
Equipment	0	-100%	0	500	6,000
	<u>16,205</u>	-29%	<u>12,651</u>	<u>22,975</u>	<u>275,700</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
STATEMENT OF OPERATIONS
ONE MONTH ENDING JANUARY 31, 2023

	-----ONE MONTH-----				
	<u>-ACTUAL-</u>		<u>PRIOR YR</u>	<u>BUDGET</u>	
EXPENDITURE continued:					
BUILDING					
Maintenance	11,161	179%	10,436	4,000	48,000
Cleaning	2,963	-21%	3,075	3,750	45,000
Electricity	5,434	39%	5,918	3,917	47,000
Taxes	3,740	-9%	4,268	4,119	49,427
Insurance	672	-8%	634	729	8,742
Expansion & parking lot upgrades	0	-100%	0	8,333	100,000
Grounds	1,251	-17%	1,251	1,500	18,000
Interest on Debenture	1,091	12%	1,409	977	11,720
Debenture Principal	12,167	0%	11,917	12,167	146,000
	<u>38,478</u>	-3%	<u>38,908</u>	<u>39,491</u>	<u>473,889</u>
ADMINISTRATION					
Salaries	78,207	2%	67,160	76,898	922,770
Benefits	27,483	39%	15,238	19,767	237,204
KVFire share of IT & HR staff	(1,681)	0%	0	(1,681)	(20,168)
Professional Fees	5,903	-11%	5,426	6,667	80,000
Travel/Training	6,158	146%	1,260	2,500	30,000
Board Travel/Expenses	145	-65%	0	417	5,000
Insurance	597	-4%	542	623	7,480
Labour Relations	313	-75%	0	1,250	15,000
Sick Pay/Retirement	6,108	0%	5,488	6,108	73,297
Retirement int & dividends	5,089	178%	7,383	1,833	22,000
2nd prior year (surplus) deficit	(8,356)		0	(8,356)	(100,276)
	<u>119,965</u>	13%	<u>102,497</u>	<u>106,026</u>	<u>1,272,307</u>
TELECOM/DISPATCH					
Dispatch Centre Annual Fee	23,187		29,354	22,811	273,726
Data/networking Charges	936		851	890	10,675
Startup costs	0		0	0	
	<u>24,123</u>		<u>30,205</u>	<u>23,700</u>	<u>284,401</u>
	624,194	-8%	543,689	680,926	8,171,112
CONTRIBUTED BY MEMBER TOWNS	680,926		631,541	680,926	8,171,112
SURPLUS (DEFICIT)	<u>56,732</u>		<u>87,853</u>	<u>\$0</u>	<u>\$0</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS page 5
NOTES TO THE FINANCIAL STATEMENTS
January 31, 2023

STATEMENT OF FINANCIAL POSITION

BANK balance		114,804	at January 31, 2023
Accounts Receivable		228,670	
ACCOUNTS PAYABLE balance	476,584		
Debenture costs to be paid in June & December	(13,160)		

Current Accounts Payable		463,424	Paid in February
Extra (Shortfall) in bank account		(119,951)	

Prepays include insurance, it & equipment services agreement, property tax, dispatch for two months and Managed Health Care's deposit of \$23,000

STATEMENT OF OPERATIONS

Crime Control:

	<u>2023</u>	<u>2022</u>	higher
* Benefits Health insurance	\$12,926	\$21,779	-40.65%
Retirees health insurance	555	758	
Overtime:	Jan 21/23	Jan 22/22	difference
OT	(0)	3,190	(3,190)
Court OT	874	878	(4)
Total overtime costs	<u>874</u>	<u>4,068</u>	<u>(3,194)</u>

Administration:

	<u>2023</u>	<u>2022</u>	higher
* Benefits Health Insurance	9,044	3,964	128.16%
Retirees health insurance	0	0	

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

<u>Included in professional fees:</u>	<u>2023</u>	<u>2022</u>
Record check online ordering system fees	2,070	1,642
Bank & credit/debit card payment fees	285	253

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
STATEMENT OF FINANCIAL POSITION
As at February 28, 2023

	<u>2023</u>	<u>2022</u>
-----Financial assets-----		
Cash - General	258,492	580,779
Sick Pay/ Retirement Investments	890,369	960,563
Accounts Receivable	179,408	109,508
Sales tax recoverable	121,211	64,039
	<u>1,449,481</u>	<u>1,714,889</u>
----Liabilities-----		
Accounts payable and accrued	586,667	565,891
Vested sick leave/retirement accrual	883,327	796,582
Sick leave replacement	17,299	15,299
Accrued pension benefit liability	(90,100)	56,000
Debenture payable	396,000	539,000
	<u>1,793,193</u>	<u>1,972,772</u>
NET ASSETS (DEBT)	<u>(343,712)</u>	<u>(257,883)</u>
----Non-Financial Assets-----		
Tangible capital assets (see page 2)	4,745,729	4,126,117
Accumulated amortization	(2,475,780)	(2,230,154)
	<u>2,269,949</u>	<u>1,895,963</u>
Unamortized Debenture costs	2,887	4,059
Prepaid expenses	345,023	179,581
	<u>2,617,859</u>	<u>2,079,603</u>
ACCUMULATED SURPLUS	<u>2,274,147</u>	<u>1,821,720</u>
Assets	4,067,341	3,794,492
Liabilities	4,067,341	3,794,492

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
SCHEDULE OF TANGIBLE CAPITAL ASSETS
February 28, 2023

	<u>2023</u>			<u>2022</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	623,230	0	0	623,230	581,281
Structure	1,106,997	0	0	1,106,997	1,106,997
	2,355,178	0	0	2,355,178	2,313,229
Accumulated amortization	(1,157,050)	0	0	(1,157,050)	(1,089,004)
Net book value of Building	1,198,128	0	0	1,198,128	1,224,225
Paving	52,600	0	0	52,600	52,600
Accumulated amortization	(46,025)	0	0	(46,025)	(43,395)
Net book value of paving	6,575	0	0	6,575	9,205
Parking lot expansion	110,532	0	0	110,532	0
Accumulated amortization	(2,763)	0	0	(2,763)	0
Net book value of paving	107,769	0	0	107,769	0
Landscaping	3,268	0	0	3,268	3,268
Accumulated amortization	(3,268)	0	0	(3,268)	(3,268)
Net book value of landscaping	0	0	0	0	0
<i>Furnishings</i>	198,387	0	0	198,387	198,387
Accumulated amortization	(162,006)	0	0	(162,006)	(152,087)
Net book value of furnishings	36,381	0	0	36,381	46,300
<i>Machinery & equipment</i>	80,043	0	0	80,043	80,043
Accumulated amortization	(57,937)	0	0	(57,937)	(51,949)
Net book value of equipment	22,106	0	0	22,106	28,094
<i>Information technology equipment</i>	706,075	0	0	706,075	505,102
Accumulated amortization	(474,189)	0	0	(474,189)	(418,583)
Net book value of IT equipment	231,886	0	0	231,886	86,519
<i>Vehicles</i>	1,045,398	0	0	1,045,398	779,239
Accumulated amortization	(572,542)	0	0	(572,542)	(471,867)
Net book value of vehicles	472,856	0	0	472,856	307,372
Total Tangible Capital assets	4,745,729	0	0	4,745,729	4,126,117
Total Accumulated amortization	(2,475,780)	0	0	(2,475,780)	(2,230,153)
Net Book Value	2,269,949	0	0	2,269,949	1,895,963

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
STATEMENT OF OPERATIONS
TWO MONTHS ENDING FEBRUARY 28, 2023

Page 3

	-----TWO MONTHS -----				
	--ACTUAL--		PRIOR YR	-----BUDGET-----	
REVENUE:					
Fees	27,175	30%	\$23,007	\$20,833	\$125,000
Taxi & Traffic Bylaw	558	76%	950	317	1,900
Interest income	5,062	1419%	516	333	2,000
Retirement investment income	6,730	84%	8,665	3,667	22,000
NB Integrated Enforcement Unit	21,546		0	19,167	115,000
Secondments	40,608	0%	57,357	40,667	244,000
	<u>101,679</u>	20%	<u>90,496</u>	<u>84,983</u>	<u>509,900</u>
EXPENDITURE:					
CRIME CONTROL					
Salaries	713,732	-8%	\$587,430	771,671	\$4,630,027
Benefits	149,746	-18%	150,918	183,701	1,102,208
Training	18,462	38%	2,533	13,333	80,000
Equipment	4,281	22%	0	3,500	21,000
Equip repairs & IT support	0	-100%	0	1,667	10,000
IT equip & services agreement	12,031	-30%	12,031	17,083	102,500
Communications	17,890	31%	14,635	13,700	82,200
Office function	5,169	107%	2,632	2,500	15,000
Leasing	2,356	13%	1,699	2,083	12,500
Policing-general	10,772	62%	3,849	6,667	40,000
Insurance	11,880	-4%	10,783	12,400	74,400
Uniforms	27,581	176%	19,953	10,000	60,000
Prevention/p.r.	302	-85%	867	2,000	12,000
Investigations	9,303	1%	3,844	9,167	55,000
Detention	4,780	-9%	5,271	5,271	31,625
Taxi & Traffic Bylaw	0	-100%	0	83	500
Auxillary	82	-88%	0	667	4,000
Public Safety	6,959	0%	6,126	6,959	41,755
	<u>995,325</u>	-6%	<u>822,571</u>	<u>1,062,453</u>	<u>6,374,715</u>
VEHICLES					
Fuel	15,941	-20%	15,990	20,000	120,000
Maint./repairs	12,270	2%	4,362	12,000	72,000
Insurance	5,989	-5%	5,464	6,283	37,700
New vehicles	(5,602)	-184%	0	6,667	40,000
Equipment	0	-100%	0	1,000	6,000
	<u>28,598</u>	-38%	<u>25,816</u>	<u>45,950</u>	<u>275,700</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
STATEMENT OF OPERATIONS
TWO MONTHS ENDING FEBRUARY 28, 2023

	-----TWO MONTHS-----				
	--ACTUAL--		PRIOR YR	-----BUDGET-----	
EXPENDITURE continued:					
BUILDING					
Maintenance	12,119	51%	11,241	8,000	48,000
Cleaning	5,189	-31%	6,112	7,500	45,000
Electricity	10,843	38%	11,400	7,833	47,000
Taxes	7,481	-9%	8,536	8,238	49,427
Insurance	1,344	-8%	1,267	1,457	8,742
Expansion & parking lot upgrades	0	-100%	0	16,667	100,000
Grounds	2,503	-17%	2,503	3,000	18,000
Interest on Debenture	2,182	12%	2,819	1,953	11,720
Debenture Principal	24,333	0%	23,833	24,333	146,000
	<u>65,994</u>	-16%	<u>67,711</u>	<u>78,982</u>	<u>473,889</u>
ADMINISTRATION					
Salaries	149,456	-3%	131,862	153,795	922,770
Benefits	50,150	27%	33,181	39,534	237,204
KVFire share of IT & HR staff	(3,362)	0%	0	(3,361)	(20,168)
Professional Fees	13,778	3%	10,601	13,333	80,000
Travel/Training	10,109	102%	2,340	5,000	30,000
Board Travel/Expenses	439	-47%	1,062	833	5,000
Insurance	1,195	-4%	1,084	1,247	7,480
Labour Relations	523	-79%	1,716	2,500	15,000
Sick Pay/Retirement	12,216	0%	10,976	12,216	73,297
Retirement int & dividends	6,730	84%	8,665	3,667	22,000
2nd prior year (surplus) deficit	(16,713)		0	(16,713)	(100,276)
	<u>224,521</u>	6%	<u>201,487</u>	<u>212,051</u>	<u>1,272,307</u>
TELECOM/DISPATCH					
Dispatch Centre Annual Fee	46,374		44,846	45,621	273,726
Data/networking Charges	1,872		1,702	1,779	10,675
Startup costs	0		0	0	
	<u>48,245</u>		<u>46,548</u>	<u>47,400</u>	<u>284,401</u>
	1,261,005	-7%	1,073,637	1,361,852	8,171,112
CONTRIBUTED BY MEMBER TOWNS	<u>1,361,852</u>		<u>1,263,082</u>	<u>1,361,852</u>	<u>8,171,112</u>
SURPLUS (DEFICIT)	<u>100,846</u>		<u>189,445</u>	<u>\$0</u>	<u>\$0</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS page 5
NOTES TO THE FINANCIAL STATEMENTS
February 28, 2023

STATEMENT OF FINANCIAL POSITION

BANK balance		258,492	at February 28, 2023
Accounts Receivable		179,408	
ACCOUNTS PAYABLE balance	586,667		
Debenture costs to be paid in June & December	(26,320)		

Current Accounts Payable		560,348	Paid in March

Extra (Shortfall) in bank account		(122,447)	

Prepays include insurance, it & equipment services agreement, property tax, dispatch for two months and Managed Health Care's deposit of \$23,000

STATEMENT OF OPERATIONS

Crime Control:

	<u>2023</u>	<u>2022</u>	higher
* Benefits Health insurance	\$29,307	\$45,792	-36.00%
Retirees health insurance	2,399	(223)	

Overtime:	Feb 18/23	Feb 19/22	difference
OT	7,697	7,187	510
Court OT	1,460	1,166	294
Total overtime costs	<u>9,157</u>	<u>8,353</u>	<u>804</u>

<i>Administration:</i>	<u>2023</u>	<u>2022</u>	higher
* Benefits Health Insurance	18,780	10,511	78.67%
Retirees health insurance	0	(12)	

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

<u>Included in professional fees:</u>	<u>2023</u>	<u>2022</u>
Record check online ordering system fees	3,592	3,264
Bank & credit/debit card payment fees	536	520

2023 Crime Statistics - General

Reported Occurrences										
Crime Type	Jan	Feb	Mar	20						
TOTAL COMPLETED CALLS	111	137	144							
TOTAL FILES CREATED	174	165	144							
POPA/M Tickets/E Tickets	88	101	54							
Bylaw Tickets	0	0	0							
Crimes Against Persons	14	16	9							
Property Crime	13	21	15							
Other CC	12	1	4							
Traffic Collisions (Non-injury)	33	34	22							
Fatal and Injury Traffic Collisions	0	1	1							
Intimate Partner Violence Files	9	13	5							
Impaired Driving (All categories)	10	8	4							
Mental Health Calls	14	1	4							





KENNEBECASIS REGIONAL POLICE FORCE

STRATEGIC PLAN 2023-27

KENNEBECASIS REGIONAL
POLICE

SUCCESS

Employee Engagement & Well Being

Community Safety & Crime Prevention

Excellence in Investigations & Crime Reduction

"Our Community - Our Commitment"



INDEX

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" Our Community - Our Commitment "



INTRODUCTIONS

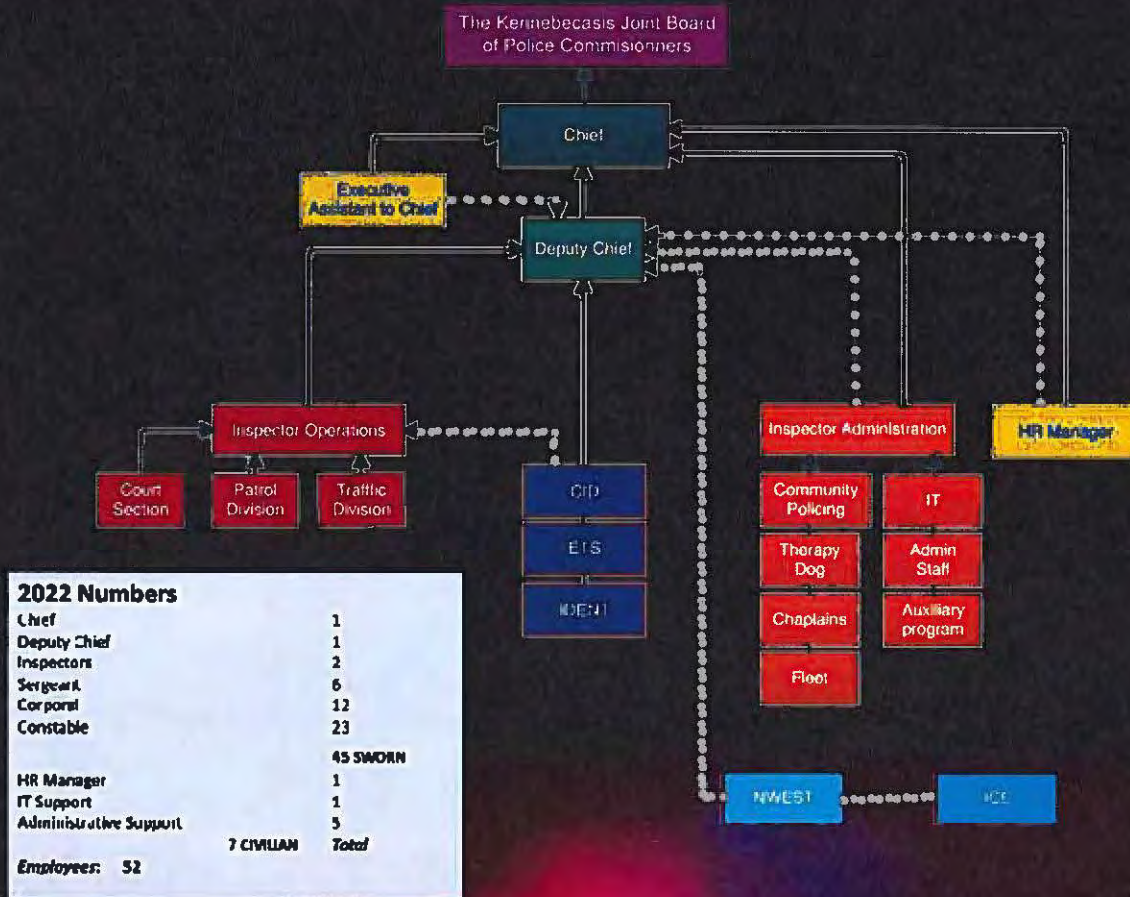
The Kennebecasis Regional Police Force (KRPFF), under the governance of its Joint Regional Board of Police Commissioners, delivers a policing service to the municipalities of Rothesay and Quispamsis in the Province of New Brunswick. Over the past seven decades, our priorities have been influenced by changing policing realities, with changes in our communities, and have evolved to meet the needs of the people we serve.

Our new 5-year Strategic Plan provides the road map by which, we will continue to provide a policing service tailored to the community needs, meeting and exceeding provincial and federal policing standards, and proactively evolving to continue to reach for excellence in policing.





ORGANIZATIONAL CHART





The Kennebecasis Regional Joint Board of Police Commissioners

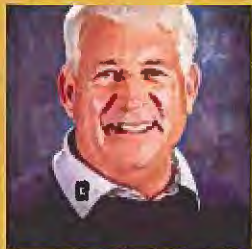


Tiffany Mackay French
Town of Rothesay Councilor - Board Chair

On behalf of my colleagues on the Kennebecasis Joint Board of Police Commissioners, I am pleased to provide this 5-year strategic plan for policing in Quispamsis and Rothesay. The members of the Board, along with senior KRPF members have designed this five-year plan to allow us to focus on police oversight and public safety. We are entrusted with the serious task of providing effective oversight of policing in our communities and we take that duty seriously. This strategic plan illustrates the areas in which we will focus in coming years as we work to make our communities as safe as possible for all of us. We are not able to achieve our vision by ourselves, it is critical that we partner with the public and our various community groups to continue to make our communities some of the most desirable places to live and do business in New Brunswick.

Three key goals of the Kennebecasis Regional Joint Board of Police Commissioners are:

1. To lead the Police Commission in instituting the best practices in Governance and Oversight.
2. To provide our citizens with excellent value and effective community safety.
3. To ensure that we collectively acknowledge, reflect, understand the diversity and richness of our community.



Bob McLaughlin



Kevin Darling



Kerri Luck



Libby O'Hara



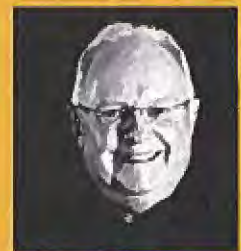
Vibuti Harquail



Don Shea



Derreck Stanford



John Buchanan



MESSAGE FROM THE CHIEF OF POLICE



Steve Gourdeau, Chief of Police

It is truly a privilege to be working with a group of people who are so dedicated to serve their community. The pandemic, defund the police, constant negativity in the national and international media did not impact the unwavering commitment of the KRPF members to reach the goals set in our last strategic plan. I am now tasked, with the assistance of an experienced and competent management team with the implementation of the new road map which will guide us over the next 5 years. Innovation, Transparency and Leadership Is our vision. Priorities stemming from consultation with our membership, our Board of Police Commissioners and the citizens we serve, with measurable outcomes will be the goals we strive to reach.

As Deputy Chief I have the privilege of being the Officer in charge of the daily operations of the police force. As we move forward with our 5 year strategic plan, we are committed to continuing our work with our community and law enforcement partners to provide proactive intelligence led policing to the citizens we serve. We strive to uphold our core values which guide our members as they continue to keep our community one of the safest in Canada.



Jeff Giggey, Deputy Chief



Mary Henderson
Inspector of Administration

The Kennebecasis Regional Police Force is committed to providing excellent service to the towns of Quispamsis and Rothesay. This is the foundation of our organization. Whether it be high quality investigations, traffic safety, court services, criminal record checks and far beyond - we are fully committed and will continue to build and adapt to our environment, ensuring the quality of service we provide to our community.



MESSAGES FROM SENIOR LEADERSHIP TEAM



Anika Becker
Inspector of Operations

As Inspector of Patrol Operations, I am continually assessing our ability to keep our community safe. As we move into the next 5 years of our strategic plan, I am committed to exploring various approaches to combat crime with a focus on collaboration with other law enforcement agencies, using a proactive approach to reduce and prevent crime, engaging in community outreach and focusing on the needs of victims of crime and vulnerable populations.

I was inspired to join the Kennebecasis Regional Police Force because of the focus on employee well-being. As we look toward to the next five years, I am so pleased to see that this commitment to our people continues to be at the forefront.

It is without question that the last few years have marked a period in history that has tested the resilience of all human beings. For those in the law enforcement community, these challenges have been layered with staffing shortages, increased public scrutiny and anti-police rhetoric that has weighed heavy to put it mildly.

Now more than ever, the well-being of our officers is of paramount importance and the commitment we make to supporting both physical and mental health must not waiver. I look forward to being part of the efforts made to strengthen and protect the greatest assets of this police force – the people.



Laurie Young, *HR Manager*





ACHIEVEMENTS OVER THE LAST 5 YEARS



Significant Improvement with Communications



Successful Resolution of one Cold Case Murder



Hiring of 5 New Officers



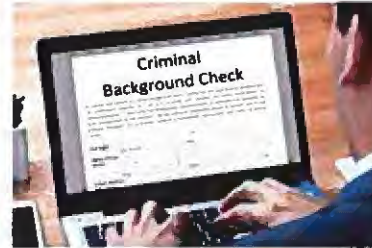
RoSa Therapy K9



Hiring of HR and IT Positions



Improvements to Axon System / Bodycams



Upgrade to Online Record Checks



Introduced E-Tickets



Creation of Forensics Unit



Equity-Diversity-Inclusion



Successful Handling of Covid-19 Protests



Upgrade to E-Disclosure



Leadership Development training opportunities



Onboarding of 3 new Chaplains



New Performance Management Process



Employee Health and Wellness Program



Fully integrated drug unit with Saint John Police Force



KRPF Peer Support Program



Purchased New 3d Crime Scene Scanner



Building Renovations



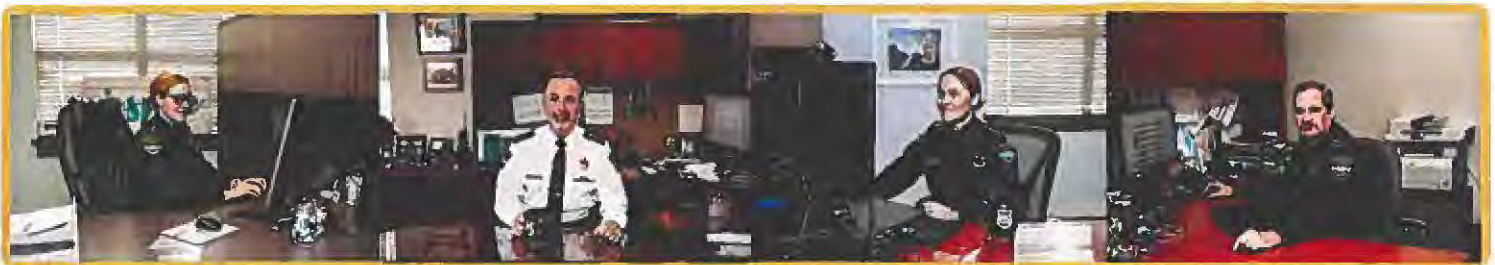
DEVELOPING THE NEW PLAN - METHODOLOGY

The creation of a new strategic plan can only be accomplished through a collaborative effort. All aspects of the police organization needed to be evaluated to deliver the road map needed to meet the needs of the people we serve as well as that of the employees entrusted to provide that service.

Over the past 5 years, under the leadership of Chief Wayne Gallant, the KRPF saw the modernization of many of its internal processes. The organization faced significant challenges which it met successfully.

The goals were measured, the priorities were met.

With the arrival of Chief Steve Gourdeau in October 2021, the direction of the Force did not change. However, the world is now different. In order to create a strategic plan that will be pertinent, realistic and with achievable goals, it was important to take the pulse of the KRPF membership and of the communities we serve while being cognizant of new policing realities. We needed to assess expectations, perceptions, needs and the changing environment. The Force has grown with the arrival of new young members within its ranks. The Board is responsible for the governance of the KRPF is taking steps to be more transparent and to develop best practices. The Communities are also growing with families coming from abroad and an influx in business development. There are new realities in our schools. Canadians are no longer immune from critical incidents once only seen in other countries. Budgets are tight, policing is extremely expensive!





HOW DID WE PREPARE?

An internal survey was developed to address potential issues and identify solutions to wellness in the workplace, equipment, workspace and overall employee satisfaction and engagement. 85% of the KRP staff participated with a high level of positive and constructive input.

An external survey was also developed to help consultation with citizens of our communities. We wanted to hear feedback pertaining to our service delivery and what is most important to people, not only about being safe but also feeling safe in their homes, their roads, parks and schools.

Lastly, we had one on one consultations with school officials, municipal authorities, elected officials and neighborhood residents.

- 2022 internal membership survey using an online process.
- 2022 community survey using an online process.
- One on one meetings with elected officials and Municipal authorities.
- In person meetings with various community groups (schools, neighbourhoods, businesses).
- Consultation with "The Board"

This consultative process was critical in the development of our policing priorities. The key take aways were:

General Policing Issues	Youth/Community Policing	Traffic	Internal Issues	Risks
<ol style="list-style-type: none"> 1. Mental Health calls/wellness checks – De-escalation 2. Intimate Partner & Domestic Violence 3. Illegal Drug Activity - Meth 4. Youth at Risk 5. Property Crime & Traffic 6. Personal connection with officers 7. Communication 	<ol style="list-style-type: none"> 1. Issues around use of social media 2. Police presence in schools 3. Drug Activity in Schools 4. Youth at Risk 5. Communication 6. Intervene early 7. Connect with the young people 	<ol style="list-style-type: none"> 1. Speeding in residential areas 2. Distracted Driving 3. Impaired Driving 4. School Zone Safety 5. Communication 6. Police visibility 	<ol style="list-style-type: none"> 1. Officer Safety 2. Mental Health of Employees 3. Less Weaponry, More Training 4. Leadership Development Program 5. Communication 6. Workspace 	<ol style="list-style-type: none"> 1. Sustaining levels of resourcing 2. Legal & Legislative increasingly complex 3. Succession Planning 4. Workspace



WHERE ARE WE HEADING?

At the 2022 Canadian Association of Police Chiefs Annual Conference in Quebec City, over 100 Canadian Chiefs of Police and Subject Matter Experts gathered. A variety of topics touching on the realities of policing in a Canadian environment heavily influenced at times, by events taking place in neighboring countries were discussed. The key take aways were:

- **Success in Crime Solving** - Shared ownership of public safety, transparency, operational independence - Competence is foremost on people's expectations.
- **Transforming Police Culture** - Learn to go from warrior to guardian – Sharp increase in mental health related calls for service - Don't like change, you will hate to become irrelevant!
- **Public Order** - People are angry and they want to be heard and seen – Protests are on the rise, in large and small communities and the trend continues.
- **From Federal Public Safety Minister** - Gun violence is the most serious issue of our times. 45 to 55 thousand new handguns registrations per year in Canada.
- Internal wellness leads to excellence in service delivery.
- Policing is a service. We must communicate, we must be competent, and we must be well equipped.



WHERE ARE WE HEADING?

Social Trends and Issues with Impact on Policing:

Police-race relations; police cultures; policing of riots and public disorder; policing of gendered and sexual violence; police recruitment; accountability; data-driven crime prevention, social media driven investigations.

Impact of Evolving Technology:

Technology that can benefit the police can equally help further criminal activity; policing the connected world; social media in schools; the modern cities; disconnect between police and clients with the advent of online reporting; ever evolving complexity of evidence gathering.

Demand for Transparency in Policing:

Policing is expensive, officers are vested with significant responsibilities, and enormous power to carry to their duties. Police are given powers to stop, detain, question, search and arrest individuals. They are issued firearms and can use force, including lethal force, in carrying out their duties. The public asks for effective oversight and accountability mechanisms for police, to ensure that those who wield power and enforce the law must also be subject to the law.

Out with the warrior mentality and in with the guardian model:

We need less weaponry on the duty belt and more training and knowledge to effectively and safely deal with the increased demand of police response to cases involving mental wellness and/or well being checks. The same goes for managing other types of difficult calls for service and public disorder. Engage early, negotiate, consult, connect and communicate.

Governance:

Accountability, participation, predictability, and transparency.



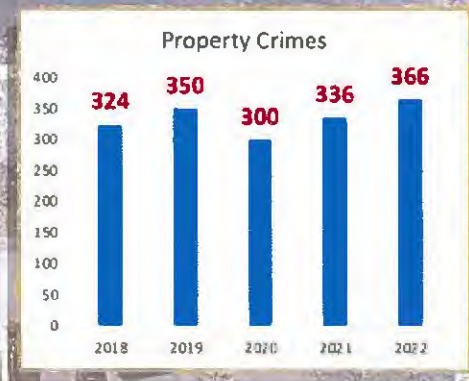
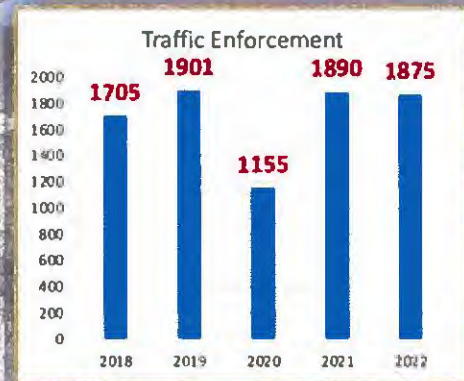
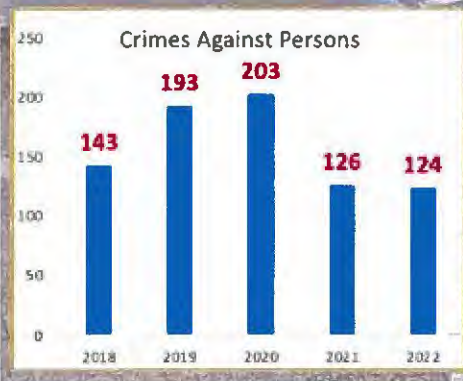
KRPF QUICK FACTS

2022
TOP 10 CALLS FOR SERVICE:

- Assist General Public 668
- MV Accident (No Injuries) 362
- Alarm 307
- Traffic/Parking Complaints 301
- Theft Complaint 240
- Look-out For 237
- Assist Other Agency 199
- 911 Hang-up 199
- Suspicious Person 150
- Impaired Driver Report 137



Most recent Overall Crime Severity Index
KRPF ranked 5th lowest crime severity rate out of 326 police services
policing communities over 10,000 population





BUDGET AND COMMUNITY FACTS



THE COMMUNITIES WE SERVE

30,853 Population [2021] - Estimate and +0.34% increase in
Population Change [2017 - 2021]

Population Density 336.49 persons / km² [2021]

Community size 99.69 km² Area

Total Private dwellings 11,725

Total Elementary, Middle, High school and Private schools 15

Increase in business and residential development

Average age of the population 42.65 which is a slight increase over
a 3 year period

2023 POLICE BUDGET - \$8,171,112

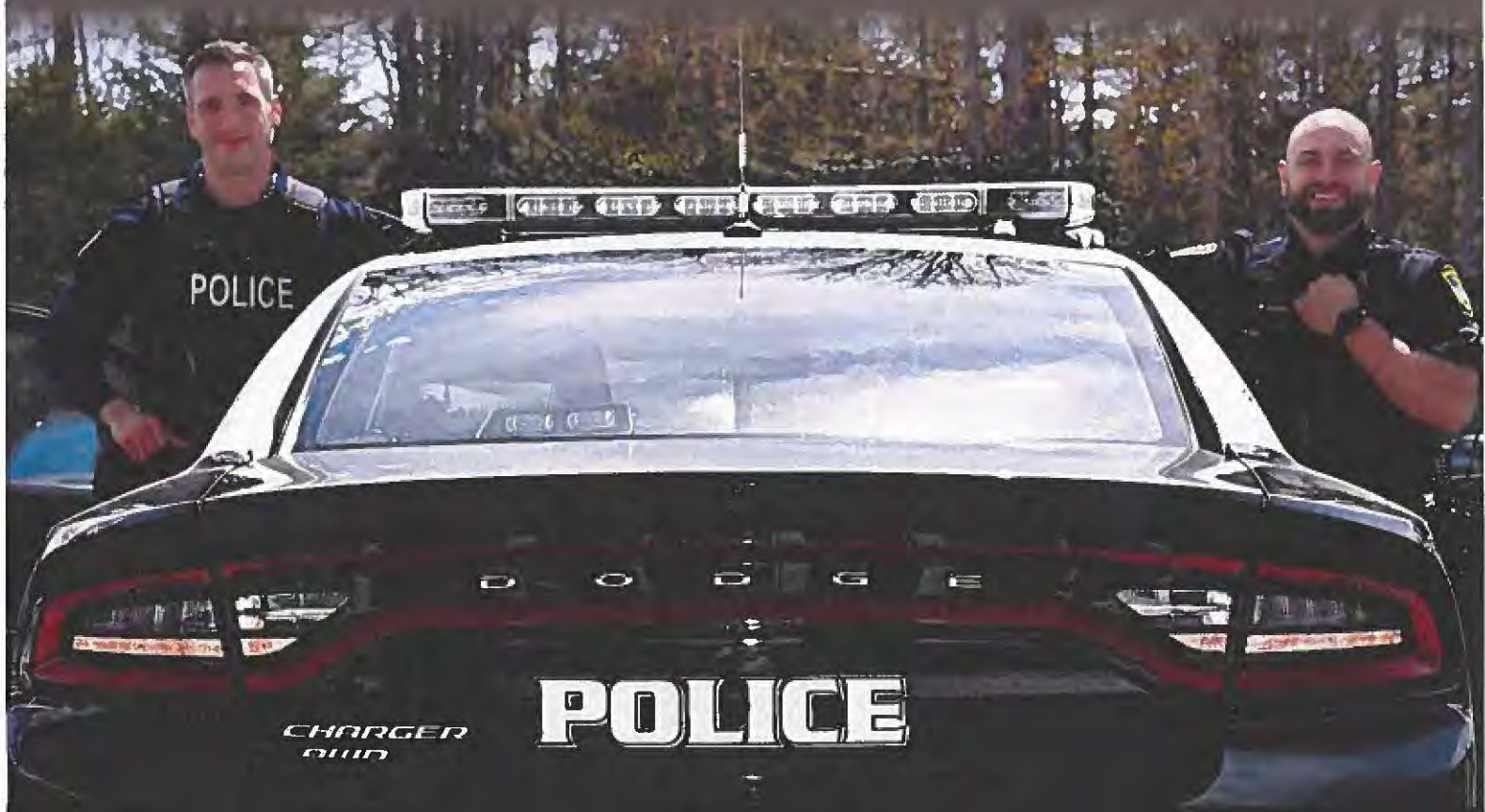


OUR STRATEGIC PRIORITIES

Vision: Innovation, Transparency and Leadership

Mission: To be community leaders in ensuring and advancing public safety

Values: Compassion - Integrity - Accountability - Professionalism





OUR STRATEGIC PRIORITIES

COMMUNITY SAFETY & CRIME PREVENTION

Implement crime prevention initiatives to focus on serious crime, community crime trends, and efficient response to citizen calls for service

KRPF is taking a bold new approach to advance community safety by working collaboratively with community partners, using analytics to prevent and reduce crime, and by conducting reviews of internal processes to ensure quality of service. By committing to a long-term vision of community safety, we have developed a plan to maintain our reputation of being one of the safest communities in Canada. Our plan includes enhancing our ability to act early and advance preventative approaches to inform or decision making before situations result in crime, victimization or harm.

EMPLOYEE ENGAGEMENT AND WELL-BEING

Foster a healthy, safe and inclusive environment that supports employee well-being and engagement.

The KRPF and our Board of Police Commissioners recognize that the employees are its greatest asset. Now more than ever, as emphasized in multiple public consultations as well as the KRPF Employee Engagement Survey conducted in 2022, we must protect the physical and psychological well-being of our employees as they work to protect the safety and well-being of those in our communities. We will continue to be leaders in providing training, programs, services, and policies that foster and promote operationally capable and resilient employees with a strong commitment to physical and emotional well-being.

EXCELLENCE IN INVESTIGATIONS AND CRIME REDUCTION

To be amongst the top 10 safest community(s) in Canada

The KRPF is committed to be proactively seeking innovative technologies and new training opportunities in order to be on the cutting edge of new trends and techniques with complex investigations. Our success will continue through intelligence led policing using advanced data analytics, collaboration with other law enforcement agencies and organizations as well as community involvement. This approach allows our officers to be proactive rather than reactive and it is an effective method for preventing crime.



COMMUNITY SAFETY & CRIME PREVENTION

TRAFFIC SAFETY

(Education, evidence based, proactive enforcement)

Safer Roadways - Safer Communities - Use of Technologies - A Roadmap to our Future

- **Implement a communication strategy targeting traffic issues raised by the community**

Radio - Traditional Media - Social Media



- **Implement a traffic enforcement strategy using analytics to proactively manage traffic safety concerns**

Our partnership with NB Power and Livable Cities this year in a pilot project which will utilize both traffic/speed counters and camera systems located in strategic areas could be a major step forward in the collection of actual traffic movement and data.

- **Promote, initiate and participate in Traffic Joint Force Operations**

Collaborative efforts between regional enforcement agencies in high traffic density areas promotes road safety and help detect violations.

PRIORITY NEIGHBOURHOODS (Connecting, community projects)

- **Establish opportunities for consultation and engagement to provide the community a voice to improve outcomes for priority populations**

Connect, meet, chat, interact with citizens in their neighborhood in order to facilitate a meaningful relationship where people will not shy away from expressing their concerns to police. Moving from the warrior mentality to the guardian model.

- **Proactively initiate projects to increase awareness and promote programs targeting community issues e.g. Adopt-a-Neighborhood; foot patrols**

- **Increase community partnerships to improve access to resources**

Police do not own all solutions but we do have a duty to facilitate and influence in order to foster lasting partnerships with all local service providers to deliver the best service possible.





COMMUNITY SAFETY & CRIME PREVENTION

INTIMATE PARTNER VIOLENCE (Education, evidence based, quality of investigations)

- Improve response and investigations of intimate partner occurrences
- Conduct Management Review of IPV Files / Investigations
- Implement a communication strategy to improve public education to raise awareness of family violence as a community issue



YOUTH (Consultation with youth, connecting, relationship building)

Positive/proactive approach to build a relationship/trust/familiarity with the officers

- Improve the ability to proactively manage or respond to potential violence involving youth
- Implement strategy to better understand and address youth issues in schools
- Increase officer interactions with youth in school



- Increase collaboration and improve communication with Provincial Coordinator, Violence Threat and Risk Assessment (VTRA), Integrated Service Delivery (ISD) and other partners



EMPLOYEE ENGAGEMENT AND WELL-BEING

INDIVIDUAL HEALTH AND WELL-BEING (promoting health, learning, supporting)

- Develop and deliver a calendar of annual wellness-related learning opportunities and events
- Expand access to wellness-supporting resources e.g., on-site access to health professionals; health-risk assessments; vaccine clinics; etc)
- Identify opportunities to promote and support healthy living and work life balance in a policing environment



OCCUPATIONAL HEALTH AND SAFETY (workspace, training, safety)

- Develop / improve physical spaces that support well-being (e.g. outdoor spaces for relaxation; kitchen; quiet room; outdoor meeting space;
- Improve uniform and equipment inventory/management program
- Develop and implement annual core training plan for all divisions/units/SLT that includes annual legislative requirements and current hot topics in policing





EMPLOYEE ENGAGEMENT AND WELL-BEING

ORGANIZATIONAL CULTURE (Communication, performance, leadership development)

- Implement an internal communications strategy that improves communication across all levels of the organization (includes management/union; members at work, members on leave and retirees)
- Develop and implement leadership skills development program
- Continue implementation of Competency-Based Performance Management model



WORKFORCE PLANNING (Succession planning)

- Conduct an annual organizational/position review
- Develop succession plans for at-risk positions and create knowledge transfer plans
- Conduct a comprehensive review of distribution of administrative duties





EXCELLENCE IN INVESTIGATIONS AND CRIME REDUCTION

REDUCTION OF CRIME (Evidence based police action)

- **Develop an enhanced communication strategy for front line officers with recommendations to improve sharing of operational information**

- **Formalize a Crime Reduction Strategy**

Property crime is on the rise, users of Meth and Fentanyl live in our community. We need to proactively address prolific offender based on the analysis of data. Several measures will be implemented and outcomes will be measured.



PUBLIC TRUST AND CONFIDENCE (communication strategy, identify best practices)

- **Improve public communication to increase community awareness of KRP services**
- **Increase transparency of appropriate KRP strategic documents and policies**
- **Conduct a comprehensive review of the recommendations outlined in the Chantal Moore Inquest**





EXCELLENCE IN INVESTIGATIONS AND CRIME REDUCTION

SERVICE EXCELLENCE (Quality, readiness, training)

- **Include Quality of Investigations as a topic for Provincial Managerial review in 2023 and implement recommendations**
Let's have subject matter experts come in and take a critical look at our investigations
- **Expand partnerships in the community to promote preparedness and business continuity in the event of a critical incident**
We need to be prepared, we need to be ready, we need to be competent!
- **Deliver critical training for front line officers to best address policing realities around social media in schools, mental wellness calls (de-escalation), and management of critical event**
A lot of new and innovative training will be provided which will help us address the new complexities we are presented with on a daily basis.
- **Improve use of current technology to increase capacity and quality of investigations**



DIVERSITY, EQUITY AND INCLUSION (Connecting, communication)

- **In collaboration with various associations and community partners, formalize an anti-racism strategy**
- **Formalize a communication strategy aimed at promoting Diversity, Equity & Inclusivity in our workplace and our community**



Increase KRPF participation in multicultural events, programs or training



ACKNOWLEDGEMENTS



The creation of this strategic plan, the road map that will guide the Kennebecasis Regional Police Force over the next 5 years could only happen with the assistance of many. We want to recognize with our most sincere appreciation;

*Manager of our Human Resources, Ms. Laurie Young
Cst. Shawn Toner
Ms. Tanya Cyr
Ms. Rebecca Moore*

*The general membership (sworn officers and civilian staff)
Chair of the Kennebecasis Regional Joint Board of Police Commissioners, Ms. Tiffany Mackay French
Vice Chair of the Kennebecasis Regional Joint Board of Police Commissioners, Mr. Kevin Darling
Quispamsis Mayor Libby O'Hara
Quispamsis CAO (acting) Aaron Kennedy
Rothesay Mayor Dr. Nancy Grant
Rothesay CAO John Jarvie
Angie Sabian and Lloyd Raymond and the Gang on Sierra Ave*



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Town of Rothesay

General Fund Financial Statements

2023-02-28

Includes:

General Capital Fund Balance Sheet	G2
General Reserve Fund Balance Sheet	G3
General Operating Fund Balance Sheet	G4
General Operating Revenue & Expenditures	G5-G7
Variance Report	G8
Capital Summary	G9

Town of Rothesay

G2

Balance Sheet - Capital General Fund
2023-02-28

ASSETS

Capital Assets - General Land	4,515,620
Capital Assets - General Fund Land Improvements	8,549,962
Capital Assets - General Fund Buildings	6,611,482
Capital Assets - General Fund Vehicles	4,158,062
Capital Assets - General Fund Equipment	3,767,578
Capital Assets - General Fund Roads & Streets	43,949,089
Capital Assets - General Fund Drainage Network	21,022,272
Capital Assets - Under Construction - General	879,861
	<u>93,453,927</u>
Accumulated Amortization - General Fund Land Improvements	(4,616,020)
Accumulated Amortization - General Fund Buildings	(2,713,264)
Accumulated Amortization - General Fund Vehicles	(2,548,258)
Accumulated Amortization - General Fund Equipment	(1,939,275)
Accumulated Amortization - General Fund Roads & Streets	(22,174,192)
Accumulated Amortization - General Fund Drainage Network	(7,830,854)
	<u>(41,821,864)</u>
	<u>\$ 51,632,063</u>

LIABILITIES AND EQUITY

Gen Capital due to/from Gen Operating	(100,000)
Total Long Term Debt	4,934,000
	<u>\$ 4,834,000</u>
Total Liabilities	
Investment in General Fund Fixed Assets	46,798,063
	<u>\$ 51,632,063</u>

Town of Rothesay

G3

Balance Sheet - General Fund Reserves
2023-02-28

ASSETS

BNS Gas Tax Interest Account	4,117,903
BNS General Operating Reserve #214-15	6,730
BNS - Gen Operating Reserve GIC	910,960
BNS General Capital Reserves #2261-14	1,586,293
BNS - Gas Tax Reserves - GIC	16,904
	<u>\$ 6,638,790</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	3,580,543
Invest. in General Capital Reserve	1,413,137
General Gas Tax Funding	554,264
Invest. in General Operating Reserve	917,690
Invest. in Land for Public Purposes Reserve	153,637
Invest. in Town Hall Reserve	19,519
	<u>\$ 6,638,790</u>

Town of Rothesay
 Balance Sheet - General Operating Fund
 2023-02-28

G4

CURRENT ASSETS

Cash	2,256,645
Receivables	161,461
HST Receivable	177,780
Inventory	35,691
Gen Operating due to/from Util Operating	881,341
Total Current Assets	<u>3,512,919</u>
Other Assets:	
Projects	<u>263,089</u>
	<u>263,089</u>
 TOTAL ASSETS	 <u><u>3,776,008</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	1,447,080
Other Payables	634,714
Gen Operating due to/from Gen Capital	100,000
Accrued Pension Obligation	(15,700)
Accrued Retirement Allowance	444,587
TOTAL LIABILITIES	<u>2,610,681</u>

EQUITY

Retained Earnings - General	170,473
Surplus/(Deficit) for the Period	994,854
	<u>1,165,326</u>
	<u><u>3,776,008</u></u>

Town of Rothesay

Statement of Revenue & Expenditure
2 Months Ended 2023-02-28

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Warrant of Assessment	1,676,982	1,676,982	3,353,963	3,353,963	0		20,123,778
Sale of Services	55,159	44,969	108,419	89,937	18,481		464,704
Services to Province of New Brunswic	0	0	0	0	0		80,000
Other Revenue from Own Sources	16,571	11,442	30,428	22,883	7,545		142,008
CORE grant	8,732	8,732	17,463	17,463	0		104,778
Conditional Transfers	0	0	0	0	0		51,500
Other Transfers	0	0	274,070	274,070	0		796,570
	<u>\$1,757,443</u>	<u>\$1,742,123</u>	<u>\$3,784,343</u>	<u>\$3,758,317</u>	<u>\$26,026</u>		<u>\$21,763,338</u>
EXPENSES							
General Government Services	153,725	138,017	575,291	567,778	(7,513)		2,592,591
Protective Services	448,931	451,292	905,507	910,730	5,223		6,235,746
Transportation Services	337,628	330,452	696,331	715,104	18,774		3,668,562
Environmental Health Services	84,590	86,144	152,832	172,288	19,456		1,077,728
Environmental Development	68,335	85,425	109,453	152,184	42,731		829,950
Recreation & Cultural Services	179,909	156,699	349,163	317,732	(31,431)		2,496,171
Fiscal Services	457	333	913	667	(247)		4,862,591
	<u>\$1,273,575</u>	<u>\$1,248,363</u>	<u>\$2,789,489</u>	<u>\$2,836,482</u>	<u>\$46,993</u>		<u>\$21,763,338</u>
Surplus (Deficit) for the Year	<u>\$483,868</u>	<u>\$493,761</u>	<u>\$994,853</u>	<u>\$921,834</u>	<u>\$73,019</u>		<u>\$ -</u>

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Town of Rothsay

Statement of Revenue & Expenditure
2 Months Ended 2023-02-28

	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	4,240	1,667	5,608	3,333	2,275		20,000
Town Hall Rent	11,388	8,217	19,605	16,434	3,171		98,604
Community Garden	0	0	0	0	0		1,200
Fox Farm Rental	1,750	1,875	3,500	3,750	(250)		22,500
Arena Revenue	36,081	30,835	71,848	61,670	10,178	1	214,900
Recreation Programs	1,700	2,375	7,858	4,750	3,108		107,500
	<u>55,159</u>	<u>44,969</u>	<u>108,419</u>	<u>89,937</u>	<u>18,481</u>		<u>464,704</u>
Other Revenue from Own Sources							
Licenses & Permits	5,283	6,875	8,364	13,750	(5,386)		82,500
Recycling Dollies & Lids	26	67	57	133	(76)		800
Interest & Sundry	10,212	2,667	19,682	5,333	14,348	2	32,000
Miscellaneous	50	833	325	1,667	(1,342)		10,000
Fire Dept. Administration	1,000	1,000	2,000	2,000	0		12,000
Local Improvement Levy Mulberry Lane	0	0	0	0	0		4,708
	<u>16,571</u>	<u>11,442</u>	<u>30,428</u>	<u>22,883</u>	<u>7,545</u>		<u>142,008</u>
Conditional Transfers							
Canada Day Grant	0	0	0	0	0		1,500
Grant - Students	0	0	0	0	0		50,000
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>51,500</u>
Other Transfers							
Surplus of 2nd Previous Year	0	0	274,070	274,070	0		274,070
Utility Fund Transfer	0	0	0	0	0		522,500
	<u>0</u>	<u>0</u>	<u>274,070</u>	<u>274,070</u>	<u>0</u>		<u>796,570</u>
EXPENSES							
General Government Services							
Legislative							
Mayor	3,204	3,917	7,491	7,833	343		47,000
Councillors	10,852	11,258	21,705	22,517	812		135,100
Regional Service Commission 9	1,256	1,256	2,513	2,513	0		15,076
Other	218	292	620	583	(36)		13,500
	<u>15,531</u>	<u>16,723</u>	<u>32,327</u>	<u>33,446</u>	<u>1,119</u>		<u>210,676</u>
Administrative							
Administration - Wages & Benefits	82,869	86,117	169,701	170,916	1,215		1,189,610
Office Building	26,900	10,500	37,159	21,000	(16,159)	3	177,750
Supplies	7,591	4,917	16,336	16,833	498		143,000
Solicitor	4,687	4,167	4,992	8,333	3,342		50,000
Professional Fees	0	0	0	0	0		35,000
Other	9,462	7,717	26,149	25,633	(516)		110,000
	<u>131,508</u>	<u>113,417</u>	<u>254,336</u>	<u>242,716</u>	<u>(11,620)</u>		<u>1,705,360</u>
Other General Government Services							
Website/Other	1,380	1,750	2,095	2,000	(95)		3,000
Community Communications (Team)	56	460	1,043	921	(122)		5,525
Civic Relations	0	83	0	167	167		1,000
Insurance	0	0	280,086	282,462	2,376		282,462
Donations	5,250	5,250	5,404	5,400	(4)		36,500
Cost of Assessment	0	0	0	0	0		328,068
Property Taxes - L.P.P.	0	0	0	0	0		16,000
Fox Farm Rental Expenses	0	333	0	667	667		4,000
	<u>6,686</u>	<u>7,877</u>	<u>288,628</u>	<u>291,616</u>	<u>2,989</u>		<u>676,555</u>
Total General Government Services	<u>153,725</u>	<u>138,017</u>	<u>575,291</u>	<u>567,778</u>	<u>(7,513)</u>		<u>2,592,591</u>
Protective Services							
Police							
Police Protection	271,400	272,601	542,800	545,202	2,403		3,271,213
Crime Stoppers	0	0	0	0	0		2,800
	<u>271,400</u>	<u>272,601</u>	<u>542,800</u>	<u>545,202</u>	<u>2,403</u>		<u>3,274,013</u>
Fire							
Fire Protection	177,316	177,316	362,277	362,277	0		2,614,733
Water Costs Fire Protection	0	0	0	0	0		330,000
	<u>177,316</u>	<u>177,316</u>	<u>362,277</u>	<u>362,277</u>	<u>0</u>		<u>2,944,733</u>
Emergency Measures							
EMO Director/Committee	0	0	0	500	500		500
	<u>0</u>	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>		<u>500</u>
Other							
Animal & Pest Control	215	417	430	833	403		5,000
Other	0	958	0	1,917	1,917		11,500
	<u>215</u>	<u>1,375</u>	<u>430</u>	<u>2,750</u>	<u>2,320</u>		<u>16,500</u>
Total Protective Services	<u>448,931</u>	<u>451,292</u>	<u>905,507</u>	<u>910,730</u>	<u>5,223</u>		<u>6,235,746</u>

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Transportation Services

Common Services							
Administration (Wages & Benefits)	109,375	124,624	218,057	246,448	28,391	4	1,557,760
Workshops, Yards & Equipment	58,961	64,167	129,357	134,333	4,977		756,350
Engineering	4,257	625	4,257	1,250	(3,007)		7,500
	<u>172,594</u>	<u>189,416</u>	<u>351,671</u>	<u>382,031</u>	<u>30,360</u>		<u>2,321,610</u>
Roads & Streets							
Roads & Streets	2,239	1,000	2,374	1,000	(1,374)		65,000
Crosswalks & Sidewalks	498	1,491	918	2,981	2,063		17,300
Culverts & Drainage Ditches	2,998	3,000	2,998	3,000	2		80,000
Street Cleaning & Flushing	0	0	0	0	0		45,000
Snow & Ice Removal	142,286	119,504	305,238	294,009	(11,229)	5	810,000
Flood Costs	0	0	0	0	0		15,000
	<u>148,022</u>	<u>124,995</u>	<u>311,529</u>	<u>300,990</u>	<u>(10,539)</u>		<u>1,032,300</u>
Street Lighting							
Street Lighting	12,156	12,083	24,325	24,167	(159)		145,000
Traffic Services							
Street Signs	1,299	833	2,644	1,667	(977)		10,000
Traffic Lanemarking	0	0	0	0	0		35,000
Traffic Signals	1,040	833	1,851	1,667	(185)		10,000
Railway Crossing	2,372	2,083	4,018	4,167	149		25,000
	<u>4,710</u>	<u>3,750</u>	<u>8,513</u>	<u>7,500</u>	<u>(1,013)</u>		<u>80,000</u>
Public Transit							
Public Transit - Comex Service	0	0	0	0	0		87,152
Public Transit - Other	146	208	292	417	125		2,500
	<u>146</u>	<u>208</u>	<u>292</u>	<u>417</u>	<u>125</u>		<u>89,652</u>
Total Transportation Services	<u>337,628</u>	<u>330,452</u>	<u>696,331</u>	<u>715,104</u>	<u>18,774</u>		<u>3,668,562</u>

Environmental Health Services

Solid Waste Disposal Land Fill Garbage	16,252	18,690	35,059	37,380	2,321		224,280
Solid Waste Disposal Landfill Compost	1,129	3,204	2,954	6,408	3,454		38,448
Solid Waste Collection Fero	66,687	64,250	114,297	128,500	14,203	6	771,000
Solid Waste Recycling bins	0	0	0	0	0		4,000
Clean Up Campaign	521	0	521	0	(521)		40,000
	<u>84,590</u>	<u>86,144</u>	<u>152,832</u>	<u>172,288</u>	<u>19,456</u>		<u>1,077,728</u>

Environmental Development Services

Planning & Zoning							
Administration	52,371	62,096	77,523	105,526	28,002	7	550,000
Planning Projects	0	4,583	0	9,167	9,167		55,000
Heritage Committee	0	1,250	0	2,500	2,500		15,000
	<u>52,371</u>	<u>67,929</u>	<u>77,523</u>	<u>117,192</u>	<u>39,669</u>		<u>620,000</u>
Envision Saint John							
Envision Saint John	15,965	15,996	31,929	31,992	62		191,950
Tourism	0	1,500	0	3,000	3,000		18,000
	<u>15,965</u>	<u>17,496</u>	<u>31,929</u>	<u>34,992</u>	<u>3,062</u>		<u>209,950</u>
	<u>68,335</u>	<u>85,425</u>	<u>109,453</u>	<u>152,184</u>	<u>42,731</u>		<u>829,950</u>

Recreation & Cultural Services

Administration	39,666	29,444	69,286	58,889	(10,397)	8	399,000
Beaches	0	0	0	0	0		53,500
Rothsay Arena	32,289	31,357	64,657	62,713	(1,944)		367,000
Memorial Centre	20,074	4,917	22,720	9,833	(12,887)	9	67,850
Summer Programs	172	0	172	0	(172)		72,100
Parks & Gardens	31,475	33,026	74,483	66,052	(8,431)	10	691,725
Rothsay Common Rink	13,980	14,220	31,189	27,940	(3,249)		52,950
Playgrounds and Fields	584	1,917	1,568	7,167	5,599		134,000
The Hive expenses	863	1,167	1,659	2,333	674		14,000
Regional Facilities Commission	30,068	30,068	60,137	60,137	0		360,819
Kennebecasis Public Library	7,084	7,084	14,169	14,169	0		85,012
Special Events	3,654	3,500	9,123	8,500	(623)		40,000
PRO Kids	0	0	0	0	0		7,500
	<u>179,909</u>	<u>156,699</u>	<u>349,163</u>	<u>317,732</u>	<u>(31,431)</u>		<u>2,345,456</u>

Fiscal Services

Debt Charges							
Interest	457	333	913	667	(247)		195,591
Debt Payments	0	0	0	0	0		667,000
	<u>457</u>	<u>333</u>	<u>913</u>	<u>667</u>	<u>(247)</u>		<u>862,591</u>
Transfers To:							
Capital Fund for Capital Expenditures	0	0	0	0	0		3,750,000
Reserve Funds	0	0	0	0	0		250,000
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>4,000,000</u>
	<u>457</u>	<u>333</u>	<u>913</u>	<u>667</u>	<u>(247)</u>		<u>4,862,591</u>

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Town of Rothesay

Variance Report - General Fund

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Note #		Actual	2 months ending Budget	2023-02-28 Better/(Worse)	Description of Variance
Revenue					
1	Arena Revenue	71,848	61,670	\$ 10,178	Higher than budgeted revenue
2	Interest & Sundry	19,682	5,333	\$ 14,348	Conservative estimate of interest rates
				Total \$	24,527
				Variance per Statement	\$26,026
				Explained	94%
Expenses					
<i>General Government</i>					
3	Office Building	37,159	21,000	\$ (16,159)	Upstairs TH renovations for tenants
<i>Protective Services</i>					
<i>Transportation</i>					
4	Administration (Wages & Benefits)	218,057	246,448	\$ 28,391	Two vacant positions
5	Snow & Ice Removal	305,238	294,009	\$ (11,229)	Additional street being snowplowed
<i>Environmental Health</i>					
6	Solid Waste Collection Fero	114,297	128,500	\$ 14,203	Fuel escalation lower than anticipated
<i>Environmental Development</i>					
7	Administration	77,523	105,526	\$ 28,002	Vacant position and budget for software
<i>Recreation & Cultural Services</i>					
8	Administration	\$ 69,286	\$ 58,889	\$ (10,397)	Perfect Mind Software
9	Memorial Centre	\$ 22,720	\$ 9,833	\$ (12,887)	Repairs for rental
10	Parks & Gardens	74,483	66,052	\$ (8,431)	Welcome signs purchased for Town
<i>Fiscal Services</i>					
				Total \$	11,492
				Variance per Statement	46,993
				Explained	24%

Town of Rothesay

Capital Projects 2023
General Fund
2 Months Ended 2023-02-28

	ANNUAL BUDGET	COUNCIL APPROVED	CURRENT Y-T-D	Remaining Budget	
General Government					
12010560 G-202*-001 Town Hall Improvement:	40,000	0	1,976	38,024	
12010760 G-202*-00* IT	17,000	0	0	17,000	
Total General Government	57,000	0	0	55,024	
Protective Services					
12011560 P-202*-0** Protective Serv. Equipm:	1,270,000	0	-12,416	1,282,416	
Total Protective Services	1,270,000	0	0	1,282,416	
Transportation					
12029160 T-2023-001 Asphalt 2023	1,225,000	0	0	1,225,000	
12028260 T-2022-003 Buildings - Master Drive	85,000	0	596	84,404	
12029260 T-2023-004 Intersection Improve	175,000	0	0	175,000	
12028460 T-202*-00* Fleet Replacement	750,000	691,429	0	750,000	
Unassigned:					
Total Transportation	2,235,000	691,429	0	2,234,404	
Recreation					
12028560 R-202*-00* Recreation Equipment	215,000	28,220	31,103	183,897	
12028960 R-202*-00* Recreation Master Plan	60,000	0	0	60,000	
12028660 R-2022-002 Recreation Pickle Ball	150,000	0	3,675	146,325	
12028860 R-2022-004 Wells Bldg	2,500,000	0	220,856	2,279,144	
12028760 R-202*-00* Arena Renovation	100,000	0	0	100,000	
12029060 R-2023-005 McGuire Centre Repairs	30,000	0	0	30,000	
Total Recreation	3,055,000	28,220	0	2,799,365	
Carryovers					
12028360 T-2022-004 Intersection Improve	0	0	6,603	-6,603	
	0	0	0	-6,603	
Total	\$ 6,617,000	\$ 719,649	\$ -	\$ 252,395	\$ 6,364,605

2023 Budget and Funding Allocation

Funding	2023	Operating	Reserve	Gas Tax	Borrow	Grant
General Government	57,000	57,000				
Protective Services	1,270,000	20,000			1,250,000	
Transportation	2,235,000	1,510,000		725,000		
Recreation	3,055,000	2,245,000		100,000		710,000
Total	\$ 6,617,000	\$ 3,832,000	\$ -	\$ 825,000	\$ 1,250,000	\$ 710,000

Town of Rothesay

Utility Fund Financial Statements

February 28, 2023

Attached Reports:

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

Town of Rothesay

U1

Capital Balance Sheet

As at 2023-02-28

ASSETS

Assets:

Capital Assets Utilities Land	119,970
Capital Assets Utilities Buildings	2,003,612
Capital Assets Utilities Equipment	813,621
Capital Assets Utilities Water System	29,170,712
Capital Assets Utilities Sewer System	25,942,199
Capital Assets Utilities Land Improvements	42,031
Capital Assets Utilities Roads & Streets	220,011
Capital Assets Utilities Vehicles	113,001
	<u>58,425,158</u>

Accumulated Amortization Utilites Buildings	(813,712)
Accumulated Amortization Utilites Water System	(8,767,457)
Accumulated Amortization Utilites Sewer System	(9,366,676)
Accumulated Amortization Utilites Land Improvement:	(42,031)
Accumulated Amortization Utilites Vehicles	(37,447)
Accumulated Amortization Utilites Equipment	(307,357)
Accumulated Amortization Utilites Roads & Streets	(21,998)
	<u>(19,356,677)</u>

TOTAL ASSETS	<u><u>39,068,480</u></u>
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LIABILITIES

Current:

Util Capital due to/from Util Operating	<u>150,000</u>
Total Current Liabilities	150,000

Long-Term:

Long-Term Debt	<u>7,967,369</u>
Total Liabilities	<u>8,117,369</u>

EQUITY

Investments:

Investment in Fixed Assets	<u>30,951,111</u>
Total Equity	<u>30,951,111</u>
TOTAL LIABILITIES & EQUITY	<u><u>39,068,480</u></u>

Town of Rothesay

U2

Balance Sheet - Utilities Fund Reserves
2023-02-28

ASSETS

BNS Utility Capital Reserve # 00241 12	1,157,266
	<u>\$ 1,157,266</u>

LIABILITIES AND EQUITY

Invest. in Utility Capital Reserve	727,299
Invest. in Utility Operating Reserve	108,932
Invest. in Sewerage Outfall Reserve	321,034
	<u>\$ 1,157,266</u>

Town of Rothesay

U3

Utilities Fund Operating Balance Sheet
As at 2023-02-28ASSETS

Current assets:

Accounts Receivable Net of Allowance	641,090
Total Current Assets	<u>641,090</u>

Other Assets:

Projects	33,952
	<u>33,952</u>

TOTAL ASSETS	<u>\$ 675,041</u>
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LIABILITIES

Accrued Payables	17,332
Due from General Fund	881,341
Due to Capital Fund	(150,000)
Deferred Revenue	12,012
Total Liabilities	<u>760,685</u>

EQUITY

Surplus:

Opening Retained Earnings	32,898
Profit (Loss) to Date	(118,541)
	<u>(85,644)</u>

TOTAL LIABILITIES & EQUITY	<u>\$ 675,041</u>
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2023April11OpenSessionFINAL_192

Town of Rothesay
 Utilities Operating Income Statement
 2 Months Ended 2023-02-28

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	0	0	0	0	0		1,155,000
Meter and non-hookup fees	0	0	0	0	0		64,420
Water Supply for Fire Prot.	0	0	0	0	0		330,000
Local Improvement Levy	0	0	0	0	0		59,000
Sewerage Services	0	0	0	0	0		1,942,500
Connection Fees	2,700	14,583	2,700	29,167	(26,467)	1	175,000
Interest Earned	7,845	7,500	16,413	15,000	1,413		90,000
Misc. Revenue	150	610	375	1,221	(846)		7,323
Surplus - Previous Years	0	0	41,757	41,757	0		41,757
TOTAL RECEIPTS	10,695	22,694	61,245	87,144	(25,899)		3,865,000
WATER SUPPLY							
Share of Overhead Expenses	0	0	0	0	0		209,000
Wages	14,914	13,835	28,723	27,671	(1,053)		232,000
Audit/Legal/Training	0	625	2,637	1,250	(1,387)		13,500
Other Water	61	42	578	83	(495)		500
Purification & Treatment	12,563	17,500	25,535	35,000	9,465	2	536,000
Transmission & Distribution	336	9,167	2,890	18,333	15,443	3	110,000
Power & Pumping	10,967	4,250	15,571	8,500	(7,071)	4	51,000
Billing/Collections	98	417	195	833	638		5,000
Water Purchased	125	100	125	200	75		1,200
Misc. Expenses	2,650	2,250	5,241	4,500	(741)		27,000
McGuire Road Operating	1,000	1,500	1,433	3,000	1,567		18,000
TOTAL WATER SUPPLY	42,715	49,685	82,929	99,371	16,442		1,203,200
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	0	0	0	0	0		313,500
Wages	29,000	29,000	58,000	58,000	0		348,000
Audit/Legal/Training	778	417	1,246	833	(412)		11,000
Collection System Maintenance	0	2,917	623	5,833	5,211		85,000
Sewer Claims	0	0	4,721	5,000	279		20,000
Lift Stations	7,136	6,250	11,550	12,500	950		77,000
Treatment/Disposal	7,205	7,583	19,473	15,167	(4,306)	5	103,000
Misc. Expenses	484	2,167	1,246	4,333	3,088		26,000
TOTAL SWGE COLLECTION & DISPC	44,603	48,333	96,858	101,667	4,809		983,500
FISCAL SERVICES							
Interest on Long-Term Debt	0	0	0	0	0		254,803
Principal Repayment	0	0	0	0	0		548,497
Transfer to Reserve Accounts	0	0	0	0	0		175,000
Capital Fund Through Operating	0	0	0	0	0		700,000
TOTAL FISCAL SERVICES	0	0	0	0	0		1,678,300
TOTAL EXPENSES	87,318	98,019	179,786	201,038	21,251		3,865,000
NET INCOME (LOSS) FOR THE PER	(76,623)	(75,325)	(118,541)	(113,893)	(4,648)		(0)

Town of Rothesay

Variance Report - Utility Operating

U5

2023-02-28

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Connection Fees	2,700	29,167	26,467	Budget smoothed over the year
Expenditures					
Water					
2	Audit/Legal/Training	25,535	35,000	9,465	Training for 2 new employees
3	Purification & Treatment	2,890	18,333	15,443	Budget smoothed over yr
4	Transmission & Distribution	15,571	8,500	(7,071)	Budget smoothed over yr
Sewer					
5	Treatment/Disposal	19,473	15,167	(4,306)	Budget smoothed over yr
Fiscal Services					

Town of Rothesay

Capital Projects 2022

Utility Fund

2 Months Ended 2023-02-28

	Original BUDGET	Council Approval	CURRENT Y-T-D	Remaining Budget		
WATER						
12031430 W-2022-003 Filtration Bldg Water	630,000	-	8,022	621,978		
	<u>\$ 630,000</u>	<u>\$ -</u>	<u>\$ 8,022</u>	<u>\$ 621,978</u>		
SEWER						
12028130 T-202*-001 Sewer work in Ashphalt contract	100,000	\$ -	0	100,000		
12046030 S-2021-001 Turnbull Court Design	500,000	\$ -	1,100	498,900		
12044130 S-2021-008 WWTP Design Phase II	50,000	\$ -	0	50,000		
12050130 S-2023-002 Lagoon Dredging	1,320,000	\$ -	0	1,320,000		
	<u>1,970,000</u>	<u>-</u>	<u>1,100</u>	<u>1,968,900</u>		
Total Approved	<u>2,600,000</u>	<u>-</u>	<u>9,122</u>	<u>2,590,878</u>		
Carryovers						
Funded from Reserves						
12045030 S-2020-001 Turnbull Court Design	0	0	19,936	-19,936		
12043430 W-2021-004 Well Development - Quality	-	0	4,894	-4,894		
	<u>0</u>	<u>0</u>	<u>0</u>	<u>-24,830</u>		
	<u>2,600,000</u>	<u>-</u>	<u>33,952</u>	<u>2,566,048</u>		
Funding:						
	Total	Operating	Reserves	Borrow	Gas Tax	Grants
Water	630,000	330,000			300,000	
Sewer	1,970,000	370,000		\$ 1,600,000		
	<u>\$ 2,600,000</u>	<u>\$ 700,000</u>	<u>\$ -</u>	<u>\$ 1,600,000</u>	<u>\$ 300,000</u>	<u>\$ -</u>

Town of Rothesay

2023-02-28

219500-60

Donations/Cultural Support	Budget	Paid to date
KV3C (in kind)	2,500.00	
NB Medical Education Trust	5,000.00	
KV Food Basket	5,000.00	154.04
Fairweather Scholarship	1,000.00	
Saint John Theatre Company	1,000.00	
Symphony NB	2,500.00	
sub	<u>17,000.00</u>	<u>154.04</u>
Other:	19,500.00	
Sophia Recovery Centre		5,000.00
Rothesay High School		250.00
sub	<u>19,500.00</u>	<u>5,250.00</u>
	<u>36,500.00</u>	<u>5,404.04</u>
G/L Balance		<u>5,404.04</u>

TOWN OF ROTHESAY

FINANCE COMMITTEE

March 30, 2023

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 9:15am.

The agenda was accepted as presented (DS/HB)

The minutes from February 23, 2023 were accepted as presented (DS/HB).

February Financial Statements

- a) **General Fund** – Treasurer Doug MacDonald reviewed February Statements, nothing out of the ordinary. Variance report explained any significant differences.
- b) **Utility Fund** – Treasurer Doug Macdonald reviewed statements.

The statements were accepted as presented (DS/HB).

Donation Requests – 2023 Summary

- a) **You Can Ride Two** – It was agreed to **recommend to Council to fund \$500 (HB/DS)**
- b) **Walk & Roll MD Fundraiser** –To request for further information from Director of Recreation, Charles
- c) **Brigitte Carroll** - Tabled

For Information

- a) **Debt Approval** – Received approval to borrow \$1M. Tenders to be expected soon now that funding is in place.

- b) **2022 CCBF (Gas Tax) reports** –
Treasurer MacDonald noted an annual attestation of the spending and project completion is required for the 5-year agreement, which include a 5-year Capital Plan. He noted there is two separate funds 2014-2018 balance remaining of approx. \$2.4M for Arena project and 2019 – 2023 with a balance of approx. \$5.1M remaining for different projects including road repairs.

Compliance Report

Compliance report – all items filed

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

Next Meeting

Regular Finance Meeting April 20, 2023

The meeting adjourned at 10:30am.

Deputy Mayor Matt Alexander
Chairman

Laura Adair
Recording Secretary



ROTHESAY MEMORANDUM



TO : Mayor and Council
FROM : Finance Committee
DATE : March 31, 2023
RE : Donation Recommendations

The finance committee recommends the following motion re donation requests:

Council approve a donation in the amount of \$500 to “You Can Ride Two”.



SCHEDULE A

Application for Rothesay Municipal Grant

App. Date: Mon, Mar 13, 2023

Applicant: You Can Ride Two

Address: c/o Archstone Physiotherapy; 70 B Hampton Rd, Rothesay

Contact: Sue Lawton Tel. 587-999-5623

Email: Susan.Lawton@archstonephysio.com

Organization Description: Please see enclosed package
for detailed information. Thank you!

Amount Requested: \$ _____

Descriptions of proposed event or activity: _____

Project costs: _____

Benefits to town of Rothesay: _____

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

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

YOU CAN RIDE TWO!



Community Grant Application

Prepared for: Town of Rothesay

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

March 13, 2023

YOU CAN RIDE TWO!

PROGRAM OVERVIEW

I am writing to request consideration for a \$1000 Grant from the Town of Rothesay for my bike program called "You Can Ride Two". In addition, I would like to request an "In Kind" donation of the use of the Rothesay Arena for our Intake evening in the case of rain (i.e. use without rental fee).

Organization Description

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

Description of Event

YCR2 is a 7-week program, researched and developed over 20 years by Edmonton Physiotherapist Janine Haleyko. It is designed to teach children with disabilities 8 years and older how to ride a two-wheeled bike. This year will be our third annual offering of the program in Rothesay, run by paediatric physiotherapist Susan Lawton. Our team of volunteers ran a very successful pilot program in summer 2021 for 8 participants. In 2022 we taught 14 children with disabilities to ride a 2-wheeled bike. This program was run on the grounds at Rothesay High School and Rothesay Arena, with support from Archstone Physiotherapy, Millenium Bike Shop, Velo NB, and over 30 volunteers from the Rothesay and Greater Saint John Area, including a squadron from the KV Police Force. Our goal is to run the program again this year for free of charge with offerings for 16-20 participants.

The Rothesay site is the first centre offering the YCR2 program outside of Alberta. The local Program Director and Head Coach, Sue Lawton, is part of a national community working in conjunction with Janine Haleyko of You Can Ride 2 in Edmonton, to create partnerships and communication networks to promote adapted cycling programs across the country. Sue is also working with Janine this year to offer a course to train others to be able to run the YCR2 program in other locations in the Maritimes and across the country. Our program will be looked upon as an example.

This year's program is planned for May 3 to June 14, 2022, at Rothesay High School/the Rothesay Arena Parking lot.

Benefits to the Town of Rothesay

- This program promotes Rothesay as an inclusive and desirable place to live, offering specialized and accessible programming in the community.
 - Children with disabilities are often very limited in their ability to participate in community recreational activities. Learning to ride a bike opens up a world of opportunity for them. This program allows them a rare experience to engage with other children in an organized activity.
 - Through peer support the children are motivated by each other and realize that they are not the only ones their age that haven't learned to ride a bike yet.
-

YOU CAN RIDE TWO!

- Children grow in confidence and self-esteem, as they learn new skills and open up opportunities for fun and physical fitness.
- They learn skills to be able to join in play and socialization with peers in their own neighbourhood.
- It gives families of children with disabilities a recreational physical activity that they can now enjoy together.
- Children and families improve their sense of social, emotional and physical well-being
- The volunteers also gain a tremendous sense of satisfaction and purpose by having the opportunity to participate in this very rewarding project. They can't wait to come back!

Not-for-profit

YouCanRideTwo Rothesay is a Not-for-profit group. Although I work at Archstone Physiotherapy, and several of our volunteers come from the clinic, no profits or revenues are made for the clinic or for any other purpose. This is a separate community project. We have a wide variety of volunteers from the community helping us last year - a squadron from the KV Police force, a fire fighter, a child in a wheelchair, teachers, pharmacists, physiotherapists, members of Fundy Extreme Triathlon Club, interested bike enthusiasts from the community, older children of volunteers, and bike mechanics from Millenium cycle.



"In Kind" Request

Our "Intake Evening" is on May 3, 2023. On this evening each child is assessed for their baseline riding skills and appropriateness for the program. We check their helmets, provide information, arrange rider insurance, and most importantly, we have a mechanic on site to check every bike for fit and function. We do this outdoors, but it is essential that this evening goes ahead on schedule. We require an indoor space for back up in the case of poor weather. The Rothesay Arena would be ideal if it was available. I am aware of a rental fee to use this property. I would like to request the use of this space if needed due to weather as an "In Kind" donation.

BUDGET

Estimated Budget for 2023:

Obtaining funding for the following expenses will allow us to again run our program free of cost to the participants. The highest priority is to cover the cost of rider insurance and small supplies to enable us to go ahead.

Description	Quantity	Unit Price	Cost
Rider insurance through Velo NB	20	\$ 40	\$ 800
Balance Buddy - Handle Supports	4	\$ 35	\$ 140
Saddle bag rack - for external support on larger bike	1	\$ 50	\$ 50
Extra gear - bike gloves, bells	20	\$ 10	\$ 200
Other supplies - chalk, cones, bubbles, ropes, balloons, etc	1	\$ 200	\$ 200
Volunteer token	40	\$ 5	\$ 200
Rider Loot Bags - (in addition to donated items)	20	\$ 10	\$ 200
Accounting / Administration	1	\$ 500	\$ 500
Contingency Fund	1	\$ 500	\$ 500
Total			\$ 2,790

In addition to the budget above, I am currently seeking fundraising through an initiative called "Ride For Change", in which a rider is riding across Canada this summer in support of YCR2 nationally. Any funds raised in New Brunswick will be designated towards my program and be used to purchase bicycles. I have a wish list of a variety of bicycles for trial or loan for use during the program for children whose bikes are not fitting or working properly.

Any funds raised over and above that amount will go towards purchasing low level adapted bikes for children who cannot successfully ride a 2-wheeled bike. The loan of adapted bikes would be managed with assistance from Para NB who have an existing program in place to care for and loan out adapted bikes through out the province. I have had trouble borrowing from them in the past due to high demand, so I would like to help augment the supply and variety of bikes available in the province.

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



Susan Lawton
Program Director "You Can Ride Two"
susan.lawton@archstonephysio.com
office: 506-847-2037





ROTHESAY
2023 April 11 Open Session FINAL 205
AGE FRIENDLY ADVISORY COMMITTEE MEETING
Tuesday, February 21, 2023
10:00 a.m.



PRESENT: DIANE O'CONNOR
NANCY HASLETT
WILLA MAVIS
ROBERT TAYLOR
SAMAH MAGHLAWY
DIANNE TAYLOR

DRAFT

AGE-FRIENDLY COMMUNITY COORDINATOR KIRSTIN DUFFLEY
RECORDING SECRETARY ÉLIANE KNOX

ABSENT: COUNCILLOR HELEN BOYLE
DR. SHAWN JENNINGS
ANGELA MORSE
JILL JENNINGS
HIGH SCHOOL REPRESENTATIVE (Vacant)
ROTHESAY RESIDENT (Vacant)
RECREATION COORDINATOR KERI FLOOD
TOWN MANAGER JOHN JARVIE

No quorum was reached.

1. ELECTION OF OFFICERS

Deferred to the next meeting.

2. APPROVAL OF AGENDA

N/A

3. ADMINISTRATION

3.1 Code of Ethics

K. Duffley sent to all the Committee members the Code of Ethics - Appendix A for their signature. She asked the members to return it to her at the end of the meeting.

3.2 Committee Mandate

The Committee Mandate was circulated to the Committee Members.

3.3 2023 Meeting Schedule

K. Duffley asked the Committee members to insert the 2023 meeting dates in their calendar.

4. APPROVAL OF MINUTES

Deferred to the next meeting.

5. DECLARATION OF CONFLICT OF INTEREST

N/A

6. DELEGATIONS

N/A

7. REPORTS AND PRESENTATIONS**7.1** Rothesay Hive Annual Report 2022

K. Duffley asked the Committee members to take their time to review the report and email her should they have any questions.

There was consensus to forward the 2022 Rothesay Hive Annual Report to Council for information.

N. Haslett proposed to send the File of Life information to the churches and KV Old Boys.

D. O'Connor suggested to K. Duffley to share again the File for Life short video.

R. Taylor proposed to insert the File of Life information on the right-side margin of The Hive poster.

8. UNFINISHED BUSINESS

N/A

9. NEW BUSINESS**9.1** Age-Friendly Programming Update

K. Duffley reported the following:

Rothesay Hive Programming

What's Going On:

- March Calendar will be released at the end of the week.
 - March 2nd 1:30pm event with Touchstone: crafts, hot chocolate, and stories.
 - March 8th 1:00pm event with KV Walkers snowshoe hike at Wells Recreation Park.
 - We have a student from Rothesay High School who is doing their co-op with the Recreation Department. Ashley will be helping with the welcome desk, setting up the room, and maybe helping with some programs!
-

Rothesay Hive Members

Rothesay Hive Facebook Group: 627 members

Rothesay Hive Registered Members 2022: 122 members by the end of the year.

Rothesay Hive Members as of now in 2023: 78 members (was only 28 same time last year!).

Rothesay Hive 2022 Annual Report

I have created a 2022 Annual Report for the Rothesay HIVE that outlines the year's successes and statistics.

The report is included in this meeting package. If you have any questions, let me know.

Renforth Seniors Exercise Classes

The Renforth Seniors Exercise Classes remains popular. The class is still being offered at the Bill McGuire Centre on Mondays and Wednesdays from September to June each year.

Winter Speaker Series

Almost halfway through the sessions. Thursdays in-person at the Rothesay HIVE from 7 -8 pm. Must register online.

February 2: *Cultural Competency, Samah EL Maghlawy from the Saint John Newcomers Centre*

February 9: *Wine Tasting, Craig Pinhey, local sommelier, and wine writer*

February 16: *Budgeting 101, Lisa Legere, FCNB Education Coordinator*

February 23: Aging in Place, Jacquelyn Perry (LPN) & Sonya Ducey (LPN)

March 2: Osteopathy, Acupuncture & Massage Therapy, Monica Hogan (BScHKin, DOMP) & Jill Calder (R. Ac, RMT)

March 9: Mental Wellbeing, Laura Gatien & Associates

March 16: Death & Taxes, David Nickerson, Brenan's Funeral Home and Richard Albert, Lawyer.

March 23: Retirement Planning Krista Wetmore, Division Manager and Certified Financial Planner
Attempting to record the sessions, but it might not be possible for all of them due to technical difficulties.

CANADIAN HEALTH SERIES (CHS)

CHS is applying for funding for a study on seniors' health and wellbeing, Rothesay has submitted a letter of support in favour of the Rothesay Hive being a Community Hub in the study. More details to come should they be successful.

S. Maghlawy suggested to hold tech sessions, which would be introduction to computer basics, e.g., Microsoft, Excel... She will reach out to one of her contacts and come back to K. Duffley. K. Duffley will prepare guidelines.

S. Maghlawy also proposed cybersecurity sessions. K. Duffley said she will reach out to Lisa Legere from FCNB.

A discussion took place regarding learning different international languages, multicultural event, and flags day. These events could be held in June and would include intergenerational population, newcomers, Rothesay Netherwood School, Rothesay High School, Future Engage and The Hive members.

10. Community Capacity and Resilience Committee Update

D. O'Connor updated the Committee members on her last Community Capacity and Resilience Committee meeting.

R. Taylor asked if The Hive financial summary will be attached to the 2022 Rothesay Hive Annual Report. K. Duffley replied that The Hive global budget number is always included in the Rothesay annual financial statements.

N. Haslett questioned K. Duffley regarding the new Wells building space. K. Duffley replied that it will be a bigger space than The Hive and will be used during the summer for summer camps.

11. CORRESPONDENCE FOR ACTION

N/A

12. CORRESPONDENCE FOR INFORMATION

N/A

13. DATE OF NEXT MEETING

The next meeting is tentatively scheduled for Tuesday, March 21, 2023 at 10:00 a.m.

Respectfully submitted.

Éliane Knox
Recording Secretary



ROTHESAY

PARKS AND RECREATION COMMITTEE MEETING
Tuesday, March 21, 2023 at 6:30 p.m.



DRAFT

PRESENT: COUNCILLOR HELEN BOYLE
COUNCILLOR BILL McGUIRE (Virtual)
HOLLY YOUNG
DR. SHAWN JENNINGS
COLIN BOYNE
DR. JF LEGARE

DIRECTOR OF PARKS AND RECREATION CHARLES JENSEN
FACILITIES COORDINATOR RYAN KINCADE
RECREATION COORDINATOR KERI FLOOD

ABSENT:
AGE FRIENDLY COORDINATOR KIRSTIN DUFFLEY

The meeting was called to order at 6:28 p.m.

1. APPROVAL OF AGENDA

MOVED by Counc. Boyle and seconded by C. Boyne the agenda be approved as circulated.

CARRIED.

2. APPROVAL OF MINUTES:

2.1 Meeting minutes of January 17, 2023

MOVED by Counc. Boyle and seconded by JF Legare meeting minutes of January 17, 2023 be approved as circulated.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

N/A

4. DELEGATIONS

N/A

5. REPORTS & PRESENTATIONS

N/A

6. UNFINISHED BUSINESS:

N/A

7. CORRESPONDENCE FOR ACTION

N/A

8. NEW BUSINESS

8.1 Parks and Recreation Update

21 March 2023

Report from DRP Jensen/RCC Flood

- There is one more week of regular scheduling at the Rothesay arena and then we get into spring ice rentals in the evenings and on weekends until the end of April. We have two big user groups for spring ice: East Coast Ice and Figure Skating Club.
- The Rothesay Common ice surface closed for the season on Friday, March 10th. Once we get into the warmer weather and with the arc of the sun the ice was starting to soften in places which made it unsafe for skating. Our goal is always to make it through March Break and with it being late this year, we did pretty good to keep the ice as long as we did.
- The trails were groomed for the last time last week. We had another busy winter season with lots of traffic on the trails. JR Legare questioned whether there was a better way to inform people about trail etiquette. DPR Jensen mentioned that we do have some signage on our trails that show which lane is for walking, snowshoeing, skiing etc. He noted that the new building will have a canopy that the trailhead goes right through. There is potential to install some overhead signage that people will walk right under to know walkers and snowshoers stay to the left, skate skiing is in the middle and the classic skiers stay to the right. JR Legare mentioned a trail in Moncton that they've managed to keep as a "safe, fall-free" loop that is covered with fine gravel and is safe for walking.
- The new ball field at Wells will be opening up this summer. There is a little bit of work to do once it dries up including installing a pitching mound. We are looking to do a grand opening sometime in the summer once the new building is finished. Rothesay turned 25 in January so we will be doing a combined celebration of Rothesay turning 25 years, the new ball field and the new building opening. More details to come!
- Phase one of the Pickleball Court project is complete. Phase 2 of the pickleball court project was awarded at the March Council meeting. The anticipated opening date is sometime this summer. We received funding for this project from the federal New Horizons for Seniors Program in the amount of \$25 000 as well as \$20 000 from the provincial Community Investment Fund.
- Summer Student applications are coming in. The deadline to apply for a Laborer, Playground Program Counselor, or Lifeguarding position is April 1st, 2023.
- 2023 Winterfest activities were a great success. We saw a large increase in the number of participants in the programs and events that took place in Rothesay. The Fundy Winterfest committee is meeting this week to debrief and discuss plans for next year.
- There are two sessions remaining for the Winter Speaker Series. This week is Retirement Planning and next week is Osteopathy, Acupuncture, & Massage Therapy.
- The Rothesay Hive is busy this new year with all regular scheduled programs. There are currently 81 registered HIVE members for 2023.

8.2 RFP Rothesay Parks and Recreation Master Plan

DPR Jensen noted that the last Rothesay Recreation Master Plan was completed in 2009. DPR Jensen outlined the process for the completion of a new Recreation Master Plan for this year. The plan is to get this out on NBO this week and hopefully have it awarded at the April Council meeting so we can get the process started this spring with an anticipated completion date near the end of this year.

C. Boyne asked what sort of firms would be interested in this project. DPR Jensen explained it would most likely be planning firms who would bid. He noted Trace Planning is completing the Rec Master Plan for the Town of Quispamsis this year.

JR Legare questioned whether there is some coordination between neighbouring municipalities. With the new municipal reform, we are supposed to think regionally now. DPR Jensen explained that will be part of the process. The conversation evolved into talking about the QR trail by the railway that would connect Quispamsis' walking trail to ours. The recreation department has been working towards completing this connector trail for quite some time. There has been a roadblock with acquiring the land in order to do so.

H. Young asked how the public consultation piece will be advertised to the public. RCC Flood explained it would be promoted on our website, social media channels, electronic newsletter, etc.

DPR Jensen requested that committee members contact him over the next couple of days if there is anything in the RFP they think should be adjusted.

11. CORRESPONDENCE FOR INFORMATION
N/A

12. DATE OF NEXT MEETING
The next meeting is scheduled for Tuesday, April 18, 2023.

13. ADJOURNMENT
MOVED by Counc. Boyle and seconded by C. Boyne the meeting be adjourned.

CARRIED.

The meeting adjourned at 6:56 p.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY
2023 April 11 Open Session FINAL 212
WORKS AND UTILITIES COMMITTEE MEETING
Rothesay Town Hall Common Room
Wednesday, March 22, 2023
5:30 p.m.



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

DRAFT

DIRECTOR OF OPERATIONS BRETT McLEAN
RECORDING SECRETARY DEBBIE KEYES

ABSENT: STEPHEN ROSENBERG
CYNTHIA VANBUSKIRK
TOWN MANAGER JOHN JARVIE

Deputy Mayor Alexander acted as chairperson and called the meeting to order at 5:30 p.m.

1. ELECTION OF OFFICERS

- Deferred to next meeting of April 19, 2023 due to lack of attendees.

2. APPROVAL OF AGENDA

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

- 9.1 New “Welcome” signs on highway

CARRIED.

3. APPROVAL OF MINUTES

3.1 Regular Works and Utilities Committee meeting of February 22, 2023

MOVED by G. Thambi and seconded by S. Richards the minutes be approved as circulated.

CARRIED.

4. DECLARATION OF CONFLICT OF INTEREST

N/A

5. DELEGATIONS

N/A

6. REPORTS & PRESENTATIONS

N/A

7. UNFINISHED BUSINESS

7.1 Capital Projects Summary

DO McLean let the Committee know, we are expected to receive the poles and arms for Grove Avenue/Hampton Road the next couple of weeks.

7.2 Solid Waste Tonnage Report

7.3 Speed Radar Signs Report

8. CORRESPONDENCE FOR ACTION

8.1 16 Feb 2023 email from resident RE: Expanded intersection of Clark Road and Spruce Street DO McLean briefly explained that the Spruce Street/Clark Road pedestrian crossing was designed for a direct crossing (sidewalk to sidewalk) between Spruce Street and the Spruce Street extension. However, the location of the sidewalk (on Spruce Street, not the extension) had to change to the opposite side of the street to allow for construction of a new stormwater sewer main in the future. DO McLean has ordered required materials to expand the pedestrian control system to all four corners of the intersection.

With respect to a response, DO McLean advised resident inquiries are typically referred to committees and responses are provided after the matter is discussed and meeting minutes are approved by Council. DO McLean confirmed that in this case a response was sent to the resident on March 2, 2023.

8.2 08 March 2023 letter from KRPF RE: Sierra Avenue

Chairman Alexander started the conversation by stating that the Town does not install speed bumps, but maybe using speed dips or rumble strips would slow drivers down. There was also a discussion about installing lights along Sierra Avenue.

D. Brown suggested LED motion sensed solar lights. DO McLean agreed to look into this option.

MOVED by Counc. Brown and seconded by S. Carter to do a speed study and commit to further discussion on the matter once speed study results are analyzed.

CARRIED.

8.3 13 March 2023 email from resident RE: Request for a “Children Playing” sign on Golf Club Court.

The Committee discussed that the Town only installs “children playing” signs at Town owned recreation facilities such as playgrounds.

MOVED by G. Thambi and seconded by S. Carter to send a letter to the individual and acknowledge their concerns and explain that the Town only installs “children playing” signs at Town owned recreation facilities such as playgrounds.

CARRIED.

9. NEW BUSINESS

Meeting Addendum:

9.1 New “Welcome” signs on highway

DO McLean explained signs have arrived, permit has yet to be finalized. As soon as weight restrictions are lifted and weather cooperates, the signs will be installed.

10. CORRESPONDENCE FOR INFORMATION

10.1 Discussion – Asphalt Resurfacing Project

Update on project – Consultant has been approved to design the project. There was discussion about the various streets and particularly McGuire Road. DO McLean explained that McGuire Road is on the list because it’s a well used road and the only access road to the Dolan Road Irving and only access to the Town’s water plant.



10.2 Active Transportation Plan – report by Brian Gillis – for information only.
DO McLean will be meeting with the consultant in the coming weeks to discuss design of the Clark Road/Gondola Point Road intersection with the connection of the bike lanes on Clark Road and bike lanes on Gondola Point Road as a prominent discussion point.

11. DATE OF NEXT MEETING:
Wednesday, April 19, 2023

12. ADJOURNMENT

MOVED by G. Thambi and seconded by S. Carter the meeting be adjourned.

CARRIED.

The meeting adjourned at 6:19pm

CHAIRPERSON

RECORDING SECRETARY

5. DECLARATION OF CONFLICT OF INTEREST
N/A

6. DELEGATIONS
N/A

7. REPORTS AND PRESENTATIONS
N/A

8. NEW BUSINESS

- 8.1 **12 Gondola Point Road Michael Black**
 OWNER: Dr. Aimee Noel
 PID: 00256677
 PROPOSAL: Heritage Permit – Accessory Structure Renovation

The applicant Mr. Black was in attendance. DPDS White summarized the staff report, noting the request is to increase natural light and improve functionality of the accessory building for personal use. More specifically, the request is for replacement of existing steel garage doors with wooden carriage doors, installation of two wooden French window doors on the rear of the building, and construction of a 5-foot-high black chain link fence. DPDS White briefly reviewed the location and current use of the property (medical clinic). He clarified the accessory building is not considered a heritage building, and staff support the proposal.

Mr. Black mentioned the modifications to the medical clinic are complete, with only minor paint touch ups required, and it is fully functional. He noted he will be using the accessory building as a personal office and gym. He plans to bring his dogs along, thus the French window doors and fence are required to use the rear of the building. Following a brief discussion, it was noted visibility of the fence will be limited and mostly camouflaged by the hedges. When questioned, Mr. Black confirmed he has a similar 5-foot-fence at his residence that contains the dogs without issue.

MOVED by L. Forbes and seconded by D. Macartney the Rothesay Heritage Preservation Review Board hereby issues a Heritage Permit to 12 Gondola Point Road (PID 00256677) for the following:

- 1. Replacement of existing steel garage doors for wooden carriage doors;
- 2. Installation of two wooden French window doors on the rear of the building; and
- 3. Construction of a 5-foot-high black chain link fence in the rear yard of the accessory structure.

CARRIED.

Mr. Black noted if anyone is interested in seeing the renovations, they are welcome to visit the property. Chairperson Mackay French thanked Mr. Black.

9. OLD BUSINESS

9.1 Rothesay Train Station

Verbal Report

DPDS White

DPDS White advised he was contacted by a realtor and was informed that the Rothesay Train Station is for sale. He mentioned he has had meetings with concerned residents, including C. MacDonald—a member of the Board, discussing the possible need for community protections. It has been brought to the Board’s attention for discussion. The Board discussed: the property – the land is leased by CN and the building is considered a National Historic Site and protected under the Railway Safety Act; renovations of National Historic Sites are monitored by Conservation and Parks Canada; funding opportunities – mostly available for studies on how to restore buildings; a funding program exists for restorations, where a \$250,000 contribution is matched by the federal government, but it is only available to either municipalities or non-profit organizations; use – current (tenants/hair salon) and potential (Rothesay Living Museum display centre); and a growing movement to renovate train stations especially in New Brunswick.

In response to inquiries, DPDS White advised the building is for sale (\$298,000) however an MLS listing has not been posted at this time; and a conservator’s assessment is needed to determine what renovations are required. There was a brief discussion about the history of ownership of the building.

Mr. Black asked how someone might go about acquiring old photographs of Rothesay’s Heritage area. He expressed interest in displaying such photos in the medical clinic. The Board suggested Mr. Black contact the Rothesay Living Museum. C. MacDonald added she has a photograph of Rothesay Corner she can provide and will speak to him following the meeting.

10. CORRESPONDENCE FOR INFORMATION

N/A

11. DATE OF NEXT MEETING(S)

The next meeting will be held on **Wednesday, April 19, 2023.**

12. ADJOURNMENT

MOVED by L. Forbes and seconded by D. Macartney the meeting be adjourned.

CARRIED.

The meeting adjourned at 7:26 p.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY

2023 April 11 Open Session FINAL_218

PLANNING ADVISORY COMMITTEE MEETING
Rothesay Town Hall Common Room
Monday, April 3, 2023 at 5:30 p.m.



DRAFT

PRESENT: COUNCILLOR DON SHEA, CHAIRPERSON
KELLY ADAMS
JOHN BUCHANAN
TRACIE BRITTAIN
RALPH FORTE
MATTHEW GRAHAM, VICE-CHAIRPERSON
COUNCILLOR TIFFANY MACKAY FRENCH
CHRISTIANE VAILLANCOURT

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

ABSENT: TOWN CLERK MARY JANE BANKS

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

1. APPROVAL OF THE AGENDA

MOVED by J. Buchanan and seconded by T. Brittain the agenda be approved as circulated.

CARRIED.

2. ADOPTION OF MINUTES

2.1 Regular Meeting of March 6, 2023

MOVED by R. Forte and seconded by T. Brittain the Minutes of March 6, 2023 be adopted as circulated.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

N/A

4. NEW BUSINESS

4.1 41 Wanda Crescent

Tiffany Goguen

OWNER:

Tiffany Goguen

PID:

30151344

PROPOSAL:

Home Occupation – Dog Breeding Kennel

The applicant, Ms. Goguen, was in attendance. DPDS White advised the Committee granted conditional approval, in April 2022, for a temporary dog breeding kennel (12 months) at 41 Wanda Crescent. The applicant has returned requesting permission to operate the dog breeding kennel on a permanent basis, as a home occupation. In addition to the Town's conditions, such operations are regulated by the SPCA Act. No noise complaints or other concerns were raised when polling was conducted, or throughout the 12-month period. DPDS White clarified that should complaints arise in the future, the matter would return to the Committee, at which time approval could be revoked.

The Committee inquired about boarding, noting it is included in the definition of a “kennel”. DPDS White advised boarding is permitted, as long as there are no more than 5 adult dogs, as required in the proposed conditions. Ms. Goguen confirmed they have no intention of providing a boarding service. The term “kennel” was applied in order to secure a proper license for the operation; however they only intend to breed dogs. She added no concerns have been raised from neighbors, or the Town, which suggests the operation has been well received in the neighbourhood. In response to an inquiry, Ms. Goguen noted American Bully is the type of dogs they breed.

MOVED by R. Forte and seconded by M. Graham the Planning Advisory Committee hereby authorizes a kennel for the sole purpose of breeding at 41 Wanda Crescent (PID 30151344) as a Home Occupation; subject to the following conditions:

- A. No more than 5 adult dogs;
- B. No more than three 60 square foot fenced outdoor dog runs;
- C. All puppies to be rehomed by their maximum age of 12 weeks;
- D. A copy of this decision shall be forwarded to the New Brunswick Society for the Prevention of Cruelty to Animals (NBSPCA).

CARRIED.

Chairperson Shea thanked the applicant. Ms. Goguen thanked the Committee and left the meeting.

<p>4.2 38 Appleby Drive OWNER: PID: PROPOSAL:</p>	<p>Adam Hoar Shannon L. Hoar 30194807 1 Lot Subdivision</p>
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The applicant, Mr. Hoar, was not in attendance. DPDS White apologized, noting notification sent to the public included an error stating the meeting was to be held by electronic means, not in-person. To ensure fairness and due process, it is recommended the matter be tabled pending another notification clarifying that discussion will be held *in-person* at the next meeting on May 1st. In response to an inquiry, DPDS White advised members of the public that are unable to attend on May 1st can submit written comments or concerns to staff prior to the meeting.

MOVED by Counc. Mackay French and seconded by J. Buchanan the Planning Advisory Committee hereby tables the subdivision application from Mr. Adam Hoar to subdivide his land at 38 Appleby Drive (PID 30194807) pending renotification of the neighbouring properties.

CARRIED.

DPDS White apologized again for the error and encouraged the public to contact staff if they have any questions regarding details of the application.

4.3 **Holland Drive**

OWNER:

PID:

PROPOSAL:

Andrew Baskin

A.C. Baskin Investments Inc.

00056598, 00056614, 00065094

4 Story (48 Unit) multi-unit residential building

Rezoning R1-B to R-4

Mr. Jacob Kilpatrick, Civil Engineering Lead of Engineering by Houghton, was in attendance on behalf of the applicant, Andrew Baskin. DPDS White advised the request is to rezone three parcels of land on Holland Drive for a phased development. Phase 1 includes a 48-unit four storey apartment building, and Phase 2 is for future development. Details for the project beyond Phase 1 are minimal, therefore staff propose the application be amended to consider solely rezoning one parcel (PID 00056598) for the proposed apartment building. Staff presented this proposal to the applicant and they were amenable to the idea.

DPDS White advised the same error was made regarding the meeting forum, in the public notification for this application, as it was in the 38 Appleby Drive application (Item 4.2). Another notification will be sent with the correct information for the next meeting on May 1st. In this case, he explained, the matter does not need to be tabled as the recommendation is administrative in nature – a recommendation that Council schedule a public hearing. If a public hearing is scheduled the public will be notified, and also informed of the next Planning Advisory Committee meeting. It was agreed, DPDS White’s presentation for the application, will be deferred to the next meeting, at which time a draft by-law and development agreement will be available. When questioned, DPDS White confirmed the Community Planning Act requires no less than 21 days for notification of a public hearing. Therefore, the Committee will have an opportunity to discuss the application, at its May meeting, and provide a recommendation to Council prior to a public hearing.

MOVED by Counc. Mackay French and seconded by C. Vaillancourt the Planning Advisory Committee hereby recommends that Rothesay Council schedule a public hearing to consider rezoning the lands located off Holland Drive (PID 00056598) from Single Family Residential – Standard Zone [R1B] to Multi-Unit Residential (R4) to allow for the development of a 48-unit apartment building subject to the execution of a Development Agreement.

ON THE QUESTION:

T. Brittain asked if the timeline of the project will be delayed if discussion is deferred to the May meeting. DPDS White advised if the proposed recommendation is made to Council, there would be no delays and the matter would follow the standard rezoning application process.

CARRIED.

ROTHESAY

Planning Advisory Committee **2023 April 11 Open Session FINAL_221**
Minutes

-4-

3 April 2023

5. OLD BUSINESS

TABLED ITEMS

Tabled February 5, 2018 – no action at this time

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

Tabled September 8, 2020 – no action at this time

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

Tabled October 3, 2022 – no action at this time

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

6. CORRESPONDENCE FOR INFORMATION

N/A

7. DATE OF NEXT MEETING(S)

The next meeting will be held on **Monday, May 1, 2023.**

8. ADJOURNMENT

MOVED by R. Forte and seconded by Counc. Mackay French the meeting be adjourned.

CARRIED.

Town Manager Jarvie arrived at the meeting.

The meeting adjourned at 5:50 p.m.

CHAIRPERSON

RECORDING SECRETARY



2023 April 11 Open Session FINAL_222

ROTHESAY MEMORANDUM



TO : Mayor and Council
FROM : Town Clerk Mary Jane Banks
DATE : 4 April 2023
RE : Holland Drive (PID 00056598) 48 unit apartment building

RECOMMENDATION:

- Council schedule a public hearing for **Monday, May 15, 2023 at 6:00 p.m.** to consider rezoning the lands located off Holland Drive (PID 00056598) from Single Family Residential – Standard Zone [R1B] to Multi-Unit Residential (R4) to allow for the development of a 48-unit apartment building subject to the execution of a Development Agreement, in accordance with the *Community Planning Act*, SNB 2017, c 19 and amendments thereto.

Background:

The Planning Advisory Committee passed the following motion at its regular meeting on Monday, April 3, 2023:

MOVED by Counc. Mackay French and seconded by C. Vaillancourt the Planning Advisory Committee hereby recommends that Rothesay Council schedule a public hearing to consider rezoning the lands located off Holland Drive (PID 00056598) from Single Family Residential – Standard Zone [R1B] to Multi-Unit Residential (R4) to allow for the development of a 48-unit apartment building subject to the execution of a Development Agreement.

CARRIED.



To: Chair and Members of Rothesay Planning Advisory Committee

From: Brian L. White, MCIP, RPP

Director of Planning and Development Services

Date: Friday, March 31, 2023

Subject: Rezoning Holland Drive – (PIDs 00056614, 00065094, 00056598)

Applicant:	Andrew Baskin	Property Owner:	A.C. Baskin Investments Inc.
Mailing Address:	18 Kildare Court, Rothesay NB, E2H 1C4	Mailing Address:	18 Kildare Court, Rothesay NB, E2H 1C4
Property Location:	Holland Drive	PID:	00056598, 00056614, 00065094,
Plan Designation:	High Density Residential	Zone:	Single Family R1-B
Application For:	4 Story (48-unit) multi-unit residential building. Rezoning R1-B to R-4		
Input from Other Sources:	Operations, Polling		

ORIGIN:

An application from Mr. Andrew Baskin, Director of A.C. Baskin Investments Inc. to develop one four story (48 unit) apartment building on three parcels of land (PIDs 00056614, 00065094, 00056598) off Holland Drive with a total area of 12,925.75 square meter (3.2 acres).



Figure 1 – Concept Rendering Holland Drive



Figure 2 - Site Location off Holland Drive

APPROVAL PROCESS:

The application is a phased application to rezone the subject properties to the R-4 Multi-Unit Residential Zone to permit a 48-unit apartment building by development agreement and permitting future development Phases. One fundamental concern that Staff have with the application is that the proposal is for a Phased development. The application does not include details regarding Phase 2 and indicates two apartment building footprints with the note “to be determined”.

A major development application indicating a Phased development without full details on the future phases is categorized as speculative rezoning. It is the process of rezoning land for a specific use (high density residential) that may or may not actually occur in the future and without full details to properly evaluate the proposal. While it may be tempting to entertain a speculative rezoning request from a developer seeking a more beneficial use of their land, Rothesay should approach such requests with caution.



Figure 3 - Proposed Site Plan (note Phase 2)

Speculative rezoning can bypass important community input, as developers may be looking to rezone land with the utmost development flexibility in mind. This flexibility without specificity can lead to negative impacts, issues and concerns must be fully vetted or properly considered during the public rezoning process.

Rothesay must carefully consider the potential risks and negative impacts before entertaining such requests. It is important to balance the interests of developers with the needs and concerns of the community. For that reason, Staff are recommending the application be amended to consider just the rezoning of PID 00056598 from R1-B to R-4.



Figure 4 - Site Plan Proposed Building Footprint

BACKGROUND

As discussed previously Staff are providing an analysis of rezoning of PID 00056598 only. The property is 4,816.19 square meters (1+acre) and currently zoned single family (R1B) and designated for HIGH DENSITY residential uses. The property was designated in the Municipal Plan, as a future High-density residential area because it is located in close proximity to several major commercial uses (Canadian Tire and Sobeys), and Hampton Road. A high-density residential land use located adjacent to Hampton Road promotes pedestrian connectivity and ease of access for future residents. The proximity to Rothesay’s commercial areas reduces sprawl and creates a more walkable neighbourhood.

The Municipal Plan By-law 1-20 does contain policy directions (see Policy HDR-4 follows) that would allow the Council to consider the application.

The commercial areas in Rothesay are focal points for residents, whether they are shopping or socializing. Council recognizes this function of commercial space as potential opportunity sites where higher density residential may be added as a means of providing people with better access to the Town’s services, to reduce sprawl, to permit a livelihood that allows for walkability and less car dependence, and to increase density in and around the Town’s commercial areas.

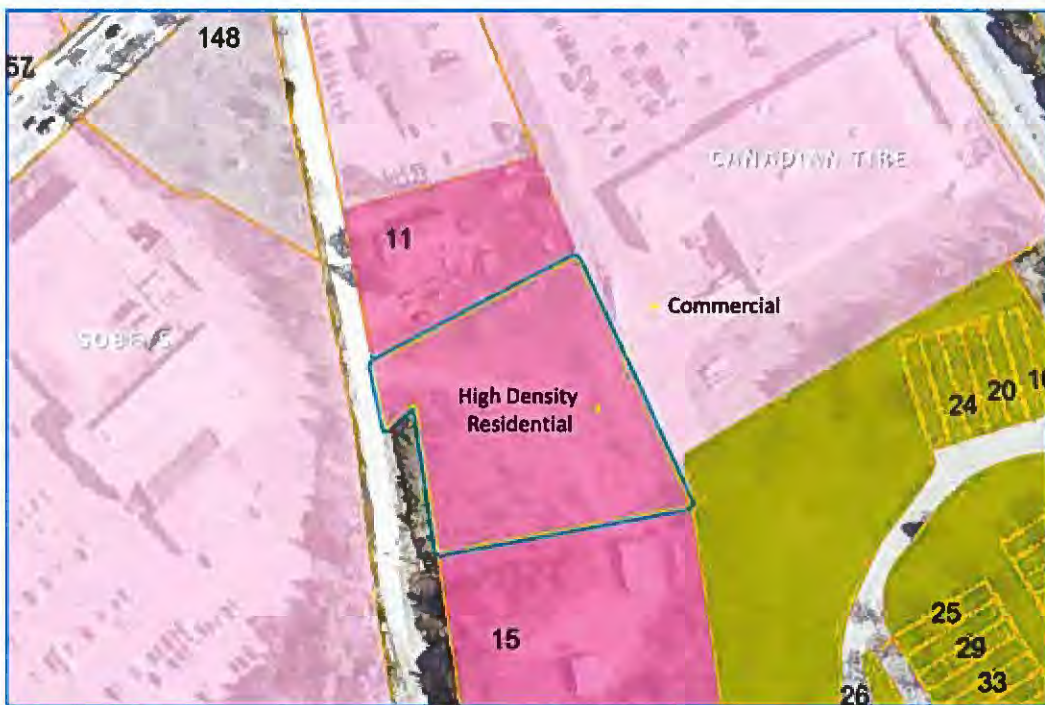


Figure 5 - Site Location High Density Residential and Adjacent Commercial Designation (see footnote 1)

ROTHESAY MUNICIPAL PLAN POLICY HDR-4 High-density Residential:

COUNCIL SHALL:

Consider that High-density Residential (R6) development may be appropriate throughout the Commercial Designation¹, and may consider multi-unit dwellings through the rezoning and development agreement process where such development demonstrates compliance with the following requirements:

- a) Subject lands are adjacent to or in close proximity to collector or arterial streets and transit routes;
- b) The maximum density does not exceed 100 square metres of land per apartment unit;
- c) Subject lands are adequate in size relative to the intensity and scale of the proposed land development;
- d) The subject lands do not exceed 1 acre in total area (or 40 apartment units);
- e) Underground parking is provided;
- f) Require the developer provide a technical wind and shadow study, to be completed by a certified professional, to ensure the proposed development does not generate excessive wind or cast a shadow on abutting properties or public road right-of-way that would detract from the quality, enjoyment, or use of the space.
- g) Require the developer to complete a traffic impact assessment for the proposed development on the surrounding area completed by a qualified transportation engineer or other technical specialist;
- h) Excellence in site design best practices addressing features such as Crime Prevention through Environmental Design (CPTED) principles, urban design, and high quality landscaping; and
- i) A building design of high quality that is consistent with community values and architectural best practices.

POLICY ANALYSIS:

POLICY HDR-4	STAFF COMMENT
Subject lands are adjacent to or in close proximity to collector or arterial streets and transit routes;	The proposed building is located 100-150 meters from Hampton Road with access Chapel Road. A traffic impact statement was prepared to determine any additional traffic enhancement or requirements.
The maximum density does not exceed 100 square meters of land per apartment unit;	The property has a total area of 4,816.19 square meters in area and proposed density at 48 units does not exceed 100 square meters of land per apartment unit. The applicant intends to provide accessible or affordable housing as per Policy R-1 and R-2 of the Municipal Plan.

¹ Although the property is not designated Commercial Council can consider amendments to the Zoning By-law on lands that adjoin a different land use designation (see Policy IM-14 Adjoining Designations)

<p>Subject lands are adequate in size relative to the intensity and scale of the proposed land development;</p>	<p>The proposed building would be located in a mixed-use development area containing major commercial uses and a variety of medium and low-density residential uses. The site shares a property boundary with Canadian Tire and is near the back of the Sobeys grocery store. The nearest low density property is 11 Holland Drive and the homes along Chapel Road beginning at 19 & 22 Chapel Road.</p>
<p>The subject lands do not exceed 1 acre in total area (or 40 apartment units);</p>	<p>As noted the land has a total area of 4,816.19 sq. m. exceeding the (4000 sq.m) 1-acre cap. Therefore, Council can only consider one building for the 40-apartment unit limit on density.</p> <p>Notwithstanding, the 40-unit max density the applicant intends to make use of Policy R-1 and R-2 that permit Council to consider an increase in density by 2 percent for every apartment unit meeting affordability standards or constructed as an accessible unit with a max increase of 8 units (20%). The proposal is for a mix of market rentals and approximately 20% affordable units (current plan is 8 affordable units).</p>
<p>Underground parking is provided;</p>	<p>The proposal includes underground parking with 30 spaces and 37 outdoor surface parking spaces. The total number of parking spaces would be more than required by the zoning by-law calculated at 1.25 spaces per apartment unit.</p>
<p>Require the developer provide a technical wind and shadow study, to be completed by a certified professional, to ensure the proposed development does not generate excessive wind or cast a shadow on abutting properties or public road right-of-way that would detract from the quality, enjoyment, or use of the space.</p>	<p>The developer has not provided a technical shadow study of the proposed building; however, the previous shadow study of a six story building would indicate that a shorter four story building would not create excessive shadows on the adjacent properties.</p>
<p>Require the developer to complete a traffic impact assessment for the proposed development on the surrounding area completed by a qualified transportation engineer or other technical specialist;</p>	<p>Staff have reviewed the traffic study and have made recommendations for capital improvements to be included in the development agreement.</p>
<p>Excellence in site design best practices addressing features such as Crime Prevention through Environmental Design (CPTED) principles, urban design, and high quality landscaping; and</p>	<p>Staff note that because the proposed building would share a property boundary with a large commercial parking lot it will be very important to define property lines with landscaping and fencing such that commercial customers are clear about the private property.</p>

<p>A building design of high quality that is consistent with community values and architectural best practices.</p>	<p>Staff believe that the proposed building in this mixed-use neighbourhood achieves good design as the scale, bulk and height of the building is appropriate to the existing or desired future character of Hampton Road and surrounding buildings.</p>
--	--

DEVELOPMENT AGREEMENT:

Staff will prepare a development agreement for the PAC’s review before the public hearing and for Council consideration. A development agreement is a contract between Rothesay and the property owners that specify the details and obligations of the individual parties concerning the proposed development. Implementation Policy IM-13 states that Council shall consider development agreement applications pursuant to the relevant policies of the Municipal Plan (See Policies HDR-4, R-1, and R-2) and consideration of the following:

Implementation Policy IM-13	Staff Review
<p>A. That the proposal is not premature or inappropriate by reason of:</p>	
<p>1) The financial capability of Rothesay to absorb any costs relating to the development;</p>	<p>Staff have made recommendations for capital improvements to be borne by the developer and included in the development agreement.</p>
<p>2) The adequacy of municipal wastewater facilities, storm water systems or water distribution systems;</p>	<p>Staff believe that the municipal infrastructure is adequate for the proposed development.</p>
<p>3) The proximity of the proposed development to schools, recreation or other municipal facilities and the capability of these services to satisfy any additional demands;</p>	<p>Staff believe the municipal facilities are adequate for the proposed development.</p>
<p>4) The adequacy of road networks leading to or within the development; and</p>	<p>Staff have reviewed the traffic study and have made recommendations for capital improvements to be included in the development agreement.</p>
<p>5) The potential for damage or destruction of designated historic building and sites.</p>	<p>There are no historic building or sites identified within the project’s vicinity.</p>
<p>B. that controls are placed on the proposed development so as to reduce conflict with any adjacent or nearby land uses by reason of:</p>	<p>The multi-unit residential is a compatible use with the surrounding businesses</p>
<p>1. Type of use;</p>	<p>The multi-unit residential is a compatible use with the surrounding businesses.</p>
<p>2. Height, bulk and lot coverage of any proposed building;</p>	<p>The height of the building is still being reviewed; however, the volume and lot coverage does not conflict with nearby land uses.</p>
<p>3. Traffic generation, access to and egress from the site, and parking; open storage; and</p>	<p>Staff have reviewed the traffic study and have made recommendations for capital improvements to be included in the development agreement.</p>
<p>4. Signage.</p>	<p>No commercial signage is requested.</p>

C. That the proposed development is suitable in terms of the steepness of grades, soil and geological conditions, proximity to watercourses, or wetlands and lands that are vulnerable to flooding.

The site is suitable for development and will be subject to geotechnical approval during the building permit approval process,

TRAFFIC:

In June 2021 a Traffic Impact Statement was completed by Englobe in support of the previous Holland Hills development application which included a total of 96 residential units. The previously completed study concluded that the increased traffic generated by the proposed development would not have negative impacts on the surrounding road network. Although the traffic study has not been re-done for this revised proposal, it is reasonable to extrapolate that with the total unit count being decreased by 48 units, the traffic impact on the surrounding road network will only be further reduced. The previously completed Traffic Impact Study has been included with this new development application (Attachment A).

Staff did previously review the submitted Traffic Impact Statement and included a clause within the 2021 development agreement that secures a capital cost contribution toward signalization should Rothesay proceed with a capital project to improve the intersection of Marr and Chapel; and a new sidewalk connection along Chapel Road between the proposed development and the existing sidewalk facilities on Chapel Road south of Parkdale Avenue.

POLLING:

Staff sent a polling notification letter to surrounding property owners and did receive several inquiries and written submissions. The primary concern relates to increased traffic and traffic safety. Several specific suggestions to address traffic were made such as the addition of stop signs at Parkdale and Chapel, and traffic lights at Marr and Chapel. (See Attached polling results)

RECOMMENDATIONS:

Staff recommend the Planning Advisory Committee consider the following MOTION:

The Rothesay Planning Advisory Committee HEREBY recommends that Rothesay Council schedule a public hearing to consider rezoning the lands located off Holland Drive (PID 00056598) from Single Family Residential – Standard Zone [R1B] to Multi-Unit Residential (R4) to allow for the development of a 48-unit apartment building subject to the execution of a Development Agreement.

Attachment A Development Application



Report Prepared by: Brian L. White, MCIP, RPP
Date: Friday, March 31, 2023

POLLING RESULTS

24 Shadowhill Court
Rothesay, NB
E2E 3M3

Brian L. White, MCIP, RPP
Director of Planning and Development Services,
Rothesay, NB
E2E 5L5

March 27, 2023

Dear Mr. White:

Ref: Rezoning Holland Drive

Thank you for the information you distributed concerning the above matter.

Both my wife and I are fully in favour of the proposed development of a phased multi-unit residential development beginning with a single four story 48-unit apartment building off Holland Drive.

We, however, have two concerns, the first being that there should not be any vehicular access from Hampton Road to the proposed project. We presume that access to the project will be by the extension of Holland Drive, which will connect with Chapel Road at the top of the hill. We are definitely in favour of continuing pedestrian access along Holland Drive to Hampton Road from Chapel Road at the top of the hill.

Our second concern is that there will definitely be a set of traffic lights installed at the corner of Marr Road and Chapel Road, prior to the completion of the project currently under way on the site by the Legion and Bayview Credit Union.

Thank you for giving us the opportunity to give you our feedback on this project.

24 Shadowhill Court

Hello Brian

This is follow up email to the one I previously sent.

We received another letter in the mail today regarding the purposed re zoning of Holland Drive. The difference with this letter is that it clearly identifies a 3 phase approach. I don't believe the first letter we received depicted that properly.

It appears that this proposal has been change from the original of 2 – 6 story buildings (which was already declined by council) to 2 – 4 story buildings (which was already declined by council) to what now appears to be the possibility of 3 – 4 story buildings???

- If 2-4 story buildings were already declined ... why would council even consider approving 3 – 4 story buildings ?

I hope that the totality of the proposed finished project is what is voted on not just Phase 1 .. then back to council to get phase 2 approved then back to council to get phase 3 approved.

On the surface it seems as though Mr. Baskin is playing games by suggesting a 3 phases approach to get his project approved.

In the end there will still be 3 buildings – 4 stories. This development cannot go through it does not belong in our neighborhood.

Sincerely,

30 Scribner Crescent

Hello Brian,

I hope this finds you well.

Me and my family reside/own 30 Scribner Crescent, Rothesay NB, E2E 3N9

I know the following :

1. The first version of this proposal was 2 – 6 story buildings back in 2021.
 - This was declined by council
 - Mr. Baskin was not allowed to revisit until 12 months had passed unless he changed the proposal.
2. Mr. Baskin's changed the proposal to reflect 2 – 4 story buildings and brought it to council inside the 12 months.
 - This was declined by council for a 2nd time
3. Here we are with Mr. Baskin's 3rd kick at the can.
 - The wording in the notification is very deceiving: phased multi-unit residential development beginning with a single 4 story building
 - i. Beginning ? What does that mean? Does that mean a 2nd building is planned – which would make it the same as proposal #2
4. Also, if I am not mistaken and although in a different spot and a different developer this past Feb 2023 Council rejected a similar construction type form Andrew McKay regarding a 3 story 27-unit building along Hampton Road.
 - The Andrew McKay proposal was smaller building than the Holland Drive proposal.

- This development even at a 4-story building will have a direct impact to my family, neighbours and the town of Rothesay.
 - o It will have a direct impact on our property values
 - o It opens the door to the possibility of more high-rise style buildings plunked in the middle of our established family home neighbourhoods
 - o We will lose our sense of home community
 - o Loss of privacy in our backyards.

- I have extra special interest with this proposal because the development will quite literally be in my back yard.
 - o The proposal to develop / build is directly against my property line
 - o We would lose the green / privacy space that we so much enjoy.
 - o It would change / limit the way that we use our space.

If I wanted to look at high rise apartment building, I would have remained living within the city limits of Saint John. These types of projects do not belong in established neighborhoods, it belongs in an area where there would be buildings of like kind / like living.

Please accept this email as my family's formal vote against this project moving forward.

Thank You for your time and I trust this will be added as part of the public meeting to be held on Monday, April 3rd, 2023

If you have any questions / would like to discuss further, please contact me.

30 Scribner Crescent

Brian,

I am sending you our original objections from the first application (which is basically are same as what is now being proposed).

It is still the same number of units and our worry will still be the same as stated below. There is also another apartment building being constructed at the Chapel / Marr Rd. junction which will only increase traffic flow. This area is so congested now you will need traffic lights every 100 metres.

Regards,
21 Chapel Road.

----- Forwarded Message -----

Dear Sir,

My wife and I would like to object to the application for two 48 apt. buildings too be built off Holland drive, later to be named Chapel road.

All traffic from the apts. would be channeled up towards the south end of Chapel to intersect with the Marr road. Anyone trying to turn left during peak periods would be backed up without some change to the current system. I cannot believe that having a turn light would slow traffic more than without.

At the north end of Chapel is where it will effect house nos. 19, 22, 21 and 23. There driveways are very close to the existing end of Chapel Rd. (especially Nos. 19 and 22) this will now become a blind hill with cars coming over this hill at speed. Scribner crescent has a stop sign but 90% of people never actually stop. My wife and I will be very fearful of exiting our driveway especially when winter arrives. Our conclusion is that this area is an accident waiting to happen, something would have to be put in place to control this junction.

As for the Ped. Crossing we have the same fears as stated above, Dark mornings, blind hill, people rushing to work and school buses.

These are our concerns if this application goes through, personally we feel that there is no need for any more apt. buildings at this time.

Regards,

21 Chapel Road
Rothesay





70 Hampton Road, Rothesay, NB, E2E 5L5 (506) 848-6600 Fax (506) 848-6677

E-mail: rothesay@rothesay.ca

Web site: www.rothesay.ca

Planning Advisory Committee Application Form

Application Number: _____	Approval Date _____	Fee _____
---------------------------	---------------------	-----------

Contact Information:

Applicant: _____	A.C. Baskin Investments Inc	Owner: _____	Andrew Baskin
Mail. Address: _____	Quispamsis	Mail. Address: _____	Quispamsis
Postal Code: _____	_____	Postal Code: _____	_____
Home Phone: _____	_____	Home Phone: _____	_____
Work Phone: _____	_____	Work Phone: _____	_____
Cell Phone: _____	_____	Cell Phone: _____	_____
Fax Number: _____	_____	Fax Number: _____	_____
Email: _____	andrew@andrewbaskin.com	Email: _____	andrew@andrewbaskin.com

Development Information:

Property Location: 11, 15, 17 Holland Drive Rothesay **Property Identification No. (PID):** 00056598 00065094 00056614

Proposal Description: *(Please refer to the Development Guide specific to your application)*

4 Storey (48-unit) multi-unit residential building and related infrastructure. Proposed Zoning By-Law Amendment: R1B to R4

Attach additional sheet(s) if necessary

Additional Plans:

- Dimensioned Site Plan** Must show all existing and proposed lines the location and nature of any easements, rights-of-way, etc, all existing and proposed building and extensions thereto (including accessory buildings) and the required building setbacks from the property lines
- Building Floor Plan and Elevations** Applications involving buildings must include dimensioned floor plans and building elevations (heights) for all sides of the building
- Other Plans** Additional plans and information, as deemed necessary by the Development Officer, may be required in order to verify a proposal's conformity to the Municipal Plan and Zoning by-Law

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*, SNB 2009, c R-10.6. The collection of personal information on this form is for the purpose of issuing renewing and/or administering a PAC Application.

Collection is authorized in accordance with Town By-Laws and/or Legislation and may be subject to disclosure under the provisions of the *Right to Information and Protection of Privacy Act, supra*. 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).

Applicant's Signature _____ Owner's Signature _____ Date _____

Property Information:

Plan Designation: _____ **Zoning:** _____

Application For:

(For Internal use only)

Municipal Plan Amendment (\$1200)	Use (\$250)
Zoning By-law Amendment (\$1500)	Variance(s) (\$250)
Dvlpmt Agrmt Amendment (\$800)	Subdivision (as per Subdivision By-law)
	Pit and Quarry (\$1000)
	Other

Notes: _____

Development Officer's Signature _____ Date _____



February 16, 2023

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 Application – February 2023

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 have prepared a revised development application for the Hol and 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, 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 have prepared a revised plan for the development that addresses the concerns we heard.

The proposed changes to the development proposal include the following:

Original Development Application	Current Development Application
3 PIDs Re-Zoned	3 PID Re-Zoned
2 Buildings	1 Building
6 Storey Buildings	4 Storey Building
96 Total Units	48 Total Units

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

This current development proposal will address these concerns in the following ways:

1. The building height will be decreased to four storeys and has been moved to the furthest PID down the hill adjacent to the Canadian Tire and Sobeys stores. This will maintain maximum privacy for the residents of Scribner and Hillview Crescent.
2. The initial development proposal included a Traffic Impact Study which concluded that the increased traffic generated by the proposed development (96 Units proposed at the time) would not have negative impacts on the surrounding road network. Although the traffic study has not been re-done for this revised proposal, it is reasonable to extrapolate that with the total unit count being decreased by 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 an understandable concern.

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 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 of 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 48 units, this results in approximately 18 total trips during the morning rush and 21 trips during the evening commute. This equates to on average one vehicle every 3 minutes and 20 seconds, and one vehicle every 2 minutes and 50 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 4-storey building is in line with numerous existing multi-unit residential buildings in the town of Rothesay that are currently protected by the KVFD. The proposed building will be designed and constructed in accordance with all National Building Code and Fire Code requirements.

The proposed building will be 4-storeys, 48-units with a gross footprint of approximately 17,000 square feet. It will include a mix of 3-bedroom, 2-bedroom, and 1-bedroom units and a mix of market rentals and approximately 20% affordable units (current plan is 8 affordable units).

The proposed development will include the extension of the complete streetscape of Chapel Road to Holland Drive concluding with a designed cul-de-sac at the development property. The Chapel Road to Holland Drive connection is identified in the Town's *Active Transportation Master Plan* as a "Secondary Active Transportation (AT) Roadway Corridor" whose intent is to provide pedestrian and cyclist connection between the two "Primary AT Corridors" of Marr Road and Hampton Road, as well as provide connectivity from existing large residential areas to the Town's commercial areas. The street extension being completed by this proposed development will essentially complete this AT connection and establish a valuable piece of AT infrastructure which will be an asset to the neighbourhood and the Town as a whole.

In order to construct a properly sized cul-de-sac, a portion of the private property will need to be transferred to the Town as additional street right-of-way. Additionally, a small section of existing street right-of-way may be stop-up-and-closed to create a "cleaner" land assembly at the development location given the current atypical street right-of-way configuration. This detail is up for discussion with Town staff and can be considered as a condition of the development at the Town's discretion.



The development proposal requires a Zoning By-Law Amendment from the current zoning of R1B to R4. Three variances to the Zoning By-Law are requested with the application:

- A variance to allow parking in the front of the building,
- A variance to allow parking within the front yard setback,
- A variance to allow parking in the required parking side-yard setback (property currently owned by the Developer),
- And a height variance for the peaked roof portion of the building from the maximum 15m to 16.4m.

Thank you very much for your consideration of this revised application for the Holland Hills development. We look forward to presenting this development application to Rothesay Planning Advisory Committee and Common Council.

If there are any questions regarding the application, please don't hesitate to contact us.

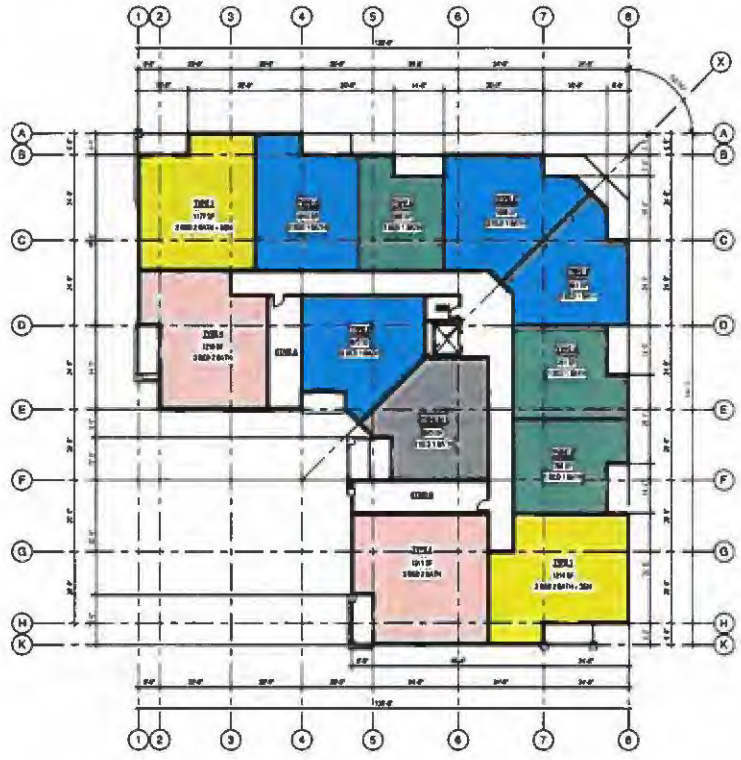
Best Regards,

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

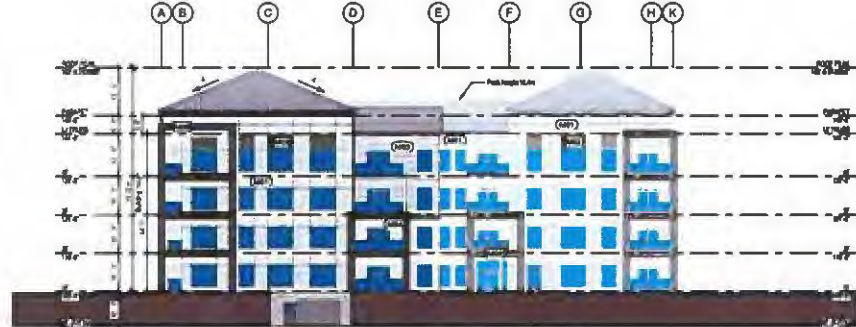
Jacob Kilpatrick
Civil Engineering Lead
Engineering By Houghton
506-607-0709
jacob@ebyh.ca



"Not For Construction"



2F-4F
1/8" = 1'-0"



WEST ELEVATION
1/8" = 1'-0"

- LEGEND**
LINE MATERIAL COLORS AS PERFORMA
- FREN CHAIR* PANEL 2 (Blue)
 - FREN CHAIR* PANEL 3 (Blue)
 - FREN CHAIR* PANEL 4 (Blue)
 - LAMBERT STONE
 - WOOD HIGH-RISER

DATE SHEET AND OVERVIEW PER FLOOR

Floor	Count	Area	L Area	Count
TYPE 1	2 BLD'G BATH	1180 SF	18'	1
TYPE 2	2 BLD'G BATH	890 SF	12'	0
TYPE 3	1 BLD'G BATH	890 SF	12'	0
TYPE 4	1 BLD'G BATH	1220 SF	12'	0
TYPE 5	2 BLD'G BATH	610 SF	12'	0

Floor	Count	Area	L Area	Count
TYPE 1	2 BLD'G BATH	1180 SF	18'	1
TYPE 2	2 BLD'G BATH	890 SF	12'	0
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TYPE 3	1 BLD'G BATH	890 SF	12'	0
TYPE 4	1 BLD'G BATH	1220 SF	12'	0
TYPE 5	2 BLD'G BATH	610 SF	12'	0

Date	Description	By

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ALL REQUIRED PERMITS MUST BE OBTAINED PRIOR TO ANY CONSTRUCTION.

Sheet #	Description	Date



spitfire
DESIGN CO.

11111 Street, Toronto, ON M5C 6A1
Tel: 416-852-2777 (CA) 416-221-7777 (USA) info@spitfire.com

Invest in US Inc.

The Mills of Hoeland Drv.
16 Hoeland Dr., Parkway Hill

2F-4F / ELEVATIONS

Date	21 Feb 2023
Drawn by	A.J.P.
Checked by	A.J.P.
Scale	AS NOTED
Sheet	ALJ
Page No.	42/39

Disclaimer: This preliminary schematic site plan shows preliminary Trees. The final Species and dimensions of trees and vegetation are T.B.D. with the city



"Not For Construction"



Sheet	Description	Date

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ALL CONTRACTORS MUST CONFORM TO ALL REGULATIONS, MUNICIPAL AND PROVINCIAL BY-LAWS AND "THE NATIONAL BUILDING CODE OF CANADA"

ALL REQUIRED PERMITS MUST BE OBTAINED PRIOR TO ANY CONSTRUCTION.

Sheet #	Description	Date

Notes



Invest In US Inc.
 The Hills of Hootland Drv.
 18 Hootland Dr., Putneyville MB

Project Name: LANDSCAPE

Date: 21 Feb, 2023
 Drawn by: J.P.
 Scale: A3/A4
 Notes: AS NOTED
 Sheet: AL2

LANDSCAPING
 1/8" = 1'-0"







February 16, 2023

Planning & Development Services
Attn: Brian White
Rothesay
70 Hampton Road
Rothesay, NB

Re: Holland Hills Proposed Development – Storm Water Statement

Engineering by Houghton (“EBH”) has been engaged by A.C. Baskin Investments to provide civil engineering services related to the proposed multi-unit residential development at 11 Holland Drive (PID00056598) in Rothesay, NB. The proposed development is called “Holland Hills”.

The proposed development will include storm water quality and quantity management infrastructure including storage ponds, underground infiltration and storage chambers, and environmental treatment structures.

The intention of the storm water management system is to have no adverse effects on the surrounding and downstream infrastructure and properties. This will be achieved by attenuating the post development storm water discharge to be equal to or less than the pre development discharge, therefore having a net-zero impact to the surrounding infrastructure.

If you have any questions or concerns about the information provided in this statement, please do not hesitate to contact the undersigned.

Kind Regards,

A handwritten signature in black ink, appearing to read 'D. Houghton', is written over a light blue horizontal line.

Daniel Houghton, P.Eng
President
Engineering by Houghton



February 16, 2023

Planning & Development Services
Attn: Brian White
Rothesay
70 Hampton Road
Rothesay, NB

Via Email

RE: Holland Hills Proposed Development – Water Capacity Study – Revised Application

The following water capacity study was completed for the previous Holland Hills Development application which included two 48-unit, 6-storey buildings. Based on the findings of the previous study, we can reasonably conclude that the Town's existing water distribution system has adequate capacity to service the proposed single, 4-storey, 48-unit building.

If you have any questions please contact the undersigned.

Best Regards,

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

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



November 1st, 2021

Planning & Development Services
Attn: Brian White
Rothesay
70 Hampton Road
Rothesay, NB

Via Email

RE: Holland Hills Proposed Development – Water Capacity Study

Mr. White;

The purpose of this letter is to provide preliminary commentary regarding water demands for the proposed Holland Hills development. As outlined below we have completed fire hydrant flow testing in the vicinity of the development and reviewed the fire flow and peak domestic water demand for the proposed two 48-unit buildings, and the corresponding impacts on the Town's municipal water system.

Existing Municipal Water System

The Town of Rothesay's municipal water system is supplied by a series of drilled wells on the east side of the MacKay Highway near McGuire Road. Water from the wells is treated and pumped to two elevated water tanks that feed the Town via gravity. The water distribution system within the Town is looped such that water supplied from both tanks feeds a common system.

The proposed development site is fed from the north-most tank via a 300mm HDPE/PVC transmission main which crosses the Mackay Highway, connects to Millennium Drive where it reduces to 250mm diameter for the distribution system, which then continues on to Campbell Drive, Chapel Hill Boulevard, Chapel Road, then Holland Drive. This is a dead-end main which terminates at the Canadian Tire on Hampton Road, however the fact that the main is 250mm diameter PVC from Millennium Drive to the site, and the fact that the site is approximately 45 vertical meters below the tank, provides the proposed development with significant available water flow and pressure.

Field Data Collection

On October 26th 2021, the EBH engineer met our fire consultant, JM Fire Consulting, and Town of Rothesay water department staff on site at Holland Drive to complete fire hydrant flow testing in order to verify available flow rates and pressures in the Town's water system at the development site location. A fire hydrant at the bottom of the hill on Holland Drive was used as the flow hydrant and a hydrant near Civic #23 Chapel Road was used to measure residual pressure during the simulated fire flow. The map below indicates the hydrant flow test layout.



Two flow tests were performed with corresponding pressure drops recorded at the residual hydrant. The Normal Pressure measured at the residual hydrant on Chapel Road was 93 pounds per square inch (psi) and 107psi at the flow hydrant on Holland Drive prior to the simulated fire flow. During the first flow test from the 2.5" nozzle a flow rate of 1250 gallons per minute (gpm) was measured with a residual pressure on Chapel Road of 66psi. During the second flow test from the 4.5" nozzle a flow rate of 2070gpm was measured with a residual pressure on Chapel Road of 40psi. The complete hydrant flow test summary is enclosed with this report.

Fire Flow Requirements

The required fire flow for the proposed buildings was calculated using the *Water Supply for Public Fire Protection – A Guide to Recommended Practice in Canada (2019)* as published by the Fire Underwriters Survey. The required fire flow for any given building is dependent on a number of factors including; the effective floor area of the building, the construction materials used, the type of occupancy, the presence and design of an automatic sprinkler system, and the building's exposure to other nearby buildings. The proposed buildings will be non-combustible construction and will be fully sprinklered which allows reduction factors to be applied to their required fire flow calculations. The required fire flow calculated for each of the proposed Holland Hills buildings is approximately 1620gpm. Based on this projected fire flow value, the approximate residual pressure experienced on Chapel Road would be 55psi which is well within the acceptable threshold of maintaining a minimum 20psi residual pressure in the system during a fire flow scenario.

Based on the normal pressure measured at the flow hydrant (107psi), the estimated top floor elevation of the proposed buildings, and the flow rate available from the municipal water system, it is likely that the sprinkler systems within the buildings will be able to operate adequately without the assistance of a fire pump. Calculations will be completed during detailed design to confirm for certain whether a fire pump is required.



Domestic Water Demand

Estimated peak hour domestic water demand was calculated for the full build out of the development (both buildings) using two methods; one based on the *Atlantic Canada Guidelines for the Supply, Treatment, Storage, Distribution and Operation of Drinking Water Supply Systems (ACG)*, and one using an overly conservative assumption of one shower (2.5gpm) running in every unit at the same time. Based on an average of two bedrooms per unit and a total of 96 units, the estimated Peak Hour Demand from the development will be approximately 92gpm using the ACG method, and 240gpm assuming all showers operating at once.

Based on the water system flow vs pressure curve established during the fire hydrant flow test, these demand values at the development site would result in a pressure drop of approximately one psi, and two psi respectively at the residual hydrant on Chapel Road. This result would indicate that the Town's existing water system has adequate capacity to support the expected peak domestic water demand from the proposed development while maintaining adequate operating pressure elsewhere in the system. In addition, preliminary calculations based on these flow rates and the operating pressure measured at the site, pressures on the top floors of the buildings will be well within acceptable range therefore, it is unlikely that a domestic water pump will be required in the buildings.

Further demand calculations will be completed during detailed design for service pipe sizing and additional data will be provided to the Town at that time.

If you have any questions please contact the undersigned.

Best Regards,

A handwritten signature in blue ink, appearing to read 'J. Kilpatrick', is positioned above the typed name.

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



November 1st, 2021

Planning & Development Services
Attn. Brian White
Rothesay
70 Hampton Road
Rothesay, NB

Via Email

RE: Holland Hills Proposed Development – Water Capacity Study

Mr. White;

The purpose of this letter is to provide preliminary commentary regarding water demands for the proposed Holland Hills development. As outlined below we have completed fire hydrant flow testing in the vicinity of the development and reviewed the fire flow and peak domestic water demand for the proposed two 48-unit buildings, and the corresponding impacts on the Town's municipal water system.

Existing Municipal Water System

The Town of Rothesay's municipal water system is supplied by a series of drilled wells on the east side of the MacKay Highway near McGuire Road. Water from the wells is treated and pumped to two elevated water tanks that feed the Town via gravity. The water distribution system within the Town is looped such that water supplied from both tanks feeds a common system.

The proposed development site is fed from the north-most tank via a 300mm HDPE/PVC transmission main which crosses the Mackay Highway, connects to Millennium Drive where it reduces to 250mm diameter for the distribution system, which then continues on to Campbell Drive, Chapel Hill Boulevard, Chapel Road, then Holland Drive. This is a dead-end main which terminates at the Canadian Tire on Hampton Road, however the fact that the main is 250mm diameter PVC from Millennium Drive to the site, and the fact that the site is approximately 45 vertical meters below the tank, provides the proposed development with significant available water flow and pressure.

Field Data Collection

On October 26th 2021, the EBH engineer met our fire consultant, JM Fire Consulting, and Town of Rothesay water department staff on site at Holland Drive to complete fire hydrant flow testing in order to verify available flow rates and pressures in the Town's water system at the development site location. A fire hydrant at the bottom of the hill on Holland Drive was used as the flow hydrant and a hydrant near Civic #23 Chapel Road was used to measure residual pressure during the simulated fire flow. The map below indicates the hydrant flow test layout.



Two flow tests were performed with corresponding pressure drops recorded at the residual hydrant. The Normal Pressure measured at the residual hydrant on Chapel Road was 93 pounds per square inch (psi) and 107psi at the flow hydrant on Holland Drive prior to the simulated fire flow. During the first flow test from the 2.5" nozzle a flow rate of 1250 gallons per minute (gpm) was measured with a residual pressure on Chapel Road of 66psi. During the second flow test from the 4.5" nozzle a flow rate of 2070gpm was measured with a residual pressure on Chapel Road of 40psi. The complete hydrant flow test summary is enclosed with this report.

Fire Flow Requirements

The required fire flow for the proposed buildings was calculated using the *Water Supply for Public Fire Protection – A Guide to Recommended Practice in Canada (2019)* as published by the Fire Underwriters Survey. The required fire flow for any given building is dependent on a number of factors including; the effective floor area of the building, the construction materials used, the type of occupancy, the presence and design of an automatic sprinkler system, and the building's exposure to other nearby buildings. The proposed buildings will be non-combustible construction and will be fully sprinklered which allows reduction factors to be applied to their required fire flow calculations. The required fire flow calculated for each of the proposed Holland Hills buildings is approximately 1620gpm. Based on this projected fire flow value, the approximate residual pressure experienced on Chapel Road would be 55psi which is well within the acceptable threshold of maintaining a minimum 20psi residual pressure in the system during a fire flow scenario.

Based on the normal pressure measured at the flow hydrant (107psi), the estimated top floor elevation of the proposed buildings, and the flow rate available from the municipal water system, it is likely that the sprinkler systems within the buildings will be able operate adequately without the assistance of a fire pump. Calculations will be completed during detailed design to confirm for certain whether a fire pump is required.



Domestic Water Demand

Estimated peak hour domestic water demand was calculated for the full build out of the development (both buildings) using two methods; one based on the *Atlantic Canada Guidelines for the Supply, Treatment, Storage, Distribution and Operation of Drinking Water Supply Systems* (ACG), and one using an overly conservative assumption of one shower (2.5gpm) running in every unit at the same time. Based on an average of two bedrooms per unit and a total of 96 units, the estimated Peak Hour Demand from the development will be approximately 92gpm using the ACG method, and 240gpm assuming all showers operating at once.

Based on the water system flow vs pressure curve established during the fire hydrant flow test, these demand values at the development site would result in a pressure drop of approximately one psi, and two psi respectively at the residual hydrant on Chapel Road. This result would indicate that the Town's existing water system has adequate capacity to support the expected peak domestic water demand from the proposed development while maintaining adequate operating pressure elsewhere in the system. In addition, preliminary calculations based on these flow rates and the operating pressure measured at the site, pressures on the top floors of the buildings will be well within acceptable range therefore, it is unlikely that a domestic water pump will be required in the buildings.

Further demand calculations will be completed during detailed design for service pipe sizing and additional data will be provided to the Town at that time.

If you have any questions please contact the undersigned.

Best Regards,

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

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

**J M FIRE CONSULTING
WATER FLOW TEST SUMMARY**

Type of Area:	<u>Residential</u>	Property:	<u>New Residential Complex</u>
Location:	<u>Holland Drive</u>	Test By:	<u>J.A. Maker</u>
Municipality:	<u>Rothsay, NB</u>	Date:	<u>26-Oct-21</u>

SYSTEM DATA

Size of Main: 10" 250 mm Dead End: X Two Ways: _____ Loop: _____

Source Reliable: Yes If Not, Explain: _____

Comments: Results in US Gallons,

TEST DATA

Location of Test Hydrants; Residual: Chapel Road near Scribner Crescent See Overview Below

Flow: Holland Drive near site of Proposed Development See Overview Below

Normal Pressure: 93 PSI Time: _____ AM 1:45 PM
 107 PSI Normal Pressure at Flow Hydrant location, see broken line on that shows estimated available flow at site.

Test No	No. of Outlets	Orifice Size (IN)	Pitot Reading (PSIG)	Equivalent Flow (GPM)	Total Flow (GPM)	Residual Pressure (PSIG)	Comments
1	1	2 1/2	53	1357	1250	66	
2	1	4 1/2	14.5	2300	2070	40	
3							
4							
5							

Estimate Available Water Supply for Fire Protection and Fire Fighting at 2500 usgpm @ 20 PSI

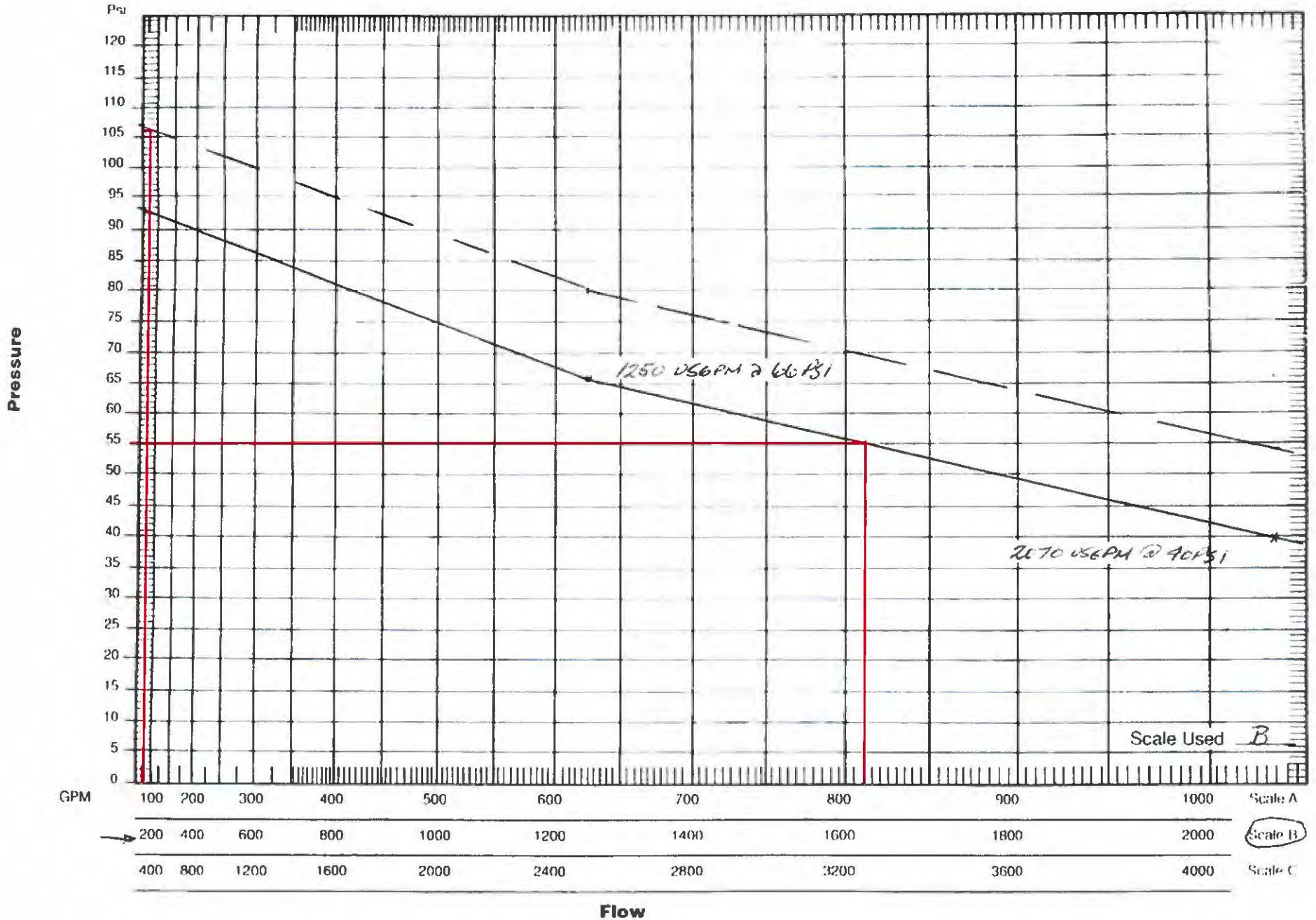
The sole purpose of this *Water Flow Test* including any supplemental reports is to provide the requestor with information regarding the available water supplies for sprinkler system design for the particular property and location named. Only the company requesting this information as well as the municipality will receive a copy of this report, and *J M Fire Consulting* request that it is kept strictly confidential. This flow test result does not guarantee compliance with any or all standards or any federal, provincial or municipal codes, ordinances or regulations have been met. *J M Fire* does not purport to list all conditions at time of test. *J M Fire* will not be held responsible to the requestor for any losses or damages, whether consequential or otherwise, however caused, incurred or suffered, as a result of the services being provided.



Location HOLLAND DRIVE

Municipality ROTHESAY NB

Date 26 OCT 2021





February 16, 2023

Planning & Development Services
Attn: Brian White
Rothesay
70 Hampton Road
Rothesay, NB

Via Email

Re: Holland Hills Proposed Development – Traffic Impact Statement – Revised Application

In June 2021 a Traffic Impact Statement was completed by Englobe in support of the previous Holland Hills development application which included a total of 96 residential units. The previously completed study concluded that the increased traffic generated by the proposed development would not have negative impacts on the surrounding road network. Although the traffic study has not been re-done for this revised proposal, it is reasonable to extrapolate that with the total unit count being decreased by 48 units, the traffic impacts on the surrounding road network will only be further reduced.

The previously completed Traffic Impact Study has been included with this new development application.

If you have any questions please contact the undersigned.

Best Regards,

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

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



HOLLAND DRIVE APARTMENTS TRAFFIC IMPACT STATEMENT

Traffic Impact Study
Proj. No.2105753

June 4, 2021

Revision No.: 0

Engineering by Houghton



Prepared by:

Jiji DeMerchant, P.Eng., M.Eng.
Transportation Engineer
Civil and Transportation Engineering

Reviewed by:

Ryan Eslihar, P.Eng., M.Sc.E.
Team Leader - Transportation Engineering
Civil and Transportation Engineering

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- Appendix A: Development Site Plans
- Appendix B: Traffic Count Data
- Appendix C: Level of Service Reports
- Appendix D: Signal Warrant Worksheet

1 INTRODUCTION

1.1 PROJECT BACKGROUND

A new residential development has been proposed on Holland Drive in the Town of Rothesay. The development will consist of two 6-storey, 48-unit apartment buildings as well as a surface parking lot. Each building will include four levels of residential dwelling units and two levels of underground parking. The proposed development site plan, which is included in **Appendix A**, shows 184 parking spaces, including 86 surface level spaces and 98 underground spaces (24 spaces per level in each building). The plan also includes 12 barrier free spaces – 4 at surface level and 8 underground. The proposed development will include 4 accesses that will connect to a northern extension of Chapel Road. Two of the accesses will provide access to the surface level parking lot and the bottom level of underground parking in each building, and the two remaining accesses will provide access to the second level of underground parking in each building. Development traffic will be directed from the Chapel Road extension onto Chapel Road, where it's expected that most traffic will continue south to Marr Road, while some traffic will use Parkdale Avenue to connect with Hampton Road. Although the civic address of the development will officially be on Holland Drive, access to Holland Drive will not be permitted from the development site as the road will be cut off immediately north of the development.

As part of the development approval process, the Town of Rothesay requires that a Traffic Impact Statement (TIS) be completed for this development. The primary concern is how the development will impact traffic at the intersection of Marr Road and Chapel Road and whether traffic signals will be warranted at the intersection with the additional development traffic. Engineering by Houghton, the primary engineering consultant representing the developer, has retained Englobe Corp. to complete this TIS. The Study Area for this TIS includes the intersections of Marr Road and Chapel Road, Parkdale Avenue and Chapel Road, as well as the proposed development, as shown in **Figure 1**.

Figure 1 – Study Area



1.2 STUDY TASKS

The main objectives of this TIS were to estimate how much additional traffic the residential development would generate and determine what impact, if any, the development traffic would have on the intersection of Marr Road and Chapel Road. The following activities were undertaken as part of this TIS:

- Englobe staff visited the Study Area to review existing conditions;
- Existing traffic data for the intersection of Marr Road and Chapel Road that were collected by Englobe in April 2021 were reviewed;
 - A 1.0 % annual growth rate was applied to these traffic volumes to estimate the future (2028) background traffic volumes for the intersection. 2028 represents the 5-year horizon period beyond the anticipated full build-out of the development;
- Traffic volumes were collected at the intersection of Parkdale Avenue and Chapel Road to determine existing traffic distributions in the area;
- Level of Service (LOS) analyses were completed for the existing and future traffic conditions at the Chapel Road and Marr Road intersection without the development in place;
- ITE Trip Generation rates were used to estimate the amount of traffic that will be generated by the new development. These were added to the background traffic volumes based on the existing traffic distributions at Parkdale Avenue / Chapel Road to estimate the 2028 traffic volumes with the development in place;
- LOS analyses were completed for the 2028 future conditions at the Chapel Road and Marr Road intersection with full build out of the development. These were completed for the intersection under the existing stop-control and under signal-control;
- A review of pedestrian connectivity in the area of the proposed development was completed; and
- The methodology, findings, and recommendations of the TIS were documented in this written report.

1.3 HORIZON YEAR

A 5-year horizon period was utilized for the analysis. Should all approvals be granted it is expected that the proposed development will be fully operational in 2023, therefore 2028 was chosen as the future horizon year for the analysis.

2 INFORMATION GATHERING

2.1 STREET AND DEVELOPMENT CHARACTERISTICS

Chapel Road is a collector road that is oriented in the north-south direction and has an AADT that ranges between 600 vehicles/day on its north end and 1,500 vehicles/day on its south end. It features one lane in each direction and has a speed limit of 40 km/h. Chapel Road features a sidewalk along the east side of the street from Marr Road to Chapel Hills Boulevard and along the west side of the street from Chapel Hills Boulevard to Parkdale Avenue. North of Parkdale Avenue, no sidewalk is provided. Narrow gravel shoulders extend along the sides of the street where sidewalks are not present.

Marr Road is a collector road with an AADT of approximately 7,000 vehicles/day near Chapel Road. Marr Road is oriented in the east-west direction, has one lane in each direction and a speed limit of 50 km/h. Marr Road features unidirectional bike lanes along both sides of the street and a sidewalk along the north side of the street.

The intersection of **Marr Road and Chapel Road** is a stop-controlled intersection. Marr Road is free flowing and a stop sign is present at the north leg on Chapel Road. The south leg consists of a commercial development access. A crosswalk is present across the Chapel Road approach.

2.2 TRAFFIC DATA AND COVID ADJUSTMENTS

Traffic volumes were collected by the Study Team at the intersection of Marr Road and Chapel Road as part of a separate study on Monday, April 26th 2021. These data, which were collected during the AM and PM peak periods, were used for the analysis in this study. The traffic count data are provided in **Appendix B**.

Since traffic patterns have decreased as a result of the current COVID-19 pandemic, the Study Team determined that the traffic count data used in this study should be adjusted to better represent typical traffic volumes under normal conditions. Adjustment factors that were developed by the Study Team as part of a January 2021 study were used. This study compared traffic data that were collected in 2016 at two locations in Fredericton, NB to traffic volumes that were collected during the COVID 19 pandemic. The average AM and PM peak hour adjustment factors were calculated for the two Fredericton locations and applied to the traffic volume data. The adjustment factors are shown in **Table 1**.

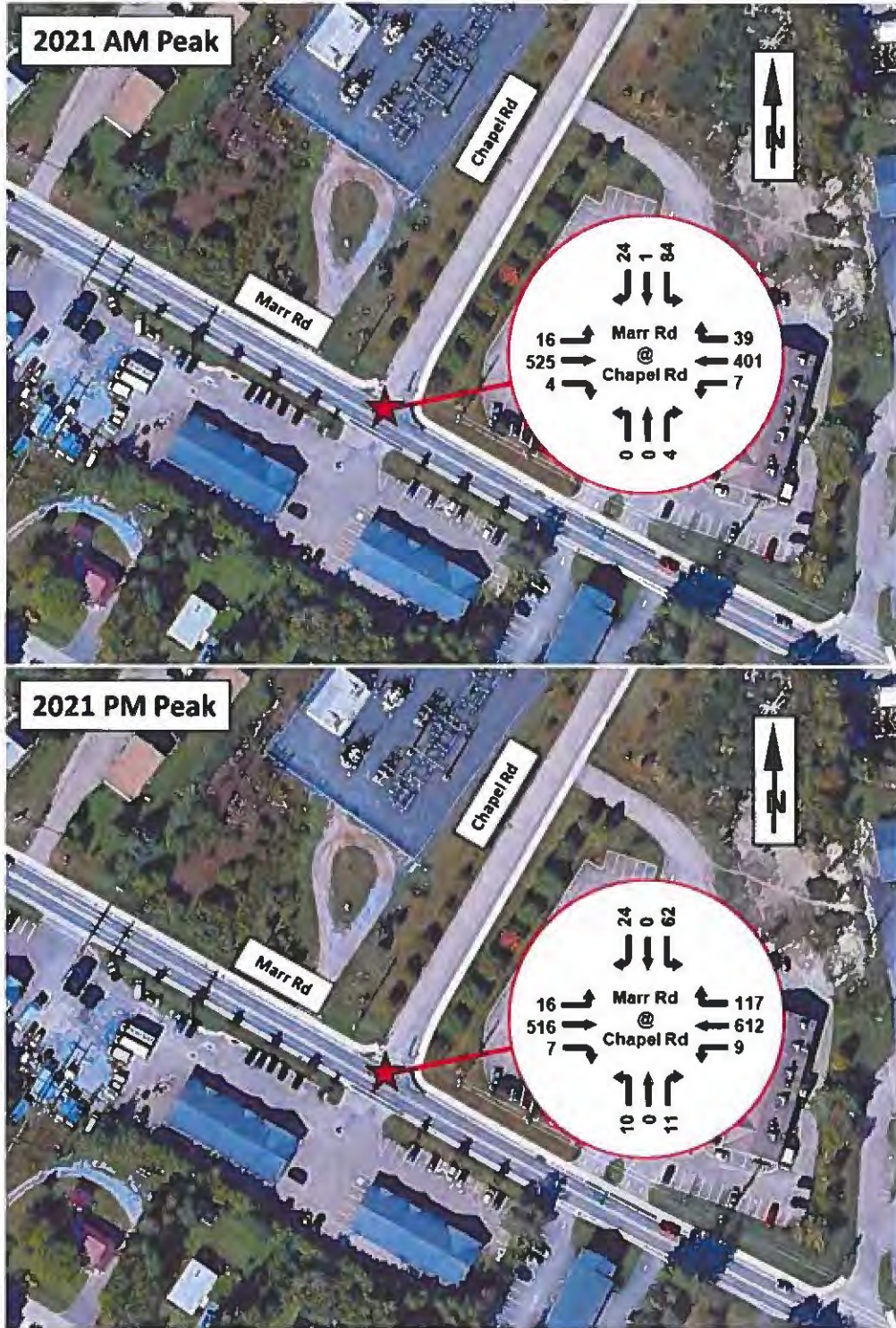
Table 1 – COVID-19 Adjustment Factors

Study	Date	AM Peak	PM Peak
Fredericton, NB	January, 2021	1.26	1.20
Fredericton, NB	January, 2021	1.36	1.25
Averages (Applied to This Study)	April, 2021	1.31	1.22



The adjustment factors were applied to the peak hour volumes at the intersection of Marr Road / Chapel Road. The adjusted 2021 AM and PM background traffic volume estimates are shown in **Figure 2**.

Figure 2 – 2021 Background Peak Hour Volumes



3 EXISTING LEVEL OF SERVICE

A Level of Service (LOS) analysis was completed for the existing and future (2028) traffic conditions at the intersection of Marr Road and Chapel Road. The findings are discussed in this section.

3.1 LEVEL OF SERVICE CRITERIA

The LOS analyses were completed with Synchro 10, which is a traffic analysis software that uses the Highway Capacity Manual and Intersection Capacity Utilization procedures.

The intersection performance was evaluated mainly in terms of the level of service (LOS), which is a common performance measure of an intersection. LOS is determined based on vehicle delay and is expressed on a scale of A through F, where LOS A represents very short delay (<10 seconds per vehicle) and LOS F represents very long delay (>50 seconds per vehicle at a stop controlled intersection and >80 seconds per vehicle at a signalized intersection). A LOS D is often considered acceptable in urban locations; however, some communities will accept a LOS E. The LOS criteria for both signalized and stop control intersections are shown in Table 2.

Table 2 – Intersection Level of Service Criteria

LOS	LOS Description	Control Delay (seconds per vehicle)	
		Signalized Intersections	Stop Controlled Intersections
A	Very low delay; most vehicles do not stop (Excellent)	less than 10.0	less than 10.0
B	Higher delay; more vehicles stop (Very Good)	between 10.0 and 20.0	between 10.0 and 15.0
C	Higher level of congestion; number of vehicles stopping is significant, although many still pass through intersection without stopping (Good)	between 20.0 and 35.0	between 15.0 and 25.0
D	Congestion becomes noticeable; vehicles must sometimes wait through more than one red light; many vehicles stop (Satisfactory)	between 35.0 and 55.0	between 25.0 and 35.0
E	Vehicles must often wait through more than one red light; considered by many agencies to be the limit of acceptable delay	between 55.0 and 80.0	between 35.0 and 50.0
F	This level is considered to be unacceptable to most drivers; occurs when arrival flow rates exceed the capacity of the intersection (Unacceptable)	greater than 80.0	greater than 50.0

3.2 EXISTING LOS ANALYSIS

A LOS analysis was completed for the existing traffic conditions at the intersection of Marr Road and Chapel Road. The LOS results are summarized as follows:

- The Marr Road / Chapel Road intersection operates efficiently at an overall LOS A during both peak periods.
- At the Marr Road / Chapel Road intersection, the southbound approach operates at LOS E and F with v/c ratios of 0.50 and 0.58 during the AM and PM peak periods, respectively.
- All other movements operate efficiently at a LOS C or better during both peak periods.

The LOS results indicate that the southbound approach at the Marr Road / Chapel Road intersection experiences delay during both peak periods; however, the approach is well below capacity.

The LOS results, including average delay, volume to capacity (v/c) ratios, and the 95th percentile queue lengths for the existing conditions are summarized in **Table 3**. Detailed Synchro analysis outputs are included in **Appendix C**.

3.3 FUTURE BACKGROUND LOS ANALYSIS

A LOS analysis was completed for the future 2028 background traffic volumes at the intersection of Marr Road and Chapel Road. The peak hour traffic volumes for the 2028 horizon year were estimated by applying an annual growth rate of 1.0 % to the 2021 background traffic volumes and adding traffic volumes that will be generated by another new development in the area. A traffic study, which was completed by the Study Team in April 2021, reviewed traffic impacts of a new residential development which will be located on Chapel Road. This development will add 10 and 13 vehicles to the intersection of Marr Road / Chapel Road during the AM and PM peak periods, respectively.

The future background LOS results indicate that the delay for the southbound approach at the Marr Road / Chapel Road intersection will increase by 15 – 30 seconds per vehicle as a result of the background traffic growth; however, both movements will remain well below capacity and the intersection will continue to operate efficiently overall.

The LOS results, including average delay, volume to capacity (v/c) ratios, and the 95th percentile queue lengths for the future background conditions are summarized in **Table 3**. Detailed Synchro analysis outputs are included in **Appendix C**.

Table 3 – Background LOS Results

Intersection			Overall LOS, Delay (sec/veh)	Turning Movement LOS Average Delay (seconds per vehicle) [Volume to Capacity Ratio (v/c)] 95 th Percentile Queue (m)												
				Eastbound			Westbound			Northbound			Southbound			
East-West Street @ North-South Street	Traffic Control	Time Period		L	T	R	L	T	R	L	T	R	L	T	R	
				←	↑	→	←	↑	→	←	↑	→	←	↑	→	
2021 Existing LOS Results																
Marr Road @ Chapel Road		AM Peak	LOS A 3.8	Shared	A 0.4 [0.02] <1	Shared	Shared	A 0.2 [0.01] <1	Shared	Shared	B 11.9 [0.01] <1	Shared	Shared	E 35.0 [0.50] 20	Shared	
		PM Peak	LOS A 4.0	Shared	A 0.5 [0.02] <1	Shared	Shared	A 0.2 [0.01] <1	Shared	Shared	C 24.8 [0.11] 3	Shared	Shared	F 52.5 [0.56] 23	Shared	
2028 Background LOS Results																
Marr Road @ Chapel Road		AM Peak	LOS A 5.6	Shared	A 0.5 [0.02] <1	Shared	Shared	A 0.3 [0.01] <1	Shared	Shared	B 12.3 [0.01] <1	Shared	Shared	E 49.7 [0.65] 31	Shared	
		PM Peak	LOS A 6.3	Shared	A 0.6 [0.02] <1	Shared	Shared	A 0.3 [0.01] <1	Shared	Shared	D 28.2 [0.13] 4	Shared	Shared	F 83.2 [0.74] 35	Shared	



4 DEVELOPMENT TRAFFIC GENERATION

4.1 TRAFFIC GENERATION AND ASSIGNMENT

Trip generation rates for the proposed development were estimated using the ITE TripGen Web-based App, which is based on the 10th Edition of the Institute of Transportation Engineer’s (ITE) *Trip Generation Manual*. Engineering by Houghton provided information regarding the size and type of development that is planned. The proposed development will consist of two 6-storey buildings with a total of 96 dwelling units (48 per building).

ITE Land Use #221 (Multifamily Housing – Mid-Rise) was used to generate trips for the development. The resulting vehicle trip generation is shown in **Table 4**. It was assumed that all of these trips would be made by motor vehicle as that would represent a conservative approach in estimating traffic generation.

Table 4 - Traffic Generation for the Proposed Development

Development	Size	AM Peak Hour			PM Peak Hour			Daily Total
		In	Out	Total	In	Out	Total	
Multifamily Housing - Mid-Rise (ITE Land Use #221)	96 Dwelling Units	9	26	35	26	16	42	522

The development traffic was assigned to Chapel Road and to the intersection of Marr Road / Chapel Road based on the existing traffic volume distributions at the Parkdale Avenue / Chapel Road intersection. The traffic assignments are shown in **Figure 3**.

The peak hour traffic volumes for the 2028 horizon year were estimated by adding the traffic generated by the development to the 2028 background traffic volumes discussed in **Section 3**. The 2028 traffic volumes at the intersection of Marr Road / Chapel Road with the development in place are shown in **Figure 4**.

Figure 3 – Development Traffic Assignments

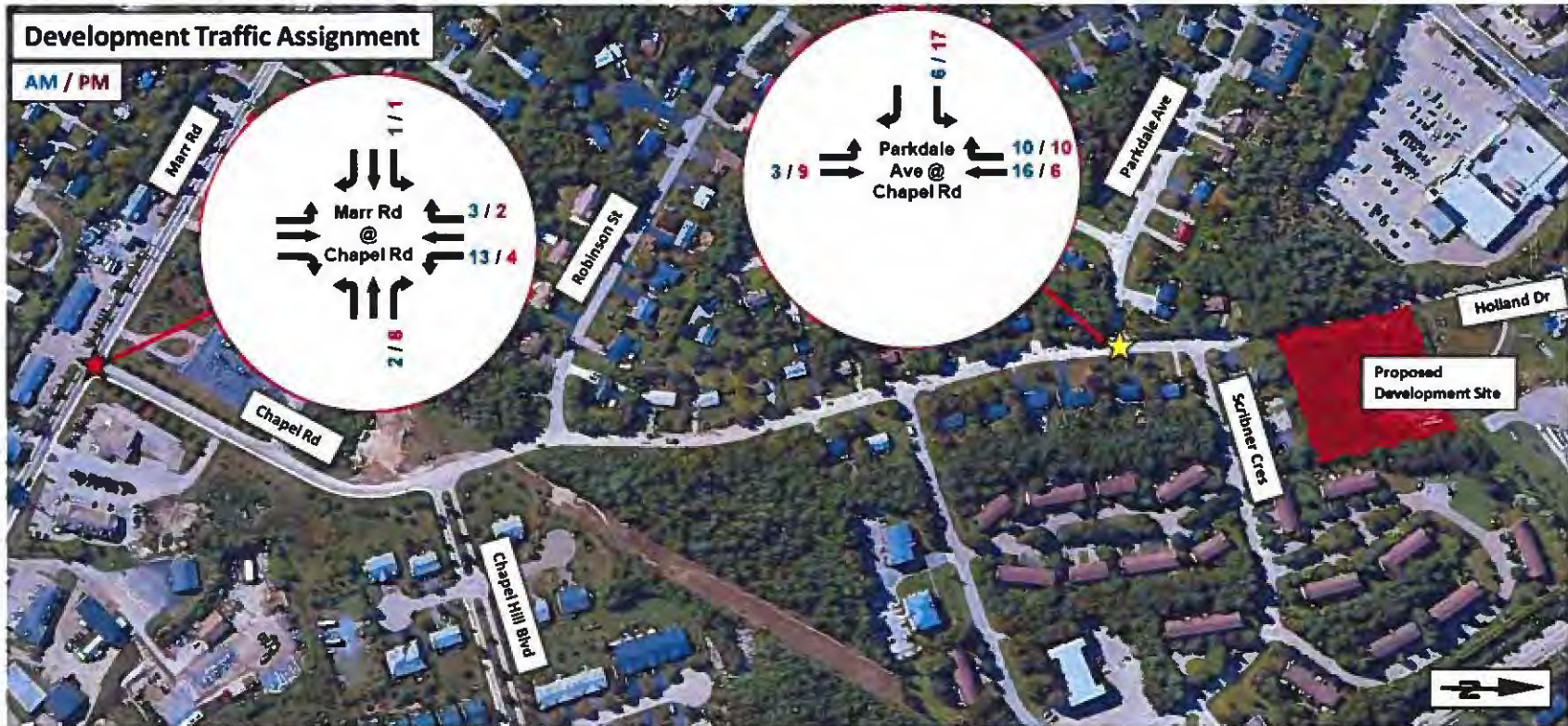
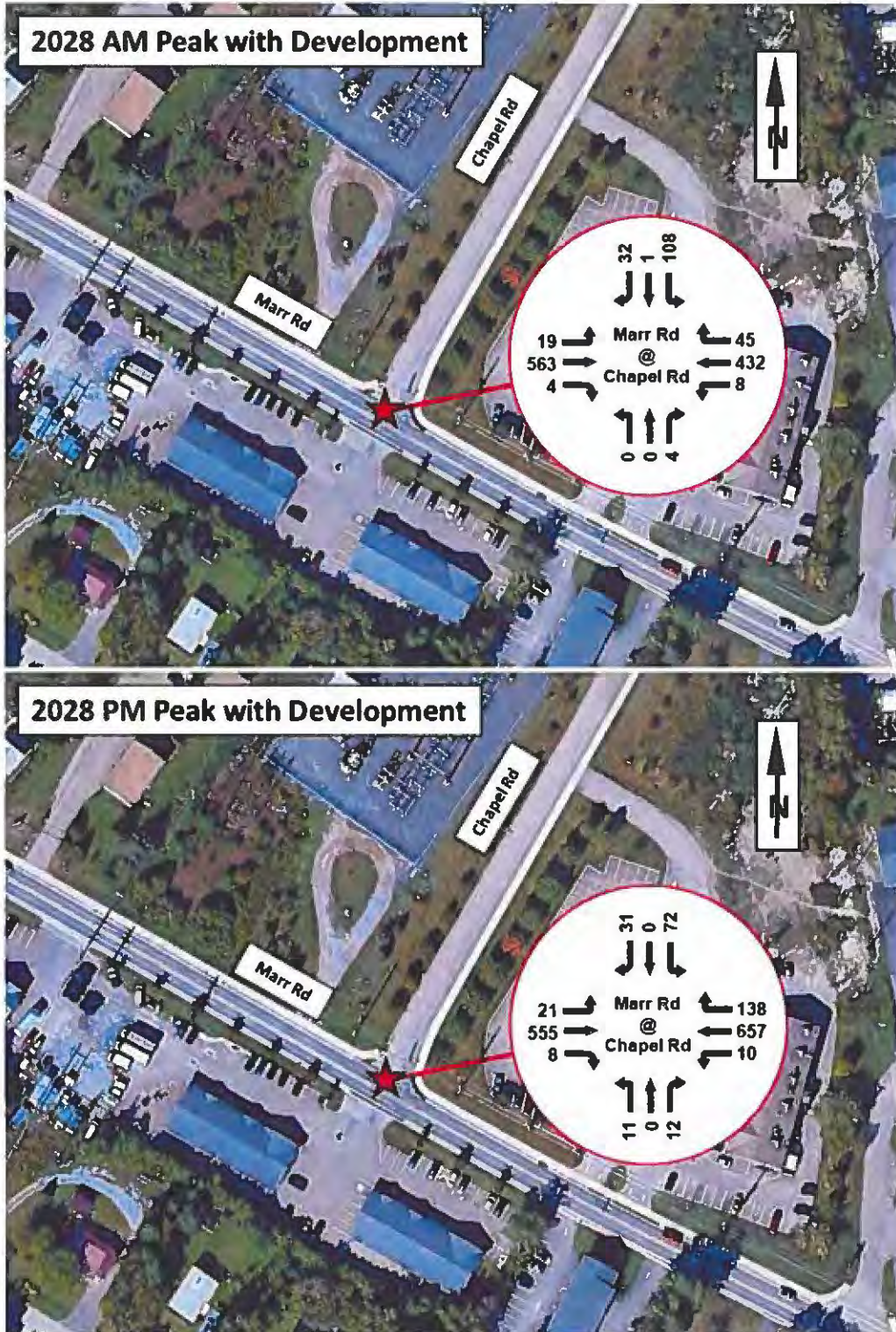


Figure 4 – 2028 Peak Hour Traffic Volumes with Development in Place



5 LOS ANALYSIS WITH DEVELOPMENT

A Level of Service (LOS) analysis was completed for the 2028 traffic conditions at the Marr Road / Chapel Road intersection with the proposed residential development in place. The analysis was performed for the current intersection configuration (i.e. stop controlled) and with traffic signal control.

5.1 2028 STOP CONTROL WITH DEVELOPMENT

The 2028 LOS results for the intersection of Marr Road / Chapel Road under stop-control with the development in place are summarized as follows:

- In 2028, the Marr Road / Chapel Road intersection would operate efficiently at an overall LOS A during both peak periods.
- The southbound approach would operate at LOS F with v/c ratios of 0.74 and 0.79 during the AM and PM peak periods, respectively.
- All other movements at Marr Road / Chapel Road would operate efficiently with a LOS D or better during both peak periods.

The LOS results indicate that, in 2028 with the additional development traffic, the delays at the southbound approach are expected to be approximately 10 seconds higher than the 2028 background condition; however, the approach will remain below capacity. This is not uncommon at stop control intersections where the traffic volumes on the major street are much higher than the volumes on the minor street. The overall intersection delay and LOS are expected to remain acceptable up to 5 years beyond the anticipated full build-out.



The LOS results, including average delay, volume to capacity (v/c) ratios, and the 95th percentile queue lengths for the 2028 traffic conditions with the development in place are summarized in **Table 5**. Detailed Synchro analysis outputs are included in **Appendix C**.

5.2 2028 TRAFFIC SIGNAL WITH DEVELOPMENT

A LOS analysis was completed for the future 2028 traffic condition at the intersection of Marr Road / Chapel Road under traffic signal control with the development in place. The results indicate that adding traffic signals at the intersection would result in higher overall delays when compared to the 2028 LOS results with the intersection under the existing stop control. Traffic at the Marr Road approaches would experience higher delays, while traffic at the Chapel Road approach would experience lower delays.

The LOS results, including average delay, volume to capacity (v/c) ratios, and the 95th percentile queue lengths for the 2028 traffic conditions with the development in place are summarized in **Table 5**. Detailed Synchro analysis outputs are included in **Appendix C**.

Table 5 – 2028 LOS with Development

Intersection			Overall LOS, Delay (sec/veh)	Turning Movement LOS Average Delay (seconds per vehicle) [Volume to Capacity Ratio (v/c)] 95 th Percentile Queue (m)											
				Eastbound			Westbound			Northbound			Southbound		
East-West Street @ North-South Street	Traffic Control	Time Period		L	T	R	L	T	R	L	T	R	L	T	R
				←	↑	→	←	↑	→	←	↑	→	←	↑	→
Stop-Controlled															
Marr Road @ Chapel Road		AM Peak	LOS A 7.4	Shared	A 0.5 [0.02] <1	Shared	Shared	A 0.3 [0.01] <1	Shared	Shared	B 12.3 [0.01] <1	Shared	Shared	F 60.2 [0.74] 39	Shared
		PM Peak	LOS A 7.2	Shared	A 0.7 [0.03] <1	Shared	Shared	A 0.3 [0.01] <1	Shared	Shared	D 30.1 [0.15] 4	Shared	Shared	F 92.4 [0.79] 39	Shared
Signalized															
Marr Road @ Chapel Road		AM Peak	LOS A 8.9	Shared	A 8.4 [0.52] 63	Shared	Shared	A 7.2 [0.43] 47	Shared	Shared	A 0.0 [0.01] <1	Shared	Shared	B 16.7 [0.44] 22	Shared
		PM Peak	LOS A 8.5	Shared	A 6.2 [0.47] 53	Shared	Shared	A 8.8 [0.64] 92	Shared	Shared	A 8.5 [0.09] 5	Shared	Shared	B 18.7 [0.39] 18	Shared



6 TRAFFIC SIGNAL WARRANT

The Study Team completed a traffic signal warrant using the TAC methodology, which is documented in the *Traffic Signal and Pedestrian Signal Head Warrant Handbook (2014)*. The methodology considers the following intersection characteristics:

- Six-hour turning movement and pedestrian volumes covering the AM, Noon, and PM peaks;
- Intersection geometry (lane configurations, spacing, right-turn slip lanes, etc.);
- Adjacent land uses (schools, mobility challenged citizens, senior citizen complexes, etc.);
- Distance of nearest upstream traffic signals;
- Population of community;
- Location within the community (central business district, etc.); and
- Percentage of heavy vehicles.

The TAC methodology determines the need for a traffic signal based on a priority point system using the characteristics described above. Each characteristic contributes toward the justification of a traffic signal. If the signal warrant generates 100 points or more then traffic signals are typically warranted.

Traffic signal warrants were completed for the intersection of Marr Road and Chapel Road for the 2028 background condition without the development in place, the 2028 future condition with the development traffic distributed between Parkdale Avenue and Chapel Road, and the 2028 traffic condition with all of the development traffic travelling south on Chapel Road and through the Marr Road / Chapel Road intersection. The signal warrant results are summarized in **Table 6**.

Table 6 – Traffic Signal Warrant Results

Traffic Condition	Traffic Signal Warrant Score
2028 without Development	51
2028 with Development Traffic, Distributed	58
2028 with Development Traffic, All	63

Warrant scores of 51, 58 and 63 points were achieved for the 2028 horizon year without the development, with the development traffic distributed, and with all the development traffic, respectively. **The signal warrant results show that, in 2028, a traffic signal will not be warranted at the intersection of Marr Road / Chapel Road regardless of the new development and how its traffic is distributed.** The signal warrant worksheets are provided in **Appendix D**.

7 PEDESTRIAN ACCESS

The Study Team completed a review of the existing pedestrian infrastructure near the proposed development site. Chapel Road currently features a 1.7 m wide monolithic concrete sidewalk along the east side of the street from Marr Road to Chapel Hill Boulevard. At Chapel Hill Boulevard, the sidewalk moves to the opposite side of the street. A monolithic sidewalk extends along the west side of the street from Chapel Hill Boulevard to Parkdale Avenue. North of Parkdale Avenue, Chapel Road does not feature sidewalk.

The proposed development site plan shows a 1.5 m wide monolithic sidewalk along the east side of the road directly in front of the development site. To improve pedestrian connectivity, it is recommended that the new sidewalk in front of the development be connected to the existing sidewalk facilities on Chapel Road. Sidewalk could be extended from the development site to the south along the east side of Chapel Road to Scribner Crescent, where a signed and marked crosswalk could be provided to connect with an additional section of sidewalk that would extend along the west side of Chapel Road to Parkdale Avenue. It is also recommended that the new sidewalk be widened to 1.7 m in order to maintain a consistent sidewalk width along Chapel Road.

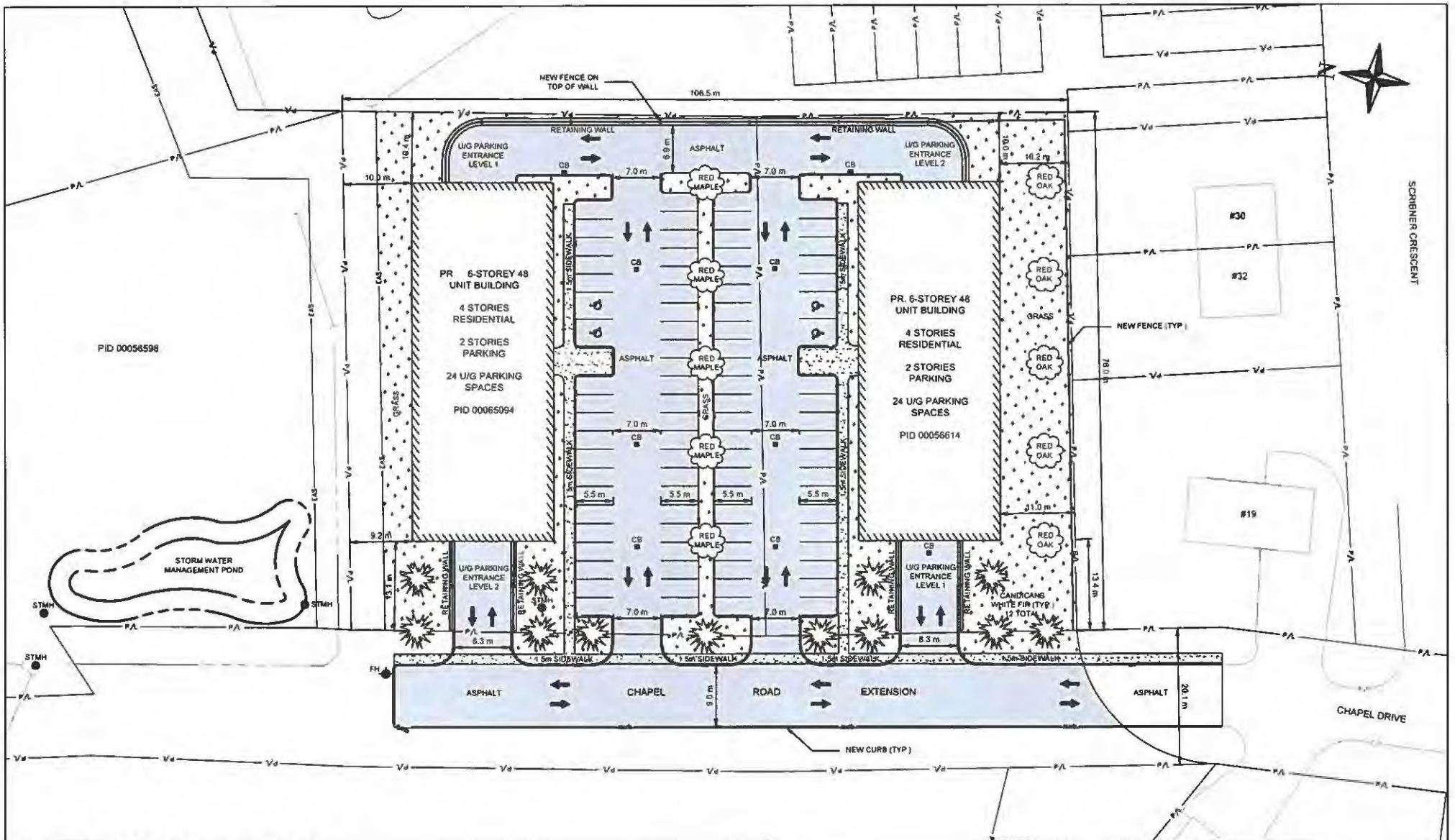
8 CONCLUSIONS AND RECOMMENDATIONS

The key findings and recommendations of this Traffic Impact Statement are summarized as follows:

1. The proposed development, which would be located along a new section of Chapel Road, consists of two 6-storey apartment complexes with 48 dwelling units each. The proposed development plan shows 184 parking spaces, including 82 regular and 4 barrier-free surface level parking spaces and 90 regular and 8 barrier-free underground parking spaces. The surface level parking facility and bottom level of underground parking would be accessible via two accesses off of the new Chapel Road extension and the second level of underground parking in each building would be accessible via two separate accesses off of the Chapel Road extension.
2. The LOS results for the 2021 existing conditions at the intersection of Marr Road and Chapel Road showed that, although the intersection of Marr Road and Chapel Road currently operates efficiently overall, the southbound approach on Chapel Road experiences some delay.
3. It is expected that the proposed development will generate 35 vehicle trips during the AM Peak hour (9 entering/26 exiting), 42 vehicle trips during the PM Peak hour (26 entering/16 exiting) and a total of 522 trips daily. These trips were added to the Marr Road / Chapel Road intersection based on the existing traffic distributions at the intersection of Parkdale Avenue / Chapel Road.
4. The LOS results for the 2028 horizon period with the development in place indicate that delays at the southbound approach of the Marr Road / Chapel Road intersection will increase; however the approach will remain below capacity and the intersection will continue to perform efficiently overall. The LOS results for the 2028 horizon period with signal control at the Marr Road / Chapel Road intersection indicate that, although signals would improve traffic operations at the Chapel Road approach, the overall intersection delay would be higher as signals would force traffic on Marr Road to stop periodically.
5. The traffic signal warrant analysis concluded that a traffic signal will not be warranted at the intersection of Marr Road / Chapel Road in 2028 with full build-out of the proposed development.
6. Based on a review of the existing pedestrian facilities near the development property, it is recommended that a 1.7 m wide sidewalk connection be provided along Chapel Road between the proposed development and the existing sidewalk facilities on Chapel Road south of Parkdale Avenue. This could be facilitated with extension of sidewalk along the east side of Chapel from the development to Scribner Crescent, a crosswalk on Chapel Road at Scribner, and sidewalk along the west side of Chapel from Scribner to Parkdale. It is also recommended that the proposed sidewalk in front of the development be widened to 1.7m.



Appendix A: Development Site Plans



ENGINEERING
by **HOUGHTON**

1042 BAYVIEW AVE. UNIT 204, WILLOWDALE, ONT. M2H 1B7

HOLLAND HILLS DEVELOPMENT
HOLLAND DRIVE
ROTHESAY, NB

Client/Owner:
A.C.BASKIN INVESTMENTS

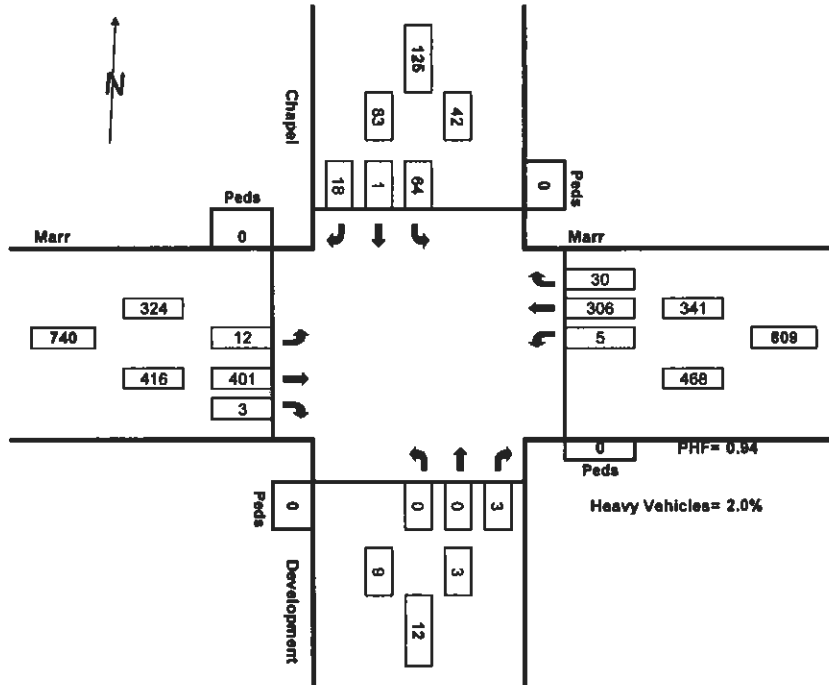
Title: PROPOSED SITE LAYOUT	
Drawn By: DANIEL H.	Scale: 1:500
Date: 14/5/2021	Figure no.: C1 REVO

Appendix B: Traffic Count Data

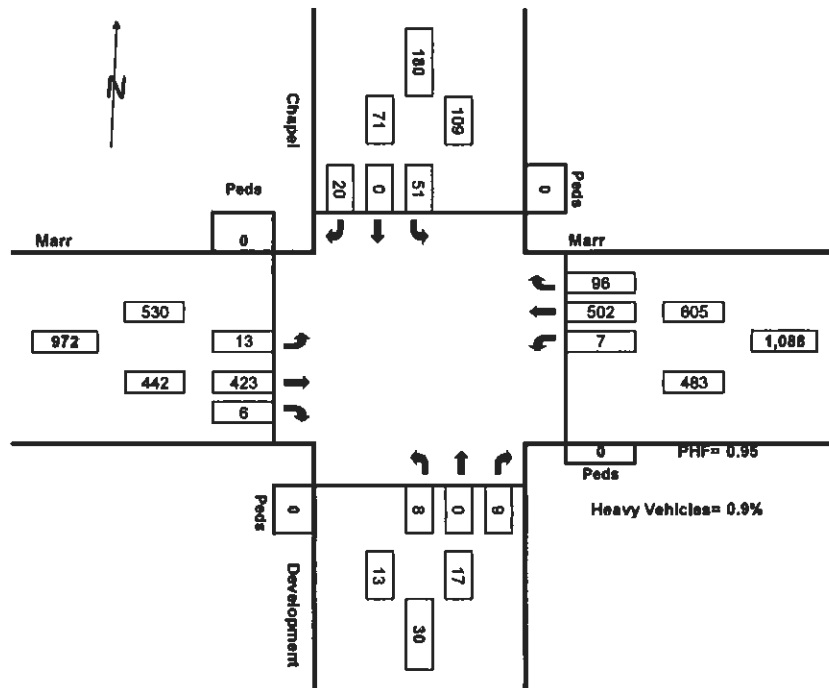
Traffic Count Summary AM and PM Peak Hours

Marr @ Chapel

AM Peak Hour 07:30 - 08:30



PM Peak Hour 16:15 - 17:15

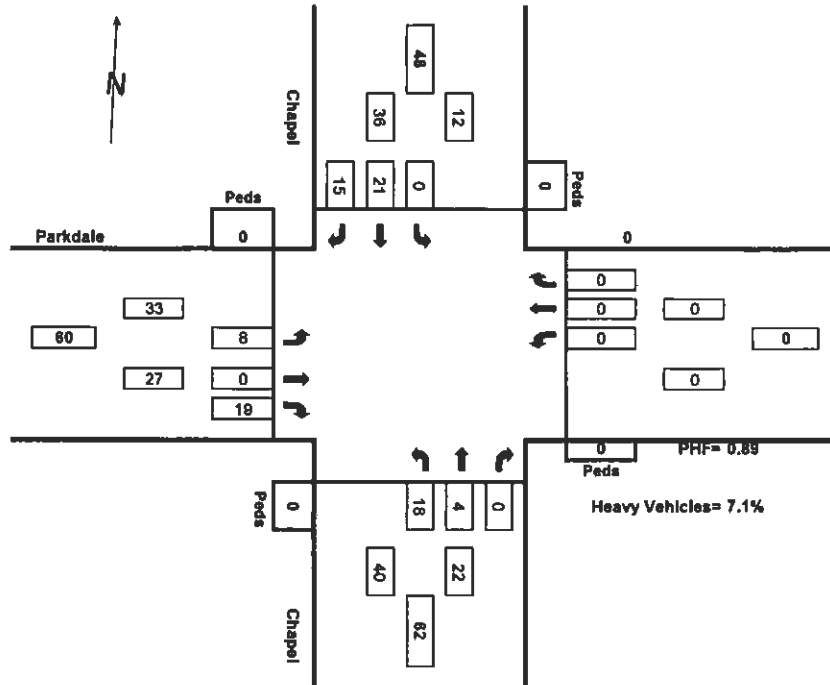


Traffic Count Summary

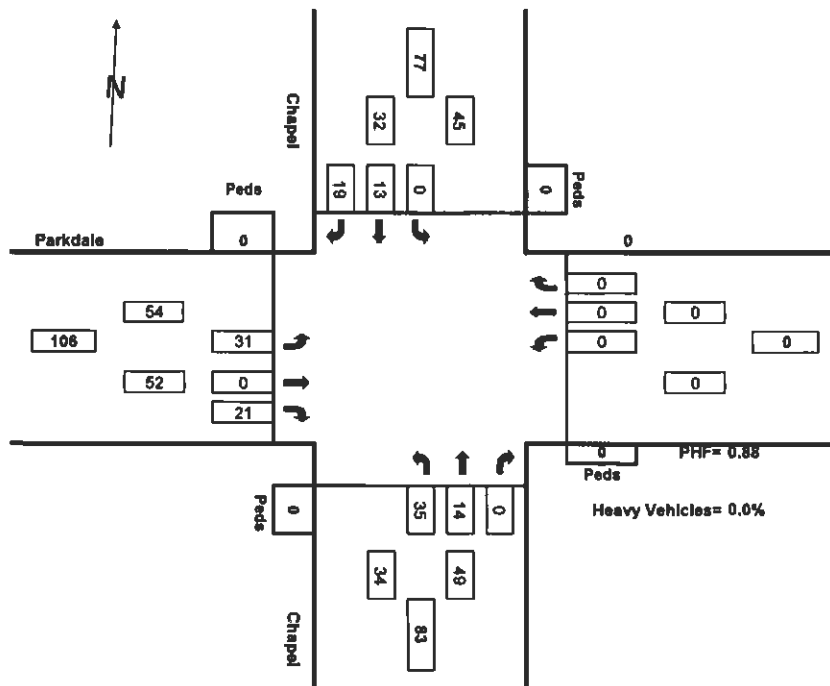
AM and PM Peak Hours

Parkdale @ Chapel

AM Peak Hour 07:30 - 08:30



PM Peak Hour 16:45 - 17:45



Appendix C: Level of Service Reports

2021 AM Peak

3: Development/Chapel Rd & Marr Rd

05-21-2021

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Traffic Volume (veh/h)	16	525	4	7	401	39	0	0	4	84	1	24
Future Volume (Veh/h)	16	525	4	7	401	39	0	0	4	84	1	24
Sign Control		Free			Free			Stop			Stop	
Grade		0%			0%			0%			0%	
Peak Hour Factor	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94
Hourly flow rate (vph)	17	559	4	7	427	41	0	0	4	89	1	26
Pedestrians												
Lane Width (m)												
Walking Speed (m/s)												
Percent Blockage												
Right turn flare (veh)												
Median type												
		None			None							
Median storage (veh)												
Upstream signal (m)												
pX, platoon unblocked												
vC, conflicting volume	468			563			1083	1077	561	1060	1058	448
vC1, stage 1 conf vol												
vC2, stage 2 conf vol												
vCu, unblocked vol	468			563			1083	1077	561	1060	1058	448
tC, single (s)	4.1			4.1			7.1	6.5	6.2	7.1	6.5	6.2
tC, 2 stage (s)												
tF (s)	2.2			2.2			3.5	4.0	3.3	3.5	4.0	3.3
p0 queue free %	98			99			100	100	99	55	100	96
cM capacity (veh/h)	1094			1008			183	214	527	197	220	611
Direction, Lane #												
	EB 1	WB 1	NB 1	SB 1								
Volume Total	580	475	4	116								
Volume Left	17	7	0	89								
Volume Right	4	41	4	26								
cSH	1094	1008	527	232								
Volume to Capacity	0.02	0.01	0.01	0.50								
Queue Length 95th (m)	0.4	0.2	0.2	20.4								
Control Delay (s)	0.4	0.2	11.9	35.0								
Lane LOS	A	A	B	E								
Approach Delay (s)	0.4	0.2	11.9	35.0								
Approach LOS			B	E								
Intersection Summary												
Average Delay			3.8									
Intersection Capacity Utilization			56.3%		ICU Level of Service				B			
Analysis Period (min)			15									

2021 PM Peak

3: Development/Chapel Rd & Marr Rd

05-21-2021

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		+			+			+			+	
Traffic Volume (veh/h)	16	516	7	9	612	117	10	0	11	62	0	24
Future Volume (Veh/h)	16	516	7	9	612	117	10	0	11	62	0	24
Sign Control		Free			Free			Stop			Stop	
Grade		0%			0%			0%			0%	
Peak Hour Factor	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95
Hourly flow rate (vph)	17	543	7	9	644	123	11	0	12	65	0	25
Pedestrians												
Lane Width (m)												
Walking Speed (m/s)												
Percent Blockage												
Right turn flare (veh)												
Median type	None					None						
Median storage (veh)												
Upstream signal (m)												
pX, platoon unblocked												
vC, conflicting volume	767			550			1329	1366	546	1316	1308	706
vC1, stage 1 conf vol												
vC2, stage 2 conf vol												
vCu, unblocked vol	767			550			1329	1366	546	1316	1308	706
tC, single (s)	4.1			4.1			7.1	6.5	6.2	7.1	6.5	6.2
tC, 2 stage (s)												
tF (s)	2.2			2.2			3.5	4.0	3.3	3.5	4.0	3.3
p0 queue free %	98			99			91	100	98	50	100	94
cM capacity (veh/h)	851			1025			122	144	539	129	156	438
Direction, Lane #												
	EB 1	WB 1	NB 1	SB 1								
Volume Total	567	776	23	90								
Volume Left	17	9	11	65								
Volume Right	7	123	12	25								
cSH	851	1025	205	161								
Volume to Capacity	0.02	0.01	0.11	0.56								
Queue Length 95th (m)	0.5	0.2	3.0	23.0								
Control Delay (s)	0.5	0.2	24.8	52.5								
Lane LOS	A	A	C	F								
Approach Delay (s)	0.5	0.2	24.8	52.5								
Approach LOS			C	F								
Intersection Summary												
Average Delay			4.0									
Intersection Capacity Utilization			57.4%	ICU Level of Service								B
Analysis Period (min)			15									

2028 AM Background

3: Development/Chapel Rd & Marr Rd

05-21-2021



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		⇄			⇄			⇄			⇄	
Traffic Volume (veh/h)	16	525	4	7	401	39	0	0	4	84	1	24
Future Volume (Veh/h)	16	525	4	7	401	39	0	0	4	84	1	24
Sign Control		Free			Free			Stop			Stop	
Grade		0%			0%			0%			0%	
Peak Hour Factor	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94
Hourly flow rate (vph)	18	598	5	8	456	44	0	0	5	96	1	27
Pedestrians												
Lane Width (m)												
Walking Speed (m/s)												
Percent Blockage												
Right turn flare (veh)												
Median type	None			None								
Median storage (veh)												
Upstream signal (m)												
pX, platoon unblocked												
vC, conflicting volume	500			603			1158	1152	600	1136	1133	478
vC1, stage 1 conf vol												
vC2, stage 2 conf vol												
vCu, unblocked vol	500			603			1158	1152	600	1136	1133	478
tC, single (s)	4.1			4.1			7.1	6.5	6.2	7.1	6.5	6.2
tC, 2 stage (s)												
tF (s)	2.2			2.2			3.5	4.0	3.3	3.5	4.0	3.3
p0 queue free %	98			99			100	100	99	45	99	95
cM capacity (veh/h)	1064			975			161	193	501	174	198	587
Direction, Lane #	EB 1	WB 1	NB 1	SB 1								
Volume Total	621	508	5	124								
Volume Left	18	8	0	96								
Volume Right	5	44	5	27								
cSH	1064	975	501	206								
Volume to Capacity	0.02	0.01	0.01	0.60								
Queue Length 95th (m)	0.4	0.2	0.2	27.3								
Control Delay (s)	0.5	0.2	12.3	45.9								
Lane LOS	A	A	B	E								
Approach Delay (s)	0.5	0.2	12.3	45.9								
Approach LOS			B	E								
Intersection Summary												
Average Delay			4.9									
Intersection Capacity Utilization			59.3%	ICU Level of Service	B							
Analysis Period (min)			15									

2028 PM Background

3: Development/Chapel Rd & Marr Rd

05-21-2021

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR						
Lane Configurations		↕			↕			↕			↕							
Traffic Volume (veh/h)	18	516	7	9	612	117	10	0	11	62	0	24						
Future Volume (Veh/h)	16	516	7	9	612	117	10	0	11	62	0	24						
Sign Control		Free			Free			Stop			Stop							
Grade		0%			0%			0%			0%							
Peak Hour Factor	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95						
Hourly flow rate (vph)	18	581	8	10	689	132	11	0	12	70	0	27						
Pedestrians																		
Lane Width (m)																		
Walking Speed (m/s)																		
Percent Blockage																		
Right turn flare (veh)																		
Median type	None					None												
Median storage veh																		
Upstream signal (m)																		
pX, platoon unblocked																		
vC, conflicting volume	821		589				1423		1462		585		1408		1400		755	
vC1, stage 1 conf vol																		
vC2, stage 2 conf vol																		
vCu, unblocked vol	821		589				1423		1462		585		1408		1400		755	
tC, single (s)	4.1		4.1				7.1		6.5		6.2		7.1		6.5		6.2	
tC, 2 stage (s)																		
tF (s)	2.2		2.2				3.5		4.0		3.3		3.5		4.0		3.3	
p0 queue free %	98		99				89		100		98		37		100		93	
cM capacity (veh/h)	813		991				104		125		513		111		136		410	
Direction, Lane #																		
	EB 1	WB 1	NB 1	SB 1														
Volume Total	607	831	23	97														
Volume Left	18	10	11	70														
Volume Right	8	132	12	27														
cSH	813	991	178	140														
Volume to Capacity	0.02	0.01	0.13	0.69														
Queue Length 95th (m)	0.5	0.2	3.5	31.4														
Control Delay (s)	0.6	0.3	28.2	75.0														
Lane LOS	A	A	D	F														
Approach Delay (s)	0.6	0.3	28.2	75.0														
Approach LOS			D	F														
Intersection Summary																		
Average Delay			5.5															
Intersection Capacity Utilization			60.9%		ICU Level of Service				B									
Analysis Period (min)			15															

2028 AM Stop Controlled with Dev
3: Development/Chapel Rd & Marr Rd

05-21-2021

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Traffic Volume (veh/h)	19	563	4	8	432	45	0	0	4	108	1	32
Future Volume (Veh/h)	19	563	4	8	432	45	0	0	4	108	1	32
Sign Control		Free			Free			Stop			Stop	
Grade		0%			0%			0%			0%	
Peak Hour Factor	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94
Hourly flow rate (vph)	20	599	4	9	460	48	0	0	4	115	1	34
Pedestrians												
Lane Width (m)												
Walking Speed (m/s)												
Percent Blockage												
Right turn flare (veh)												
Median type	None					None						
Median storage (veh)												
Upstream signal (m)												
pX, platoon unblocked												
vC, conflicting volume	508			603			1178	1167	601	1147	1145	484
vC1, stage 1 conf vol												
vC2, stage 2 conf vol												
vCu, unblocked vol	508			603			1178	1167	601	1147	1145	484
tC, single (s)	4.1			4.1			7.1	6.5	6.2	7.1	6.5	6.2
tC, 2 stage (s)												
tF (s)	2.2			2.2			3.5	4.0	3.3	3.5	4.0	3.3
p0 queue free %	98			99			100	100	99	33	99	94
cM capacity (veh/h)	1057			975			154	188	500	171	194	583
Direction, Lane #												
	EB 1	WB 1	NB 1	SB 1								
Volume Total	623	517	4	150								
Volume Left	20	9	0	115								
Volume Right	4	48	4	34								
cSH	1057	975	500	204								
Volume to Capacity	0.02	0.01	0.01	0.74								
Queue Length 95th (m)	0.5	0.2	0.2	38.9								
Control Delay (s)	0.5	0.3	12.3	60.2								
Lane LOS	A	A	B	F								
Approach Delay (s)	0.5	0.3	12.3	60.2								
Approach LOS			B	F								
Intersection Summary												
Average Delay			7.4									
Intersection Capacity Utilization			61.6%	ICU Level of Service							B	
Analysis Period (min)			15									

2028 PM Stop Controlled with Dev

3: Development/Chapel Rd & Marr Rd

05-21-2021

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		+			+			+			+	
Traffic Volume (veh/h)	21	555	8	10	657	138	11	0	12	72	0	31
Future Volume (Veh/h)	21	555	8	10	657	138	11	0	12	72	0	31
Sign Control		Free			Free			Stop			Stop	
Grade		0%			0%			0%			0%	
Peak Hour Factor	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95
Hourly flow rate (vph)	22	584	8	11	692	145	12	0	13	76	0	33
Pedestrians												
Lane Width (m)												
Walking Speed (m/s)												
Percent Blockage												
Right turn flare (veh)												
Median type	None			None								
Median storage (veh)												
Upstream signal (m)												
pX, platoon unblocked												
vC, conflicting volume	837			592			1452	1491	588	1432	1422	764
vC1, stage 1 conf vol												
vC2, stage 2 conf vol												
vCu, unblocked vol	837			592			1452	1491	588	1432	1422	764
tC, single (s)	4.1			4.1			7.1	6.5	6.2	7.1	6.5	6.2
tC, 2 stage (s)												
tF (s)	2.2			2.2			3.5	4.0	3.3	3.5	4.0	3.3
p0 queue free %	97			99			88	100	97	29	100	92
cM capacity (veh/h)	801			989			97	119	511	107	131	405
Direction, Lane #	EB 1	WB 1	NB 1	SB 1								
Volume Total	614	848	25	109								
Volume Left	22	11	12	76								
Volume Right	8	145	13	33								
cSH	801	989	168	137								
Volume to Capacity	0.03	0.01	0.15	0.79								
Queue Length 95th (m)	0.7	0.3	4.1	39.0								
Control Delay (s)	0.7	0.3	30.1	92.4								
Lane LOS	A	A	D	F								
Approach Delay (s)	0.7	0.3	30.1	92.4								
Approach LOS			D	F								
Intersection Summary												
Average Delay			7.2									
Intersection Capacity Utilization			62.4%	ICU Level of Service	B							
Analysis Period (min)			15									

2028 AM Signalized with Dev
3: Development/Chapel Rd & Marr Rd

05-26-2021



Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Traffic Volume (vph)	19	563	4	8	432	45	0	0	4	108	1	32
Future Volume (vph)	19	563	4	8	432	45	0	0	4	108	1	32
Satd. Flow (prot)	0	1857	0	0	1837	0	0	1611	0	0	1738	0
Flt Permitted		0.981			0.990						0.774	
Satd. Flow (perm)	0	1826	0	0	1820	0	0	1611	0	0	1397	0
Satd. Flow (RTOR)		1			14			235			29	
Lane Group Flow (vph)	0	623	0	0	517	0	0	4	0	0	150	0
Turn Type	Perm	NA		Perm	NA			NA		Perm	NA	
Protected Phases		2			6			8			4	
Permitted Phases	2			6			8			4		
Total Split (s)	32.5	32.5		32.5	32.5		22.5	22.5		22.5	22.5	
Total Lost Time (s)		4.5			4.5			4.5			4.5	
Act Effct Green (s)		26.8			26.8			9.4			9.4	
Actuated g/C Ratio		0.65			0.65			0.23			0.23	
v/c Ratio		0.52			0.43			0.01			0.44	
Control Delay		8.4			7.2			0.0			16.7	
Queue Delay		0.0			0.0			0.0			0.0	
Total Delay		8.4			7.2			0.0			16.7	
LOS		A			A			A			B	
Approach Delay		8.4			7.2						16.7	
Approach LOS		A			A						B	
Queue Length 50th (m)		25.4			18.7			0.0			7.4	
Queue Length 95th (m)		63.4			47.3			0.0			22.0	
Internal Link Dist (m)		83.7			92.5			35.5			137.7	
Turn Bay Length (m)												
Base Capacity (vph)		1287			1286			865			655	
Starvation Cap Reductn		0			0			0			0	
Spillback Cap Reductn		0			0			0			0	
Storage Cap Reductn		0			0			0			0	
Reduced v/c Ratio		0.48			0.40			0.00			0.23	

Intersection Summary

Cycle Length: 55
 Actuated Cycle Length: 41.2
 Control Type: Actuated-Uncoordinated
 Maximum v/c Ratio: 0.52
 Intersection Signal Delay: 8.9
 Intersection Capacity Utilization 62.4%
 Analysis Period (min) 15
 Intersection LOS: A
 ICU Level of Service B

Splits and Phases: 3: Development/Chapel Rd & Marr Rd



2028 AM Signalized with Dev
3: Development/Chapel Rd & Marr Rd

05-26-2021



Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Traffic Volume (vph)	19	563	4	8	432	45	0	0	4	108	1	32
Future Volume (vph)	19	563	4	8	432	45	0	0	4	108	1	32
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)		4.5			4.5			4.5			4.5	
Lane Util. Factor		1.00			1.00			1.00			1.00	
Fr _t		1.00			0.99			0.86			0.97	
Fl _t Protected		1.00			1.00			1.00			0.96	
Satd. Flow (prot)		1858			1838			1611			1739	
Fl _t Permitted		0.98			0.99			1.00			0.77	
Satd. Flow (perm)		1825			1821			1611			1398	
Peak-hour factor, PHF	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94
Adj. Flow (vph)	20	599	4	9	460	48	0	0	4	115	1	34
RTOR Reduction (vph)	0	0	0	0	6	0	0	3	0	0	24	0
Lane Group Flow (vph)	0	623	0	0	511	0	0	1	0	0	126	0
Turn Type	Perm	NA		Perm	NA			NA		Perm	NA	
Protected Phases		2			6			8			4	
Permitted Phases	2			6			8			4		
Actuated Green, G (s)		25.4			25.4			7.7			7.7	
Effective Green, g (s)		25.4			25.4			7.7			7.7	
Actuated g/C Ratio		0.60			0.60			0.18			0.18	
Clearance Time (s)		4.5			4.5			4.5			4.5	
Vehicle Extension (s)		3.0			3.0			3.0			3.0	
Lane Grp Cap (vph)		1101			1098			294			255	
w/s Ratio Prot								0.00				
w/s Ratio Perm		c0.34			0.28						c0.09	
w/c Ratio		0.57			0.47			0.00			0.50	
Uniform Delay, d1		5.0			4.6			14.1			15.5	
Progression Factor		1.00			1.00			1.00			1.00	
Incremental Delay, d2		0.7			0.3			0.0			1.5	
Delay (s)		5.7			4.9			14.1			17.0	
Level of Service		A			A			B			B	
Approach Delay (s)		5.7			4.9			14.1			17.0	
Approach LOS		A			A			B			B	

Intersection Summary			
HCM 2000 Control Delay	6.7	HCM 2000 Level of Service	A
HCM 2000 Volume to Capacity ratio	0.55		
Actuated Cycle Length (s)	42.1	Sum of lost time (s)	9.0
Intersection Capacity Utilization	62.4%	ICU Level of Service	B
Analysis Period (min)	15		

c Critical Lane Group

2028 PM Signalized with Dev
3: Development/Chapel Rd & Marr Rd

05-26-2021

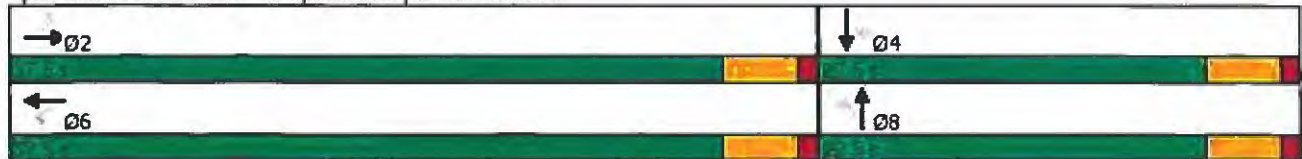


Lane Group	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Traffic Volume (vph)	21	555	8	10	657	138	11	0	12	72	0	31
Future Volume (vph)	21	555	8	10	657	138	11	0	12	72	0	31
Satd. Flow (prot)	0	1874	0	0	1836	0	0	1709	0	0	1743	0
Flt Permitted		0.965			0.993			0.862			0.777	
Satd. Flow (perm)	0	1812	0	0	1825	0	0	1508	0	0	1402	0
Satd. Flow (RTOR)		2			28			27			33	
Lane Group Flow (vph)	0	614	0	0	848	0	0	25	0	0	109	0
Turn Type	Perm	NA		Perm	NA		Perm	NA		Perm	NA	
Protected Phases		2			6			8			4	
Permitted Phases	2			6			8			4		
Total Split (s)	37.5	37.5		37.5	37.5		22.5	22.5		22.5	22.5	
Total Lost Time (s)		4.5			4.5			4.5			4.5	
Act Effct Green (s)		34.4			34.4			8.5			8.5	
Actuated g/C Ratio		0.72			0.72			0.18			0.18	
v/c Ratio		0.47			0.64			0.09			0.39	
Control Delay		6.2			8.8			8.5			18.7	
Queue Delay		0.0			0.0			0.0			0.0	
Total Delay		6.2			8.8			8.5			18.7	
LOS		A			A			A			B	
Approach Delay		6.2			8.8			8.5			18.7	
Approach LOS		A			A			A			B	
Queue Length 50th (m)		23.5			38.2			0.0			6.4	
Queue Length 95th (m)		53.4			91.7			4.7			17.7	
Internal Link Dist (m)		83.7			92.5			35.5			245.2	
Turn Bay Length (m)												
Base Capacity (vph)		1307			1324			615			576	
Starvation Cap Reductn		0			0			0			0	
Spillback Cap Reductn		0			0			0			0	
Storage Cap Reductn		0			0			0			0	
Reduced v/c Ratio		0.47			0.64			0.04			0.19	

Intersection Summary

Cycle Length: 60
 Actuated Cycle Length: 47.7
 Control Type: Actuated-Uncoordinated
 Maximum v/c Ratio: 0.64
 Intersection Signal Delay: 8.5
 Intersection Capacity Utilization 63.2%
 Analysis Period (min) 15
 Intersection LOS: A
 ICU Level of Service B

Splits and Phases: 3: Development/Chapel Rd & Marr Rd



2028 PM Signalized with Dev
3: Development/Chapel Rd & Marr Rd

05-26-2021

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations		↕			↕			↕			↕	
Traffic Volume (vph)	21	555	8	10	657	138	11	0	12	72	0	31
Future Volume (vph)	21	555	8	10	657	138	11	0	12	72	0	31
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)		4.5			4.5			4.5			4.5	
Lane Util. Factor		1.00			1.00			1.00			1.00	
Frt		1.00			0.98			0.93			0.96	
Flt Protected		1.00			1.00			0.98			0.97	
Satd. Flow (prot)		1875			1837			1708			1744	
Flt Permitted		0.97			0.99			0.86			0.78	
Satd. Flow (perm)		1813			1824			1508			1401	
Peak-hour factor, PHF	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95
Adj. Flow (vph)	22	584	8	11	692	145	12	0	13	76	0	33
RTOR Reduction (vph)	0	1	0	0	9	0	0	22	0	0	28	0
Lane Group Flow (vph)	0	613	0	0	839	0	0	3	0	0	81	0
Heavy Vehicles (%)	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%
Turn Type	Perm	NA		Perm	NA		Perm	NA		Perm	NA	
Protected Phases		2			6			8			4	
Permitted Phases	2			6			8			4		
Actuated Green, G (s)		32.9			32.9			6.7			6.7	
Effective Green, g (s)		32.9			32.9			6.7			6.7	
Actuated g/C Ratio		0.68			0.68			0.14			0.14	
Clearance Time (s)		4.5			4.5			4.5			4.5	
Vehicle Extension (s)		3.0			3.0			3.0			3.0	
Lane Grp Cap (vph)		1227			1234			207			193	
v/s Ratio Prot												
v/s Ratio Perm		0.34			c0.46			0.00			c0.06	
v/c Ratio		0.50			0.68			0.02			0.42	
Uniform Delay, d1		3.8			4.7			18.1			19.2	
Progression Factor		1.00			1.00			1.00			1.00	
Incremental Delay, d2		0.3			1.5			0.0			1.5	
Delay (s)		4.2			6.2			18.1			20.6	
Level of Service		A			A			B			C	
Approach Delay (s)		4.2			6.2			18.1			20.6	
Approach LOS		A			A			B			C	
Intersection Summary												
HCM 2000 Control Delay		6.6			HCM 2000 Level of Service			A				
HCM 2000 Volume to Capacity ratio		0.64										
Actuated Cycle Length (s)		48.6			Sum of lost time (s)			9.0				
Intersection Capacity Utilization		63.2%			ICU Level of Service			B				
Analysis Period (min)		15										
c Critical Lane Group												

Appendix D: Signal Warrant Worksheets

Town of Rothesay - Traffic Signal & Pedestrian Signal Head Warrant Analysis

Main Street (name): **Marr Road**

Side Street (name): **Chapel Rd**

Quadrant / Int #: **CHECK SHEET**

for Warrant Calculation Results, please hit 'Page Down'

Direction (EW or NS): **EW**

Direction (EW or NS): **NS**

Comments: **2028 without Development**

Road Authority: **Town of Rothesay**

City: **Rothesay**

Analysis Date: **2021 May 03, Mon**

Count Date: **2021 April 26, Mon**

Date Entry Format: **(yyyy-mm-dd)**

Lane Configuration	EW LT	EW RT	Thru	EW RT+LT	EW RT	EW RT	LT Channelization (y/n)	Stream (m)	# of Thru Lanes	LT Phase Type	TRM Allowed (y/n)	Adjusted Thru Phase
Marr Road WB								500	1	perm	y	y
Marr Road EB								850	1	perm	y	y
Chapel Rd NB								1,000	1	perm	y	y
Chapel Rd SB								1,000	1	perm	y	y

Saturation Flow Rates (v-phpl)	Default Saturation Flow Rates (v-phpl)
Left Turn	1,650
Through	1,800
Right Turn	1,500

Demographics	(v/n)	(n)
Elem. School/Mobility Challenged	(v/n)	n
Senior's Complex	(v/n)	n
Pathway to School	(v/n)	n
Metro Area Population	(#)	11,650
Central Business District	(v/n)	y

Other Input	Speed (Kmh)	Truck %	Bus Rt (v/n)	Median (m)
Marr Road EW	50	2.0%	n	2.0
Chapel Rd NS	40	2.0%	n	2.0

Traffic Input	NB			SB			WB			EB			Ped1 NS	Ped2 NS	Ped3 EW	Ped4 EW
	LT	Th	RT	LT	Th	RT	LT	Th	RT	LT	Th	RT	W Side	E Side	N Side	S Side
7:00 - 8:00	0	0	4	90	1	25	7	43	42	17	563	4			15	
	1	1	3	51	1	18	8	341	37	16	375	6			15	
	8	0	14	17	0	15	5	452	84	12	380	5			15	
	8	0	15	52	0	15	7	491	91	14	412	7			15	
	10	0	18	65	0	20	8	673	115	17	523	8			15	
	4	3	9	54	1	13	4	623	102	22	445	3			15	
Total (6-hour peak)	33	4	63	359	3	106	39	2,308	471	93	1,698	33	0	0	90	0
Average (6-hour peak)	5	1	11	60	1	18	7	493	79	15	450	6	0	0	15	0

Actual Pedestrian Crossing Distance (m)

Average 6-hour Peak Turning Movements

W_{STC} = [C_{bt}(X_{v,t}) / K₁ + (F(X_{v,p})L) / K₂] x C_i

W =	51	51	0
	veh	Ped	

NOT WARRANTED

RESET SHEET

W_{PED} = [F(X_{ped,m})d_m/K₂] + (X_{ped,d}/K₃)

W =	0
-----	---

Not Warranted - Ped Vol<25(avg)

Traffic Signal Warrant Spreadsheet - v2.0 - © 2011 Transportation Association of Canada

Town of Rothesay - Traffic Signal & Pedestrian Signal Head Warrant Analysis

Main Street (name): Marr Road

Side Street (name): Chapel Rd

Quadrant / Int #: CHECK SHEET

for Warrant Calculation Results, please hit "Page Down"

Direction (EW or NS): EW

Direction (EW or NS): NS

Comments: 2028 with Development, Development Traffic Distributed

Road Authority: Town of Rothesay

City: Rothesay

Analysis Date: 2021 May 03, Mon

Count Date: 2021 April 26, Mon

Date Entry Format: (yyyy-mm-dd)

Lane Configuration	Base LT	Th & LT	Through	Th+RT+LT	Th & RT	Excl RT	RT Channelization (y/n)	Upstream Signal (m)	# of Thru Lanes	LT Phase Type	RTOR Allowed (y/n)	Actuated Thru Phase
Marr Road WH								500	1	perm	y	y
Marr Road EB								850	1	perm	y	y
Chapel Rd NB								1,000	1	perm	y	y
Chapel Rd SB								1,000	1	perm	y	y

Saturation Flow Rates (if not default) (v/phpl)	Default Saturation Flow Rates (v/phpl)
Left Turn	1,650
Through	1,800
Right Turn	1,500

Other Input	Speed (km/h)	Truck %	Bus Rt (y/n)	Median (m)
Marr Road EW	50	2.0%	n	0.0
Chapel Rd NS	40	2.0%	n	0.0

Demographics	(y/n)	(y/n)
Elem. School/Mobility Challenged	(y/n)	n
Senior's Complex	(y/n)	n
Pathway to School	(y/n)	n
Metro Area Population (#)		11,659
Central Business District	(y/n)	y

Traffic Input	NB			SB			WB			EB			Ped1 NS	Ped2 NS	Ped3 EW	Ped4 EW
	LT	Th	RT	LT	Th	RT	LT	Th	RT	LT	Th	RT	W Side	E Side	N Side	S Side
7:00 - 8:00	0	0	4	108	1	31	7	432	45	19	561	4			15	
	1	1	3	65	1	22	8	342	39	12	375	6			15	
	8	0	14	51	0	18	5	451	94	15	380	5			15	
	8	0	15	57	0	19	7	492	101	17	414	7			15	
	10	0	18	71	0	25	8	624	128	21	525	8			15	
	4	3	9	60	1	18	4	624	114	26	447	3			15	
Total (6-hour peak)	31	4	63	312	3	133	39	2,967	521	119	2,704	33	0	0	90	0
Average (6-hour peak)	5	1	11	69	1	22	7	495	87	18	451	6	0	0	15	0

Actual Pedestrian Crossing Distance (m)

Average 6-hour Peak Turning Movements

$$W_{SIG} = [C_{bt}(X_{v,y}) / K_1 + (F(X_{v,p})L) / K_2] \times C_i$$

W =	58	58	0
	Veh	Ped	

NOT Warranted

RESET SHEET

$$W_{PED} = [F((X_{ped,m})d_m / K_2) + (X_{ped,i})d_i / K_3]$$

W =	0
------------	----------

Not Warranted - Ped Vol < 25 (avg)

Town of Rothesay - Traffic Signal & Pedestrian Signal Head Warrant Analysis

Main Street (name) Marr Road

Side Street (name) Chapel Rd

Quadrant / Int # **CHECK SHEET**

for Warrant Calculation Results, please hit 'Page Down'

Direction (EW or NS) EW

Direction (EW or NS) NS

Comments 2028 with Development, All Development Traffic to Marr / Chapel

Road Authority: Town of Rothesay

City: Rothesay

Analysis Date: 2021 May 03, Mon

Count Date: 2021 April 26, Mon

Date Entry Format: (yyyy-mm-dd)

Lane Configuration	3wd LT	Th & LT	Through	Th+RT+LT	Th & RT	EW RT	RT Channelization (y/n)	Minimum Signal (m)	# of Thru Lanes	LT Phase Type	RT OK Allowed (y/n)	Actuated Thru Phase
Marr Road WB								500	1	perm	y	y
Marr Road EB								850	1	perm	y	y
Chapel Rd NB								1,000	1	perm	y	y
Chapel Rd SB								1,000	1	perm	y	y

Saturation Flow Rates (if not default) (v/ph)	Default Saturation Flow Rate (v/ph)
Left Turn	1,650
Through	1,800
Right Turn	1,500

Other input	Speed (K.m/h)	Truck %	Bus Rt (v/n)	Median (m)
Marr Road FW	50	2.0%	n	0.0
Chapel Rd NS	40	2.0%	n	0.0

Set Peak Hours	NB			SB			WB			EB			Ped1 NS	Ped2 NS	Ped3 EW	Ped4 EVV
	LT	Th	RT	LT	Th	RT	LT	Th	RT	LT	Th	RT	W Side	E Side	N Side	S Side
7:00 - 9:00	0	0	4	116	1	33	7	492	49	12	379	6			15	
	1	1	7	70	1	24	8	242	42	12	379	6			15	
	8	0	14	56	0	21	5	451	107	16	380	5			15	
	8	0	15	63	0	21	7	492	116	18	414	7			15	
	10	0	18	78	0	28	8	624	146	23	535	8			15	
	4	7	9	66	1	21	4	634	131	28	447	1			15	
Total 18-hour peak	21	1	63	419	3	148	29	2,987	451	119	1,784	33	0	0	15	0
Average (6-hour peak)	5	1	11	75	1	25	7	495	99	20	451	6	0	0	15	0

Average 6-hour Peak Turning Movements

Actual Pedestrian Crossing Distance (m)

Ped1 NS	Ped2 NS	Ped3 EW	Ped4 EVV
0	0	15	0

Warrant Analysis

$W_{SIG} = [C_{b1}(X_{v,v}) / K_1 + (F(X_{v,p})L) / K_2] \times C_1$

W = 63 63 0

Veh Ped

NOT Warranted

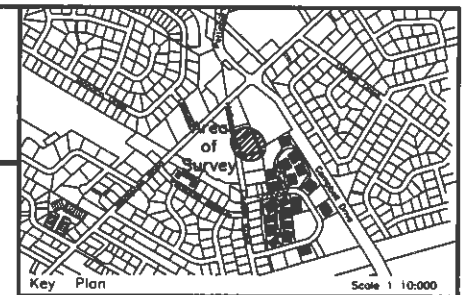
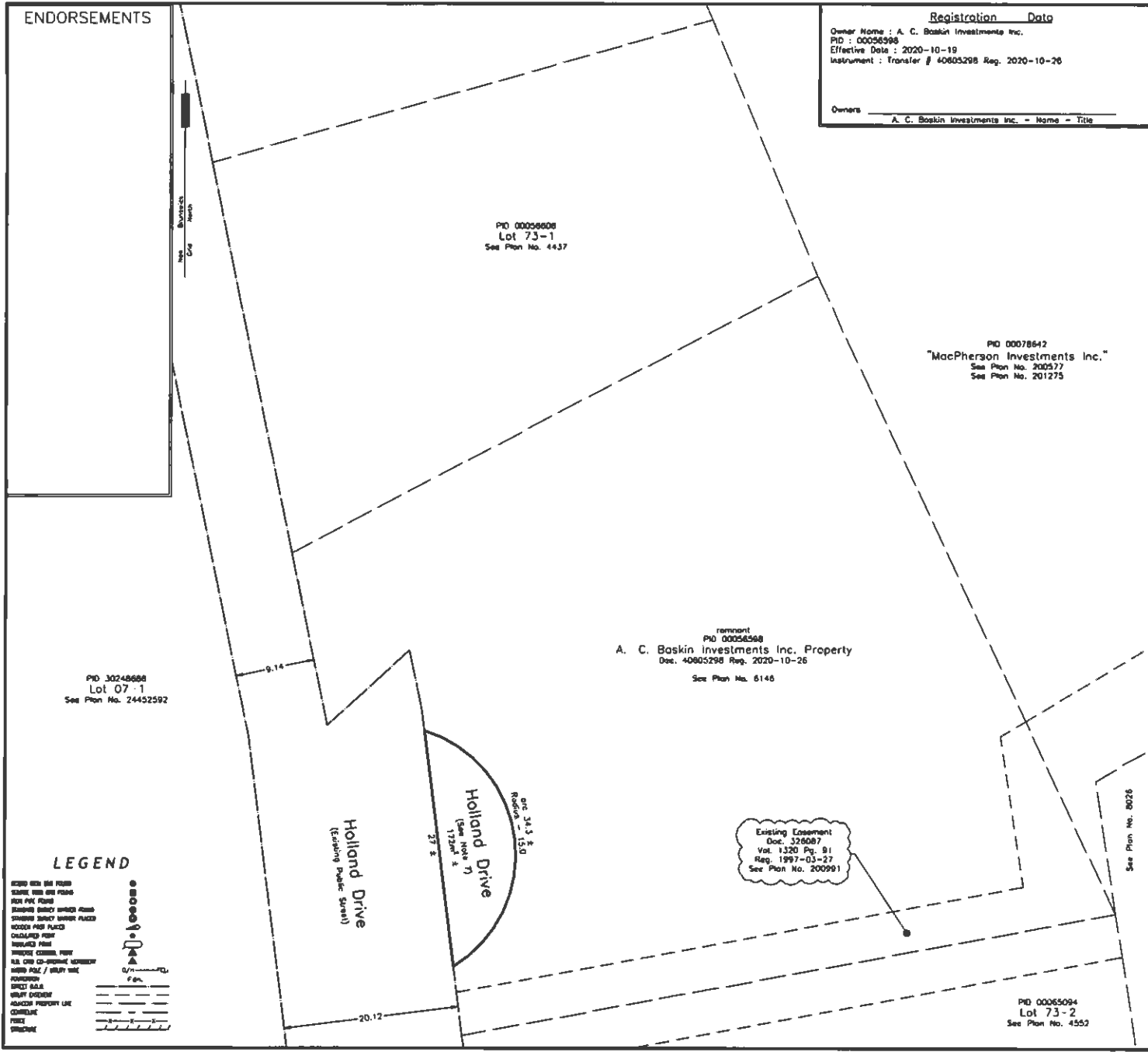
RESET SHEET

Ped Warrant

$W_{PED} = [F((X_{ped,m})d_m/K_2) + (X_{ped})d_p/K_3]$

W = 0

Not Warranted - Ped Vol < 25(avg)



- NOTES**
- Directions are New Brunswick Grid azimuths derived from tabulated N.B. coordinate survey monuments.
 - All distances are in metres and are grid distances, calculated using a combined scale factor and using geoid model HT2_0; to convert to imperial equivalents divide by 0.3048.
 - Area of survey outlined thus , peripheral information compiled from various sources.
 - All document and plan references refer to the Registry Office for Kings County or the Land Titles District of New Brunswick.
 - Field survey completed on -----.
 - All computations performed and coordinates shown on this plan are based on New Brunswick Stereographic Double Projection and the NAD83(CSRS) Reference System as realized by Service New Brunswick High Precision Network coordinate survey monuments.
 - In accordance with Section 88(4)(c) of the Community Planning Act land indicated herein as a Public Street vests in the Town of Rothesay free from any lien or encumbrances as a local government street.

Purpose Of Plan
 to create Holland Drive (Public Street) from a portion of PID 00056598

New Brunswick Grid Co-Ordinate Values

Sta.	X	Y	Rmk.

Tentative Subdivision Plan
 A. C. Baskin Investments Inc.
 Subdivision,
 Holland Drive,
 Town of Rothesay,
 Parish of Rothesay,
 Kings County, New Brunswick

HUGHES SURVEYS & CONSULTANTS INC.

Mar. 21, 2023.
 Date

1 250 5 0 5 10 15 20
 meters

LEGEND

	SURVEY MONUMENTS
	PUBLIC ROAD
	EASEMENT
	BOUNDARY LINE
	PROPOSED ROAD
	UTILITY LINE
	PROPERTY LINE
	CONTOUR LINE
	FENCE
	STRUCTURE

Map 21, 2023 21x33 PM



2023April11OpenSessionFINAL_298

BUILDING PERMIT REPORT

3/1/2023 to 3/31/2023

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
03/21/2023	BP2023-00003	95 HAMPTON ROAD	MULTI-DWELLING BUILDING	\$5,900,000.00	\$42,775.00
03/09/2023	BP2023-00007	70 HAMPTON RD	INTERIOR RENOVATIONS - COMMERCIAL	\$7,000.00	\$50.75
03/23/2023	BP2023-00015	10 TERRI ST	SINGLE FAMILY	\$200,000.00	\$1,450.00
03/07/2023	BP2023-00016	66 JAMES RENFORTH DR	ACCESSORY BUILDING	\$16,000.00	\$116.00
03/27/2023	BP2023-00020	68 LONGWOOD DR	SINGLE FAMILY	\$220,000.00	\$1,595.00
03/23/2023	BP2023-00022	82 HAMPTON RD	INTERIOR RENOVATIONS - COMMERCIAL	\$130,000.00	\$942.50
03/17/2023	BP2023-00023	7 AYERSCLIFFE CRT	WINDOWS	\$6,700.00	\$50.75
03/23/2023	BP2023-00025	19 MCCONCHIE DR	WINDOWS	\$20,000.00	\$145.00
03/21/2023	BP2023-00026	86 GONDOLA POINT RD	DEMOLITION	\$0.00	\$500.00
03/22/2023	BP2023-00030	2717 ROTHESAY RD	DEMOLITION	\$0.00	\$500.00



2023 April 11 Open Session FINAL 299

BUILDING PERMIT REPORT

3/1/2023 to 3/31/2023

Date	Building Permit No	Property Location	Nature of Construction	<i>Value of Construction</i>	<i>Building Permit Fee</i>
Totals:				\$6,499,700.00	\$48,125.00
Summary for 2023 to Date:				\$7,356,750.00	\$55,345.50

2022 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$491,000.00	\$3,559.75
Summary to Date:	\$764,000.00	\$5,539.00



ROTHESAY



INTEROFFICE MEMORANDUM

TO : Mayor Grant & Council
 FROM : John Jarvie
 DATE : 4 April 2023
 RE : Capital Project – Status Report

The following is a list of 2023 capital projects, holdover 2019, 2020 and 2022 capital projects and the status of each along with a continuing project from 2016.

PROJECT	BUDGET	\$ TO 28/02/23	COMMENTS
General Specification for Contracts	40,000	40%	Draft document under review by staff
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 – design underway
Drainage Study	200,000	100%	Final Report Submitted -urgent deficiencies under construction
WWTP Phase II design	600,000	100%	Preliminary Design in Review Stage – funding applications submitted
Shadow Hill Court water	400,000		Preliminary design and cost estimates complete
Fire Department Stn 2 Reno	1,250,000	50%	Approved by Municipal Capital Borrowing Board, budget adjustment made and increase approved by both Towns
Intersection improvements Grove Avenue at Hampton Road	475,000	37%	Conduit and pole bases complete, awaiting delivery of poles and signals, expected in April
Turnbull Ct sewer replacement Ph II	\$1.0M	50%	Tender awarded; EIA review underway
Water quantity	100,000		pending
Water model update	100,000		deferred
Wells New Building	\$3.1M	30%	Construction Underway
Hillsview water line replacement	50,000		Preliminary design complete, deferred
2023 Street Resurfacing inc C&S	\$1.225M		Engineering Design underway
Fleet	750,000		Vacuum Truck has been ordered
Pickle Ball Courts Phase II	150,000		Tender awarded
Parks Equipment	215,000		
Recreation Master Plan	60,000		
Works Buildings	85,000		HVAC system installed, external unit installed, removal of hot water piping underway
Parks Equipment	215,000		
Arena Condenser	100,000		
McGuire Centre Repairs	30,000		
Town Hall – HVAC controls	40,000		
IT (software upgrades)	17,000		
Water Treatment Train expansion	630,000	10%	Purchased and on order - April 2024 delivery expected
Lagoon Dredging	\$1.32M		Considered part of the WWTF complex construction in revised funding application

* Funds paid to this date.



ROTHESAY MEMORANDUM



TO : Mayor and Council
FROM : Town Clerk Banks
DATE : 23 March 2023
RE : Accommodations Levy By-law 1-23

RECOMMENDATION:

- Council give Reading by Summary to By-law 1-23, “Accommodations Levy By-law”

- Council give 3rd Reading by Title and Enactment to By-law 1-23, “Accommodations Levy By-law”

BACKGROUND:

Regional municipalities entered into a Members’ Agreements with Envision Saint John in March 2021. An “Accommodations Levy By-law” is included in the agreement (paragraph 5.3 (b)) and is being brought forward for enactment by Rothesay Council.

Council gave 1st Reading by Title to By-law 1-23, following a special Council meeting on Monday, February 13, 2023. 2nd Reading by Title was given on Monday, March 13, 2023. By-law 1-23 is now ready to be brought forward for consideration of enactment.

The *Local Governance Act*, SNB 2017, c. 18 Section 15, allows for a summary of a By-law to be read rather than the By-law being read in its entirety, on unanimous decision of Council AND posting to the municipal website, at least two weeks prior to enactment.

The public notice was posted to the website on Thursday, March 23, 2023, along with a copy of draft By-law 1-23 (copy attached). A copy of the notice was also posted at the Town Hall.

The following social media message was scheduled for March 28, 30, April 3 and 5:

*Rothesay Council intends to consider enactment of **By-law 1-23, “A By-law of the Municipality of Rothesay for the Imposition of a Levy on Short Term Accommodations”**, referred to as the “Rothesay Accommodations Levy By-law”, at its next regular meeting on **Tuesday, April 11, 2023**. More information can be found on the Town website at <https://www.rothesay.ca/public-notice-by-law-1-23/>.*

Original signed by

Mary Jane Banks

Mary Jane Banks, BComm
Town Clerk

Attachments: Public Notice (23 March 2023)
Draft By-law 1-23



2023 April 11 Open Session FINAL_302
ROTHESAY



PUBLIC NOTICE

23 March 2023, Rothesay, NB

Rothesay Council intends to consider enactment of **By-law 1-23, “A By-law of the Municipality of Rothesay for the Imposition of a Levy on Short Term Accommodations”**, referred to as the “Rothesay Accommodations Levy By-law”, at its next regular meeting on **Tuesday, April 11, 2023**, starting at 7:00 p.m. The meeting will be held in the Common Room, Rothesay Town Hall, 70 Hampton Road, Rothesay, NB.

Regional municipalities entered into a Members’ Agreements with Envision Saint John in March 2021. An “Accommodations Levy By-law” is included in the agreement (paragraph 5.3 (b)) and is being brought forward for enactment by Rothesay Council.

The “Rothesay Accommodations Levy By-law” will require Operators to add a levy of 3.5% to the purchase price of tourism accommodations in Rothesay. There are exemptions, as outlined in the By-law, which is available online for review.

Council will consider appointment of By-law Enforcement Officers to administer the collection of the levy from Operators, along with required monthly collection reports. Remittance and enforcement procedures are outlined in By-law 1-23.

Public access to the Council meeting livestream will be available online:

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

By-law 1-23, “A By-Law of the Municipality of Rothesay for the Imposition of a Levy on Short Term Accommodations”.

Mary Jane Banks, BComm
Town Clerk

[www.rothesay.ca /public-notice-by-law-1-23/](http://www.rothesay.ca/public-notice-by-law-1-23/)

PUBLIC NOTICE – By-law 1-23, “A By-law of the Municipality of Rothesay for the Imposition of a Levy on Short Term Accommodations”

23 March 2023, Rothesay, NB

Rothesay Council intends to consider enactment of **By-law 1-23, “A By-law of the Municipality of Rothesay for the Imposition of a Levy on Short Term Accommodations”**, referred to as the “Rothesay Accommodations Levy By-law”, at its next regular meeting on **Tuesday, April 11, 2023**, starting at 7:00 p.m. The meeting will be held in the Common Room, Rothesay Town Hall, 70 Hampton Road, Rothesay, NB.

Regional municipalities entered into a Members’ Agreement with Envision Saint John in March 2021. An “Accommodations Levy By-law” is included in the agreement (paragraph 5.3 (b)) and is being brought forward for enactment by Rothesay Council.

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Council will consider appointment of By-law Enforcement Officers to administer the collection of the levy from Operators, along with required monthly collection reports. Remittance and enforcement procedures are outlined in By-law 1-23.

Public access to the Council meeting livestream will be available online: <https://www.youtube.com/user/RothesayNB>

[By-law 1-23, “A By-Law of the Municipality of Rothesay for the Imposition of a Levy on Short Term Accommodations”.](#)

Mary Jane Banks, BComm

Town Clerk

BY-LAW NO. 1-23

A BY-LAW OF THE MUNICIPALITY OF ROTHESAY FOR THE IMPOSITION OF A LEVY ON SHORT TERM ACCOMMODATIONS

The Council of Rothesay, under authority vested in it by the Local Governance Act (S.N.B. 2017, Chapter 18), Section 101.1 and amendments thereto enacts as follows:

TITLE

1. This by-law may be cited as the "Rothesay Accommodations Levy By-law".

DEFINITIONS

2. In this By-law:
 - (a) "Act" means the Local Governance Act (S.N.B. 2017, Chapter 18), amendments thereto and regulations adopted thereunder;
 - (b) "business day" means a day other than a Saturday, Sunday or statutory holiday in New Brunswick;
 - (c) "By-law Enforcement Officer" means a By-law enforcement officer, a consultant or any other person or entity appointed under this By-law and designated by resolution of Council;
 - (d) "Council" means the elected Mayor and Councillors of Rothesay;
 - (e) "Councillor" means a Member of Council other than the Mayor;
 - (f) "Levy" means the tourism accommodation levy collected pursuant to this By-law;
 - (g) "Member" or "Members of Council" means any person elected to the Council;
 - (h) "Operator" means a person, partnership or corporation who, in the normal course of its business, sells, offers to sell, provides or offers to provide tourism accommodation in Rothesay;
 - (i) "Rothesay" means the town of Rothesay, as established by *New Brunswick Regulation 85-6*, under the Act (Section 196),
 - (j) "Tourism Accommodation" means any premises operated to provide, for remuneration, temporary sleeping accommodation for the public for a continuous period not exceeding 31 days, and includes hotels, motels, inns, bed and breakfasts, resorts, hostels, campgrounds consisting of tents, yurts, cabins and trailer sites, buildings owned or operated by a post-secondary institution, any other facility or building which contains rooms offered as accommodations or rental units and dwelling units that are offered as lodgings; and for greater certainty does not include those properties listed in Schedule A.
 - (k) "Town" means the town of Rothesay, as established by *New Brunswick Regulation 85-6*, under the Act (Section 196),

INTERPRETATION

3. Rules for interpretation of the language in this By-law are as follows.
 - (a) Captions, article and section names and numbers appearing in this By-law are for convenience of reference only and have no effect on its interpretation,
 - (b) Where the context requires, the singular shall be taken to also mean the plural and references to the male or female gender shall be taken to include the other,
 - (c) Each reference to legislation in this By-law is printed in *Italic font*; the reference is intended to include all applicable amendments to the legislation, including successor legislation. Where this By-law references other By-laws of Rothesay, the term is intended to include all applicable amendments to those By-laws, including successor By-laws.
 - (d) The requirements of this By-law are in addition to any requirements contained in any other applicable By-laws of Rothesay or applicable provincial or federal statutes or regulations.
 - (e) If any section, subsection, part or parts or provision of this By-law, is for any reason declared by a court or tribunal of competent jurisdiction to be invalid, the ruling shall not affect the validity of the By-law as a whole, nor any other part of it.

APPOINTMENT OF BY-LAW ENFORCEMENT OFFICERS

4. Council may, for the purposes of the administration and enforcement of this By-law, appoint By-law enforcement officers who may exercise such powers and perform such duties as may be set out in this By-law or the Local Governance Act.

APPLICATION OF LEVY

5. A levy of 3.5% of the purchase price of tourism accommodation shall be imposed by Operators in Rothesay.

COLLECTION OF LEVY

6. Operators shall collect the levy from the purchaser at the time the tourism accommodation is purchased and shall remit the levy to the By-Law Enforcement Officer at the times and in the manner set forth in this By-law.

SEPARATE LINE ITEM FOR LEVY

7. An operator shall include on every invoice and receipt for the purchase of tourism accommodation a separate line item for the amount of the Levy imposed pursuant to section 5.

EXEMPTIONS

8. The Levy shall not apply to:
- (a) a student who is accommodated in a building owned or operated by a post-secondary educational institution while the student is registered at and attending a post-secondary educational institution; and
 - (b) a person who is accommodated in a room for more than 31 consecutive days.

REPORT ON LEVY

9. Reports related to the collection of the Levy shall be submitted as follows.
- (a) Subject to subsection (b), unless otherwise provided, all Operators shall submit to the By-Law Enforcement Officer, in a form acceptable to Rothesay, a monthly report detailing the tourism accommodation sales and Levy collected.
 - (b) The By-Law Enforcement Officer may at any time require an Operator to provide a report of sales and levy collected for any period.
 - (c) The report referred to in subsection (a) shall be submitted by an Operator for each place of business of that Operator, unless the By-Law Enforcement Officer has agreed that the operator may submit a single consolidated report for all its places of business.
 - (d) The report referred to in subsection (a) shall be submitted to the By-Law Enforcement Officer no later than the 20th day of the month following the month in which the levy was collected by the operator.

REMITTANCE OF LEVY

10. The Levy collected by an Operator shall be remitted to the By-Law Enforcement Officer in accordance with the following.
- (a) The Levy collected by an Operator shall be remitted to the By-Law Enforcement Officer no later than the last day of the month following the month in which the Levy was collected.
 - (b) If an Operator did not collect any Levy during a given month, that Operator shall nevertheless submit a report to the By-Law Enforcement Officer to that effect in a form acceptable to the By-Law Enforcement Officer.
 - (c) Where an Operator ceases to carry on or disposes of its business, said Operator shall submit the monthly report contemplated at section 9 and remit the levy to the By-Law Enforcement Officer within 20 business days of the date this Operator ceases to carry on or disposes of its business.

RECORDS

- 11.(1) An Operator shall keep books of account, records and documents sufficient to furnish the By-Law Enforcement Officer with the necessary particulars of:
 - (a) sales of tourism accommodation,
 - (b) amounts of levy collected, and
 - (c) remittance of levy
- 11.(2) All entries concerning the Levy in such books of account, records and documents shall be separate and distinguishable from other entries made therein.
- 11.(3) Every operator shall retain any book of account, record or other document referred to in this section for a minimum of 6 years following the date on which said documents were created.
- 11.(4) The By-Law Enforcement Officer may, at any time, inspect and audit all books, records, accounts, transactions and other documents of an Operator and require an Operator to produce copies of any document or record it deems necessary for the purposes of administering and enforcing this By-law.

CALCULATION OF LEVY

12. Where an operator sells tourism accommodation in combination with meals and other specialized services in the form of an all-inclusive package, the purchase price of the all-inclusive package shall be deemed to be the purchase price of the tourism accommodation for the purpose of calculating the levy pursuant to section 5 hereof.

REFUND OF LEVY COLLECTED IN ERROR

13. If the By-Law Enforcement Officer is satisfied that an operator has remitted to the By-Law Enforcement Officer an amount as collected Levy that the operator neither collected nor was required to collect under this By-law, the By-Law Enforcement Officer shall refund this amount to the operator.

INTEREST

14. Interest is payable to the By-Law Enforcement Officer on the levy to be collected and remitted under this By-law at the rate of 1.5% per month on all levies not paid on the prescribed date.

LIEN

15. Any levy payable under this By-law and interest thereon owed to Rothesay shall, until they are fully paid, form a lien and charge against the operator's lands, and Rothesay may file with the Land Registry Office a notice to that effect.

ENFORCEMENT

16. (1) By-law Enforcement Officers are hereby authorized to carry out any inspection necessary for the administration or enforcement of this By-law.
- 16 (2) By-law Enforcement Officers are hereby authorized to take such actions, exercise such powers and perform such duties as may be set out in this By-law or in the Local Governance Act and as they may deem to be necessary to enforce any provision of this By-law.

OFFENCES

- 17. (1) A person who violates any of the provisions of this By-law is guilty of an offence and liable on conviction to a fine of \$500.00.
- 17 (2) If an offence continues for more than one day, the fine established at subsection (1) shall be multiplied by the number of days during which the offence continues.

ADMINISTRATIVE PENALTIES

- 18. (1) A By-law Enforcement Officer may require an administrative penalty to be paid with respect to a violation of any provision of this By-law as set out in subsection 18(2).
- 18 (2) A person who violates any provision of this By-law may pay to a By-law Enforcement Officer within 30 business days from the date of such violation an administrative penalty of \$250.00, and upon such payment, the person who committed the violation is not liable to be prosecuted therefor.

EFFECTIVE DATE

- 19. This By-law comes into effect on June 1st, 2023.

FIRST READING BY TITLE February 13, 2023

SECOND READING BY TITLE March 13, 2023

READ BY SECTION NUMBER
(Advertised as to content on the Rothesay website in accordance with the *Local Governance Act*, SNB (2017) c. 18)

THIRD READING BY TITLE AND ENACTMENT

Mayor Nancy Grant

Town Clerk Mary Jane Banks

SCHEDULE A

PROPERTY NAME	CIVIC ADDRESS	PID
Villa Madonna	115 Villa Madonna Drive	00233189
Rothesay Netherwood School	40 College Hill Road	00097204

Liz Hazlett

From: Mary Jane Banks
Sent: Wednesday, March 22, 2023 9:10 AM
To: Liz Hazlett; Michael Kean
Subject: FW: Delegation Request to Council
Attachments: FoodCycler Municipal Solutions_2023.pdf; Municipal Pilot Program Explainer.pdf

From: Kassia Régnier <Kassiar@foodcycler.com>
Sent: March 21, 2023 10:51 AM
To: Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Cc: Nancy Grant <NancyGrant@rothesay.ca>
Subject: Re: Delegation Request to Council

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

Good morning, Mary Jane,

Please find a copy of our Powerpoint presentation attached to this message, along with a page briefly describing how our pilot programs work.

I imagine you all must be very busy with the new Local Governance Reform. That's certainly the message I've been getting from municipalities all over the province.

Thank you for suggesting connecting with the Fundy Regional Services Commission and sharing the contact information! We've actually been in contact with several Commissions across the province and we're speaking with them about how this solution could be brought to benefit New Brunswick. You're right in that a regional partnership for something like this would make a lot of sense. 😊 The conversations are still early, but several Commissions recommend connecting directly with the municipalities to share more information at the same time – they seem to think the timing is right.

Please let me know if the Rothesay Council would be interested in hearing more about the program, and if there is anything else I may provide to help with your decision. If you feel that a preliminary meeting prior to a Council presentation is better suited for now, please let me know.

Thanks, Mary Jane!

All the best,

Kassia Régnier

Coordonnatrice des programmes municipaux | Municipal Program Coordinator
+1 613-861-1721



Food Cycle Science Corporation
371A Richmond Road, Suite 4,
Ottawa, ON, K2A 0E7



From: Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Date: Tuesday, March 21, 2023 at 8:05 AM
To: Kassia Régnier <Kassiar@foodcyclers.com>
Cc: Nancy Grant <NancyGrant@rothesay.ca>
Subject: RE: Delegation Request to Council

You don't often get email from maryjanebanks@rothesay.ca. [Learn why this is important](#)

Good morning.

Would you mind forwarding a copy of your Powerpoint presentation for review? It is possible your presentation may be better suited for the Fundy Regional Service Commission.

As you may not be aware, Local Governance Reform is underway in New Brunswick (<https://www2.gnb.ca/content/gnb/en/corporate/promo/local-governance.html>).

The 12 regional service commissions (comprised of municipalities and rural service districts) are undertaking additional responsibilities and oversight. They have, however, been responsible for solid waste management since their inception in 2012 - <https://www.fundyrecycles.com/solid-waste/garbage-recycling/garbage-bulk-items/>

It is the responsibility of the municipalities to provide collection services but the Fundy Regional Service Commission (FRSC) is responsible for the Crane Mountain Landfill as well as the recycling and compost programs in the Greater Saint John region.

I would offer that you may want to contact Phil Ouellette, CEO – Fundy Regional Service Commission (pouellette@fundyregion.ca) and Marc McLeod, General Manager – Fundy Regional Service Commission (mmacleod@fundyrecycles.com) to discuss a possible regional partnership.

I look forward to hearing from you.

MaryJane

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

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

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

From: Kassia Régnier <Kassiar@foodcyclers.com>
Sent: March 20, 2023 10:35 AM
To: Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Subject: Re: Delegation Request to Council

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

Good morning, Mary Jane,

2023April11OpenSessionFINAL_312

Thank you for reviewing my request!

If there's anything else I may provide to help as you consider our request, such as our PowerPoint presentation, please let me know.

Thank you and have a great week,

Kassia Régnier

Coordonnatrice des programmes municipaux | Municipal Program Coordinator
+1 613-861-1721



www.foodcyclers.com
Visit Our Blog!

Food Cycle Science Corporation
371A Richmond Road, Suite 4,
Ottawa, ON, K2A 0E7



From: Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Date: Monday, March 20, 2023 at 9:32 AM
To: Kassia Régnier <Kassiar@foodcyclers.com>
Subject: RE: Delegation Request to Council

You don't often get email from maryjanebanks@rothesay.ca. [Learn why this is important](#)

Good morning and thank you for your email.

I will review your request with the Town Manager and contact you in the next week or two.

Enjoy your day~

Mary Jane

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

p (506)848-6664

f (506)848-6677

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

From: Kassia Régnier <Kassiar@foodcyclers.com>
Sent: March 17, 2023 11:28 AM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: Delegation Request to Council

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

Dear Clerk of the Town of Rothesay, [2023April11OpenSessionFINAL_313](#)

I am writing to you as the Municipal Program Coordinator with Food Cycle Science (FCS) to request a virtual delegation before Council. FCS provides municipalities with innovative residential and commercial food waste diversion solutions to reduce the amount of organic waste going to landfill.

We have received federal funding through the **Impact Canada/Agriculture and Agri-Food Canada Food Waste Reduction Challenge** to expand our municipal programs. As a trusted solution provider to over 70 municipalities in Canada and the United States, we are seeking additional implementation partners to participate in this program. The program comes with a direct investment in your community to offset the cost of the program. (See Impact Canada's food waste reduction challenge here: <https://impact.canada.ca/en/challenges/food-waste-reduction-challenge>).

Please also see the following link to the municipal page of our website: <https://foodcyclescience.com/pages/municipal-solutions>

We think our FoodCycler technology, which turns food waste into a natural soil amendment in a matter of hours, could be very useful to your community. The FoodCycler works anywhere with an outlet, usually in a kitchen, garage, or basement, and reduces the weight and volume of food waste by about 90%, leaving users with a sterile biomass that has many beneficial uses, such as natural garden fertilizer.

With our programs, municipalities do not need infrastructure to collect or process green bins, landfill life is extended, and greenhouse gas emissions are reduced by 95% compared to sending food waste to landfills. Our partners see significant reductions in their regular waste treatment costs because they now have much less waste to landfill.

We would like to come forward as a delegation to share information with the Council and see if there is interest in participating in Impact Canada's pilot program. To assist you in your decision-making process, we can provide you with staff reports from other municipalities, survey results or technical documentation.

Thank you for your time and I look forward to your response.

Have a great day,

Kassia Régnier

Coordonnatrice des programmes municipaux | Municipal Program Coordinator
+1 613-861-1721



www.foodcycler.com
[Visit Our Blog!](#)

Food Cycle Science Corporation
371A Richmond Road, Suite 4,
Ottawa, ON, K2A 0E7



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.

2023 April Open Session FINAL 3/4
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.

Save Our Station

Rothesay, NB.

April 4, 2023

Her Worship Mayor Grant and Members of Town Council
Town of Rothesay
70 Hampton Road
Rothesay, NB. E2E 5L5

Mayor Grant and Members of Council;

Re: Request to Make Presentation – Rothesay Train Station, Station Road, Rothesay

As you may be aware, the Rothesay Train Station is listed for sale as a commercial property by the current owners of the building.

We ask for the opportunity to make a presentation to you on April 11 to show the importance of the Station, its history and its heritage to you and to the community as a whole.

With this request, we are providing the following documents:

- Rothesay Train Station Presentation;
- Rothesay Train Station – History;
- Rothesay Train Station – Other Maritime Stations; and
- Restrictions and Conditions – Rothesay Station House.

Thank you very much.

Sincerely;

Michael Wennberg

Catharine Macdonald

John McAvity

Christiane Vaillancourt

The Importance of Our Rothesay Train Station to Rothesay's History and Heritage

Edited excerpts from *The Rothesay Living Museum Website*

Prepared for Rothesay Town Council Presentation – April 11, 2023

“... the coming of the E&NA must be regarded as the single most important event in Rothesay's history by making its links with the outside world that much stronger.”



To trace the early history of our Rothesay Railway station is to dive into the preconfederation era of Canada when this country was still very much dependent upon England.

The first practical locomotive was constructed in 1829. The first railway in New Brunswick was the *European and North American Railway* and the contract for the construction of the line from Saint John to Amherst and also from Saint John to the United States border was signed in Saint John on September 29, 1852.

Lady Head, wife of Sigmund Head, the governor at that time, turned the first sod on the railway. However, work progressed slowly and it was not until 1858 that the railway extended as far as the Kennebecasis station (now Rothesay).

The Rothesay station was built by **Alfred Harris** at a cost of \$2,500. The contract was dated October 3, 1857 and called for a two-storey passenger station, 50 feet by 28 feet and a platform 100 feet by 30 feet. The station was to have both women's and men's waiting rooms, and a stationmaster's office. There was also a magistrate's office. Upstairs was a large four-room apartment complete with kitchen and cold running water and three fireplaces. On April 3, 1858, Harris was awarded another contract to build a pumphouse, 18 feet by 18 feet and a woodshed.

The first train arrived at the Rothesay station on June 1, 1858. The railway was not quite finished but there was no obstacle preventing the train from running to Rothesay. The train ran every day from Saint John to Rothesay after June 1st, except Sundays.

The first stationmaster of the Rothesay station was a colourful man named **Marianus Cuming**. He moved to Rothesay in November, 1858 with a large family, to organize timetables, fares and methods of shipping goods and passengers. Originally from Scotland, Cuming was brought to New Brunswick to organize and build a college of veterinary surgery. This plan was eventually aborted and Cuming decided to accept the job as stationmaster. Cuming had been a veterinarian in Scotland, and was also an inventor of some skill. He had written a number of scientific papers and had been, while in Saint John, an editor of a tri-weekly newspaper called the *Saint John Courier*. Unfortunately, Cuming died soon after accepting the post as stationmaster ...

In 1860 **Miss S.E. Davidson** was named stationmistress, and she held that position for many years. In February, 1862 a wood train smashed into a passenger train killing a woman and a child. The passenger

train was stopped at the Rothesay Station for food and water. Six people were injured along with the two deaths. A Coroner's inquest into the accident brought a verdict of accidental death. Ice had formed on the tracks and because of the slippery conditions the wood train was unable to stop.

The station was open until midnight each day. **Mrs. Horton Saunders**, daughter of a stationmaster, said "My father would work from 3 am until 4 pm when the afternoon man would come in and work until 12 am. There were a lot of people traveling by train in those days. I used to travel to Moncton quite frequently to visit relatives there. My father was responsible for the complete running of the station, selling of the tickets and the taking of telegrams. I remember an Indian woman who would come in two times a week to scrub and clean the station. The station was a very busy place in those days. A great deal of freight came through. But there were very few passenger cars."

Douglas Wright lived in Rothesay all his life, and his father had worked at the station as baggage master between the years 1895-1905. His earliest memories begin around the year 1920, when he was seven. "Everyone commuted by train, in and out of town. In the mornings there was a 7 o'clock train called the Hampton train. At 8 o'clock the Sussex train would pass through. In the evening two trains would leave Saint John - the 5:15 and the 6:15. A lot of baggage came in on the train. Some of the freight trains were large with between 50 and 60 cars. I can recall three separate train wrecks," he said, "one in 1903, one 1923 and another 1936. All three of the accidents took place at the same spot, a turn where the Rothesay Tennis court is now. The turn was very sharp, and sometimes the trains would be going so fast that they were unable to navigate the turn. After 1940 the activity surrounding the station began to gradually go down," Mr. Wright said, "and in the 70s there wasn't much doing."

Mrs. John Sayre is another resident who has many fond memories about the station. "Rothesay was a village then and everyone went down to meet the train. As children we used to always be playing around the station, and we knew how to look after ourselves around the tracks. You see, we grew up with the trains. We used to put pennies on the track when the train was coming and watch it go over them. They would get very badly flattened. We were warned not to put anything big on the track because it might wreck the train. Many people went to town to shop in the market and the grocery stores. I would go with my mother sometimes. Parcels would be delivered by the train because the express was free. We would also go down to the station to get newspapers. There were many wagons and carts around then, but the big thing would be to go and meet our fathers coming from town. My father used the train regularly for his travel to and from Saint John."

Excerpts from *Rothesay - An Illustrated History 1784 – 1920, 1984* (pp. 27-32)

Rothesay ..., in addition to its riverside location, ... was an important crossroads for overland traffic. The roads to Gondola Point, Saint John, and Halifax (via Hampton and Sussex) met at the junction known as "Rothesay Corner," where there was always some sort of Inn known, at least at that particular time, as "Nine-Mile House." It is not surprising, therefore, that as early as 1836 different schemes were being presented to the New Brunswick Legislature proposing that a railway line be laid connecting Saint John (and Rothesay) with the other major cities of the Maritimes and Canada. The events which finally led to the completion of the European and North American Railway (E & NA) were, to say the least, dynamic and fraught with difficulties and setbacks. However, due to the strenuous efforts of people such as Leonard Tilley, John Robertson, and a certain outspoken editor of the Saint John Morning News, George E. Fenety, the line connecting Saint John and Shediac (which intercepted the line connecting Halifax and Quebec at Moncton) was completed in 1860. More importantly for Rothesay, however, was the completion of the line between it and Saint John on Tuesday, June 1, 1858:

The important public event this week is the opening of the Railway out as far as Nine Mile House ... The road is not quite finished, but no obstacles remain to prevent the cars from safely running. They are advertised to run every day (excepting Sunday). These trips were made on Tuesday afternoon and a large number of persons availed themselves of the pleasure of a railway ride ... The road is said to be substantial and the tracks across the lake [Lawlors Lake] as solid as any part of it. It is desirable that the works as far as Hampton, at least, be pushed forward with all dispatch ...

To describe the opening of the railway from Saint John to Rothesay as "the important public event this week" was to grossly understate the event. At least one historian has noted, "the coming of the E.N.A. must be regarded as the single most important event in Rothesay's history." It opened Rothesay up to the rest of the province in a way which could only be fully appreciated by someone who had lived in the village prior to 1858, providing swift, easy access to the city to the south, and later to Hampton, Sussex and Moncton to the north east. **It also made it possible for one to live in Rothesay and work in Saint John, an eventuality which encouraged further settlement of the area.** The E & NA was later extended to the U.S. - "all the way east (sic) to Bangor".

Contemporary with the construction of the line was the construction of what, at that time, was known as the **Kennebecasis Station** ... the first train arrived at the Kennebecasis Station on June 1, 1858, but a more eventful, and more historic arrival occurred on August 4, 1860. Earlier that summer, a young New Brunswick journalist, who had taken a run over the line, wrote to Leonard Tilley: "As I passed over the line, I felt that a new era had opened upon my native country." A "new era" indeed, and one which was to be capped in the month of August by a visit from the **Prince of Wales** to Rothesay while on his way from Saint John to Fredericton. The following account from 1860 reveals the historic significance of the visit:

*The Prince of Wales having made known his intention of visiting this Province in 1860, it was arranged that when going to Fredericton from Saint John his route should be via Kennebecasis Station, and embark on board the "Forest Queen" at a wharf built by the Hon. J. Robertson. When setting about the plans and **having failed on former occasions to agree on a name for the station and village, the expected arrival of the Prince was thought a good opportunity for doing so and Robert Thompson Sr. accordingly proposed "Rothesay", as being one of the Prince's oldest titles, as a fit name for the place of his embarkation and without one dissenting voice it was at once agreed to. The Railway commissioners were requested to change the name of the station, which they willingly did.** The Prince expressed himself pleased with the honour conferred on him.*

Precisely what the village was called before this date is confused, with some accounts having it called "Scribner's Corner," others having called it simply "Kennebecasis." The certainty is that **from 1860 the village was officially known as Rothesay.**

Literally thousands of people gathered at the Rothesay Station to catch a glimpse of His Royal Highness (later to become Edward VII), who stood on the platform on his car greeting the crowds. According to one account, the Prince had to walk a distance of 200 yards from the station to his waiting ship. It was a windy day and the dust was swirling around quite badly, getting into the Prince's eyes, grating his teeth, and choking up his nostrils. Despite this, the Prince maintained his good humour, and politely bowed in response to the thunderous cheers which sent him on his way to Fredericton.

From the time it was finished in 1858, the Station became the hub of activity in Rothesay, even **servicing for a short time as the site for village meetings.** Everyone would come to the Station to meet the train

each day; children would play around it, putting pennies on the tracks to flatten them; men would discuss politics in it while waiting for the train.

Mr. John Brock, a local resident, recalls one rather amusing anecdote around this late use of the station:

"It was close to election time ... and people would gather in the station and while they waited for the train, they would hotly discuss the upcoming election. These discussions often led to arguments ... one time there was this fellow who, supporting one side, became involved in a heated disagreement with three brothers. These brothers were big, burly men who were quick to anger. Just as the argument was at its peak the train was heard coming and the people in the station went out to meet it. There were bars in the windows of the station house at that time and the three brothers bent the bars, stuck the fellow's head in between them, bent them back and left him there, causing him to miss his train."

So, the advent of the "iron maiden" did not always provide "quick and easy access" to the city.

It did, however, provide ease of movement. Rothesay residents took advantage of its schedule to shop in the town markets and commute to work. On any given day, one could see people boarding the train for town and returning with their wares, all parcels being delivered by the train because the express was free. **Mrs. John Sayre** recalls that "the big thing would be to go and meet our fathers coming from town. My father used the train regularly for his travels to and from Saint John." There are many, many more stories, events, and histories surrounding the E&NA and the Rothesay Station, such as the accidents which occurred at the old bend in the line which was situated where the present-day tennis courts exist, and the numerous and colourful stationmasters, but to catalogue all of these things is outside the scope of this book. We must, therefore, pick up our history of the line in 1926, which seems to be the year which was to signal its eventual demise to the status which it has today. That was the year that bus service was introduced into the area, and, according to Mrs. Sayre, the year "a lot of people started taking them [the buses]. The bus would stop at each person's house and would drop you off up town. The train station then became, more or less, just a flag station," instead of the main stop it once was. The invention of the automobile, coupled with its popularization and wide-spread use, also played its part in the demise of the "iron maiden". That same progress which had signaled the end of the wooden sailing ship was taking its toll on the train.

The Station House continued to decline until 1975, when the C.N.R. finally announced its close. The *King's County Record* noted that at that time "many people thought that would be the end of it." But that was not to be so. A number of concerned Rothesay residents acted quickly to form the *Rothesay Area Heritage Trust*, which purchased the building from C.N.R. for the sum of \$1.00, with a view to restoring and preserving the history which it represented. Today, one may visit the Station and see it in excellent repair. The interior has been converted by **Mr. Martin Flewwelling** to a photographic studio and gallery in which the waiting room and the characteristic facade of the ticket window have been preserved.

As indicated above, **the coming of the E&NA must be regarded as the single most important event in Rothesay's history by making its links with the outside world that much stronger.** With the trains came the ease of commuting to and from Saint John, and also the ease of travel to such distant centres as Halifax, Montreal, and Boston. The immediate consequences for Rothesay were two important new developments which shall form the subject matter of the next two chapters: the establishment of boarding schools for young ladies and gentlemen and the evolution of the village as a summer residence for the well to do of Saint John.

Our Rothesay Train Station

Rothesay's Only National Historic Site

- and -

Other Historic Maritime Train Stations

Prepared for Rothesay Town Council Presentation – April 11, 2023

Our Rothesay Train Station is unique in the Maritimes. It is the oldest **train station (period!) and the oldest train station still standing in its original location**. Built in 1858, it is essentially the same now as depicted in the 1857 architectural drawings owned by the *New Brunswick Museum*, and featured in the Drawings Collection entitled “*Music of the Eye*” written by the Museum’s Chief Curator, Gary Hughes.

In 1975, when CN Railway began closing and disposing of its train stations, a small group of Rothesay residents banded together to save the station. They succeeded! That is why our station is the **only one still in existence of the original 17 stations** on the *European and North American Railway* line from Saint John to Shediac. While the remaining train stations in the Maritimes are newer than the Rothesay Station, most of them are **owned by, and have survived due to the efforts of, their local municipalities** - preserved and repurposed as museums, tourist information centres, restaurants or municipal or business offices.

Maritime Train Stations

Rothesay Train Station (NB) - built in 1858, in its original location. Owned by Rothesay Area Heritage Trust Inc. between 1976 and 1989. Since then, **privately owned** by businesses, on land leased from CN. Currently for sale by Maxmad Investments Inc. as a commercial property.

McAdam Train Station (NB)- built in 1900, in its original location. Since 1994 it has served as a museum and is **owned by the Village of McAdam** with both Federal and Provincial Heritage structure status. The local *McAdam Historical Restoration Commission* manages it with support from the New Brunswick government and Parks Canada. The building also provides accommodation and caters for meals and conferences.

Hampton Train Station (NB) - originally built in 1859, replaced in 1867 and later remodeled. It is **owned by the Town of Hampton** and used as a Tourism Centre. It is also home to the *Railway Heritage Site* where visitors can view railway artefacts.

Sussex Train Station (NB) - built in 1913-14. It is **owned by the Town of Sussex** and serves as the *8th Hussars Museum*, the *Don Stiles Museum* and an ice cream parlour.

St. Stephen Train Station (NB) - built in 1929. It is **owned by the Town of St. Stephen** and has been recently refurbished from a tourist information centre to offices.

Kensington Train Station (PEI) - built in 1905. It is **owned by the Town of Kensington**, and it is the oldest standing train station in that province.

Alberton Train Station (PEI) - built in 1905, It is **owned by the Town of Alberton** and was recently used as a branch of the PEI Library System.

Montague Train Station (PEI) - built in 1905. It is **owned by the Town of Montague** and renovated as a Welcome Centre for Visitors.

Elmira Train Station (PEI) - built in 1912. It is **operated by the PEI Museum and Heritage Commission**.

Sydney and Louisburg Train Station (NS) - built in 1895. It is **owned by the municipality** and serves as a Community Visitors' Centre and Museum.

Amherst Railway Station (NS) - built in 1908. It is **owned by the Town of Amherst**, and includes a restaurant.

Tatamagouche Train Station (NS) - built in 1887. It has been developed as a restaurant, museum, lodging in train cars and related tourist activities.

Musquodoboit Station (NS) - built in 1918. It is owned by a heritage society and operated as a museum.

Pictou Train Station (NS) - built in 1904. It is **owned by the Town of Pictou** and operates as a Museum and Community Centre.

Other Sources About Railways of Canada

Which Reference the Rothesay Train Station

Train Country, An illustrated History of Canada's National Railways - by Donald MacKay and Lorne Perry, Douglas & McIntyre, 1995. It contains a photograph of the Prince of Wales's train at Saint John in 1860 (page 12). That train carried the future King Edward VII from Saint John to Rothesay, where he boarded a riverboat for Fredericton. The Station was named **Kennebecasis Station** at that time, but was later changed in honour of Prince Edward to one of his titles, the *Duke of Rothesay*.

The Train Doesn't Stop Here Anymore, An Illustrated History of Railway Stations in Canada - by Ron Brown, Broadview Press, 1991. This book discusses the plight of closed railway stations and the efforts of local citizens to prevent demolition by the railway companies. A brief history of the Rothesay Train Station and photograph are found on page 79.

Rails to the Atlantic, Exploring the Railway Heritage of Quebec and the Atlantic Provinces - by Ron Brown, Dundurn Press, 2015. Page 62 refers to the Rothesay Train Station as "**a rare surviving example of the standard style used by the European and North American Railway**".

Music of the Eye, Architectural Drawings of Canada's First City 1822-1914 - by Gary Hughes, New Brunswick Museum and The Royal Architectural Institute of Canada, 1991. Pages 22-25 display and discuss the 1857 architectural drawings for the Rothesay Train Station. The Chief Engineer Alexander Light and his staff (which included professional draughtsmen) were involved in its design. The drawings are a valuable resource in tracing the paper concept to the three-dimensional building.

For more information see:

- www.rothesaylivingmuseum.com
Rothesay Living Museum website has both images and a brief history of the Train Station.
- www.pc.gc.ca
Government of Canada Heritage website, enter Rothesay Railway Station (European and North American) National Historic site of Canada for details of the Station.

Restrictions and Conditions Imposed Upon Owners of the Rothesay Station House, Station Road, Rothesay, NB to Preserve the Rothesay Station House's Significant Heritage Elements in Perpetuity

Being Excerpts from Bill of Sale Absolute [with restrictions] Between Rothesay Area Heritage Trust Inc. and Photography of Martin Flewwelling Inc. dated as of April 1, 1989, filed in the Kings County Registry Office on October 10, 1989 as No. 114291

...

WHEREAS the Trust and the Grantee each wish to conserve the present historical, architectural, aesthetic and scenic character and condition of that portion of the Station comprising the former Rothesay train station building, together with all present improvements thereto (the "Former Station");

...

3. Alterations and Repairs: (1) The Grantee shall not, except as hereinafter set forth, without the prior written approval of the Trust, undertake or permit any demolition, construction, alteration, remodelling, or any other thing or act which would materially affect the appearance or construction of any part of the exterior of the Former Station as depicted in photographs taken of the Station, initialed by the parties hereto and retained by each of the parties hereto in their respective records and incorporated into this indenture by reference and forming a part hereof (collectively, the "**Heritage Elements**"). The approval required to be obtained from the Trust herein shall be deemed to have been given upon the failure of the Trust to respond in writing to a written request for the same within sixty (60) days of receiving such request at its address as set out in section 16 below. If the approval of the Trust is given or deemed to be given under this section, the Grantee, in undertaking or permitting the construction, alteration, remodelling, or other thing or act so approved of or deemed to be approved of, shall use only those materials specified or consented to by the Trust in writing.

(2) The Grantee may, without the prior written approval of the Trust, undertake or permit the repair or refinishing of presently existing parts or elements of the Heritage Elements, damage to which has resulted from casualty, loss, deterioration, or wear and tear, provided that such repair or refinishing may not be performed in a manner which would materially affect the construction or appearance of the Heritage Elements.

4. Insurance: (1) The Grantee shall at all times during the currency of this indenture keep the Former Station insured against normal perils that are coverable by fire and extended coverage insurance in such amount as a reasonably prudent owner of properties similar to the Former Station would obtain. The Grantee shall provide satisfactory evidence of such insurance to the Trust within three (3) weeks of the execution of this indenture. All such insurance shall provide that both the Grantee and the Trust shall be given seven (7) days prior written notice of any proposed cancellation or other termination of such insurance. If the Grantee fails to so insure the Former Station, or if any such insurance on the Former Station is cancelled, the Trust may effect such insurance as the Trust reasonably deems necessary and any sum paid in so doing shall forthwith be paid by the Grantee to the Trust. All proceeds receivable by the Grantee under any fire and extended coverage insurance policy or policies on the Former Station shall, on the written demand and in accordance with the requirements of the Trust, be applied to replacement, rebuilding, restoration or repair of the Former Station, and the Heritage Elements, to the fullest extent possible having regard to the particular nature of the Former Station and the cost of such work. The Grantee's financial liability to replace, rebuild, restore or repair the Former Station if it has been damaged or destroyed shall not exceed the proceeds receivable by the Grantee under any fire and extended coverage insurance policy or policies.

(2) In the event that the proceeds receivable by the Grantee under any fire and extended coverage insurance policy or policies are insufficient to effect a partial or complete restoration of the Heritage Elements, the Trust shall have the privilege, but not the obligation, of contributing additional monies towards the replacement, rebuilding, restoration, or repair costs in order to effect a partial or complete restoration of the Heritage Elements, provided that the Trust shall notify the Grantee of the Trust's intention to do so within forty (40) days after receiving from the Grantee (a) the written request for permission to demolish referred to in paragraph 5, or (b) all plans and specifications for the replacement, rebuilding, restoration or repair of the Heritage Elements, as the case may be.

5. Demolition: The Grantee shall notify the Trust of any damage or destruction to the Former Station within ten (10) clear days of such damage or destruction occurring. In the event that the Former Station is damaged or destroyed and the replacement, rebuilding, restoration or repair of it is impractical because of the financial costs involved, or because of the particular nature of the Former Station, the Grantee shall, in writing within forty (40) days of the giving by the Grantee of notice of such damage or destruction, request written approval of the Trust to demolish the Former Station, and in the event of receiving the approval in writing of the Trust, be entitled to retain any proceeds from the insurance hereinbefore mentioned and to demolish the Former Station. Such approval shall be deemed to have been received upon failure of the Trust to respond in writing to a written request for it within forty (40) days of the receipt thereof.

6. Reconstruction by Grantee: If the Trust does not give the approval referred to in paragraph 5, or if the Grantee has not requested the approval referred to in paragraph 5:

(a) the Grantee shall replace, rebuild, restore or repair the Former Station and the Heritage Elements to the limit of any proceeds receivable under any fire and extended coverage insurance policy or policies on the Former Station in circumstances where such proceeds are reasonably sufficient to effect such work, as aforesaid; or

(b) in all other circumstances and where the Trust has provided the Grantee, within ninety (90) days of the receipt of the Grantee's written request for permission to demolish referred to in paragraph 5 above, with satisfactory assurances of the Trust's ability to provide additional funds as are reasonably sufficient in conjunction with such insurance proceeds to effect such work, as aforesaid, the Grantee shall effect such work; or

(c) in all other circumstances and where the Trust is unable or unwilling to provide additional funds, the Grantee shall be at liberty, subject to compliance with all other requirements, whether statutory or otherwise, to demolish the Former Station.

Before the commencement of such work, the Grantee shall submit all plans and specifications for the replacement, rebuilding, restoration or repair of the Heritage Elements to the Trust for its written approval within one hundred and thirty-five (135) days of the damage or destruction occurring to the Station. Restorative work on the Heritage Elements shall not be commenced without the prior written approval of the Trust and shall be performed upon such terms and conditions as the Trust may stipulate. Such approval shall be deemed to have been received upon failure of the Trust to respond in writing to a written request for it within thirty (30) days of the receipt of such request by the Trust. The Grantee shall cause all replacement, rebuilding, restoration and repair work on the Heritage Elements to be commenced within thirty (30) days of the approval by the Trust of the plans and specifications for it and to be completed within nine (9) months of commencement, or as soon as possible thereafter if factors beyond its control prevent completion within the said nine (9) months, and the Grantee shall cause all such work to conform to the plans and specifications approved of and terms and conditions stipulated

by the Trust.

7. Maintenance of Station: The Grantee shall at all times maintain the Former Station in as good and sound state of repair as a prudent owner would normally do so that no deterioration in the present condition and appearance of the Heritage Elements shall take place.

8. Signs, Structures, Etc.: The Grantee shall not erect or permit the erection on the Former Station of any signs, permanent storms, screens or awnings, television aerials or other similar objects without the prior written approval of the Trust.

9. Approvals: Where any request for approval required under this Agreement is made, the determination of the Trust may be based upon choice of materials, architectural design, historical authenticity, or any other grounds, not limited to purely aesthetic or historical grounds, and the Trust's approval shall not be unreasonably withheld.

10. Waiver: The failure of the Trust at any time to require performance by the Grantee of any obligation under this Agreement shall in no way affect its right thereafter to enforce such obligation, nor shall the waiver by the Trust of the performance of any obligation hereunder be taken or be held to be a waiver of the performance of the same or any other obligation hereunder at any later time.

11. Use of Station: The Grantee expressly reserves for itself, its representatives, successors and assigns the right to use the Station for all purposes not inconsistent with this indenture or other laws and by-laws of general application.

12. Plaque and Publicity: The Grantee agrees to allow the Trust to erect a plaque on the Former Station, in a tasteful manner and at the Trust's expense, indicating that the Trust holds, and the Former Station is subject to, conservation easements and restrictions as herein contained, such plaque to be consistent with the Heritage Elements and of such style and erected in such location as approved by the Grantee, which approval will not be unreasonably withheld. The Grantee also agrees to allow the Trust to publicize the existence of the said easement and restrictions.

...

15. Subsequent Conveyances: (1) Notice of these covenants, easements and restrictions shall be inserted by the Grantee in any bill of sale absolute, deed, lease, sublease or other legal instrument by which it transfers either the fee simple title to or its possessory interest in, in whole or any part, the Former Station.

(2) The Grantee shall immediately notify the Trust in the event that it transfers either the fee simple title to or its possessory interest in the Property or the Station.

16. Covenants to Run with Former Station and Lands: The covenants, easements and restrictions set out in this indenture shall run with the Former Station and the lands and premises upon which the Former Station is situate and shall enure to the benefit of and be binding upon the parties hereto and their successors and assigns.

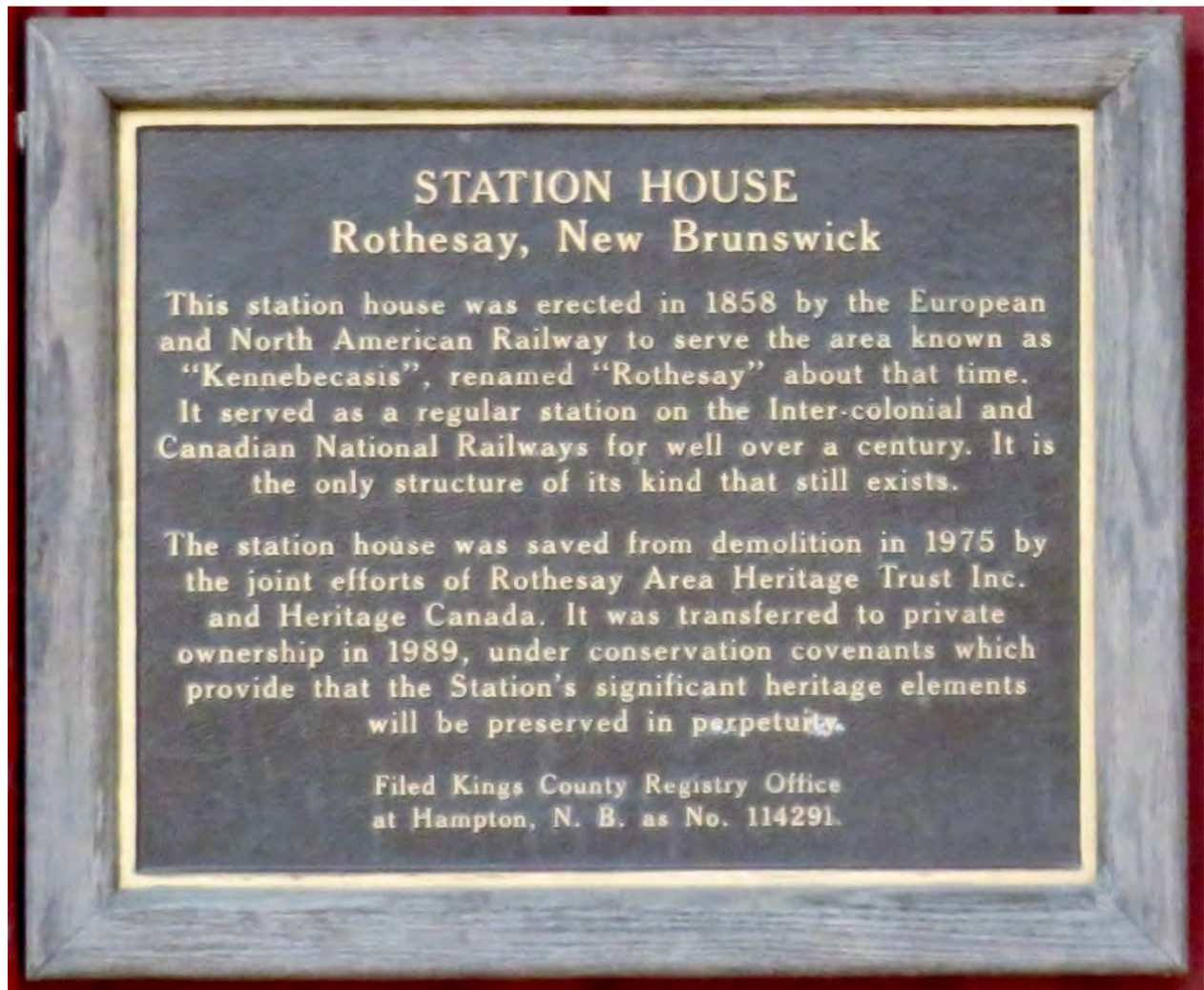
17. Access to Heward Memorial: The Trust shall be entitled to access at all reasonable times to the small area of presently fence-enclosed lands comprising a memorial to Eric Heward, and located immediately south of the existing VIA waiting room situate upon the Station property. The Trust shall maintain the Heward Memorial at its expense. In the event the Trust fails to maintain the Heward memorial in good repair the Grantee may, upon not less than thirty (30) days prior written notice to

the Trust of its intention so to do in the event (during such thirty (30) day period the Heward Memorial is not brought into good repair) remove the Heward Memorial from the Station property. In such event, the Heward Memorial shall be returned to the Trust, but at the expense of the Trust.

...

19. **Binding Effect:** The covenants, restrictions, easements and conditions contained in this indenture shall survive the closing and/or conveyance of the Station herein and remain in full force and effect for the benefit of the Trust, and this indenture shall enure to the benefit of and be binding upon the parties hereto and their respective successors and assigns, as the case may be and the successors in title to the Station and the lands and premises upon which the Station is situate.

Plaque Affixed to Exterior of Rothesay Station House





ROTHESAY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Finance Committee
DATE	:	April 3, 2023
RE	:	Audited Financial Statements

The draft audited consolidated financial statements for the year-ended December 31, 2022 are enclosed for your consideration

The committee recommends the following motions to Council:

Council approves Rothesay's 2022 audited financial statements and authorizes the Mayor and Treasurer to sign the financial statements.

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

Council appoints Teed Saunders Doyle & Co to complete the audit of Rothesay's 2023 financial statements at a fee to be negotiated.

Communication of audit results

Rothesay

For the year ended December 31, 2022

March 29, 2023

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

We are pleased to report that we have now substantially completed our audit of the financial statements of Rothesay for the year ended December 31, 2022. We enclose our *Communication of audit results* which provides an overview of the results of our audit including comments on misstatements, significant accounting policies, sensitive accounting estimates, and other matters that may be of interest to Council.

This communication has been prepared to comply with the requirements outlined in CAS 260 *Communication with those Charged with Governance*. The information in the document is intended solely for the information and use of Council and management. It is not intended to be distributed or used by anyone other than these specified parties.

We would like to express our appreciation for the cooperation and assistance received from the management and staff during the course of our audit.

Status of the audit

We have substantially completed our audit of the consolidated financial statements of Rothesay for the year ended December 31, 2022.

Upon completion of the items noted below, we expect to issue an unqualified opinion on Rothesay's consolidated financial statements for the year ended December 31, 2022.

We will finalize the report once Council has approved the consolidated financial statements.

The following items are outstanding as at the date of this report:

- Receipt of signed management representation letter
- Approval of the consolidated financial statements by Council

Our responsibility

Our function as auditors of the Rothesay is to report to members of council by expressing an opinion on whether the financial statements are free from material misstatement and present fairly the financial position, results of operations and cash flows in accordance with Canadian public sector accounting standards. We conducted our audit in accordance with Canadian generally accepted auditing standards. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement

of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. Our audit was designed to provide reasonable but not absolute assurance that there are no misstatements in the financial statements resulting from fraud because fraud is usually accompanied by acts designed to conceal its existence.

The audit of the financial statements does not relieve management or those charged with governance of their responsibilities. Our audit was undertaken using a risk based approach; more audit effort was directed in areas where there was a higher risk of material misstatement.

Independence

We have processes in place to ensure we maintain our independence. The process of maintaining our independence includes, but is not limited to:

- Identification of threats to our independence and putting into place safeguards to mitigate those threats. For example, we evaluate the independence threat of any non-audit services provided to the entity;
- Confirming the independence of our engagement team members.

We have identified no information regarding our independence that in our judgement should be brought to your attention.

Internal control

Management is responsible for the design and operation of an effective system of internal control that provides a reasonable assurance that the accounting system provides timely, accurate and reliable financial information, and safeguards the assets of Rothesay.

The audit is designed to express an opinion on the financial statements. Our understanding of internal control is sufficient to enable us to plan the audit and to determine the nature, timing and extent of tests to be performed. If we become aware of a deficiency in your internal control systems, auditing standards require us to communicate to Council those deficiencies we consider significant or material. However, a financial statement audit is not designed to provide assurance on internal control.

Fraud and illegal acts

Our inquiries of management and Council did not reveal any fraud or illegal acts. Furthermore, nothing has come to our attention that indicates any councillor, officer or senior employees may have an interest that is in conflict with their responsibilities to Rothesay.

Legal or regulatory issues

Our audit procedures included an enquiry of legal counsel regarding legal contingencies. Additionally, our audit procedures included consideration of any regulatory issues that affect the operation or financial reporting framework of the entity. There were no legal or regulatory matters reported by legal counsel or entity regulators that require disclosure in the financial statements.

Summary of disclosure matters

Our audit did not identify any misstatements of disclosure.

Significant new accounting policies

There were no significant new accounting policies noted in the year.

Cooperation during the audit

We report that we received cooperation from management and the employees of Rothesay. To our knowledge, we were provided access to all necessary records and other documentation and any issues that arose as a result of our audit were discussed with management and have been resolved to our satisfaction.

Consultations with other accountants

To our knowledge, management did not seek the advice or opinion of other external accountants on financial reporting or accounting matters.

Accounting and auditing standards

There were no significant new accounting policies noted in the year.

Yours sincerely,
Teed Saunders Doyle



Peter Logan, CPA, CA
Partner

DRAFT

ROTHESAY

CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2022

ROTHERSAY
2023April11OpenSessionFINAL_332

DECEMBER 31, 2022

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INDEPENDENT AUDITORS' REPORT

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

Opinion

We have audited the consolidated financial statements of Rothesay (the "Town"), which comprise the consolidated statement of financial position as at December 31, 2022, and the consolidated statements of operations, changes in net debt and cash flows for the year then ended and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, these consolidated financial statements present fairly, in all material respects, the financial position of the Town as at December 31, 2022, and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

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

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

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

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

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

Auditors' Responsibilities for the Audit of the Consolidated Financial Statements

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

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

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

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

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

CHARTERED PROFESSIONAL ACCOUNTANTS

Saint John, NB
April 11, 2023

ROTHESAY
2023April11OpenSessionFINAL_335
CONSOLIDATED STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2022

	<u>2022</u> Budget (Note 27)	<u>2022</u> Actual	<u>2021</u> Actual
REVENUE			
Property tax warrant	\$ 18,181,510	\$ 18,181,510	\$ 17,002,299
Unconditional grant	130,973	130,972	131,193
Conditional government transfers (Note 28)	1,190,000	2,375,988	2,286,228
Services other governments	60,000	81,806	80,180
Sale of services (Note 28)	419,900	475,710	459,024
Other own source (Note 28)	82,943	967,681	112,770
Water and sewer user fees	3,151,780	3,163,226	3,077,512
Sundry income	<u>264,099</u>	<u>634,317</u>	<u>394,176</u>
	<u>23,481,205</u>	<u>26,011,210</u>	<u>23,543,382</u>
EXPENDITURE (Note 28)			
General government services	2,351,067	2,329,502	2,051,047
Protective services	5,686,685	5,574,528	5,067,807
Transportation services	5,546,451	6,996,434	5,520,009
Environmental health services	862,000	962,281	854,521
Environmental development services	682,700	568,112	507,044
Recreation and cultural services	2,963,304	3,185,894	3,036,557
Water and sewer services	<u>3,460,190</u>	<u>3,605,789</u>	<u>3,522,568</u>
	<u>21,552,397</u>	<u>23,222,540</u>	<u>20,559,553</u>
ANNUAL SURPLUS FOR THE YEAR	\$ <u>1,928,808</u>	2,788,670	2,983,829
ACCUMULATED SURPLUS - BEGINNING OF YEAR		85,146,828	82,162,618
CHANGE IN OWNERSHIP OF CONTROLLED ENTITIES (Note 2)		<u>5,427</u>	<u>381</u>
ACCUMULATED SURPLUS - END OF YEAR		\$ <u>87,940,925</u>	\$ <u>85,146,828</u>

ROTHESAY
2023April11OpenSessionFINAL_336
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2022

	<u>2022</u>	<u>2021</u>
FINANCIAL ASSETS		
Cash and cash equivalents (Note 4)	\$ 10,324,104	\$ 10,449,858
Accounts receivable (Note 5)	1,550,159	1,357,294
Investments (Note 10)	<u>345,227</u>	<u>290,428</u>
	<u>\$ 12,219,490</u>	<u>\$ 12,097,580</u>
LIABILITIES		
Accounts payable and accrued liabilities (Note 9)	\$ 2,832,770	\$ 1,869,686
Deferred revenue (Note 8)	3,592,555	3,982,636
Long term debt (Note 11)	13,059,967	14,435,218
Accrued pension obligation (Note 16)	10,152	71,893
Accrued sick leave (Note 15)	142,374	204,289
Accrued retirement allowance (Note 16)	<u>1,059,520</u>	<u>1,011,803</u>
	<u>20,697,338</u>	<u>21,575,525</u>
NET DEBT	<u>(8,477,848)</u>	<u>(9,477,945)</u>
NON-FINANCIAL ASSETS		
Tangible capital assets (Note 21)	164,706,278	158,983,625
Accumulated amortization (Note 21)	<u>(68,357,353)</u>	<u>(64,414,227)</u>
	96,348,925	94,569,398
Inventory	35,691	31,163
Prepaid expenses	32,923	22,507
Unamortized debenture costs	<u>1,234</u>	<u>1,705</u>
	<u>96,418,773</u>	<u>94,624,773</u>
ACCUMULATED SURPLUS	<u>\$ 87,940,925</u>	<u>\$ 85,146,828</u>
CONTINGENT LIABILITY (Note 17)		
COMMITMENT (Note 18)		

APPROVED BY:

_____ Mayor

_____ Town Treasurer

ROTHESAY
2023April11OpenSessionFINAL_337
CONSOLIDATED STATEMENT OF CHANGES IN NET DEBT
AS AT DECEMBER 31, 2022

	<u>2022</u>	<u>2021</u>
Annual surplus	\$ 2,788,670	\$ 2,983,829
Acquisition of tangible capital assets	(6,669,289)	(5,882,178)
Proceeds on disposal of tangible capital assets	-	12,423
Amortization of tangible capital assets	4,758,755	4,649,782
Change in ownership of tangible capital assets	(5,711)	76
Loss on disposal of tangible capital assets	<u>136,718</u>	<u>367,868</u>
	1,009,143	2,131,800
Acquisition of inventories	(35,691)	(31,163)
Acquisition of prepaid assets	(32,923)	(22,507)
Acquisition of unamortized debenture costs	(1,234)	(1,705)
Consumption of inventories	31,163	16,268
Use of prepaid assets	22,507	22,059
Consumption of unamortized debenture costs	<u>1,705</u>	<u>2,179</u>
	994,670	2,116,931
Change in ownership of controlled entities	<u>5,427</u>	<u>381</u>
Decrease in net debt	1,000,097	2,117,312
Net debt - beginning of year	<u>(9,477,945)</u>	<u>(11,595,257)</u>
Net debt - end of year	<u>\$ (8,477,848)</u>	<u>\$ (9,477,945)</u>

APPROVED BY:

_____ Mayor

_____ Town Treasurer

ROTHERSAY
2023April11OpenSessionFINAL_338
CONSOLIDATED STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2022

	<u>2022</u>	<u>2021</u>
INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS		
OPERATING TRANSACTIONS		
Annual surplus	\$ 2,788,670	\$ 2,983,829
Loss on disposal of tangible capital assets	136,718	367,868
Amortization of tangible capital assets	4,758,755	4,649,782
Accounts receivable	(192,865)	856,669
Accounts payable and accrued liabilities	963,084	54,509
Deferred revenue	(390,081)	649,978
Accrued sick leave	(61,915)	(85,717)
Change in accrued pension obligation	(61,741)	(107,727)
Change in accrued retirement allowance	47,717	19,003
Change in inventory/prepaid expenses/unamortized debenture costs	<u>(14,473)</u>	<u>(14,869)</u>
	<u>7,973,869</u>	<u>9,373,325</u>
CAPITAL TRANSACTIONS		
Acquisition of tangible capital assets	(6,669,289)	(5,882,178)
Change in ownership of capital assets	(5,711)	76
Proceeds on disposal of tangible capital assets	<u>-</u>	<u>12,423</u>
	<u>(6,675,000)</u>	<u>(5,869,679)</u>
FINANCING TRANSACTION		
Long term debt (net)	<u>(1,375,251)</u>	<u>(1,378,894)</u>
	<u>(1,375,251)</u>	<u>(1,378,894)</u>
INVESTING TRANSACTION		
Increase (decrease) in investments	<u>(54,799)</u>	<u>86,277</u>
CHANGE IN OWNERSHIP OF CONTROLLED ENTITIES	<u>5,427</u>	<u>381</u>
NET INCREASE IN CASH AND CASH EQUIVALENTS	(125,754)	2,211,410
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	<u>10,449,858</u>	<u>8,238,448</u>
CASH AND CASH EQUIVALENTS - END OF YEAR	<u>\$ 10,324,104</u>	<u>\$ 10,449,858</u>

ROTHESAY

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2022

1. PURPOSE OF THE ORGANIZATION

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

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

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

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

Reporting Entity

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

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

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

Interdepartmental and organizational transactions and balances are eliminated.

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

	<u>2022</u>	<u>2021</u>
Kennebecasis Regional Joint Board of Police Commissioners	40.05%	40.08%
Kennebecasis Valley Fire Department Inc.	40.93%	40.77%
Kennebecasis Public Library	38.99%	38.99%

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

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

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2022

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

Budget

The budget figures contained in these consolidated financial statements were approved by Council on November 15, 2021 and the Director of Community Finances on November 25, 2021.

Financial Instruments

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

Cash and Cash Equivalents

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

Revenue Recognition

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

Other revenue is recorded when it is earned.

Expenditure Recognition

Expenditures are recorded on an accrual basis.

Measurement Uncertainty

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

Examples of significant estimates include:

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

Inventories

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

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2022

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

Capital Reserves

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

Operating Reserves

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

Tangible Capital Assets

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

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

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

Segmented Information

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

General Government Services

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

Protective Services

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

Transportation Services

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

Environmental Health Services

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

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2022

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

Segmented Information (cont'd)

Environmental Development Services

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

Recreation and Cultural Services

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

Water and Sewer Services

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

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

Post Employment Benefits

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

3. FINANCIAL INSTRUMENTS

The Town is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Town's risk exposure and concentration as of December 31, 2022:

Credit Risk

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

Liquidity Risk

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

Currency Risk

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

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2022

3. FINANCIAL INSTRUMENTS (cont'd)

Interest Rate Risk

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

4. CASH

	<u>2022</u>	<u>2021</u>
Unrestricted	\$ 2,313,833	\$ 2,687,892
Restricted - reserve funds (Note 25)	7,750,182	7,452,748
Restricted - controlled entities	<u>260,089</u>	<u>309,218</u>
	<u>\$ 10,324,104</u>	<u>\$ 10,449,858</u>

5. ACCOUNTS RECEIVABLE

	<u>2022</u>	<u>2021</u>
Due from the Federal Government and its agencies (Note 6)	\$ 493,686	\$ 366,741
Due from the Province of New Brunswick (Note 7)	58,921	69,101
Water and sewer	892,549	860,610
Arena	53,574	41,542
Other	<u>51,429</u>	<u>19,300</u>
	<u>\$ 1,550,159</u>	<u>\$ 1,357,294</u>

6. DUE FROM FEDERAL GOVERNMENT AND ITS AGENCIES

	<u>2022</u>	<u>2021</u>
Canada Revenue Agency (HST refund)	\$ 447,588	\$ 321,432
RCMP Secondments	<u>46,098</u>	<u>45,309</u>
	<u>\$ 493,686</u>	<u>\$ 366,741</u>

7. DUE FROM PROVINCE OF NEW BRUNSWICK

	<u>2022</u>	<u>2021</u>
Department of Transportation and Infrastructure	\$ 29,690	\$ 69,101
Department of Justice and Public Safety	<u>29,231</u>	<u>-</u>
	<u>\$ 58,921</u>	<u>\$ 69,101</u>

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2022

8. DEFERRED REVENUE

	<u>2022</u>	<u>2021</u>
Government transfers - Gas Tax	\$ 3,580,543	\$ 3,890,604
Deferred revenue - Quispamsis	-	78,686
Deferred revenue - K-Park Levy (Note 14)	<u>12,012</u>	<u>13,346</u>
	<u>\$ 3,592,555</u>	<u>\$ 3,982,636</u>

9. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	<u>2022</u>	<u>2021</u>
Accounts payable - trade	\$ 1,962,917	\$ 1,303,439
Bid deposits	129,050	161,260
Accrued interest	17,332	18,322
Accrued liabilities	723,471	379,241
Accounts payable - other	<u>-</u>	<u>7,424</u>
	<u>\$ 2,832,770</u>	<u>\$ 1,869,686</u>

10. INVESTMENTS

The investments represent the Town's proportionate share of the investments of the KRJBPC. The investments consist of short term notes, canadian equities and foreign equities and are recorded at fair market value. The unrealized gain (loss) on the investments at December 31, 2022 was (\$41,766); (2021 - \$26,224). The investments are restricted for future payment of retirement benefits.

ROTHESAY

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2022

11. LONG TERM DEBT

(a) General Capital Fund

	Balance January 1, <u>2022</u>	Issued during <u>year</u>	Redeemed during <u>year</u>	Balance December 31, <u>2022</u>
New Brunswick Municipal Financing Corporation				
Debentures:				
BG18 1.65% - 3.80%, due 2027, OIC # 10-12, 11-71, 99-77	\$ 149,000	\$ -	\$ 134,000	\$ 15,000
BL26 1.2% - 3.7%, due 2034, OIC # 03-88, 11-71, 13-08	2,194,000	-	196,000	1,998,000
BN17 1.05% - 3.15%, due 2025, OIC # 10-12, 13-08	787,000	-	189,000	598,000
B019 1.45% - 3.50%, due 2031, OIC # 13-08	1,307,000	-	196,000	1,111,000
BX18 0.90% - 2.95%, due 2040, OIC # 19-0020	965,000	-	35,000	930,000
BY23 0.50% - 1.80%, due 2030, OIC # 19-0020	<u>316,000</u>	<u>-</u>	<u>34,000</u>	<u>282,000</u>
	<u>\$ 5,718,000</u>	<u>\$ -</u>	<u>\$ 784,000</u>	<u>\$ 4,934,000</u>

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

2023 - \$667,000; 2024 - \$682,000; 2025 - \$637,000; 2026 - \$440,000; 2027 - \$293,000

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2022

11. LONG TERM DEBT (cont'd)

(b) Water and Sewer Capital Fund

	Balance January 1, <u>2022</u>	Issued during <u>year</u>	Redeemed during <u>year</u>	Balance December 31, <u>2022</u>
New Brunswick Municipal Financing Corporation				
Debtures:				
CA20 0.855% - 2.378%, due 2031, OIC # 00-0018	\$ 956,000	\$ -	\$ 89,000	\$ 867,000
BG19 1.65 - 3.80%, due 2027, OIC # 11-0045	393,000	-	14,000	379,000
BH23 1.35 - 3.80%, due 2032, OIC # 00-0018	443,000	-	34,000	409,000
BL27 1.2% - 3.7%, due 2034, OIC # 11-0045	836,000	-	26,000	810,000
BN18 1.05% - 3.15%, due 2025, OIC # 15-38	150,000	-	36,000	114,000
BP21 1.20% - 3.80%, due 2036, OIC # 18-0020	752,000	-	21,000	731,000
BR22 1.65% - 3.30%, due 2037, OIC # 15-0069	1,179,000	-	32,000	1,147,000
BU21 2.55% - 3.7%, due 2038, OIC # 15-0069, 96-006, 96-0072	1,153,000	-	83,000	1,070,000
BY24 0.50% - 2.60% due 2040, OIC # 19-0020	<u>730,000</u>	<u>-</u>	<u>20,000</u>	<u>710,000</u>
	<u>6,592,000</u>	<u>-</u>	<u>355,000</u>	<u>6,237,000</u>
Canada Mortgage and Housing Corporation				
CMHC 3.70%, due 2030 OIC # 09-119, 09-139, 10-012	<u>1,909,191</u>	<u>-</u>	<u>178,822</u>	<u>1,730,369</u>
	<u>\$ 8,501,191</u>	<u>\$ -</u>	<u>\$ 533,822</u>	<u>\$ 7,967,369</u>

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

The Water and Sewer Capital Fund contains long term debt of \$410,926 (2021 - \$445,272) issued to fund local improvement projects. The debt will be repaid over a period of time through the collection of local improvement levies.

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

2023 - \$548,498; 2024 - \$565,435; 2025 - \$579,629; 2026 - \$560,090; 2027 - \$877,826

In 2027, debenture BG19 will mature with a final amount due of \$303,000, however it is expected that \$303,000 of this payment will be refinanced during that year for an additional ten years.

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2022

11. LONG TERM DEBT (cont'd)

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

	Balance	Issued	Redeemed	Balance
	January 1,	during	during	December 31,
	<u>2022</u>	<u>year</u>	<u>year</u>	<u>2022</u>
New Brunswick Municipal Financing Corporation				
Debtures:				
BL45 1.2% - 3.1%, due 2024, OIC # 02-66, 03-53	\$ 64,123	\$ -	\$ 20,869	\$ 43,254
BN35 1.05% - 3.15%, due 2025, OIC# 03-53	<u>151,904</u>	<u>-</u>	<u>36,560</u>	<u>115,344</u>
	<u>\$ 216,027</u>	<u>\$ -</u>	<u>\$ 57,429</u>	<u>\$ 158,598</u>

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

2023 - \$58,473; 2024 - \$60,476; 2025 - \$39,649

Total Long term debt:

	<u>2022</u>	<u>2021</u>
General Capital Fund	\$ 4,934,000	\$ 5,718,000
Water and Sewer Capital Fund	7,967,369	8,501,191
Jointly Controlled Entity - KRJPC	<u>158,598</u>	<u>216,027</u>
	<u>\$ 13,059,967</u>	<u>\$ 14,435,218</u>

12. LAND FOR PUBLIC PURPOSES

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

13. SEWER OUTFALL RESERVE

In accordance with an agreement with the Municipality of Quispamsis, Rothesay and the Municipality of Quispamsis are required to fund, on an annual basis, an amount to cover the operating and maintenance costs associated with the shared sewer effluent line and outfall pipe. The contributions are made on a per unit basis, with Rothesay contributing \$1 per unit and the Municipality of Quispamsis contributing \$2 per unit. Any accumulated amounts are transferred to the Water and Sewer Capital Reserve Fund for future capital expenditures. At December 31, 2022, the balance in this reserve was \$319,717 (2021 - \$296,690).

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14. DEFERRED REVENUE

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

15. ACCRUED SICK LEAVE

Rothestay provides non-unionized employees sick leave that accumulates at a rate of 18 hours per month and a rate of 1.5 days per month of service for unionized employees. Non-union employees can accumulate to a maximum of 2,400 hours and can take leave with pay for an amount of time equal to the accumulated sick leave. Unionized employees can accumulate up to 150 days of sick leave.

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

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

The following summarizes the major assumptions in the valuation:

- annual salary increase is 3% for Rothestay and 2.25% for KVFD;
- the discount rate used to determine the accrued benefit obligations is 2.54% for Rothestay and 1.99% for KVFD;
- retirement age is 65 for Rothestay and 60 for KVFD; and
- estimated net excess utilization of rate of sick leave varies with age.

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

The consolidated unfunded liability consist of:

	Estimated 2022	2021
Rothestay	\$ -	\$ -
KRJBPC	6,928	6,131
KVFD	<u>135,446</u>	<u>198,158</u>
	<u>\$ 142,374</u>	<u>\$ 204,289</u>

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16. POST EMPLOYMENT BENEFITS PAYABLE

Retirement Allowance Program

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

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

KVFD's retiring employees are entitled to four weeks' regular salary for every five years of employment to a maximum of 26 weeks based on a minimum of ten years service. The employee must be of retirement age of 55.

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

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

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

The consolidated unfunded liability consist of:

	<u>2022</u>	<u>2021</u>
Rothestay	\$ 444,587	\$ 446,306
KVFD	268,748	233,552
KRJBPC	<u>346,185</u>	<u>331,945</u>
Balance at end of year	<u>\$ 1,059,520</u>	<u>\$ 1,011,803</u>

KVFD and KRJBPC have internally restricted funds for their liabilities.

Pension Obligation

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

Actuarial valuations for funding purposes are performed either annually or triennially depending on the financial position of the NB MEPP (currently annually). In turn, the actuarial valuations for accounting purposes are based on these figures (with adjustments). The most recent actuarial valuation was prepared as at December 31, 2020 and resulted in an overall NB MEPP accrued benefit obligation of \$135,126,100 based on the accounting basis.

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16. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

The actuarial valuation for accounting purposes was based on a number of assumptions about future events, such as inflation rates, interest rates, wage and salary increases and employee turnover and mortality. The assumptions used reflect management's best estimates. The following summarizes the major assumptions in the valuation as at December 31, 2021:

- the expected inflation rate is 2.10% (prior 2.10%);
- the discount rate used to determine the accrued benefit obligation is 5.7% (prior 5.55%);
- the expected rate of return on assets is 5.7% (prior 5.55%);
- retirement age varies by age and employment category; and
- estimated average remaining service life (EARSL) is 14.0 years (prior 13.0 years).

The actuarial valuation prepared as at December 31, 2020 indicated that the present value of the accumulated plan benefits exceeded the market value of the net assets available for these benefits. The pension plan has been granted a solvency deficiency exemption by the Province of New Brunswick. On a going concern valuation basis, the actuarial valuation indicated a plan deficit of \$833,500, a change of \$191,700 from the December 31, 2019 deficit of \$641,800. Based on the assumptions as at December 31, 2020, the actuary expected the level of employer and employee contributions to be sufficient to fund the deficit in less than fifteen years, as allowed by the Pensions Benefits Act.

As at December 31, 2020, the NB MEPP provides benefits for 294 retirees. Total benefits payments to retirees and terminating employees during 2022 are estimated to be approximately \$4,957,200 (actual 2021, \$6,360,300) in totality for the NB MEPP.

Employees make contributions using rates that vary by earnings level and employment category, with an overall average contribution rate of approximately 8.00%. Each municipality contributes an amount that equals their employees contributions amounts. Pension fund assets are invested in short term securities, bonds, Canadian equities and foreign equities. Combined employees and municipalities contributions for 2022 are estimated to be approximately \$7,421,400 (actual 2021, \$7,235,200) in totality for the NB MEPP.

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

- The average age of the 44 active employees covered by the NB MEPP is 47.6 (as at Dec 31, 2020);
- benefit payments were \$261,900 in 2021 and were estimated to be \$211,200 in 2022; and
- combined contributions were \$429,500 in 2021 and were estimated to be \$441,400 in 2022.

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

- The average age of the 43 active employees covered by the NB MEPP is 43.3 (2021- 42.7);
- benefit payments were \$527,600 in 2021 and were estimated to be \$527,600 in 2022; and
- combined contributions were \$569,400 in 2021 and were estimated to be \$575,600 in 2022.

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

- The average age of the 45 active employees covered by the NB MEPP is 44.5 (2021 - 44);
- benefit payments were \$797,300 in 2021 and were estimated to be \$513,700 in 2022; and
- combined contributions were \$793,800 in 2021 and were estimated to be \$817,600 in 2022.

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16. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

In addition to determining the position of the NB MEPP as it relates to Rothesay and the other controlled entities as at December 31, 2020 and December 31, 2021, NB MEPP's actuary performed an extrapolation of the December 31, 2021 accounting valuation to determine the estimated position as at December 31, 2022. The extrapolation assumes assumptions used as at December 31, 2022 remain unchanged from December 31, 2021. The extrapolation also assumes assets return 5.7%, 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, 2022 to Dec 31, 2022	Jan 1, 2021 to Dec 31, 2021
Accrued Benefit Liability		
Accrued benefit liability at beginning of period	\$ 71,893	\$ 256,767
Change in ownership percentage	310	(43,507)
Adjustment to actual	35,809	7,986
Pension expense for the year	404,360	352,713
Employer contributions	<u>(502,220)</u>	<u>(502,066)</u>
Accrued benefit liability at end of period	<u>\$ 10,152</u>	<u>\$ 71,893</u>

In summary, the consolidated accrued benefit liability (asset) is estimated to be \$10,152 as at December 31, 2022. The December 31, 2021 liability was estimated in the prior year. The actual liability was calculated to be \$101,804. The difference of \$29,911 has been recorded in the current year. This amount is included in the post employment benefits payable on the consolidated statement of financial position.

	Estimated Jan 1, 2022 to Dec 31, 2022	Jan 1, 2021 to Dec 31, 2021
Rothesay	\$ (26,700)	\$ (15,700)
KVFD	72,937	65,150
KRJBPC	<u>(36,085)</u>	<u>22,443</u>
	<u>\$ 10,152</u>	<u>\$ 71,893</u>

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

	Estimated Jan 1, 2022 to Dec 31, 2022	Jan 1, 2021 to Dec 31, 2021
Reconciliation of Funded Status at End of Period		
Accrued benefit obligation	\$ 22,224,683	\$ 20,810,363
Plan assets	<u>(21,716,631)</u>	<u>(20,166,583)</u>
Plan deficit	508,052	643,780
Adjustment to actual	-	(5,900)
Unamortized experience losses	<u>(497,900)</u>	<u>(536,076)</u>
Accrued benefit liability at end of period	<u>\$ 10,152</u>	<u>\$ 101,804</u>

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16. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

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

	Estimated Jan 1, 2022 to Dec 31, 2022	Jan 1, 2021 to Dec 31, 2021
Reconciliation of Accrued Benefit Obligation		
Accrued benefit obligation at beginning of period	\$ 20,810,363	\$ 19,995,520
Change in ownership	17,899	(6,954)
Current service cost	836,272	805,636
Benefits payments	(632,884)	(796,536)
Interest for period	1,193,033	1,109,658
Experience loss during period	<u>-</u>	<u>(296,961)</u>
Accrued benefit obligation at end of period	<u>\$ 22,224,683</u>	<u>\$ 20,810,363</u>

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

	Estimated Jan 1, 2022 to Dec 31, 2022	Jan 1, 2021 to Dec 31, 2021
Reconciliation of Plan Assets		
Plan assets at beginning of period	\$ 20,166,583	\$ 19,398,804
Change in ownership	17,451	(6,701)
Employer contributions	502,221	487,277
Employee contributions	502,221	492,499
Benefit payments	(632,884)	(796,536)
Return on plan assets during period	<u>1,161,039</u>	<u>591,240</u>
Plan assets at end of period	<u>\$ 21,716,631</u>	<u>\$ 20,166,583</u>

Total expense related to pensions include the following components:

	Estimated Jan 1, 2022 to Dec 31, 2022	Actual Jan 1, 2021 to Dec 31, 2021
Pension Expense		
Employer current service cost	\$ 334,051	\$ 313,138
Interest on accrued benefit obligation	1,193,033	1,109,658
Expected return on assets	(1,161,039)	(1,081,325)
Amortization of unrecognized balances		
Experience loss	<u>38,315</u>	<u>26,363</u>
Pension expense	<u>\$ 404,360</u>	<u>\$ 367,834</u>

The pension expense is included in the statement of operations.

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17. CONTINGENT LIABILITY

In the normal course of operations, the Town becomes involved in various claims and legal proceedings. While the final outcome with respect to claims and legal proceedings pending at December 31, 2022 cannot be predicted with certainty, it is the opinion of management and Council that resolution of these matters will not have a material adverse effect.

18. COMMITMENT

Solid Waste Collection, Transportation and Recycling Services

The Town has a three year contract for solid waste services. The contract expires on December 31, 2023. The minimum annual commitment for the next year is \$545,039.

Snow Clearing Contract

In 2021, the Town entered into a contract for snow clearing services from November 2021 to April, 2023. The minimum annual commitment for the next year is \$305,984.

19. SHORT TERM BORROWING

Operating Borrowing

As prescribed in the Local Governance Act, borrowing to finance General Operating Fund operations is limited to 4% of the Municipality's budget. Borrowing to finance Utility Fund operations is limited to 50% of the operating budget for the year. In 2022, the Town has complied with these restrictions.

Capital Funds

At December 31, 2022, there were no short-term funds (2021 - \$500,000) borrowed from other funds and no short-term funds (2021 - nil) borrowed from a financial institution to provide interim funding for capital projects in the General Capital Fund.

At December 31, 2022, there was \$150,000 short-term funds (2021 - nil) borrowed from other funds and no short-term funds (2021 - nil) borrowed from a financial institution to provide interim funding for capital projects in the Utility Capital Fund.

Interim Borrowing Capital Funds

The Town has remaining outstanding authority for short-term borrowings as follows:

General Capital Fund, OIC # 22-0018	\$ 1,250,000
Utility Capital Fund, OIC # 21-0061	<u>800,000</u>
	<u>\$ 2,050,000</u>

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19. SHORT TERM BORROWING (cont'd)

Inter-fund Borrowing

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

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

20. UTILITY FUND SURPLUS

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

	<u>2022</u>	<u>2021</u>
2022 Surplus	\$ 33,993	\$ -
2021 Surplus	41,757	41,757
2020 Surplus	<u>-</u>	<u>48,220</u>
	<u>\$ 75,750</u>	<u>\$ 89,977</u>

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21. SCHEDULE OF TANGIBLE CAPITAL ASSETS

	Land	Land Improvements	Buildings and Leasehold Improvements	Vehicles	Machinery and Equipment	Infrastructure				Subtotal	Assets Under Construction	2022 Total	2021 Total
						Roads and Streets	Storm Sewer	Water	Sewer				
COST													
Balance - beginning of year	\$ 4,885,839	\$ 8,712,079	\$ 12,791,288	\$ 6,017,529	\$ 5,392,741	\$ 44,169,098	\$ 21,022,269	\$ 29,170,713	\$ 25,942,199	\$ 158,103,755	\$ 879,870	\$ 158,983,625	\$ 154,359,952
Change in ownership	108	89	4,467	5,418	946	-	-	-	-	11,028	-	11,028	(455)
Add: Net additions during the year	43,800	856,533	716,747	363,337	574,624	2,259,963	229,511	196,575	517,022	5,758,112	911,177	6,669,289	5,882,178
Less: Disposals during the year	-	-	-	-	(5,775)	(866,274)	(79,807)	-	(5,808)	(957,664)	-	(957,664)	(1,258,050)
Balance - end of year	<u>4,929,747</u>	<u>9,568,701</u>	<u>13,512,502</u>	<u>6,386,284</u>	<u>5,962,536</u>	<u>45,562,787</u>	<u>21,171,973</u>	<u>29,367,288</u>	<u>26,453,413</u>	<u>162,915,231</u>	<u>1,791,047</u>	<u>164,706,278</u>	<u>158,983,625</u>
ACCUMULATED AMORTIZATION													
Balance - beginning of year	-	4,732,115	5,228,902	3,457,199	2,834,830	22,196,193	7,830,854	8,767,458	9,366,676	64,414,227	-	64,414,227	60,642,583
Change in ownership	-	89	2,223	2,551	454	-	-	-	-	5,317	-	5,317	(379)
Add: Amortization during the year	-	472,357	408,574	513,268	511,000	1,432,869	350,370	621,085	449,232	4,758,755	-	4,758,755	4,649,782
Less: Accumulated amortization on disposals	-	-	-	-	(5,775)	(762,818)	(46,545)	-	(5,808)	(820,946)	-	(820,946)	(877,759)
Balance - end of year	<u>-</u>	<u>5,204,561</u>	<u>5,639,699</u>	<u>3,973,018</u>	<u>3,340,509</u>	<u>22,866,244</u>	<u>8,134,679</u>	<u>9,388,543</u>	<u>9,810,100</u>	<u>68,357,353</u>	<u>-</u>	<u>68,357,353</u>	<u>64,414,227</u>
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS													
	<u>\$ 4,929,747</u>	<u>\$ 4,364,140</u>	<u>\$ 7,872,803</u>	<u>\$ 2,413,266</u>	<u>\$ 2,622,027</u>	<u>\$ 22,696,543</u>	<u>\$ 13,037,294</u>	<u>\$ 19,978,745</u>	<u>\$ 16,643,313</u>	<u>\$ 94,557,878</u>	<u>\$ 1,791,047</u>	<u>\$ 96,348,925</u>	<u>\$ 94,569,398</u>
Consists of:													
General Fund													
Assets	\$ 4,559,421	\$ 4,282,521	\$ 3,714,994	\$ 1,471,039	\$ 1,937,461	\$ 22,501,461	\$ 13,037,294	\$ -	\$ -	\$ 51,504,191	\$ 267,212	\$ 51,771,403	\$ 49,925,531
Utility Fund													
Assets	119,971	-	1,102,568	65,830	426,887	195,082	-	19,978,745	16,643,313	38,532,396	1,523,835	40,056,231	40,775,006
Controlled Entities	<u>250,355</u>	<u>81,619</u>	<u>3,055,241</u>	<u>876,397</u>	<u>257,679</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,521,291</u>	<u>-</u>	<u>4,521,291</u>	<u>3,868,861</u>
	<u>\$ 4,929,747</u>	<u>\$ 4,364,140</u>	<u>\$ 7,872,803</u>	<u>\$ 2,413,266</u>	<u>\$ 2,622,027</u>	<u>\$ 22,696,543</u>	<u>\$ 13,037,294</u>	<u>\$ 19,978,745</u>	<u>\$ 16,643,313</u>	<u>\$ 94,557,878</u>	<u>\$ 1,791,047</u>	<u>\$ 96,348,925</u>	<u>\$ 94,569,398</u>

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22. SCHEDULE OF TANGIBLE CAPITAL ASSETS FOR JOINTLY CONTROLLED ENTITIES

	<u>Land</u>	<u>Land Improvements</u>	<u>Buildings</u>	<u>Vehicles</u>	<u>Machinery and Equipment</u>	<u>Assets Under Construction</u>	<u>2022 Total</u>	<u>2021 Total</u>
COST								
Balance - beginning of year	\$ 250,247	\$ 120,089	\$ 4,176,196	\$ 1,746,458	\$ 811,542	\$ -	\$ 7,104,439	\$ 6,960,149
Change in ownership	108	89	4,467	5,418	946	-	11,028	(455)
Add: Net additions during the year	-	44,268	716,747	112,232	95,707	-	968,945	214,723
Less: Disposals during the year	-	-	-	-	(5,775)	-	(5,775)	(69,978)
Balance - end of year	<u>250,355</u>	<u>164,446</u>	<u>4,897,410</u>	<u>1,864,108</u>	<u>902,420</u>	<u>-</u>	<u>8,078,637</u>	<u>7,104,439</u>
ACCUMULATED AMORTIZATION								
Balance - beginning of year	-	74,064	1,701,926	871,493	588,197	-	3,235,578	2,978,829
Change in ownership	-	89	2,223	2,551	454	-	5,317	(379)
Add: Amortization during the year	-	8,674	138,020	113,667	61,865	-	322,226	317,714
Less: Accumulated amortization on disposals	-	-	-	-	(5,775)	-	(5,775)	(60,586)
Balance - end of year	<u>-</u>	<u>82,827</u>	<u>1,842,169</u>	<u>987,711</u>	<u>644,741</u>	<u>-</u>	<u>3,557,346</u>	<u>3,235,578</u>
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	<u>\$ 250,355</u>	<u>\$ 81,619</u>	<u>\$ 3,055,241</u>	<u>\$ 876,397</u>	<u>\$ 257,679</u>	<u>\$ -</u>	<u>\$ 4,521,291</u>	<u>\$ 3,868,861</u>

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23. SCHEDULE OF SEGMENT DISCLOSURE

	<u>General</u>	<u>Protective</u>	<u>Transportation</u>	<u>Environmental Health</u>	<u>Environmental Development</u>	<u>Recreation and Culture</u>	<u>Water and Sewer</u>	<u>2022 Consolidated</u>	<u>2021 Consolidated</u>
REVENUE									
Property tax warrant	\$ 2,913,905	\$ 6,617,083	\$ 4,286,296	\$ 986,710	\$ 781,470	\$ 2,596,046	\$ -	\$ 18,181,510	\$ 17,002,299
Sale of service	142,676	-	4,708	-	-	328,326	-	475,710	463,732
Services provided to other governments	-	-	81,806	-	-	-	-	81,806	80,180
Other own source	791,843	-	-	-	175,838	-	-	967,681	108,062
Unconditional grant	20,990	47,667	30,877	7,108	5,629	18,701	-	130,972	131,193
Conditional government transfers	2,001,988	-	-	-	-	-	374,000	2,375,988	2,286,228
Water and sewer user fees	-	-	-	-	-	-	3,163,226	3,163,226	3,077,512
Sundry and interest	<u>219,921</u>	<u>290,636</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>6,486</u>	<u>117,274</u>	<u>634,317</u>	<u>394,176</u>
	<u>6,091,323</u>	<u>6,955,386</u>	<u>4,403,687</u>	<u>993,818</u>	<u>962,937</u>	<u>2,949,559</u>	<u>3,654,500</u>	<u>26,011,210</u>	<u>23,543,382</u>
EXPENDITURE									
Salaries and benefits	964,409	4,636,619	1,048,733	-	294,265	441,606	535,352	7,920,984	7,331,793
Goods and services	1,189,536	707,398	3,388,906	962,281	273,847	1,854,305	1,550,759	9,927,032	7,697,665
Interest	2,294	1,562	65,777	-	-	92,121	269,993	431,747	465,265
Other	47,304	-	136,718	-	-	-	-	184,022	415,048
Amortization	<u>125,959</u>	<u>228,949</u>	<u>2,356,300</u>	<u>-</u>	<u>-</u>	<u>797,862</u>	<u>1,249,685</u>	<u>4,758,755</u>	<u>4,649,782</u>
	<u>2,329,502</u>	<u>5,574,528</u>	<u>6,996,434</u>	<u>962,281</u>	<u>568,112</u>	<u>3,185,894</u>	<u>3,605,789</u>	<u>23,222,540</u>	<u>20,559,553</u>
Surplus (deficit) for the year	<u>\$ 3,761,821</u>	<u>\$ 1,380,858</u>	<u>\$ (2,592,747)</u>	<u>\$ 31,537</u>	<u>\$ 394,825</u>	<u>\$ (236,335)</u>	<u>\$ 48,711</u>	<u>\$ 2,788,670</u>	<u>\$ 2,983,829</u>

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24. RECONCILIATION OF ANNUAL SURPLUS

	General Operating Fund	General Capital Fund	Utility Operating Fund	Utility Capital Fund	General Operating Reserve Fund	General Capital Reserve Fund	Utility Operating Reserve Fund	Utility Capital Reserve Fund	Jointly Controlled Entities	Total
2022 annual surplus (deficit)	\$ <u>5,722,791</u>	\$ <u>(4,224,640)</u>	\$ <u>1,033,625</u>	\$ <u>(624,430)</u>	\$ <u>12,588</u>	\$ <u>117,717</u>	\$ <u>2,180</u>	\$ <u>25,516</u>	\$ <u>723,323</u>	\$ <u>2,788,670</u>
Adjustments to annual surplus										
Surplus (deficit) for funding requirements										
Second previous year's surplus	52,674	-	48,220	-	-	-	-	-	93,129	194,023
Transfers between funds										
Transfer elimination	(175,000)	-	-	-	-	175,000	-	-	-	-
Transfer elimination	-	-	300,000	-	-	-	-	(300,000)	-	-
Transfer elimination	-	-	(57,550)	-	-	-	-	57,550	-	-
Transfer elimination	-	900,000	-	250,000	-	(1,150,000)	-	-	-	-
Transfer elimination	(839,941)	-	-	-	-	839,941	-	-	-	-
Transfer elimination	-	-	(5,686)	-	-	-	-	5,686	-	-
Transfer elimination	-	-	(11,256)	-	-	-	-	11,256	-	-
Transfer elimination	(3,526,620)	3,526,620	(739,537)	739,537	-	-	-	-	-	-
Long term debt principal repayment	(784,000)	784,000	(533,823)	533,823	-	-	-	-	-	-
Provision for retirement allowance	-	-	-	-	-	-	-	-	(5,740)	(5,740)
Provision for pension liability	(11,000)	-	-	-	-	-	-	-	(50,982)	(61,982)
Provision for sick leave accrual	-	-	-	-	-	-	-	-	(64,162)	(64,162)
Accumulated amortization on disposal of capital assets	-	(809,363)	-	(5,808)	-	-	-	-	(5,775)	(820,946)
Deferred Gas tax revenue	(310,059)	-	-	-	-	-	-	-	-	(310,059)
Unrealized gain on investments	-	-	-	-	-	-	-	-	41,766	41,766
Amortization expense	-	<u>3,186,844</u>	-	<u>1,249,685</u>	-	-	-	-	<u>322,226</u>	<u>4,758,755</u>
Total adjustments to 2022 annual surplus (deficit)	<u>(5,593,946)</u>	<u>7,588,101</u>	<u>(999,632)</u>	<u>2,767,237</u>	<u>-</u>	<u>(135,059)</u>	<u>-</u>	<u>(225,508)</u>	<u>330,462</u>	<u>3,731,655</u>
2022 annual surplus (deficit) for funding requirements	<u>\$ 128,845</u>	<u>\$ 3,363,461</u>	<u>\$ 33,993</u>	<u>\$ 2,142,807</u>	<u>\$ 12,588</u>	<u>\$ (17,342)</u>	<u>\$ 2,180</u>	<u>\$ (199,992)</u>	<u>\$ 1,053,785</u>	<u>\$ 6,520,325</u>

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25. STATEMENT OF RESERVES

	<u>General Operating Reserve</u>	<u>General Capital Reserve</u>	<u>Utility Operating Reserve</u>	<u>Utility Capital Reserve</u>	<u>Land for Public Purpose</u>	<u>2022 Total</u>	<u>2021 Total</u>
ASSETS							
Cash and short term investments	\$ 917,637	\$ 5,680,028	\$ -	\$ 1,152,517	\$ -	\$ 7,750,182	\$ 7,452,748
Accounts receivable from other funds	-	(152,811)	108,485	(108,485)	152,811	-	-
Due from (to) other funds	-	-	-	-	-	-	500,000
	<u>\$ 917,637</u>	<u>\$ 5,527,217</u>	<u>\$ 108,485</u>	<u>\$ 1,044,032</u>	<u>\$ 152,811</u>	<u>\$ 7,750,182</u>	<u>\$ 7,952,748</u>
ACCUMULATED SURPLUS	<u>\$ 917,637</u>	<u>\$ 5,527,217</u>	<u>\$ 108,485</u>	<u>\$ 1,044,032</u>	<u>\$ 152,811</u>	<u>\$ 7,750,182</u>	<u>\$ 7,952,748</u>
REVENUE							
Other government transfers	\$ -	\$ 839,941	\$ -	\$ -	\$ -	\$ 839,941	\$ 1,654,360
Transfers from Operating Funds	-	175,000	-	74,492	-	249,492	1,037,536
Interest	<u>12,588</u>	<u>115,157</u>	<u>2,180</u>	<u>25,516</u>	<u>2,560</u>	<u>158,001</u>	<u>39,378</u>
	<u>12,588</u>	<u>1,130,098</u>	<u>2,180</u>	<u>100,008</u>	<u>2,560</u>	<u>1,247,434</u>	<u>2,731,274</u>
EXPENDITURES							
Transfer to General Capital Fund	-	900,000	-	-	-	900,000	650,000
Transfers to Water and Sewer Capital Fund	<u>-</u>	<u>250,000</u>	<u>-</u>	<u>300,000</u>	<u>-</u>	<u>550,000</u>	<u>374,000</u>
	<u>-</u>	<u>1,150,000</u>	<u>-</u>	<u>300,000</u>	<u>-</u>	<u>1,450,000</u>	<u>1,024,000</u>
ANNUAL SURPLUS (DEFICIT)	<u>\$ 12,588</u>	<u>\$ (19,902)</u>	<u>\$ 2,180</u>	<u>\$ (199,992)</u>	<u>\$ 2,560</u>	<u>\$ (202,566)</u>	<u>\$ 1,707,274</u>

Included in the General Capital Reserve Fund is \$4,102,261 of gas tax funds to be used for capital projects that meet the criteria of the Agreement on the Gas Tax Fund with Local Governments.

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25. STATEMENT OF RESERVES (cont'd)

Council Resolutions regarding transfers to and from reserves:

Date Enacted December 7, 2022

MOVED by Deputy Mayor Alexander and seconded by Council. Boyle that the Gas Tax Funding in the amount of \$839,941.00 for the year 2022, be transferred to the General Capital Reserve Fund (Gas Tax).

CARRIED.

MOVED by Deputy Mayor Alexander and seconded by Council. Boyle that the sum of \$900,000.00 be transferred from the General Capital Reserve Fund (Gas Tax) to the General Operating Fund to cover the costs of Capital projects.

CARRIED.

MOVED by Deputy Mayor Alexander and seconded by Council. Boyle that the sum of \$175,000.00 be transferred from the General Operating Fund to the General Capital Reserve to cover the costs of future Capital projects.

CARRIED.

MOVED by Deputy Mayor Alexander and seconded by Council. McGuire that \$57,550.00 be transferred from the Utility Operating Fund to the Utility Capital Reserve Fund for water and sewer connection fees.

CARRIED.

MOVED by Deputy Mayor Alexander and seconded by Council. Boyle that the sum of \$250,000.00 be transferred from the General Capital Reserve Fund (Gas Tax) to the Utility Operating Fund to cover the costs of Capital projects.

CARRIED.

MOVED by Deputy Mayor Alexander and seconded by Council. Boyle that the sum of \$300,000.00 be transferred from the Utility Capital Reserve Fund to the Utility Operating Fund to cover the costs of Capital projects.

CARRIED.

MOVED by Deputy Mayor Alexander and seconded by Council. Boyle that \$5,686.00 be transferred from the Utility Operating Fund to the Utility Sewage Outfall Reserve Fund for Rothesay's contribution to the Sewage Outfall Reserve.

CARRIED.

MOVED by Deputy Mayor Alexander and seconded by Council. Boyle that \$11,256.00 received from Quispamsis for Sewage Outfall be transferred from the Utility Operating Fund to the Utility Sewage Outfall Reserve Fund.

CARRIED.

I hereby certify that the above are true and exact copies of resolutions adopted at the regular meeting of Council on December 7, 2022.

Clerk,
Rothesay

Date

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**DECEMBER 31, 2022****26. STATEMENT OF JOINTLY CONTROLLED ENTITIES OPERATIONS**

	<u>KV Fire</u>	<u>Police</u>	<u>Library</u>	<u>2022 Total</u>	<u>2021 Total</u>
ASSETS	\$ <u>2,929,258</u>	\$ <u>1,622,376</u>	\$ <u>1,466,389</u>	\$ <u>6,018,023</u>	\$ <u>4,960,647</u>
LIABILITIES	\$ <u>878,595</u>	\$ <u>745,277</u>	\$ <u>17,302</u>	\$ <u>1,641,174</u>	\$ <u>1,318,613</u>
ACCUMULATED SURPLUS	\$ <u>2,050,663</u>	\$ <u>877,099</u>	\$ <u>1,449,087</u>	\$ <u>4,376,849</u>	\$ <u>3,642,034</u>
REVENUE	\$ 3,016,342	\$ 3,316,601	\$ 89,758	\$ 6,422,701	\$ 5,433,335
EXPENDITURES	<u>2,453,709</u>	<u>3,093,225</u>	<u>181,046</u>	<u>5,727,980</u>	<u>5,218,321</u>
	562,633	223,376	(91,288)	694,721	215,014
CHANGE IN OWNERSHIP	<u>5,868</u>	<u>(441)</u>	<u>-</u>	<u>5,427</u>	<u>381</u>
ANNUAL SURPLUS (DEFICIT)	\$ <u>568,501</u>	\$ <u>222,935</u>	\$ <u>(91,288)</u>	\$ <u>700,148</u>	\$ <u>215,395</u>

The above noted entities are included in the consolidated financial statements. The above figures do not include the eliminating adjustments and represent Rothesay's proportionate share.

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DECEMBER 31, 2022

27. OPERATING BUDGET TO PSA BUDGET

	Operating Budget General	Operating Budget Water and Sewer	Amortization TCA	Controlled Entities	Transfers	Total
REVENUE						
Property tax warrant	\$ 18,181,510	\$ -	\$ -	\$ -	\$ -	\$ 18,181,510
Unconditional transfers from other governments	130,973	-	-	-	-	130,973
Conditional transfers from Federal or Provincial governments	40,000	-	-	-	1,150,000	1,190,000
Services other governments	60,000	-	-	-	-	60,000
Other own source	82,943	-	-	-	-	82,943
Sale of services	419,900	-	-	-	-	419,900
Other transfers	1,050,000	-	-	-	(1,050,000)	-
Water and sewer user fees	-	3,511,780	-	-	(360,000)	3,151,780
Sundry income	12,000	80,000	-	172,099	-	264,099
Surplus (deficit) of second previous year	<u>52,674</u>	<u>48,220</u>	<u>-</u>	<u>-</u>	<u>(100,894)</u>	<u>-</u>
	<u>20,030,000</u>	<u>3,640,000</u>	<u>-</u>	<u>172,099</u>	<u>(360,894)</u>	<u>23,481,205</u>
EXPENDITURES						
General government services	2,545,617	-	125,000	-	(319,550)	2,351,067
Protective services	5,765,750	-	228,946	31,689	(339,700)	5,686,685
Transportation services	3,759,551	-	2,450,000	-	(663,100)	5,546,451
Environmental health services	862,000	-	-	-	-	862,000
Environmental development services	682,700	-	-	-	-	682,700
Recreation and cultural services	2,267,932	-	600,000	7,572	87,800	2,963,304
Fiscal services						
Long term debt repayments	784,000	529,810	-	-	(1,313,810)	-
Interest	187,450	293,190	-	-	(480,640)	-
Transfer from General Operating Fund to General Operating Reserve Fund	175,000	-	-	-	(175,000)	-
Transfer from General Operating Fund to General Capital Fund	3,000,000	-	-	-	(3,000,000)	-
Transfer from Water and Sewer Operating Fund to Water and Sewer Capital Reserve Fund	-	780,000	-	-	(780,000)	-
Water and Sewer	<u>-</u>	<u>2,037,000</u>	<u>1,130,000</u>	<u>-</u>	<u>293,190</u>	<u>3,460,190</u>
	<u>20,030,000</u>	<u>3,640,000</u>	<u>4,533,946</u>	<u>39,261</u>	<u>(6,690,810)</u>	<u>21,552,397</u>
Surplus (deficit)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (4,533,946)</u>	<u>\$ 132,838</u>	<u>\$ 6,329,916</u>	<u>\$ 1,928,808</u>

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28. REVENUE AND EXPENDITURES SUPPORT

	<u>2022</u> Budget	<u>2022</u> Actual	<u>2021</u> Actual
REVENUE			
Sale of services			
Community Centre	\$ 20,000	\$ 23,240	\$ 26,615
Rental revenue	106,000	96,414	94,696
Recreational programs	293,900	327,246	337,713
HIVE programs	<u>-</u>	<u>28,810</u>	<u>-</u>
	<u>\$ 419,900</u>	<u>\$ 475,710</u>	<u>\$ 459,024</u>
Other own source			
Permits and fines	\$ 55,000	\$ 175,838	\$ 94,132
Contributions by developers	-	645,068	-
Developers contributions - LPP	-	-	4,560
Local improvement levy	4,708	4,708	4,708
Miscellaneous	<u>23,235</u>	<u>142,067</u>	<u>9,370</u>
	<u>\$ 82,943</u>	<u>\$ 967,681</u>	<u>\$ 112,770</u>
Conditional government transfers			
Government of Canada	\$ 38,500	\$ 35,728	\$ 63,774
Province of New Brunswick	-	1,188,580	1,193,354
Gas Tax revenue	1,150,000	1,150,000	1,024,000
Canada Day grants	1,500	1,680	1,600
Other government grants	<u>-</u>	<u>-</u>	<u>3,500</u>
	<u>\$ 1,190,000</u>	<u>\$ 2,375,988</u>	<u>\$ 2,286,228</u>
EXPENDITURE			
General government services			
Legislative			
Mayor	\$ 47,000	\$ 41,421	\$ 36,986
Councilors	135,100	130,639	126,140
Fundy Regional Service Commission	6,000	5,239	5,226
Other	<u>12,499</u>	<u>6,768</u>	<u>3,397</u>
	<u>200,599</u>	<u>184,067</u>	<u>171,749</u>
Administrative			
Administration	837,000	818,911	698,436
Office building	181,250	183,120	176,730
Solicitor	50,000	19,030	20,564
Supplies	30,000	28,801	30,977
Other	<u>243,928</u>	<u>317,708</u>	<u>208,518</u>
	<u>1,342,178</u>	<u>1,367,570</u>	<u>1,135,225</u>
Financial management			
Professional fees	<u>35,000</u>	<u>31,155</u>	<u>26,510</u>

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28. REVENUE AND EXPENDITURE SUPPORT (cont'd)

	<u>2022</u> Budget	<u>2022</u> Actual	<u>2021</u> Actual
General government services (cont'd)			
Other			
Civic relations	1,000	60	341
Covid-19	25,000	6,697	27,033
Community communications	10,000	6,393	2,738
Insurance	256,784	254,475	247,058
Property tax - land for public purposes	17,622	17,824	16,782
Grants to organizations	36,500	28,628	22,147
Fox Farm Road rental expenses	4,000	10,446	5,713
Cost of assessment	293,934	293,934	266,004
Interest	3,450	2,294	2,682
Amortization	<u>125,000</u>	<u>125,959</u>	<u>127,065</u>
	<u>773,290</u>	<u>746,710</u>	<u>717,563</u>
	<u>\$ 2,351,067</u>	<u>\$ 2,329,502</u>	<u>\$ 2,051,047</u>
Protective services			
Fire			
Administration	\$ 328,074	\$ 342,752	\$ 266,992
Firefighting force	1,688,532	1,709,809	1,519,478
Telecommunications	87,144	86,895	1,600
Insurance	22,718	23,626	21,348
Prevention and training	23,944	21,746	13,372
Facilities	77,207	75,242	71,623
Fleet	42,178	45,916	33,090
Operations	27,423	29,476	105,682
Water costs	13,692	13,692	13,243
Retirement allowance	21,683	21,683	25,772
Other	1,228	1,003	7,396
(Gain) on disposal of tangible capital assets	-	-	(6,990)
Amortization	<u>130,573</u>	<u>130,573</u>	<u>141,023</u>
	<u>2,464,396</u>	<u>2,502,413</u>	<u>2,213,629</u>
Crimestoppers	<u>2,800</u>	<u>2,800</u>	<u>2,800</u>
Police			
Crime Control	2,252,446	2,074,445	2,030,630
Vehicle Fleet	79,499	79,221	72,059
Property	98,690	106,782	88,232
Administration	477,006	509,613	428,840
Retirement allowance	33,984	34,779	34,803
Communications	110,425	109,942	113,254
Unrealized loss (gain) on investments	41,766	41,766	(26,224)
Loss (gain) on disposal of tangible capital assets	-	-	3,959
Amortization	<u>98,373</u>	<u>98,373</u>	<u>84,659</u>
	<u>3,192,189</u>	<u>3,054,921</u>	<u>2,830,212</u>

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	<u>2022</u> Budget	<u>2022</u> Actual	<u>2021</u> Actual
Protective services (cont'd)			
Other			
Emergency measures	-	116	975
Animal control	5,000	2,970	5,418
Interest	2,300	1,562	3,995
Other	<u>20,000</u>	<u>9,746</u>	<u>10,778</u>
	<u>27,300</u>	<u>14,394</u>	<u>21,166</u>
	<u>\$ 5,686,685</u>	<u>\$ 5,574,528</u>	<u>\$ 5,067,807</u>
Transportation services			
Common			
Wages and benefits	\$ 1,134,000	\$ 1,048,733	\$ 976,786
Workshop, yard and equipment maintenance	679,413	670,881	599,233
Engineering	<u>5,000</u>	<u>50,957</u>	<u>10,260</u>
	<u>1,818,413</u>	<u>1,770,571</u>	<u>1,586,279</u>
Roads and Streets			
Roadway surfaces	55,000	99,985	99,160
Designated highway surfacing	-	1,243,657	-
Storm water and traffic studies	-	130,885	157,260
Crosswalks and sidewalks	20,200	17,820	16,534
Culverts and drainage ditches	25,000	36,632	36,477
Storm sewers	35,000	99,749	34,249
Street cleaning	45,000	50,996	40,506
Snow and ice removal	667,000	684,756	520,677
Street lighting	145,000	148,728	161,646
Street signs	12,500	12,823	9,886
Traffic lane marking	40,000	33,279	25,677
Traffic signals and signs	40,000	9,679	52,191
Railway crossing signals	25,000	19,375	22,228
Public transit - Comex Service	77,438	78,088	81,110
Flood costs	15,000	616	-
Interest	75,900	65,777	73,172
Loss on disposal of tangible capital assets	-	136,718	283,208
Amortization	<u>2,450,000</u>	<u>2,356,300</u>	<u>2,319,749</u>
	<u>3,728,038</u>	<u>5,225,863</u>	<u>3,933,730</u>
	<u>\$ 5,546,451</u>	<u>\$ 6,996,434</u>	<u>\$ 5,520,009</u>

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**DECEMBER 31, 2022****28. REVENUE AND EXPENDITURE SUPPORT (cont'd)**

	<u>2022</u> Budget	<u>2022</u> Actual	<u>2021</u> Actual
Environmental health services			
Solid waste disposal	\$ 210,000	\$ 213,639	\$ 202,547
Solid waste compost	36,000	31,469	48,741
Solid waste collection	571,000	682,657	570,984
Curbside recycling	-	3,093	-
Clean up campaign	<u>45,000</u>	<u>31,423</u>	<u>32,249</u>
	<u>\$ 862,000</u>	<u>\$ 962,281</u>	<u>\$ 854,521</u>
Environmental development services			
Environmental planning and zoning	\$ 487,500	\$ 376,112	\$ 359,044
Envision SJ	192,000	192,000	148,000
Tourism	<u>3,200</u>	<u>-</u>	<u>-</u>
	<u>\$ 682,700</u>	<u>\$ 568,112</u>	<u>\$ 507,044</u>
Recreation and cultural services			
Administration	\$ 367,025	\$ 383,924	\$ 326,956
Beaches	51,000	48,766	45,695
Rothesay Arena	383,000	406,862	349,094
Memorial Centre	72,988	48,856	69,359
Summer programs	61,800	65,551	62,780
Rothesay Common	54,800	40,034	64,171
Parks and gardens	638,500	624,734	629,917
Regional Facilities Commission	356,102	430,117	410,103
Kennebecasis Public Library Inc	90,789	92,198	78,611
Special events	40,000	28,492	14,744
HIVE programs	-	9,794	-
Playgrounds and fields	134,000	116,583	136,176
Living museum	-	-	71
PRO Kids	7,500	-	7,500
Interest	105,800	92,121	100,968
Amortization	<u>600,000</u>	<u>797,862</u>	<u>740,412</u>
	<u>\$ 2,963,304</u>	<u>\$ 3,185,894</u>	<u>\$ 3,036,557</u>
Water and sewer services			
Water System			
Administration	\$ 454,000	\$ 470,644	\$ 480,900
Purification maintenance and treatment	487,500	518,785	408,751
Source of supply - purchase of water	1,000	1,605	1,181
Transmission and distribution	120,000	86,464	74,667
Power and pumping	44,000	49,779	39,654
Billing and collecting	<u>5,000</u>	<u>3,875</u>	<u>2,410</u>
	<u>1,111,500</u>	<u>1,131,152</u>	<u>1,007,563</u>

ROTHESAY

2023April11OpenSessionFINAL_367

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**DECEMBER 31, 2022****28. REVENUE AND EXPENDITURE SUPPORT (cont'd)**

	<u>2022</u> Budget	<u>2022</u> Actual	<u>2021</u> Actual
Sewer System			
Administration	677,000	661,335	648,900
Sewer collection system	99,000	98,420	83,047
Sewer lift stations	56,000	47,593	43,551
Treatment and disposal	93,500	147,611	130,494
Loss on disposal of tangible capital asset	<u>-</u>	<u>-</u>	<u>87,691</u>
	<u>925,500</u>	<u>954,959</u>	<u>993,683</u>
Interest	293,190	269,993	284,448
Amortization	<u>1,130,000</u>	<u>1,249,685</u>	<u>1,236,874</u>
	<u>1,423,190</u>	<u>1,519,678</u>	<u>1,521,322</u>
	<u>\$ 3,460,190</u>	<u>\$ 3,605,789</u>	<u>\$ 3,522,568</u>



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
April 11, 2023

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY: 
John Jarvie, Town Manager

DATE: April 11/2023

SUBJECT: Truck Purchase- Parks Department

RECOMMENDATION

It is recommended that Council accept the submission from Dobson Chrysler Dodge for the purchase of a 2500 Truck, 8 cylinder automatic transmission, 4x4, with A/C, and required safety features for the purchase price of \$71 779.00 plus HST for the Rothesay Parks Department.

ORIGIN

The 2023 General Fund Capital Budget included an amount of \$70 000 for the purchase of a 2500 truck for the Rothesay Parks Department.

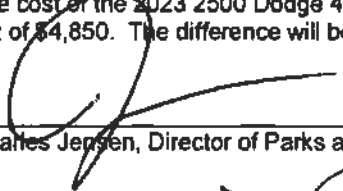
BACKGROUND


Several local vehicle retailers were called and asked to submit quotes. Results included below:

Dobson Chrysler Dodge	\$71 779.00 plus HST
Steele Chevrolet	\$74 458.00 plus HST

FINANCIAL IMPLICATIONS

The 2023 General Capital Budget included an amount of \$70 000 for the purchase of a 2500 truck for the Rothesay Parks Department. The cost of the 2023 2500 Dodge 4WD Truck regular cab will be \$74,850 after the HST rebate, a difference from budget of \$4,850. The difference will be found in adjusting other capital purchases.

Report Prepared by: 
Charles Jensen, Director of Parks and Recreation

Report Reviewed by: 
Doug MacDonald, Treasurer

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

DOBSON CHRYSLER DODGE
312 ROTHESAY AVENUE
SAINT JOHN, NB E2J2B9

Configuration Preview

Date Printed: 2023-02-28 0:55 AM **VIN:** **Quantity:** 1
Estimated Ship Date: **VON:** **Status:** BA - Pending order
FAN 1: B0703 TOWN OF ROTHESAY
FAN 2:

Sold to: **Ship to:** **Bid Number:**
DOBSON CHRYSLER DODGE (C2550) **DOBSON CHRYSLER DODGE (C2550)** **PO Number:**
312 ROTHESAY AVENUE **312 ROTHESAY AVENUE**
SAINT JOHN, NB E2J2B9 **SAINT JOHN, NB E2J2B9**

Vehicles: **2023 2500 TRADESMAN REG CAB 4X4 (140 in WB 8FT 0 IN box) (DJ7L62)**

	Sales Code	Description	MSRP(CAD)
Model:	DJ7L62	2500 TRADESMAN REG CAB 4X4 (140 in WB 8FT 0 IN box)	
Package:	2GA	Customer Preferred Package 2GA	
	ESB	6.4L V8 Heavy Duty HEMI MDS Engine	
	DFX	8-Spd Auto 8HP75-LCV Transmission	
Paint/Seal/Trim:	PL1	Low Vol School Bus Yellow	
	APA	Monotone Paint	
	*TX	HD Vinyl 40/20/40 Split Bench Seat	
	-X8	Black/Diesel Gray	
Options:	BAJ	220 Amp Alternator	
	XAG	ParkSense FR/RR Park Assist System	
	LNJ	Front Fog Lamps	
	ANT	Bed Utility Group	
	UEL	Uconnect(R) 5 NAV with 8.4-in display	
	ADC	Convenience Group	
	WBN	18X8.0 Steel Wheels	
	ADB	Protection Group	
	XHC	Trailer Brake Control	
	AD2	Snow Chief Group	
	XAW	Rear Backup Alarm	
	ACL	DOT Certified Roadside Safety Kit	
	MRU	Mopar Black Tubular Side Steps	
	AAU	Safety Group	
	GFA	Rear Window Defroster	
	A61	Tradesman Level 1 Equipment Group	
	CLY	Mopar Front Rubber Floor Mats	
	5N6	Easy Order	
	4FM	Fleet Option Editor	
	4FT	Fleet Sales Order	
	121	Zone 21-Canada-Ontario	
	4EA	Sold Vehicle	
Non Equipment:	4FK	Fleet Government Sale	
Discounts:	YG2	5.2 Additional Gallons of Gas	
Destination Fees:			

Total Price: ~~74,840.~~
 71,779.00

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.