

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



2023 December 11 Open Session FINAL_001

ROTHESAY
COUNCIL MEETING
Town Hall Common Room
Monday, December 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	14 November 2023
Public Hearing	20 November 2023

➤ **Business Arising from Minutes**

3. OPENING REMARKS OF COUNCIL

3.1 Declaration of Conflict of Interest

4. DELEGATIONS

4.1 Rothesay 2024 Capital Budgets Doug MacDonald, Treasurer (*see Item 9.2.1*)

5. CORRESPONDENCE FOR ACTION

5.1 13 November 2023 Letter from residents RE: Woodland Avenue (drainage, no exit sign, streetlight)

Refer to the Works and Utilities Committee

5.2 14 November 2023 Email from Quispamsis resident RE: Almon Lane traffic concerns

Refer to the Works and Utilities Committee

5.3 22 November 2023 Letter from resident RE: Church/Grove/Hampton Traffic Lights

Refer to the Works and Utilities Committee

5.4 21 November 2023 Email from resident RE: East Riverside-Kingshurst Park

Refer to staff

5.5 30 November 2023 Fundy Regional Service Commission Municipal Capital Borrowing Board Application

Provide comments to the Mayor before January 25, 2024

5.6 5 December 2023 Invitation to participate in the 2024 Communities In Bloom program

Refer to staff

6. CORRESPONDENCE - FOR INFORMATION

6.1 10 November 2023 2022-2023 New Brunswick Medical Education Foundation Scholarship Report

6.2 21 November 2023 2024 Operating Budget approval letters

- Kennebecasis Regional Joint Board of Police Commissioners
- Kennebecasis Valley Fire Department
- Kennebecasis Public Library
- Kennebecasis Crime Stoppers

ROTHESAY

2023December11OpenSessionFINAL_002

Regular Council Meeting
Agenda

-2-

11 December 2023

- 6.3.1 1 December 2023 CBC Article “Digby-Saint John Ferry will stay put, says federal transport minister”
- 6.3.2 23 November 2023 Letter to Minister Rodriguez RE: MV Fundy Rose Ferry Service between Digby, NS and Saint John, NB
- 6.3.3 22 November 2023 Letter to Minister Rodriguez from Quispamsis
- 6.4 28 November 2023 Letter from resident RE: Clark Road/Gondola Point Road construction
- 6.5 5 December 2023 Letter from resident RE: 2024 Budget

7. REPORTS

- 7.0 **December 2023 Report from Closed Session**
- 7.1 27 September 2023 Fundy Regional Service Commission (FRSC) meeting minutes
- 7.2 31 October 2023 Draft unaudited Rothesay General Fund Financial Statements
- 31 October 2023 Draft unaudited Rothesay Utility Fund Financial Statements
- 31 October 2023 Donation Summary
- 30 November 2023 Draft Finance Committee meeting minutes
 - □ YMCA
- 7.3 21 November 2023 Draft Age Friendly Advisory Committee meeting minutes
- 7.4 28 November 2023 Draft Parks and Recreation Committee meeting notes
- 7.5 4 December 2023 Draft Planning Advisory Committee meeting minutes
 - □ 7 Scott Avenue (PID 00062729) – Public Hearing
- 7.6 November 2023 Monthly Building Permit Report
- 7.7 7 December 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

9. NEW BUSINESS

9.1 BUSINESS ARISING FROM PUBLIC HEARING

- 21 November 2023 Memorandum from Town Clerk Banks
- DRAFT By-law 2-10-36
- DRAFT Subdivision Agreement

9.2 BUSINESS ARISING FROM DELEGATIONS

9.2.1 2024 Capital Budgets

- 5 December 2023 Memorandum from Treasurer MacDonald RE: Motions
- 5 December 2023 Memorandum from Treasurer MacDonald RE: 2024 Capital Budgets

ROTHESAY

Regular Council Meeting
Agenda

11 December 2023

Reserve Motions 2023

General Fund

5 December 2023 Memorandum from Treasurer MacDonald

Utility Fund

5 December 2023 Memorandum from Treasurer MacDonald

General Fund

Highlights General Capital Fund Budget
2024 Master General Capital Budget

Utility Fund

Highlights Utility Capital Fund Budget
2024 Master Utility Capital Budget

9.3 Council Remuneration

4 December 2023 Memorandum from Personnel Committee

9.4 Committee Appointments

7 December 2023 Memorandum from Nominating Committee

9.5 Rothesay Ridesharing By-law 1-24

DRAFT Rothesay Ridesharing By-law 1-24

9.6 Engineering Design and Construction Management Services: 2024 Asphalt Resurfacing Program

6 December 2023 Report prepared by DO McLean

10. NEXT MEETING

Regular meeting Monday, January 8, 2024 at 7:00 p.m.

11. ADJOURNMENT

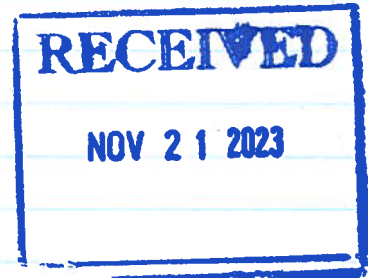
Monday
Nov. 13th, 2023.

To Whom it may concern

concern
1

When they clear cut the trees across from 18 Woodland Ave Rothesay where they are building the new apartment building. Last winter the water came up over the street. We were going out one night and the water froze on the street and our truck slid in the ditch. We had to put it in 4 wheel drive to get the passengers front wheel out of the ditch. It never over flowed like that before. There is a drainage problem going on. For safety it should be enclosed in so no one can slide in the stream of water. (Brook).

18 Woodland Ave
Rothesay N.B.
E2E2K5.



Hilroy

18 Woodland Ave Rothesay
N.B. E2E2K5.

2023 December 11 Open Session FINAL_022

RECEIVED

NOV 21 2023

Monday

Nov. 13th, 2023

To Whom it may concern.

Concern # 4.

Need a no exit sign put up on our street. The traffic coming down the street is unreal. Blocking our driveway and turning around in our driveway. We are the last house on a dead end street. Also stones need to be put back in place. They have been moved. Cars were driving up threw the walking path. Before they put the concrete pads last week. Walking path needs to be fixed for people to use. There is a lot of seniors on this street that use it. It has been blocked off all summer. And construction people need to work on there work site not in front of my driveway. They were mixing cement in front of our driveway in a wheel barrow and walking it up the path to the driveway on site. Then they left a red cooler overnight sitting on the street for people to hit there cars. Saturday night there was a truck parked on our street with a guy with a flash light walking down the walking path and ditch looking for something. He looked in front of our yard then got back in his truck and parked in our yard. I watched him out our front window 11:30pm. He then backed out into apartment building. Parked his truck got out looked around parking lot with flash light then walked over to building site and back to his truck and left.

RECEIVED

NOV 21 2023

To: Whom it may concern.

#3-

When you turn onto Woodland Ave the street is dark. A street light should be put in before you come to the mail boxes. There are cars that park facing the wrong way on the street. They should be parked in there driveway. It makes it hard to see the cars when it is pitch dark out. Its barely a 2 lane street.

18 Woodland Ave
Rothesay, N.B.
E2E 2K5.

Handwritten signature

Liz Hazlett

From: Liz Hazlett
Sent: Tuesday, November 14, 2023 10:14 AM
To: Liz Hazlett
Subject: FW: Tonights Council Mtg -Almon Lane traffic

From: Mary Jane Banks
Sent: Tuesday, November 14, 2023 10:11 AM
To:
Subject: RE: Tonights Council Mtg -Almon Lane traffic

Thank you for your email.

The agenda deadline is the Wednesday before the Council meeting at noon (November 8 this month).

Your correspondence will be forwarded to Council for the December 11th Council meeting.

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:
Sent: Tuesday, November 14, 2023 9:56 AM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: Tonights Council Mtg -Almon Lane traffic

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 concerned about the increase in cut-through traffic on Almon Lane since the installation of the traffic lights at Hampton Rd & Church Ave.

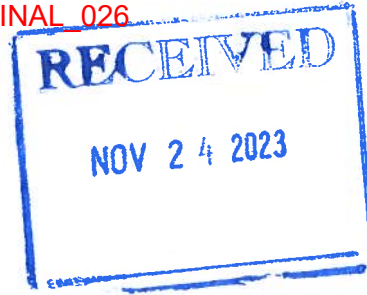
I've not found that the lights delay me when driving, since they seem to be an on-demand system. I also very much appreciate the lights as a pedestrian. I walk a dog for an ElderdogSJ client who lives in Rothesay, and sometimes walk my own dogs in the Rothesay Commons.

For 2 years I've walked that Elderdog on Almon Lane. Since the lights were installed there has been a large increase in vehicles on that Lane. 7-10 vehicles counted in the short time it takes for me to walk it. I watch them drive thru between Hampton Rd and Gondola Point Rd (sometimes not stopping at the stop sign), most coming off Hampton Rd. When there are vehicles coming from both directions, they drive on the dirt shoulders. This doesn't leave room for pedestrians, even before we get snowbanks. Hardpacked ruts are now forming on the shoulders on both sides of Almon Lane. Will this cause waterflow issues?

Perhaps traffic monitoring or a count 2020 Dec 10 10:05 AM OpenWard File_125
needed. Signal changes could be anticipated and might deter some people from using Almon Lane as a cut thru.

Regards,

Quispamsis



2023 11 22

Town of Rothesay

70 Hampton Road, Rothesay, NB, E2E 5L5

Att: Tony Henry

Traffic Superintendent

Subject: Traffic Lights (Church Ave./Grove Ave./Hampton Rd.) – Pedestrian Crossing Lights

Dear Sir,

Allow me to raise this serious safety issue and request immediate action to resolve – The traffic lights, located at the subject corner, have a pedestrian walk light feature that facilitates crossing Hampton Road and Church Ave. The current operation of the traffic lights illuminates the walk light (when the hand button is depressed) while presenting a green traffic light, parallel to the walk direction.

I was walking from my residence on 3 Grove. Ave and upon reaching the cross-walk and depressing the walk light switch and waiting for the walk signal to illuminate, I was almost struck by a motorist who was making a left-hand turn from Church Ave. to Hampton Rd., one evening, during the week of Oct. 16, 2023. The incident occurred ~20:30 (after dark)... I was wearing a reflective safety vest. I managed to evade injury by jumping out of the way of the oncoming vehicle and was able to observe the look of horror on the driver's face once she noticed what she had done. I similarly observed shocked looks from the driver of a vehicle, stopped at the red light, heading NE on Hampton Rd.

My wife and I were walking the same route at approx.. 20:00 Tues. Oct. 24, 2023. The motorist in this instance, who was proceeding to make a left-hand turn from Church Ave. to Hampton Rd. noticed us when they were almost fully in the cross-walk zone and fortunately, elected to allow to continue walking on the walk light. (BTW, I was clad in light clothing and wearing a reflective vest).

On Oct 26, 2023, ~ 19:45 we were waiting to cross at the same light (after depressing and obtaining the pedestrian walk light). As we began to cross, a vehicle heading down Grove Ave.,

making a right turn on the green light onto Hampton Rd. (NW), cut in front of our path without stopping.

I frequently encounter a local billionaire walking the same routes (after dark)... regrettably, I neglected to solicit his input for this letter...

Since I am not a traffic engineer, I cannot offer any professional advice on how to remediate this recurring issue. Might I suggest you configure all the traffic lights (Church Ave./Grove Ave./Hampton Rd.) to display red whenever a walk switch is depressed and activated? You might also consider adding amber, flashing walk lights (such as those at the intersection of Hampton Rd. and Gondola Point Road (Rothesay Corner)) to be activated when the walk light initiates.

Would you kindly acknowledge receipt of this letter and provide a timeframe for which this serious safety issue might be resolved?

All Good Wishes,

cc.:

John Jarvie – Town Manager

Dr. Nancy Grant – Mayor

Rothesay Town Council Members

Liz Hazlett

From: Mary Jane Banks
Sent: Monday, November 27, 2023 9:16 AM
To: Liz Hazlett
Subject: FW: East Riverside Park

Please place on the Council agenda. There are two requests:

- 1) Benches in the East Riverside-Kingshurst Park – *they have been re-installed*
- 2) Request to clear pathways in the Park in the winter

Thanks~

Mary Jane

From:
Sent: Tuesday, November 21, 2023 10:45:22 PM
To: Tiffany Mackay French <TiffanyMackayFrench@rothesay.ca>
Subject: East Riverside Park

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

Hi Tiffany,

I'm a regular at the park, and myself and many of the people I chat with there are very disappointed the benches have been removed.

Families, seniors, people with their lunch all take advantage of the benches. It would be great if this decision would be reconsidered.

Also, since many seniors there have mentioned it is the only place to get out and have a stroll in the winter months, it's surprising the walking trail in the park can't be cleared from snow on a regular basis. Where else in the community is there for them to get a moment of fresh air away from traffic??

I would be grateful if you could bring this item forward in an upcoming meeting.

I think people would really appreciate if the park, benches and walking trails, were kept up through the winter months.

Thanks so much,



November 30, 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 November 28, 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:

<i>Purpose:</i>	<i>Environmental Health Services (General)</i>
<i>Amount:</i>	<i>\$7,014,000</i>
<i>Term:</i>	<i>\$1,114,000 for a term not to exceed 5 years</i> <i>\$5,900,000 for a term not to exceed 4 years</i>

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 January 25, 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.

Environmental Health Services

The 2023 Capital Budget had received borrowing authority totaling \$960,000 for various capital assets and conditional borrowing of \$ 250,000 for a proposed engineered wetland. The \$ 960,000 will not be used and will be voided in this application. The Engineered wetland project has been deferred from the 2023 fiscal year to the 2024 fiscal year. The construction of Cell #10 will be started in 2024 so the full borrowing authority of \$5,900,000 for complete construction of the cell must be applied for. \$1,114,000 in capital borrowing for equipment for 2024 will include a rock truck for pit operations, a flare refurbishment, a leachate truck and ten solar powered water pumps for our landfill gas wells.

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

Sincerely,

Phil Ouellette
CEO

**FUNDY REGIONAL SERVICE
COMMISSION**

GENERAL FUND: DEBT PROFILE & BUDGET PROJECTIONS

2023December11OpenSessionFINAL_030

Prepared By: Mark Porter
Hearing Date: 08-Jan-24

Variables	Projections
INTEREST RATE	5.00%
TONNAGE	0.00%
EXPENDITURES	4.00%
REVENUES	4.00%

(000)	ACTUAL 2022	BUDGET 2024	**** PROJECTIONS ****			
			2025	2026	2027	2028
REVENUE						
TIPPING FEES (Regular)	\$7,797	\$8,866	\$8,773	\$9,293	\$10,457	\$10,628
GRANTS	\$59					
RECYCLING REVENUES (including the Blue Boxes)	\$574	\$345	\$231	\$241	\$250	\$260
SURPLUS 2ND PREV YR	\$446	\$6				
OTHER	\$1,434	\$722	\$684	\$707	\$732	\$757
TOTAL REVENUE	\$10,310	\$9,940	\$9,689	\$10,241	\$11,439	\$11,645

EXPENDITURE						
DEBT COST	\$761	\$1,128	\$1,402	\$1,621	\$2,472	\$2,317
LANDFILL EXPENSES	\$2,188	\$2,594	\$2,593	\$2,696	\$2,804	\$2,916
CAPITAL FROM BUDGET	\$2,243	\$500	\$525	\$551	\$579	\$608
TRANSFER TO RESERVE FUND	\$25	\$25	\$25	\$25	\$25	\$25
TRANSFER TO GENERATION FUND	\$82	\$194	\$60	\$60	\$60	\$60
ADMINISTRATION AND SALARIES	\$3,856	\$4,519	\$4,198	\$4,366	\$4,541	\$4,723
RECYCLING COSTS	\$1,008	\$797	\$829	\$862	\$897	\$933
SMALL MATERIALS RECOVERY FACILITY	\$140	\$182	\$57	\$59	\$61	\$64
DEFICIT 2ND PREVIOUS YEAR	\$0	\$0				
TOTAL EXPENDITURE	\$10,304	\$9,940	\$9,689	\$10,241	\$11,439	\$11,645
SURPLUS (DEFICIT)	\$6	\$0	\$0	\$0	\$0	\$0

TONNES DEPOSITED (Regular)	69,000	65,672	65,000	65,000	65,000	65,000
RATE PER TONNE (Regular)	\$113.00	\$135.00	\$134.97	\$142.97	\$160.88	\$163.51
DEBT COST PROJECTION						
PRESENT DEBT SERVICE COST	2022	2024	2025	2026	2027	2028
INTERIM FINANCING & OTHER CHARGES	\$695	\$1,010	\$1,010	\$1,009	\$279	
	66	118	77	233	50	58

	YEAR	RATE	TERM	AMT				
REFINANCING								
CONDITIONAL AUTHORITY								
June 12, 2023	2023	5.00%	5	\$250		58	58	58
O/S AUTHORITY								
MO23-0044	2023	5.00%	5	\$0				
PLANNED BORROWING								
Application	2024	5.00%	5	\$1,114		257	257	257
PLANNED BORROWING	2025	5.00%	5	\$275			64	64
PLANNED BORROWING	2026	5.00%	5	\$434				100
PLANNED BORROWING	2026	5.00%	4	\$5,900				1,664
PLANNED BORROWING	2027	5.00%	5	\$501				116
PLANNED BORROWING	2028	5.00%	5	\$792				

TOTAL DEBT SERVICE COST	\$761	\$1,128	\$1,402	\$1,621	\$2,472	\$2,317
	2022	2024	2025	2026	2027	2028
DEBT COST/GROSS EXP.	7.4%	11.3%	14.5%	15.8%	21.6%	19.9%
OUTSTANDING DEBT	\$1,235	\$3,252	\$2,455	\$7,210	\$6,372	\$6,035

EFFECT DEBT COST ON:												
TIPPING FEES	\$	11.03	\$	17.18	\$	21.56	\$	24.94	\$	38.03	\$	35.64
TIPPING FEES (NEW BORROWING '24)						\$3.92						
TIPPING FEES (NEW BORROWING '25)							\$0.98					
TIPPING FEES (NEW BORROWING '26)								\$25.60				
TIPPING FEES (NEW BORROWING '27)												\$1.78
TIPPING FEES (NEW BORROWING '28)												

This analysis represents the Commission's budget projections and the impact of future borrowing from 2025 to 2028. 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: Wednesday, December 6, 2023 1:44 PM
To: Liz Hazlett
Subject: FW: Your invitation to the 2024 CiB Atlantic Provincial Edition

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

From: Nancy Grant <NancyGrant@rothesay.ca>
Sent: Tuesday, December 5, 2023 10:46:44 PM
To: Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Subject: Fwd: Your invitation to the 2024 CiB Atlantic Provincial Edition

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: Communities in Bloom <info@cnla-acpp.ccsend.com> on behalf of Communities in Bloom <bloom@cib-cef.com>
Sent: Tuesday, December 5, 2023 1:28:02 PM
To: Nancy Grant <nancygrant@rothesay.ca>
Subject: Your invitation to the 2024 CiB Atlantic Provincial Edition

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[Not displaying properly? Click to read in a browser window](#)



2024 Communities in Bloom Atlantic Edition Invitation

December 2023

Honourable Mayor, Council and Municipal Staff,

Communities in Bloom is a non-profit, charitable, Canadian organization committed to fostering civic pride, environmental responsibility, and beautification through community engagement and the challenge of friendly competition.

The program nurtures involvement and action by citizens of all ages, municipal governments, local organizations, institutions and businesses. It strives to improve the tidiness, appearance, and visual appeal of our neighborhoods, parks, open spaces, and streetscapes through the imaginative use of flowers, plants and trees.

A focus on environmental awareness and the preservation and conservation of the cultural, natural, and built heritage elements are also integral pillars to the success of the program.

We invite your community to experience and enjoy the benefits of people, plants and pride...growing great places together by participating in the 2024 Communities in Bloom program.

In the past few years, significant changes have occurred in society's expectations for, and usage of, our outdoor environments. We encourage you to join communities across the Atlantic provinces and Canada to develop:

- **civic pride**
- **mitigate and adapt to the impacts of climate change**
- **enhance green spaces**
- **strengthen neighborhoods and**
- **increase investment opportunities and tourism**

Your community will receive **invaluable feedback from a professional team of experienced, volunteer judges** who will provide you with a comprehensive report of observations and recommendations to serve as a **template for continuous improvement** following their visit.

Your community will also be invited to submit for special achievement awards and to apply for grants offered by our sponsors and partners.

Your community has the option to participate in one of the following categories (please see the [How to Participate](#) guide for more information):

- **Population Category (community is evaluated):**

Two volunteer judges visit and evaluate the community to provide a detailed report, including any special mentions and an overall bloom rating (from 1 to 5 blooms) The evaluation visit will be scheduled for two days with accommodation provided by the host community.

2024 Registration fees are as follows, by population size:

Population size	Price
1 to 1,000	\$425.00
1,001 to 5,000	\$495.00
5,001 to 10,000	\$595.00
Over 10,001	\$775.00

or

- **Friends Category (community is not evaluated):**

Community is not evaluated: becomes part of the Communities in Bloom network, able to access educational, idea sharing for community improvement, and an invitation to attend the annual symposium. The registration fee is \$250.00 CAD

Participating in the CiB program has proven, **positive benefits!** While impacting all sectors of your municipality, CiB will help to encourage and enhance community involvement, improve green infrastructure, and become more environmentally sustainable. The very high Return on Investment that has been noted by other communities make CiB **one of the best investments** you can make for your hometown!

Check out the video below that features information and testimonials from Mayors, community leaders and partners who have seen the benefits of participating in Communities in Bloom.



CiB Atlantic is challenging and inviting your community to act early and REGISTER for the 2024 Atlantic Provincial Edition!

The registration form can be completed directly on-line, click below

CiB ATLANTIC ONLINE REGISTRATION FORM



2024 Colour of the Year

At the request of our communities, we decided to continue with a **colour theme for 2024**. This year's colour will be **ORANGE**. We invite everyone to plant orange in honour of our Indigenous communities as we celebrate all the ways Plants Love You.

For more information about how Communities in Bloom can **help your community** become a **Greener and Healthier** community, please contact:

Sonia Parrino - CiB Program Specialist

Phone: (514) 694-8871 email: bloom@cib-cef.com

Sincerely,

Susan Ellis,
B.A., B. Ed., Ec.D.
CiB National Chairperson



You are receiving this email from **Communities in Bloom**, a national non-profit organization with charity status. For comments or questions, please contact us at **bloom@cib-cef.com**

Communities in Bloom | 7856, Fifth Line South, Milton, L9T 2X8 Canada

[Unsubscribe nancygrant@rothesay.ca](mailto:nancygrant@rothesay.ca)

[Update Profile](#) | [Constant Contact Data Notice](#)

Sent by bloom@cib-cef.com powered by



Liz Hazlett

From: Liz Hazlett
Sent: Tuesday, November 14, 2023 10:11 AM
To: Liz Hazlett
Subject: FW: Your Scholarship Report
Attachments: 2023 FR - Town of Rothesay.pdf

From: Alyssa Long <Alyssa.Long@nbmeded.ca>
Sent: Friday, November 10, 2023 10:43:46 PM
To: Nancy Grant <NancyGrant@rothesay.ca>
Subject: Your Scholarship Report

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



Re: Your 2023 Medical Education Scholarship

Dear Mayor Grant,

Thank you for your support of The New Brunswick Medical Education Foundation and our future physicians. Your dedication to world-class, accessible healthcare helps us make a lasting impact. For that, we are so grateful.

Each year, we prepare individual reports for each of our scholarship holders. This is attached for your review and consideration. If you have any questions, please don't hesitate to reach out to me at 506-848-2109, or by email at alyssa.long@nbmeded.ca. You can also [Schedule a Meeting](#) to discuss your report or learn more about our top priorities for the 2023-2024 fiscal year.

Our doors are always open to you. Together we are transforming healthcare in New Brunswick and empowering the next generation of primary care providers.

Upcoming Event:

2023December11OpenSessionFINAL_037

Please consider joining us on Giving Tuesday (November 28) for a special screening of *The Grand Seduction*, an award-winning Canadian film about a Newfoundland community's journey to recruit a doctor. For more information, visit <https://www.nbmeded.ca/movie>.

Sincerely,



Alyssa Long, CMP®

Executive Director

Office: 1 (506) 848-2109 | Cell: 1 (506) 349-5053

<https://nbmeded.ca>



**The New Brunswick Medical
Education Foundation Inc.**

**La fondation d'éducation médicale
du Nouveau-Brunswick inc.**



THANK YOU

For investing in tomorrow's healthcare.

Flowthrough Scholarship Report 2022-2023



**The New Brunswick Medical
Education Foundation Inc.**



A PROVEN SOLUTION

For Physician Recruitment

Dear Donor,

By a multitude of benchmarks, The New Brunswick Medical Education Foundation has had a record year. This September, we awarded more than \$1 million in medical education scholarships to an extraordinary cohort of future physicians.

Our foundation aims to recruit and retain physicians by providing return-to-service scholarships to medical students from New Brunswick.

Since 2010, we have supported over 300 students through 544 awards. There are now 47 former scholarship recipients practicing across the province. In addition, more than 250 current students and residents have pledged to practice here following graduation.

Our model is working - we have a unique and effective solution that is addressing a critical shortage of primary care providers. With your help, we are transforming healthcare in New Brunswick and empowering the next generation to make a home, a place and a practice in this beautiful province.

It is my pleasure to provide you with the enclosed flowthrough scholarship report for the 2022-2023 fiscal year.

The New Brunswick Medical Education Foundation recognizes and protects the wishes of its donors and draws on expert advisors to ensure the longevity of donated funds either in perpetuity, or for the duration of an agreed-upon term. As a flowthrough scholarship holder, this document will confirm the total expenditure of your 2023 donation toward the tuition expenses of an eligible student, with the exception of a 4% administrative fee if applicable.

For donors with endowments, generally, no more than 3-4% of an endowment fund's total value will fund student scholarships each year. Since 2016, we have seen an annual rate of return of 7.24%, allowing funds to be managed sustainably. For the fiscal year spanning July 1, 2022, to June 30, 2023, our investment portfolio saw a return of 9.58%.

We anticipate the 2023-2024 fiscal year will bring a challenging investing climate, but we will remain attentive and will continue to keep equity allocations in line with long-term investment policy targets. The long-term objective of our investment portfolio is to provide sufficient investment income and capital growth to assist the Foundation in fulfilling its mandate. We are focused on investing in high-quality companies with strong management teams and a track record of value creation for shareholders, specifically



with companies that deliver consistent dividend growth. Your individual fund report is enclosed. If you have any questions or concerns regarding your scholarship, please don't hesitate to let us know.

Donors like you are the lifeblood of a foundation. From the bottom of my heart, thank you for making our work possible and enriching the lives of our students.

Together, we can build a future where all New Brunswickers can access the healthcare services they need, when they need them most.

With Sincere Appreciation,



Alyssa Long
Executive Director

Board of Directors

- Ms. Carol Chapman, *Co-Chair*
- Dr. Michael Simon, *Co-Chair*
- Mr. Michael Doyle, *Treasurer*
- Mr. Jason Downey, *Past Chair*
- Dr. Jim O'Brien, *Past Chair*
- Dr. Thomas Barry, *Director*
- Ms. Bernadette Fernandes, *Director*
- Dr. Bob Fisher, *Director*
- Mr. David Huestis, *Director*
- Ms. Nora Kelly, *Director*
- Ms. Norah Mallory, *Director*
- Mr. Don Mitchener, *Director*
- Dr. Manju Varma, *Director*

Our Team

- Ms. Natalie Boyce, *Foundation Coordinator*
- Ms. Alyssa Long, *Executive Director*



YOUR FLOWTHROUGH

Town of Rothesay Medical Education Scholarship

Eligibility Criteria & Candidate Preference:

- Must be a Riverview, New Brunswick resident
- Enrolled in a program of study at leading to the degree of Medical Doctor
- Program of study must be with an accredited New Brunswick medical school
- Must agree to a one-year return-to-service agreement in the Town of Riverview, New Brunswick for each year of support received up to four years



Financial Summary:

Balance as of June 30, 2022	\$0
Addition to Capital <i>Income/Loss (net of investment management expenses)</i>	\$5,000.00
Less Expenditures <i>Expenditures (scholarship disbursement)</i>	(\$5,000.00)
Balance as of June 30, 2023	\$0

Total Investment Portfolio Rate of Return:

Timeline	Rate of Return in % (CDN, US & Int'l)	Benchmark in %
Fourth Quarter, 2022-2023 Fiscal Year	1.93	1.20
2022-2023 Fiscal Year	9.58	10.80
Since Inception	7.24	6.87

Asset Class & Geographic Allocation:

Equity	71%
Fixed Income	23%
Cash & Cash Equivalents	6%

Canada	71%
United States	24%
International	5%

To view our full 2022-2023 audited financial statements, please visit: <https://www.nbmeded.ca/>.



PATRICK BUTLER

Hometown: Rothesay, New Brunswick

Attending: Dalhousie Medicine New Brunswick, Class of 2026

Patrick is a second-year medical student attending Dalhousie Medicine New Brunswick. He holds a Bachelor of Science in Nursing from the University of New Brunswick.

Outside of school, Patrick enjoys Brazilian Jiu-Jitsu, running marathons, sailing, reading, and astronomy. He has played lacrosse his entire life and is currently volunteering as a Youth Lacrosse Coach for the Fundy Lacrosse Association. He has also volunteered for an organization called Elderdog, which aims to help older adults care for their canine companions when their health prevents them from doing so themselves.

“My goal is to contribute to creating a more inclusive and accessible healthcare system for all individuals, regardless of their background or circumstances. With a deep commitment to equity and social justice, I am driven to use my skills and knowledge to drive positive change and improve the lives of those in need.”



A LETTER OF THANKS

From Patrick Butler

To whom it may concern,

I write to express my heartfelt thanks for the incredibly generous scholarship I have been awarded. I grew up here in Rothesay and I sincerely appreciate the town of Rothesay believing in me and supporting me in my academic pursuits.

This scholarship not only lightens the stress of my heavy financial burden, but I also take it as motivation, for me to continue to stay focused and work hard in my studies. Your investment in my education reaffirms my commitment to our town where I hope to make a positive impact someday.

Thank you for making a difference in my life and for being a part of my educational journey. Your support means more to me than words can express, and I am determined to make the most of this incredible opportunity.


Warmest regards,

Patrick Butler

**The New Brunswick Medical
Education Foundation Inc.**



**La fondation d'éducation médicale
du Nouveau-Brunswick Inc.**

 <https://www.nbmeded.ca/>

 1 (506) 848-2109

 info@nbmeded.ca

 95 James Renforth Drive, Rothesay NB E2H 1K7





ROTHESAY



70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothesay@rothesay.ca
www.rothesay.ca

November 21, 2023

Kennebecasis Regional Joint Board of Police Commissioners
126 Millennium Drive
Quispamsis, NB
E2E 6E6

RE: 2024 Budget – Kennebecasis Regional Police.

On behalf of Mayor Grant and members of Rothesay Council, please be advised Rothesay Council approved its General Operating Budget at its Council meeting on November 14, 2023.

Rothesay Council approved the Kennebecasis Regional Police Department budget for 2024, more specifically Rothesay's share in the amount of \$3,372,789.

Should you require further information please contact me at your convenience.

Sincerely,

Douglas A. MacDonald, CPA CA
Treasurer



ROTHESAY



70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothesay@rothesay.ca
www.rothesay.ca

November 21, 2023

Kennebecasis Valley Fire Department Inc.
7 Campbell Drive
Rothesay, NB
E2E 5B6

RE: 2024 Budget – Kennebecasis Valley Fire Department Inc.

On behalf of Mayor Grant and members of Rothesay Council, please be advised Rothesay Council approved its General Operating Budget at its Council meeting on November 14, 2023.

Rothesay Council approved the Kennebecasis Valley Fire Department Inc. operating budget request for 2024, more specifically Rothesay's share in the amount of \$2,657,183.

Rothesay Council approved the 2024 Capital Budget request, more specifically Rothesay's share in the amount of \$203,003.

Should you require further information please contact me at your convenience.

Sincerely,

Douglas A. MacDonald, CPA CA
Treasurer



ROTHESAY



70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothesay@rothesay.ca
www.rothesay.ca

November 21, 2023

Kennebecasis Public Library
1 Landing Court
Quispamsis, NB
E2E 4R2

RE: 2024 Budget – Kennebecasis Public Library.

On behalf of Mayor Grant and members of Rothesay Council, please be advised Rothesay Council approved its General Operating Budget at its Council meeting on November 14, 2023.

I am pleased to advise you Rothesay Council approved the Kennebecasis Public Library budget request for 2024, more specifically Rothesay's share in the amount of \$98,994.

Should you require further information please contact me at your convenience.

Sincerely,

Douglas A. MacDonald, CPA CA
Treasurer



ROTHESAY



70 Hampton Road
Rothesay, NB
Canada E2E 5L5
T: 506-848-6600
F: 506-848-6677
Rothesay@rothesay.ca
www.rothesay.ca

November 21, 2023

Kennebecasis Crime Stoppers
594 Hampton Road
Quispamsis, NB
E2G 1C8

RE: 2024 Budget

On behalf of Mayor Grant and members of Rothesay Council, please be advised Rothesay Council approved its General Operating Budget at its Council meeting on November 14, 2023.

Rothesay Council has agreed to provide a contribution to the 2024 budget of the Kennebecasis Crime Stoppers in the amount of \$2,800.

Should you require further information please contact me at your convenience.

Yours truly,

Douglas A. MacDonald, CPA CA
Treasurer

Nova Scotia

Digby-Saint John ferry will stay put, says federal transport minister

Possible temporary redeployment of Fundy Rose in 2024 no longer under consideration

CBC News · Posted: Dec 01, 2023 12:04 PM AST | Last Updated: 2 hours ago



MV Fundy Rose, which services Digby, N.S. to Saint John, will not be redeployed next spring, Canada's transport minister announced on Friday. (Roger Cosman/CBC)

The MV Fundy Rose, the ferry that runs between Digby, N.S. and Saint John, will not be redeployed next spring. 2023 December 11 Open Session FINAL_051

Transport Canada Minister Pablo Rodriguez made the announcement Friday both online and while attending an event at the Port of Halifax.

"I've made the decision that MV Fundy Rose will remain on the Digby-Saint John route and will not be moved," he said in a post on X, formerly known as Twitter.

The minister's [department confirmed to CBC News last month](#) that it was considering a temporary redeployment of Fundy Rose to service the route between Souis, P.E.I., and the Magdalen Islands when the ship that normally handles that route is scheduled to be in dry dock.

Rodriguez said his department would look at alternatives to limit the impacts on the services to the Magdalen Islands.

When news of the possible move broke, people in the trucking sector expressed concern about what it could mean for their business. Trucking companies, many that serve the lucrative fishing industry in southwest Nova Scotia, use the ferry to cut down on travel time to markets in New England.

[Tourism operators also expressed concern](#) about what the loss of the link, even temporarily, could mean for their business. The West Nova Chamber of Commerce organized a petition calling on Transport Canada to leave Fundy Rose alone.

In a phone interview on Friday, West Nova MP Chris d'Entremont said Rodriguez made the right decision. He credited the community for its lobby effort.

"I think the full-court press that the community has put forward worked to make [the minister] understand the importance of the Digby ferry and maintaining it in its current state," he said.

"To go and share a ferry with another area didn't make a whole lot of sense."

2023 December 11 OpenSession FINAL_052

D'Entremont said the federal government needs to take a bigger look at how many ferries are available in the country and what happens when one of them goes down for servicing.

"There's been a lack of investment on critical pieces of infrastructure," he said.

The consideration of moving Fundy Rose was "a bureaucratic response to a critical lack of under funding," said d'Entremont.

MORE TOP STORIES

- [Call for 'common sense ideas' from health-care workers gets big response](#)
- [\\$5M Banook Canoe Club makeover underway](#)
- [Lobster harvesters in southwest N.S. say deal with Indigenous groups is being abused](#)
- [Mackay Bridge closing for repairs for 2nd weekend in a row](#)
- [Carters Beach to become provincial park, but local resident says that misses the mark](#)

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ROTHESAY



Sent via email

23 November 2023

The Honourable Pablo Rodriguez, P.C., M.P.
Minister, Transport Canada
330 Sparks Street
Ottawa, ON
K1A 0N5

70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothesay@rothesay.ca
www.rothesay.ca

Dear Minister Rodriguez:

RE: MV Fundy Rose Ferry service between Digby, NS and Saint John, NB

Rothesay stands strong in its support of our regional and provincial neighbours against the possible redeployment of the MV Fundy Rose Ferry. This vital service is a lifeline for residents and businesses – the link from Digby, NS to Saint John, NB creates an interconnection that extends beyond provincial borders.

According to Kevin Ellis, the president of the Digby and Area Board of Trade, "We've had the ferry connection with Saint John and Brunswick since **1784**, there's been a ferry service between our two communities. The service has been crucial to Digby's trade, economy and tourism and will continue to do so."

The MV Fundy Rose Ferry service is an integral component of the infrastructure necessary to foster economic cooperation, resource sharing and promotion of regional development. The removal of this cog, even temporarily, will have a detrimental impact on transportation and tourism, economic development and more particularly on the seafood industry.

We offer our full and unwavering support to our neighbours in southern New Brunswick and southwestern Nova Scotia against a redeployment of the MV Fundy Rose.

We look forward to your positive response.

Sincerely,

Dr. Nancy Grant
Mayor

cc. Rothesay Council



Office of the Mayor Town of Quispamsis

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

November 22, 2023

The Honourable Pablo Rodriguez, P.C., M.P.
Minister, Transport Canada
330 Sparks Street
Ottawa, ON K1A 0N5

Sent via email

Dear Minister:

Re: Digby, NS to Saint John, NB ferry service

The Saint John Region is shocked and concerned after hearing recent comments from your department suggesting a possible redeployment of the MV Fundy Rose, which provides ferry service between our area and Digby, NS.

In New Brunswick, we enjoy a robust intra-provincial ferry system, primarily along the mighty Saint John River and its tributaries, as well as to our islands in the southernmost part of the province. Although these ferries may be seen by tourists as quaint and charming, they also serve as vital economic and social links. They are de facto provincial highways, running over water, rather than asphalt surfaces.

The same holds true for the waterway across the Bay of Fundy. Saint John and Digby have long-standing, historic ties. Digby has been recognized as an important Maritime gateway for passengers and commercial goods for over 100 years. Upon its arrival on this side of the Bay, that link travels directly through the proud streets of the Lower West Side of Saint John, which opens up the rest of Canada and the lucrative northeastern United States market.

This connection is incredibly important for commerce, tourism and the tasty seafood that needs to get to market as quickly and efficiently as possible. As your government recognizes the inherent danger around climate change and has committed to myriad initiatives to mitigate its effects, forcing truck and private vehicle traffic to navigate around the Bay of Fundy by land is seemingly at odds with those efforts. It takes about eight hours to drive, which is costly and a waste of time.

Maritimers are known for their warmth, friendliness and hospitality. But that should not be mistaken for apathy. Collectively, with our partners locally, and with our families and friends from across the Bay, we will be united and vocal in our opposition to any plan from your department calling for a reduction – even an interim one – in ferry service between our two provinces. We are extremely concerned that a temporary change could easily morph into a permanent, long-term one.

Quispamsis, as the sixth-largest municipality in New Brunswick, offers full and unequivocal support to our regional neighbour – the City of Saint John – on this issue. Ferry service between southern New Brunswick and southwestern Nova Scotia must be maintained, not weakened or diminished in any way. I humbly seek your assurance to that effect.

Kind regards,



Libby O'Hara
Mayor

8 Clark Road
Rothesay, NB E2E 2G8

November 28, 2023

Attn: Matt Alexander
Deputy Mayor
Town of Rothesay



Dear Sir,

In light of the reconstruction of the Clark Road/Gondola Point Road, which we (the residents) were well informed by both yourself and the Town, you neglected to mention the installation of Rothesay water lines to the four properties on the lower end of the Clark Road.

In reference to this, two feet of my property has been removed, a circle of flowers on our front yard has been totally destroyed, and we are now looking at an ugly pipe stuck outside our front door. Our driveway has been shortened by two feet also and dug up half way down. Our back yard has been dug up due to the construction of the apartment building on the left side of our property line, and the small brook that ran behind our back deck is now a fifteen-foot pond.

We do not hold you or the Town responsible for any of these misfortunes however, in the future, I would hope that both you and the Town inform the residents of all the reconstruction or new construction plans, not just half of the plan and then damage resident properties in the process.

In 1992, the Clark Road was reconstructed and widened and sidewalks and curbs were installed. At that time, we lost six feet off the front of our property.

Our property taxes increase every year (this year they increased by \$25,000) and we are given no reason as to the increase.

We are paying more taxes but our property size is constantly decreasing by the Town's construction/reconstruction projects.

I guess this is what is called progress?

Yours Very Truly,

Resident

P.S. SINCE OUR DRIVEWAY HAS BEEN UNACCESSIBLE FOR QUITE SOME TIME, IT IS A REAL TREAT TO WALK HALFWAY DOWN THE CLARK ROAD WITH BAGS OF GROCERIES WITH OSTEOARTHRITIS IN MY FEET AND TOES. THX.

27 Burnett Terrace

Rothesay,NB,E2H 1V1

December 5,2023

Mayor Grant and Members of Rothesay Council

Re: 2024 Budget

Unfortunately I was not aware of the "public "budget meeting or would have attended. Perhaps in future the date can be noted in the fall newsletter or residents otherwise informed.

It is disappointing to see Council approve a budget which increased tax revenue from the warrant of assessment by 10.% from 2023 and 22.7% from 2022.With the current cost of living increase at 3.1% for the 12 months ended October 31st these is little information in the agenda kit presented to Council to justify this increase.

There was lots of discussion about new hires, increased wages and benefits etc but no indication that Council was presented with other options such as expense reductions or a budget with a modest tax rate reduction. Other NB municipalities were able to pass budgets with reductions from 1 cent in Fredericton to 5 cents for Riverview. The general thinking during my time on Council was that new development would lead to additional tax revenue-it also appears to lead to new staffing and other expenses.

Perhaps in future Rothesay Council can look at some of the practices followed with other municipalities:

-Quispamsis has a detailed 113 page budget presentation including the Capital Budget being presented at the same time which appears to be a common practice. There was detailed reports from each department.

-Miramichi has a public meeting to approve the budget plus 3 days of public budget deliberations

-Riverview has budget deliberations open to the public and encourages written feedback

-Moncton has 3 days of budget talks

It appears in Rothesay ,staff draft a budget ,present it to committees in some fashion, discussed it at 2 finance committee meeting and present to Council as a whole in a brief presentation with the decision basically already made.

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It also would be best practice to present the 2022 actual amounts and 2023 projected amounts in the budget information as frequently the prior actual results can vary from the budgeted amounts. Using prior budgeted amounts for the bases will almost always result/justify an increases each year.

Taxpayers of the Town expect Council to be the watchdogs over the significant property tax they pay annually. They presumably would expect a 22.7% in property tax revenue over 2 years to be challenged. Were these increases challenged?

Who oversees the empire building at Envision Saint John which has 3 marketing staffers and is planning to build their staff complement to 20 people?

Wishing you a joyful holiday season.



**Regular Meeting
September 27, 2023**

Meeting minutes of the Board of Directors of Fundy Regional Service Commission held on Wednesday, September 27, 2023, at the Rothesay Town Hall, 70 Hampton Road, Rothesay, NB.

1. Call to Order

Chair O’Hara called the meeting to order at 11:25 a.m.

2. Record of Attendance

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

OTHERS

Phil Ouellette, Chief Executive Officer, FRSC
Cassie Silhanek, Recording Secretary, FRSC

GUESTS

Marc MacLeod, General Manager, FRSC

3. Approval of the Order of Business

Chairperson O’Hara called for approval of the agenda, with the addition of the closed session items as number 8.a) Canada Games Aquatic Centre, 8.b) Tonnage from King RSC 8, and 8.c) Letter to GNB.

Motion: To approve the September 27, 2023, Agenda, with three items added from closed as number 8.a) Canada Games Aquatic Centre, 8.b) Tonnage from King RSC 8, and 8.c) Letter to GNB.

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

4. Disclosure of Conflict of Interest

None.



5. Approval of the Minutes

a. Approval of the August 24, 2023 meeting minutes

There was a quick note provided by CEO Ouellette that the FRSC will change the way that consent agenda items show up in minutes, stating that the previous practice was to state they consent items were approved, and moving forward they will each be listed and approved as one.

Motion: To approve the August 24, 2023, minutes as presented.

Moved: Director MacKenzie

Seconded: Director Riddell

Vote: *Motion Carried*

6. Consent Agenda

a. Planning and Building Development

Motion: To receive and file this report.

Moved: Director Grant

Seconded: Director MacKenzie

Vote: *Motion Carried*

7. Draft 2024 FRSC Budget Update

CEO Ouellette stated that there was a commitment to this update in July, and he is bringing this to the table before the October meeting with two main topics:

1. The Social Mandate - There is nothing in the 2024 budget that allocates resources to the “social mandate”. The Regional Strategy does not include this topic either, as the Province did not give this information on the Social Mandate in time for the Strategy and beginning of the budget process, and this will be looked at in 2024 to consider the application of this new mandate in 2025.
2. Draft 2024 Budget Presentation to Council(s) – The feedback of the FRSC member councils has been on the positive side, themes include questions on corporate and landfill costs.

Director Riddell left the meeting at 11:32 a.m.

Motion: To receive and file this report.

Moved: Director Merrifield

Seconded: Director Bedford

Chair O’Hara opened the floor for discussion of the motion.

Director Merrifield supports that the funds provided by the Province are important and indicated that these should be continued by the Province in the long term. Director Merrifield mentioned that with the summit being cancelled recently, it should be a point of advocacy from the FRSC that the ongoing support from the Province is necessary. In addition, Director Merrifield pointed out that if there is an



election, we should have an election readiness strategy in order to support these mandates and what our regional topics are important.

Vote: *Motion Carried*

Motion: That the Chair of the FRSC Board prepare a letter on behalf of the Board to the Minister on the fiscal summit, and that the letter emphasize the importance of the of the Fiscal Reform and sustainability of future local and rural district government funding.

Moved: Director Merrifield

Seconded: Director MacKenzie

Vote: *Motion Carried*

Motion: That CEO Ouellette develop an election readiness and post election onboarding strategy to present to the Board highlighting the advocacy points that the FRSC and FRSC Board of Directors find important.

Moved: Director Merrifield

Seconded: Director MacKenzie

Vote: *Motion Carried*

8. Motions Moved from Closed

a. Canada Games Aquatic Centre

Motion:

- (1) Direct CEO Ouellette to work with partners to initiate, at the earliest opportunity, a non-binding request for proposals on the Canada Games Aquatic Centre Enhancement Study as detailed in this report.
- (2) Upon completion of the request for proposals tendering and proposal evaluation, director CEO Ouellette to present to the Fundy Regional Facilities Committee in order to generate a recommendation to the FRSC Board of Directors, which would include financial expectations of the study.

Moved: Director Merrifield

Seconded: Director Bedford

Vote: *Motion Carried*

b. Tonnage to King

Chair O'Hara directed the Board that in the interest of disclosure, Director Doucet will be allowed to speak to the three proposed motions, should further discussion be necessary, but not vote on the resolutions due to his position within the Town of Hampton.

Motion:

- (2) To approve a one-year accommodation to allow for the continuation of solid waste tonnage from Ward 3 within the Town of Hampton to be disposed of at the Kings Regional Service Commission for fiscal 2024.

Moved: Director MacKenzie
Seconded: Director Grant
Vote: *Motion Carried*
Removed from Vote: Director Doucet

Motion:

- (1) To receive and file the letter from the Town of Hampton, dated September 7, 2023.
- (3) Direct the CEO to correspond with the Town of Hampton and the Kings Regional Service Commission to inform them of the Board's decision and conditions regarding the request and to request an acceptance confirmation from the Town of Hampton and the Kings Regional Service Commission.

Moved: Director MacKenzie
Seconded: Director Bedford
Vote: *Motion Carried*
Removed from Vote: Director Doucet

c. Letter from GNB

Motion: Direct CEO Ouellette submit a letter to the Government of New Brunswick on behalf of the FRSC requesting a full and independent audit of AIM's compliance with their Approval to Operate that is issued by the Province's Minister of Environment and Local Government.

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

9. Adjournment

Chairperson O'Hara called for a motion to adjourn.

Motion: To move to adjourn the open session at 11:49 a.m.

Moved: Director MacKenzie
Vote: *Motion Carried*

APPROVED (date) _____

Libby O'Hara, Chairperson

Cassie Silhanek, Recording Secretary

Town of Rothesay

General Fund Financial Statements

October 31, 2023

Attached Reports:

General Capital Fund Balance Sheet	G1
General Reserve Fund Balance Sheet	G2
General Operating Fund Balance Sheet	G3
General Operating Revenue & Expenditures	G4-G6
Variance Report	G7
Capital Summary	G8

Town of Rothesay

Balance Sheet - Capital General Fund 10/31/2023

ASSETS

Capital Assets - General Land	4,559,420
Capital Assets - General Fund Land Improvements	9,362,227
Capital Assets - General Fund Buildings	6,611,482
Capital Assets - General Fund Vehicles	4,409,167
Capital Assets - General Fund Equipment	4,246,495
Capital Assets - General Fund Roads & Streets	45,342,779
Capital Assets - General Fund Drainage Network	21,171,976
Capital Assets - Under Construction - General	1,446,441
	<u>97,149,987</u>
Accumulated Amortization - General Fund Land Improvements	(5,079,703)
Accumulated Amortization - General Fund Buildings	(2,896,486)
Accumulated Amortization - General Fund Vehicles	(2,938,132)
Accumulated Amortization - General Fund Equipment	(2,309,033)
Accumulated Amortization - General Fund Roads & Streets	(22,841,311)
Accumulated Amortization - General Fund Drainage Network	(8,134,680)
	<u>(44,199,345)</u>
	<u>\$ 52,950,642</u>

LIABILITIES AND EQUITY

Gen Capital due to/from Gen Operating	(1,100,000)
Total Long Term Debt	5,696,093
	<u>\$ 4,596,093</u>
Total Liabilities	
Investment in General Fund Fixed Assets	48,354,548
	<u>\$ 52,950,642</u>

Town of Rothesay
Balance Sheet - General Fund Reserves
10/31/2023

ASSETS

BNS Gas Tax Interest Account	481,264
BNS General Operating Reserve #214-15	948,100
BNS General Capital Reserves #2261-14	95,800
BNS - Gen Capital Reserve - GIC	1,500,000
BNS - Gas Tax Reserves - GIC	4,100,000
	<u>\$ 7,125,164</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	3,580,543
Invest. in General Capital Reserve	1,415,186
General Gas Tax Funding	1,000,721
Invest. in General Operating Reserve	948,100
Invest. in Land for Public Purposes Reserve	161,066
Invest. in Town Hall Reserve	19,548
	<u>\$ 7,125,164</u>

Town of Rothesay
Balance Sheet - General Operating Fund
10/31/2023

CURRENT ASSETS

Cash	4,457,413
Receivables	138,947
HST Receivable	345,543
Inventory	35,691
Gen Operating due to/from Util Operating	37,210
Total Current Assets	<u>5,014,804</u>
Other Assets:	
Projects	4,357,739
	<u>4,357,739</u>
TOTAL ASSETS	<u><u>9,372,543</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	1,498,432
Other Payables	629,172
Gen Operating due to/from Gen Capital	1,101,143
Accrued Pension Obligation	(15,700)
Accrued Retirement Allowance	444,587
TOTAL LIABILITIES	<u>3,657,634</u>

EQUITY

Retained Earnings - General	170,485
Surplus/(Deficit) for the Period	5,544,424
	<u>5,714,910</u>
	<u><u>9,372,543</u></u>

2023December11OpenSessionFINAL_067

Town of Rothesay

Statement of Revenue & Expenditure
10 Months Ended 10/31/2023

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Warrant of Assessment	1,676,981	1,676,982	16,769,812	16,769,814	(2)		20,123,778
Sale of Services	75,959	54,864	442,986	372,772	70,214		464,704
Services to Province of New Brunswic	16,274	9,214	65,035	59,673	5,362		80,000
Other Revenue from Own Sources	26,302	5,442	327,425	131,125	196,300		142,008
CORE grant	8,732	8,732	87,318	87,316	2		104,778
Conditional Transfers	35,129	0	715,061	51,500	663,561		51,500
Other Transfers	0	0	665,945	665,945	0		796,570
	<u>\$1,839,377</u>	<u>\$1,755,233</u>	<u>\$19,073,581</u>	<u>\$18,138,145</u>	<u>\$935,436</u>		<u>\$21,763,338</u>
EXPENSES							
General Government Services	133,350	135,661	2,113,272	2,197,632	84,360		2,592,591
Protective Services	453,579	455,115	5,098,655	5,121,573	22,918		6,235,746
Transportation Services	177,893	244,301	2,693,114	2,984,627	291,513		3,668,562
Environmental Health Services	87,271	86,144	786,802	905,440	118,638		1,077,728
Environmental Development	30,753	57,687	487,567	683,246	195,679		829,950
Recreation & Cultural Services	170,227	164,967	2,025,243	2,011,787	(13,456)		2,496,171
Fiscal Services	838	333	324,503	321,998	(2,505)		4,862,591
	<u>\$1,053,911</u>	<u>\$1,144,209</u>	<u>\$13,529,156</u>	<u>\$14,226,303</u>	<u>\$697,146</u>		<u>\$21,763,338</u>
Surplus (Deficit) for the Year	<u>\$785,466</u>	<u>\$611,024</u>	<u>\$5,544,424</u>	<u>\$3,911,842</u>	<u>\$1,632,583</u>		<u>\$ 0</u>

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Town of Rothesay

Statement of Revenue & Expenditure
10 Months Ended 10/31/2023

	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	5,400	1,667	34,686	16,667	18,019	1	20,000
Town Hall Rent	9,402	8,217	93,238	82,170	11,068	2	98,604
Community Garden	0	0	900	1,200	(300)		1,200
Fox Farm Rental	1,950	1,875	16,100	18,750	(2,650)		22,500
Arena Revenue	50,035	40,730	187,977	151,235	36,742	3	214,900
Recreation Programs	9,171	2,375	110,085	102,750	7,335		107,500
	75,959	54,864	442,986	372,772	70,214		464,704
Other Revenue from Own Sources							
Licenses & Permits	7,985	875	145,117	80,750	64,367	4	82,500
Recycling Dollies & Lids	136	67	835	667	168		800
Interest & Sundry	22,192	2,667	162,182	26,667	135,515	5	32,000
Miscellaneous	1,190	833	4,568	8,333	(3,765)		10,000
Fire Dept. Administration	1,000	1,000	10,000	10,000	0		12,000
History Book Sales	0	0	15	0	15		0
Local Improvement Levy Mulberry Lane	0	0	4,708	4,708	0		4,708
Food Cycler	(6,200)	0	0	0	0		0
	26,302	5,442	327,425	131,125	196,300		142,008
Conditional Transfers							
Canada Day Grant	0	0	1,920	1,500	420		1,500
Grant - Other	0	0	662,959	0	662,959	6	0
Grant - Students	35,129	0	50,182	50,000	182		50,000
	35,129	0	715,061	51,500	663,561		51,500
Other Transfers							
Surplus of 2nd Previous Year	0	0	274,070	274,070	0		274,070
Utility Fund Transfer	0	0	391,875	391,875	0		522,500
	0	0	665,945	665,945	0		796,570
EXPENSES							
General Government Services							
Legislative							
Mayor	3,443	3,917	34,166	39,167	5,001		47,000
Councillors	10,837	11,258	108,413	112,583	4,170		135,100
Regional Service Commission 9	1,256	1,256	12,563	12,563	0		15,076
Other	4,252	1,292	6,709	12,917	6,208		13,500
	19,789	17,723	161,852	177,230	15,378		210,676
Administrative							
Administration - Wages & Benefits	81,194	85,978	855,764	913,918	58,154	7	1,189,610
Office Building	8,472	10,417	169,343	156,217	(13,126)	8	177,750
Supplies	9,112	9,917	122,552	129,167	6,615		143,000
Solicitor	8,911	4,167	25,817	41,667	15,849	9	50,000
Professional Fees	0	0	11,732	24,000	12,268	10	35,000
Other	4,900	6,917	101,791	92,167	(9,624)	11	110,000
	112,589	117,395	1,286,999	1,357,135	70,135		1,705,360
Other General Government Services							
Website/Other	0	0	2,611	3,000	389		3,000
Community Communications (Team)	853	460	3,380	4,604	1,225		5,525
Civic Relations	120	83	1,929	833	(1,096)		1,000
Insurance	0	0	278,436	282,462	4,026		282,462
Donations	0	0	21,953	24,300	2,347		36,500
Cost of Assessment	0	0	324,536	328,068	3,532		328,068
Property Taxes - L.P.P.	0	0	17,410	16,000	(1,410)		16,000
Fox Farm Rental Expenses	0	0	14,167	4,000	(10,167)	12	4,000
	973	544	664,421	663,268	(1,154)		676,555
Total General Government Services	133,350	135,661	2,113,272	2,197,632	84,360		2,592,591
Protective Services							
Police							
Police Protection	271,400	272,601	2,713,998	2,726,011	12,013	13	3,271,213
Crime Stoppers	0	0	2,800	2,800	0		2,800
	271,400	272,601	2,716,798	2,728,811	12,013		3,274,013
Fire							
Fire Protection	181,139	181,139	2,048,512	2,048,512	0		2,614,733
Water Costs Fire Protection	0	0	330,000	330,000	0		330,000
	181,139	181,139	2,378,512	2,378,512	0		2,944,733
Emergency Measures							
EMO Director/Committee	0	0	0	500	500		500
	0	0	0	500	500		500
Other							
Animal & Pest Control	1,040	417	3,345	4,167	822		5,000
Other	0	958	0	9,583	9,583	14	11,500
	1,040	1,375	3,345	13,750	10,405		16,500
Total Protective Services	453,579	455,115	5,098,655	5,121,573	22,918		#VALUE!

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Transportation Services

Common Services							
Administration (Wages & Benefits)	103,260	120,657	1,098,634	1,263,966	165,332	15	1,557,760
Workshops, Yards & Equipment	45,892	54,667	564,548	639,517	74,969	16	756,350
Engineering	0	625	17,030	6,250	(10,780)	17	7,500
	<u>149,152</u>	<u>175,948</u>	<u>1,680,212</u>	<u>1,909,732</u>	<u>229,521</u>		<u>2,321,610</u>
Roads & Streets	5,241	1,000	57,709	64,500	6,791	18	65,000
Crosswalks & Sidewalks	643	1,491	7,921	14,037	6,116		17,300
Culverts & Drainage Ditches	4,571	28,000	69,063	80,000	10,937	19	80,000
Street Cleaning & Flushing	0	1,000	4,236	5,000	764		45,000
Snow & Ice Removal	27	20,821	605,349	636,577	31,228	20	810,000
Flood Costs	0	0	2,586	15,000	12,414	21	15,000
	<u>10,483</u>	<u>52,311</u>	<u>746,863</u>	<u>815,114</u>	<u>68,251</u>		<u>1,032,300</u>
Street Lighting	12,819	12,083	125,373	120,833	(4,539)		145,000
Traffic Services							
Street Signs	219	833	9,361	8,333	(1,027)		10,000
Traffic Lanemarking	0	0	32,120	34,000	1,880		35,000
Traffic Signals	687	833	20,417	8,333	(12,084)	22	10,000
Railway Crossing	4,386	2,083	21,105	20,833	(271)		25,000
	<u>5,292</u>	<u>3,750</u>	<u>83,002</u>	<u>71,500</u>	<u>(11,502)</u>		<u>80,000</u>
Public Transit							
Public Transit - Comex Service	0	0	56,205	65,364	9,159		87,152
Public Transit - Other	146	208	1,460	2,083	623		2,500
	<u>146</u>	<u>208</u>	<u>57,665</u>	<u>67,447</u>	<u>9,782</u>		<u>89,652</u>
Total Transportation Services	177,893	244,301	2,693,114	2,984,627	291,513		3,668,562

Environmental Health Services

Solid Waste Disposal Land Fill garbage	21,869	18,690	195,545	186,900	(8,645)		224,280
Solid Waste Disposal Landfill Compost	3,116	3,204	24,796	32,040	7,244		38,448
Solid Waste Collection Fero	55,410	64,250	538,188	642,500	104,312	23	771,000
Solid Waste Recycling bins	0	0	0	4,000	4,000		4,000
Clean Up Campaign	0	0	21,397	40,000	18,603	24	40,000
Food Cycler	6,876	0	6,876	0	(6,876)	25	0
	<u>87,271</u>	<u>86,144</u>	<u>786,802</u>	<u>905,440</u>	<u>118,638</u>		<u>1,077,728</u>

Environmental Development Services

Planning & Zoning							
Administration	14,789	34,358	312,465	446,954	134,489	26	550,000
Planning Projects	0	4,583	399	45,833	45,434	27	55,000
Heritage Committee	0	1,250	0	12,500	12,500	28	15,000
	<u>14,789</u>	<u>40,191</u>	<u>312,864</u>	<u>505,288</u>	<u>192,423</u>		<u>620,000</u>
Envision Saint John	15,965	15,996	159,647	159,958	312		191,950
Tourism	0	1,500	15,056	18,000	2,944		18,000
	<u>15,965</u>	<u>17,496</u>	<u>174,702</u>	<u>177,958</u>	<u>3,256</u>		<u>209,950</u>
	<u>30,753</u>	<u>57,687</u>	<u>487,567</u>	<u>683,246</u>	<u>195,679</u>		<u>829,950</u>

Recreation & Cultural Services

Administration	31,466	28,814	348,469	329,360	(19,109)	29	399,000
Beaches	0	0	59,872	53,500	(6,372)		53,500
Rothsay Arena	27,876	25,127	326,735	295,756	(30,979)	30	367,000
Memorial Centre	1,927	4,917	56,544	57,867	1,322		67,850
Summer Programs	1,375	600	80,824	72,100	(8,724)	31	72,100
Parks & Gardens	55,656	46,941	579,986	604,212	24,226	32	691,725
Rothsay Common Rink	2,049	1,000	56,745	46,800	(9,945)	33	52,950
Wells Building	97	0	97	0	(97)		0
Playgrounds and Fields	10,708	18,250	87,694	123,500	35,806		134,000
The Hive expenses	786	1,167	7,732	11,667	3,935		14,000
Regional Facilities Commission	30,047	30,068	300,467	300,683	216		360,819
Kennebecasis Public Library	7,084	7,084	75,777	70,843	(4,934)		85,012
Special Events	1,156	1,000	36,486	38,000	1,514		40,000
PRO Kids	0	0	7,500	7,500	0		7,500
Rothsay Living Museum	0	0	315	0	(315)		0
	<u>170,227</u>	<u>164,967</u>	<u>2,025,243</u>	<u>2,011,787</u>	<u>(13,456)</u>		<u>2,345,456</u>

Fiscal Services

Debt Charges							
Interest	838	333	86,503	83,998	(2,505)		195,591
Debenture Payments	0	0	238,000	238,000	0		667,000
	<u>838</u>	<u>333</u>	<u>324,503</u>	<u>321,998</u>	<u>(2,505)</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>838</u>	<u>333</u>	<u>324,503</u>	<u>321,998</u>	<u>(2,505)</u>		<u>4,862,591</u>

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Town of Rothesay

Variance Report - General Fund

Note #	Actual	month ending Budget	10/31/2023 Better/(Worse)	Description of Variance
Revenue				
1	34,686	16,667	10,969	Higher than budgete revenue
2	93,238	82,170	\$ 11,068	Increase rent
3	187,977	151,235	\$ 36,742	Higher than budgeted revenue
4	145,117	80,750	\$ 64,367	Higher than anticipated
5	162,182	26,667	\$ 135,515	Conservative estimate of interest rates
6	662,959	0	\$ 662,959	\$25K Pickle Ball Grant, \$638k KACOA Wells Bldg

Total \$ 921,620
 Variance per Statement \$927,765
 Explained 99%

Expenses

General Government

7	855,764	913,918	\$ 58,154	Vacant position
8	169,343	156,217	\$ (13,126)	Upstairs TH renovations for tenants
9	25,817	41,667	\$ 15,849	Lower than budgeted to date
10	11,732	24,000	\$ 12,268	Budget for Actuarial valuations
11	101,791	92,167	\$ (9,624)	Software and membership fees increased
12	14,167	4,000	\$ (10,167)	Repairs- painting

Protective Services

13	2,713,998	2,726,011	\$ 12,013	Due to adjustment in formula after budget
14	0	9,583	\$ 9,583	No costs incurred to date

Transportation

15	1,098,634	1,263,966	\$ 165,332	1 vacant position and no casual staff
16	564,548	639,517	\$ 74,969	Fuel costs lower than budgeted
17	17,030	6,250	\$ (10,780)	Wijac street repairs
18	57,709	64,500	\$ 6,791	Repairs to be done
19	69,063	80,000	\$ 10,937	More work to be done
20	605,349	636,577	\$ 31,228	Repairs lower than anticipated to date
21	2,586	15,000	\$ 12,414	No flooding
22	20,417	8,333	\$ (12,084)	Supply & install new "birdies" on traffic lights due to lightning

Environmental Health

23	538,188	642,500	\$ 104,312	Fuel escalation lower than anticipated
24	21,397	40,000	\$ 18,603	Lower than anticipated
25	0	(6,876)	\$ (6,876)	Net cost for Food Cycler endorsement (shipping and reimbursement acc

Environmental Development

26	312,465	446,954	\$ 134,489	Vacant position and budget for software
27	399	45,833	\$ 45,434	No expenses incurred to date
28	0	12,500	\$ 12,500	No expenses incurred to date

Recreation & Cultural Services

29	348,469	329,360	\$ (19,109)	Perfect Mind Software and increase in wages
30	326,735	295,756	\$ (30,979)	Casual wages higher than budgeted and building repairs
31	579,986	604,212	\$ 24,226	Fuel, rentals and plants lower than anticipated
32	56,745	46,800	\$ (9,945)	Casual wages higher and power higher than budgeted
33	87,694	123,500	\$ 35,806	Budgeted expenses lower than anticipated

Fiscal Services

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Total \$ 662,220
 Variance per Statement \$692,029
 Explained 96%

Town of Rothesay

Capital Projects 2023

General Fund

10 Months Ended 10/31/2023

	ANNUAL BUDGET	COUNCIL APPROVED	CURRENT Y-T-D	Remaining Budget
General Government				
G 202* 001 Town Hall Improvements	40,000	0	10,287	29,713
G 202* 00* IT	17,000	0	0	17,000
Total General Government	57,000	0	0	10,287
Protective Services				
P-202*-0** Protective Serv. Equipment Purchases	1,270,000	0	794,427	475,573
Total Protective Services	1,270,000	0	0	794,427
Transportation				
T-2023-001 Asphalt 2023	1,225,000	1,915,776	830,602	394,398
T-2022-003 Buildings - Master Drive HVAC	85,000	0	72,187	12,813
T-2023-004 Intersection Improvement (Gondola/Clark)	175,000	1,568,731	100,274	74,726
T-202*-00* Fleet Replacement	750,000	691,429	26,497	723,503
Unassigned:				
Total Transportation	2,235,000	4,175,936	0	1,029,560
Recreation				
R-202*-00* Recreation Equipment	215,000	103,076	56,393	158,607
R-202*-00* Recreation Master Plan	60,000	54,312	5,475	54,525
R-2022-002 Recreation Pickle Ball	150,000	100,749	39,974	110,026
R-2022-004 Wells Bldg	2,500,000	0	2,210,168	289,832
R-202*-00* Arena Renovation	100,000	0	16,890	83,110
R-2023-005 McGuire Centre Repairs	30,000	0	0	30,000
Total Recreation	3,055,000	258,136	0	2,328,901
Carryovers				
T-2020-013 Stormwater Master Plan	0	0	12,081	(12,081)
T-2020-014 Traffic Study	0	0	1,551	(1,551)
T-2021-001 2021 Asphalt Engineering	0	0	811	(811)
T-2022-001 Ashpalt	0	0	2,028	(2,028)
T-2022-004 Intersection Improvement (Hampton/Grove)	0	0	178,095	(178,095)
	0	0	0	194,565
Total	\$ 6,617,000	\$ 4,434,072	\$ -	\$ 4,357,739
				\$ 2,259,261

2023 Budget and Funding Allocation

	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

October 31, 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

Capital Balance Sheet

As at 10/31/2023

ASSETS

Assets:

Capital Assets - Under Construction - Utilities	1,045,388
Capital Assets Utilities Land	119,970
Capital Assets Utilities Buildings	2,003,612
Capital Assets Utilities Equipment	813,621
Capital Assets Utilities Water System	29,367,286
Capital Assets Utilities Sewer System	26,453,412
Capital Assets Utilities Land Improvements	42,031
Capital Assets Utilities Roads & Streets	220,011
Capital Assets Utilities Vehicles	113,001
	60,178,334

Accumulated Amortization Utilites Buildings	(901,044)
Accumulated Amortization Utilites Water System	(9,388,542)
Accumulated Amortization Utilites Sewer System	(9,810,100)
Accumulated Amortization Utilites Land Improvements	(42,031)
Accumulated Amortization Utilites Vehicles	(47,171)
Accumulated Amortization Utilites Equipment	(386,734)
Accumulated Amortization Utilites Roads & Streets	(24,930)
	(20,600,551)

TOTAL ASSETS	39,577,782
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LIABILITIES

Current:

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

Long-Term:

Long-Term Debt	7,954,673
Total Liabilities	8,104,673

EQUITY

Investments:

Investment in Fixed Assets	31,473,109
Total Equity	31,473,109
TOTAL LIABILITIES & EQUITY	39,577,782

Town of Rothesay

Balance Sheet - Utilities Fund Reserves
10/31/2023

ASSETS

BNS Utility Capital Reserve # 00241 12	75,899
BNS - Util Capital Reserve GIC	<u>1,100,000</u>
	<u>\$ 1,175,899</u>

LIABILITIES AND EQUITY

Invest. in Utility Capital Reserve	731,688
Invest. in Utility Operating Reserve	109,590
Invest. in Sewerage Outfall Reserve	<u>334,622</u>
	<u>\$ 1,175,899</u>

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Town of Rothesay

Utilities Fund Operating Balance Sheet
As at 10/31/2023

ASSETS

Current assets:

Accounts Receivable Net of Allowance	769,936
Total Current Assets	<u>769,936</u>

Other Assets:

Projects	636,413
	<u>636,413</u>

TOTAL ASSETS	<u>\$ 1,406,349</u>
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LIABILITIES

Accrued Payables	17,332
Due from General Fund	37,210
Due to Capital Fund	(150,000)
Deferred Revenue	12,012
Total Liabilities	<u>(83,446)</u>

EQUITY

Surplus:

Opening Retained Earnings	32,898
Profit (Loss) to Date	1,456,897
	<u>1,489,795</u>

TOTAL LIABILITIES & EQUITY	<u>\$ 1,406,349</u>
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Town of Rothesay
 Utilities Operating Income Statement
 10 Months Ended 10/31/2023

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	6,469	0	845,028	872,564	(27,536)	1	1,155,000
Meter and non-hookup fees	(54)	0	48,786	48,315	471		64,420
Water Supply for Fire Prot.	0	0	330,000	330,000	0		330,000
Local Improvement Levy	0	0	58,881	59,000	(119)		59,000
Sewerage Services	(109)	0	1,972,761	1,942,500	30,261	2	1,942,500
Connection Fees	5,100	14,583	98,775	145,833	(47,058)	3	175,000
Interest Earned	8,932	7,500	94,687	75,000	19,687	4	90,000
Misc. Revenue	450	610	4,313	6,103	(1,790)		7,323
Surplus - Previous Years	0	0	41,757	41,757	0		41,757
TOTAL RECEIPTS	20,789	22,694	3,494,987	3,521,072	(26,085)		3,865,000
WATER SUPPLY							
Share of Overhead Expenses	0	0	156,750	156,750	0		209,000
Wages	13,519	13,407	163,031	157,087	(5,945)		232,000
Audit/Legal/Training	162	208	12,303	13,083	781		13,500
Other Water	42	42	1,817	417	(1,401)		500
Purification & Treatment	28,422	17,500	487,578	495,167	7,588		536,000
Transmission & Distribution	26,440	9,167	51,268	91,667	40,399	5	110,000
Power & Pumping	3,224	4,250	46,023	42,500	(3,523)		51,000
Billing/Collections	56	417	1,993	4,167	2,174		5,000
Water Purchased	109	100	681	1,000	319		1,200
Misc. Expenses	2,576	2,250	9,497	22,500	13,003	6	27,000
McGuire Road Operating	934	1,500	6,921	15,000	8,079		18,000
TOTAL WATER SUPPLY	75,483	48,841	937,862	999,337	61,475		1,203,200
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	0	0	235,125	235,125	0		313,500
Wages	29,000	29,000	290,000	290,000	0		348,000
Audit/Legal/Training	501	417	9,194	10,167	973		11,000
Collection System Maintenance	1,323	5,417	38,914	36,667	(2,247)		85,000
Sewer Claims	5,207	5,000	20,849	20,000	(849)		20,000
Lift Stations	3,614	6,250	46,966	64,000	17,034	7	77,000
Treatment/Disposal	7,386	7,583	103,567	87,833	(15,733)	8	103,000
Misc. Expenses	342	2,167	13,237	21,667	8,430		26,000
TOTAL SWGE COLLECTION & DISPC	47,372	55,833	757,851	765,458	7,607		983,500
FISCAL SERVICES							
Interest on Long-Term Debt	0	(6,524)	147,568	141,045	(6,523)		254,803
Principal Repayment	0	6,689	194,808	201,497	6,689		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	166	342,376	342,542	166		1,678,300
TOTAL EXPENSES	122,855	104,840	2,038,089	2,107,338	69,248		3,865,000
NET INCOME (LOSS) FOR THE PER	(102,066)	(82,146)	1,456,897	1,413,734	43,163		(0)

Town of Rothesay

Variance Report - Utility Operating
10/31/2023

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

1	Sale of Water	845,028	872,564	(27,536)	Usage lower than expected
2	Sewerage Services	1,972,761	1,942,500	30,261	Increase in users + fee increase > budget
3	Connection Fees	98,775	145,833	(47,058)	Lower than anticipated
4	Interest Earned	94,687	75,000	19,687	Increase in receivables

Expenditures

Water

5	Purification & Treatment	487,578	495,167	7,588	Timing
6	Transmission & Distribution	51,268	91,667	40,399	Budget smoothed over yr
7	Misc. Expenses	9,497	22,500	13,003	budget smoothed and new water reading devices not yet purchased

Sewer

8	Lift Stations	46,966	64,000	17,034	Large mtce to date has not been required
9	Treatment/Disposal	103,567	87,833	(15,733)	Power and Mtce more than anticipated

Fiscal Services

--	--	--	--	--	--

Town of Rothesay

Capital Projects 2023

Utility Fund

10 Months Ended 10/31/2023

	Original BUDGET	Council Approval	CURRENT Y-T-D	Remaining Budget
WATER				
12031430 W-2022-003 Filtration Bldg Water	630,000	149,332	201,829	428,171
	<u>\$ 630,000</u>	<u>\$ 149,332</u>	<u>\$ 201,829</u>	<u>\$ 428,171</u>
SEWER				
12028130 T-202*-001 Sewer work in Asphalt contract	100,000	\$ -	0	100,000
12046030 S-2021-001 Turnbull Court Design	500,000	\$ -	339,747	160,253
12044130 S-2021-008 WWTP Design Phase II	50,000	\$ -	41,390	8,610
12050130 S-2023-002 Lagoon Dredging	1,320,000	\$ -	0	1,320,000
	<u>1,970,000</u>	<u>-</u>	<u>381,137</u>	<u>1,588,863</u>
Total Approved	<u>2,600,000</u>	<u>149,332</u>	<u>582,966</u>	<u>2,017,034</u>
Carryovers				
Funded from Reserves				
12045030 S-2020-001 Turnbull Court Design			45,110	(45,110)
12043430 W-2021-004 Well Development - Quality			8,338	(8,338)
	<u>0</u>	<u>0</u>	<u>0</u>	<u>53,447</u>
	<u>2,600,000</u>	<u>149,332</u>	<u>636,413</u>	<u>1,963,587</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

10/31/2023

219500-60

Donations/Cultural Support

Budget

Paid to date

KV3C (in kind)	2,500.00	-
NB Medical Education Trust	5,000.00	5,000.00
KV Food Basket	5,000.00	7,053.08
Fairweather Scholarship	1,000.00	1,000.00
Saint John Theatre Company	1,000.00	
Symphony NB	2,500.00	
sub	<u>17,000.00</u>	<u>13,053.08</u>

Other:

19,500.00

Sophia Recovery Centre		5,000.00
Rothesay High School		250.00
Special Olympics NB		200.00
You Can Ride Two		500.00
KV Girls Softball Association		500.00
RNS - Art Show		500.00
St Joseph's Hospital Foundation - bronze "September for St. Joe's		1,000.00
Saint John Seafarers' Mision		200.00
World Performance Dance Event - Trevor Shea		500.00
Gala Ballet Productions		250 In Nov
sub	<u>19,500.00</u>	<u>8,900.00</u>

36,500.00 21,953.08

G/L Balance

21,953.08

-

Other:

Kennebecasis Crimestoppers	2,800.00	2,800.00	Protective Services
PRO Kids	7,500.00	7,500.00	Recreation
	<u>10,300.00</u>	<u>10,300.00</u>	

TOWN OF ROTHESAY

FINANCE COMMITTEE

November 30, 2023

In attendance:

Mayor Nancy Grant

Deputy Mayor Matt Alexander (Chairman)

Councillor Don Shea

Councillor Helen Boyle

Town Manager John Jarvie

Treasurer Doug MacDonald

Financial Officer Laura Adair

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

The agenda was accepted as presented.

The regular minutes from November 7, 2023 were accepted as presented (DS/NG)

Deputy Mayor Matt Alexander (Chairman) declared conflict of interest for Donation request from YMCA and existed room during discussion.

October Financial Statements

- a) **General Fund** – Treasurer Doug MacDonald reviewed changes to revised budget. Variances listed on pg 11. Grant money received for project will be applied against capital projects, beginning in 2024 Grant revenue will also be expensed to reflect more accurate account of surplus/loss. The + wage variances are due to vacant positions. Wells building expense is cleaning supplies. Food Cyclor purchased to date are 56 with more anticipated to be sold.
- b) **Utility Fund** – Treasurer Doug MacDonald expects small surplus at year end. No new items to from previous month. Interest earned on accounts in arrears is helping subsidize the utility fund because cash flow isn't an issue.

It was agreed **to recommend to Council to accept budgets as presented. (HB/DS)**

Draft Capital Budgets

a) **General Fund** – Treasurer Doug MacDonald presented the draft 2024 Operating Fund Capital budget. The 2023 items which were approved and budgeted, (vacuum truck, Parks truck and generator) have been ordered but will not be received by year end therefore a motion to move funds of approx. \$875k to reserve to utilize when received.

The Capital projects and items for 2024 were presented for discussion. A list of streets approved but not completed in 2023 were carried forward to in the list on Pg 24.

The total of all projects and available funds has a shortfall of approx.. \$400k.

It was agreed the 2024 Gas Tax plan would likely have funding available to complete all projects to cover the shortfall. The 2024 Gas Tax plan hasn't been announced yet but it was agreed that most likely funds would be available to complete all projects and if not then some items may need to be postponed or use capital reserve money to fund it.

If Rothesay were to secure funding for a new Arena, then the 2018 Gas Tax plan would have to be resubmitted which would make available \$2.6M for other uses.

There are other potentially significant capital projects which will be debated at a later date but have not been included in the 2024 draft plans, including Stormwater Plan implementation, Wells connector project, Recreation master plan projects, etc. These projects, if implemented will require additional funding sources such as grants and/or debt applications.

b) Utility Fund

The draft capital budget for the Utility Fund was presented. The WWTF will be funded by borrowed money and will not impact the operating funds. The lagoon dredging will still be required in 2024 and its included as part of the WWTF project using borrowed funds.

It was agreed **to recommend to Council to accept revised budgets as presented. (HB/DS)**

Donation summary and request

- a) **YMCA - \$5000 (multi-year) – It was recommend to council to deny donation request (HB/NG)**
- b) **Rothesay Elementary School – Fun Run -- It was agreed to approve a donation of \$250 from the Mayor's budgeted funds (HB/NG)**
- c) **Hestia House - It was agreed to purchase two sets of strings for \$80 from the Mayor's budgeted funds (NG/HB)**
- d) **Memorial Cup sweater – It was agreed to use Memorial Cup Sweater as an auction item for the Arena**
- e) **YMCA mailer – It was decided to deny donation request (HB/DS)**
- f) **Golf event – Events has already passed therefore no donation to be made at this time.**
- g) **Oldies 96 - It was agreed to use \$300 from the Mayor's budgeted funds for Christmas message (HB/NG)**

Councillor Don Shea exited the meeting at 9:30am.

Policy Review

- a) **Grants and Donations**
- b) **Purchasing**

Councillors to review the attached documents for any recommendations or comments at next meeting.

Potential Tax Sale – McKay Highway vacant land assessed at \$1500

The property is listed by the Province as an Expression of Interest with the potential to be included as a tax sale. It was agreed to monitor the possibility of sale and advise the committee accordingly.

Next Tentative Meeting

2023 December 21 8:30am Regular Finance Meeting

The meeting adjourned at 9:45am.

Councillor Matt Alexander
Chairman

Laura Adair
Recording Secretary



ROTHESAY MEMORANDUM



TO : Mayor and Council
FROM : Finance Committee
DATE : December 4, 2023
RE : Donation Recommendations

The finance committee recommends the following motions re donation requests:

Council approve the request for support from YMCA of greater Saint John in the amount of \$5,000.



YMCA of Greater Saint John
191 Churchill Blvd.
Saint John, NB E2K 3E2
Tel: 506-693-9622

June 20, 2023

Town of Rothesay
70 Hampton Road
Rothesay NB E2E 5L5

Dear Mayor Grant and Council,

The YMCA of Greater Saint John is requesting \$5,000 in funding from the Town of Rothesay to support the project at the YMCA's Glenn Carpenter Centre with consideration of a multi-year gift.

The YMCA Glenn Carpenter Centre is a hidden gem: a forested hideaway with a sparkling private lake just minutes from Saint John's City Centre. The site includes a rustic lakefront lodge, picnic shelter, washroom/change room facility's surrounded by beautiful Ashburn Lake – all within 220 acres of the Acadian Forest. Each summer, thousands of youth come to escape and reconnect with nature in the great outdoors while enjoying canoeing, paddle boarding, water trampolining, swimming, hiking, recreation sports and so much more.

The vision for the Glenn Carpenter Centre is to expand our offerings to provide youth the opportunity to play, learn and grow in an outdoor environment as well as encouraging connections to the outdoors for youth and families in the Southern New Brunswick Area. Please see enclosed for the executive summary of this exciting project.

The YMCA will be investing \$3.5 Million to expand this facility to serve more children, youth and their families through our exceptional programming and curriculum. This investment will occur both through donor engagement, support from government and funding by the YMCA itself. The centre currently serves over 1,000 children through our summer day camp programs serving the region, with over 25 children attending from the Rothesay area in 2022. We expect to serve at least 50 more children and their families from the Rothesay area once the expansion is complete.

We appreciate your continued support of our YMCA. Our life enriching capacity is only possible because of the many supporters, like you, who want to ensure our youth have the opportunity to develop to their full potential.

Thank you for considering this request.

Sincerely,

A handwritten signature in black ink that reads "Shilo Boucher".

Shilo Boucher, CPA, CA, ICD.D
President and CEO

**Building healthy
communities**



SCHEDULE A

Application for Rothesay Municipal Grant

App. Date: June 5, 2023

Applicant: YMCA of Greater Saint John

Address: 191 Churchill Blvd, Saint John NB E2K 3E2

Contact: Kristen Clayton Tel. (506) 634-4927

Email: k.clayton@saintjohny.ca

Organization Description:

~~The YMCA of Greater Saint John is a trusted charity committed to nurturing the potential of children, youth, seniors and families through programs aimed at supporting people as individuals.~~

Amount Requested: \$5,000.00

Descriptions of proposed event or activity:

~~The vision for the Glenn Carpenter Centre is to expand our offerings to provide youth the opportunity to play, learn and grow in an outdoor environment as well as encouraging connections to the outdoors for y members and families in the Southern New Brunswick Area.~~

Project costs:

~~Total Project Cost \$3,500,000.00~~

Benefits to town of Rothesay:

~~The Centre currently serves over 1,000 children through our summer day camp programs. With over 20 children attending from the Rothesay area. We expect to serve at least 100 children and their families from Rothesay once the expansion is complete. It is a convenient location for parents to access just off the highway into Saint John, for those commuting for work and very close to the Rothesay Town limits.~~

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).



YMCA of Greater Saint John Inc. Glenn Carpenter Centre

April 2023



Building healthy
communities

YMCA of
Greater Saint John

Executive Summary

The YMCA Glenn Carpenter Centre is a hidden gem: a forested hideaway with a sparkling private lake just minutes from Saint John's city centre. The site includes a rustic lakefront lodge, a picnic shelter, washroom/change facilities and beautiful Ashburn Lake – all within 220 acres of the Acadian forest. Here is where youth escape to connect with nature in the great outdoors while enjoying canoeing, paddle boarding, water trampolining, swimming, hiking, recreational sports, and so much more. This amazing asset was donated to the Y by Glenn Carpenter in 2000 with a vision to be a place where inner city youth would come to build connections with nature, friends and life long skills, a place they belong. Providing new experiences, opportunities to make new friends and new challenges shape campers into confident, independent kids. The operations currently serves over 900 youth each summer.

We want to invest \$3,500,000 to expand this facility to serve more children & youth through our expectational programming and curriculum.

To achieve this the vision is to:

- Create year-round programming
- Serve new and additional members of our community
- Develop a sustainable business model to support on-going maintenance and infrastructure

Our plan is to expand on our current camping offerings and develop a nature-based after school program, becoming the leading centre for outdoor camping and educational experiences for children aged 5-14 as well as expand community access.

The programs and services to be offered at the Glenn Carpenter Centre will focus on the following to achieve our vision:

Summer Day Camp

We will build on our existing wilderness adventure camps, speciality camps and counsellor in training (CIT) programs providing a variety of adventure, sport, and skill for children aged 7-15. Building on these already successful programs will allow us to move from roughly 100 children per day to 150 children per day. As we grow in our enrollment, our existing assets will not accommodate the space requirements for a wide variety of children and their interests. This will include adding new program spaces such as a sports field, adventure programs areas, and leadership areas to ensure all kids are participating in activities simultaneously. This is detailed further in the facility overview.

Nature Based After School Program

Time gaps before and after school can be empty and lonely for kids — and a challenge for busy parents. YMCA of Greater Saint John's before and after school licensed care offers a healthy solution. Kids have fun and develop confidence while spending time with friends in a safe and caring environment. Fostering our knowledge, expertise and skill sets from our 12 existing after school locations, we will be able to bring after school programming to the Glenn Carpenter Centre.

We will build on the Ys National Curriculum, *A Place to Connect*, while adjusting the Curriculum to a focus on outdoor, nature-based education. This program will be designed to accommodate up to 90 licensed spaces, which will provide a new type of after school program to the Saint John Community.

School District Curriculum Program

We will enhance our existing partnerships with Anglophone South School District that will provide outdoor education programs and field trips in the Fall, Winter and Spring. These programs will be developed in partnership with the school board and help teachers and students meet the curriculum requirements while providing a fun learning opportunity.

Community and Family Events

We have identified that the Glenn Carpenter Centre is an ideal gathering location for individuals and organizations seeking to renew the spirit, mind and body in a natural picturesque setting. The Glenn Carpenter Centre will provide weekend rental opportunities throughout the year, which will increase the utilization of the asset while providing additional revenue opportunities to support the sustainability of this amazing asset. The rentals could include family gatherings, team building events and retreats, social events and much more. Due to the close proximity to the city and the feeling of truly being part of nature, this is an ideal location for community events.

Certification Courses

The property is also an ideal location for various training and certification programs. Courses that will be offered are Waterfront Safety Standards, Canoe/Kayak Paddling Certification, Wilderness First Aid, and much more.

Offseason Programming

We will offer a variety of programs such as canoe/kayak experiences, outdoor fitness classes, family events, wellness retreats and recreation programs to our Y participants.

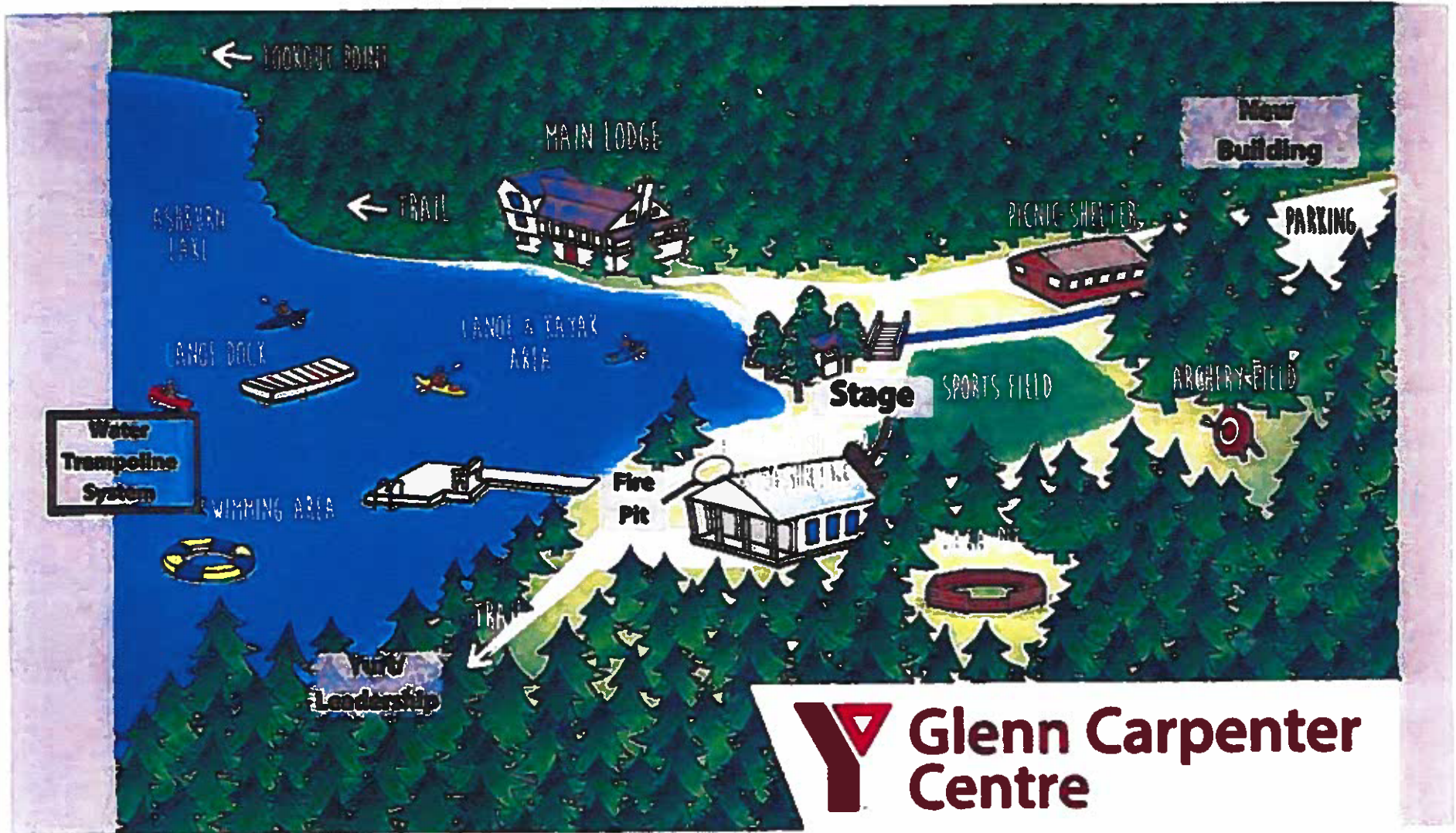
In this plan, we will maintain our existing assets and create buildings/spaces to bring the facility to a year-round facility for the community. This includes:

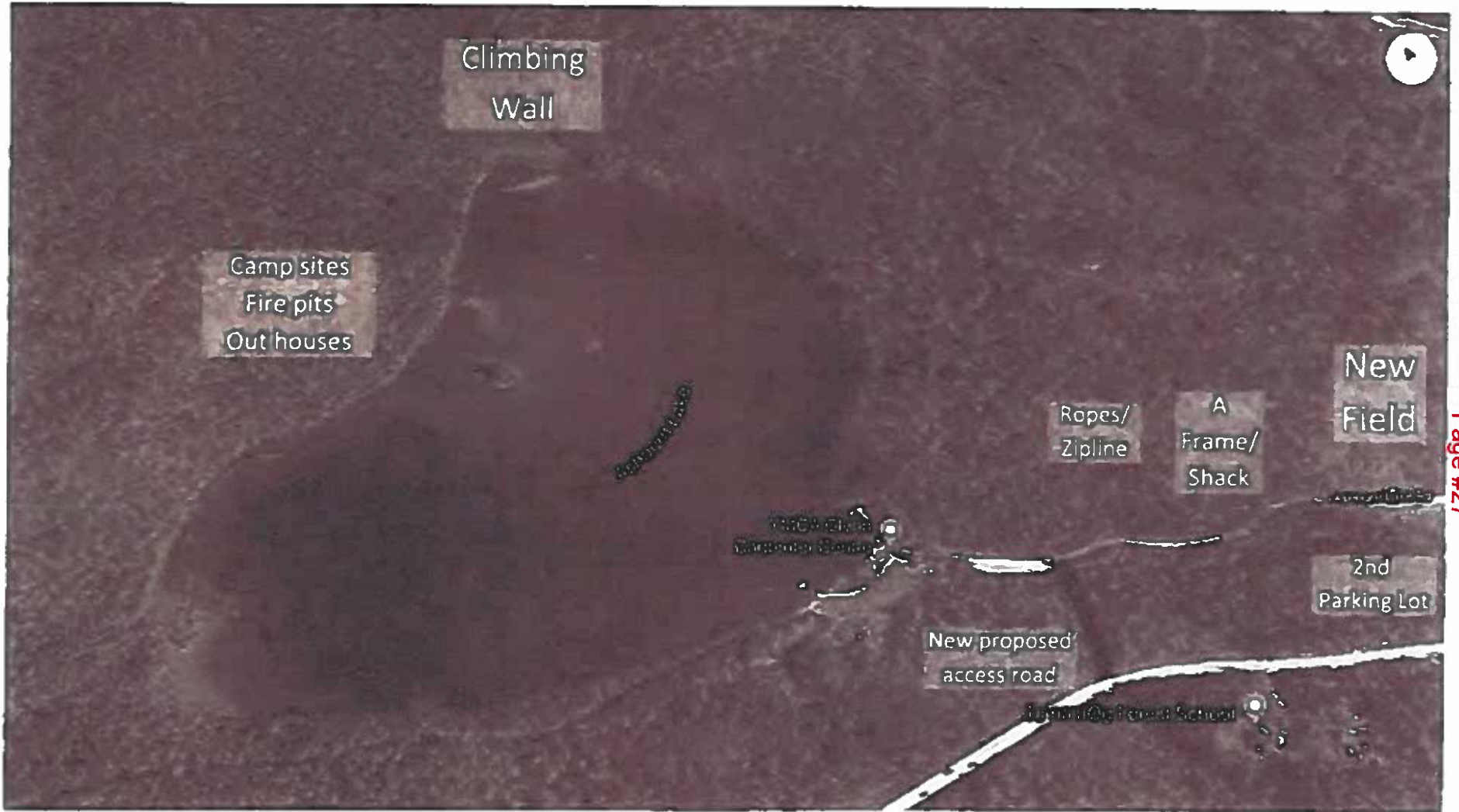
- Construction of new access road, to improve safety for those coming and going from the facility and to allow for school bus access all while optimizing cost efficiencies.
- Construction of 6,000 sq. ft. multi-use facility which will include programming spaces, kitchen, and administrative offices.
- Additional programming areas – this will include high ropes and zip line, A-frame structure, second field/Airnasium, second parking lot, leadership structure, camp sites, climbing wall and stage.

Details for these assets, costs and timing are below:

Asset	Cost	Start Date	(Completion)
New Access Road (driveway)	\$466,000	June 30, 2022	(Sept 30, 2022)
New Multi-purpose building	\$2,440,000	September 2023	(June 2024)
Airnasium/Field	\$500,000	September 2023	(June 2024)
Leadership buildings And additional program space	\$94,000	May 2024	(Aug 2024)
Total	\$3,500,000		

Glenn Carpenter Centre Facility Plan





Page #27



ROTHESAY

AGE-FRIENDLY ADVISORY COMMITTEE

Common Room, Rothesay Town Hall

Tuesday, November 21, 2023 at 10 am



-
-
-

PRESENT: MAYOR NANCY GRANT, *ex-officio member*
COUNCILLOR HELEN BOYLE
DIANE O’CONNOR, CHAIRPERSON
WILLA MAVIS, VICE CHAIRPERSON
JILL JENNINGS
NANCY HASLETT
DIANNE TAYLOR
ROBERT TAYLOR
ANGELA MORSE

DRAFT

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

ABSENT: DR. SHAWN JENNINGS
SAMAH MAGHLAWY
HIGH SCHOOL REPRESENTATIVE (Vacant)
TOWN MANAGER JOHN JARVIE

Chairperson O’Connor called the meeting to order at 10:00 am.

Meeting Addendum

Remarks from the Chair

Chairperson O’Connor made the following announcements:

On behalf of the Committee, she extended their sincere condolences to Vice Chairperson Mavis. Her brother passed away this week.

Walking Club members will be part of an upcoming fashion show in partnership with Lorraine Peters at the Kennebecasis Public Library on December 2nd from 2:30 to 4 pm.

1. APPROVAL OF AGENDA

N. Haslett asked to add under New Business the following item: “8.2 Wells Building Updates”.

MOVED by N. Haslett and seconded by D. Taylor the agenda be approved with the addition of the item 8.2 Wells Building Updates.

CARRIED.

2. APPROVAL OF MINUTES

2.1 Meeting minutes of October 17, 2023

MOVED by Counc. Boyle and seconded by Vice Chairperson Mavis the minutes of October 17, 2023, be adopted as circulated.

CARRIED.

**3. DECLARATION OF CONFLICT OF INTEREST**

N/A

4. DELEGATIONS N/A**5. REPORTS AND PRESENTATIONS****5.1 Age-Friendly Programming Update****Rothesay Hive Programming****What's Going On:**

- Fall Speaker Series is underway, interviews are being posted to the Rothesay Hive Facebook page each Thursday in November at 6 pm in November.
 - November 2: Doug Ballantyne, Retired Banker & Canada Post Supervisor
 - Views: 291
 - November 9: Ralph Murray, Retired Senior Transportation Policy Advisor for the City of Saint John
 - Views: 163
 - November 16: Bruce Tennant, Retired Engineer, Solo Sailor & Member of Rothesay Yacht Club
 - Views: 294
 - November 23: James McNamee, Retired Provincial Court Judge
 - November 30: Dr. Nancy Grant, Mayor of Rothesay & Retired Radiation Oncologist
- K. Duffley – Thanked Chairperson O’Conner for her work. Chairperson O’Connor replied that is looking forward for next year Fall Speaker Series
- Thank you to Touchstone for gifting free tickets to Rothesay Hivers to attend their Arts Showcase at the Imperial Theater!
- Thank you to Rothesay High School for giving free tickets to Rothesay Hivers to attend their dress rehearsal of their production Beauty and the Beast! The event will be hold on November 27, 2023.

Rothesay Hive Members**Rothesay Hive Facebook Group:** 782 members**Rothesay Hive Members as of now in 2023:** 156 members. Total last year was 126.**Renforth Seniors Exercise Classes**

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



Age Friendly Wellness Fair in Rothesay

Update: Contacted Nicole Erving, Athletic Director at Rothesay High School. She is interested in helping with the Wellness Fair. She advised that the Rothesay High School Gymnasium is typically available near the end of May. She can also have her Leadership class help with this event. We will circle back to her in the New Year. K. Duffley added that she is in contact with Fredericton regarding their Wellness Fair. They held their event at one of their schools and it was very successful.

Zoomers on the Go

The Zoomers on the Go program will continue at the Bill McGuire Centre. The class currently has a waitlist. This program is run by UNC Cellab.

Saint John Newcomers Centre Programs

Future Engage continues to have programs at the Rothesay Hive and various other locations depending on the activity on Thursdays from 10 am-12 pm. They also have their Conversational English Chats on Wednesdays from 3 pm-4 pm.

Age Friendly Active Communities NB

A new non-profit organization, non-government organization, that is working to support and encourage communities in New Brunswick to become age friendly. Monthly meetings with their Community Coordinator, Brenda Lee. They have a Facebook page and are working on a website. Her contact information is listed: 506-396-2322, afacnb.brenda@gmail.com.

Age-Friendly Educational Webinars | International Federation on Ageing (ifa.ngo)

For your information, included in the Agenda Package are two websites that you can find information regarding webinars on Age Friendly Communities.

Chairperson O'Connor mentioned to the Committee that the Saint John Newcomers will have the pleasure of having a local artist, Carol Taylor, as a guest speaker on December 7th at 10 am. Furthermore, she indicated to the members that they are looking for suggestions of guest speakers in the new year and to please reach out to her or Hiba Hachicha.

Chairperson O'Connor informed the members that she will be attending the next Healthy Seniors Pilot Project – Community Practice webinar called “Civic Engagement for Health Among Older Adults. A strategy for aging in place and a blueprint for communities.”. She is hoping to report the information at the next Committee meeting.

6. UNFINISHED BUSINESS

N/A

7. CORRESPONDENCE FOR ACTION

N/A

8. NEW BUSINESS**8.1 2024 Age Friendly Community Designation Renewal**

K. Duffley highlighted to the members that in December 2024 the Committee will have to submit the renewal document. Therefore, she included the 2022-2024 action plan in the agenda package for the Committee's review. She asked the members to think about new actions for 2025-2027. She pointed out that they will have more information from the new recreation master plan that will tie into the new action plan.

Mayor Grant said that she is looking forward to seeing all the actions taken for 2022-2024, especially with Saint John Newcomers Centre Programs.

Chairperson O'Connor proposed to the Committee to have someone from newcomers to represent them on this Committee. K. Duffley replied that she received an email from Committee member Samah Maghlawy concerning her attendance on this Committee and is waiting to hear back. K. Duffley reminded the members that the person must be a Rothesay resident. Chairperson O'Connor recommended Doaa Higazy. Mayor Grant indicated that she would bring this information to the next Nominating Committee.

8.2 Status for the Wells Building

K. Flood updated the Committee members on the status of the Wells building. She is hopeful that it will open early in the new year.

N. Haslett questioned when it will be available to add yoga on chair and yoga classes to the schedule. when available to add a yoga class, chair yoga class. She explained the challenges of booking additional classes at the Bill McGuire Centre because it is an exceptionally busy location.

Mayor Grant informed the members that the building will have a generator and serve as an emergency location.

9. CORRESPONDENCE FOR INFORMATION**9.1 Volunteer at RES**

K. Duffley highlighted to the Committee that she included in their agenda package an email that she received from Rothesay Elementary School. They are looking for volunteers for their lunchtime clubs, which is an intergenerational opportunity for older adults to share their knowledge with students. She said that she did send this to her email list for Rothesay Hivers. She added that if they know someone who is looking to volunteer to please email the Community School Coordinator directly.

□

D. Taylor proposed to include “Caregiver Resources” at the upcoming Wellness Fair.

A discussion took place regarding the current lack of resources, network, help and support for the seniors looking for caregivers. The Committee agreed to reach out to all government levels and local newspapers to start the conversation, find ideas and collaboration.

□

K. Duffley recommended to the Committee to check out the Aging in Place Workshop that is currently being hosted again in three locations (Norton, Saint John, and Jones Creek) and online. The Workshop is designed to assist informal caregivers navigate services available for them. The Workshop organizers also presented during the 2023 Rothesay Winter Speaker Series.

K. Flood proposed to have a subcommittee to organize an event in the New Year. Chairperson O’Connor resumed that she would have a conversation with K. Duffley and K. Flood.

10. DATE OF NEXT MEETING

The next meeting is tentatively scheduled for Tuesday, December 19 at 10 am.

11. ADJOURNMENT

MOVED by N. Haslett and seconded by Counc. Boyle the meeting be adjourned.

CARRIED.

The meeting adjourned at 11:02 am.

CHAIRPERSON

RECORDING SECRETARY



2023December11OpenSessionFINAL_096

ROTHESAY

PARKS AND RECREATION COMMITTEE MEETING
Wells Community Centre

Tuesday, November 28, 2023, at 6:30 p.m.



PRESENT: COUNCILLOR BILL McGUIRE
COUNCILLOR HELEN BOYLE
DR. JEAN-FRANCOIS LEGARE

TOWN MANAGER JOHN JARVIE
DIRECTOR OF PARKS AND RECREATION CHARLES JENSEN
FACILITIES COORDINATOR RYAN KINCADE
RECREATION & COMMS. COORDINATOR KERI FLOOD
AGE FRIENDLY & COMMS. COORDINATOR KIRSTIN DUFFLEY

ABSENT: HOLLY YOUNG, CHAIRPERSON
DR. SHAWN JENNINGS
JON McEACHERN
COLIN BOYNE

No quorum was reached.

1. APPROVAL OF AGENDA

2. APPROVAL OF MINUTES:

2.1 Meeting minutes of June 20, 2023
Deferred to the next meeting.

3. DECLARATION OF CONFLICT OF INTEREST

4. DELEGATIONS

5. REPORTS & PRESENTATIONS

6. UNFINISHED BUSINESS:

7. CORRESPONDENCE FOR ACTION

8. NEW BUSINESS

8.1 Parks and Recreation Update

DPR Jensen gave a verbal update of the Parks and Recreation Department to the Committee. He noted that the Rothesay Arena has new floors and doors for the dressing rooms and hallways. Positive feedback has been received about the updates being made to the building. Councillor McGuire noted that there is a New Brunswick company that recycles tires into rubber mats. DPR Jensen continued that the Wells Community Centre is near completion, few items have been added to the deficiencies list to be looked after. The Pickleball courts are waiting on the nets and net poles. Once those are installed the courts will be ready for play in Spring of 2024. The Rothesay Common is expected to turn on the plant on Tuesday, December 5th, 2023, with a tentative opening date of Saturday, December 9th, 2023, dependant on weather and ice conditions.

K. Flood gave a verbal update of the Recreation programming. The Halloween event was highly successful this year with between 150 to 200 participants. The 25th Annual Kennebecasis Santa Claus Parade had thirty-seven floats and a record number of people attending. The live-stream of the parade at the time of the meeting had over 14,000 views. The Rothesay float was noted as being very well done this year. K. Flood thanked all who made the Rothesay float possible. The Mayor's Tree Lighting will be on Wednesday, December 13th from 7PM-8PM at the Rothesay Common. K. Flood and K. Duffley will be working to host the annual Winter Speaker Series and other events for Fundy Winterfest.

K. Duffley gave a verbal update regarding Age Friendly programming. The Rothesay Hive is busier than ever with a full offering of programming this Fall. Programming will be lighter in December due to an instructor being away, but she anticipates a full return of programming come 2024. The Rothesay Hive will be hosting the first ever Holiday High Tea at the Rothesay Hive on Friday, December 15th at 2PM.

DPR Jensen also noted that there is a tentative new date for the Wells Community Centre Open House on Friday, December 15th from 4PM to 5:30PM.

8.2 Draft Parks and Recreation Master Plan

DPR Jensen shared copies of the draft Parks and Recreation Master Plan with the Committee. The final document will guide the Department for the next 10 years. He noted that he also sent an online version that the Committee should add their comments to before Monday, December 4th, 2023. The Committee discussed a few items within the Master Plan including the beach access at Jordan Miller and Renforth Wharf. DPR Jensen noted that the Regional Ice Study was completed and from the study it was confirmed that Rothesay does require an arena and that the current arena needs to be replaced. Within the Recreation Master Plan, it is noted that Rothesay also could use more municipal controlled indoor recreational space, which would also provide Age Friendly spaces for the Rothesay Hive and KV Oasis. The Committee discussed the importance and challenges with moving forward with the QR trail link to Quispamsis. DPR Jensen noted that the link to Wells Recreation Park to central Rothesay is also a Council Priority and is included in the draft plan. The Committee discussed how growth of sport usage needs could prompt the need for adding lights to sports fields, at this time most fields are not at the usage level of needing lighting to extend play time.

9. CORRESPONDENCE FOR INFORMATION

10. DATE OF NEXT MEETING

The next meeting is scheduled for Tuesday, December 19, 2023, at 6:30PM.



ROTHESAY
2023December11OpenSessionFINAL_098
PLANNING ADVISORY COMMITTEE MEETING
Rothesay Town Hall Common Room
Monday, December 4, 2023 at 5:30 p.m.



DRAFT

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

TOWN MANAGER JOHN JARVIE
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 R. Forte and seconded by T. Brittain the agenda be approved as circulated.

CARRIED.

2. ADOPTION OF MINUTES

2.1 Regular Meeting of November 6, 2023

MOVED by T. Brittain and seconded by Counc. Mackay French the Minutes of November 6, 2023 be adopted as circulated.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

C. Vaillancourt declared a conflict of interest with respect to Items 4.2 (7 Jersey Lane) and 4.3 (43 Gondola Point Road).

4. NEW BUSINESS

4.1 4 Highmeadow Lane

Craig Kelly

OWNER:

Craig Kelly

PID:

00256396

PROPOSAL:

Side Yard Setback Variance for Garage

The applicant, Craig Kelly, was not in attendance. Town Manager Jarvie summarized the request and noted: there is one property immediately adjacent, and the owners submitted a letter in support of the application; the proposed garage will be added to the side with the existing garage; a variance is required for a one meter setback which is the minimum recommended by staff; and the neighbour's fence does not align with the property line but this can be corrected with help of the surveyor's location certificate.

In response to an inquiry, Town Manager Jarvie explained the original plan was to align the new structure with the existing garage. However, the new structure was moved forward slightly to create more space from the property line. In staff's view, the proposed location is the most practical for the property.



MOVED by R. Forte and seconded by Counc. Mackay French the Planning Advisory Committee:

- a. Grant variances from the Rothesay By-Law No. 2-10 allow for a reduced minor setback of 1 metre for a proposed attached single-story one-car garage.
 - a. Accordingly, the applicant is required to submit the following:
 - i. a Surveyor's **Location Certificate** to confirm compliance with the building's required setbacks, the certificate shall:
 - 1. Be based on an actual site inspection and measurements;
 - 2. Verify the siting of the building foundation wall, setback from property boundary(s) for the four corners of the proposed building; and
 - 3. Be prepared by personnel qualified to practice Land Surveying in New Brunswick.
 - 4. The Surveyor's **Location Certificate** shall be provided to the Development Officer prior to any back-filling of the foundation excavation

CARRIED.

C. Vaillancourt declared a conflict of interest for the next two items and left the meeting.

4.2 7 Jersey Lane

Sandra Cooke

OWNER:

Deborah MacKenzi

PID:

00062729

PROPOSAL:

Temporary Use (accessory structure) and size variance

Sandra Cooke of Brackish Design, and Tim Phelan (electronic participation) of ARCHwork Studio Inc. were in attendance.

Ms. Cooke gave a brief presentation, highlighting the following: the clients have lived in Rothesay and are interested in rejoining the community; concurrently, a subdivision application is under review to redraw the boundaries of the three lots; Lot 1 – closest to Rothesay Road is intended for the main residence and pool house, Lot 2 – is for a cottage and accessory structure (current application for a barn), and Lot 3 – the furthest from Rothesay Road will be a preserved wood lot for continued public use; the barn is intended for storage, vehicles, and equipment required for maintenance of the sizeable property; and a variance is required as 260 m² exceeds the maximum size for an accessory building. Mr. Phelan added the barn will be a simple structure using high quality materials, and reiterated its purpose will be to store equipment necessary to maintain the property.

A member of the public, Kirk Baxter, asked if access would be from Jersey Lane or Sovereign Lane. Ms. Cooke confirmed the driveway will be off Sovereign Lane.

Town Manager Jarvie advised the arrangement is unique in terms of the buildings (main residence, cottage, and barn) and because accessory buildings are not usually on separate lots. He added the variances are reasonable as the size of the property is dramatically larger than other properties. He shared proposed conditions of approval requiring that a development and building permit for the main dwelling (cottage) be obtained within one year of the issuance of the Committee's decision, and that the property be used for residential purposes and not commercial use. He spoke of the barn and requested the Town be informed if it is intended to be used for hay storage as this would be an issue pertaining to fire safety.

The Committee inquired about: rationale for the separation of the property into three lots as opposed to one; public use of land; livestock; and what would happen if the main dwelling is not constructed within a year.

Ms. Cooke responded with the following: division of the property into three lots was determined to be the best course of action with respect to compliance with Town by-laws; the intent is to allow the public continued use of land on Lot 3; and livestock will not be housed on the property.

Town Manager Jarvie mentioned livestock cannot be kept on the property without a permit. Additionally, another application process would be required if the condition, regarding the main dwelling, has not been met within the approved timeframe.

In response to an inquiry, Ms. Cooke clarified that the entire property is roughly 80 acres: Lot 1 is 3.37 hectares, Lot 2 is 6.94 hectares, and Lot 3 is 22.84 hectares.

MOVED by Counc. Mackay French and seconded by R. Forte the Planning Advisory Committee:

- a. Grant a height variance of 176% and a maximum building size variance of 371% to allow for an oversized accessory structure 10.59m in height and 260m² in size subject to the following:
 - a. No commercial business, activity, or associated commercial uses including commercial vehicles or equipment shall be located at any time on the property or in the accessory structure.
 - b. A Development and Building permit for the main dwelling shall be obtained within one (1) year of the issuance of this decision.

CARRIED.

Chairperson Shea thanked the property owner and applicants, and they left the meeting.

4.3 43 Gondola Point Road Shawn Craig
 OWNER: Dion and Rebecca Hanrahan
 PID: 00257303
 PROPOSAL: Side yard variance

The applicant, Shawn Craig, and the property owner Rebecca Hanrahan were in attendance. Town Manager Jarvie advised: the request is for a one meter side-yard setback (variance of 75%); the intent may be to put the new building on the foundation of the old building; there is a fence on the property line (shown alongside the proposed building in the staff report); and similar to Item 4.1 a Surveyor's Location Certificate would be required.

Mr. Craig clarified that the new building will not be going onto the existing foundation which is almost on the property line. The new building will be similar in size but located further from the fence. Mrs. Hanrahan mentioned the corner of the existing building is currently on their neighbour's property. Mr. Craig noted the new building will be one meter from the property line but cannot be moved further away without encroaching onto the pool.

MOVED by T. Brittain and seconded by Counc. Mackay French the Planning Advisory Committee:

- a. Grant variances from the Rothesay By-Law No. 2-10 allowing for a reduced minor setback of 1 metre for a proposed garage/pool house.
 - a. Accordingly, the applicant is required to submit the following:
 - i. a Surveyor's **Location Certificate** to confirm compliance with the building's required setbacks, the certificate shall:
 - 1. Be based on an actual site inspection and measurements;
 - 2. Verify the siting of the building foundation wall, setback from property boundary(s) for the four corners of the proposed building; and
 - 3. Be prepared by personnel qualified to practice Land Surveying in New Brunswick.
 - 4. The Surveyor's **Location Certificate** shall be provided to the Development Officer prior to any back-filling of the foundation excavation

CARRIED.

Chairperson Shea thanked the applicant and the property owner, and they left the meeting.

C. Vaillancourt returned to the meeting.

4.4	7 Scott Avenue	Elena Zeifer
	OWNER:	Elena and Maxim Zeifer
	PID:	00064105
	PROPOSAL:	Rezoning R1B to R2

Town Manager Jarvie advised: the building is currently a single family home; the property is located in an area designated for higher density on the Land Use Map (apartment buildings are located across the street) therefore, increased density in the area is not an unreasonable request; a preliminary inspection was completed by Town staff and it may be possible to convert the house to a two-unit building, however a design plan is required; and staff are supportive of the request to rezone the property from Single Family Residential (R1B) to Two Family Residential Zone [R2].

R. Forte mentioned, in accordance with the Planning Advisory Committee Agenda and Polling Procedures Policy, there should be a sign on the property to notify the public of the rezoning application, but there isn't. Town Manager Jarvie commented on the observation indicating this was an oversight.

M. Graham asked if the property will be owner occupied or will both units be available for rent. Staff's understanding is that both units will be available for rent. M. Graham inquired about the adjacent property on the right, asking if this is a multi-unit property as well. Town Manager Jarvie confirmed the property in question is a residential building that was converted to an office building.

C. Vaillancourt referenced a letter from a resident stating they would not be opposed to the proposal as long as the building is owner occupied. She asked if this is a condition the Committee would put forth. Town Manager Jarvie advised it is not a typical caveat required by the Town with respect to occupancy. He added the property owner does not currently reside on the property.

ROTHESAY

In response to an inquiry, Town Manager Jarvie confirmed Woodland Avenue is zoned as R1B.

Counc. Mackay French mentioned the recommendation is for Council to schedule a Public Hearing so the public can submit further comments, questions, or concerns.

MOVED by Counc. Mackay French and seconded by T. Brittain the Planning Advisory Committee recommend that Rothesay Council schedule a public hearing to consider the rezoning of 7 Scott Avenue (PID 00064105) from the Single Family Residential R1B zone to the Two-Family Residential Zone [R2].

CARRIED.

Chairperson Shea thanked the applicant.

5. OLD BUSINESS
N/A

TABLED ITEMS
N/A

6. CORRESPONDENCE FOR INFORMATION
N/A

7. DATE OF NEXT MEETING(S)
The next meeting will be held on **TUESDAY**, January 2, 2024.

8. ADJOURNMENT
MOVED by T. Brittain and seconded by M. Graham the meeting be adjourned.

CARRIED.

The meeting adjourned at 6:00 p.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY MEMORANDUM



TO : Mayor and Council
FROM : Town Clerk Banks
DATE : 5 December 2023
RE : 7 Scott Avenue (PID 00064105)

Recommendation:

- Council schedule a Public Hearing for **Monday, January 15, 2024 at 6:30 p.m.**, in accordance with the *Community Planning Act*, SNB 2017 c 19, to consider rezoning 7 Scott Avenue (PID 00064105) from the Single Family Residential R1B zone to the Two-Family Residential Zone [R2].

Background:

The Planning Advisory Committee discussed the following motion at its regular meeting on Monday, December 4, 2023:

MOVED ... and seconded ... the Planning Advisory Committee recommend that Rothesay Council schedule a public hearing to consider the rezoning of 7 Scott Avenue (PID 00064105) from the Single Family Residential R1B zone to the Two-Family Residential Zone [R2].

CARRIED.



To: Chair and Members of Rothesay Planning Advisory Committee

From: Darcy Hudson
Assistant Development Officer

Date: Thursday, November 30, 2023

Subject: Rezoning R1B to R2 – 7 Scott Avenue

Applicant:	Elena Zeifer	Property Owner:	Elena & Maxim Zeifer
Mailing Address:	15 Susan Street Quispamsis, NB E2E 2H7	Mailing Address:	15 Susan Street Quispamsis, NB E2E 2H7
Property Location:	7 Scott Avenue	PID:	00064105
Plan Designation:	Medium Density Residential	Zone:	Single Family Residential R1B
Application For:	Single Family Residential (R1B) to Two Family Residential Zone [R2].		
Input from Other Sources:	Polling		

Origin:

Application by Ms. Elena Zeifer to rezone 7 Scott Avenue (PID# 00064105) from Single Family Residential (R1B) to Two Family Residential Zone [R2] (See Attachment A). The application to rezone would allow for the existing dwelling to be converted to a semi-detached (two unit) residential dwelling. The applicant intends to use the existing dwelling with no new development, structure or addition being added to the property.

Background:

The subject property is 1757m² in area is zoned Single Family Residential (R1B) and has an existing residential dwelling that is currently being used as a residential dwelling.



The property is in an area of Rothesay designated as medium density residential that abuts the high-density designation on the opposite side of Scott Avenue. The residential neighbourhood along Scott Avenue can be characterized as a stable residential neighbourhood where owners continue to invest in their property and therefore is an attractive residential neighbourhood.

The municipal plan states that within the low-density designation one of the goals of the Town is to “*protect and enhance existing residential neighbourhoods.*” and to “*ensure that future residential development complements existing neighbourhoods.*” The plan also states that the Town intends to “*encourage a variety of housing types to meet the residential needs of the existing and future population of Rothesay in a high-quality living environment.*” and to “*ensure that future residential development occurs in locations where appropriate municipal services and road infrastructure is available or can be provided including areas with in-fill potential.*”

The applicant has stated that they can renovate the existing dwelling without any new additions being added to the property. The potential threat or concern regarding land use compatibility with the established low-density neighbourhood does not seem to present any significant concern. Furthermore, it may be advantageous to encourage development such as the proposed use at the higher density in order to offer more variety in residential housing choice in Rothesay. Pursuant to Municipal Plan Policy 5.2.3(a),¹ Staff conducted a preliminary review of the applicant’s proposal and determined that the existing dwelling would meet the R2 zone requirements. Furthermore, the land to be rezoned is 46% larger than the size of land required to meet the R2 zone standard.

Analysis:

Staff’s analysis would suggest that a change from one Low Density form of housing R1B to another from R2 presents minimal risk of land use conflict. Staff believe, after careful review of the proposal, that the proposed density change from R1B to R2 is within the accepted range housing that can be classified as low density and is therefore compatible with the Municipal Plan. Accordingly, Staff believe that the application is not contrary to the designation of the land in the Municipal Plan and that Council should consider the application.

Polling Results

As standard procedure with all rezoning applications letters were sent to nearby residents to inform them of the application and soliciting their comment or feedback. As of Thursday, November 30, 2023 one email was received by the Town.

Recommendation:

It is recommended THAT the Planning Advisory Committee:

- A. Recommend that Rothesay Council schedule a public hearing to consider the rezoning of 7 Scott Avenue (PID# 00064105) from the Single Family Residential R1B zone to the Two-Family Residential Zone [R2].

Attachments:

- Map 1 Aerial Photo Location Map
- Map 2 Land Use Designation Map
- Map 3 Zoning Map



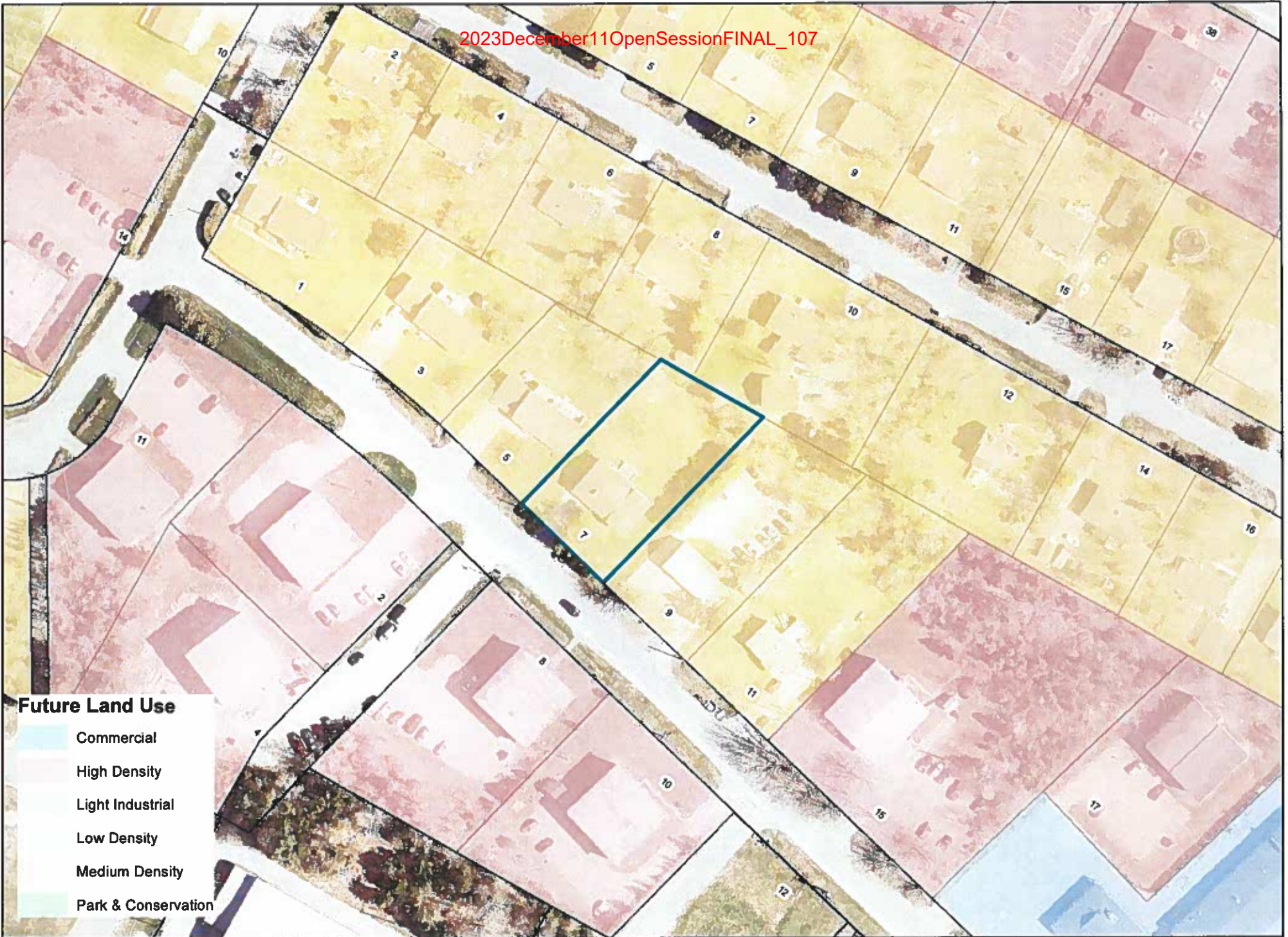
Report Prepared by: Darcy Hudson, Assistant Development Officer
Date: Thursday, November 30, 2023

¹ By-law 1-10 Policy 5.2.3 (a) The areas shown on the Future Land Use Map as low density residential shall be limited to uses that include single-family, detached housing, and in some zones, two-unit dwellings with limitations on the relative numbers of each type and uses accessory or supplementary to these.



Aerial Photo Location



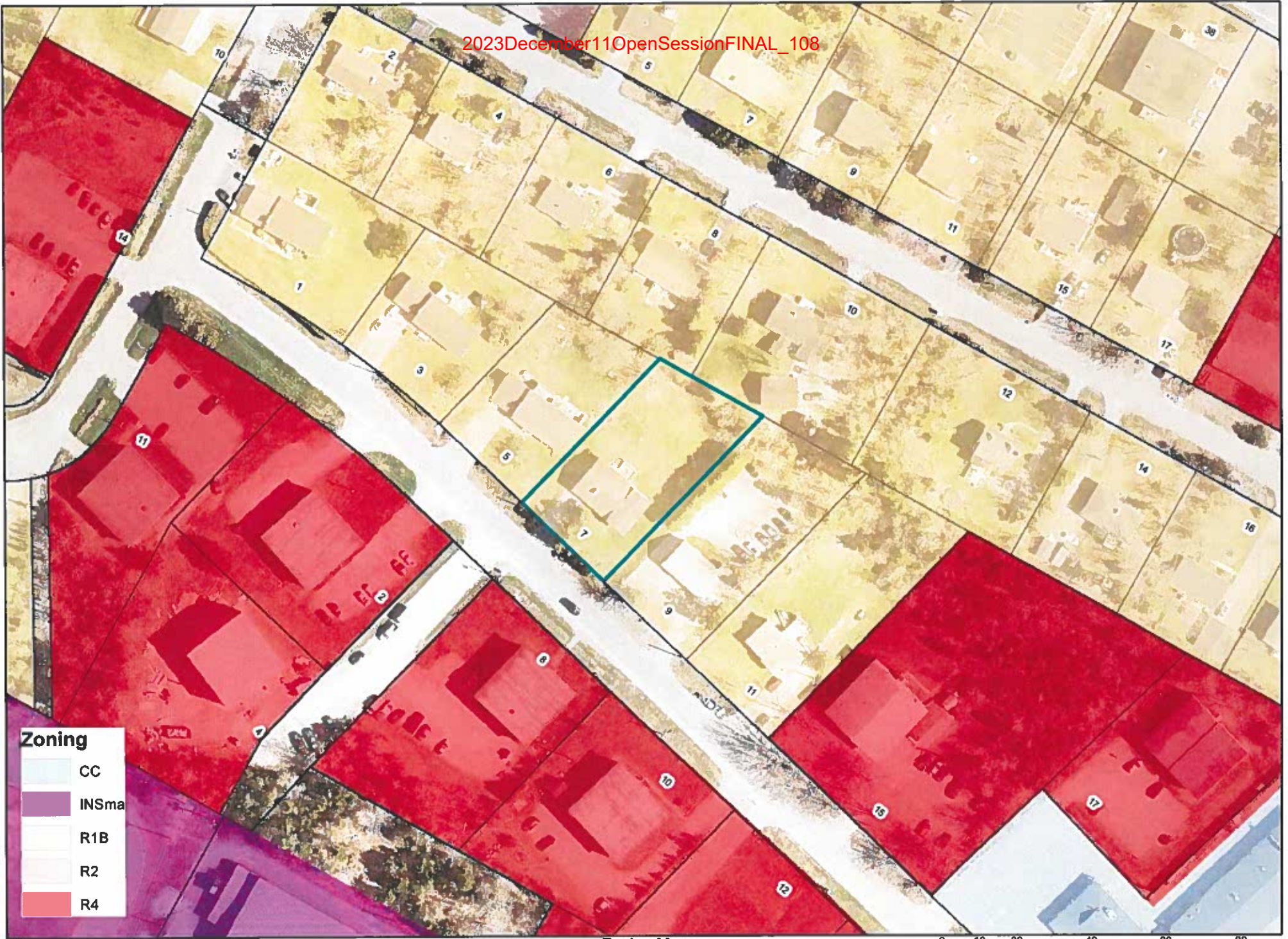


Future Land Use

- Commercial
- High Density
- Light Industrial
- Low Density
- Medium Density
- Park & Conservation

Future Landuse Map

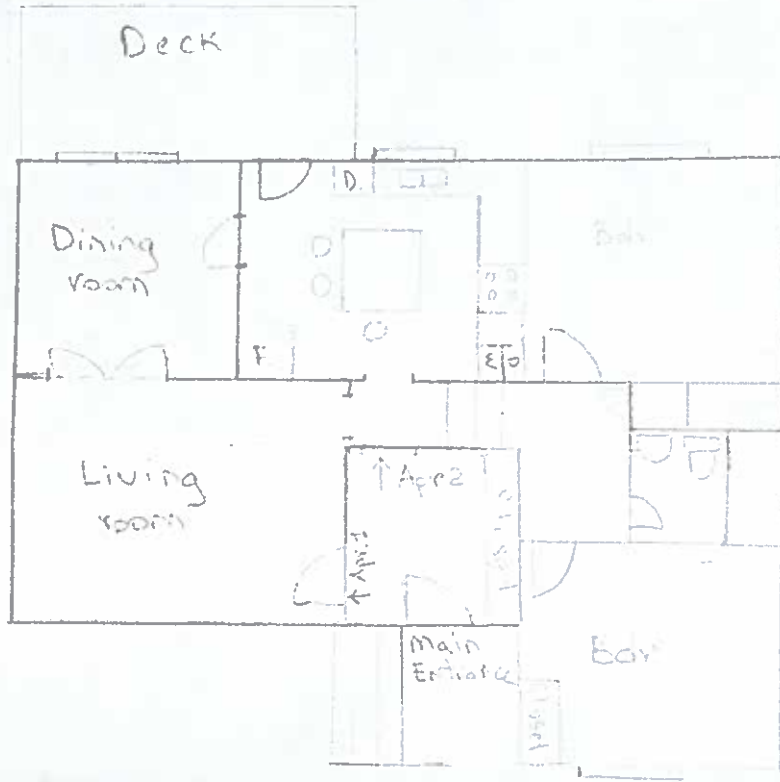
0 10 20 40 60 80
Metres



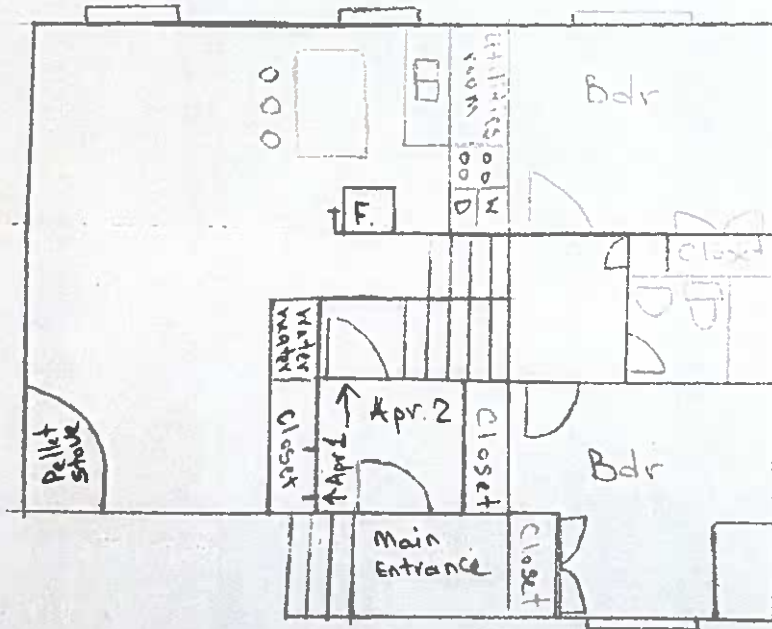
Zoning Map

0 10 20 40 60 80
Metres

Apr. 1



Apr. 2



Darcy Hudson

From:
Sent: November 30, 2023 12:51 PM
To: Darcy Hudson
Subject: Rezoning request for 7 Scott Avenue

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

I realize that I am one day past the cut off date but wanted to submit my comments.

Fundamentally I do not have any issues with this request based on one caveat. As long as the residence is owner occupied I have no issue. If both units are to be rented then I do have an issue.

On Woodland Avenue there have been issues with two homes since they both became non owner occupied. Within one month of tenants moving into 3 Woodland the police showed up. Since the house at 9 Woodland has become non owner occupied, from spring to fall the tenants, on the weekends, separately are outside socially with friends and drinking until 2 to 3 am. They get so loud that we cannot sleep with our windows open. I believe that if the owner lived in the building they would ensure that their tenant abide by the midnight town noise curfew.

Where my back property butts up against the backyard of 7 Scott Avenue my concern is that I will have to put up with the same issue of people socializing in the backyard past the midnight curfew without an owner living there.

Regards

8 Woodland Avenue

[Sent from Rogers Yahoo Mail on Android](#)



ROTHESAY

2023December11OpenSessionFINAL_111

BUILDING PERMIT REPORT

11/1/2023 to 11/30/2023

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
11/24/2023	BP2022-00108	39 DOBBIN ST	MULTI-DWELLING BUILDING	\$2,500,000.00	\$18,125.00
11/07/2023	BP2023-00133	46 CLARK RD	FENCE	\$16,000.00	\$116.00
11/20/2023	BP2023-00146	9 GREENBRIER ST	SINGLE FAMILY	\$600,000.00	\$4,350.00
11/22/2023	BP2023-00151	10 VICTORIA CRESCENT	SINGLE FAMILY	\$400,000.00	\$2,900.00
11/06/2023	BP2023-00163	11 VICTORIA	SINGLE FAMILY	\$400,000.00	\$2,900.00
11/03/2023	BP2023-00167	8 CRESTLINE RD	DECK	\$3,000.00	\$21.75
11/09/2023	BP2023-00170	2524 ROTHESAY RD	DECK	\$225,000.00	\$1,631.25
11/02/2023	BP2023-00172	1 ANDREW CRES	DOOR	\$2,500.00	\$21.75
11/29/2023	BP2023-00173	86 GONDOLA POINT RD	SINGLE FAMILY	\$1,000,000.00	\$7,250.00
11/09/2023	BP2023-00175	51 JOSHUA ST	STORAGE SHED	\$7,500.00	\$58.00
11/07/2023	BP2023-00176	13 GLEN AVE	WINDOWS	\$3,058.00	\$29.00
11/07/2023	BP2023-00177	11 CROSSWINDS CRES	ADDITION	\$40,000.00	\$290.00
11/07/2023	BP2023-00178	2 CAMPBELL DR	FENCE	\$1,000.00	\$20.00



BUILDING PERMIT REPORT

11/1/2023 to 11/30/2023

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
11/08/2023	BP2023-00179	61 MARR RD UNIT 1	INTERIOR RENOVATIONS - COMMERCIAL	\$150,000.00	\$1,087.50
11/21/2023	BP2023-00182	8 CRESTLINE RD	ADDITION	\$60,000.00	\$435.00
11/15/2023	BP2023-00183	30 SPRUCEWOOD AVE	WINDOWS	\$3,526.00	\$29.00
11/20/2023	BP2023-00184	202 GONDOLA POINT RD	WINDOWS	\$7,749.00	\$58.00
Totals:				\$5,419,333.00	\$39,322.25
Summary for 2023 to Date:				\$23,066,932.98	\$171,412.50

2022 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$134,369.00	\$986.00
Summary to Date:	\$13,920,826.96	\$101,586.00



ROTHESAY

INTEROFFICE MEMORANDUM



TO : Mayor Grant & Council
 FROM : John Jarvie
 DATE : 7 December 2023
 RE : Capital Project – Status Report

The following is a list of 2023 capital projects, holdover 2019, 2021 and 2022 capital projects and the status of each along with a continuing project from 2016.

	PROJECT	BUDGET	\$ TO 31/08/23*	COMMENTS
2016	General Specification for Contracts	40,000	40%	Draft document under review by staff
2019	Trail & sidewalk connector Wells	\$1.62M	-	Subject to grants; estimate revised to current – land acquisition discussions with Province underway
	Secondary Plan Road design	50,000	-	Wiljac – design underway
2021	Fire Department Stn 2 Reno	1,250,000	70%	Project substantially complete
	Turnbull Ct sewer replacement Ph II	\$1.0M	60%	Tender awarded; WAWA permit received; construction underway
2022	Water quantity	100,000		Certificate of Approval to operate with increased withdrawal rate issued by Province
	Water model update	100,000		deferred
	Wells New Building	\$3.1M	70%	Construction substantially complete; generator delivery in January
2023	Hillsview water line replacement	50,000		Preliminary design complete, consultation with stakeholders underway
	2023 Street Resurfacing inc C&S	\$1.225M	45%	Asphalt Tender rejected; sidewalk component nearing completion Second asphalt tender for Designated Highways resurfacing - Campbell Drive complete
	Fleet	750,000	5%	Vacuum Truck has been ordered
	Pickle Ball Courts Phase II	150,000	25%	Substantially complete pending installation of net posts
	Recreation Master Plan	60,000	10%	Consultant work plan near midway point, plan to be presented at December meeting
	Works Buildings	85,000	90%	HVAC system and external unit installed, removal of hot water piping and installation of electric heaters underway
	Parks Equipment	215,000	30%	
	Arena Condenser	100,000		Deferred until 2024.
	McGuire Centre Repairs	30,000		Fire alarm panel replacement, door lock control and camera purchase orders issued
	Town Hall – HVAC controls	40,000	25%	Waiting for revised quote
	Water Treatment Train expansion	630,000	30%	Purchased and on order - April 2024 delivery expected
	Lagoon Dredging	\$1.32M		Considered part of the WWTF complex construction – RFP for design services closing December 22 nd .
Shadow Hill Court water	400,000		Preliminary design and cost estimates complete, consultation with stakeholders underway	
WWTP Phase II design		80%	RFP for design services closing Dec 22 nd	

* Funds paid to this date.



ROTHERSEY MEMORANDUM



TO : Mayor Grant and Council
FROM : Town Clerk Mary Jane Banks
DATE : 21 November 2023
RE : By-law 2-10-36 for 54 unit Town Home Development
Rezoning (PIDs 30146708 & 30146674)

RECOMMENDATION:

- Council give 1st Reading, by Title, to By-law 2-10-36
- Council give 2nd Reading, by Title, to By-law 2-10-36

BACKGROUND:

The Planning Advisory Committee recommended enactment of By-law 2-10-36 and authorized the execution of an agreement for Glengary Estates (see motions below).

On Monday, November 20, 2023 Council held a public hearing to give consideration to the proposed development, By-law 2-10-36 and the subdivision agreement. Should Council wish to proceed with 1st and 2nd Reading, the subdivision agreement will be brought forward for consideration at the January 8, 2024 Council meeting, along with enactment of the By-law.

MOVED by R. Forte and seconded by M. Graham the Planning Advisory Committee supports the application by MR Investments Inc. to rezone two parcels at the end of School Avenue off Kaitlyn Street (PIDs 30146708 & 30146674) from Single Family Residential – Standard (R1B) to R4 – Multi-Unit Residential for a fifty-four (54) unit multi-family development as set out in the application.

CARRIED.

MOVED by M. Graham and seconded by Counc. Mackay French the Planning Advisory Committee recommends Council authorize execution of the development agreement attached with MR Investments Inc. as presented.

CARRIED.

MOVED by R. Forte and seconded by C. Vaillancourt the Planning Advisory Committee recommends Council accept a 4897m² parcel as shown in green on the attached sketch as Land for Public Purposes (LPP).

CARRIED.

MOVED by M. Graham and seconded by J. Buchanan the Planning Advisory Committee recommends Council enact By-law 2-10-36.

ON THE QUESTION:

R. Forte asked for clarification. Town Manager Jarvie indicated enactment of By-law 2-10-36 is a means to approve the proposal.

CARRIED.



**BY-LAW 2-10-36
A BY-LAW TO AMEND THE ZONING BY-LAW
(No.2-10 Rothesay)**

The Council of the town of Rothesay, under authority vested in it by the Community Planning Act, SNB 2017, c 19 and amendments thereto, hereby amends By-Law 2-10 “Rothesay Zoning By-law” and enacts as follows:

That Schedule A, entitled “Zoning” as attached to By-Law 2-10 “ROTHESAY ZONING BY-LAW” is hereby amended, as identified on the attached sketch, identified as Attachment “2-10-36”.

The purpose of the amendment is to rezone lands located at School Avenue/Kaitlyn Street (PIDs 30146708 and 30146674) from Single Family Residential – Standard Zone [R1B] to Multi-Unit Residential (R4) to allow for a 54-unit Town home development, subject to the execution of an agreement, in accordance with the *Community Planning Act*, supra.

FIRST READING BY TITLE :
SECOND READING BY TITLE :
READ IN ENTIRETY :
THIRD READING BY TITLE
AND ENACTED :

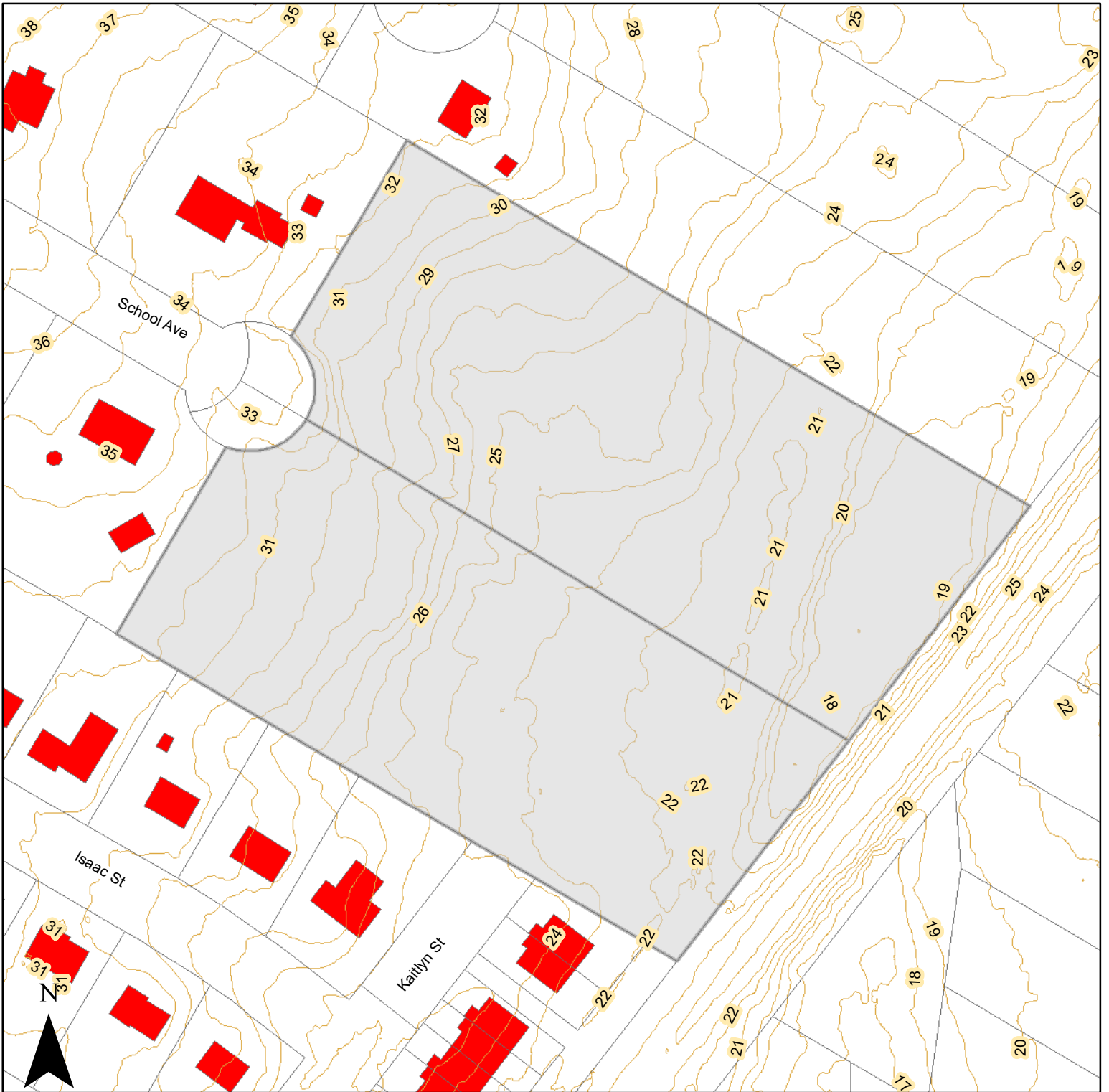
MAYOR

CLERK

Attachment - Bylaw 2-10-36

2023 December 11 Open Session FINAL 116

PIDs 30146708 & 30146674



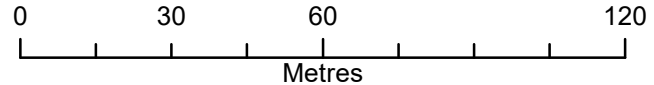
2023-10-30, 8:19:43 AM

1:1,500

 Subject Properties

Buildings

 Residential



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

ROTHESAY

Subdivision Agreement

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

Parcel Identifiers of Parcels Burdened by Agreement 30146674 and 30145708

Owner of Land Parcels **MR Investments Inc.**
16 Arthur Avenue
Rothesay, NB
E2E 6A7
(Hereinafter called the "Developer")

Agreement with **Rothesay**
70 Hampton Road
Rothesay, NB
E2E 5L5
a body corporate under and by virtue of the Municipalities Act, RSNB 1973, Chapter M-22, located in the County of Kings and Province of New Brunswick

Jointly called the 'Parties'

Whereas the Developer is the registered owner of certain lands accessed from Kaitlyn Street and School Avenue (PIDs 30146674 and 30146708) which said lands are more particularly described in Schedule A hereto (hereinafter called the "Lands");

AND Whereas the Developer wishes to enter a subdivision agreement to allow for development of a 54 lot residential subdivision including new public roads: School Street (extension), Kaitlyn Street (extension), Gary Court, and Glenn Court identified as Glengary Estates on the Lands as described in Schedule A.

NOW THEREFORE THIS AGREEMENT

ACKNOWLEDGES that in consideration of the mutual covenants and agreements herein set out, the Parties agree as follows:

1. The Developer agrees that the number of Lots situated on the Lands indicated on Schedule A shall not exceed fifty-four (54) building lots.
2. The Developer agrees that the number of buildings situated on the Lands indicated on Schedule A shall not exceed fifty-four (54) single-family dwellings.
3. The Developer agrees that only Kaitlyn Street shall be used for all construction machinery, heavy equipment and

related construction vehicles during weekdays from September until June inclusive.

4. The Developer agrees to submit for approval by Rothesay, prior to commencing any work on the subdivision, the following plans, each in accordance with the minimum requirements, standards and specifications as prescribed in the Standard Specifications for Developers of Rothesay Subdivision By-law No. 4-10;
 - a) Plan of Subdivision prepared by a person registered to practice land surveying in the Province of New Brunswick;
 - b) a letter of engagement from the project engineer retained by the Developer to design the proposed works, along with engineering design drawings for all municipal services as specified herein.
5. The Developer agrees that Rothesay shall not issue a building permit to the Developer for work directly connected with the development of the Lands, nor shall the Developer be entitled to such a permit unless and until the Developer deposits with Rothesay an Irrevocable Letter of Credit from a Canadian Chartered Financial Institution or other security acceptable to Rothesay:
 - a) Valued at 50% of the estimated cost of construction to execute the work approved by the Engineer pursuant to this agreement; and
 - b) Containing a provision that on the expiration of a thirty-six (36) month term it be renewed and extended (with appropriate amendments to reduce the sum to an amount sufficient to recover the remaining work) from year to year until such time as Rothesay has accepted "final completion" of the work mentioned in this agreement, by resolution of Rothesay Council.
6. Rothesay and Developer agree that a maximum 20 percent reduction in the total number of building lots and the resulting applicable and necessary changes to Schedule B is non-substantive and generally in conformance with this Agreement.

Schedules

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

Subdivision

8. The Developer agrees to develop the Lands in a manner, which, in the opinion of Rothesay's Development Officer, is generally in conformance with the following Schedules attached to this Agreement:
 - a. Schedule A Legal Description of Parcels (PID #s)
 - Schedule B Proposed Plan of Subdivision
 - Schedule C Proposed Phasing of Public Infrastructure

Land for Public Purposes

9. The Parties agree that the 4897 square meter parcel located as indicated on Schedule B shall be vested to Rothesay as Land for Public Purposes (LPP).

Site Development

10. The Developer agrees to develop the Lands in a manner, which, in the opinion of Rothesay's Development Officer, is generally in conformance with Schedule B.
11. The Developer agrees not to commence clearing of trees, excavation of topsoil or blasting activities in association with the construction of the subdivision until Rothesay's Development Officer and Engineer have provided approval of the engineering design and the laying out of new public streets.
12. The Developer agrees that all building lots developed and maintained by the successive lot owner(s) their successors and assigns shall as conform as follows:
 - a) provide illumination of the primary driveway entrance to the public street right of way;
 - b) be supplied from the lot owner's electrical system;
 - c) automatically switch on when there is insufficient daylight;
 - d) be located not closer than 1.5 meters to the paved driveway edge and not closer than 2 meters to the public street right of way boundary;
 - e) be maintained to ensure continuous operation during nighttime hours; and
 - f) luminaries shall be certified outdoor lighting fixtures that minimize glare while reducing light trespass and sky glow and fully shielded to minimize the amount of blue light in the nighttime environment.

Municipal Streets

13. The Developer shall carry out, subject to inspection and approval by Rothesay representatives, and pay for the entire actual cost of the following:

- a) surveying and staking of lots and streets;
- b) rough grading of streets to profiles approved by Rothesay;
- c) fine grading of streets to profiles approved by Rothesay;
- d) hard surfacing of the streets as shown on the plan to Rothesay specifications; sub-grade standards, compaction and finish as approved by Rothesay's Engineer, in writing, before final hard surfacing may be installed;
- e) constructing the proposed roads as shown on the plan of subdivision by completing the clearing, grubbing, grading and aggregate subbase of the Kaitlyn Street extension through the Kaitlyn intersection as the first phase of the development;
- f) the installation of sidewalks to Rothesay standards on Kaitlyn Street and School Avenue;
- g) supply and maintain for a period of two (2) years the topsoil, sod, landscaping and the planting of street trees calculated as no more than one tree for each 10 meters measured along the linear center line of the public street right of way, planted on alternating street side location(s) approved by Rothesay and where such street trees are as follows:
 - i. not smaller than one hundred millimeters (100 mm) in diameter measured at a point being 2 meters above the root ball such trees species as approved by Rothesay.
 - ii. inspected by Rothesay 12 months from time of planting and again then at 24 months. The Developer shall replace trees identified for replacement during warranty inspections.
- h) Engineering design and inspection of those works referred to in clauses b), c) d) and e) of this section.

14. The Developer agrees to provide, upon completion of Part 14, signed documentation and progress reports from a practicing Professional Engineer, licensed in New Brunswick ensuring that applicable codes and standards have been met and that the work was completed utilizing

such materials as in accordance with the terms of this Agreement and approved specifications.

15. The Developer agrees to provide as-built drawings that delineate all public infrastructure to be submitted to Rothesay in compliance with the minimum standards and requirements specified in Rothesay's Digital Data Submission Standards for Infrastructure and Construction Drawings.
16. Rothesay reserves the right to assign public street names, notwithstanding that names may not correspond with those shown on Schedule B.
17. The Developer agrees that all items, materials, pipes, fittings, and other such infrastructure following acceptance of delivery on site by the Developer shall remain the full responsibility of the Developer against their accidental breakage or vandalism until Rothesay accepts the completed works.
18. The Developer agrees that it will not occupy any dwelling and no occupancy permit will be issued by Rothesay for any such dwelling until such time as the street, which provides the normal access, to each dwelling, has been constructed to Rothesay standards beyond the point which shall be used as the normal entrance of the driveway to service such dwelling.
19. The Developer agrees to restore all disturbed or damaged areas of the public street and right of way to the satisfaction of Rothesay's Engineer following installation of the required municipal services.

Storm Water

20. The Developer and Rothesay agree to work together in collaboration to develop stormwater management solutions for pre-existing offsite stormwater issues as determined by the Developer's Engineer and Rothesay's Engineer.
21. The Developer agrees to accept responsibility for all costs associated with the construction of a storm water system including curbs, pipes, fittings, precast sections for manholes and catch basins capable of removing surface water, to a predetermined location designated by the Developer's Engineer and accepted by Rothesay's Engineer.
22. The Developer agrees to submit for approval by Rothesay, prior to commencing any work on the storm water system such plans, as required by Rothesay, that shall conform with the design schematics and construction standards of

Rothesay, unless otherwise acceptable to Rothesay's Engineer.

23. The Developer agrees that all roof leaders, down spouts, and other storm water drains from all proposed dwellings shall not be directed or otherwise connected or discharged to Rothesay's sanitary collection system.
24. The Developer agrees that the storm water drainage from all dwellings shall not be discharged:
 - a) directly onto the ground surface within one meter of a proposed dwelling;
 - b) within 1.5 m of an adjacent property boundary;
 - c) to a location where discharged water has the potential to adversely impact the stability of a side yard or rear yard slope or a portion of the property where there exists a risk of instability or slope failure; or
 - d) to a location or in such a manner that the discharge water causes or has the potential to cause nuisance, hazard or damage to adjacent dwellings or structures.
25. The Developer agrees to provide to Rothesay's Engineer written certification of a Professional Engineer, licensed to practice in New Brunswick that the storm water system has been satisfactorily completed and constructed in accordance with Rothesay specifications.

Water Supply

26. The Developer agrees to connect to Rothesay's existing water system utilizing methods of connection and at a location as determined by Rothesay's Engineer.
27. Rothesay agrees to supply potable water for the purposes and for those purposes only for a maximum of fifty-four (54) unit in attached residential dwellings and for minor and accessory purposes incidental thereto and for no other purposes whatsoever.
28. The Developer agrees extending the water system from the current termination on Kaitlyn Street to the Lands shall be at the cost of the Developer.
29. The Developer agrees to pay Rothesay a connection fee for each residential unit connected to the Rothesay water system calculated in the manner set out by By-law as amended from time to time, to be paid to Rothesay on issuance of each building permit.

30. The Developer agrees that Rothesay does not guarantee an uninterrupted supply or a sufficient or uniform water pressure or a defined quality of water. Rothesay shall not be liable to the Developer or to any person, firm or corporation for any damage or injury caused by the interruption of the supply of water, the lack of uniform pressure thereof or the quality of water.
31. The Developer agrees that all connections to Rothesay water mains shall be approved and inspected by Rothesay's Engineer or their representative prior to backfilling and that the operation of water system valves is the sole responsibility of Rothesay.
32. The Developer agrees to comply with Rothesay's Water By-law and furthermore that a separate water meter shall be installed, at their expense, for each residential connection made to Rothesay's water system.
33. The Developer agrees that Rothesay may terminate the Developer's connection to Rothesay water system in the event that Rothesay determines that the Developer is drawing water for an unauthorized purpose or for any other use that Rothesay deems in its absolute discretion.
34. The Developer agrees to provide, prior to the occupation of any buildings or portions thereof, written certification of a Professional Engineer, licensed to practice in New Brunswick that the connection of service laterals and the connection to the existing Rothesay water system has been satisfactorily completed and constructed in accordance with Rothesay specifications.

Sanitary Sewer

35. The Developer agrees to connect to the existing sanitary sewer system at a location identified by Rothesay's Engineer and utilizing methods of connection approved by Rothesay's Engineer.
36. The Developer agrees to pay Rothesay a connection fee for each residential unit connected to the Rothesay sewer system calculated in the manner set out by By-law as amended from time to time, to be paid to Rothesay on issuance of each building permit.
37. The Developer agrees to carry out subject to inspection and approval by Rothesay representatives, and pay for the entire actual costs of the Engineering design, supply, installation, inspection and construction of all service laterals necessary to connect to the existing sanitary sewer system inclusive of all pipes, laterals, fittings, and precast concrete units.

38. The Developer agrees to submit for approval by Rothesay, prior to commencing any work to connect to the sanitary sewer system, any plans required by Rothesay, with each such plan meeting the requirements as described in Rothesay specifications for such development.
39. The Developer agrees that all connections to Rothesay sanitary sewer system shall be supervised by the Developer's engineer and inspected by Rothesay's Engineer or such other person as is designated by Rothesay prior to backfilling and shall occur at the sole expense of the Developer.

Local Government Services Easements

40. The Developer agrees to secure and grant to Rothesay, its successors and assigns, unencumbered easements crossing the Lands of the Developer in the form customarily used by Rothesay, providing for the full, free and uninterrupted right, liberty, privilege and easement to install, construct, reconstruct, repair, clean, maintain, inspect and use as part of the municipal services of Rothesay and as appurtenant thereto, and for all times hereafter, including sewers, water system mains, storm water collection infrastructure and other municipal services of such kind, size, type and number as Rothesay may from time to time determine necessary.

Retaining Walls

41. The Developer agrees that dry-stacked segmental concrete (masonry block) gravity walls shall be the preferred method of retaining wall construction for the purpose of erosion control or slope stability on the Lands and furthermore that the use of metal wire basket cages filled with rock (gabions) is not an acceptable method of retaining wall construction.
42. The Developer agrees to obtain from Rothesay a Building Permit for any retaining wall, as required on the Lands, in excess of 2 meters in height and that such retaining walls will be designed by a Professional Engineer, licensed to practice in New Brunswick.

Indemnification

43. The Developer does hereby indemnify and save harmless Rothesay from all manner of claims or actions by third parties arising out of the work performed hereunder, and the Developer shall file with Rothesay prior to the commencement of any work hereunder a certificate of insurance naming Rothesay as co-insured evidencing a policy of comprehensive general liability coverage on "an occurrence basis" and containing a cross-liability clause

which policy has a limit of not less than Two Million Dollars (\$2,000,000.00). The aforesaid certificate must provide that the coverage shall stay in force and not be amended, canceled or allowed to lapse within thirty (30) days prior to notice in writing being given to Rothesay. The aforesaid insurance coverage must remain in full force and effect during the period available to the Developer pursuant to this agreement to complete the work set out as described in this Agreement.

Notice

44. Any notice or advice which is to be given under this Agreement shall be deemed to have been satisfactorily given to the Developer if delivered personally or by prepaid mail addressed to **MR INVESTMENTS INC., 16 ARTHUR AVENUE, ROTHESAY, N.B., E2E 6A7** and to Rothesay if delivered personally or by prepaid mail addressed to **ROTHESAY, 70 HAMPTON ROAD, ROTHESAY, NEW BRUNSWICK, E2E 5L5**. In the event of notice by prepaid mail, the notice will be deemed to have been received four (4) days following its posting.

By-laws

45. The Developer agrees to be bound by and to act in accordance with the By-laws of Rothesay as amended from time to time and such other laws and regulations that apply or may apply in future to the site and to activities carried out thereon.

Termination

46. Rothesay reserves the right and the Developer agrees that Rothesay has the right to terminate this Agreement without compensation to the Developer if the specific proposal has not been completed on or before **xxx** 2029 being a date 5 years (60 months) from the date of Council's decision to enter into this Agreement; accordingly the Agreement shall have no further force or effect and henceforth the development of the Lands shall conform with the provisions of the Rothesay Zoning By-law.

47. Notwithstanding Part 46, the Parties agree that development shall be deemed to be complete if within a period of not less than three (3) months prior to 11 January 2029 the construction of the public street and municipal service infrastructure has been completed and that such construction is deemed by Rothesay's Engineer as acceptable.

48. The Developer agrees that should Rothesay terminate this Agreement Rothesay may call the Letter of Credit

described herein and apply the proceeds to the cost of completing the work or portions thereof as outlined in the agreement. If there are amounts remaining after the completion of the work in accordance with this agreement, the remainder of the proceeds shall be returned to the Institution issuing the Letter of Credit. If the proceeds of the Letter of Credit are insufficient to compensate Rothesay for the costs of completing the work mentioned in this agreement, the Developer shall promptly on receipt of an invoice pay to Rothesay the full amount owing as required to complete the work.

Security

49. The Developer expressly agrees and understands that notwithstanding any provision of Rothesay's Building By-laws or any statutory by-law or regulatory provision to the contrary, the Building Inspector shall not issue a building permit to the Developer for work directly connected with the development of the Lands, nor shall the Developer be entitled to such a permit unless and until the Developer deposits with Rothesay an Irrevocable Letter of Credit from a Canadian Chartered Financial Institution or other security acceptable to Rothesay:

- a) Valued at 50% of the cost of construction to execute the work approved by the Engineer pursuant to this agreement; and
- b) Containing a provision that upon the expiration of a thirty-six (36) month term it be renewed and extended (with appropriate amendments to reduce the sum to an amount sufficient to recover the remaining work) from year to year until such time as Rothesay has accepted "final completion" of the work mentioned in this agreement, by resolution of Rothesay Council.

Failure to Comply

50. The Developer agrees that after 60 days written notice by Rothesay regarding the failure of the Developer to observe or perform any covenant or condition of this Agreement, then in each such case:

- a) Rothesay shall be entitled to apply to any court of competent jurisdiction for injunctive relief including an order prohibiting the Developer from continuing such default and the Developer hereby submits to the jurisdiction of such Court and waives any defense based upon the allegation that damages would be an adequate remedy;

- b) Rothesay may enter onto the Lands and perform any of the covenants contained in this Agreement or take such remedial action as is considered necessary to correct a breach of the Agreement, whereupon all reasonable expenses whether arising out of the entry onto the Lands or from the performance of the covenants or remedial action, shall be a first lien on the Lands and be shown on any tax certificate issued under the Assessment Act;
- c) Rothesay may by resolution discharge this Agreement whereupon this Agreement shall have no further force or effect and henceforth the development of the Lands shall conform with the provisions of the Land Use By-law; and/or
- d) In addition to the above remedies, Rothesay reserves the right to pursue any other remediation under the Community Planning Act or Common Law in order to ensure compliance with this Agreement.

Entire Agreement

51. This Agreement contains the whole agreement between the parties hereto and supersedes any prior agreement as regards the lands outlined in the plan hereto annexed.

Severability

52. If any paragraph or part of this agreement is found to be beyond the powers of Rothesay Council to execute, such paragraph or part or item shall be deemed to be severable and all other paragraphs or parts of this agreement shall be deemed to be separate and independent therefrom and to be agreed as such.

Reasonableness

53. Both parties agree to act reasonably in connection with any matter, action, decision, comment or approval required or contemplated under this Agreement.

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

IN WITNESS HEREOF the Parties have duly executed these presents the day and year first above written.

Date: _____, 2024

MR Investments Inc.

Witness

Stephen P. Maltby

Witness

Witness

Dr. Nancy E. Grant, Mayor

Witness

Mary Jane Banks, Clerk

DRAFT

SCHEDULE A

DRAFT

SCHEDULE B

DRAFT



GLENGARY ESTATES

54 UNIT TOWNHOUSE DEV'T
ROTHESAY, NB
SEPTEMBER, 2023

ONE LEVEL LIVING
CONCEPT VIEW

MR INVESTMENTS
ROTHESAY, NB

 **COMEAU
MACKENZIE
ARCHITECTURE**



GLENGARY ESTATES

54 UNIT TOWNHOUSE DEV'T
ROTHESAY, NB
SEPTEMBER, 2023

FAMILY UNITS
CONCEPT VIEW

MR INVESTMENTS
ROTHESAY, NB

COMEAU
MACKENZIE
ARCHITECTURE



September 15, 2023

Planning & Development Services
Attn: John Jarvie
Rothesay
70 Hampton Road
Rothesay, NB

Re: School Avenue – ‘Glengary Estates’ Proposed Development – Water and Sanitary Servicing, Proposed Streets, Storm Sewer, and Stormwater Management Commentary

Engineering by Houghton (“EBH”) has been engaged by MR Investments Inc. to provide civil and land development engineering services for the proposed residential development on PIDs 30146708 and 30146674, the extension of School Avenue and Kaitlyn Street in Rothesay, NB. The proposed development is being unofficially named ‘Glengary Estates’.

Glengary Estates is a proposed 54-unit townhouse-style development on approximately 29,500 square meters of land (546m² per unit) at the current termination of School Avenue and Kaitlyn Street. The development will consist of 8 townhouse blocks of 6 or 7 units each.

Water Servicing

The current residential subdivision, ‘Rothesay Estates’, consisting of Isaac Street, Paige Street, and Kaitlyn Street is serviced with municipal water via a 200mm watermain that crosses under the existing CN Rail right-of-way (R-O-W) from Longwood Drive to the east and terminates at the current end of Kaitlyn Drive.

The proposed Glengary Estates would extend this existing water main to service the proposed development with each proposed townhouse unit being serviced individually with a 25mm water service. No buildings within the development are proposed to require sprinkler systems and fire water will be supplied via municipal fire hydrants. Detailed analysis of the water demand for the proposed development and capacity of the existing system has not yet been analyzed, however preliminary discussions with Rothesay staff indicate that pressure and flow rates available in the municipal water system in this are not a concern at the present time.

Sanitary Sewer

An existing sanitary collector sewer runs parallel to and on the west side of the existing CN Rail R-O-W in the direction of the Town’s wastewater treatment facility at Sagamore Point. Existing municipal sanitary sewer mains are also present on Kaitlyn Street and on School Avenue. The main on School Avenue bisects the subject property via a 10m wide sewer easement before connecting to the existing collector sewer at the CN R-O-W. The proposed development would connect to these existing mains via extension of the existing municipal sanitary sewer system, and each proposed townhouse unit would be serviced with a 100mm sanitary sewer lateral. Detailed analysis of the existing sanitary sewer network downstream of the development has not yet been completed, however given the diameter, slopes, and age of the existing downstream sewer system, and the projected peak flows from the development, it is not anticipated that



the additional flows will create a capacity issue for the existing system. Calculations will be completed during the detailed design phase to confirm this.

Proposed Street Cross Section

The proposed development will include the extension and creation of multiple municipal streets. The proposed street cross section will include an 8.0m wide asphalt driving surface (two 4.0m lanes), concrete curb, landscaped boulevard, and separate concrete sidewalk.

Storm Sewer

Stormwater run-off from the proposed streets and private property will be collected via catch basins connected to an underground storm sewer system that will flow generally west-to-east, ultimately discharging to the existing watercourse to the east (more on this below). The storm sewer system will be designed to convey the run-off from a 1-in-5 year design storm via the minor (piped) storm drainage system, and the major drainage system, including overland flow routes will be designed to convey the 1-in-100 year storm run-off.

Stormwater Quantity and Quality Management

The Salmon Creek watercourse traverses the eastern edge and lowest point of the Glengary Estates development area before crossing under the CN Rail R-O-W via a large diameter corrugated steel culvert. This natural feature will be a provide a beautiful natural asset to the development and measures to protect the watercourse will be taken through the detailed design process.

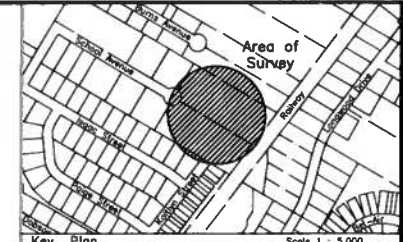
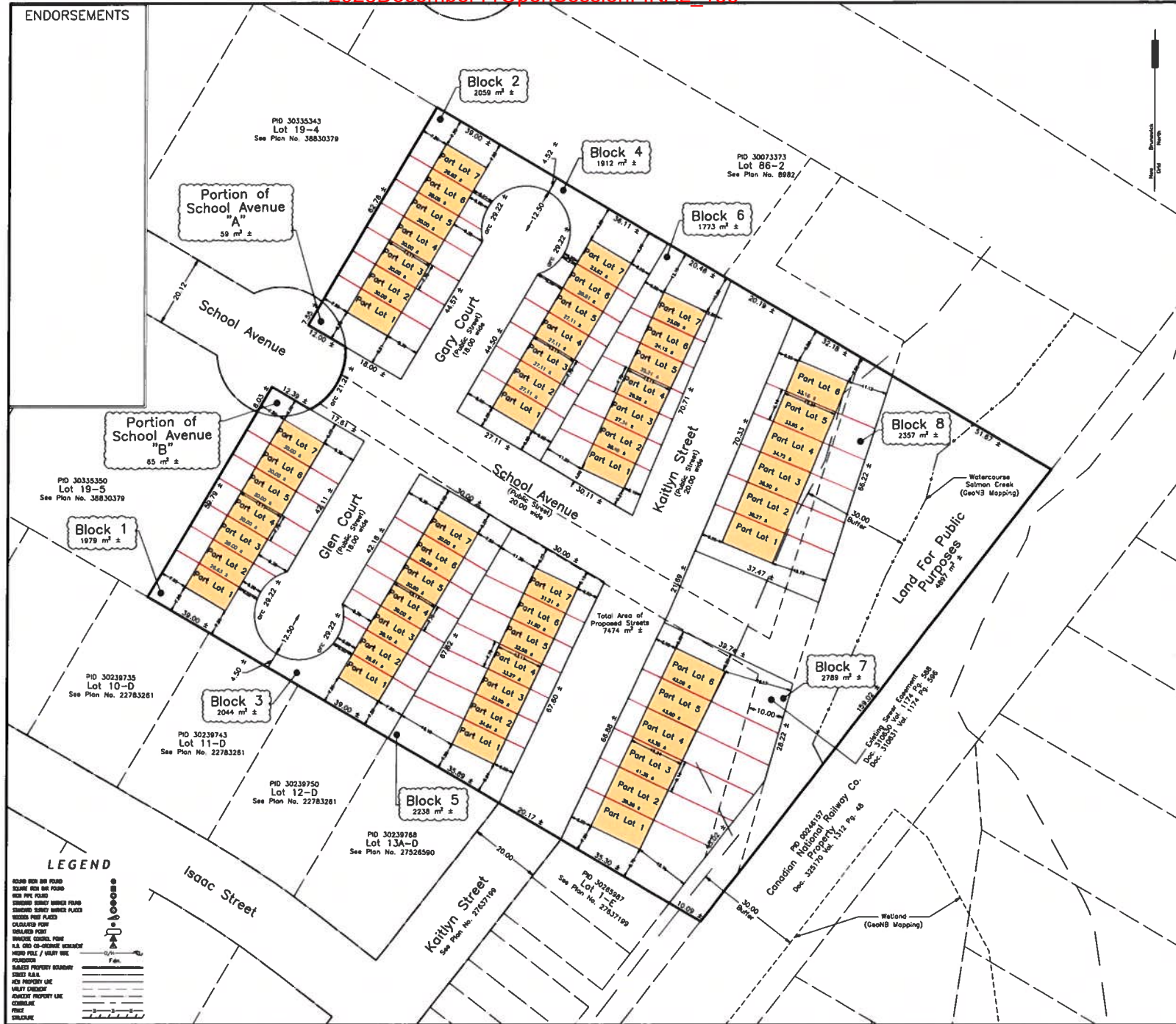
All existing buildings within the development are proposed to remain outside the 30m buffer zone of the GEONB mapped watercourse and stormwater management measures will be put in place to control the quantity and quality of run-off that enters the watercourse from the development area. The proposed development will include storm water quantity management infrastructure including a potential surface detention area, infiltration ditches and bio-swales. Storm water run-off from the development will be designed to pass through a series of 'green' treatment features including rain gardens, bio-swales, and other natural filtration assets to "treat" the run-off and remove contaminants and suspended solids prior to entering the watercourse downstream. The infrastructure design process will determine the details of these features.

If you have any questions or concerns about the information provided in this letter, please do not hesitate to contact the undersigned.

Best Regards,

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

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



Registration Data

Owner Name: MR Investments Inc.
 PID: 30146708
 Effective Date: 2019-02-25
 Instrument: Transfer # 38844313 Reg. 2019-03-01

Owner Name: MR Investments Inc.
 PID: 30146674
 Effective Date: 2019-02-25
 Instrument: Transfer # 38844866 Reg. 2019-03-01

Owners: MR Investments Inc. - Name - Title

- 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.D, 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(CRS) Reference System as realized by Service New Brunswick High Precision Network coordinate survey monuments.

Purpose of Plan

To show development concept of PID 30146708 & 30146674.
 To create public streets as shown.
 To create Part Lots as shown.
 To create Land For Public Purposes as shown.
 To create Public Utility Easements as required.
 To stop up & close two portions of School Avenue as shown.

New Brunswick Grid Co-Ordinate Values

Sta	X	Y	Rms

Tentative Subdivision Plan
 Glengary Estates,
 School Avenue,
 Town of Rothesay,
 Parish of Rothesay,
 Kings County, New Brunswick

HUGHES SURVEYS & CONSULTANTS INC.
 Sept. 15, 2023

Scale: 1 : 500

Dwg. No: 20230904 Dist. No: Topos: Dsk. No:
 Dwn. by: J.C.B. Job No: Rev. No: Map Ref:



LEGEND

PROPOSED	EXISTING
○ SANITARY MANHOLE (SM)	○ SANITARY MANHOLE (SM)
○ CATCH BASIN (CB)	○ CATCH BASIN (CB)
○ STORM MANHOLE (SM)	○ STORM MANHOLE (SM)
— SANITARY SEWER	— SANITARY SEWER
— SANITARY FORCE MAIN	— SANITARY FORCE MAIN
— STORM SEWER	— STORM SEWER
— SAVED ROAD	— SAVED ROAD
— DOWNGRADE SEWER	— DOWNGRADE SEWER
— PROPERTY LINE	— PROPERTY LINE
— CURB/STREET	— CURB/STREET
— CURB OF PAVEMENT	— CURB OF PAVEMENT
— CHANGED VOLUMES	— CHANGED VOLUMES
— 1/2" ELECTRICAL	— 1/2" ELECTRICAL
— ELECTRICAL	— ELECTRICAL
— CURB	— CURB
— CURB & BUTTER	— CURB & BUTTER
— PAVEMENT FINISH	— PAVEMENT FINISH
— FENCE	— FENCE
— STYCH	— STYCH
○ ELECTRICAL MANHOLE	○ ELECTRICAL MANHOLE
○ UTILITY POLE	○ UTILITY POLE
○ LIGHT STANDARD	○ LIGHT STANDARD
○ ISOLATION VALVE (DISCONTINUOUS)	○ ISOLATION VALVE (DISCONTINUOUS)
○ CURB STOP	○ CURB STOP
○ VALVE IN CHAMBER	○ VALVE IN CHAMBER
○ FIRE HYDRANT	○ FIRE HYDRANT

NO	DESCRIPTION	DATE	BY
1	ISSUED FOR REVIEW	SEP 18/23	JLK
0	ISSUED FOR REVIEW	SEP 15/23	JLK

REVISION OR ISSUE

ENGINEERING
by **HOUGHTON**

1842 MAHAWAGOSHEN ROAD, SAINT JOHN'S, NB, E1M 1H8
 (506) 777-2294 WWW.ESBY.COM FAX: (506) 777-2294

Stamp

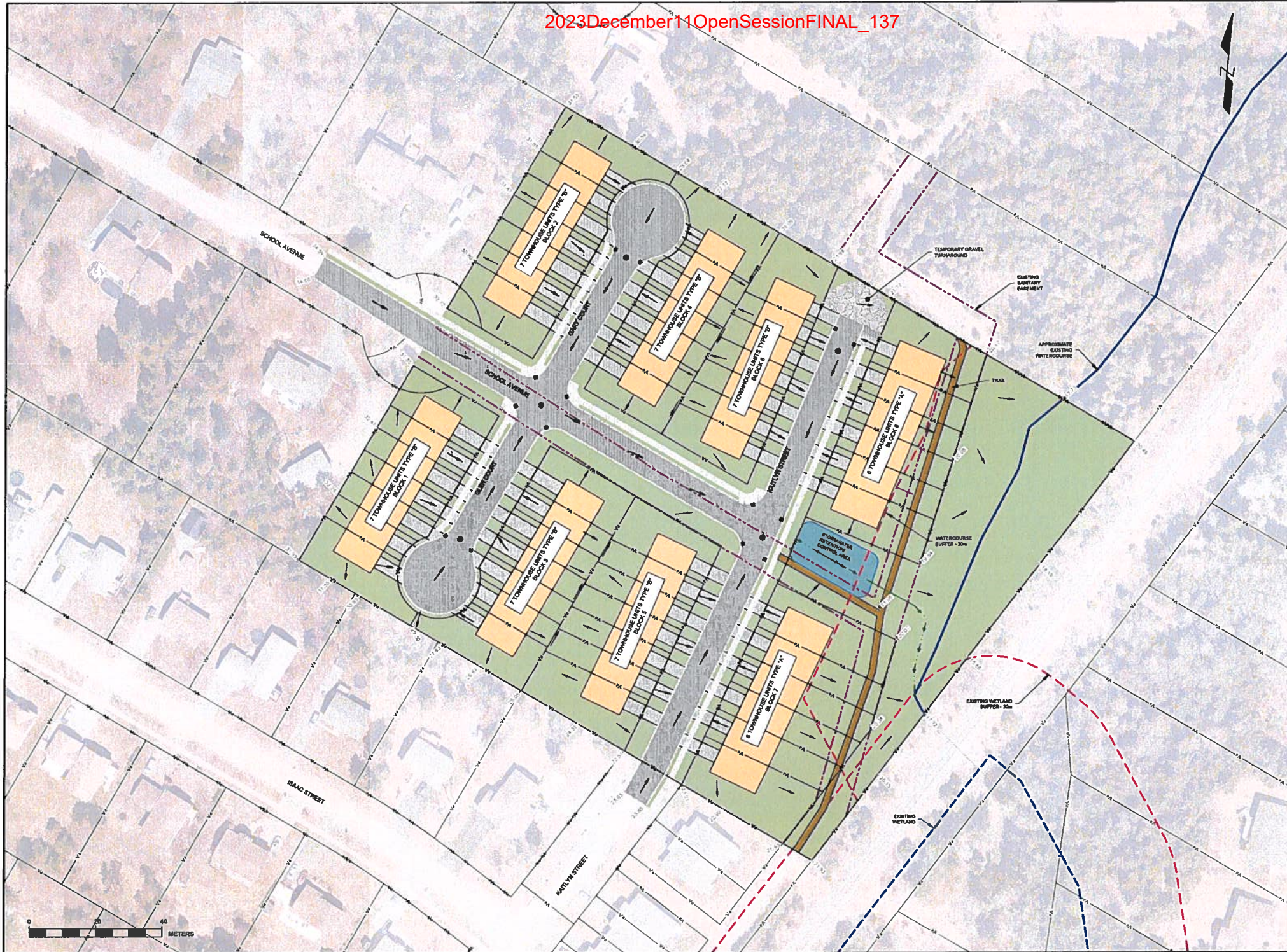
SCHOOL AVENUE DEVELOPMENT

CIVIL CONCEPT PLAN
SCHOOL AVENUE
ROTHESAY, NEW BRUNSWICK

Project #	Drawn	Design	Approved
	CTM	JLK	JLK
Date	Sheet of	Revision	
SEPT 2023	1 / 3		R1
Scale	Drawing No		
1:500	CT		



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LEGEND

PROPOSED	EXISTING
● SANITARY MANHOLE (SM)	○
■ CATCH BASIN (CB)	○
● STORM MANHOLE (STM)	○
— SANITARY SEWER	—
— SANITARY FORCE MAIN	—
— STORM SEWER	—
— WATER MAIN	—
— COMBINED SEWER	—
— PROPERTY LINE	—
— EASEMENT	—
— CURB OF PAVEMENT	—
— OVERLAP VALUED	—
— 1/2" ELECTRICAL	—
— 3/4" ELECTRICAL	—
— CURB	—
— CURB & GUTTER	—
— HOLE IN GRADE	—
— FENCE	—
— STAKES	—
● ELECTRICAL MANHOLE	○
● UTILITY POLE	○
● LIGHT STANDARD	○
● ISOLATOR VALVE (DISTRICT/VALVE)	○
● CURB STOP	○
● VALVE IN CHAMBER	○
● FIRE HYDRANT	○

NO	DESCRIPTION	DATE	BY
1	ISSUED FOR REVIEW	SEP 18/23	AJK
0	ISSUED FOR REVIEW	SEP 15/23	AJK

REVISION OR ISSUE

NO	DESCRIPTION	DATE	BY

ENGINEERING
by **HOUGHTON**

1847 MAMMAGOSHEN ROAD, SAINT JOHN, NS, B1M 1M4
 BEFORE 1980: 450-450-1100
 PH: (506) 777-2294 WWW.ESBY.CA FAX: (506) 777-2294

Stamp

SCHOOL AVENUE DEVELOPMENT

CIVIL GRADING PLAN
SCHOOL AVENUE
ROTHESAY, NEW BRUNSWICK

Project #	Drawn	Designed	Approved
	CTM	JJK	JJK
Date	Sheet of	Revision	
SEPT 2023	2 / 3		
Scale	Drawing No		
1:500	C2		R1

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LEGEND

PROPOSED	EXISTING
● SANITARY MANHOLE (SM)	○ SANITARY MANHOLE (SM)
● STORM MANHOLE (STM)	○ STORM MANHOLE (STM)
— SANITARY SEWER	— SANITARY SEWER
— SANITARY FORCE MAIN	— SANITARY FORCE MAIN
— STORM SEWER	— STORM SEWER
— WATER MAIN	— WATER MAIN
— COVERED SEWER	— COVERED SEWER
— PROPERTY LINE	— PROPERTY LINE
— GASLINE	— GASLINE
— EDGE OF PAVEMENT	— EDGE OF PAVEMENT
— OVERHEAD UTILITIES	— OVERHEAD UTILITIES
— 1/8" ELECTRICAL	— 1/8" ELECTRICAL
— SIDEWALK	— SIDEWALK
— CURB	— CURB
— CURB & BUTTER	— CURB & BUTTER
— PAVING TRACKS	— PAVING TRACKS
— FENCE	— FENCE
— BENCH	— BENCH
● ELECTRICAL MANHOLE	● ELECTRICAL MANHOLE
● UTILITY POLE	● UTILITY POLE
● LIGHT STANDARD	● LIGHT STANDARD
● ISOLATION VALVE (INTERPOLYMER)	● ISOLATION VALVE (INTERPOLYMER)
● CURB STOP	● CURB STOP
● VALVE IN CHAMBER	● VALVE IN CHAMBER
● FIRE HYDRANT	● FIRE HYDRANT

NO.	DESCRIPTION	DATE	BY
1	ISSUED FOR REVIEW	SEP 18/23	AJK
0	ISSUED FOR REVIEW	SEP 15/23	AJK

REVISION OR ISSUE

ENGINEERING
by **HOUGHTON**

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Stamp

SCHOOL AVENUE DEVELOPMENT

CIVIL
SERVICING PLAN
SCHOOL AVENUE
ROTHESAY, NEW BRUNSWICK

Project #	Drawn	Designed	Approved
	CTM	JLK	JLK
Date	Sheet of	Revision	
SEPT 2023	3 / 3		
Scale	Drawing No		
1:500	C3		R1

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SCHEDULE C
(to be determined)

DRAFT



2023December11OpenSessionFINAL_140

ROTHESAY
INTEROFFICE MEMORANDUM



TO : Mayor and Council
FROM : Doug MacDonald, Treasurer
DATE : December 5, 2023
RE : Motions for Capital Budgets 2024

The Finance Committee has recommended the following motions be adopted:

Motion: Utility Capital Fund

RESOLVED that the Utility Fund 2024 Capital Budget of \$5,025,000 be approved.

Motion: General Capital Fund

RESOLVED that the General Fund 2024 Capital Budget of \$9,410,000 be approved.



ROTHESAY

MEMORANDUM



TO : Mayor and Council
FROM : Doug MacDonald
DATE : December 5, 2023
RE : Capital Budgets 2024

Enclosed for discussion are the following:

1. Projected 2023 Capital Expenditures (General and Utility)
2. Proposed 2024 Capital Budgets (General and Utility)
3. Available and projected Gas Tax Reserve balances
4. Available Capital Reserves

Discussion

In recommending the 2024 capital budget staff take a number of factors into account. Among these are projects that are continuing from the previous year, issues raised by the public, projects suggested by Council members, the views of the standing committees and staff's appreciation of work required to maintain Town standards and improve service delivery.

The 2024 Capital Budget process begins with an analysis of the expenditures in fiscal 2023 to determine funds available from reserve accounts and budgeted projects to be carried forward to the 2024 fiscal period. **As noted in the schedule we anticipate approximately \$875,000 to be carried forward from the 2023 capital plan to 2024 from the General Fund and approximately \$300,000 from the Utility Fund.** These amounts will be reflected in a motion to transfer funds to reserve accounts to be made available in 2024.

Additional funds were available in 2023 in the Utility fund due to the timing of grant revenues. These funds have been utilized to finance two unbudgeted capital projects rather than reserves as originally planned.

Once proposed projects are finalized Finance reviews to determine funding sources. The objective being for most "regular" type expenditures such as street resurfacing and/or smaller projects funding, where available, be sourced from operating revenues. The operating budgets include an aggregate of \$4.65 million from the General Fund and \$750,000 from the Utility Fund. Other sources of revenue include reserves, including the "Gas Tax" reserve, grants, and debt.

ROTHESAY

TO: Mayor and Council 2023December11OpenSessionFINAL_142
FROM: Doug MacDonald
RE: 2024 Capital Budgets

-2-

December 5, 2023

The attached General Fund capital project listing does not include larger projects identified by Council and/or staff for which precise estimates nor funding have been determined, such as projects identified in the Stormwater Master Plan, the Recreation Master Plan, the Wells Connector project, Waterfront Access projects, etc.. The final capital plans related to these projects will be considered once more details can be provided, including potential funding sources.

The attached Utility Fund capital project list includes the first phase of the wastewater treatment facility. This project and the related funding will extend over a three year period.

The following are brief descriptions of the capital items proposed for 2024.

GENERAL FUND

The Building project relates to the possible purchase of a heritage property. Additional funds will be required in future related to renovations.

Protective Services relates to capital equipment approved as part of the KVFD budget process.

Street resurfacing [\$3.3M] includes a number of streets carried forward from the 2023 capital plan.

Street list listed separately

Sidewalk/curb of \$70,000 represents a project on Sprucewood and crosswalk on Hampton Road. Sidewalk plans are developed from a comprehensive plan and policy which prioritizes high traffic areas, school zones, etc.

Wijac Improvements relates to the estimated cost of the first stage of street enhancements to ultimately allow access to the secondary plan area. This project will require a debt application.

Fleet replacement \$1,125,000 the purchase of three pieces of equipment replacing assets at the end of their useful life, specifically a plow truck, sidewalk plow, and loader.

Parks equipment items are to replace an Zamboni (\$140,000) and existing equipment at the end of its useful life.

The recreation committee has also recommended a project to pave the Wells Park parking area. The budget includes the town engineer's estimate of the cost required however this may need to be updated and/or amended as plans are finalized.

ROTHESAY

TO: Mayor and Council

FROM: Doug MacDonald

RE: 2024 Capital Budgets

2023December11OpenSessionFINAL_143

-3-

December 5, 2023

UTILITY


Filter Building Treatment Train is a project to expand the capacity of the water treatment plant and is necessary to reflect increasing demand and an increase to the regulated volumes from the ground water source. The project was included in the 2023 budget however due to delays in shipment an amount of \$400,000 has been carried forward to the 2024 budget. In addition to the carry forward amounts the building requires modification (estimated as \$375,000) to support the upgraded treatment infrastructure.

The water capital budget also includes improvements to the Shadowhill water line estimated as \$250,000 to be financed by the town but reimbursed as a Local Improvement Levy.

Financing and grants have been obtained relating to the Wastewater Treatment Facility. The town's share of this amount is approximately 27% and will be funded by borrowing. Engineering design for the new sewage treatment facility, dredging of the existing lagoon and other components are expected in fiscal 2024. The full project is expected to occur over the next three fiscal periods with approximately \$3.5 million estimated to be incurred in fiscal 2024.

The budget also includes a lift station replacement on Frances Avenue to address resident concerns in the area.



TO : Mayor and Council
Submitted By: 
Doug MacDonald, Treasurer
DATE : December 5, 2023
RE : General Fund Reserve Motions 2023

Recommendation:

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

RESOLVED that Gas Tax Funding in the amount of \$876,461.00 for the year 2023, be transferred to the General Capital Reserve Fund (Gas Tax).

RESOLVED that the sum of \$640,000.00 be transferred from the General Capital Reserve Fund (Gas Tax) to the General Operating Fund to cover the costs of Capital projects.

RESOLVED that the sum of \$19,550.00 be transferred from the Town Hall Capital Reserve to the General Operating Fund to cover the costs of 2023 expenditures.

RESOLVED that the sum of \$150,715.00 be transferred from the General Operating Fund to the General Capital Reserve Fund to cover the costs of 2023 Regional Facility Capital expenditures.

RESOLVED that the sum of \$875,000.00 be transferred from the General Operating Fund to the General Capital Reserve Fund to cover the costs of 2023 Capital projects carried forward to 2024.

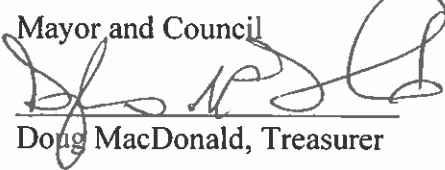
Town of Rothesay

Capital Plan Summary

General Fund

Services	2023 Total	Revised Oct Actual	2023 Projected	2023 Proposed Actual Funding (Draft)					Carry Forward to 2024
				Operating	Reserves	Gas Tax	Grants	Borrow	
GENERAL GOVERNMENT									
Building (Town Hall - HVAC)	40,000	10,287	20,000	-	20,000	-	-	-	
IT (software upgrades)	17,000	-	-	-	-	-	-	-	
	<u>57,000</u>		<u>20,000</u>	<u>-</u>	<u>20,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	
PROTECTIVE (Fire Dept)	<u>1,270,000</u>	794,427	<u>1,270,000</u>	-	-	-	-	1,270,000	
	<u>1,270,000</u>		<u>1,270,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,270,000</u>	
TRANSPORTATION									
Street surfacing (per approved list)	1,100,000	830,602	1,500,000	675,000	-	275,000	550,000	-	
Charles Crecent storm drainage		240,000	240,000			240,000			
Clark/GPR intersection			1,750,000					1,750,000	
Curb & Sidewalks	125,000		125,000			125,000			
Buildings	85,000	72,187	85,000	85,000					
Intersection Improvement	175,000	278,369	240,000	280,000					
Fleet / Equipment	750,000	26,497	15,000	30,000					move to reserves 750,000
Carryovers		16,471	20,000	20,000					
	<u>2,235,000</u>		<u>3,975,000</u>	<u>1,090,000</u>	<u>-</u>	<u>640,000</u>	<u>550,000</u>	<u>1,750,000</u>	
RECREATION									
Parks Equipment	215,000	56,393	204,000	57,000					move truck to reserves 75,000
Recreation Master Plan	60,000	5,475	60,000	60,000					
Pickle Ball Courts - Phase 2	150,000	39,974	200,000	155,000			45,000		
Arena Condenser	100,000	16,890	20,000	20,000					
Wells Building	2,500,000	2,210,168	2,500,000	1,850,000			650,000		add generator to reserves 50,000
McGuire Centre repairs	30,000								
	<u>3,055,000</u>		<u>2,984,000</u>	<u>2,142,000</u>	<u>-</u>	<u>-</u>	<u>695,000</u>	<u>-</u>	
Total Capital Expenditures	\$ 6,617,000	4,597,740	\$ 8,249,000	\$ 3,232,000	\$ 20,000	\$ 640,000	\$ 1,245,000	\$ 3,020,000	\$ 875,000
	6,617,000			3,832,000		825,000	710,000	1,250,000	
				3,200,000	available per forecast				



TO : Mayor and Council
Submitted By: 
Doug MacDonald, Treasurer
DATE : December 5, 2023
RE : Utility Fund Reserve Motions 2023

Recommendation:

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

RESOLVED that \$150,000.00 be transferred from the Utility Operating Fund to the Utility Capital Reserve Fund for water and sewer connection fees.

RESOLVED that \$5,686.00 be transferred from the Utility Operating Fund to the Utility Sewage Outfall Reserve Fund for Rothesay's contribution to the Sewage Outfall Reserve.

RESOLVED that \$11,650.00 received from Quispamsis for Sewage Outfall be transferred from the Utility Operating Fund to the Utility Sewage Outfall Reserve Fund.

Town of Rothesay

UTILITY CAPITAL PLAN - 2023	Original Budget	2023 Projected	2023 Proposed Actual Funding (Draft)				
			Capital Reserves	Grants	Gas Tax/ Infrastructure	Operating	Borrow
Water quantity/quality	\$ -	\$ 8,130	\$ -		\$ -	\$ 8,338	\$ -
Water lines (Clark Road intersection)	-	240,000	-	-	-	240,000	- from new revenue
Hillsview water line replacement (design)	-	-	-	-	-	-	-
Filter building treatment trains	630,000	201,829	-	-	-	201,829	-
	<u>\$ 630,000</u>	<u>\$ 449,959</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 450,167</u>	<u>\$ -</u>
SEWER CAPITAL PLAN - 2023							
Asphalt related sewer work	\$ 100,000	\$ 50,000	\$ -	\$ -		\$ 50,000	\$ -
Emergency repair		110,000	\$ -			110,000	from new revenue
Lagoon dredging	\$ 1,320,000	-	-			-	
Turnbull Ct sewer replacement -Phase 2	500,000	989,747			-	339,747	650,000
Turnbull Ct sewer replacement Phase 1	-	45,110				45,110	-
WWTF Phase 2 design	50,000	41,390				41,390	
	<u>\$ 1,970,000</u>	<u>\$ 1,236,247</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 586,247</u>	<u>\$ 650,000</u>
TOTAL CAPITAL 2023	\$ 2,600,000	\$ 1,686,206	\$ -	\$ -	\$ -	\$ 1,036,414	\$ 650,000
	Original Funding proposal						
	Water		-		300,000	330,000	
	Sewer				-	370,000	1,600,000
			<u>-</u>	<u>-</u>	<u>300,000</u>	<u>700,000</u>	<u>1,600,000</u>
		2,600,000					



GENERAL CAPITAL FUND BUDGET 2024 – HIGHLIGHTS

1. Total Capital Budget of \$9.41 million
2. Projects funded by operating revenue, Gas Tax and reserves, grants, and debt.
3. **General Government**
 - Potential heritage building purchase - \$350,000
3. **Transportation**
 - Street surfacing of \$3.325 million (list attached)
 - Sidewalk/curb projects of \$70,000 – Sprucewood Avenue and Hampton Road
 - Wiljac Improvements - \$2.5 million (preliminary estimate)
 - Fleet plan includes \$1.125 million to purchase plow truck, sidewalk plow and loader
 - Vacuum truck carried forward from 2023 - \$750,000
4. **Recreation**
 - Parks equipment \$195,000 – \$75,000 vehicle plus various equipment
 - Wells park parking lot - \$500,000
5. **Protective Services**
 - Rothesay share of fire department equipment

Town of Rothesay

Capital Plan Summary
General Fund

2024

Services

	Total	Operating	Reserves	Gas Tax	Grants	Borrow
GENERAL GOVERNMENT						
Building (Train Station))	350,000	-	350,000	-	-	-
IT equipment	15,000	15,000	-	-	-	-
	<u>365,000</u>	<u>15,000</u>	<u>350,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
PROTECTIVE (Fire Dept)	200,000	200,000	-	-	-	-
	<u>200,000</u>	<u>200,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TRANSPORTATION						
Street surfacing (per approved list)	3,325,000	2,465,000	-	860,000	-	-
Wiljac improvements	2,500,000					2,500,000
Curb & Sidewalks	70,000	-	-	70,000	-	-
Buildings (Grove)	60,000	60,000				
Fleet / Equipment	1,125,000	1,125,000				
Vacuum Truck (cfwd)	750,000		750,000			
	<u>7,830,000</u>	<u>3,650,000</u>	<u>750,000</u>	<u>930,000</u>	<u>-</u>	<u>2,500,000</u>
RECREATION						
Parks Equipment	70,000	70,000	-	-	-	-
Arena Condenser	105,000			105,000		
Wells Parking Lot	500,000	500,000				
Cathodic protection	75,000	75,000				
Zamboni	140,000	140,000				
Truck (cfwd)	75,000		75,000			
Wells building generator	50,000		50,000			
	<u>1,015,000</u>	<u>785,000</u>	<u>125,000</u>	<u>105,000</u>	<u>-</u>	<u>-</u>
Total Capital Expenditures	<u>\$ 9,410,000</u>	<u>\$ 4,650,000</u>	<u>\$ 1,225,000</u>	<u>\$ 1,035,000</u>	<u>\$ -</u>	<u>\$ 2,500,000</u>
Available		\$ 4,650,000				\$ 9,410,000

Paving

Originally included in 2023

Biscayne Court	27,000.00
Capri Avenue	111,360.00
Fernwood Lane	42,336.00
Mcguire Road	228,096.00
Mcmackin Lane	81,720.00
Phoenix Court	13,680.00
Usher Court	16,920.00
	<hr/>
	521,112.00

New in 2024

Aries Court	77,280.00
Banks Lane	45,000.00
Cameron Road	218,880.00
Coral Lane	48,600.00
Donlyn Drive	381,600.00
Dunrobin Street	124,200.00
Fir Lane	46,032.00
Harry Miller Court	55,440.00
Hibiscus Court	25,200.00
Lyman Drive	18,480.00
Riverview Avenue	150,528.00
Royal Lane	48,600.00
Salmon Crescent	120,960.00
Sprucewood Avenue	399,600.00
Strong Court	89,472.00
Chatwin Street	279,496.00
	<hr/>
	2,129,368.00
	<hr/>
	2,650,480.00

subtotal	\$2,650,480.00
engineering	\$265,048.00
contingency	\$265,048.00
Net HST	\$136,383.10
Total Paving	<hr/>
	\$3,316,959.10



UTILITY CAPITAL FUND BUDGET 2024 – HIGHLIGHTS

1. Capital Budget totals \$5.025 million;
2. The water budget of \$1,305,000 includes the following:
 - Filter treatment train completion and building upgrades - \$775,000
 - Shadowhill water line replacement - \$250,000
 - Various equipment replacements - \$280,000
3. The sewer budget of \$3.72 million includes the following:
 - Design and the first construction component relating to a new Wastewater Treatment Facility on Malisett Drive including lagoon dredging
 - Frances Avenue lift station - \$120,000
 - Estimated annual replacement projects - \$100,000

Rothesay

UTILITY CAPITAL PLAN - 2024						
	2024	Reserves	Grants	Gas Tax Infrastructure	Operating	Borrow
WATER CAPITAL PLAN - 2024						
Filter building treatment train addition (carry forward from 2023)	\$ 400,000			\$ 400,000	\$ -	
Upgrade to support Filter building treatment train addition	375,000	-		25,000	350,000	
Production wells - exploration of bedrock well TH 90-1	65,000				65,000	
Storage Building renovations	55,000				55,000	
ShadowHill water line replcement (shared LIL)	250,000					250,000
Treatment Effluent Tank re-lining	30,000				30,000	
Filter Building Heat system upgrade	40,000				40,000	
Transfer switch VFD Wells 1 and 2	50,000				50,000	
Large scale tapping machine - watermain connections	40,000				40,000	
	\$ 1,305,000	-	-	425,000	630,000	250,000
SEWER CAPITAL PLAN - 2024						
Asphalt related sewer work	\$ 100,000				100,000	
WWTF Phase 2 design and construction	3,500,000		875,000	-	-	2,625,000
Frances Avenue Lift Station replacement	120,000			100,000	20,000.00	
	\$ 3,720,000	-	875,000	100,000	120,000	2,625,000
	\$ 5,025,000	\$ -	\$ 875,000	\$ 525,000	\$ 750,000	\$ 2,875,000
			Available		750,000	
					\$ -	

2023December11OpenSessionFINAL_153

Revised Gas Tax Fund Agreement						
Approved Projects	2023 Opening Balance	Budget 2023 Allocation	Balance Unallocated	Interest Accrued	Budget 2024 Allocation	Balance Unallocated
1) Community Centre Renovation & Construction	\$ 2,706,365	\$ -	\$ 2,706,365	\$ 248,457	\$ 105,000	\$ 2,849,822
2) Sanitary Sewer System Improvements	100,000	-	100,000		100,000	-
3) Storm sewer and drainage improvements	240,000	240,000	-		-	-
4) Sidewalk and walking trail construction	410,000	125,000	285,000		70,000	215,000
5) Street resurfacing	734,417	275,000	459,417	45,221	460,000	44,638
8) Water system improvements	494,262	-	494,262		425,000	69,262
	4,685,044	640,000	4,045,044	293,678	1,160,000	3,178,722

Rothsay
Statement of Reserves
As at December 31, 2022

	Operating Reserve	LPP Reserve	Capital Reserve	Utility Op. Reserve	Utility Cap. Reserve	Subtotal #1
Opening surplus per 2021 fin stmts	\$ 905,049	\$ 150,251	\$ 1,656,516	\$ 106,305	\$ 1,244,025	\$ 4,062,146
operating surplus (deficit) for the year	12,565	2,560	(19,902)	2,180	(199,993)	(202,590)
Increase in GTF deferred liability			310,060			310,060
	917,614	152,811	1,946,674	108,485	1,044,032	4,169,616
Closing surplus per 2022 fin stmts	917,614	152,811	1,946,674	108,485	1,044,032	4,169,616
Restricted			541,133		319,717	860,850
Available	\$ (0)	\$ 0	\$ 1,405,541	\$ 108,485	\$ 724,315	\$ 3,308,766



ROTHESAY

MEMORANDUM



TO : Mayor and Council
FROM : Recording Secretary Personnel Committee
DATE : December 4, 2023
RE : Recommendations from the December 4th Meeting

Please be advised the Personnel Committee reached consensus on the following items at its meeting on Monday, December 4, 2023:

Recommendation: The Committee recommends Council adopt a revised schedule to Remuneration By-Law 2-18 as follows:

	Mayor	Deputy Mayor	Councillor
Current	37, 000	20, 100	18, 000
2024-2026	50, 000	25, 500	23, 000

Ashley Burchell
Recording Secretary



ROTHESAY MEMORANDUM



TO : Mayor and Council
 FROM : Nominating Committee
 DATE : 7 December 2023
 RE : Committee Appointments

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

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS

Robert (Rob) Simonds December 31, 2025

CANADA GAMES AQUATIC CENTRE

Gary Myles December 31, 2025

TD STATION

Lloyd Foote December 31, 2025

KENNEBECASIS PUBLIC LIBRARY

Danielle (Dani) Bourque December 31, 2025

PLANNING ADVISORY COMMITTEE

Tyler Davis December 31, 2025

WORKS AND UTILITIES COMMITTEE

George Thambi December 31, 2025 *reappointment
 Sarah Richards December 31, 2025 *reappointment

HERITAGE PRESERVATION REVIEW BOARD

Catharine MacDonald December 31, 2025 *reappointment
 Drew Macartney December 31, 2025 *reappointment
 VACANT

PARKS AND RECREATION COMMITTEE

Jon McEachern December 31, 2025 *reappointment
 Nora Gallagher (RHS student) December 31, 2025

AGE FRIENDLY ADVISORY COMMITTEE

Shawn Jennings December 31, 2025 *reappointment
 Diane O'Connor December 31, 2025 *reappointment
 Doaa Higazy (SJ Newcomers Ctr) December 31, 2025

ROTHESAY

TO: Mayor and Council

FROM: Nominating Committee

RE: Committee Appointments

2023December11OpenSessionFINAL_157

7 December 2023

CLIMATE CHANGE ADAPTATION COMMITTEE

Colleen Lang	December 31, 2025	<i>*reappointment</i>
Korey Nixon	December 31, 2025	<i>*reappointment</i>
Ann McAllister	December 31, 2025	<i>*reappointment</i>
Lorraine Peters	December 31, 2025	<i>*reappointment</i>

Letters of Thanks for service (non-returning)

- John Buchanan (PAC)
- Raha Mosca (Rothesay Heritage Preservation Review Board)
- Elizabeth Greer (Kennebecasis Public Library)
- Derrick Stanford (KRJBPC)
- Rheal Guimond (CGAC)
- Paul Meier (TD Station)
- Samah El Maghlawy (AFAC)

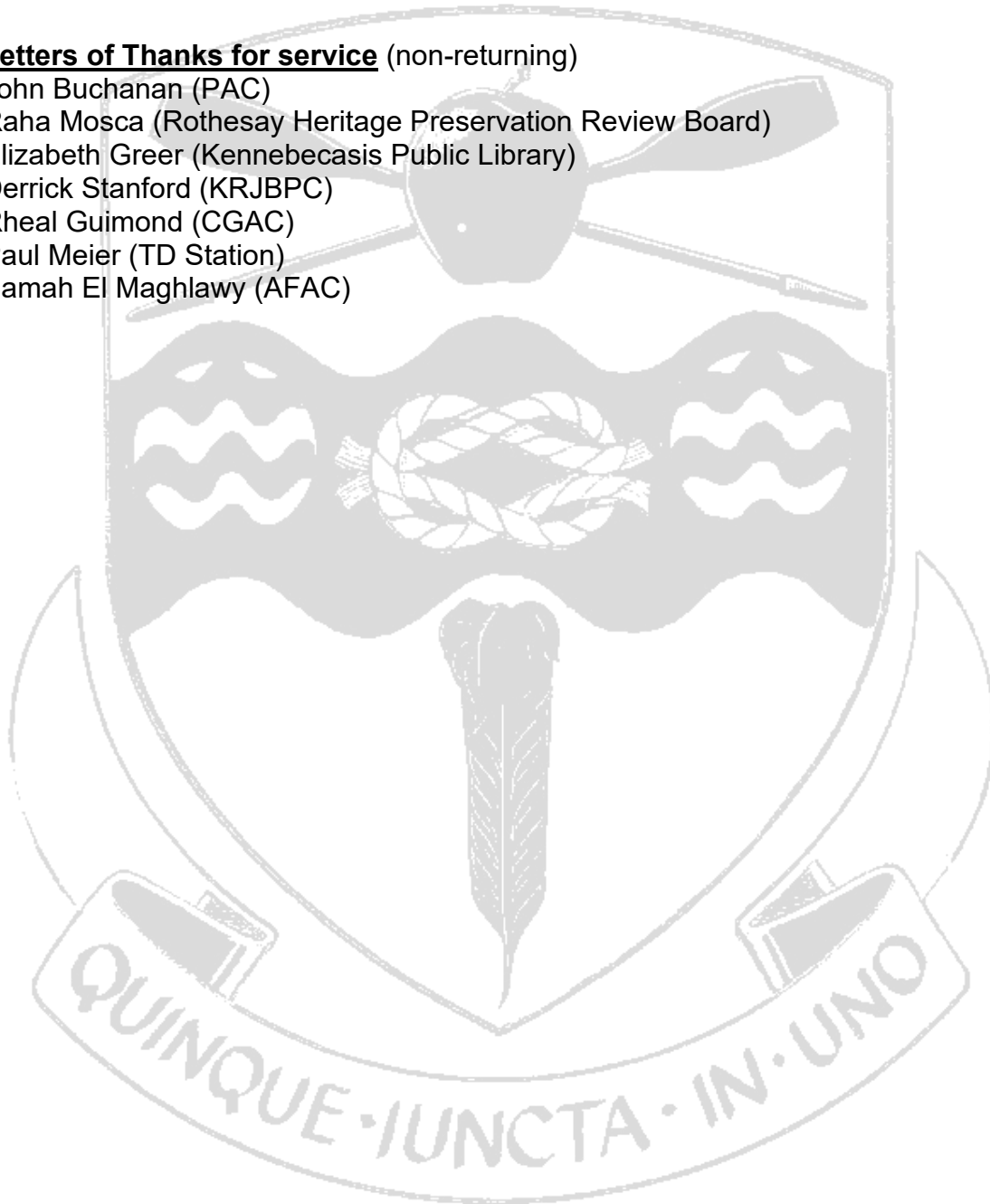


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RECITALS

WHEREAS Rothesay Council considers it to be in the interests of the Town and its residents to regulate, control, and collect fees for the licensing of ridesharing companies;

AND WHEREAS paragraph 10(1)(g) of the *Local Governance Act*, S.N.B. 2017, c. 18, authorizes a local government to enact by-laws respecting transport and transportation systems, including carriers of persons or goods, taxis and other forms of public transportation;

AND WHEREAS section 1 of the *Motor Vehicle Act*, R.S.N.B. 1973, c. M-17, defines a Vehicle-for-Hire Company and a Vehicle-for-Hire Service;

AND WHEREAS section 197.1 of the *Motor Vehicle Act* restricts a Vehicle-for-Hire Company from carrying on business or facilitating the offer of Vehicle-for-Hire Services within the territorial limits of a local government unless authorized to do so by the local government;

AND WHEREAS section 147 of the *Local Governance Act*, states that a local government may, by by-law, provide that a person who violates or fails to comply with any provision of a by-law commits an offence;

AND WHEREAS subsection 156(1) of the *Local Governance Act*, states that a local government may require administrative penalties to be paid in respect of a contravention of a provision of a by-law of the local government;

NOW THEREFORE the Council of Rothesay, enacts as follows:

Title

1 This By-law may be cited as the *Rothesay Ridesharing By-Law* (hereinafter the "By-law").

Definitions

2(1) The words defined in section 1 of the *Motor Vehicle Act*, when used in this By-law, shall have the same meaning as in the said Act.

2(2) The following definitions apply in this By-law:

"By-Law Enforcement Officer" means a by-law enforcement officer appointed pursuant to section 72 of the *Local Governance Act*, and designated by resolution of Council;

"Council" means the elected municipal council of the Rothesay;

"Driver" means an individual who, in affiliation with a Vehicle-For-Hire Company, transports Passengers in a Ridesharing Vehicle;

"Driver Identification Card" means and includes a physical or electronic form approved by Rothesay containing the following information:

(a) The first and last name and photograph of the Driver;

- (b) The make, model and license plate number of the Ridesharing Vehicle operated by the
- (c) Driver; and
- (d) The name and contact information of the Vehicle-for-Hire Company;

“Insurance Act” means the Insurance Act, R.S.N.B. 1973, c. I-12, and amendments thereto.

“License” means a Ridesharing Company License issued under section 4 of this By-law);

“Motor Vehicle Act” means the Motor Vehicle Act, R.S.N.B. 1973, c. M-17, and amendments thereto;

“Passenger” means an individual transported by a Driver in a Ridesharing Vehicle in affiliation with a Vehicle-for-Hire Company (Passenger);

“Private Passenger Vehicle” means a motor vehicle designed and used primarily for the transportation of persons without remuneration and does not include a bus or taxicab;

“Ride” means the transportation of one or more Passengers in a Ridesharing Vehicle from the pick-up location to the drop-off location;

“Ridesharing Vehicle” means a Private Passenger Vehicle affiliated with a Vehicle-for-Hire Company used to provide a Vehicle-for-Hire Services;

“Ridesharing Vehicle Identifier” means a decal, vehicle light, or other identifier, in a form approved by Rothesay, which displays the name and/or logo of a Vehicle-For-Hire Company;

“Technology Platform” includes any electronic-based software, cellphone, or other technological service which permits Passengers to obtain transportation from a Vehicle-for-Hire Service or Vehicle-for-Hire Company;

“Vehicle-for-Hire Company” means a person or company who uses or offers a Technology Platform to facilitate the offer of Vehicle-for-Hire Services;

“Vehicle-for-Hire Service” means a service consisting of the prearranged transportation of Passengers for compensation offered by a Driver of a Ridesharing Vehicle through a Vehicle-for-Hire Company within Rothesay, but does not include any:

- (a) “Vehicle for Hire” that is already regulated by the Rothesay Taxi By-law; or
- (b) Bus transportation service or business;

Interpretation

3 Rules for interpretation of the language used in this By-law are contained in the lettered paragraphs as follows:

- (a) The 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) This By-law is to be read with all changes of gender or number required by the context.

- (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.
- (f) The Schedules attached to this By-law are included in and shall be considered part of this By-law.

Vehicle-for-Hire Company License

4(1) Every person who wishes to operate a Vehicle-for-Hire Company in Rothesay shall apply for a Vehicle-for-Hire Company License under this By-law.

4(2) When applying for a License, an applicant shall submit the form attached as Schedule "A" hereto and provide the following information:

- (a) The data security measures that the applicant has in place to protect the personal information of Drivers and Passengers affiliated with the Vehicle-for-Hire Company
- (b) Proof of the insurance requirement as required by this By-law.
- (c) The number of Ridesharing Vehicles offering Vehicle-for-Hire Service affiliated with the applicant in Rothesay;
- (d) Payment of all applicable fees required under this By-law, including:
 - (i) The basic licensing amount; and
 - (ii) All fees based on the number of Rides provided per month.

4(3) The categories of Vehicle-for-Hire Companies shall be:

- (a) Class A: one hundred vehicles or more (100+);
- (b) Class B: twenty-five (25) to ninety-nine (99) vehicles; and
- (c) Class C: one (1) to twenty-four (24) vehicles.

4(4) Upon the initial application for a License under this By-law, an applicant shall pay the following annual fees to Rothesay:

- (a) Class A - \$7,253.00
- (b) Class B - \$2,469.00
- (c) Class C - \$807.00

4(6) No person shall carry on a Vehicle-for-Hire Company within Rothesay unless they hold a current License issued pursuant to this By-law.

4(7) Every License issued under this By-law shall expire one (1) year after first being issued.

Vehicle-for-Hire Company Licensees – Prohibitions

5 No Vehicle-for-Hire Company shall:

- (a) Breach any applicable prohibition or obligations of License holders under this By-law; or
- (b) Permit any of its Drivers to breach any prohibition or obligation of Drivers under this By-law.

Vehicle-for-Hire Company Licensees – Obligations

6(1) Every Vehicle-for-Hire Company licensee shall have a Technology Platform.

6(2) The Technology Platform shall:

- (a) At the time when transportation is being arranged, provide the Passenger requesting the transportation:
 - (i) The name and contact information of the Vehicle-for-Hire Company licensee;
 - (ii) The first name and photograph of the Driver who will provide the Ride;
 - (iii) The make, model, and license plate number of the Ridesharing Vehicle that will provide the Ride;
 - (iv) Any special surcharge that will be applicable for the Ride;
 - (v) An estimate of the total cost of the Ride; and
 - (vi) The current location of the Ridesharing Vehicle.
- (b) Permit a Passenger to accept or refuse arranged transportation before it begins and to record such acceptance or refusal;
- (c) Provide a secure payment mechanism that is compliant with Payment Card Industry Security Standards Council standards and guidelines;
- (d) Provide a printed or electronic receipt to the Passenger at the end of the Ride that includes the information confirming:
 - (i) Fare rate and surcharges;
 - (ii) Total amount paid;
 - (iii) Date and time of pickup;
 - (iv) Location where the Passenger was picked up and dropped off; and
 - (v) First name of the Driver.
- (e) Provide a link where the Passenger may rate or provide comments upon the Vehicle-for-Hire Service or the Driver.

6(3) Every Vehicle-for-Hire Company licensee shall make available to the public on its Technology Platform, and by any other means of its choice, the following information:

- (a) The insurance coverage required to be maintained by the Vehicle-for-Hire Company and by each Driver;
- (b) The applicable screening process for Drivers and Ridesharing Vehicles;
- (c) That Drivers may only provide Vehicle-for-Hire Service that are prearranged using the Technology Platform of the Vehicle-for-Hire Company and cannot accept Passengers by any other means, including street hails or taxicab stands; and
- (d) That Drivers cannot accept cash payment for Rides.

6(4) Every License holder shall issue a Driver Identification Card to each of its Drivers.

6(5) Every License holder shall issue a current Ridesharing Vehicle Identifier to each of its Drivers.

6(6) Every License holder shall keep, in electronic format, a current list of all Drivers and Ridesharing Vehicles being used in Vehicle-for-Hire Service, which shall include:

- (a) The full name, address, and telephone number of each Driver;
- (b) The make, model, and license plate number of each Ridesharing Vehicle being used in Vehicle-for-Hire Service; and
- (c) The Ridesharing Vehicle Identifier.

Drivers

7(1) License holders shall ensure that each Driver offering Vehicle-For-Hire Service meets the following requirements:

- (a) Is at least 19 years of age;
- (b) Has been issued a valid driver's license for the operation of a motor vehicle for the current year pursuant to the *Motor Vehicle Act* and regulations thereunder, and
- (c) Has been advised and consents to the information under this section of this By-law being submitted to Rothesay for the purposes of auditing or ensuring compliance with this By-law.

7(2) A License holder shall obtain a criminal record check that is less than ninety (90) days old and driver's record abstract less than thirty (30) days old for each Driver:

- (a) Prior to issuing a Driver Identification Card; and
- (b) Every twelve (12) months thereafter.

7(3) Every License holder shall:

- (a) Review the records contemplated at subsection 7(2) of this By-law;
- (b) Ensure that the Driver does not have any outstanding criminal charges; and
- (c) Terminate the relationship with any Driver who is not suitable for providing Rides.

7(4) Every License holder shall be responsible to ensure that every Driver to whom it has issued a Driver Identification Card complies with all obligations on Drivers imposed by section 12 of this By-law.

7(5) Every License holder shall immediately terminate its affiliation with a Driver and cancel the Driver's Driver Identification Card if:

- (a) The Driver fails to satisfy any of the obligations imposed by section 12 of this By-law; or
- (b) If Rothesay notifies the License holder that the Driver has acted in manner that is adverse to the public interest or public safety.

7(6) Upon termination in accordance with section 7(5) of this By-law, the License holder shall ensure that the former Driver no longer has access as a Driver to the Technology Platform.

Records

8(1) Every License holder shall create and maintain for two (2) years, records containing the following information:

- (a) The total number of Rides provided per year;
- (b) The total number of Drivers providing Rides per year;
- (c) The total number of Ridesharing Vehicles providing Rides per year;
- (d) The Driver and Vehicle-for-Hire Service information corresponding with each requested Ride, including:
 - (i) The full name of the Driver;
 - (ii) The license plate number of the Ridesharing Vehicles providing a Vehicle-for-Hire Service;
 - (iii) The date, time and duration of the Ride;
 - (iv) The location where each Passenger was picked up and dropped off; and
 - (v) Hours and minutes spent by the Vehicle-for-Hire Service in transporting each Passenger, including time spent enroute to pick up the Passenger.

8(2) Upon request by Rothesay, the License holder shall make the records listed at subsection 8(1) available electronically to Rothesay within a reasonable time.

8(3) The License holder shall keep all records in respect of each Driver for two (2) years after the Driver ceases to be affiliated with the Licensee.

Insurance

9(1) Every License holder shall obtain and maintain at all times, insurance coverage:

- (a) Of at least two-million dollars (\$2,000,000.00) including public liability and property damage;
- (b) From an insurer authorized to issue indemnity insurance policies in the Province of New Brunswick;
- (c) Against liability for damages resulting from injury to or death of one or more persons and property damage in any one incident that includes:
 - (i) Contingent employers' liability and personal injury;
 - (ii) Broad form property damage and occurrence property damage; and
 - (iii) Employees as additional insurance, and cross-liability and severability of interest provision.
- (d) In the name of the License holder;
- (e) That names Rothesay as an additional insured;
- (f) That contains Non-Owned Automobile Insurance, issued by a company authorized to issue indemnity insurance policies in the Province of New Brunswick, with limits of not less than two million (\$2,000,000.00) inclusive, per occurrence for public liability, bodily injury, death and damage to property;
- (g) Permitting Drivers to carry Passengers for a Vehicle-for-Hire Company endorsement, or an equivalent endorsement acceptable to Rothesay, included within an automobile liability insurance policy maintained on behalf of every Driver; and
- (h) Containing an endorsement requiring the insurer to provide Rothesay with at least thirty (30) days prior written notice of any cancellation or variation of the policy.

9(2) Every License holder shall, upon request, provide Rothesay with proof that each Ridesharing Vehicle offering a Vehicle-For-Hire Service affiliated with the License holder is covered by insurance required under this By-law.

9(3) If a License holder fails to comply with the insurance requirements as set out in this By-law, Rothesay shall immediately suspend their License until such time as they provide proof, to the satisfaction of Rothesay, that they are in full compliance with this By-law.

Number of Ridesharing Vehicles

10(1) Vehicle-for-Hire Companies shall be categorized according to the number of affiliated Ridesharing Vehicles offering Vehicle-for-Hire Services.

10(3) When the number of Ridesharing Vehicles offering Vehicle-For-Hire Services affiliated with a License holder changes, the License holder shall immediately notify Rothesay.

10(4) When the number of Ridesharing Vehicles offering Vehicle-for-Hire Services affiliated with a License holder change and affects the category in which the License was classified, the License holder shall immediately notify Rothesay and, in the event of an increase, shall pay the corresponding fee under section 4 of this By-law within two (2) business days of such notification.

Drivers – Prohibitions

11(1) No person shall hold themselves out as a Driver unless they:

- (a) Have been authorized by a License holder to act as a Driver for the Vehicle-for-Hire Company; and
- (b) Possess a current Driver Identification Card issued by a License Holder.

11(2) No Driver shall:

- (a) Request payment for anything other than as permitted under this By-law;
- (b) Refuse a request for a Ride by an individual accompanied by a service animal;
- (c) Pick up any Passenger in response to a street hail or by any other means other than through the Technology Platform;
- (d) Operate a Ridesharing Vehicle in a Vehicle-for-Hire Service that resembles a taxicab in any manner, such as bearing external advertising or a roof sign;
- (e) Operate a Ridesharing Vehicle in a Vehicle-for-Hire Service without the insurance requirements under section 9 of this By-law;
- (f) Accept payment by cash for any Rides;
- (g) Accept Passengers through any other method other than the Technology Platform;
- (h) Smoke or vape or permit any Passenger to smoke or vape in a Ridesharing Vehicle while being used for transportation as a Vehicle-for-Hire Service;
- (i) Transport more Passengers than there are effectively operating seat belt assemblies in the Ridesharing Vehicle operating the Vehicle-for-Hire Service; or
- (j) Breach any applicable obligations on Driver's imposed by this By-law.

Drivers – Obligations

12(1) Every Driver shall:

- (a) Advise and immediately deliver to Rothesay at a location designated by Rothesay any property of the Passenger lost or left in the Ridesharing Vehicle;
- (b) Keep their Driver Identification Card in plain sight in the Ridesharing Vehicle at all times when they are providing Rides;
- (c) Upon demand by Rothesay, a By-law Enforcement Officer or any Police Officer, produce:
 - (i) Their Driver Identification Card;
 - (ii) Proof of insurance as required by this By-law; and
 - (iii) Any other relevant information pertaining to them or to their operation of the Ridesharing Vehicle;
- (d) Upon demand by Rothesay, a By-law Enforcement Officer or any Police Officer, submit the Ridesharing Vehicle for inspection at such time and place as specified;
- (e) Install the Ridesharing Vehicle Identifier as provided by the License holder, in the front bottom of the passenger's side of the windshield on the Ridesharing Vehicle in such a manner that it is clearly visible and identifiable from the exterior; and
- (f) Keep the Ridesharing Vehicle Identifier in its required location whenever they are providing transportation.

12(2) Every Driver shall ensure that the Ridesharing Vehicle being used in a Vehicle-For-Hire Service:

- (a) Is no more than eight (8) years old; and
- (b) Has a valid and current certificate of inspection showing that the vehicle has been inspected pursuant to the provisions of the *Motor Vehicle Act*, at the time the Driver begins to provide Rides and annually thereafter.

Enforcement

13 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 set out under this By-law or in the *Local Governance Act*.

Offences

14 Every person who violates any provision of this By-law is guilty of an offence and liable upon summary conviction to a fine of not less than five hundred dollars (\$500.00) and not more than two thousand one hundred dollars (\$2,100.00).

Administrative Penalties

15(1) Rothesay may require an administrative penalty to be paid with respect to a violation of a provision of this By-law as set out in subsection 15(2).

15(2) A person who violates any provision of this By-law may pay to Rothesay within 30 calendar days from the date of such violation an administrative penalty of two hundred and fifty dollars (\$250.00), and upon such payment, the person who committed the violation is not liable to be prosecuted therefor.

IN WITNESS WHEREOF Rothesay has caused the Corporate Common Seal of the said Rothesay to be affixed to this By-law the ____ day of _____, 2023 and signed by:

FIRST READING BY TITLE :

SECOND READING BY TITLE :

READ IN ENTIRETY :

THIRD READING BY TITLE
AND ENACTED :

MAYOR

CLERK

Schedule A

Application for Vehicle-for-Hire Company License

To Be Completed By Applicant:

Applicant's Name: (Please Print) _____

Applicant's Address: _____

Telephone: _____ (Day)

Proposed Company Name: _____

Proposed Company Location: _____

Status: Individual Partnership Corporation

If the applicant is a partnership, a copy of the partnership agreement must be attached.

If the applicant is a corporation, a copy of the article of incorporation must be provided with certificate that the applicant is a corporation in good standing with Service New Brunswick Corporate Registry.

If the applicant is a partnership or corporation, list the members of the partnership or the officers and directors of the corporation.

Name	Date of Birth
_____	_____
_____	_____
_____	_____

Number of Ridesharing Vehicles: _____

List of Ridesharing Vehicles by License Plate Number (attach additional list if necessary):

_____	_____	_____	_____
_____	_____	_____	_____

Please outline the data security measures the applicant has in place to protect the personal information of Drivers and Passengers affiliated with the Vehicle-for-Hire Company (attach additional paper if necessary):

Do you or any of the officers, directors or partners, or the company have any convictions for any offences under the *Criminal Code of Canada*, the *Controlled Drug and Substances Act*, the *Food and Drug Act of Canada*, the *Young Offenders Act* or the *Liquor Control Act* within the last five years? If "YES" explain the nature of the offence(s) in the space provided below. (Notwithstanding the foregoing, "criminal record" includes any pardons and criminal offences found within the Schedule to the *Criminal Records Act*.)

NO YES

Signature of Applicant: _____

To Be Reviewed By Applicant:

It is the responsibility of the applicant to complete the form correctly.

CHECKLIST:

Please complete all documents prior to submitting Application Package to Rothesay.

Check off boxes to ensure your Application can be processed.

- Applicant has attained the full age of 19 years.
- Application Form – completed by Applicant.
- Confirmation of insurance as identified under the *Saint John Ridesharing By-law*.
- Checklist – reviewed by Applicant.
- Present completed Application Package in person to the Rothesay Town Clerk.

Town Hall
70 Hampton Road
Rothesay, NB E2L 4L1

Telephone: (506) 848-6600
Hours of Operation:
Monday to Friday, 8:00AM – 4:30PM
Closed from 12:00 to 1:00 pm

- Payment for Vehicle-for-Hire Company License:

The following fees shall be paid to Rothesay upon application for a Vehicle-for-Hire Company License under this By-law:

- (a) Class "A" - \$7253.00
- (b) Class "B"- \$2469.00
- (c) Class "C"- \$807.00

The following fees shall be paid to Rothesay upon renewal for a Vehicle-for-Hire Company License under this By-law:

- (a) Class "A" - \$7253.00
- (b) Class "B"- \$2469.00
- (c) Class "C"- \$807.00

(For payment by cheque: make cheque payable to Rothesay)

To be completed by the By-Law Enforcement Officer:

This application is: APPROVED DENIED

Reason(s) for denial _____

Signature: _____
By-law Enforcement Officer

Date: _____
Year/Month/Day

Annexe A

Demande de permis d'une Société de voiturage

À remplir par le requérant :

Nom du requérant : (Caractères d'imprimerie S.V.P.) _____

Adresse du requérant : _____

Téléphone: _____ (jour)

Nom commercial proposé : _____

Emplacement commercial proposé : _____

Statut: Un particulier Société de personne Corporation

Si le requérant est une société de personnes, une copie du contrat de société de personnes doit être jointe.

Si le requérant est une corporation, une copie du statut constitutif doit être fournie avec un certificat attestant que le requérant est une corporation en règle avec le Registre corporatif de Service Nouveau-Brunswick.

Si le requérant est une société de personnes ou une corporation, énumérez les membres de la société de personnes ou les dirigeants et administrateurs de la corporation.

Nom	Date de naissance
_____	_____
_____	_____
_____	_____

Nombre de Véhicules de covoiturage : _____

Liste des Véhicules de covoiturage par numéro de plaque d'immatriculation (joindre une liste supplémentaire si nécessaire) :

Veuillez décrire les mesures de sécurité des données que le demandeur a mis en place pour protéger les renseignements personnels des Conducteurs et des Passagers affiliés à la Société de voiturage (joindre des renseignements supplémentaires au besoin) :

Est-ce que vous ou l'un des dirigeants, administrateurs ou associés, ou l'entreprise, avez été condamné pour une infraction au *Code criminel*, à la *Loi réglementant certaines drogues et autres substances*, à la *Loi sur les aliments et drogues du Canada*, à la *Loi sur les jeunes contrevenants* ou à la *réglementation des alcools* au cours des cinq dernières années? Si « OUI », expliquez la nature de l'infraction ou des infractions dans l'espace prévu ci-dessous. (Nonobstant ce qui précède, le « casier judiciaire » comprend toutes les réhabilitations et infractions criminelles figurant dans l'annexe de la Loi sur le casier judiciaire.)

NON

OUI

Signature du requérant: _____

À examiner par le requérant:

Il incombe au requérant de remplir correctement le formulaire.

LISTE DE CONTRÔLE :

Veuillez remplir tous les documents avant de soumettre le dossier de demande à la Ville de Saint John.

Cochez les cases pour vous assurer que votre demande peut être traitée.

Le requérant a atteint l'âge de 19 ans.

Formulaire de demande - rempli par le requérant.

Confirmation d'assurance telle que définie dans le cadre de l'*Arrêté concernant le covoiturage à Saint John*.

Liste de contrôle - examinée par le requérant.

Présenter le dossier de demande dûment rempli en personne au centre du services à la clientèle de la Ville de Saint John.

La Ville de Saint John – Centre de service à la clientèle
Hôtel de ville, 15 Market Square
Saint John, N-B E2L 4L1

Téléphone : (506) 658-4455
Heures d'ouverture :
Du lundi au vendredi, de 8:30 h à 16:30

Paiement du permis d'une Société de voiturage :

Les frais suivants doivent être payés à la Ville lors de la demande d'un Permis d'une Société de voiturage conformément au présent arrêté:

- (a) Classe « A » - 7 253,00 \$
- (b) Classe « B » - 2 469,00 \$
- (c) Classe « C » - 807,00 \$

Les frais suivants doivent être payés à la Ville lors du renouvellement d'un Permis d'une Société de voiturage conformément au présent arrêté :

- (a) Classe « A » - 7 253,00 \$ + 0,11 \$/trajet (du 1er janvier au 31 décembre de l'année précédente)
- (b) Classe « B » - 2 469,00 \$ + 0,11 \$/trajet (du 1er janvier au 31 décembre de l'année précédente)
- (c) Classe « C » - 807,00 \$ + 0,11 \$/trajet (du 1er janvier au 31 décembre de l'année précédente)

(Pour le paiement par chèque : libeller le chèque à l'ordre de la Ville de Saint John)

À remplir par l'agent d'exécution des arrêtés :

Cette demande est : APPROUVÉE REFUSÉE

Raison(s) du refus _____

Signature: _____
Agent d'exécution des arrêtés

Date: _____
Année/mois/jour



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
December 11, 2023

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: December 6, 2023

SUBJECT: Engineering Design and Construction Management Services:
2024 Asphalt Resurfacing Program

RECOMMENDATION

It is recommended that the proposal submitted by Engineering by Houghton (EBH) in the amount of \$237,227.06 including HST for the 2024 Asphalt Resurfacing Program be accepted and further that the Mayor and Town Clerk be authorized to execute the appropriate documentation in that regard.

ORIGIN

Engaging a consulting company to complete the design work associated with the 2024 Asphalt Resurfacing Program now will allow the Town to tender the project early in the spring of 2024.

BACKGROUND

In recent years the Town has issued an RFP for engineering design services in the current year for the next year's Asphalt Resurfacing Program.

The following list of streets has been developed for the 2024 Asphalt Resurfacing Program using the standard formula:

- Aries Court
- Banks Lane
- Biscayne Court
- Cameron Road

- Capri Avenue
- Coral Lane
- Donlyn Drive
- Dunrobin Street
- Fernwood Lane
- Fir Lane
- Harry Miller Court
- Hibiscus Court
- Lyman Drive
- Mcguire Road
- McMackin Lane
- Phoenix Court
- Riverview Avenue
- Royal Lane
- Salmon Crescent
- Sprucewood Avenue
- Strong Court
- Usher Court
- Chatwin Street

DISCUSSION

On November 9, 2023, with a comprehensive and detailed scope of work document developed by staff, a proposal for consulting engineering services was requested from the engineering consulting community at large by way of a proposal call on the New Brunswick Opportunities Network (NBON) online service.

In response to this proposal call, four (4) compliant submissions were received from consulting engineering firms on December 5, 2023. Proposals were received from the following firms:

- Brunswick Engineering & Consulting Inc.,
- CBCL Consulting Engineers Ltd.,
- Dillon Consulting Ltd.,
- Engineering by Houghton.

The proposals were submitted in sealed envelopes with the Technical and Financial Proposals being submitted under separate cover. A review Committee consisting of the following staff completed an independent analysis and ranking of each Technical Proposal:

John Jarvie, Town Manager
Brett McLean, Director of Operations

Subsequent to the Technical Proposal Analysis, the Committee jointly discussed the information presented and opened the sealed envelopes containing the Financial Proposals for each submission. The upset price contained in each proposal was evaluated, ranked and combined with the scores from the technical evaluation.

The result of this process was to obtain the highest-ranking proposal for recommendation to Mayor and Council for award. The Engineering by Houghton proposal ranked highest overall.

The submission from Engineering by Houghton met the requirements of the proposal call, in a manner acceptable to the committee, with a cost-effective bid for the project.

FINANCIAL IMPLICATIONS

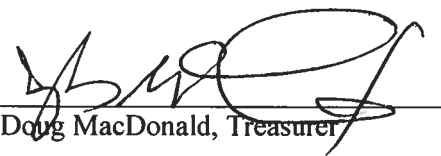
The anticipated 2024 Asphalt Resurfacing budget is anticipated to be \$3,325,000.00

Assuming award by Council, an analysis has been completed for the fee schedule submitted by the consultant and the anticipated costs are shown in the table below:

	Including HST	HST rebate	Subtotal	2024 Budget	% of budget	Remaining budget
Design fees	118,260.25	11,015.69	107,244.56		3.22	
Construction Management fees	118,966.35	11,081.46	107,884.89		3.25	
Total	237,226.60	22,097.15	215,129.45	3,325,000	6.47	3,109,870.55

Council, by virtue of approving this consultant engagement, is **not** committing the Town to spending the proposed budget for the construction component of any street listed above. The construction will be publicly tendered through the New Brunswick Opportunities Network (NBON) and a recommendation for award of that tender will be presented to Council for approval at a later date.

Report Prepared by: 
Brett McLean, Director of Operations

Report Reviewed by: 
Doug MacDonald, Treasurer

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