

## **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 13<sup>th</sup>, 2021



2023 February 13 Open Session FINAL\_001

**ROTHESAY**  
COUNCIL MEETING  
Town Hall Common Room  
Monday, February 13, 2023  
7:00 p.m.



---

**Public access to the livestream will be available online:**

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

**Rothesay Land Acknowledgement**

**Deputy Mayor Alexander**

**1. APPROVAL OF AGENDA**

**2. APPROVAL OF MINUTES**

Regular Meeting

9 January 2023

Public Hearing

16 January 2023

➤ **Business Arising from Minutes**

**3. OPENING REMARKS OF COUNCIL**

**3.1 Declaration of Conflict of Interest**

**4. DELEGATIONS**

N/A

**5. CORRESPONDENCE FOR ACTION**

5.1 19 January 2023 Email from Brian McKiel RE: Provincial AED registration

23 January 2023 Email from Mr. McKiel to Medavie NB

23 January 2023 Letter from Mr. McKiel to Premier Higgs

**Provide a letter of support**

5.2 23 January 2023 Email from resident RE: Request for three-way stop at Broadway/Elizabeth Parkway

**Refer to the Works and Utilities Committee**

5.3 2 February 2023 Grant application for Hockey New Brunswick Tournament March 24-26

**Refer to the Finance Committee**

**6. CORRESPONDENCE - FOR INFORMATION**

6.1 11 January 2023 Response to resident RE: 7 Jersey Lane (PID 30034144)

6.2 25 January 2023 Letter from Saint John to Prime Minister Trudeau RE: Guaranteed Livable Basic Income

6.3 6 February 2023 Letter from the League for Human Rights of B'nai Brith Canada RE: Combatting Antisemitism

New Brunswick Declaration of Antisemitism adopted by IHRA

6.4 Various Letters/emails from residents RE: Spyglass Hill (13)

**7. REPORTS****7.0 February 2023 Report from Closed Session**

- 7.1 23 November 2022 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) meeting minutes
- 30 November 2022 KRJBPC Financial Statements
- December 2022 Crime Statistics
- January 2023 Crime Statistics
- 7.2 31 December 2022 Draft unaudited Rothesay General Fund Financial Statements
- 31 December 2022 Draft unaudited Rothesay Utility Fund Financial Statements
- 31 December 2022 Donation Summary
- 19 January 2023 Draft Finance Committee meeting minutes
- KV Food Basket
  - Sophia Recovery Centre
  - MCBB Application – Gondola Point Road and Clark Road Intersection
- 7.3 2022 Kennebecasis Valley Fire Department Annual Report
- 7 December 2022 Kennebecasis Valley Fire Department (KVFD) Board meeting minutes
- 30 September 2022 KVFD Statement of Expense
- 9 November 2022 Projected 2024/2024 Capital Budgets
- 1 November 2022 Compliance Report
- December 2022 KVFD Fire Chief's Report
- October 2022 KVFD Response Report
- 9 November 2022 EMO Update
- 7.4 17 January 2023 Draft Parks and Recreation Committee meeting minutes
- 7.5 18 January 2023 Draft Works and Utilities Committee meeting minutes
- CN Rail Crossing (Monaco Drive/Dobson Lane)
- 7.6 24 January 2023 Draft Climate Change Adaptation Committee meeting minutes
- 7.7 6 February 2023 Draft Planning Advisory Committee meeting minutes
- 7.8 January 2023 Monthly Building Permit Report
- 7.9 9 February 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 Private Lanes Policy** (Tabled July 2022)*No action at this time*

---

**8.3 Rothesay Arena Open House** (Tabled September 2021) **Remove from table**

- 19 January 2023 Memorandum from Town Clerk Banks
- 17 August 2021 Parks and Recreation Committee recommendation
- 13 September 2021 Resolution of Council

# ROTHESAY

2023February13OpenSessionFINAL\_003

Regular Council Meeting  
Agenda

-3-

13 February 2023

## 8.4 50 Hampton Road By-law 2-10-33

19 January 2023	Memorandum from Town Clerk Banks
5 December 2022	Recommendation from Planning Advisory Committee
DRAFT	By-law 2-10-33
7 February 2023	Report prepared by DPDS White

## 9. NEW BUSINESS

### 9.1 BUSINESS ARISING FROM PUBLIC MEETING

#### Accommodations Levy By-law 1-23

8 February 2023	Memorandum from Town Clerk Banks
DRAFT	Accommodations Levy By-law 1-23

## ADMINISTRATION/FINANCE

### 9.2 Local Improvement Levy – Kennebecasis Park

12 January 2023	Memorandum from Town Clerk Banks
13 February 2023	Warrant of Assessment

### 9.3 Local Improvement Levy – Mulberry Lane

12 January 2023	Memorandum from Town Clerk Banks
13 February 2023	Warrant of Assessment

### 9.4 99 Chapel Road Discharge Agreement

7 February 2023	Memorandum from DPDS White
DRAFT	Discharge Agreement

## RECREATION

### 9.5 Plow and Sander Purchase – Parks Department

13 February 2023	Report prepared by DRP Jensen
------------------	-------------------------------

## OPERATIONS

### 9.6 Wastewater Treatment Facility (Scope revision)

8 February 2023	Report prepared by DO McLean
-----------------	------------------------------

### 9.7 Vacuum Truck

7 February 2023	Report prepared by DO McLean
-----------------	------------------------------

### 9.8 Stormwater Repairs

7 February 2023	Report prepared by DO McLean
-----------------	------------------------------

## 10. NEXT MEETING

Regular meeting	Monday, March 13, 2023 at 7:00 p.m.
-----------------	-------------------------------------

## 11. ADJOURNMENT



**Liz Hazlett**

---

**From:** Liz Hazlett  
**Sent:** Thursday, January 19, 2023 1:45 PM  
**To:** Liz Hazlett  
**Subject:** FW: The communities of New Brunswick need an update to locate AEDs

---

**From:** Brian McKiel  
**Sent:** January 19, 2023 12:38 PM  
**To:** Brian McKiel  
**Subject:** The communities of New Brunswick need an update to locate AEDs

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

**To all the Mayors in N B**

**My name is Brian McKiel; I reside in Quispamsis and I have a concern for all of the people of N B not knowing or being able to access the closest AED when you need one in a Cardiac Arrest situation in the province of NB.**

Here's the story in N B as I understand it.

The Registered A E D program in New Brunswick is administered by Medavie Health Services (Ambulance NB) and is coordinated by Mary Lou Price. See the email below to Mary Lou in 2019 and 2023 to understand what the program consists of in N B.

The A E D's that are registered with Ambulance N B are address specific only. In NB we have, for the lack of a better words, a Manual System, which was put in place in 2014 ( my understanding is, the system that 911 operators use can only tell you if there is one registered at that address you are calling from and cannot tell you where any other AEDs are located). It does cost \$ 100.00, a one time charge, for registering your AED in NB.

Below is information on the provinces of N S & PEI and what they invested in to let 911 operators know where each registered AED is located & depending on the time of day where the closest one is located to your location.

In Nova Scotia, the Nova Scotia Provincial Government invested over a two year period in 2017 & 2018 to have the Atrus System installed. (One of 2 different systems used in Canada originating in the US and is a registry based program) operated by the local 911 services, which was installed at a cost of \$85,000.00 each year.

In PEI, the PEI Provincial Government invested in the same system in 2019 in a one year setup at a cost of \$166, 000.00 (which is also operated by their local 911 Services)

Both provinces offer a volunteer registry system as it is not mandatory to register your AED in Canada. There is no cost to register an AED in PEI or NS.

There are presently hundreds of AEDs registered and thousands that are not registered in the Province of N B and 911 Operatores do not know where these are located.

I believe until the province puts a better system in N.B. lives will be at risk of dying because we will not be able to locate these AEDs that are presently in N.B.

I have included information on the Atrus System that is used presently in PEI and Nova Scotia. <https://www.aedlink.com/>

I am asking for the Mayors of our communities to ask the present Provincial Government to consider upgrading to the Atrus System in the province of NB.

I also believe if the Tourism Industry in the province as well as all the Tourism Operators were to encourage the province to put advertising campaigns in each of the marketing programs (indicating that their location has an AED on site) it would go a long way in people coming to NB to spend their vacation days.

You see in the news from time to time with people saving lives with AEDs but you never hear about the ones we lost because they didn't have access to an AED that was close at hand and could have saved a life.

If we knew where these AEDs are located we could become part of the solution rather than part of the problem.

I hope you will see the merit in the Mayors in each of our communities contacting the Provincial Government in one big voice to save lives in NB.

Thank you for your consideration.

Regards

Brian McKiel

Office of the Premier

[premier@gnb.ca](mailto:premier@gnb.ca)

HON. R. BRUCE FITCH

[bruce.fitch@gnb.ca](mailto:bruce.fitch@gnb.ca)

## AED Program in N B

Inbox

**Brian McKiel**

Mon, 9

to Mary-Lou

Mary -Lou I am reaching out to you today to ask you if there are any updates or changes in the AED program since I last contacted you.

See below:

Regards

Brian

**From:** Brian McKiel

**Sent:** Monday, May 27, 2019 10:16 AM

**To:** Mary-Lou Price <[Mary-Lou.Price@Medavienb.ca](mailto:Mary-Lou.Price@Medavienb.ca)>

Cc: Eric Beairsto <[Eric.Beairsto@Meda2019February13OpenSessionFINAL\\_018](mailto:Eric.Beairsto@Meda2019February13OpenSessionFINAL_018)>

Subject: Re: A E D Information

Good morning Mary-Lou, I am just doing a follow up to my last email in hopes you may find time to answer the questions from my last email. I really do appreciate you taking the time to answer those questions.

Regards

Brian McKiel

On Fri, 17 May 2019 at 09:58, Brian McKiel

wrote:

Good morning Mary-Lou

Further to my last E mail, Is it possible for a client to register their A E D on line to the NB 911 system or do you send them a form in the mail or do you have to visit the location where the A E D is located?

The AED registration in the province of N.B. is processed and entered into the system by myself. There are no forms that are mailed or emailed to locations. We do site visits when feasible. If we are unable to do a site visit right away, we suggest a location for their machine based on information I receive from the facility. ie. It should be in a central location, not under lock and key, accessible when facility is opened, etc.

What does it cost to register their A E D and if they have more than one A E D at that address is there any additional cost for each unit?

Currently there is a one time, \$100.00 registration fee, and it is per civic address, not per defibrillator onsite.

Is this a one time charge in N B or are there any additional or yearly fees? As mentioned above, it is a one time fee.

**Mary-**

Mon, 9

**Lou**

**Price**

Hi Brian, Currently things are the same as below. Mary Lou Mary Lou Price Provincial Coordinator/Coordonn Access Defibrillation Program

**Brian McKiel**

Mon, 9

to Mary-Lou

Thank you for your response.

Regards

Brian

**Liz Hazlett**

---

**From:** Liz Hazlett  
**Sent:** Tuesday, January 24, 2023 9:11 AM  
**To:** Liz Hazlett  
**Subject:** FW: Follow up to where are all the AEDs in NB  
**Attachments:** Email to the Premier.docx

---

**From:** Brian McKiel  
**Sent:** January 23, 2023 2:20 PM  
**To:** Mary-Lou Price <[mary-lou.price@medavienb.ca](mailto:mary-lou.price@medavienb.ca)>  
**Subject:** Follow up to where are all the AEDs in NB

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

Mary Lou, just a follow up to our last email and to keep you in the loop, I have attached an email that was sent to Primer Higgs, HON. R. BRUCE FITCH, The Mayors of N B, The NB Medical Society, The Tourism Minister and all the Tourism Managers in NB, the Fire Chiefs Ass of NB, the Senior Citizens Association of NB, as well as the Paramedic's Association of NB to encourage each to reach out to ask the Premier to update the registration system for AEDs to the Atrus System in the Province of NB.

If you see any incorrect information in the attached email, I welcome your feedback as I have BCC to each of the above to keep the lines of communication open and correct. At this point I would like to thank everyone who responded to my original email.

In the case of a Cardiac Arrest call to 911, most people in NB believe that the operator would be able to tell them where the closest AED is located and we know that is not the case presently in NB.

I realize that the existing registration program is part of the Medavie Health Services NB contract with the province and I am hoping that Medavie Health Services NB can renegotiate with the Province to eliminate the existing registration system and work towards replacing it with the Atrus System.

The system that was put in place in 2014 may have covered the mandate for that time frame but lives are put at risk now and there is no incentive under the present system to register their AED in the province of NB.

The existing system that was put in place in 2014 is outdated, not effective, and the citizens of New Brunswick deserve better. I believe lives are at stake here and the Atrus System would better serve the citizens of NB. The people deserve a better, more efficient system such as the Atrus System.

If renegotiation for Medavie to operate the Atrus system is not an option, I would suggest the Province may want to work towards investing in the Atrus system themselves.

I believe if the citizens of NB understood what system we have in place now, they would want the Provincial Government to invest in the Atrus System that could save lives.

2023 February 18 Open Session Final Ver  
For this relatively small investment, what a great positive opportunity for both Medavie Health Services and the Provincial Government to add this upgrade to the other initiatives that the Government of NB are working on. This will show the people of NB that they are both working towards the betterment of Health Care for the people of NB.

Regards

Brian McKiel

## Office of the Premier Premier Higgs

**My name is Brian McKiel; I reside Quispamsis and I have a concern for all of the people of N B not knowing or being able to access the closest AED when you need one in a Cardiac Arrest situation in the province of N B.**

Here's the story in N B as I understand it.

As you are properly aware, the Registered A E D program in New Brunswick is administered by Medavie Health Services (Ambulance NB) and is coordinated by Mary Lou Price. See the email below to Mary Lou in 2019 and 2023 to better understand what the program consist of in N B.

The A E D's that are registered with Ambulance N B are address specific only. In NB we have, for the lack of a better words, a Manual System, which was put in place in 2014 ( my understanding is, the system that 911 operators use can only tell you if there is one registered at that address you are calling from and cannot tell you where any other AED's are located). It does cost \$ 100.00, a onetime charge, for registering your AED in NB.

Below is information on the provinces of N S & PEI and what they invested in to let 911 operators know where each registered AED is located & depending on the time of day where the closest one is located to your location.

In Nova Scotia, the Nova Scotia Provincial Government invested over a two year period in 2017 & 2018 to have the Atrus System installed. (One of 2 different systems used across Canada, originating in the US and is a registry based program) operated by the local 911 services, which was installed at a cost of \$85,000.00 each year.

In PEI, the PEI Provincial Government invested in the same system in 2019 in a one year setup at a cost of \$166, 000.00 (which is also operated by their local 911 Services)

Both provinces offer a volunteer registry system as it is not mandatory to register your AED in Canada. There is no cost to register an AED in PEI or NS.

There are presently hundreds of AED's registered and thousands that are not registered in the Province of N B and 911 Operatores do not know where these are located.

I believe until the province puts a better system in N B, lives will be at risk of dying because we will not be able to locate these AED's that are presently in N B.

I have included information on the Atrus System that is used presently in PEI and Nova Scotia.

<https://www.aedlink.com/>

I am asking the Provincial Government to consider upgrading to the Atrus System in the province of N B.

I also believe if the Tourism Industry in the province as well as all the Tourism Operators were to encourage the province to put advertising campaigns in each of the marketing programs (indicating that their location has an AED on site) it would go a long way in people coming to NB to spend their vacation days.

You see in the news from time to time with people saving lives with AED's but you never hear about the ones we lost because they didn't have access to an AED that was close at hand and could have saved a life.

If we knew where these AED's are located we could become part of the solution rather than part of the problem.

I hope you will see the merit in the Provincial Government in saving lives in NB.

Thank you for your consideration.

Regards

Brian McKiel

## AED Program in N B

Inbox

B

**Brian McKiel**

9 Jan, 14:32 (5  
days ago)

to Mary-Lou

Mary -Lou I am reaching out to you today to ask you if there are any updates or changes in the AED program since I last contacted you.

See below:

Regards

Brian

**From:** Brian McKiel

**Sent:** Monday, May 27, 2019 10:16 AM

**To:** Mary-Lou Price <Mary-Lou.Price@Medavienb.ca>

**Cc:** Eric Beairsto <Eric.Beairsto@Medavienb.ca>

**Subject:** Re: A E D Information

Good morning Mary-Lou, I am just doing a follow up to my last email in hopes you may find time to answer the questions from my last email. I really do appreciate you taking the time to answer those questions.

Regards

Brian McKiel

On Fri, 17 May 2019 at 09:58, Brian McKiel  
Good morning Mary-Lou

wrote:

Further to my last E mail, Is it possible for a client to register their A E D on line to the NB 911 system or do you send them a form in the mail or do you have to visit the location where the A E D is located?

The AED registration in the province of N.B. is processed and entered into the system by myself. There are no forms that are mailed or emailed to locations. We do site visits when feasible. If we are unable to do a site visit right away, we suggest a location for their machine based on information I receive from the facility. I.e. It should be in a central location, not under lock and key, accessible when facility is opened, etc.

What does it cost to register their A E D and if they have more than one A E D at that address is there any additional cost for each unit?

Currently there is a one time, \$100.00 registration fee, and it is per civic address, not per defibrillator onsite.

Is this a one time charge in N B or are there any additional or yearly fees? As mentioned above, it is a one time fee.

M

Ma  
ry-  
Lo  
u  
Pri  
ce

Mon, 9 Jan, 15:08 (5  
days ago)

Hi Brian, Currently things are the same as below. Mary Lou Mary Lou Price Provincial Coordinator/Co  
Access Defibrillation Program

B

**Brian McKiel**

Mon, 9 Jan, 15:29 (5  
days ago)

to Mary-Lou

Thank you for your response.

Regards

Brian



**Liz Hazlett**

---

**From:** Liz Hazlett  
**Sent:** Tuesday, January 24, 2023 10:44 AM  
**To:** Liz Hazlett  
**Subject:** FW: New message

---

**From:** Mary Jane Banks  
**Sent:** January 24, 2023 10:38 AM  
**To:**  
**Subject:** RE: New message

Good morning and thank you for your email.

It will be added to the Council agenda for the February 13<sup>th</sup> Council meeting. The agenda will be posted online by end of day February 10 ([Agendas - Rothesay](#)). The meeting will be held in the Common Room, Rothesay Town Hall and starts at 7:00 p.m. if you wish to attend and it will also be livestreamed at [Rothesay NB - YouTube](#).

Please feel free to contact me if you have any questions or require any further information.

Enjoy your day~

*Mary Jane*

Mary Jane E. Banks, BComm, NACLAA II  
Town Clerk – Rothesay  
Head of the Public Body (RTIPPA)  
Director of Administrative Services  
70 Hampton Road  
Rothesay, NB E2E 5L5

p (506)848-6664

f (506)848-6677

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

---

**From:** Town of Rothesay <[rothesay@rothesay.ca](mailto:rothesay@rothesay.ca)>  
**Sent:** January 23, 2023 9:22 PM  
**To:** Rothesay Info <[rothesay@rothesay.ca](mailto:rothesay@rothesay.ca)>  
**Subject:** New message from Heather Cameron

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

Mayor and Councillors  
Rothesay, NB

Dear Mayor Grant and Town Councillors,

I am writing to request that a three way stop be installed at the intersection of Broadway and Elizabeth Parkway in Kennebecasis Park. While we appreciate that this is a lower traffic area, too often we have observed vehicles turning

2025 February 18 Open Session FINAL\_025  
onto Broadway at unsafe speeds — often straddling the Centre Line. This is a regular occurrence and we believe that an accident is inevitable.

There are three preschool aged children that live close to this intersection, at 52 Elizabeth Parkway which is on the corner of Broadway, and at 43 Broadway. There are also children that regularly use this route to walk to school or to catch their school bus. This area is a popular route for pedestrians of all ages; many of which cross from Elizabeth Parkway through the intersection to Broadway and the sight lines around that corner are very poor.

We believe that the addition of stop signs at this intersection will make it safer for all.

Thank you for considering our request. We look forward to your response.

Yours sincerely,

-52 Elizabeth Parkway

**SCHEDULE A**

**Application for Rothesay Municipal Grant**

App. Date: Feb 2, 2023 **2023 February 13 Open Session FINAL\_026**

Applicant: U13 Hockey NB Provincial Hosting Team

Address: \_\_\_\_\_

Contact: Shelley Michaud Tel. 506.651.7066

Email: \_\_\_\_\_

Organization Description: \_\_\_\_\_

The U13 AA KV Hawks will be hosting the HNB Provincial  
Tournament March 24 – 26, 2023 in the Kennebecasis Valley area. \_\_\_\_\_

Amount Requested: \$ 2000.00

Descriptions of proposed event or activity: \_\_\_\_\_

The weekend of March 24-26, 2023 the U13 AA Hawks will host 8 teams  
from all over NB.

Project costs: \$13,000

Benefits to town of Rothesay: \_\_\_\_\_

All games will be played in the KV area. With about 1000 visitors to the town that weekend, all business in the area will benefit. They will eat out at local restaurant as teams and families. Fans of the teams will purchase coffee, visit the bakeries, shop at local shops/businesses during their stay. Families will enjoy Rothesay Commons, walking trails and parks while they wait for their next game. We are very excited to be hosting this year so we can show off our beautiful town of Rothesay and the KV area.

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 EZE 5L5 (506-848-6664).



January 11<sup>th</sup>, 2023

12 McNamee Lane  
Rothesay, N.B.  
E2E 0P5

70 Hampton Road  
Rothesay, NB  
Canada E2E 5L5

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

Rothestay@rothesay.ca  
www.rothesay.ca

Dear

Re: Purchase of Property for Public Park – 7 Jersey Lane –  
PID 30034144

Your correspondence of December 9<sup>th</sup> concerning the above was discussed at the Rothesay Town Council meeting on Monday evening and referred to me for a response.

There is Town policy in place regarding the use of the land in question. The property you reference, composed of several parcels, is recognized in the Rothesay Municipal Plan as part of the 'Hillside North Planning Area' in the Hillside Secondary Plan, adopted in 2019 after a public consultation process.

[4.2.1-Rothesay-Secondary-Plan-Final-Print1.pdf](#)

In this plan the land is allocated to a variety of uses including a substantial park reserve (±16 acres) at the highest point. This land would be acquired largely through the dedication of land as part of the subdivision approval process. Should the land be developed pedestrian connections to adjacent property would also be required.

You may know that Rothesay maintains several smaller park and trails areas throughout the community and also has an established trail network connecting the Wells Recreation Area through the Carpenter Pond watershed (± 1000 acres).

Therefore, considering the above, the Council will not be pursuing purchase of the property at this time. Thank you for sharing your thoughts on the matter, Rothesay Council appreciates hearing from residents on matters of community interest.



Re: Oland Property Purchase

I should also note that in the past we have been advised by the owners of the property, that they have issued no invitation to the public to use the land and have cautioned the Town about any such representations.

Again, thank you for advising Council of your views. Should there be any large-scale development proposal for the lands, public consultation will almost certainly be a component of the process.

Yours truly,

A handwritten signature in blue ink, appearing to be 'John Jarvie', written over the printed name.

John Jarvie RPP, MCIP  
Town Manager

CC : Rothesay Mayor & Council



The City of Saint John

Mayor Donna Noade Reardon  
Mayor's Office  
Bureau de la mairesse

The Right Honourable Justin Trudeau, P.C., M.P.  
Prime Minister of Canada  
80 Wellington Street  
Ottawa, ON  
K1A 0A2

January 25<sup>th</sup>, 2023

**RE: Guaranteed Livable Basic Income**

Dear Prime Minister

On behalf of the City of Saint John, I am writing to request that the Government of Canada formally explore the implementation of a guaranteed livable basic income.

The growing social crisis and impacts of poverty have downstream effects on the City of Saint John, putting unsustainable pressure on our limited resources to deliver necessary public services and social infrastructure supports as we struggle to keep up with the evolving needs of our community.

Basic Income addresses key social determinants of health, such as income and housing, it can alleviate pressures on municipalities to address poverty and fill gaps in social supports, such as shelter, housing, food security and mental health. Research and pilots show that when people have a sufficient and secure income their mental and physical health improves; they have the capacity to secure more affordable, suitable, and safe housing, childcare, healthy food, and transportation; and poverty rates decrease.

The provision of a guaranteed livable basic income would benefit individuals, families and communities and protect the most vulnerable in society, it would also support community resilience by facilitating the transition to a local economy that responds to the climate crisis and other major challenges. Evidence shows that a federally funded basic income that improves people's financial stability is possible, as successful income transfer programs already exist in Canada for seniors (Old Age Security and the Guaranteed Income Supplement) and for parents (Canada Child Benefit (CCB)).

Thank you in advance for your consideration of this matter.



**SAINT JOHN**

P.O. Box 1971  
Saint John, NB  
Canada E2L 4L1

C.P. 1971  
Saint John, N.-B.  
Canada E2L 4L1

[www.saintjohn.ca](http://www.saintjohn.ca)



The City of Saint John

Mayor Donna Noade Reardon  
Mayor's Office  
Bureau de la mairesse

Yours Sincerely

A handwritten signature in black ink, appearing to read 'D. Noade Reardon'.

Donna Noade Reardon  
Mayor

C.C. New Brunswick MPs  
C.C. New Brunswick Senators  
C.C. New Brunswick MLA's  
C.C. Members of Fundy Regional Service Commission



SAINT JOHN

P.O. Box 1971  
Saint John, NB  
Canada E2L 4L1

C.P. 1971  
Saint John, N.-B.  
Canada E2L 4L1

[www.saintjohn.ca](http://www.saintjohn.ca)

BY EMAIL

February 6, 2023

Dr. Nancy Grant  
Mayor  
City Hall  
70 Hampton Rd  
Rothesay, NB E2E 5Y2

Dear Mayor and Councillors,

B'nai Brith, Canada's oldest Jewish advocacy organization, is pleased to provide you the following information in the hope that it will aid your community combat antisemitism.

Our main mission is our Annual Audit of Antisemitic Incidents. Our 2022 version will be issued in April. However, we are providing the link to our 2021 edition:

<https://drive.google.com/file/d/1X2wPDzEol3edqk1DtBuVeCvaZSM7IzM5/view>

The number of hateful antisemitic incidents dropped in the Maritime region in 2021 but New Brunswick still registered 47 incidents.

Our audit is used by governments at all three levels to help craft public policy and by police departments to aid in allocating resources. In fact, police agencies are one of our prime sources of data. We hope you will find the audit of use and we will provide the 2022 edition when it is released.

We have been working with the New Brunswick provincial government. Last October the province adopted the International Holocaust Remembrance Alliance's (IHRA) definition of antisemitism.

Attached please find the Declaration to that effect issued by Premier Blaine Higgs. The IHRA definition is a valuable non-legally binding educational tool that aids elected officials, civil servants, police officers and the public better recognize and react to hate aimed at Jews.

Canada adopted the IHRA definition in 2019 and it is now an important part of our national Anti-Racist Strategy. New Brunswick is among five provinces which have formally adopted IHRA.

At last count 1123 jurisdictions worldwide had embraced the definition including more than 40 countries representing most of the world's democracies.

.../2





2.

That includes municipalities such as Vancouver, businesses such as Lufthansa Airlines, religious organizations such as the Global Imams Council and institutions of higher learning such as Oxford University.

You can consult the IHRA definition and its illustrative examples which help better understand what is antisemitic and what is not through this link:

<https://www.holocaustremembrance.com/resources/working-definitions-charters/working-definition-antisemitism>

We have been contacted by members of New Brunswick's Jewish community who tell us that there hasn't been enough publicity about the province's declaration and have asked us to use our good offices to alert elected officials in New Brunswick's major towns and cities.

We would ask that you share the definition with your municipal employees and police officers. We would be pleased to meet with you virtually should you have any need of clarification as to the definition and how it can reassure the local Jewish community.

Please feel free to reach out to us. We look forward to getting to know you better and aiding you should you ever have need of our counsel.

Our contact person is Lukas Fuina 416 633 6224 x 229 or [lukasf@bnaibrith.ca](mailto:lukasf@bnaibrith.ca).

As National Director, I thank you for disseminating this information to your stakeholders.

Yours truly,



Marvin Rotrand  
National Director - League for Human Rights  
B'nai Brith Canada

c.c. City Councillors

Encl.





## Declaration

**WHEREAS** the Government of New Brunswick is committed to defending human dignity and opposing racial, religious and ethnic hatred in all forms; and

**WHEREAS** antisemitism is the most durable and pernicious form of hatred in human history; and

**WHEREAS** antisemitic hate crimes constitute the most common form of reported religious hate crime in Canada; and

**WHEREAS** the Inter-parliamentary Coalition for Combating Antisemitism developed a working definition of antisemitism as part of the 2010 Ottawa Protocol on Combating Antisemitism; and

**WHEREAS** the Government of Canada ratified the Ottawa Protocol in 2011 and the International Holocaust Remembrance Alliance (IHRA) adopted the same working definition of antisemitism on May 26, 2016.

**THEREFORE**, the Government of New Brunswick endorses and adopts the working definition of antisemitism as adopted by the IHRA Plenary on May 26, 2016, as follows:

***“Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.”***

## Déclaration

**ATTENDU QUE** le gouvernement du Nouveau-Brunswick est déterminé à défendre la dignité humaine et à lutter contre la haine raciale, religieuse et ethnique de toute forme; et

**ATTENDU QUE** l'antisémitisme est la forme la plus persistante et la plus pernicieuse de haine de toute l'histoire de l'humanité; et

**ATTENDU QUE** les crimes motivés par la haine antisémite sont la forme de crimes haineux contre des groupes religieux la plus souvent signalée au Canada; et

**ATTENDU QUE** la Coalition interparlementaire de lutte contre l'antisémitisme a formulé une définition pratique de l'antisémitisme dans le cadre du Protocole d'Ottawa sur la lutte contre l'antisémitisme 2010; et

**ATTENDU QUE** le gouvernement du Canada a ratifié le Protocole d'Ottawa sur la lutte contre l'antisémitisme en 2011, et que l'Alliance internationale pour la mémoire de l'Holocauste a adopté la même définition pratique de l'antisémitisme le 26 mai 2016.

**PAR CONSÉQUENT**, le gouvernement du Nouveau-Brunswick approuve et adopte la définition pratique de l'antisémitisme suivante utilisée par l'Alliance internationale pour la mémoire de l'Holocauste le 26 mai 2016 :

***« L'antisémitisme est une certaine perception des Juifs qui peut se manifester par une haine à leur égard. Les manifestations rhétoriques et physiques de l'antisémitisme visent des individus juifs ou non et/ou leurs biens, des institutions communautaires et des lieux de culte. »***

  
The Honourable Blaine M. Higgs / L'honorable Blaine M. Higgs  
Premier of New Brunswick / Premier ministre du Nouveau-Brunswick

**Mary Jane Banks**

---

**From:** Rothesay Info  
**Sent:** December 9, 2022 2:56 PM  
**To:** Mary Jane Banks  
**Subject:** FW: Spyglass hill

---

**From:**  
**Sent:** November 17, 2022 10:15 AM  
**To:** Rothesay Info <rothesay@rothesay.ca>  
**Subject:** Spyglass hill

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

To the Mayor and council

As you may know, Spyglass hill is up for [sale](#). Many people in town would love to see this preserved as green space. Is there any chance the town would consider acquiring the land? The 3M asking price would be difficult to absorb, so maybe consider some sort of sponsorship model for naming rights (ie paths/benches/etc) ?

I'm just throwing around ideas, maybe none of this is feasible. I'd just hate to see the land get carved up without at least trying!

Thanks

Sent from my iPhone

**Mary Jane Banks**

---

**From:** Nancy Grant  
**Sent:** January 25, 2023 11:34 AM  
**To:** John Jarvie; Brian White; Mary Jane Banks  
**Subject:** Fwd: Spyglass Hill

Dr. Nancy Grant  
Mayor

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

---

**From:**  
**Sent:** Wednesday, January 25, 2023 11:18:04 AM  
**To:** Nancy Grant <NancyGrant@rothesay.ca>  
**Subject:** Spyglass Hill

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

Suggestion : Would it be possible to arrange a well advertised meeting at the Bill McGuire Centre similar to the one previously held -I believe in 2016 ?

We are so fortunate to have lived here in beautiful Rothesay and to have had access to the amazing “backyard “ we all call SpyGlass Hill. And all due to the generosity of the Oland family. However, if somehow this acreage could remain undeveloped and the residents of Rothesay could continue to enjoy nature at its finest for generations to come \_\_\_ if there is any way to do this, I would sincerely hope that the mayor and council would find a way to make that happen. When is enough,enough ? I feel that the Rothesay I know and love is being slowly destroyed.

Sincerely,



**Mary Jane Banks**

---

**From:** Nancy Grant  
**Sent:** January 25, 2023 11:01 AM  
**To:** John Jarvie; Brian White; Mary Jane Banks  
**Subject:** Fwd: Spyglass and Hillside Trail

Dr. Nancy Grant  
Mayor

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

---

**From:**  
**Sent:** Wednesday, January 25, 2023 10:42:29 AM  
**To:** Nancy Grant <NancyGrant@rothesay.ca>; Matthew Alexander <MatthewAlexander@rothesay.ca>; Tiffany Mackay French <TiffanyMackayFrench@rothesay.ca>; Bill McGuire <BillMcGuire@rothesay.ca>; Dave Brown <davebrown@rothesay.ca>; Helen Boyle <helenboyle@rothesay.ca>; Peter Lewis <PeterLewis@rothesay.ca>; Don Shea <DonShea@rothesay.ca>  
**Subject:** Spyglass and Hillside Trail

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

Good morning, as a lifelong resident of Rothesay and an outdoor enthusiast, I am writing to plead with the Town of Rothesay to keep as many green spaces as possible for our residents. I am specifically referencing Spy Glass and the Hillside Trail. I utilize both of these areas, at a minimum of 4-5 times per week. We are so fortunate to live in a beautiful area and I want to continue to enjoy this natural, peaceful beauty every day. I strongly implore the Town to keep these spaces green which will continue to invest in the physical and mental health of our residents.  
Thank you,

**Mary Jane Banks**

---

**From:** Nancy Grant  
**Sent:** January 25, 2023 11:01 AM  
**To:** John Jarvie; Brian White; Mary Jane Banks  
**Subject:** Fwd: Spyglass

Dr. Nancy Grant  
Mayor

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

---

**From:**  
**Sent:** Wednesday, January 25, 2023 10:31:50 AM  
**To:** Nancy Grant <NancyGrant@rothesay.ca>  
**Subject:** Spyglass

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

I would like to make it known that as a resident of Rothesay, I do not support or agree with the decision to develop spyglass. Decisions such as this are what make people consider/reconsider their support of elected officials.

## Mary Jane Banks

---

**From:**  
**Sent:** January 31, 2023 11:05 PM  
**To:** Nancy Grant; Matthew Alexander; Tiffany Mackay French; Bill McGuire; Dave Brown; Helen Boyle; Peter Lewis; John Jarvie; Mary Jane Banks; Don Shea  
**Subject:** Town's Secondary Plan - SpyGlass Property

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

My name is I currently live at 128 Dunedin Road with my husband, son, our dog ....and I suppose I now need to mention our two cats ;). I have recently become a relatively vocal resident as it relates to some of the development projects, most notably the Higginson Avenue Project. However, my formal communication with the Town of Rothesay dates back to 2018, when we moved back to Rothesay to be closer to family after my mother passed.

We purchased our property on Dunedin Road for several reasons. One of the biggest reasons for our choice of location was the easy access to the Hillside Trail for our family. At the time we had no visibility to any Town development plans, and given the formal signage on the trail and apparent maintenance, we were firmly under the impression that the trail was there to stay. The Hillside Trail makes sense given that our railway is still active and there are few other central Rothesay walking trails.

Needless to say, I became a "concerned resident" when I first heard of the Secondary Plan in 2018. I attended the community information session at the Bill McGuire Centre. The centre was full, and it was very clear to me that there was very strong community opposition to the plan. At the time, the Secondary Plan was in a draft format and this session represented "public consultation."

In 2022, I was shocked to find out that the very Secondary Plan that was presented to Town residents in 2018, who were very clearly in opposition, somehow made it all the way through the formal Town process and was approved without me ever hearing of it again....Until I was directly impacted by a development project that was basically "approved" under the parameters of the Secondary Plan.

I provide you with this background as I feel rather strongly that I am not alone in my ignorance as it relates to the Secondary Plan. I would hypothesize that the majority of Rothesay Town residents have no idea that the Secondary Plan even exists. Further to that, residents have no visibility to the future implications of the plan and how its implementation may ultimately represent significant changes to the very Town many of us have specifically chosen to invest in for its lower population density and green spaces.

I personally know many Town residents who are not on the social media platforms that you refer residents to for information, and if they do have accounts, they are either very infrequently used or they simply do not follow the Town of Rothesay. I am also going to suggest that very few residents make a monthly habit of reviewing the content provided on the Town website. As a result, it is concerning that Council appears to operate under the assumption that "no news, is good news (resident support or indifference.)" To operate in such a manner, particularly when it comes to something as significant as the Secondary Plan is very concerning. I have yet to speak to any local Rothesay residents, beyond our current neighbourhood, who are in fact aware of the approved Secondary Plan. As a result, I suspect going forward, you will continue to face residents who feel equally concerned and frankly blind-sided.

While as a Town Council, you have no requirement to proactively communicate directly with residents, I do think that some serious reflection on what is "required" vs. what is "right" is warranted. I am respectfully urging this Town Council to proactively and directly communicate with residents in the form of personal email, direct mail, and most importantly,

community public consultation / information sessions as it relates to the Secondary Plan, particularly now that the Oland property is for sale. Residents need to be informed, and I have no doubt they will respond.

As it relates to the Oland Property / Spyglass specifically, I want to go on record to say that I oppose the current plan for that property as outlined in the Secondary Plan. The green space accounted for in the Secondary Plan is beyond insufficient to address the community's desire for walking and biking trails. There are no shortage of local residents who have demonstrated time and again their personal commitment to preserving these local trails. There are "trail angels" working continuously within the Spyglass network of trails who wear snowshoes to keep the trails passable, set-up the "Santa Paws" tree on Christmas Eve, remove fallen trees that block trail access, and build small "bridges" over wet areas.

It would be my hope, that once Town Council fully informs and engages its community in an open and transparent forum, that perhaps a significant amendment to the Secondary Plan will be put into swift motion, an amendment that appropriately recognizes and protects the natural community assets that we all know and love.

I firmly believe that there is a "win-win" with a thoughtful amendment to the Secondary Plan. It is my opinion that development can happen in a creative and much less invasive way. The real community value is in a plan where people see both the space and infrastructure to support their existing active lifestyles (significant green spaces with trail networks such as the Oland property, dedicated bike lanes, walking trails and paths, etc...) along with strategic pockets of lower density, lower sprawl residential development.

Respectfully,



**Mary Jane Banks**

---

**From:**

**Sent:** February 1, 2023 7:26 AM

**To:** Nancy Grant; Matthew Alexander; Tiffany Mackay French; Bill McGuire; Dave Brown; Helen Boyle; Peter Lewis; John Jarvie; Mary Jane Banks; Don Shea

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

My name is \_\_\_\_\_ and I live at 6 Grove Avenue with my husband, \_\_\_\_\_, and our daughters. We moved to Rothesay in 2019 and one of the draws was the green space that includes the Hillside Trail and Spyglass Hill/Oland property. This system of trails and wooded areas is an asset to this community and should be protected as it is part of what makes Rothesay, Rothesay.

As it relates to the Oland Property / Spyglass specifically, I want to go on record to say that I oppose the current plan for that property as outlined in the Secondary Plan. The green space accounted for in the Secondary Plan is shockingly insufficient to address the community's desire for walking and biking trails. There are countless local residents who have demonstrated time and again their personal commitment to preserving these local trails. There are "trail angels" working continuously within the Spyglass network of trails who wear snowshoes to keep the trails passable, set-up the "Santa Paws" tree on Christmas Eve, remove fallen trees that block trail access, and build small "bridges" over wet areas.

It would be my hope, that once Town Council fully informs and engages its community in an open and transparent forum, that perhaps a significant amendment to the Secondary Plan will be put into swift motion, an amendment that appropriately recognizes and protects the natural community assets that we all know and love.

I firmly believe that there is a "win-win" with a thoughtful amendment to the Secondary Plan. It is my opinion that development can happen in a creative and much less invasive way. The real community value is in a plan where people see both the space and infrastructure to support their existing active lifestyles (significant green spaces with trail networks such as the Oland property, dedicated bike lanes, walking trails and paths, etc...) along with strategic pockets of lower density, lower sprawl residential development.

Respectfully,

**Mary Jane Banks**

---

**From:**  
**Sent:** February 2, 2023 2:19 PM  
**To:** Rothesay Info  
**Cc:** Matthew Alexander; Tiffany Mackay French; Nancy Grant; Bill McGuire; Dave Brown; Helen Boyle; Peter Lewis; Don Shea; Elizabeth Gresh  
**Subject:** Spy Glass Hill Letter  
**Attachments:** Spy Glass Hill.pdf

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

Dear Town Council,

Please accept this letter in response to the proposed development of Spy Glass Hill and the surrounding land.

Sincerely,

13 Birchview Terrace,  
Rothesay NB

February 2, 2023

Dear Rothesay Town Council,

This is a letter in opposition to the recent Hillside Secondary Plan and the development of Spy Glass Hill.

I was disappointed to find out that the town was only accepting letters via e-mail or mail as formal opinions of its citizens. Social media is one of the ways people today communicate. The Facebook comments (over 145) should be reviewed with council and taken seriously. It is essential that the town of Rothesay evolves and connect in the new way its residents communicate as well as the old.

The role of the council is to represent its citizens. Your citizens are telling you that this land needs to be preserved in its entirety. What is driving the obsession with development in our community? In the past few years, we have built a mall with a big box store (Global Pets) multiple apartment complexes with very little green space and room to breathe with more on the way. You have approved clear cutting and the development of small plots of land with houses on every possible corner and zero privacy. (The development off Gibbon Road for example). Our elders would be appalled by the greed of it all. Over 5 generations of my family have lived and continue to live in Rothesay. We have all stayed because of the lifestyle, the natural beauty and the wellness offered by the access to green space and the Kennebecasis River.

Creating opportunities for developers does not serve your citizens. Building large unsustainable homes that will cost millions will only serve a handful of the elite. This land, preserved, will serve thousands of community members. And it will serve our sensitive ecosystem that needs protection more than it ever has. When the water line was built by RNS in 2020 (but managed by the Town of Rothesay) the lack of care for the environment and surrounding brook and water streams was appalling. One heavy rain and the brook was filled with mud and debris from the deforestation. No barriers were in place and no risk assessment took place until complaints by community members were made. There is a reasonable lack of trust that exists for our town representatives and staff to serve the citizens for the above reasons and many more. Our citizens deserve better.

Spy Glass Hill and the land surrounding it is not only known for the best view of the community. It is also a sacred space. Home to wildlife, birds, old growth forests and memories for hundreds of years. The remanence of my dad's fort with his friend is still visible along one of the trails from the 1960s, old bottles are often discovered from the farming days of the past and my mother took her class every spring on a fieldtrip to hike to the top of Spy Glass. Her students spanning over 20 years will see her and often bring up this memory and the mark it left on them. I have spent my entire life visiting Spy Glass Hill for recreation and mindfulness. It is a place to connect with nature and your neighbours. It is what makes this community the best place in Canada to live.

During the pandemic we were all reminded of the essential need for green space to live a happy and healthy life. Spy Glass was a sanctuary for so many. It helped us get through what is still a very tough time. Once this land is gone there is no coming back from the unknown impacts that lay ahead. The climate crisis has impacted our community more than most through severe spring flooding, ice storms etc. Where will all the water go that was once absorbed by the vast forests that surround Spy Glass Hill? What will blasting into the rock do to the earth around us? What will happen to our citizens who rely on this outdoor space. The costs over time are far greater than the gains of development. The NB Nature Trust has not been contacted by the Town of Rothesay to seek an alternative plan. They are interested in accepting the land as a donation and preserving it. There are other organizations willing to do the same. Why have these opportunities not been investigated for the greater good of the community?

This is a chance for our town to make a mark on the country and contribute to the federal government's goal of preserving 30 percent of Canada's land and water by 2030. I believe in our community, and I believe that we can make decisions that support the long-term sustainability of Rothesay.

Sincerely,

Town of Rothesay Residents

**Mary Jane Banks**

---

**From:**  
**Sent:** February 2, 2023 12:44 PM  
**To:** Mary Jane Banks; Bill McGuire; Dave Brown; Don Shea; Helen Boyle; John Jarvie; Matthew Alexander; nancy.grant@rothesay.ca; Peter Lewis; Tiffany Mackay French  
**Subject:** Objection to Hillside Secondary Plan

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

To all Town of Rothesay Council members,

I am writing to express my objection to the Hillside Secondary Plan, and specifically object to the Hillside North planning area as it is currently presented in the report. I object to the housing densities proposed for this north area and also the undersized green space left from the Oland 85 acre parcel.

I believe the park or green space that should be incorporated into the Hillside North residential development, which would be more in line with Rothesay's residential landscape today, would include a larger green space encircling Spy Glass that would be closer to 25% of the total 85 acre parcel it is today. The parking lot is under planned and I believe would need to be represented more clearly making room for 20 cars or so. I believe we need to conserve our beautiful green spaces and natural landscape. We moved to Rothesay from Quispamsis for Rothesay's beauty and balance between housing and natural green space. Quispamsis is an example of development which left very little park area inside neighbourhoods. The Qplex is not a residential green space.

I also object to the outdated data in the Plan and request the town council embark on gathering new statistics for Rothesay up to and including 2022 on town : demographics, housing break down by type, current traffic volumes by road name. The data in the report in the North and South Hillside areas is outdated and doesn't include all of the residential/ commercial growth that happened during the pandemic and which is significant to consider before adding more houses and traffic.

I also object to allowing the developer to build and install any infrastructure in Rothesay and especially on scale as large as Hillside North and South areas. These areas are complex with steep slopes, dense rock and multiple water courses throughout. The town should be responsible to build all infrastructure. I also would hope Rothesay would bury all power lines in the new study areas. This is not mentioned in the report and I would ask council to consider this in a future version of this report.

I would like to see Rothesay add sidewalks to all new residential roads and road space for bikes. This is the level of quality and planning I think Rothesay should aspire to. This town is so beautiful and our future development should ensure we maintain larger green spaces and thoughtful residential areas.

Sincerely,

**Mary Jane Banks**

---

**From:**  
**Sent:** February 6, 2023 6:14 PM  
**To:** Tiffany Mackay French; Peter Lewis; nancy.grant@rothesay.ca; Matthew Alexander; John Jarvie; Helen Boyle; Don Shea; Dave Brown; Bill McGuire; Mary Jane Banks  
**Subject:** Town's Secondary Plan - Spyglass Hill Property

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

Dear Town of Rothesay Council Members

I am reaching out to you today to object to the Hillside Secondary Plan and - The Oland 85 Acre Parcel - Spyglass Hill - as it is outlined in your report.

Any additional developments impacting the traffic flow on both Rothesay Road and Hampton Road are not supported at this time. Traffic flow is already at capacity for what these roads should support and the flooding situations post rainstorms has not been managed safely.

Furthermore, with this plan, the lack of green space provided to Rothesay residents and visitors is inadequate to support the growing number of outdoor enthusiasts, including birdwatchers such as myself.

Please consider hosting another evening at the Bill McGuire Centre to discuss your plan and please ensure all residents who are in support of the Hillside Plan, in all of its stages, attend as I would enjoy hearing their point of view. To be honest, I have yet to speak to any resident who supports this or other developments the Town is proposing.

16 Valpy Drive  
Rothesay, NB

## Mary Jane Banks

---

**From:**  
**Sent:** February 7, 2023 1:13 PM  
**To:** Rothesay Info  
**Subject:** Spyglass Hill

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

Dear Mayor Dr. Nancy Grant,

I am writing in response to the land for sale on Spyglass Hill in the heart of Rothesay. As a town resident since birth, I will be forever grateful to those who privately own the land and have graciously allowed the public to use the property for so many years. Countless memories (and family photos!) have been made on the beloved Spyglass Hill. I know I am not the only one, as petitions and letters have been written for decades from town residents to preserve this deeply appreciated and utilized land.

Why? Public areas shape community ties in neighbourhoods. From sustainability to safety, the benefits of public spaces help meet a variety of community needs and function as a connection point that increases community health and vibrancy. People need spaces to be with each other and interact with each other. Numerous reports show:

- Public space builds a sense of community [1]
- Public space provides significant physical and mental health benefits [2]
- Public space can make cities and towns safer [3]
- Green spaces improve air quality, reduce noise and enhance biodiversity [4]

The town's 2009 recreation study showed Rothesay lacks public greenspace areas, but a preserved regional park at Spyglass Hill could address the shortage. Multi-use trails for walking and cycling are considered most necessary in Rothesay. More than 83% of survey respondents indicated that the community lacked suitable outdoor trails for recreation. Trails Rothesay has limited formal trails such as Steele Kennedy Nature Park, East Riverside Kingshurst Park Trail and Rothesay Trails. However, the municipality has many informal trail opportunities within both town-owned land and private property which are used by hundreds of residents and regional trail users. [5]

My understanding is that whenever land is subdivided for development, 10 percent of it has to be set aside for public use. A mere 8.5 acres in this case. That will simply not suffice. I strongly encourage the town of Rothesay to purchase the land in its entirety. Build trust with our residents and enable our participation in the delivery and maintenance of this green space.

Let's look to our neighbours for inspiration. In the last ten years, both Quispamsis and Hampton have developed highly utilized and valued trails [6]. My favourite thing about living in Rothesay is the sense of community. Access to public spaces, including Spyglass Hill ranks in the reasons why I and many of my neighbours choose to live here. It's our differentiating factor. Once this green space is developed, there is no getting it back!

3 Turnbull Court, Rothesay, NB

### References

1. <https://www.canada.ca/en/public-health/services/reports-publications/health-promotion-chronic-disease-prevention-canada-research-policy-practice/vol-39-no-4-2019/climate-change-health-green-space-co-benefits.html>
2. <https://www.eea.europa.eu/publications/healthy-environment-healthy-lives>
3. [https://www.researchgate.net/publication/351296853\\_Inclusive\\_Safe\\_and\\_Resilient\\_Public\\_Spaces\\_Gateway\\_to\\_Sustainable\\_Cities](https://www.researchgate.net/publication/351296853_Inclusive_Safe_and_Resilient_Public_Spaces_Gateway_to_Sustainable_Cities)
4. <https://op.europa.eu/en/publication-detail/-/publication/cc585ccd-3b0c-11e9-8d04-01aa75ed71a1/language-en>
5. <https://www.rothesay.ca/wp-content/uploads/2017/11/MRP-August-2009.pdf>
6. [https://quispamsis.ca/wp-content/uploads/2014/12/Quispamsis\\_TrailsMasterPlan.pdf](https://quispamsis.ca/wp-content/uploads/2014/12/Quispamsis_TrailsMasterPlan.pdf)

Mary Jane Banks

---

**From:**  
**Sent:** February 7, 2023 1:31 PM  
**To:** Rothesay Info  
**Cc:**  
**Subject:** Spyglass Appeal

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

Dear Mayor Dr. Nancy Grant,

I am writing in response to the land for sale on Spyglass Hill in the heart of Rothesay. I moved to Rothesay 5 years ago with my family from Ontario. The reason we chose Rothesay was the access and ability to enjoy nature steps from our door. We have the amenities of a city but are surrounded by privacy and nature. We love living here. I walk daily in Spyglass with my children and dog. I am so grateful to have been allowed access to this private land for the past 5 years. The current owners have graciously allowed the community to use this land for photos, hiking, dog walks etc. It has been their generosity which has increased the property value of the homes and neighbourhoods of Rothesay. **I believe the Town of Rothesay owes it back to the residents to purchase this land and stop the development. Keep the space open as a public area with continued access for all.**

Why? Public areas shape community ties in neighbourhoods. From sustainability to safety, the benefits of public spaces help meet a variety of community needs and function as a connection point that increases community health and vibrancy. People need spaces to be with each other and interact with each other. Numerous reports show:

- Public space builds a sense of community [1]
- Public space provides significant physical and mental health benefits [2]
- Public space can make cities and towns safer [3]
- Green spaces improve air quality, reduce noise and enhance biodiversity [4]

The town's 2009 recreation study showed Rothesay lacks public greenspace areas, but a preserved regional park at Spyglass Hill could address the shortage. Multi-use trails for walking and cycling are considered most necessary in Rothesay. More than 83% of survey respondents indicated that the community lacked suitable outdoor trails for recreation. Trails Rothesay has limited formal trails such as Steele Kennedy Nature Park, East Riverside Kingshurst Park Trail and Rothesay Trails. However, the municipality has many informal trail opportunities within both town-owned land and private property which are used by hundreds of residents and regional trail users. [5]

My understanding is that whenever land is subdivided for development, 10 percent of it has to be set aside for public use. A mere 8.5 acres in this case. That will simply not suffice. I strongly encourage the town of Rothesay to purchase the land in its entirety. Build trust with our residents and enable our participation in the delivery and maintenance of this green space.

Let's look to our neighbours for inspiration. In the last ten years, both Quipamsis and Hampton have developed highly utilized and valued trails [6]. My favourite thing about living in Rothesay is the sense of community. Access to public spaces, including Spyglass Hill ranks in the reasons why I and many of my neighbours choose to live here; it's our differentiating factor. Once this green space is developed, there is no getting it back!

Thank you,

8 Church Ave Rothesay NB

#### References

1. <https://www.canada.ca/en/public-health/services/reports-publications/health-promotion-chronic-disease-prevention-canada-research-policy-practice/vol-39-no-4-2019/climate-change-health-green-space-co-benefits.html>
2. <https://www.eea.europa.eu/publications/healthy-environment-healthy-lives>



- 2023 February 13 Open Session FINAL 048
3. <https://www.researchgate.net/publication/551296853-Including-Safe-and-Resilient-Public-Spaces-Gateway-to-Sustainable-Cities>
  4. <https://op.europa.eu/en/publication-detail/-/publication/cc585ccd-3b0c-11e9-8d04-01aa75ed71a1/language-en>
  5. <https://www.rothesay.ca/wp-content/uploads/2017/11/MRP-August-2009.pdf>
  6. [https://quispamsis.ca/wp-content/uploads/2014/12/Quispamsis\\_TrailsMasterPlan.pdf](https://quispamsis.ca/wp-content/uploads/2014/12/Quispamsis_TrailsMasterPlan.pdf)

**Mary Jane Banks**

---

**From:**  
**Sent:** February 8, 2023 11:27 AM  
**To:** Nancy Grant; Matthew Alexander; Tiffany Mackay French; Bill McGuire; Dave Brown; Helen Boyle; Peter Lewis; Don Shea; John Jarvie; Mary Jane Banks  
**Subject:** Hillside Secondary Plan

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

February 8, 2023

Dear Mayor Grant, Deputy Mayor Alexander, Councillors, Mr. Jarvie and Ms Banks:

In November 2020 I wrote to you regarding the land well known in our larger “KV” community as the Spyglass Trail System – at that time you were accepting comments from the public on the Municipal Plan. The gist of my letter was an appeal to you, as our representatives, to please make an effort to observe and understand how beloved and treasured this land had become to your constituents. I believed then, as I do now, that that particular section of the Hillside Secondary Plan (ie, the Hillside North Study Area) was not at all reflective of what is important to Rothesay residents.

My feeling on this has not changed. Today’s letter is being sent as a second appeal to please listen to how residents would like to see this land used. Now that the Oland land is on the market for sale, I am feeling a collective sense of panic in the community that this important section of our beloved Spyglass trail system could be lost forever.

My family and I have walked these trails 4-5 times per week for the past 18 years. I live very close to two of the more common access points/parking areas, and I can tell you that these natural, forested trails are used each day, year-round, by hundreds of people in every season of the year – attracting residents from Rothesay, Quispamsis, and Saint John. The Oland land is a very important part of a cherished natural space, which extends from Green Rd, straight through to the RNS lands and trails.

I believe if you allow residents to be heard, you will find that a significant portion of your constituents would like to see these lands preserved in their natural state for public access.

Recognizing that it is likely not feasible for the Town to purchase the Oland land outright, I beg you to consider thinking creatively alongside your residents to find a way to preserve this land as natural undeveloped park land. This could be such an exciting moment for The Town of Rothesay to work with residents to build something spectacular and healthy for our whole community, to be cherished for generations to come (consider Rockwood Park, or O’Dell Park in Fredericton).

The Hillside Secondary Plan states that it is a “made in Rothesay” plan for “quality development in which all residents can take pride.” Yet I feel that there are many residents who do not agree with the plan, and in fact would be ashamed of the town if it allowed this beloved natural land to become developed. I have personally observed a number of young families move to the area over the past few years, and have a feeling that the demographics may have changed quite significantly since the plan was developed. A shift to younger, more active families is a strong argument to revisit the plan. I believe there has also been a marked shift in people’s priorities since living through covid. That, coupled with a shortage of family doctors and other concerns in health care, has caused a shift in how people choose to socialize, preferring outdoor spaces, fresh air, and healthy recreation.

2020 Secondary Plan Hillside NEMA Study  
There is ample reason to revisit the Hillside Secondary Plan's Hillside NEMA Study Area. This is an opportunity for our elected officials to demonstrate that they are 100% committed to representing the residents of Rothesay and to act on what the people are telling you is important and valuable to them. I respectfully request that the town hold an **Open Public Meeting** to engage with your constituents on this issue. Some may have great ideas on solutions.

Sincerely,

124 Birch Crescent, Rothesay

PS – I attach a comment I read on the Town of Rothesay's Facebook page:

" Hopeful that this land remains as is ... The Hillside Secondary Plan is not necessarily the only response the Town can have on this and I would encourage Town leadership, elected officials, and employees to think more creatively. Posting that plan seems indicative of a position the Town is taking, without providing appropriate context on why. It's been almost five years since that plan was approved, well before we moved through a global pandemic, which completely changed the way we think about how we live, recreation, health and wellness. Anecdotally, we've also welcomed a number of new families into our community since that time who we want to keep here, many of whom leverage our open spaces like Spyglass.

"The recreational opportunities that the property enables touches every single demographic in our community. Surely preserving this connects with our collective vision for Rothesay. We've been fortunate to enjoy it while under private ownership.

"There just has to be a way to make this happen so that we can continue to use the space as is. Curious to see if the will is there at the Town. This is a watershed moment for our community. You will make history here."

**Mary Jane Banks**

---

**From:**  
**Sent:** February 9, 2023 10:36 AM  
**To:** Rothesay Info  
**Subject:** Spyglass hill

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

Dear Mayor Dr. Nancy Grant,

I am writing in response to the land for sale on Spyglass Hill in the heart of Rothesay. As a town resident since birth, I will be forever grateful to those who privately own the land and have graciously allowed the public to use the property for so many years. Countless memories (and family photos!) have been made on the beloved Spyglass Hill. I know I am not the only one, as petitions and letters have been written for decades from town residents to preserve this deeply appreciated and utilized land.

Why? Public areas shape community ties in neighbourhoods. From sustainability to safety, the benefits of public spaces help meet a variety of community needs and function as a connection point that increases community health and vibrancy. People need spaces to be with each other and interact with each other. Numerous reports show:

- Public space builds a sense of community [1]
- Public space provides significant physical and mental health benefits [2]
- Public space can make cities and towns safer [3]
- Green spaces improve air quality, reduce noise and enhance biodiversity [4]

The town's 2009 recreation study showed Rothesay lacks public greenspace areas, but a preserved regional park at Spyglass Hill could address the shortage. Multi-use trails for walking and cycling are considered most necessary in Rothesay. More than 83% of survey respondents indicated that the community lacked suitable outdoor trails for recreation. Trails Rothesay has limited formal trails such as Steele Kennedy Nature Park, East Riverside Kingshurst Park Trail and Rothesay Trails. However, the municipality has many informal trail opportunities within both town-owned land and private property which are used by hundreds of residents and regional trail users. [5]

My understanding is that whenever land is subdivided for development, 10 percent of it has to be set aside for public use. A mere 8.5 acres in this case. That will simply not suffice. I strongly encourage the town of Rothesay to purchase the land in its entirety. Build trust with our residents and enable our participation in the delivery and maintenance of this green space.

Let's look to our neighbours for inspiration. In the last ten years, both Quispamsis and Hampton have developed highly utilized and valued trails [6]. My favourite thing about living in Rothesay is the sense of community. Access to public spaces, including Spyglass Hill ranks in the reasons why I and many of my neighbours choose to live here. It's our differentiating factor. Once this green space is developed, there is no getting it back!

Thank you,

3 Turnbull Court, Rothesay, NB

#### References

1. <https://www.canada.ca/en/public-health/services/reports-publications/health-promotion-chronic-disease-prevention-canada-research-policy-practice/vol-39-no-4-2019/climate-change-health-green-space-co-benefits.html>
2. <https://www.eea.europa.eu/publications/healthy-environment-healthy-lives>
3. [https://www.researchgate.net/publication/351296853\\_Inclusive\\_Safe\\_and\\_Resilient\\_Public\\_Spaces\\_Gateway\\_to\\_Sustainable\\_Cities](https://www.researchgate.net/publication/351296853_Inclusive_Safe_and_Resilient_Public_Spaces_Gateway_to_Sustainable_Cities)
4. <https://op.europa.eu/en/publication-detail/-/publication/cc585ccd-3b0c-11e9-8d04-01aa75ed71a1/language-en>
5. <https://www.rothesay.ca/wp-content/uploads/2017/11/MRP-August-2009.pdf>
6. [https://quispamsis.ca/wp-content/uploads/2014/12/Quispamsis\\_TrailsMasterPlan.pdf](https://quispamsis.ca/wp-content/uploads/2014/12/Quispamsis_TrailsMasterPlan.pdf)

## Mary Jane Banks

---

**From:**  
**Sent:** February 9, 2023 12:34 PM  
**To:** Nancy Grant; Matthew Alexander; Tiffany Mackay French; Bill McGuire; Dave Brown; Helen Boyle; Peter Lewis; Don Shea; John Jarvie; Mary Jane Banks  
**Cc:** Charles Jensen  
**Subject:** Spyglass

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

Dear Mayor Grant, Town Councillors, CAO John Jarvie, and Town Clerk Mary Jane Banks,

I am writing this letter to request that the Town of Rothesay purchase the land known as “Spyglass” and any adjacent properties to be kept as an undeveloped green space for unstructured recreation. If there is an opportunity to preserve this green space for the community, there is absolutely no question that it would be a valuable investment. I realize there is a development plan in place, from 2019 before a global pandemic, but this was pending the sale of the land to a developer. The purchaser should be the the town of Rothesay. If it was sold otherwise, what would be the benefit to the Town? Tax revenue? I have been following the plan and attended the public consultations. Rothesay should purchase the land for sale and preserve it as a larger green space than proposed in the Hillside Secondary Plan.

Clearly, Rothesay sees the value of healthy lifestyle and recreation. Kudos on the fantastic job at the Rothesay Common. Our family uses that space at least once a week and the active community feeling is heart warming. \$3 million also just went in to the Wells park, which we enjoy mostly in the winter on the groomed trails. Our neighbouring town and cities are also doing well, and we need to keep up. Saint John has the largest municipal park in Canada. In Quispamsis for example, their new Millennium Bike Park across from Meenan’s Cove is a gem for the community and could have so easily boasted a housing development instead. I actually thought to myself when I was there enjoying the view of the Kennebecasis River “way to go Quispam for making this decision”.

Spyglass is a little different though and I’m sure you’ve heard from residents.

Since COVID-19 affected our lives, many people were forced and grew to appreciate natural settings and doing outdoor activities. As an outdoor enthusiast, it was so neat to see unexpected people enjoying outdoor experiences. There is something special about a natural space (larger than 6.7h) to enjoy and many have, for many years in this area. I know this land is owned privately by several owners and it has been a privilege to have access and use this space. In my experience, it is generally well respected because people take care of places they love. With a Bachelor of Recreation Management and professional outdoor experience, I’d be happy to provide you with statistics on the benefits of unstructured outdoor recreation. This type of space also fits in well to support your Age-Friendly Community supported by the Wellness Movement. Be a champion!

The area of Spyglass and surrounding area has been a sanctuary for our growing family since moving to the neighbourhood in 2008. If you haven’t been there, I encourage you to visit.

Have you taken your newborn baby there when it was 2 days old? I have.  
Have you chased the full moon and lunar eclipses with excited in children in the dark? I have.  
Have you taken visitors from out of town, the province and country to walk there? I have.  
Have you gone and cried in the woods the entire time just to let it out? I have.  
Have you picked wild blueberries and blackberries and enjoyed them again frozen in the winter? I have.  
Have you been there at dusk when the birds are going wild with song and flight saying goodbye to the sun? I have.

2019 February 18 Open Session FNAH\_050  
Have you taken and seen tons of photos from the top of Spyglass with a beautiful, unobstructed view of the river? I have.

Have you gathered there with 100 random community members to see the Canadian Snowbirds fly overhead? I have.

Have you seen many, many families getting professional photos taken there? I have.

Have you seen the happy dogs? I have.

THESE ARE THE THINGS THAT RESIDENTS VALUE IN OPEN GREEN SPACES.

These are things my children talk about and remember. Not the toy they got for their birthday.

I remember seeing a Rothesay slogan as “A great place to live, work, and play”. It IS a great place to live and that’s why we’ve stayed much longer than I anticipated. Please maintain the lifestyle you boast about. There is never too much green space and its benefits are invaluable.

I encourage to revisit the plan, Rothesay. There is a huge opportunity here, which you will never have again. If funds are an issue, there are many creative ways to raise funds. There are smart, experienced, and passionate people in this community who can, and will help. There are also many creative ways to manage this green space (ex. conservation easement), but that’s for another time. Please, purchase as much of the green space around Spyglass as possible and preserve it, fully, for our community. Healthy and happy people are the backbone to our healthy community.

Sincerely,



**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS  
BOARD MEETING OF NOVEMBER 23, 2022 @ 3:00pm**

**MINUTES  
REGULAR MEETING**

Held by Zoom and In Person



**In Attendance:**

<b>BOARD MEMBER</b>	<b>POSITION</b>
Tiffany Mackay French	Chair/Rothesay Representative
Kevin Darling	Vice Chair/Provincial Representative
Libby O'Hara	Quispamsis Representative
Kerrie Luck	Quispamsis Representative
Colin Boyne	Rothesay Representative
Vibhuti Harquail	Quispamsis Representative
Tanya Cyr	KRJBPC Secretary
Derrick Stanford	Rothesay Representative
Cherie Madill	Secretary/Treasurer of the Board
Deputy Chief Jeff Giggey	KRPF Deputy Chief of Police
Insp. Anika Becker	KRPF OIC Administration
Insp. Mary Henderson	KRPF OIC Operations

**Absent:**

Donald Shea	Rothesay Representative
Robert (Bob) McLaughlin	Quispamsis Representative

Chairperson Mackay French calls the meeting to order at 3:05pm.

**1. APPROVAL OF AGENDA:**

Chairperson Mackay French asked for an approval of the agenda.

*It was moved by Colin Boyne and seconded by Kevin Darling that the Agenda for the Regular Meeting of November 23, 2022 be approved as presented. MOTION CARRIED.*

**2. LAND ACKNOWLEDGEMENT**

Insp. Anika Becker read the Land Acknowledgement.

**3. PRESENTATION – COLIN BOYNE**

Chairperson Tiffany Mackay French thanked Colin Boyne for being a member of our board and presented him with a token of the board's appreciation.

**4. APPROVAL OF MINUTES OF OCTOBER 26, 2022 MEETING:**

Chairperson Mackay French called for a motion to approve the Minutes of the Regular Meeting of October 26, 2022.

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

**5. DECLARATION OF CONFLICT OF INTEREST:**

No conflicts noted.

**6. TREASURER REPORT:**

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

Chief Gourdeau advised Cherie and the board that the federal funding for the ICE unit has been approved, however, it is unknown at this time if it will be retroactive.

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

**6. CHIEFS REPORT:**

Community Policing Related Highlights:

Nothing to report as Cpl. Belliveau is out on sick leave.

Strategic Plan Update

Chief Gourdeau advised that the committee is entering the final draft phase and will then move to the final paper stage. He advised there will not be a change in direction this year, we are just going to take steps to improve in some aspects of what we do, i.e. communication – internally and externally. We are also going to have a distinct/clear footprint of governance by the board in our plan.

Building

Chief Gourdeau advised the work done on the civilian side of the parking lot is not directly linked to the expansion of the building. We used some of the surplus to pay for this work and the work will be completed before Christmas and will be paved next Spring due to weather constraints.



Hiring Part-time Resource – Secretarial Duties

Chief Gourdeau asked that this be brought up in the In-Camera Session.

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

**7. COMMITTEE REPORTS:**

Finance

Kevin Darling advised the committee is closely monitoring the status of the surplus with respect to additional expenditures, etc. There are meetings every Friday until the end of the year with the Chief, himself and Cherie Madill to keep us on track.

Insurance

Kevin Darling advised we have received quotes for 1 of our 3 policies (Marsh Policy). The policy received has come in under budget.

Kevin Darling advised that we asked the broker to tender for quotes and apparently there are only 3 companies that insure Fire and Police; we are too small for one of them, another declined to bid this year but will bid next year so the only company available for insurance is our current provider. Kevin Darling put forth his motion.

*It was moved by Kevin Darling that we renew our insurance with Marsh, with a \$115,000 renewal fee and it was seconded by Libby O'Hara.*

*On the question:* Libby O'Hara asked if we have considered combining our insurance with the Fire Department. Kevin Darling advised that he is unsure if we can where we are separate legal entities but that it is worth a question to our provider. He further advised that our holding cells are not insured because we fall under a Municipal structure so he has asked for clarification on this, i.e. if there was damage to the holding cells we could not claim it through the insurance.

Chief Gourdeau asked if we are covered for death in our holding cells and Kevin Darling advised, yes, as it falls under our liability policy. Anything that happens on the premise we are covered. What is not covered is property damage in the cell area.

A discussion ensued concerned regarding the definition of a holding cell and what we use SJPF for and Deputy Giggey answered any questions.

Chairperson Mackay French asked if there were any further questions, there was not so she moved forward with the motion. **MOTION CARRIED.**

Policy

Kevin Darling advised this will be reviewed in the Committee of the Whole.

Building & Grounds/Transportation

Nothing to report.

Chief Gourdeau asked that the previous discussion surrounding the civilian parking lot expansion be reflected in this committee report. Kevin Darling advised that we went through a soft tender process and received 3 responses on the pricing and we chose the lowest price.

*It was moved by Vibhuti Harquail and seconded by Kerrie Luck to receive and file the Committee reports as presented. **MOTION CARRIED.***

**8. CORRESPONDENCE:**

Nothing to report.

**9. OLD BUSINESS:**

Nothing to report.

**10. NEW BUSINESS:**

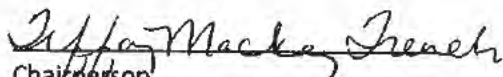
Nothing to report.


**11. MOTION TO ADJOURN:**

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

*It was moved by Vibhuti Harquail and seconded by Kerrie Luck that the Regular Meeting be adjourned.*  
**MOTION CARRIED.**

Respectfully Submitted,

  
Chairperson  
Tiffany Mackay French

  
KRJBPC Secretary  
Tanya Cyr

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**STATEMENT OF FINANCIAL POSITION**  
**As at November 30, 2022**

	<u>2022</u>	<u>2021</u>
<b>-----Financial assets-----</b>		
Cash - General	734,495	425,843
Sick Pay/ Retirement Investments	986,755	883,482
Accounts Receivable	227,445	99,626
Sales tax recoverable	91,709	83,007
	<u>2,040,404</u>	<u>1,491,957</u>
<b>----Liabilities-----</b>		
Accounts payable and accrued	860,161	458,065
Vested sick leave/retirement accrual	874,731	835,510
Sick leave replacement	15,299	15,299
Accrued pension benefit liability	56,000	311,900
Debenture payable	539,000	679,000
	<u>2,345,190</u>	<u>2,299,774</u>
<b>NET ASSETS (DEBT)</b>	<u>(304,786)</u>	<u>(807,816)</u>
<b>----Non-Financial Assets-----</b>		
Tangible capital assets (see page 2)	4,126,117	4,055,548
Accumulated amortization	<u>(2,230,154)</u>	<u>(2,122,155)</u>
	1,895,963	1,933,393
Unamortized Debenture costs	3,180	4,352
Prepaid expenses	70,624	66,912
	<u>1,969,768</u>	<u>2,004,657</u>
<b>ACCUMULATED SURPLUS</b>	<u>1,664,981</u>	<u>1,196,841</u>
 Assets	 4,010,171	 3,496,615
Liabilities	4,010,171	3,496,615

~~2023 February 13 Open Session FINAL 001~~  
**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**SCHEDULE OF TANGIBLE CAPITAL ASSETS**  
**November 30, 2022**

20222021

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



2023 February 13 Open Session FINAL 062  
**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**STATEMENT OF OPERATIONS**  
**ELEVEN MONTHS ENDING NOVEMBER 30, 2022**

Page 3

	-----ELEVEN MONTHS -----				
	--ACTUAL--		PRIOR YR	-----BUDGET-----	
<b>REVENUE:</b>					
Fees	181,430	58%	\$171,055	\$114,583	\$125,000
Taxi & Traffic Bylaw	2,550	-30%	1,633	3,667	4,000
Interest income	18,849	1956%	2,535	917	1,000
Retirement investment income	34,857	138%	36,558	14,667	16,000
NB Integrated Enforcement Unit	76,667				
Secondments	242,359	-3%	214,508	250,433	273,200
	<u>556,712</u>	45%	<u>426,289</u>	<u>384,267</u>	<u>419,200</u>

**EXPENDITURE:**

**CRIME CONTROL**

Salaries	3,449,849	-12%	\$3,500,700	3,898,520	\$4,252,931
Benefits	787,715	-10%	712,370	872,658	951,990
Training	75,851	59%	41,369	47,667	52,000
Equipment	158,261	722%	51,334	19,250	21,000
Equip repairs & IT support	4,416	-52%	2,757	9,167	10,000
IT equip & services agreement	77,251	4%	51,334	74,107	80,844
Communications	82,088	9%	78,094	75,350	82,200
Office function	20,810	51%	23,997	13,750	15,000
Leasing	9,583	-33%	10,756	14,208	15,500
Policing-general	58,584	60%	59,343	36,667	40,000
Insurance	59,305	27%	41,011	46,658	50,900
Uniforms	99,615	131%	57,970	43,083	47,000
Prevention/p.r.	8,380	31%	16,446	6,417	7,000
Investigations	59,978	45%	32,211	41,250	45,000
Detention	26,300	-9%	26,314	28,990	31,625
Taxi & Traffic Bylaw	80	-91%	0	917	1,000
Auxillary	467	-87%	253	3,667	4,000
Public Safety	33,692	0%	30,969	33,692	36,755
	<u>5,012,226</u>	-5%	<u>4,737,230</u>	<u>5,266,016</u>	<u>5,744,745</u>

**VEHICLES**

Fuel	96,756	17%	72,403	82,500	90,000
Maint./repairs	50,589	-18%	53,025	61,417	67,000
Insurance	30,051	-8%	28,085	32,542	35,500
New vehicles	265,121	229%	125,904	80,667	88,000
Equipment	5,470	-1%	7,718	5,500	6,000
	<u>447,987</u>	71%	<u>287,135</u>	<u>262,625</u>	<u>286,500</u>

## STATEMENT OF OPERATIONS

ELEVEN MONTHS ENDING NOVEMBER 30, 2022

2023 February 13 Open Session FINAL\_063

## EXPENDITURE continued:

	-----ELEVEN MONTHS -----				
	--ACTUAL--		PRIOR YR	-----BUDGET-----	
EXPENDITURE continued:					
BUILDING					
Maintenance	111,993	205%	38,810	36,667	40,000
Cleaning	37,058	-4%	40,399	38,500	42,000
Electricity	38,097	-12%	34,869	43,083	47,000
Taxes	43,846	-7%	45,274	46,948	51,216
Insurance	6,969	-12%	6,833	7,883	8,600
Expansion - parking lot	110,532	302%	33,527	27,500	30,000
Grounds	19,316	76%	10,326	11,000	12,000
Interest on Debenture	15,502	8%	18,482	14,300	15,600
Debenture Principal	131,083	0%	128,333	131,083	143,000
	514,395	44%	356,854	356,965	389,416
ADMINISTRATION					
Salaries	804,720	-1%	762,518	811,996	885,814
Benefits	220,196	12%	158,946	196,675	214,555
KVFire share of IT & HR staff	(14,667)	0%		(14,670)	(16,004)
Professional Fees	71,531	-6%	69,206	76,083	83,000
Travel/Training	38,896	77%	19,403	22,000	24,000
Board Travel/Expenses	6,946	52%	3,051	4,583	5,000
Insurance	5,962	28%	4,041	4,675	5,100
Labour Relations	13,199	-4%	4,321	13,750	15,000
Extraneous legal fees	0		3,629		
Sick Pay/Retirement	62,933	0%	55,422	63,115	68,853
Retirement int & dividends	34,857	138%	24,660	14,667	16,000
	1,244,573	4%	1,105,196	1,192,875	1,301,318
TELECOM/DISPATCH					
Dispatch Centre Annual Fee	241,991		232,846	242,957	265,044
Data/networking Charges	9,786		9,362	9,785	10,675
Startup costs	0		18,240	0	
	251,777		260,448	252,742	275,719
	6,914,245	0%	6,320,574	6,946,957	7,578,498
CONTRIBUTED BY MEMBER TOWNS	6,946,953		6,409,323	6,946,957	7,578,498
SURPLUS (DEFICIT)	32,708		88,749	\$0	\$0

2023 February 13 Open Session FINAL 064

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

**STATEMENT OF FINANCIAL POSITION**

BANK balance		734,495	at November 30, 2022
ACCOUNTS PAYABLE balance	860,161		
Debenture costs to be paid in June & December	(137,641)		
	-----		
Current Accounts Payable		722,519	Paid in December
		-----	
Extra (Shortfall) in bank account		11,976	

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

**STATEMENT OF OPERATIONS**

*Crime Control:*

	<u>2022</u>	<u>2021</u>	higher
* Benefits Health insurance	\$196,174	\$183,524	6.89%
Retirees health insurance	13,623	(1,331)	

Overtime:	Nov 26/22	Nov 27/21	difference
OT	74,301	69,181	5,120
Court OT	12,391	12,566	(175)
Total overtime costs	<b>86,692</b>	<b>81,747</b>	<b>4,945</b>

*Administration:*

	<u>2022</u>	<u>2021</u>	higher
* Benefits Health Insurance	94,560	41,705	126.73%
Retirees health insurance	233	817	

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

Included in professional fees:

	<u>2022</u>	<u>2021</u>
Record check online ordering system fees	20,945	19,830
Bank & credit/debit card payment fees	3,064	2,760

# 2022 Crime Statistics - General

2023 February 13 Open Session FINAL\_065

Reported Occurrences												
Crime Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>TOTAL COMPLETED CALLS</b>	<b>338</b>	<b>360</b>	<b>385</b>	<b>392</b>	<b>456</b>	<b>464</b>	<b>478</b>	<b>510</b>	<b>461</b>	<b>466</b>	<b>428</b>	<b>423</b>
<b>TOTAL FILES CREATED</b>	<b>167</b>	<b>191</b>	<b>199</b>	<b>212</b>	<b>227</b>	<b>241</b>	<b>235</b>	<b>290</b>	<b>228</b>	<b>240</b>	<b>259</b>	<b>233</b>
POPA/M Tickets/E Tickets	83	70	87	116	189	79	122	123	83	104	67	50
Bylaw Tickets	2	1	1	0	0	0	6	0	0	0	0	0
Crimes Against Persons	5	11	11	17	8	11	13	14	7	12	7	13
Property Crime	28	16	30	33	30	36	34	48	39	25	28	17
Other CC	4	6	6	5	6	6	10	7	13	11	4	6
Traffic Collisions (Non-Injury)	39	39	25	30	34	25	21	27	27	35	37	52
Fatal and Injury Traffic Collisions	1	0	1	2	5	4	3	2	3	1	1	3
Intimate Partner Violence Files	4	14	19	12	6	6	12	17	8	12	5	13
Impaired Driving (All categories)	5	6	7	4	15	11	11	33	14	18	14	13
Mental Health Calls	8	16	15	10	5	11	15	7	9	5	9	8
COVID – 19 EMA/Quarantine Act/Mandatory Quarantine	4	2	5	6	0	0	0	0	0	0	0	0



# 2023 Crime Statistics - General

2023 February 13 OpenSessionFINAL\_066

Reported Occurrences												
Crime Type	Jan 15											
<b>TOTAL COMPLETED CALLS</b>	<b>216</b>											
<b>TOTAL FILES CREATED</b>												
POPA/M Tickets/E Tickets	49											
Bylaw Tickets	0											
Crimes Against Persons	6											
Property Crime	7											
Other CC	6											
Traffic Collisions (Non-Injury)	14											
Fatal and Injury Traffic Collisions	0											
Intimate Partner Violence Files	4											
Impaired Driving (All categories)	7											
Mental Health Calls	9											





# Town of Rothesay

## General Fund Financial Statements

2022-12-31

**Includes:**

General Capital Fund Balance Sheet	G2
General Reserve Fund Balance Sheet	G3
General Operating Fund Balance Sheet	G4
General Operating Revenue & Expenditures	G5-G8
Variance Report	G9
Capital Summary	G10

# Town of Rothesay

## Balance Sheet - Capital General Fund 2022-12-31

### ASSETS

Capital Assets - General Land	4,515,620
Capital Assets - General Fund Land Improvements	8,549,962
Capital Assets - General Fund Buildings	6,611,482
Capital Assets - General Fund Vehicles	4,158,062
Capital Assets - General Fund Equipment	3,767,578
Capital Assets - General Fund Roads & Streets	43,949,089
Capital Assets - General Fund Drainage Network	21,022,272
Capital Assets - Under Construction - General	879,861
	<u>93,453,927</u>

Accumulated Amortization - General Fund Land Improvements	(4,616,020)
Accumulated Amortization - General Fund Buildings	(2,713,264)
Accumulated Amortization - General Fund Vehicles	(2,548,258)
Accumulated Amortization - General Fund Equipment	(1,939,275)
Accumulated Amortization - General Fund Roads & Streets	(22,174,192)
Accumulated Amortization - General Fund Drainage Network	(7,830,854)
	<u>(41,821,864)</u>

\$ 51,632,063

### LIABILITIES AND EQUITY

Gen Capital due to/from Gen Operating	(210,000)
Total Long Term Debt	4,934,000

Total Liabilities \$ 4,724,000

Investment in General Fund Fixed Assets 46,908,063

\$ 51,632,063



## Town of Rothesay

G3

## Balance Sheet - General Fund Reserves

2022-12-31

## ASSETS

BNS Gas Tax Interest Account	4,102,263
BNS General Operating Reserve #214-15	6,654
BNS - Gen Operating Reserve GIC	900,000
BNS General Capital Reserves #2261-14	1,577,766
	<u>\$ 6,586,683</u>

## LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	3,890,604
Invest. in General Capital Reserve	1,405,541
General Gas Tax Funding	211,659
Invest. in General Operating Reserve	906,654
Invest. in Land for Public Purposes Reserve	152,811
Invest. in Town Hall Reserve	19,415
	<u>\$ 6,586,683</u>

**Town of Rothesay**  
 Balance Sheet - General Operating Fund  
 2022-12-31

CURRENT ASSETS

Cash	1,997,000
Receivables	114,682
HST Receivable	329,277
Inventory	35,691
Gen Operating due to/from Util Operating	937,456
Total Current Assets	<u>3,414,106</u>
Other Assets:	<u>-</u>
TOTAL ASSETS	<u><u>3,414,106</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	1,310,291
Other Payables	955,714
Gen Operating due to/from Gen Capital	210,000
Accrued Pension Obligation	(4,900)
Accrued Retirement Allowance	444,587
TOTAL LIABILITIES	<u>2,915,692</u>
EQUITY	
Retained Earnings - General	303,811
Surplus/(Deficit) for the Period	194,603
	<u>498,414</u>
	<u><u>3,414,106</u></u>

## Town of Rothesay

G5

Statement of Revenue & Expenditure  
12 Months Ended 2022-12-31

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>REVENUE</b>							
Warrant of Assessment	1,515,126	1,515,126	18,181,510	18,181,510	(0)		18,181,510
Sale of Services	45,154	45,608	475,710	447,600	28,110		447,600
Services to Province of New Brunswick	-257	5,000	81,806	60,000	21,806		60,000
Other Revenue from Own Sources	161,701	3,520	387,066	94,943	292,123		94,943
CORE grant	10,914	10,914	130,972	130,973	(1)		130,973
Conditional Transfers	894,759	0	1,209,632	40,000	1,169,632		40,000
Other Transfers	262,500	262,500	1,102,674	1,102,674	0		1,102,674
	<u>\$2,889,897</u>	<u>\$1,842,668</u>	<u>\$21,569,370</u>	<u>\$20,057,700</u>	<u>\$1,511,670</u>		<u>\$20,057,700</u>
<b>EXPENSES</b>							
General Government Services	189,526	209,593	2,435,341	2,543,618	108,277		2,543,618
Protective Services	438,211	433,773	5,738,177	5,765,750	27,573		5,765,750
Transportation Services	526,091	443,591	3,787,631	3,759,550	(28,081)		3,759,550
Environmental Health Services	82,469	68,083	962,280	862,000	(100,280)		862,000
Environmental Development	51,228	45,199	568,992	682,700	113,708		682,700
Recreation & Cultural Services	203,249	181,162	2,297,272	2,297,632	360		2,297,632
Fiscal Services	5,088,250	3,626,607	5,585,073	4,146,450	(1,438,623)		4,146,450
	<u>6,579,024</u>	<u>5,008,010</u>	<u>21,374,767</u>	<u>20,057,700</u>	<u>(1,317,067)</u>		<u>\$20,057,700</u>
Surplus (Deficit) for the Year	<u>(3,689,127)</u>	<u>(3,165,342)</u>	194,603	0	194,603		<u>\$ -</u>

## Town of Rothsay

G6

Statement of Revenue & Expenditure  
12 Months Ended 2022-12-31

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>REVENUE</b>							
<b>Sale of Services</b>							
Bill McGuire Memorial Centre	1,150	1,667	22,160	20,000	2,160		20,000
Town Hall Rent	6,268	6,083	79,546	73,000	6,546		73,000
Community Garden	(40)	0	1,080	1,000	80		1,000
Fox Farm Rental	1,750	1,667	16,520	20,000	(3,480)		20,000
Arena Revenue	33,602	34,983	228,355	224,900	3,455		224,900
Recreation Programs	2,424	1,208	128,049	108,700	19,349		108,700
	45,154	45,608	475,710	447,600	28,110	1	447,600
<b>Other Revenue from Own Sources</b>							
Licenses & Permits	60,114	583	175,838	55,000	120,838	2	55,000
Recycling Dollies & Lids	26	67	769	800	(31)		800
Interest & Sundry	6,332	1,000	52,453	12,000	40,453	3	12,000
Miscellaneous	94,229	870	141,298	10,435	130,863	4	10,435
Fire Dept. Administration	1,000	1,000	12,000	12,000	0		12,000
Local Improvement Levy Mulberry Lane	0	0	4,708	4,708	0		4,708
	161,701	3,520	387,066	94,943	292,123		94,943
<b>Conditional Transfers</b>							
Canada Day Grant	0	0	1,680	1,500	180		1,500
Grant - Other	894,759	0	1,161,290	0	1,161,290	5	0
Grant - Students	0	0	46,662	38,500	8,162		38,500
	894,759	0	1,209,632	40,000	1,169,632		40,000
<b>Other Transfers</b>							
Surplus of 2nd Previous Year	0	0	52,674	52,674	0		52,674
Utility Fund Transfer	262,500	262,500	1,050,000	1,050,000	0		1,050,000
	262,500	262,500	1,102,674	1,102,674	0		1,102,674
<b>EXPENSES</b>							
<b>General Government Services</b>							
<b>Legislative</b>							
Mayor	3,348	3,917	41,421	47,000	5,579		47,000
Councillors	10,852	11,258	130,639	135,100	4,461		135,100
Regional Service Commission 9	0	0	5,239	6,000	761		6,000
Other	248	208	6,768	12,500	5,732		12,500
	14,448	15,383	184,068	200,600	16,532		200,600
<b>Administrative</b>							
Administration - Wages & Benefits	136,148	144,288	1,136,991	1,173,818	36,827	6	1,173,818
Office Building	17,015	11,075	185,092	179,250	(5,842)		179,250
Supplies	3,748	14,000	152,448	144,000	(8,448)	7	144,000
Solicitor	2,948	4,167	19,030	50,000	30,970	8	50,000
Professional Fees	0	1,917	31,155	35,000	3,845		35,000
Covid-19 Expenses	0	2,083	6,697	25,000	18,303	9	25,000
Other	8,060	10,368	108,101	116,110	8,009		116,110
	167,918	187,898	1,639,514	1,723,178	83,664		1,723,178
<b>Other General Government Services</b>							
Website/Other	0	170	1,356	2,763	1,407		2,763
Community Communications (Team)	207	3,525	5,037	7,237	2,200		7,237
Civic Relations	0	83	60	1,000	940		1,000
Insurance	0	0	254,475	256,784	2,309		256,784
Donations	6,953	2,200	28,628	36,500	7,872		36,500
Cost of Assessment	0	0	293,934	293,934	0		293,934
Property Taxes - L.P.P.	0	0	17,824	17,622	(202)		17,622
Fox Farm Rental Expenses	0	333	10,446	4,000	(6,446)		4,000
	7,161	6,312	611,760	619,840	8,080		619,840
<b>Total General Government Services</b>	<b>189,526</b>	<b>209,593</b>	<b>2,435,341</b>	<b>2,543,618</b>	<b>108,277</b>		<b>2,543,618</b>

# 2023February13OpenSessionFINAL\_073

G7

## Protective Services

Police						
Police Protection	252,932	252,932	3,037,506	3,035,186	(2,320)	3,035,186
Crime Stoppers	0	0	2,800	2,800	0	2,800
	252,932	252,932	3,040,306	3,037,986	(2,320)	3,037,986
Fire						
Fire Protection	177,485	177,758	2,355,037	2,360,764	5,727	2,360,764
Water Costs Fire Protection	0	0	330,000	330,000	0	330,000
	177,485	177,758	2,685,037	2,690,764	5,727	2,690,764
Emergency Measures						
EMO Director/Committee	0	1,667	116	20,000	19,884	20,000
	0	1,667	116	20,000	19,884	20,000
Other						
Animal & Pest Control	215	417	2,970	5,000	2,030	5,000
Other	7,579	1,000	9,747	12,000	2,253	12,000
	7,794	1,417	12,717	17,000	4,283	17,000
<b>Total Protective Services</b>	<b>438,211</b>	<b>433,773</b>	<b>5,738,177</b>	<b>5,765,750</b>	<b>27,573</b>	<b>5,765,750</b>

## Transportation Services

Common Services						
Administration (Wages & Benefits)	249,883	217,405	1,787,144	1,872,999	85,855	1,872,999
Workshops, Yards & Equipment	76,733	53,597	688,389	679,413	(8,976)	679,413
Engineering	13,269	417	50,957	5,000	(45,957)	5,000
	339,885	271,419	2,526,490	2,557,412	30,922	2,557,412
Roads & Streets	(19,041)	2,583	77,353	55,000	(22,353)	55,000
Crosswalks & Sidewalks	4,551	1,188	17,820	20,200	2,380	20,200
Culverts & Drainage Ditches	6,753	10,083	127,628	60,000	(67,628)	60,000
Street Cleaning & Flushing	38,743	0	50,996	45,000	(5,996)	45,000
Snow & Ice Removal	119,814	120,833	684,756	667,000	(17,756)	667,000
Flood Costs	0	0	616	15,000	14,384	15,000
	150,820	134,688	959,168	862,200	(96,968)	862,200
Street Lighting	13,911	12,083	148,728	145,000	(3,728)	145,000
Traffic Services						
Street Signs	0	1,042	12,823	12,500	(323)	12,500
Traffic Lanemarking	0	0	33,279	40,000	6,721	40,000
Traffic Signals	709	3,333	9,679	40,000	30,321	40,000
Railway Crossing	1,886	2,083	19,375	25,000	5,625	25,000
	2,595	6,458	75,157	117,500	42,343	117,500
Public Transit						
Public Transit - Comex Service	18,735	18,735	76,336	74,938	(1,398)	74,938
Public Transit - Other	146	208	1,752	2,500	748	2,500
	18,881	18,943	78,088	77,438	(650)	77,438
<b>Total Transportation Services</b>	<b>526,091</b>	<b>443,591</b>	<b>3,787,631</b>	<b>3,759,550</b>	<b>(28,081)</b>	<b>3,759,550</b>

## Environmental Health Services

Solid Waste Disposal Land Fill garbage	20,132	17,500	213,639	210,000	(3,639)	210,000
Solid Waste Disposal Landfill Compost	0	3,000	31,469	36,000	4,531	36,000
Solid Waste Collection Fero	62,337	47,583	682,657	571,000	(111,657)	571,000
Solid Waste Recycling bins	0	0	3,093	0	(3,093)	0
Clean Up Campaign	0	0	31,423	45,000	13,577	45,000
	82,469	68,083	962,280	862,000	(100,280)	862,000

## Environmental Development Services

<b>Planning &amp; Zoning</b>						
Administration	51,228	42,907	375,456	460,000	84,544	460,000
Planning Projects	0	2,083	1,536	25,000	23,464	25,000
Heritage Committee	0	208	0	2,500	2,500	2,500
	51,228	45,199	376,992	487,500	110,508	487,500
Envision Saint John	0	0	192,000	192,000	0	192,000
Tourism	0	0	0	3,200	3,200	3,200
	0	0	192,000	195,200	3,200	195,200
	51,228	45,199	568,992	682,700	113,708	682,700

## 2023February13OpenSessionFINAL\_074

<b>Recreation &amp; Cultural Services</b>						G8
Administration	42,166	49,636	386,014	385,025	(989)	385,025
Beaches	0	0	48,766	51,000	2,234	51,000
Rothesay Arena	78,124	46,514	417,471	383,000	(34,471)	383,000
Memorial Centre	4,621	5,583	48,856	72,988	24,132	72,988
Summer Programs	0	1,044	65,551	61,800	(3,751)	61,800
Parks & Gardens	63,223	48,338	624,734	638,500	13,766	638,500
Rothesay Common Rink	1,740	9,555	40,034	54,800	14,766	54,800
Playgrounds and Fields	3,870	9,667	109,741	134,000	24,259	134,000
The Hive expenses	554	2,475	9,794	29,700	19,906	29,700
Regional Facilities Commission	0	0	430,117	356,102	(74,016)	356,102
Kennebecasis Public Library	6,935	6,935	87,702	83,217	(4,485)	83,217
Special Events	2,015	1,417	28,492	40,000	11,508	40,000
PRO Kids	0	0	0	7,500	7,500	7,500
	<u>203,249</u>	<u>181,162</u>	<u>2,297,272</u>	<u>2,297,632</u>	<u>360</u>	<u>2,297,632</u>
<b>Fiscal Services</b>						
Debt Charges						
Interest	64,636	66,607	162,459	187,450	24,991	187,450
Debenture Payments	<u>385,000</u>	<u>385,000</u>	<u>784,000</u>	<u>784,000</u>	<u>0</u>	<u>784,000</u>
	<u>449,636</u>	<u>451,607</u>	<u>946,459</u>	<u>971,450</u>	<u>24,991</u>	<u>971,450</u>
Transfers To:						
Capital Fund for Capital Expenditures	3,460,149	3,000,000	3,460,149	3,000,000	(460,149)	3,000,000
Capital Projects Funded by Grants	1,003,465	0	1,003,465	0	(1,003,465)	0
Reserve Funds	<u>175,000</u>	<u>175,000</u>	<u>175,000</u>	<u>175,000</u>	<u>0</u>	<u>175,000</u>
	<u>4,638,614</u>	<u>3,175,000</u>	<u>4,638,614</u>	<u>3,175,000</u>	<u>(1,463,614)</u>	<u>3,175,000</u>
	<u>5,088,250</u>	<u>3,626,607</u>	<u>5,585,073</u>	<u>4,146,450</u>	<u>(1,438,623)</u>	<u>4,146,450</u>

## Town of Rothesay

Variance Report - General Fund

G9

Note #		Actual	12 months ending Budget	2022-12-31 Better/(Worse)	Description of Variance
<b>Revenue</b>					
1	Services	475,710	447,600	\$ 28,110	Playground program revenue higher than anticipated
2	Licenses & Permits	175,838	55,000	\$ 120,838	increase in construction
3	Interest & Sundry	52,453	12,000	\$ 40,453	Increase in bank interest rates
4	Miscellaneous	141,298	10,435	\$ 130,863	Street Disturbance permits kept and deferred Library capital
5	Grant - Other	1,161,290	0	\$ 1,161,290	Wells ballfield Clain#2 & Designated Highway
Total				\$ 1,481,554	
Variance per Statement				\$1,511,670	
Explained				98%	
<b>Expenses</b>					
<i>General Government</i>					
6	Administration - Wages & Benefits	1,136,991	1,173,818	\$ 36,827	2 positions not yet replaced
7	Supplies	152,448	144,000	\$ (8,448)	Laserfiche to cloud platform
8	Solicitor	19,030	50,000	\$ 30,970	Fewer services required
9	Covid-19 Expenses	6,697	25,000	\$ 18,303	expenses not incurred
<i>Protective Services</i>					
10	EMO Director/Committee	116	20,000	\$ 19,884	No EMO expenses to date
<i>Environmental Health</i>					
11	Administration	1,787,144	1,872,999	\$ 85,855	transportation position not filled
12	Workshops, Yards & Equipment	688,389	679,413	\$ (8,976)	Repairs cost increased
13	Engineering	50,957	5,000	\$ (45,957)	Wijac St. upgrades and extensions
14	Roads & Streets	77,353	55,000	\$ (22,353)	Restoration on Chapel Road & Gondola Pt Trench paving
15	Culverts & Drainage Ditches	127,628	60,000	\$ (67,628)	Coordinating storm sewer repairs
16	Snow & Ice removal	684,756	667,000	\$ (17,756)	Fuel adjustment for 2021
17	Flood Costs	616	15,000	\$ 14,384	No flood occurred to date
18	Traffic Signals	9,679	40,000	\$ 30,321	No repairs required
<i>Environmental Development</i>					
19	Solid Waste Collection Fero	682,657	571,000	\$ (111,657)	Fuel Adjustment clause
20	Clean Up Campaign	31,423	45,000	\$ 13,577	lower than anticipated
<i>Recreation &amp; Cultural Services</i>					
21	Administration	375,456	460,000	\$ 84,544	Software/Equipment and Planning bylaw enforcement
22	Planning Projects	1,536	25,000	\$ 23,464	No expenses incurred
<i>Fiscal Services</i>					
31	Interest	162,459	187,450	\$ 24,991	Budgeted for interim loan interest, project delayed loan not acquired
Total				\$ 100,197	
Variance per Statement				146,547	
Explained				68%	



# Town of Rothesay

G10

Capital Plan Summary  
General Fund  
Services

General Fund Services	2022 Total	Revised Dec Actual	2022 Proposed Actual Funding (Draft)				
			Operating	Reserves	Gas Tax	Grants	Borrow
GENERAL GOVERNMENT							
Building (Town Hall - HVAC)	100,000	15,859	15,859	-	-	-	-
IT (software upgrades & copier)	110,000	85,960	85,960	-	-	-	-
	<u>210,000</u>		<u>101,818</u>	-	-	-	-
PROTECTIVE (Fire Dept)	<u>1,250,000</u>	690,319	<u>390,319</u>	-	-	-	300,000 cwf
	<u>1,250,000</u>		<u>390,319</u>	-	-	-	300,000
TRANSPORTATION							
Street surfacing (per approved list)	1,660,000	1,692,818	792,818	-	900,000		-
Curb & Sidewalks	350,000				-		
Storm Sewers	100,000						
Designated Highways	500,000	1,243,657	378,588			865,069	
Buildings	85,000	-	-				cwf
Intersection Improvement	420,000	327,542	327,542		-	-	cwf
		-					
Fleet / Equipment	615,000	506,453	506,453				
Carryovers		199,403	199,403				
	<u>3,730,000</u>		<u>2,204,804</u>	-	900,000	865,069	-
RECREATION							
Parks Equipment	200,000	203,963	203,963				
Booking software	14,000						
Renforth Park walk way	15,000						
Ball field fencing	6,000	25,874	25,874				
Pickle Ball courts	50,000	102,170	82,170			20,000	
Arena Renovations	2,000,000	-	-		-		cwf
Wells building		569,596	451,200		-	118,396	- cwf
Carryovers							
	<u>2,285,000</u>		<u>763,207</u>	-	-	138,396	-
Total Capital Expenditures	<u>\$ 7,475,000</u>	5,663,613	<u>\$ 3,460,148</u>	<u>\$ -</u>	<u>\$ 900,000</u>	<u>\$ 1,003,465</u>	<u>\$ 300,000</u>

\$ 4,463,613

# Town of Rothesay

## Utility Fund Financial Statements

December 31, 2022

### Attached Reports:

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

## Town of Rothesay

## Capital Balance Sheet

As at 2022-12-31

ASSETS

## Assets:

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

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

## TOTAL ASSETS

39,068,480LIABILITIES

## Current:

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

## Long-Term:

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

EQUITY

## Investments:

Investment in Fixed Assets	30,951,111
Total Equity	<u>30,951,111</u>

## TOTAL LIABILITIES &amp; EQUITY

39,068,480

Town of Rothesay

Balance Sheet - Utilities Fund Reserves

2022-12-31

U2

ASSETS

BNS Utility Capital Reserve # 00241 12	1,152,517
	<u>\$ 1,152,517</u>

LIABILITIES AND EQUITY

Invest. in Utility Capital Reserve	724,315
Invest. in Utility Operating Reserve	108,485
Invest. in Sewerage Outfall Reserve	319,717
	<u>\$ 1,152,517</u>

# Town of Rothesay

U3

Utilities Fund Operating Balance Sheet  
As at 2022-12-31

## ASSETS

### Current assets:

Accounts Receivable Net of Allowance	892,549
Total Current Assets	<u>892,549</u>

### Other Assets:

-

TOTAL ASSETS	<u>\$ 892,549</u>
--------------	-------------------

## LIABILITIES

Accrued Payables	18,322
Due from General Fund	937,456
Due to Capital Fund	(150,000)
Deferred Revenue	<u>13,346</u>
Total Liabilities	<u>819,124</u>

## EQUITY

### Surplus:

Opening Retained Earnings	40,526
Profit (Loss) to Date	<u>32,899</u>
	<u>73,425</u>

TOTAL LIABILITIES & EQUITY	<u>\$ 892,549</u>
----------------------------	-------------------

Town of Rothesay  
Utilities Operating Income Statement  
12 Months Ended 2022-12-31

U4

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>RECEIPTS</b>							
Sale of Water	237,374	268,819	1,072,029	1,127,500	(55,471)	1	1,127,500
Meter and non-hookup fees	15,027	12,500	61,300	50,000	11,300		50,000
Water Supply for Fire Prot.	0	0	330,000	330,000	0		330,000
Local Improvement Levy	0	0	58,881	59,000	(119)		59,000
Sewerage Services	605	0	1,851,616	1,860,000	(8,384)		1,860,000
Connection Fees	92,075	6,667	149,625	80,000	69,625	2	80,000
Interest Earned	8,682	6,667	106,394	80,000	26,394	3	80,000
Misc. Revenue	313	440	9,114	5,280	3,834		5,280
Infrastructure Grants	0	0	16,356	0	16,356	4	0
Surplus - Previous Years	0	0	48,220	48,220	0		48,220
<b>TOTAL RECEIPTS</b>	<b>354,075</b>	<b>295,093</b>	<b>3,703,536</b>	<b>3,640,000</b>	<b>63,536</b>		<b>3,640,000</b>
<b>WATER SUPPLY</b>							
Share of Overhead Expenses	105,000	105,000	420,000	420,000	0		420,000
Audit/Legal/Training	0	625	9,305	15,000	5,695		15,000
Other Water	761	167	2,425	2,000	(425)		2,000
Purification & Treatment	16,654	18,458	494,193	487,500	(6,693)		487,500
Transmission & Distribution	2,341	10,000	86,464	120,000	33,536	5	120,000
Power & Pumping	3,652	3,667	49,779	44,000	(5,779)		44,000
Billing/Collections	111	417	3,875	5,000	1,125		5,000
Water Purchased	0	83	1,605	1,000	(605)		1,000
Misc. Expenses	2,771	417	26,249	17,000	(9,249)		17,000
McGuire Road Operating	629	1,583	14,206	19,000	4,794		19,000
<b>TOTAL WATER SUPPLY</b>	<b>131,918</b>	<b>140,417</b>	<b>1,108,100</b>	<b>1,130,500</b>	<b>22,400</b>		<b>1,130,500</b>
<b>SEWERAGE COLLECTION &amp; DISPOSAL</b>							
Share of Overhead Expenses	157,500	157,500	630,000	630,000	0		630,000
Audit/Legal/Training	0	417	7,546	11,000	3,454		11,000
Collection System Maintenance	20,698	3,917	78,228	79,000	772		79,000
Sewer Claims	0	0	20,192	20,000	(192)		20,000
Lift Stations	5,340	4,667	47,593	56,000	8,407		56,000
Treatment/Disposal	23,445	6,500	147,611	93,500	(54,111)	6	93,500
Misc. Expenses	2,110	1,417	23,789	17,000	(6,789)	7	17,000
<b>TOTAL SWGE COLLECTION &amp; DISPC</b>	<b>209,092</b>	<b>174,417</b>	<b>954,958</b>	<b>906,500</b>	<b>(48,458)</b>		<b>906,500</b>
<b>FISCAL SERVICES</b>							
Interest on Bank Loans	0	18,194	0	18,194	18,194	8	18,194
Interest on Long-Term Debt	75,187	75,187	268,998	268,998	0		268,998
Principal Repayment	198,000	198,000	535,808	535,808	0		535,808
Transfer to Reserve Accounts	63,236	80,000	63,236	80,000	16,764	9	80,000
Capital Fund Through Operating	739,537	700,000	739,537	700,000	(39,537)	10	700,000
<b>TOTAL FISCAL SERVICES</b>	<b>1,075,960</b>	<b>1,071,381</b>	<b>1,607,579</b>	<b>1,603,000</b>	<b>(4,579)</b>		<b>1,603,000</b>
<b>TOTAL EXPENSES</b>	<b>1,416,970</b>	<b>1,386,214</b>	<b>3,670,637</b>	<b>3,640,000</b>	<b>(30,637)</b>		<b>3,640,000</b>
<b>NET INCOME (LOSS) FOR THE PER</b>	<b>(1,062,894)</b>	<b>(1,091,121)</b>	<b>32,899</b>	<b>(0)</b>	<b>32,899</b>		<b>(0)</b>

## Town of Rothesay

Variance Report - Utility Operating  
12 Months Ended November 31, 2022

U5

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Sale of Water	1,072,029	1,127,500	(55,471)	less water usage than forecast
2	Sewer	1,851,616	1,860,000	(8,384)	budgeted for new potential users
3	Connection fees	149,625	80,000	69,625	December Apt bldg
4	Interest Earned	106,394	80,000	26,394	conservative budget
5	Infrastructure Grants	16,356	0	16,356	
Expenditures					
Water					
5	Transmission & Distribution	86,464	120,000	33,536	Less flushing than budgeted
Sewer					
6	Treatment/Disposal	147,611	93,500	(54,111)	Purchased aerator (frog)
7	Misc. Expenses	23,789	17,000	(6,789)	Chapel Road sewer repair
-					
Fiscal Services					
8	Interest on Bank Loans	-	18,194	18,194	WWTF project delayed, no loan required
9	Transfer to Reserve Accounts	63,236	80,000	16,764	Dec Apt Bldg not yet received when reserve request
10	Capital Fund Through Operating	739,537	700,000	(39,537)	



## Town of Rothesay

U6

UTILITY CAPITAL PLAN - 2022	Original Budget	2022 Projected	2022 Proposed Actual Funding (Draft)				
			Operating	Capital Reserves	Gas Tax/ Infrastructure	Grants	Borrow
Water quantity/quality	\$ 100,000	\$ 24,593	\$ 24,593	\$ -	\$ -		\$ -
Water model update	100,000	-	-	-	-	-	-
Hillsview water line repalcement (design)	50,000	-	-	-	-		-
Filter building treatment trains	550,000	69,836	69,836	-	-		
	<u>\$ 800,000</u>	<u>\$ 94,429</u>	<u>\$ 94,429</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>SEWER CAPITAL PLAN - 2022</b>							
Asphalt related sewer work	\$ 100,000	\$ 130,000	\$ 130,000	\$ -		\$ -	\$ -
Maliseet Drive sewer replacement		102,851	102,851	-			
Turnbull Ct sewer replacement -Phase 2	1,000,000	443,884	180,590		250,000		13,294
Turnbull Ct sewer replacement Phase 1	-	136,706	-				136,706
WWTF Phase 2 design	600,000	531,668	231,668	300,000		-	- cwf
	<u>\$ 1,700,000</u>	<u>\$ 1,345,108</u>	<u>\$ 645,108</u>	<u>\$ 300,000</u>	<u>\$ 250,000</u>	<u>\$ -</u>	<u>\$ 150,000</u>
<b>TOTAL CAPITAL 2022</b>	<b>\$ 2,500,000</b>	<b>\$ 1,439,537</b>	<b>\$ 739,537</b>	<b>\$ 300,000</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ 150,000</b>
Original Funding proposal							
Water			450,000	50,000	300,000		
Sewer			250,000		200,000	450,000	800,000
			<u>700,000</u>	<u>50,000</u>	<u>500,000</u>	<u>450,000</u>	<u>800,000</u>

## Town of Rothesay

2022-12-31

219500-60

## Donations/Cultural Support

Budget

Paid to date

KV3C (in kind)	2,500.00	2,500.00
NB Medical Education Trust	5,000.00	5,000.00
KV Food Basket	5,000.00	6,000.00
Fairweather Scholarship	1,000.00	1,000.00
Saint John Theatre Company	1,000.00	1,000.00
Symphony NB	1,000.00	1,000.00
sub	15,500.00	16,500.00

Other:	21,000.00	
Junior Achievement		300.00
You Can Ride Two		1,000.00
CIMB-FM Oldies 96		1,000.00
Bradley Joudrey		500.00
KV Girls Softball Association		500.00
NB Sports Hall of Fame Inc - Ad		225.00
RNS - Art Show		500.00
NB Competitive Festival of Music		250.00
St Pauls Church		500.00
SJ Regional Hospital Foundation - Breast Health Fund		1,000.00
St Joseph's Hospital Foundation - bronze "September for St. Joe"		1,000.00
Saint John Seafarers' Mision		200.00
KV Oasis Youth Centre		2,500.00
Joanne Munroe		500.00
Shining Horizons Therapeutic Riding Association		1,200.00
Kennebecasis Rowing & Canoe Club		2,500.00
KVMHA		500.00
KV Food Basket		453.42
sub	21,000.00	14,628.42

36,500.00

31,128.42

G/L Balance

28,628.42

2,500.00

# TOWN OF ROTHESAY

## FINANCE COMMITTEE

January 19, 2023

### In attendance:

Mayor Nancy Grant  
Deputy Mayor Matt Alexander  
Councillor Don Shea  
Councillor Helen Boyle  
Treasurer Doug MacDonald  
Financial Officer Laura Adair

Absent: Town Manager John Jarvie

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

Matt Alexander was elected as Chairperson (DS/NG)

The agenda was accepted (HB/NG)

The minutes from November 24, 2022 were accepted as presented (HB/NG).

### **December Financial Information**

#### **a) General Fund**

#### **b) Utility Fund**

Treasurer MacDonald explained these were draft statements and not ready to be finalized. Do not expect any significant changes. The allocation of capital project funding will leave a small surplus in both funds. **The statements were accepted as information (NG/HB).**

### **Donation Requests**

Prude Inc – Committee agreed to wait until a specific request was made or a grant application received prior to funding. Treasurer Doug MacDonald to ask if funding is received from other municipalities.

KV Food Basket - Quispamsis – This is in the budget and approved. It was agreed to **recommend to Council to fund up to \$6,000 for 2022 (DS/HB)**

Sophia Recovery Centre– The Mayor explained this is a fundraiser to establish a satellite site in Rothesay. It was agreed to **recommend to Council to fund up to \$5,000 as a one-time start up grant. (DS/HB)**

**Items as information**

- a) Local Improvement Levy – Kpark – 22 of 30 years remaining
- b) Local Improvement Levy – Mulberry Lane – 3 of 10 year

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

**Municipal Capital Borrowing Board Application**

Treasurer MacDonald explained the logistics for this application. The motion needs to go to Council for the February meeting to get the approval to start construction in the spring. It was agreed to **recommend to Council to submit the application. (HB/DS)**

**Compliance Report**

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

**Next Meeting**

Regular Finance Meeting February 23, 2023

The meeting adjourned at 9:25am.

---

Deputy Mayor Matt Alexander  
Chairman

---

Laura Adair  
Recording Secretary



# ROTHESAY

## MEMORANDUM



---

TO	:	Mayor and Council
FROM	:	Finance Committee
DATE	:	January 25, 2022
RE	:	Donation Recommendations

---

The finance committee recommends the following motions re donation requests:

Council approve a donation to Sophia Recovery Centre in the amount of \$5,000 as a one-time contribution to satellite site start-up costs.

Council approve a grant to Quispamsis to fund KV Food Basket operating costs in the amount of \$6,000.

SCHEDULE A

Application for Rothesay Municipal Grant

App. Date: November 22, 2022

Applicant: Sophia Recovery Centre

Address: 83 Hazen St, Saint John, NB E2L3L2

Contact: Julie Atkinson Tel. 506 343 0860

Email: director@sophiarecovery.com

Organization Description: Not-for-profit organization established in 2008 to provide recovery support services and programs for women who struggle with substance use disorders and other addictions

Amount Requested: \$ 5000

Descriptions of proposed event or activity: Support is requested for the maintenance of a satellite site located at 120 Hampton Road in Rothesay. Peer support and small group programs are offered from this location to allow women to build positive, healthy connections

Project costs: Operational + program costs for the satellite site (with 1 FT staff person) are approx \$62,000 annually.

*within the local community.*

Benefits to town of Rothesay: We know that 1 in 5 Canadians will struggle with mental health and substance use disorders in their lifetimes—many residents of Rothesay will be among them. Women are able to resume full, healthy lives and be active members of the community when they have access to the continuing care + support that promotes sustained, long term recovery. This leads to healthier, happier families and neighbourhoods.

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).



12 Landing Court  
Quispamsis, NB E2E 4R2

[www.quispamsis.ca](http://www.quispamsis.ca)

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

HST Registration No. 108179573

Remit To:

**Town of Quispamsis  
12 Landing Court  
Quispamsis, NB  
E2E 4R2**

<b>Subtotal before tax</b>	\$6,154.04
<b>HST</b>	N/A
<b>Total invoice</b>	\$6,154.04
<b>Payment received</b>	0.00
<b>Balance due</b>	\$6,154.04



**FOOD BANK COSTS**

	<u>2021</u>
Furnace Fuel	1,888.70
Property Tax	743.90
Building M&R*	1,942.84
Electricity	2,862.86
Grounds M&R	1,167.54
Property Insurance	180.00
Total G/L Accts - Food bank	<u>\$ 8,785.84</u>

**TOWN LABOUR - 10 hours per month**

Shovelling, mowing, planting	
Annual Cost of town staff 10 hrs/	<u>\$ 3,522.24</u>

	<u>2021</u>
<b>TOTAL</b>	<u><u>\$ 12,308.08</u></u>

Rothsay share at 50%	\$ 6,154.04
----------------------	-------------



# ROTHESAY

## MEMORANDUM



---

TO	:	Mayor and Council
FROM	:	Doug MacDonald
DATE	:	January 25, 2023
RE	:	MCBB Application

---

### **Recommendation:**

The Finance Committee recommends the following motion::

#### RESOLUTION FOR APPLICATION TO MCBB

Be it resolved that the Municipality of ROTHESAY submit to the Municipal Capital Borrowing Board an application for authorization to borrow money in an amount not to exceed \$2,400,000 for the following:

Purpose	Term	Amount
NAME OF FUND: Transportation		
Clark Road/Gondola Point Road Intersection		
Street/Curb/Sanitary/Signals	15YRS	\$2,180,000
Land Improvements	5YRS	220,000

### **Background**

The purpose of the borrowing application is to demonstrate to the Municipal Capital Borrowing Board ("MCBB") that the town has the financial capacity to finance the realignment of the Clark Road/Gondola Point Road intersection.

As part of the application process we must submit our financial projections for the next five years indicating the effect on Town expenditures, debt levels, property tax rates, etc. assuming all items in the capital plan proceed. We must demonstrate our capacity to fund the projects as planned.

I have attached the draft "Debt Profile and Budget Projections" that will be submitted in support of the debt application.

The estimates completed for budget purposes are preliminary and will be finalized once construction engineering is completed. Therefore, the debt application provides a contingency should the estimates differ from the preliminary amounts. The Town is not obligated to borrow the full approved amount and we will only incur actual debt based upon the final contract awards.

**Doug MacDonald**

---

**From:** Brett McLean  
**Sent:** January 11, 2023 8:43 AM  
**To:** Doug MacDonald  
**Subject:** Description for debt application

The Clark Road/Gondola Point Road intersection is currently a stop-controlled T-intersection. The intersection experiences high traffic volumes and delays during peak hours. The intersection also sits in a valley and its low elevation makes it vulnerable to flooding events. The proposed intersection upgrade will include:

- widening the intersection to provide proper vehicle turning lanes with channelization;
- improvements to pedestrian infrastructure;
- installation of fully actuated traffic signals with overhead detection;
- Raising the grade of the intersection and approaching streets above flood level; and
- Associated changes to stormwater and underground servicing required to accommodate the changes in intersection geometry.

These proposed improvements will reduce traffic delays, improve safety including the safety of vulnerable road users, and improve the resiliency of the intersection to the impacts of climate change.

The scope of construction works will involve raising the grade of the intersection by approximately 1m and full reconstruction of the intersection including earthworks, retaining walls and watercourse protection, underground service adjustments, base granulars, asphalt surfacing, curb, sidewalk, traffic signal and roadway lighting installation, and landscaping. The limits of work will encompass 150m on Gondola Point Road and 100m on Clark Road.

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

Clark Road/Gondola Point Road Intersection

Estimated Project Cost Summary (including HST)

	Construction Estimate	Contingency	Consulting Engineer	Total	Rounded	Amortization
Street Base and Paving	\$					
Curbs/Sidewalks/Retaiing Walls/Guiderails						
Storm Sewer						
Traffic Signals						
Landscaping and miscellaneous						
Subtotal	\$			\$ 2,360,964.03	\$ 2,400,000.00	

Gondola Point and Clark Road Intersection Upgrade  
 Rothesay, New Brunswick  
 Conceptual Cost Estimate  
 Date: November 14, 2022

Item No.	Description	Unit	Estimated Quantity	Unit Price	Total Cost
<b>Section 1.0 Earthworks</b>					
a) Common Excavation and Stripping, Complete		cu. m.			
b) Supply and Placement of Borrow "A", Complete		tonne			
<b>Section 2.0 Sanitary, Storm and Water</b>					
a) Catch Basin, Complete		unit			
b) Catch Basin Lead, Including Connection, Complete		lin. m.			
c) Raise existing fire hydrant, Complete		unit			
d) Manhole Adjustment, Major, Complete		unit			
e) Gate Valve Adjustment, Complete		unit			
f) Utility Manhole Adjustment, Complete		unit			
<b>Section 3.0 Roadbed Construction</b>					
a) Granular Base, 0-31.5mm Crushed Rock, Complete		tonne			
b) Granular Sub-Base, 0-31.5mm Crushed Rock, Complete		tonne			
<b>Section 4.0 Asphalt Paving</b>					
a) Asphalt Milling, Partial Depth, 40mm, Complete		sq. m.			
b) Asphalt Milling, Full Depth, 140mm, Complete		sq. m.			
c) Asphalt Seal, 40mm Thick, Spreader, Complete		tonne			
d) Asphalt Base, 100mm Thick, Spreader, Complete		tonne			
<b>Section 5.0 Concrete Curb and Sidewalks</b>					
a) Concrete curb & gutter including excavation, Imported Granular Base Material and backfill, Complete		lin. m.			
b) Concrete Sidewalk including excavation, Imported Granular Base Material and backfill, 1.5m wide, Complete		sq. m.			
<b>Section 6.0 Retaining Wall System</b>					
a) Concrete Retaining Wall System, Including excavation, structural backfill, drain tile, Complete		sq. m.			
b) Rolling, Complete		lin. m.			
<b>Section 7.0 Guardrails</b>					
a) Removal of Existing Guide Rail and Post, Complete		lin. m.			
b) Supply and Installation of New Guide Rail and Posts, Complete		lin. m.			
<b>Section 8.0 Property Restoration</b>					
a) Topsoil - 150mm thickness, Complete		cu. m.			
b) Nursery Sod (Minimum thickness 40mm), Complete		sq. m.			
c) Street Trees, Complete		unit			
d) Crushed Rock Driveway Restoration, 200mm Crushed Rock Base, Complete		sq. m.			
<b>Section 9.0 Traffic Signal System</b>					
a) Traffic Signal Conduit, Complete		lin. m.			
b) Traffic Signal Base, Complete		unit			
c) Traffic Controller Base, Complete		unit			
d) Traffic Signal System Supply and Installation, Complete		Lump Sum			
<b>Section 10.0 Miscellaneous</b>					
a) Pavement Markings and Signage, Complete		Lump Sum			
b) Signage Allowance, Complete		Lump Sum			
b) Utility Allowance, Complete		Lump Sum			
			Construction Sub-Total:		
			Construction Contingency (20%):		
			Pre-Tax Total		
			Harmonized Sales Tax (15%)		
			<b>CONSTRUCTION GRAND TOTAL:</b>		

Engineering Design (15%)	
Harmonized Sales Tax (15%)	
<b>ENGINEERING DESIGN GRAND TOTAL:</b>	

Project Pre-Tax Total:	
Project Harmonized Sales Tax (15%)	
<b>PROJECT GRAND TOTAL:</b>	<b>\$2,360,964.03</b>

Item No.	Description
1.0	
2.0	
3.0	
4.0	
5.0	
6.0	
7.0	
8.0	



**ROTHESAY GENERAL FUND: DEBT PROFILE & BUDGET PROJECTIONS**  
**For Discussion Purposes Only**

Date	12-Jan-23			Variables			Projections			
		2016 Population:	11,659	Non-tax Revenues			2.00%			
		Cost of Money:	5.00%	Other Revs /Exps			5.00%			
				Municipal Tax Base			4.00%			
(000)		Budget	BUDGET	**** PROJECTIONS ****						
		2022	2023	2024	2025	2026	2027			
REVENUE										
NON-TAX REVENUE		\$575	\$686	\$700	\$714	\$728	\$743			
UNCONDITIONAL GRANT (*)		131	105	79	52	26	0			
OTHER GRANTS		40	51	51	51	51	51			
OTHER TRANSFERS		1,050	523	\$533	\$544	\$555	\$566			
SURPLUS 2ND PREV YR		53	274	0	0	0	0			
TOTAL REVENUE		\$1,849	\$1,639	\$1,363	\$1,361	\$1,360	\$1,360			
WARRANT		\$18,181	\$20,124	\$21,053	\$21,879	\$22,596	\$23,417			
EXPENDITURE										
DEBT COST		\$971	\$863	\$1,171	\$1,108	\$892	\$735			
CAPITAL FROM BUDGET		3,000	3,750	3,500	3,500	3,500	3,500			
UTILITY FUND TRANSFERS		330	330	\$347	\$364	\$382	\$401			
TRANSFER TO RESERVE		175	250	0	0	0	0			
OTHER EXPENDITURES		15,554	18,570	17,389	18,268	19,182	20,141			
		0	0	0	0	0	0			
TOTAL EXPENDITURE		\$20,030	\$21,783	\$22,416	\$23,240	\$23,956	\$24,777			
SURPLUS (DEFICIT)		\$0	\$0	\$0	\$0	\$0	\$0			
MUNICIPAL TAX BASE		\$1,515,126	\$1,691,074	\$1,758,717	\$1,829,066	\$1,902,228	\$1,978,317			
TAX RATE		\$1.20	\$1.19	\$1.20	\$1.20	\$1.19	\$1.18			
DEBT COST PROJECTION		2022	2023	2024	2025	2026	2027			
PRESENT DEBT SERVICE COST		\$943	\$809	\$896	\$743	\$527	\$370			
INTERIM FINANCING & OTHER CHARGES		28	54	0	0	0	0			
REFINANCING										
O/S AUTHORITY										
22-0018	2023	5.00%	20	1,225						
22-0018	2023	5.00%	5	25						
PLANNED BORROWING										
2023 Capital Plan	2023	5.00%	15	\$2,180						
2023 Capital Plan	2023	5.00%	5	\$220						
5yr Capital Plan		5.00%	20							
TOTAL DEBT SERVICE COST		\$971	\$863	\$1,171	\$1,108	\$892	\$735			
DEBT RATIOS										
		2022	2023	2024	2025	2026	2027			
DEBT SERVICE COST/GROSS EXP.		4.8%	4.0%	5.2%	4.8%	3.7%	3.0%			
OUTSTANDING DEBT - DEC. 31		\$6,184	\$7,917	\$5,452	\$4,705	\$4,003	\$3,498			
O/S DEBT / MUNIC ASSMNT BASE		0.4%	0.5%	0.3%	0.3%	0.2%	0.2%			
OUTSTANDING DEBT PER CAPITA		\$516	\$661	\$455	\$393	\$334	\$292			
MUNICIPAL ASSESSMENT		\$1,515,126	\$1,691,074	\$1,758,717	\$1,829,066	\$1,902,228	\$1,978,317			
DEBT SERVICE COST PORTION OF TAX RATE										
		\$0.06	\$0.05	\$0.06	\$0.06	\$0.04	\$0.04			
\$100,000 RES ASSESS		\$58	\$47	\$83	\$57	\$44	\$35			
TOTAL TAXES ON \$100,000		\$1,200	\$1,190	\$1,197	\$1,196	\$1,188	\$1,184			
RESIDENT ASSESSMENT		\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000			
% change in tax bill					0%	-1%	0%			
Cumulative % change in tax bill					0%	-1%	-1%			
BORROWING LIMITS:										
Annual - 2% of Municipal Assessment	\$	33,821	\$	35,174	\$	36,581	\$	38,045	\$	39,566
Cumulative - 6% of Municipal Assessment	\$	101,464	\$	105,523	\$	109,744	\$	114,134	\$	118,699



# KENNEBECASIS VALLEY FIRE DEPARTMENT ANNUAL REPORT

# 2022

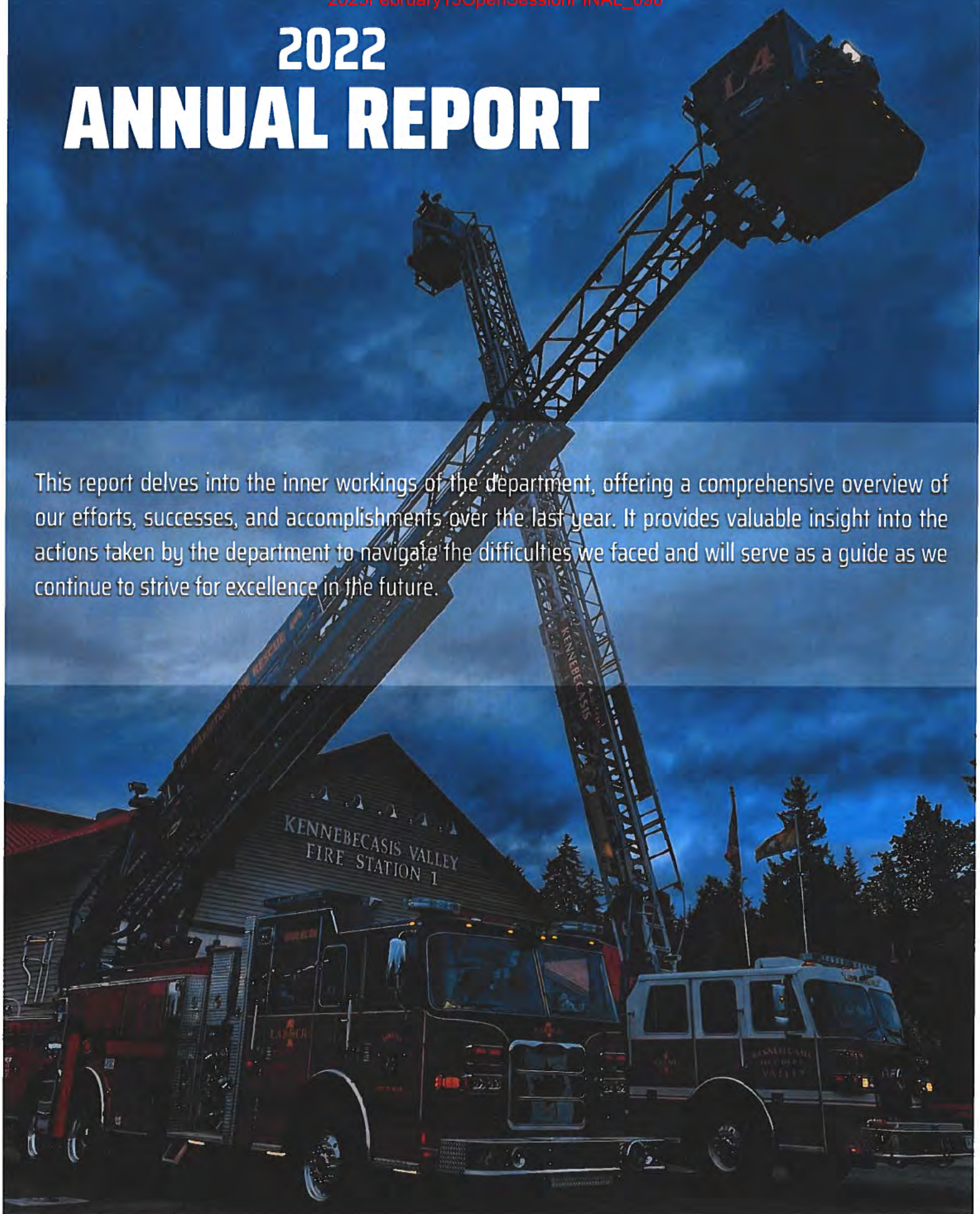




**THIS PAGE INTENTIONALLY LEFT BLANK**

# 2022 ANNUAL REPORT

This report delves into the inner workings of the department, offering a comprehensive overview of our efforts, successes, and accomplishments over the last year. It provides valuable insight into the actions taken by the department to navigate the difficulties we faced and will serve as a guide as we continue to strive for excellence in the future.





# MESSAGE FROM THE FIRE CHIEF

Throughout the last few years, in dealing with the COVID-19 pandemic, change has become a constant for our department as we adapted to how we responded to emergencies, how we provided training for our firefighters, and how we delivered fire prevention to the community. During 2022, we have dealt with more change, with the previous Fire Chief and Deputy Fire Chief announcing their retirements at the beginning of the year. This management change began a cascade of movement within the department that included a new Fire Chief, Deputy Fire Chief, Division Chiefs, and several internal promotions ranging from new Firefighters to new Captains.



**Michael Boyle**

BIS, ECFO - Fire Chief

One of the keys to managing change is to manage perspectives, and rather than seeing change as a negative, we can choose to see it as an opportunity for growth and development. Author Tom Peters calls the master paradox one where an organization must "foster internal stability in order to encourage the pursuit of constant change." We will manage the paradox by embracing tradition and culture while using data and best practices to always be developing as we navigate our way through changes in our environment and continue to try to be continuously improving through accreditation.

As always, the safety and well-being of our community and cooperating with our neighbours remain our top priorities, and we will continue to be vigilant in our efforts to prevent and respond to emergencies. We have placed an emphasis on fostering collaborative relationships with our neighbouring fire departments, and through training and joint emergency response efforts, we have strengthened our ability to work together effectively.

On behalf of the Kennebecasis Valley Fire Department, I would like to extend my gratitude to our community for their support and cooperation. Our message to our community, neighbouring fire departments, police, and paramedics is one of readiness and reliability; we will be ready when you need us.

Sincerely,

Michael Boyle, BIS, ECFO

Fire Chief







# LOCAL 3591

After a prolonged period of COVID-related restrictions, it was a welcome change to return to some semblance of normalcy in 2022. Our local union was able to participate in a variety of charitable and community-oriented events, as well as union functions. One notable event was the Atlantic Provinces Professional Firefighters Association education and training seminar where members received education on the various functions of a labor organization. The seminar also had a wellness component, with experts presenting on topics such as proper sleep hygiene, mental and physical health, and cancer prevention.

A major highlight of the seminar was the discussion of the partnership between the International Association of Firefighters and Edgewood Health Network, a leading provider of addiction and mental health services in Canada. Mental health is a growing challenge in emergency services, and our union is committed to ending the stigma, advocating for resources, and ensuring our members receive the necessary care to meet these challenges.

In the summer, the 56th convention of the International Association of Firefighters was held in Ottawa, welcoming over 2,000 delegates from all over North America. The International Association of Firefighters represents over 330,000 professional firefighters in the US and Canada. At the convention, resolutions were adopted to keep our union at the forefront of serving our members' needs in various capacities. The IAFF offers disaster relief, cancer research, physical and mental health programs, burn assistance, and several other programs aimed at helping in times of need.

As the saying goes, "Change is the only constant in life." No matter what changes or challenges lie ahead, the Kennebecasis Firefighters Union will maintain our commitment to the communities we serve as well as our members.

Nathan Ashfield  
President - Local 3591





# A CHANGE IN LEADERSHIP

The Kennebecasis Valley Fire Department (KVFD) appointed a new leadership team effective March 14th, 2022. Former Division Chief Mike Boyle took on the position of Fire Chief, replacing former Fire Chief Bill Ireland who retired in January. In his new role, Chief Boyle also assumed the duties of the director of the Emergency Measures Organization (EMO) for the Kennebecasis Valley. He has a long and accomplished career in firefighting and emergency services, starting as a paramedic in Saint John in 1997 and then joining Hampton Fire Rescue as a volunteer firefighter. He is a certified fire inspector, life safety educator and fire service instructor. He holds the professional designation of Executive Chief Fire Officer from the Canadian Association of Fire Chiefs and is a peer assessor with the Commission on Fire Accreditation International.

Former Division Chief Shawn White assumed the role of Deputy Chief, replacing former Deputy Chief Dan McCoy who retired in June. Deputy Chief White joined the department in 1998 as a volunteer Firefighter and worked his way through the ranks to become a Senior Firefighter, Lieutenant, and most recently Division Chief of Safety and professional Development. He is a certified Fire Inspector, Instructor, and Safety Officer. He has also earned his professional designation of Executive Chief Fire Officer from the Canadian Association of Fire Chiefs.





# BY THE NUMBERS BUDGET



EXPENSES	2018	2019	2020	2021	2022
ADMINISTRATION	\$698,700	\$767,126	\$768,551	\$790,951	\$798,500
FIREFIGHTING FORCE	\$3,657,502	\$3,850,499	\$3,934,100	\$4,032,907	\$4,268,728
TELECOMMUNICATIONS	\$10,800	\$8,000	\$7,700	\$207,072	\$212,910
INSURANCE	\$35,037	\$33,126	\$34,000	\$50,000	\$55,504
PREVENTION & TRAINING	\$48,000	\$50,500	\$50,500	\$58,500	\$58,500
FACILITIES	\$253,384	\$262,271	\$269,090	\$235,300	\$247,200
FLEET	\$88,500	\$107,800	\$107,550	\$105,550	\$103,050
OPERATIONS	\$52,500	\$56,500	\$58,000	\$63,500	\$67,000
WATER COSTS	\$29,724	\$30,614	\$31,532	\$32,478	\$33,452
Miscellaneous	\$3000	\$3000	\$3000	\$3000	\$3000
Retirement Allowance	\$59,800	\$59,800	\$59,800	\$44,800	\$67,000
<b>TOTAL BUDGETED EXPENSES</b>	<b>\$4,936,997</b>	<b>\$5,229,237</b>	<b>\$5,323,823</b>	<b>\$5,624,058</b>	<b>\$5,914,894</b>



# BY THE NUMBERS STATISTICS

Response Type Description	2020	2021	2022	3 Year Average
Fire/explosion - dollar loss	37	36	33	35
Rubbish/grass fire - no dollar loss	66	28	30	41
Chimney Fire	3	2	2	2
Explosion - no fire	1	0	1	1
Rupture - water pipes	0	0	1	1
Rescue - Miscellaneous	11	6	9	9
Vehicle Accident	84	88	122	105
Building Collapse	0	0	2	1
Industrial Accident	1	1	0	1
Home Accident	0	0	1	1
Resuscitation Call - dead on arrival	1	0	0	1
Public Hazard - hazardous object removed	1	0	1	1
Public Hazard - gasoline or fuel spill	4	12	12	9
Public Hazard - toxic chemical spill	0	1	0	1
Public Hazard - power line down	21	10	45	25
Public Hazard - miscellaneous	10	10	9	10
Gas Leak - propane	2	10	9	10
Gas Leak - refrigerant	0	1	0	1
Gas Leak - response to carbon monoxide detector alarm	34	29	13	25
Gas Leak - miscellaneous	1	2	0	1
Public Service - animal rescue	1	0	1	1
Public Service - assist police or other agency	10	4	18	11
Public Service - citizens locked in or out	2	2	1	2
Public Service - citizens trapped in elevators	1	4	2	2
Public Service - first aid	471	492	644	536
Public Service - Flooding	3	3	5	4
Public Service - mutual aid	6	14	13	14
Public Service- miscellaneous	8	17	19	15
Alarm No Fire - accidental miscellaneous	39	48	40	42
Alarm No Fire - smoke or steam mistaken	6	6	10	7
Alarm No Fire - sprinkler surge or discharge	0	3	2	2
Alarm No Fire - detector activated	46	43	60	50
Alarm No Fire - unknown odours	4	6	10	7
Alarm No Fire - miscellaneous	15	7	24	15
False Alarm - municipal alarm system	0	0	1	1
False Alarm - verbal report to fire station	0	0	2	1
False Alarm - miscellaneous	2	5	2	4
Incident Situation Unclassified	3	2	0	2
<b>TOTAL INCIDENTS</b>	<b>894</b>	<b>892</b>	<b>1144</b>	<b>977</b>





# **WHAT MAKES IT HAPPEN OUR PEOPLE**

## **Board of Fire Commissioners**

Kirk Miller - Chair  
Stéphane Bolduc - Vice Chair  
Peter Lewis - Treasurer  
Mike Biggar - Commissioner  
Dave Brown - Commissioner  
Norah Soobratee - Commissioner

## **Administration**

John Jarvie - Administrator  
Mike Boyle - Fire Chief  
Shawn White - Deputy Chief  
John Codling - Division Chief  
Karen Trecartin - Division Chief  
Carlene MacBean - Executive Assistant  
Ron Catchick - Finance Administrator

## **Chaplain**

Dr. Bruce Smith - DMIN  
Sally Budge





# PLATOON ASSIGNMENTS 2022



## A PLATOON - Station 1

Reggie Verner - Captain  
Matt McCully - Senior Firefighter  
Daniel Richard - Engineer  
Keith Scichilone - Hydrant  
Nick Maloney - Holiday Relief

## B PLATOON - Station 1

Doug Barrett - Captain  
Nick Arsenault - Senior Firefighter  
Scott Dunbar - Engineer  
Scott Hatt - Hydrant  
Mike O'Brien - Holiday Relief

## C PLATOON - Station 1

Bill Gentleman - Captain  
Shane Day - Senior Firefighter  
Karey Madill - Engineer  
Joel Armstrong - Hydrant  
Tom Heffernan - Holiday Relief

## D PLATOON - Station 1

Jim Leblanc - Captain  
Mike Nixon - Senior Firefighter  
Eric Boyle - Engineer  
Keith Gallant - Hydrant  
Chris Chappelle - Holiday Relief



## A PLATOON - Station 2

Paul Nixon - Lieutenant  
Shane Johnson - Nozzle  
Scott Carr - Engineer  
Chris Mason - Hydrant  
Brian Hunter - Holiday Relief

## B PLATOON - Station 2

Roy Chase - Lieutenant  
Justin Cowan - Nozzle  
Donald Kearney - Engineer  
Nathan Ashfield - Hydrant  
Stephanie Henderson - Holiday Relief

## C PLATOON - Station 2

Grant Graham - Lieutenant  
Andrew Steeves - Nozzle  
Andrew Boyle - Engineer  
Harry Ludford - Hydrant  
Rebecca Wilson - Holiday Relief

## D PLATOON - Station 2

Robert MacLeod - Lieutenant  
Paul Spinks - Nozzle  
Bruce Leblanc - Engineer  
Nathan Garrett - Hydrant  
Andrew Beale - Holiday Relief





## A YEAR OF SIGNIFICANT ADVANCEMENT **PROMOTIONS**

The year 2022 brought with it a number of changes to the department, including several retirements and the creation of a new position. These changes presented opportunities for a significant number of promotions within the department. The Kennebecasis Valley Fire Department would like to extend congratulations to all those who received promotions during this year and looks forward to their continued success in their new roles.

- Mike Boyle - Fire Chief
- Shawn White - Deputy Chief
- Karen Trecartin - Division Chief
- John Codling - Division Chief
- Reggie Verner - Captain
- Roy Chase - Lieutenant
- Shane Day - Senior Firefighter
- Nick Arsenaault - Senior Firefighter
- Andrew Steeves - Qualified Senior Firefighter
- Justin Cowan - Qualified Senior Firefighter
- Keith Gallant - Full-time Firefighter
- Scott Hatt - Full-time Firefighter
- Arthur Willins - Fire Prevention Officer
- Chris Chappelle - Holiday Relief Firefighter
- Stephanie Henderson - Holiday Relief Firefighter
- Rebecca Wilson - Holiday Relief Firefighter





# PROFESSIONAL DEVELOPMENT

Our firefighters continued their education to enhance the capabilities of our department and improve the safety of our community. Here are the notable achievements and advancements made by our team during the year.

## **Certificate in Fire Service Leadership - Dalhousie University**

- Harry Ludford

## **CFAI Peer Assessor Training Program - CPSE**

- Karen Trecartin

## **Fire Investigator - NFPA 1033**

- Paul Nixon
- Matt McCully

## **Developing Yourself as a Leader - Harvard University**

- Shawn White

## **Induction into Sir Howard Douglas Society, University of New Brunswick**

- Michael Boyle

## **Quint Operator**

- Keith Gallant

## **Drone Operator License**

- Nick Arsenaault

## **Fire and Life Safety Educator - NFPA 1035**

- Arthur Willins
- Stephanie Henderson

## **Joint Health and Safety - WorksafeNB**

- John Codling
- Andrew Beale

## **Fire Service Instructor 1**

- Stephanie Henderson
- Mike O'Brien

## **Queen Elizabeth II Platinum Jubilee Medal**

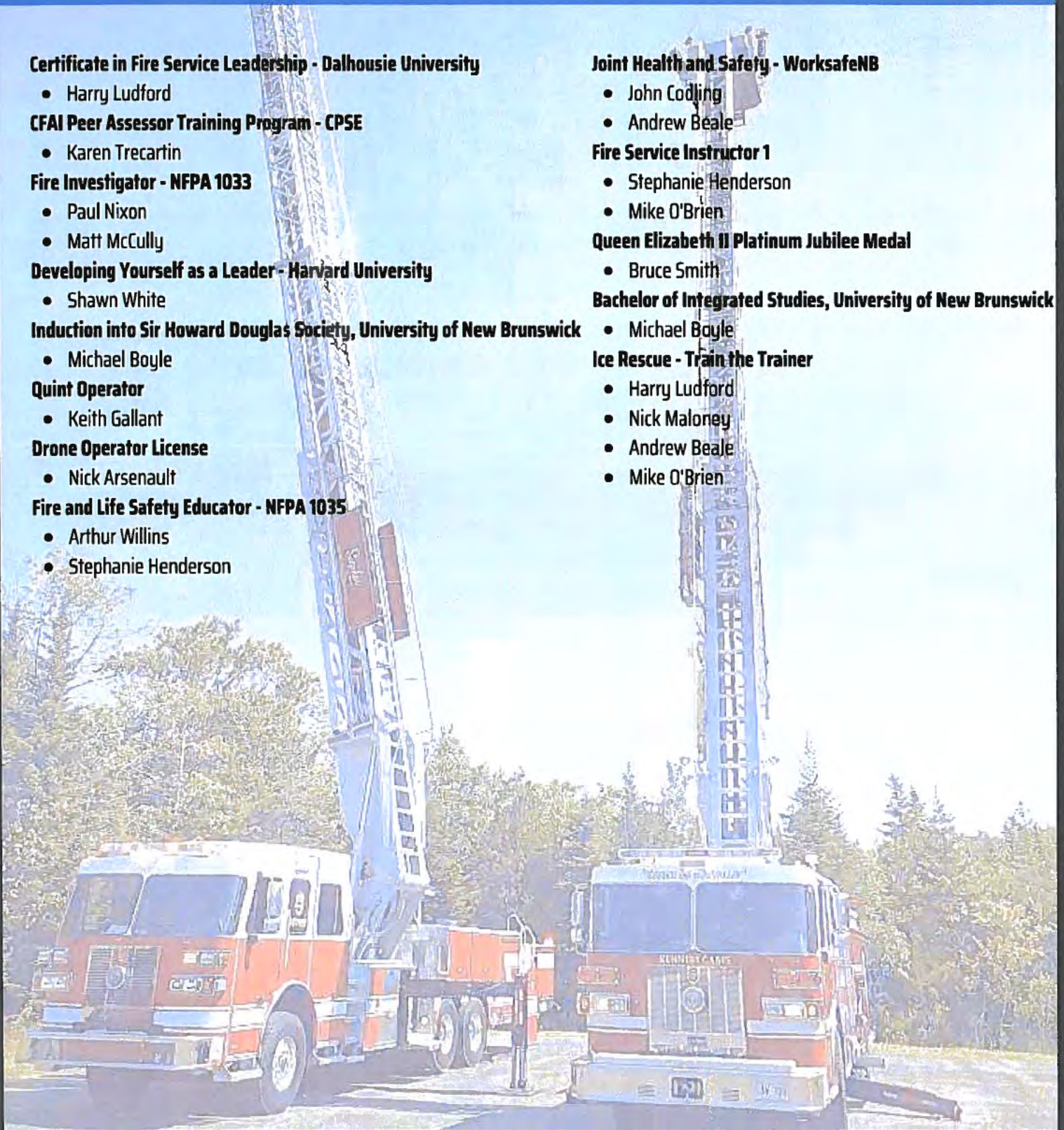
- Bruce Smith

## **Bachelor of Integrated Studies, University of New Brunswick**

- Michael Boyle

## **Ice Rescue - Train the Trainer**

- Harry Ludford
- Nick Maloney
- Andrew Beale
- Mike O'Brien





# READY WHEN YOU NEED US OPERATIONS

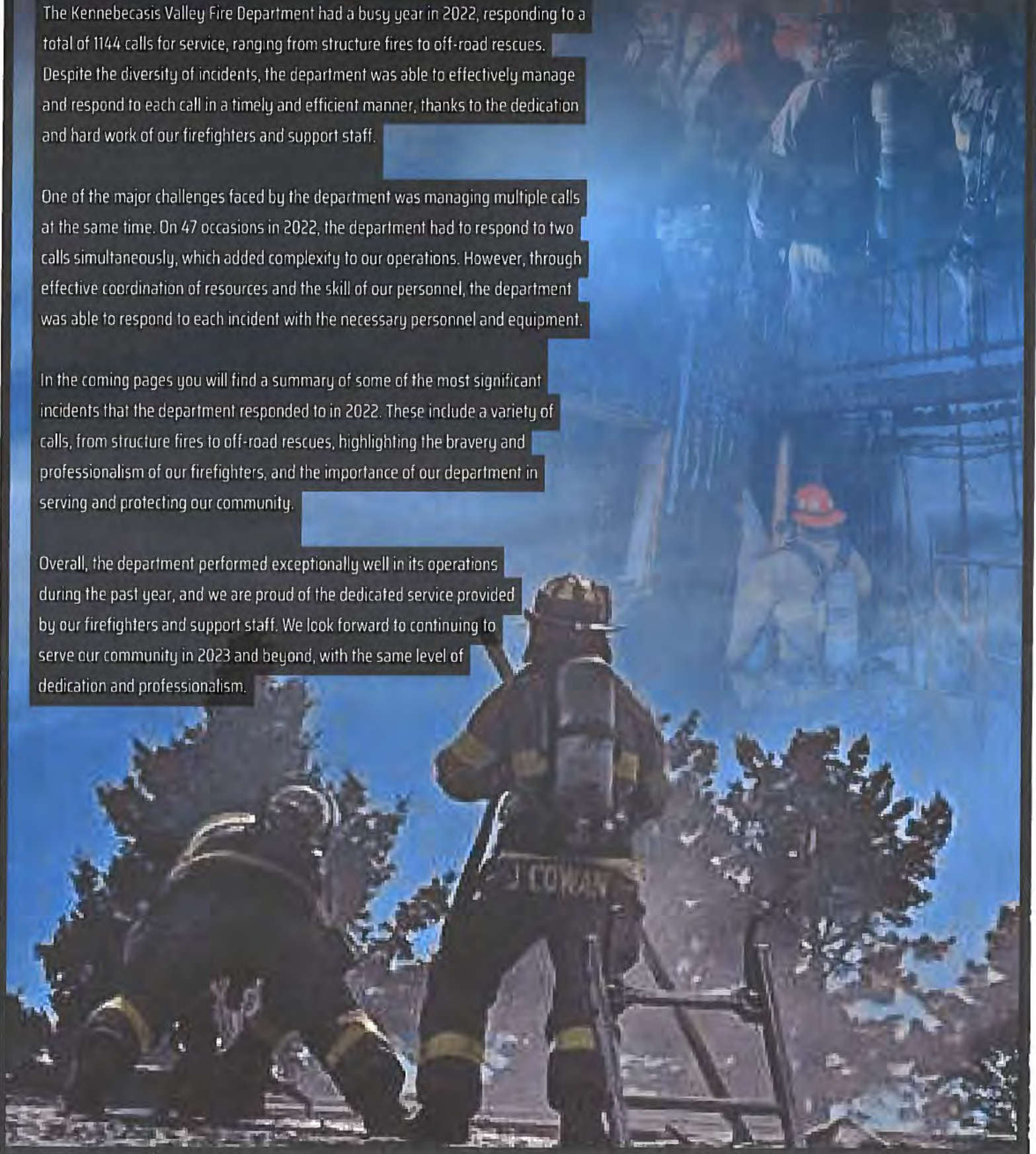
The Kennebecasis Valley Fire Department had a busy year in 2022, responding to a total of 1144 calls for service, ranging from structure fires to off-road rescues.

Despite the diversity of incidents, the department was able to effectively manage and respond to each call in a timely and efficient manner, thanks to the dedication and hard work of our firefighters and support staff.

One of the major challenges faced by the department was managing multiple calls at the same time. On 47 occasions in 2022, the department had to respond to two calls simultaneously, which added complexity to our operations. However, through effective coordination of resources and the skill of our personnel, the department was able to respond to each incident with the necessary personnel and equipment.

In the coming pages you will find a summary of some of the most significant incidents that the department responded to in 2022. These include a variety of calls, from structure fires to off-road rescues, highlighting the bravery and professionalism of our firefighters, and the importance of our department in serving and protecting our community.

Overall, the department performed exceptionally well in its operations during the past year, and we are proud of the dedicated service provided by our firefighters and support staff. We look forward to continuing to serve our community in 2023 and beyond, with the same level of dedication and professionalism.





# SIGNIFICANT INCIDENTS

2023 February 13 Open Session FINAL 109



## March 8, 2022

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



## March 12, 2022

On Saturday evening, around suppertime, firefighters were dispatched to a house fire on Cloverdale Street in Quispamsis. On arrival, they found heavy fire coming from the front of the home, and although the fire was knocked down within minutes, the home suffered significant damage. A family of two and their pets escaped the home without injury.



## June 17, 2022

Firefighters were dispatched to a medical call for an unconscious person at Leisure Time Sales in Quispamsis. When they arrived, two bystanders were performing CPR, and our firefighters took over CPR and attached the defibrillator. Firefighters administered one "shock" and then paramedics took over; the patient regained a pulse and began breathing on their own. The patient was treated in the hospital and released less than a week later.



## June 30, 2022

Late Wednesday afternoon, firefighters were dispatched to a structure fire on Master Drive in Rothesay. Firefighters arrived to find a large garage with smoke showing from the eaves of the building. Crews forced entry into the building, launched an aggressive attack, and coordinated ventilation, which led to quickly knocking down the fire and limiting damage to the building.



## July 6, 2022

Fire department members, along with the RCMP and Ambulance New Brunswick, responded to an accident on Route 1 where a pedestrian was struck and killed by a vehicle.

## July 19, 2022

After a significant thunder storm passed over the area, a home was damaged after lightning struck a tree nearby. Pieces of the roof and chimney were damaged, along with a fence that was attached to the home.



## July 28, 2022

A passerby noticed smoke coming from the area of Parkside Road in Quispamsis late Wednesday afternoon. On arrival, firefighters found an abandoned structure completely destroyed by fire, with fire starting in the trees nearby. Firefighters were able to extinguish the fire before it extended any further into the forested area.

## August 24, 2022

Firefighters were dispatched to a fire on Lindwood Court in Quispamsis just after 9 p.m. A fire was discovered in the upstairs of the home by a basement tenant after hearing the smoke alarm sound.

## August 28, 2022

Firefighters were dispatched for a vehicle fire on Old Neck Road in Quispamsis. A pick-up truck was fully involved in fire and resulted in the fatality of a male occupant.



# SIGNIFICANT INCIDENTS

2023 February 13 Open Session FINAL 110



## August 31, 2022

A neighbour on Anna Avenue in Rothesay called 911 after seeing a fire in the basement of the home across the street from them. Firefighters arrived to find a significant fire in the basement of the home; the fire was attacked while crews performed a dangerous search upstairs to check for any potential victims.



## September 24, 2022

As Hurricane Fiona turned into a post-tropical storm, weather warnings were issued for Rothesay and Quispamsis including a post-tropical storm warning and a wind warning. Officials from both towns, the fire department and the Kennebecasis Regional Police Force coordinated their efforts to respond to any impacts caused by the storm.



## September 29, 2022

Firefighters were dispatched to a motor vehicle accident on the Hampton Road in Rothesay. On arrival, they found that an SUV had driven through the wall of a commercial building significantly damaging the structure. Fortunately, there were no injuries including the driver of the vehicle and the occupants of the building.



## September 29, 2022

Firefighters responded to a report of a single motor vehicle collision on Gondola Point Road in Quispamsis. The lone male occupant, a 21-year-old male from Quispamsis died at the scene as a result of his injuries.



## October 4, 2022

Firefighters responded to the intersection of Highway 119 and Millennium Drive for a collision involving three cars. Two people were treated by paramedics while firefighters ensured the cars were safe and also managed leaked fluids.



## October 20, 2022

Firefighters were dispatched to a motor vehicle accident on Route 1 near Quispamsis. One occupant of a vehicle that rolled over required rescue using extraction equipment.

## November 24, 2022

Firefighters were dispatched to a structure fire on Vincent Road in Quispamsis. On arrival, the first arriving chief officer reported a fire in the basement. As the first line was pulled into the building, crews found that the floor of the main level had collapsed into the basement. The house was severely damaged. No one was home at the time of the incident, and unfortunately, several family pets perished in the fire. While crews were fighting the fire, firefighters were also dispatched to an accident on Route 119 in Quispamsis involving two vehicles with one overturned.

## November 30, 2022

Firefighters were dispatched to a structure fire in a restaurant in Rothesay. First on-scene reports indicated that there was a working fire in the basement. Crews forced entry, pulled a line into the building, and extinguished the fire. The building suffered serious damage from the fire.

## December 26th, 2022

Firefighters were dispatched to a technical rescue in the area of Parkside drive. A cyclist was injured in the trail system. The department's rhino was used to extricate the patient from the woods and bring them to the waiting ambulance.



# THE BEST TOOL AGAINST FIRE PREVENTION

For the first time since 2020 the Kennebecasis Valley Fire Department was able to resume in-person education. Timed well with the lifting of restrictions, the department hired a full time Fire Prevention Officer with the intention of reducing significant incidents within the department's coverage area. The position includes a wide variety of responsibilities and education requirements.

Through the year the department provided in-classroom education to over 750 students across the valley. These programs primarily focused on home escape planning, and becoming comfortable with firefighters.

With the easing of the restrictions, it allowed for the community to reengage with their fire department. The Kennebecasis Valley Fire Department was able to welcome 16 groups to our station, providing the community an opportunity to learn more about the department and its role in protecting the community.

The department is committed to all aspects of safety, and our Car Seat Program is a great example of the dedication to safety our members show. Our Child Passenger Safety Association of Canada certified car seat installation technicians installed over 50 seats this year, ensuring our most precious of cargo is safe. We expect this number to return to pre-pandemic levels as we continue promoting the program.

Beginning again in 2022, the department's Firefighter for a Day program was a huge success with 8 firefighters visiting each grade three classroom in the Valley to provide education on home escape planning, and smoke alarm familiarity.

The Fire Prevention Division also conducted 35 site visits which includes commercial fire inspections, home visits, and event planning.





# FIREFIGHTER FOR A DAY

The "Firefighter for a Day" contest is a valuable and important program that is held annually for grade three students. It aims to educate young students about the importance of fire safety and the steps that need to be taken to ensure the safety of themselves and their families in case of a fire emergency.

Participants in the contest are tasked with creating a comprehensive home escape plan, which includes identifying two escape routes from every room, the location of smoke alarms, and a designated meeting place for their family. This exercise not only teaches students about fire safety but also helps them understand the importance of being prepared for emergencies and the role that they can play in keeping themselves and their loved ones safe.

The winners of the contest are rewarded with an unforgettable experience, they are picked up from school in a fire truck and spend the day as honorary firefighters at KVFD. They get to participate in various activities such as station tours, equipment demonstrations, water target shooting, fire engine rides, and lunch with the crew. These experiences not only provide an exciting and memorable experience for the students but also help them learn about the day-to-day operations of a fire department and the importance of the work that firefighters do.

Congratulations to Avery Mallaley, Thomas Palmer, Owen Hickey and Tori Bedford who were our 2022 Firefighter for a Day winners. We are proud of their hard work and dedication to fire safety, and we are confident that they will continue to be advocates for fire safety in their communities. The program is an excellent way for students to learn about fire safety in a fun and interactive way, and we look forward to continuing to provide this valuable learning opportunity to students in the future.





# PARTNERING WITH OUR COMMUNITY

Throughout 2022, the Kennebecasis Valley Fire Department partnered and worked with various organizations to educate, promote safety, and help those who need us most. Some of the partnerships include the Kennebecasis Public Library, Oldies 96, Office of the Fire Marshal, ARCF de Saint-Jean and the Child Passenger Seat Association of Canada.





# 2022 February 19 Court Session FINAL\_114

## READINESS THROUGH PREPARATION

# TRAINING DIVISION



The year 2022 saw an unexpected vacancy in the position of Division Chief of Training, as Deputy Chief White was promoted. However, in May, John Codling was appointed to fill the role, ensuring that the year was still filled with growth opportunities for the department despite the initial setback.

The year started off with ice rescue training for all members of the department. Members were trained to the technician level to efficiently and safely carry out ice rescues. The department also had four members trained as instructors to continue educating our membership in the years to come.

Two members of the department were certified as NFPA 1033 Fire Investigators, offering more value to our service and helps us understand the cause and origin of fires, and in turn, prevent them from happening again.

Through the months of June and July, an orientation class was held for new Holiday Relief Firefighters. Firefighters were actively involved in preparing the new recruits. This not only helps to ensure that the new members are ready to respond to emergencies, but also helps to build a strong and cohesive team.

Throughout the summer, the department worked with our newest full-time member to obtain their Quint certification. The candidate successfully passed all of the knowledge and practical requirements, resulting in a certificate.

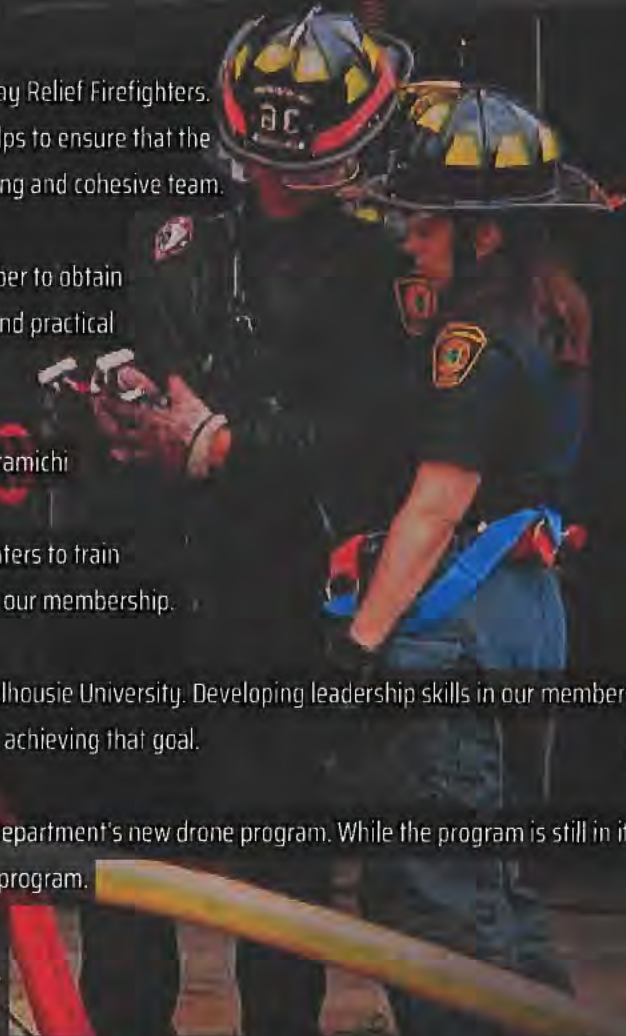
Three members of the department attended the NBCC Firefighter Workshop in Miramichi where they participated in a variety of courses that included vehicle extrication, vent/enter/isolate/search, and boat/water search and rescue. Sending our firefighters to train outside of the confines of our own jurisdiction encourages professional growth of our membership.

A member completed the Canadian Fire Service Leadership program hosted by Dalhousie University. Developing leadership skills in our members is vital for effective incident management, and this program plays a crucial role in achieving that goal.

One firefighter was able to successfully become certified as a drone pilot for the department's new drone program. While the program is still in its infancy, having a certified pilot will be a crucial part of future development of the program.

To conclude the year, electric vehicle safety training was provided for all platoons.

As 2023 approaches, there are several members who have started courses including Dalhousie CFSI/CFSA, Fire Wise's Fire Investigator & Fire Inspection. Overall, the department continues to strive to ensure readiness and safety for our community through training and preparation.





# INVESTING IN READINESS SCAFFOLDING PROP

For the second year in a row, the Kennebecasis Valley Fire Department invested in a large-scale training prop for the membership. Our communities are growing and have added buildings that are a challenge for our available resources. A training investment like this scaffolding prop allows our firefighters to work on and become familiar with different obstacles presented by mid-rise structures. The prop is three stories in height, and has a floor layout similar to that of a typical mid-rise structure. In conjunction with the prop, in 2021 firefighters created a standpipe trainer allowing firefighters to simulate fighting a fire in a multi-story building with a standpipe system. By understanding the obstacles firefighters will face with a fire in one of these mid-rise buildings, they are better prepared to respond and work efficiently despite the challenges.

This training prop also allowed firefighters to work on essential skills like ladder work, quint operations, hose line advancement, bailouts and first-in scenarios.

The department was also able to partner with neighbouring mutual aid departments to offer the prop to their departments members. Some of our mutual aid partners took advantage of this opportunity with Simonds, Nauwigewauk, Hampton and Long Reach Fire Departments training on our scaffolding prop on numerous occasions.





# A PATH TO A BETTER FIRE SERVICE **BUILDING BRIDGES**

With the changes in management, a renewed emphasis was placed on developing and maintaining mutually beneficial partnerships with neighbouring fire departments.

Throughout the year, the Kennebecasis Valley Fire Department hosted, attended or instructed several exercises for and with mutual aid partners to provide a better service for all of our communities.

Some examples of these courses and exercises included mutual aid boat training, mid-rise operations, incident command, ladder training, forcible entry, tanker shuttles, incident command system, vent-enter-isolate-search and the beginning of a mutual aerial device training.





## INVESTING IN COMMUNITY SAFETY AND SERVICE **REVITALIZING STATION 2**

The renovation of Station Two, which has been in the planning stages for years, finally kicked off in summer of 2022. The project is scheduled to take approximately one year, with a projected completion date in summer 2023. There will be an added bay in the back of the building, as well as new training a new training area, better decontamination space, a hose drying tower, an improved health and fitness area, and improved washroom facilities. These renovations will significantly upgrade the current facility and enhance its ability to serve the community. The communities support has been instrumental in making this renovation a reality.

**Kennebecasis Valley  
Fire Station No 2**





# IN THE COMMUNITY LOCAL 3591



Your firefighters are dedicated to serving the community, not just in emergency response but also through volunteering their time and efforts. Every year, our members contribute hundreds of hours of their off-duty time to support those in need. From fundraising, to swinging golf clubs, your firefighters are committed to making a positive impact on the community they serve.



Firefighters took to the green in support of Hockey Ministries International. Our Chaplain, Bruce Smith is the director of the Atlantic Division. We are happy to support his organization in the work they do. Atlantic Hockey Championship. The KV Kings U15 AAA Major hockey group hosted a tournament at the Qplex, welcoming teams from across the atlantic provinces. Our members were happy to help out, providing medical coverage as well as a colour party for the ceremonies.



The KV Kings U15 AAA Major hockey group hosted a tournament at the QPlex, welcoming teams from across the Atlantic provinces. Our members were happy to help out, providing medical coverage as well as a colour-party for the ceremonies.



This year, the union was able to support our community by providing food and toys to 70 + families in need. The union was proud to escort Santa Claus during the annual KV Christmas parade and collect donations for our Christmas program along the parade route. This initiative is only possible through the support of our community members, both individual and corporate.





# RETIREMENT OF KAREY MADILL

Starting as a volunteer in 1994, Karey Madill quickly established himself as a dedicated and reliable member of our fire service. Upon his hire in 1999, Karey continued to demonstrate his commitment to the department through his actions, rather than words.

Karey was known for his quiet, yet steady presence on the department. Despite his reserved nature, when he did speak, his colleagues listened attentively, as his words were always thoughtful and full of knowledge. He also had a great sense of humor and was respected for his reliability and hard work, always putting the needs of the department above his own.

In typical Karey fashion, he chose to retire quietly, declining the traditional retirement ceremony offered by the department. He only requested to keep his fire helmet as a reminder of his time with us.



SEE YA'S - BEEN GREAT  
WORKING WITH YOU GUYS -  
"KEEP THE RUBBER ON THE ROAD"

Karey

VALLEY



# RETIREMENT OF Bill Ireland

## FIRE CHIEF

Chief Ireland began his career in the fire service as a volunteer firefighter in his hometown of Burk's Falls, Ontario. He was hired as a professional firefighter by the City of Toronto where he spent 12 years working at one of Canada's busiest fire stations. He spent 2 years as the director of fire and emergency services for a large regional volunteer fire service in the Township of Central Frontenac, Ontario.



In the early 2000's, he moved to Truro, Nova Scotia where he held the position of superintendent for the Truro Fire Service. For the past 12 years, he has served the Kennebecasis Valley Fire Department first as a division chief before becoming fire chief, a position he held for just over a decade.





# RETIREMENT OF **Dan McCoy** DEPUTY CHIEF

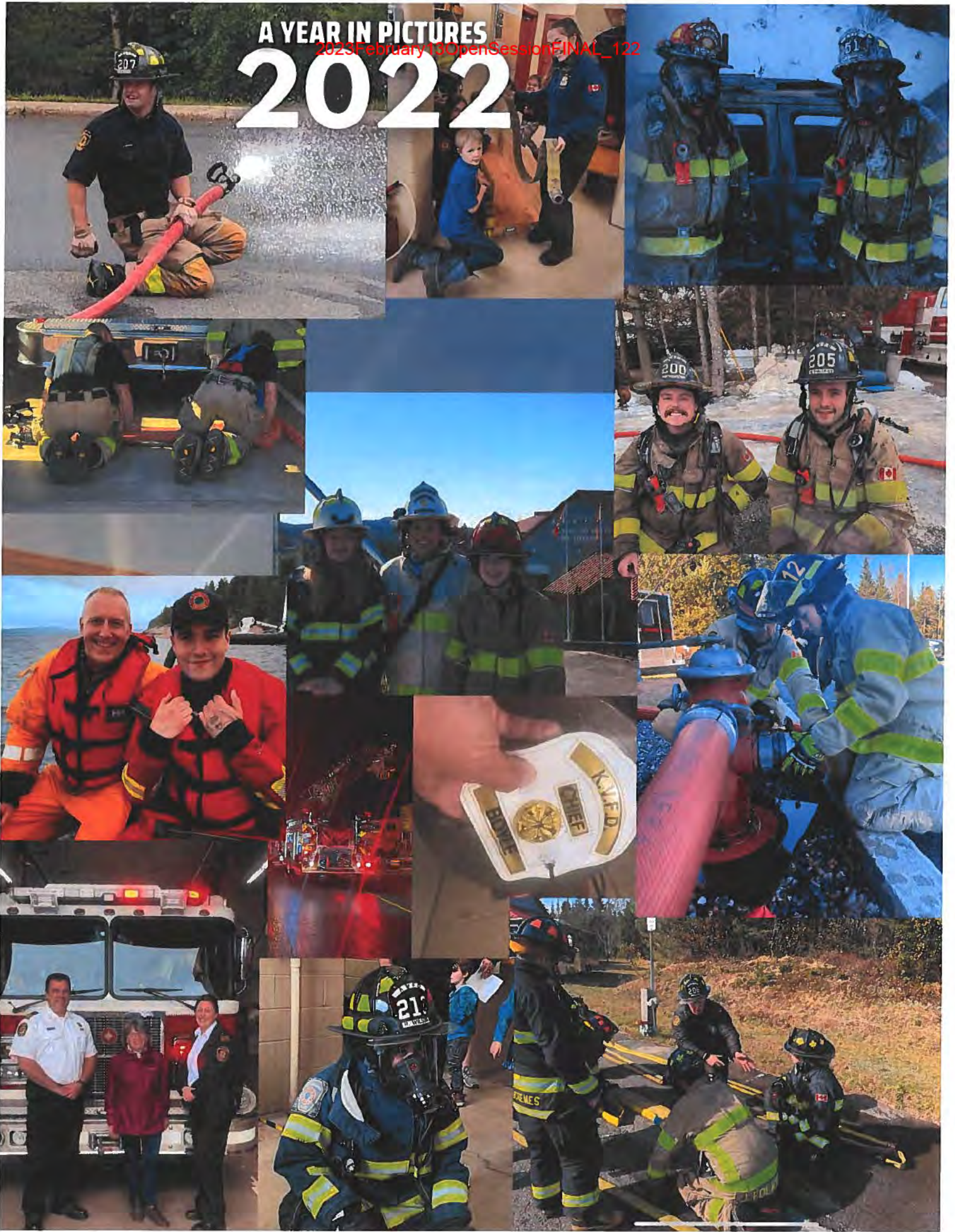
Following his service in Canada's Armed Forces, Deputy McCoy joined the Grand Bay-Westfield Fire Department as a volunteer in 1985 and was promoted to captain in 1987 and then deputy chief in 1991. In 1998, he became the fire chief for Grand Bay-Westfield and chief and was also responsible for the town's Emergency Measures Organization. He joined the Kennebecasis Valley Fire Department as Deputy Chief in April of 2010. Dan has been an active member of the Canadian Association of Fire Chiefs throughout his career and served as the president of the New Brunswick Association of Fire Chiefs.





# A YEAR IN PICTURES 2022

2023 February 13 Open Session FINAL\_122





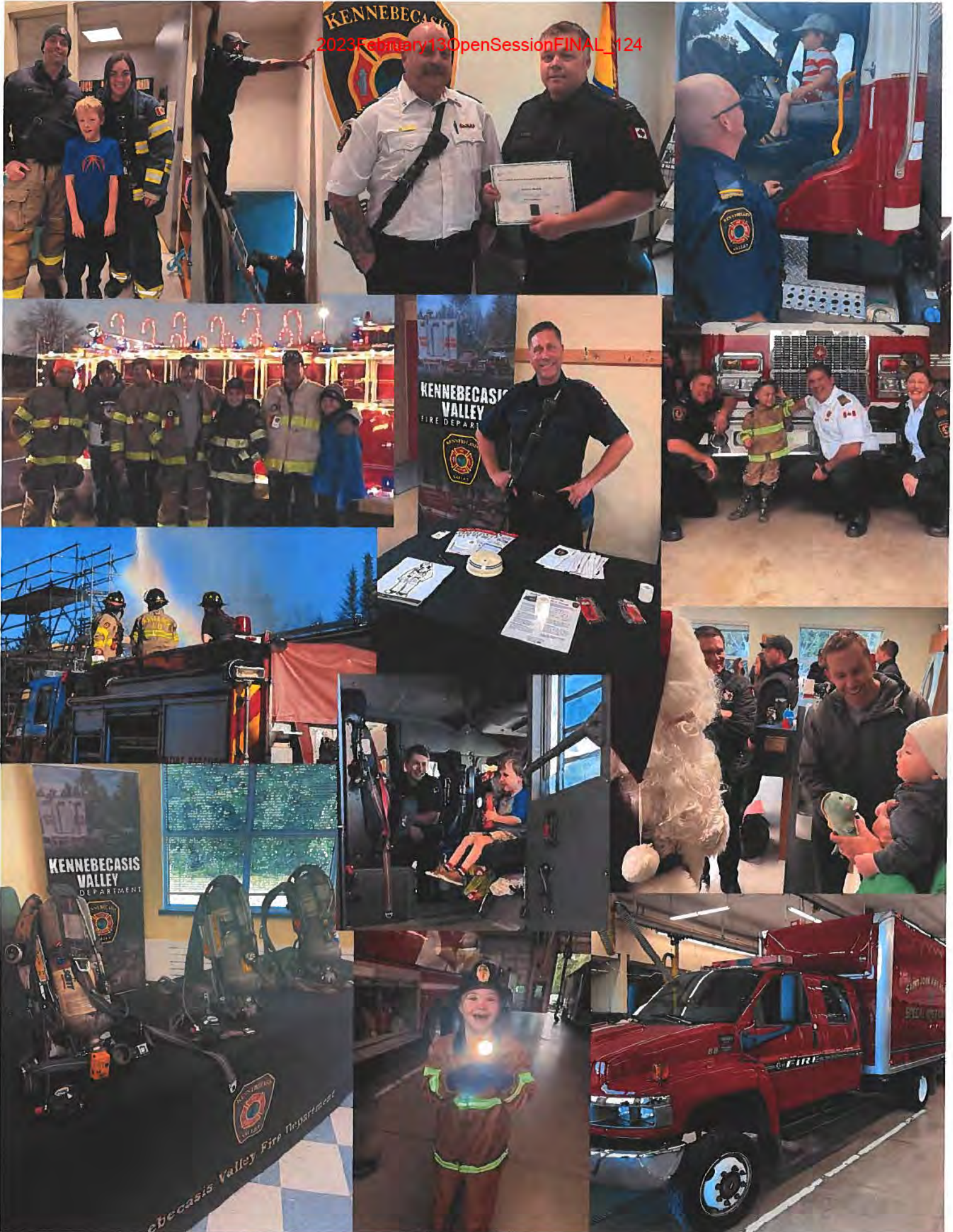


2023February13OpenSessionFINAL\_123





2023 February 13 Open Session FINAL 124





2023 February 13 Open Session FINAL 126





# In memory of **ARTHUR JEFFERSON**

DECEMBER 16, 1940 - DECEMBER 16, 2022

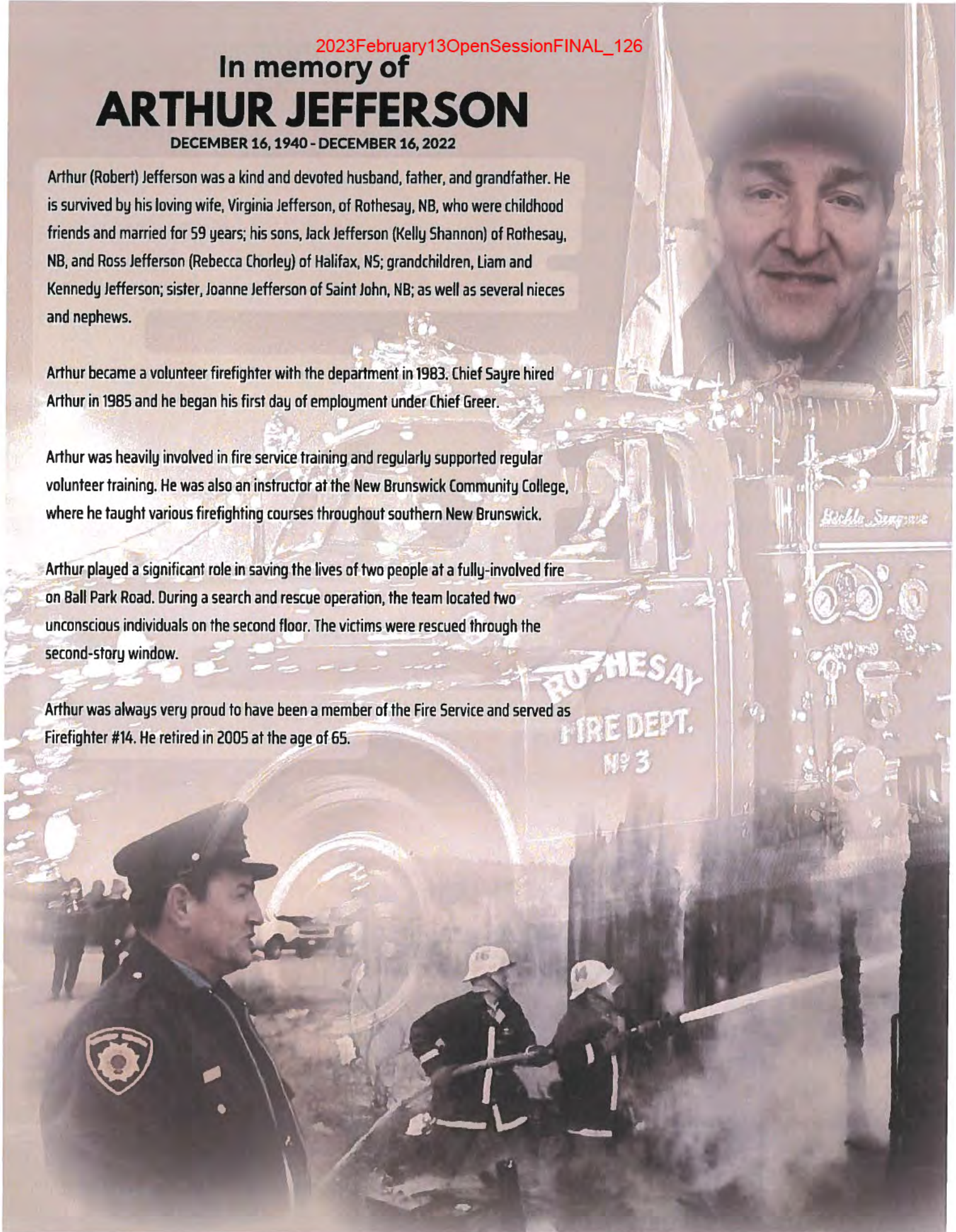
Arthur (Robert) Jefferson was a kind and devoted husband, father, and grandfather. He is survived by his loving wife, Virginia Jefferson, of Rothesay, NB, who were childhood friends and married for 59 years; his sons, Jack Jefferson (Kelly Shannon) of Rothesay, NB, and Ross Jefferson (Rebecca Chorley) of Halifax, NS; grandchildren, Liam and Kennedy Jefferson; sister, Joanne Jefferson of Saint John, NB; as well as several nieces and nephews.

Arthur became a volunteer firefighter with the department in 1983. Chief Sayre hired Arthur in 1985 and he began his first day of employment under Chief Greer.

Arthur was heavily involved in fire service training and regularly supported regular volunteer training. He was also an instructor at the New Brunswick Community College, where he taught various firefighting courses throughout southern New Brunswick.

Arthur played a significant role in saving the lives of two people at a fully-involved fire on Ball Park Road. During a search and rescue operation, the team located two unconscious individuals on the second floor. The victims were rescued through the second-story window.

Arthur was always very proud to have been a member of the Fire Service and served as Firefighter #14. He retired in 2005 at the age of 65.



**KENNEBECASIS VALLEY FIRE DEPARTMENT INC BOARD MEETING  
FIRE STATION ONE, CAMPBELL DRIVE, ROTHESAY, NB  
DECEMBER 7, 2022**

---

Present: Chair Kirk Miller                      John Jarvie, Administrator  
          Treasurer Peter Lewis                Chief Michael Boyle  
          Commissioner Mike Biggar           Carlene MacBean, Executive Assistant  
          Commissioner Dave Brown

Absent: Vice Chair Stéphane Bolduc  
          Deputy Chief Shawn White (*away at a conference*)

---

1.0    Call to Order

Chair Miller called the meeting to order at 5:37 pm.

2.0    Chair's Remarks

None

3.0    Approval of Agenda

Moved by P. Lewis and seconded by D. Brown, that the agenda be approved as presented.

**CARRIED**

4.0    Conflict of Interest

None



5.0 Approval of Previous Minutes

5.1 September 7, 2022

Moved by P. Lewis and seconded by D. Brown, that the minutes of September 7, 2022 be approved as presented.

**CARRIED**

6.0 Unfinished Business

6.1 Station Two – Renovation Update

The updated work scheduled for the project was presented. Chief Boyle reported that the project is on track with the new schedule.

The Union has approached the department regarding renting space for their office at Station Two once renovations are completed. It was agreed that if the space was available this should be looked at and brought back in the new year.

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

**CARRIED**

7.0 Correspondence

7.1 Letter from Quispamsis re: Cost Coverage for Fire Station

The Quispamsis Council, at their May 17, 2022 meeting, agreed to increase the Fire Station 2 Renovation Budget to an amount not to exceed \$650,000 and to agree to fund Quispamsis's proportionate share of the additional amount as a result of the tenders coming in overbudget.

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

**CARRIED**



7.2 Letter from Rothesay re: Congratulations to Deputy Chief Shawn White

The Rothesay Council sent a letter of congratulations to Deputy Chief White upon his completion of the "Developing Yourself as a Leader" program from Harvard University.

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

**CARRIED**

7.3 Letter from Rothesay re: 2023 Budget Approval

The Rothesay Council, at their November 14, 2022 meeting, approved the Kennebecasis Valley Fire Departments 2023 Operating Budget with Rothesay's share in the amount of \$2,404,520 and the 2023 Capital Budget with Rothesay's share in the amount of \$210,231.

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

**CARRIED**

7.4 Letter from Quispamsis re: Regional Fire Protection Agreement Extension

The Quispamsis Council, at their November 15, 2022 meeting, agreed to extend the Regional Fire Protection Agreement and the Administration Agreement for one year to December 31, 2023 with a MOU to be prepared and executed by Quispamsis and Rothesay formalizing the one year extension.

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

**CARRIED**

7.5 Letter from Rothesay re: Regional Fire Protection Agreement Extension

The Rothesay Council, at their November 10, 2022 meeting, agreed to extend the Regional Fire Protection Agreement for one year to December 31, 2023.

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

**CARRIED**

## 8.0 New Business

### 8.1 Strategic Plan – Public Survey

As a “core competency” of the accreditation process, the department needs to be soliciting feedback from internal and external stakeholders; internally, this is done through meetings with department members, board meetings and reports to council. The department has not sought feedback from the community and this information is needed to guide the development of goals and objectives and adjust current goals as needed.

This feedback can be done by in-person meetings or online. The intent of the department is to seek out feedback via an online survey similar to the current survey being conducted by the Kennebecasis Regional Police Force. The information gathered from this survey will help shape goals under our strategic plan and will focus heavily on community risk reduction activities.

Chief Boyle will have the survey prepared for the next meeting of the Fire Board.

Moved by D. Brown and seconded by M. Biggar to receive and file.

**CARRIED**

### 8.2 Drone Trial Program

Chief Boyle reported that from the strategic plan, one of the strategic priorities of the department is Technology and Analytics: *Invest in functional technology to define risk and support our core purpose of public protection.*

The drone program began in 2021, when Senior Firefighter Nick Arsenault delivered a presentation on the benefits that a drone program would bring to the department. These include fire prevention activities including pre-planning and many emergency operations applications including fire assessment during an incident, assisting with locating victims during rescue incidents, and assessing large scale incidents (wildfires, floods).

Although there was some delay in training due to the pandemic, SFF Arsenault recently completed his certification as an advanced drone operator through Transport Canada which included an exam and practical test with a flight review. Through an agreement with the Kennebecasis Regional Police Force, the department has obtained a high-quality drone at a significantly reduced cost. In addition to a significant operating distance, this drone has infrared capabilities and lighting that will allow it to be used at night. As part of a trial program, the department will assess the



benefits of having a drone and if deemed worthwhile, will look into having other members certified as drone operators.

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

**CARRIED**

### 8.3 2023 Meeting Dates

According to the Regional Fire Agreement, the Fire Board must meet a minimum of five (5) times per year. The following meeting dates were suggested for 2023:

February 8, 2023

April 12, 2023

June 14, 2023

September 6, 2023

October 11, 2023

November 8, 2023

The Fire Board meets every two months, on the second Wednesday, with the following exceptions:

- No scheduled meetings for July and August
- In order to meet the submission date for the Joint Finance Committee, the Fire Board meets the first week of September
- During the budget process in the Fall, the Fire Board meets each month

As always, should a special meeting be required on an issue one can be called within 48 hours' notice to members.

Moved by M. Biggar and seconded by P. Lewis to accept the 2023 meeting dates as provided and that they be sent as meeting requests via email.

**CARRIED**



#### 8.4 Regional Cooperation

Chief Boyle reported the department has been active in working with mutual aid partners throughout the Fall.

- October 23 – hosted a large training event that included Nauwigewauk Fire, Hampton Fire Rescue and Long Reach Fire departments.
- November 8 – Saint John Fire command staff and the staff of Engine 1 met with crews at KVFD Station One to discuss equipment and tactics for managing fires in large buildings.
- November 17- command staff meeting with Saint John Fire and KVFD to discuss opportunities for increase cooperation.
- November 17 – Chief Boyle, leading an ICS committee from the Royal Firefighters Association (Zone 2), held a committee meeting to standardize incident command systems among departments. Fire Chiefs from Saint John, KVFD, Simonds, Grand Bay-Westfield, Nauwigewauk, Hampton and Long Reach attended.
- November 22 – the hazardous materials response team from Saint John Fire Department met with the KVFD hazmat committee at KVFD Station One to discuss training and mutual response.
- November 24 – KVFD firefighters attended training at the burn tower in Saint John, training with the Saint John Fire Department personnel. No charge.
- November 27 – KVFD fire instructors attended a live burn exercise in Long Reach and delivered training on fire attack and other topics.
- October/November – firefighters from Simonds Fire, Nauwigewauk Fire, Hampton Fire and Long Reach Fire attended training at KVFD Station One on their training nights over the course of several weeks to use the scaffolding prop.

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

**CARRIED**

#### 9.0 Financial

##### 9.1 Draft Financial Statements for the Month Ended September 30, 2022

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

**CARRIED**

9.2 Budget Variance Analysis

Moved by D. Brown and seconded by M. Biggar to receive and file.

**CARRIED**

9.3 Projected 2024 / 2025 Capital Budgets

Chief Boyle reported this shows the forecast for the next couple of year. There will be significant expenses to come once we begin replacing apparatus.

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

**CARRIED**

9.4 Compliance Report

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

**CARRIED**

10.0 Business Arising from Committee of the Whole

None

11.0 Reports

11.1 Chief's Report

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

**CARRIED**

11.2 Response Summary

Moved by M. Biggar and seconded by D. Brown to receive and file.

**CARRIED**

### 11.3 KV EMO Report

Chief Boyle reported the first meeting for KV EMO was held in August between himself, Sherri Levesque (Quispamsis) and Brian White (Rothesay). At this meeting there were several topics discussed including the development of a steering committee, training, resources, hazard assessment and financial and legal considerations.

A second meeting was held in October including Chief Boyle, Sherri and Brian along with John Jarvie and Aaron Kennedy. The main focus was the development of an emergency management plan to present to both towns; this is expected to be prepared by late summer of 2023.

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

**CARRIED**

### 12.0 Adjournment

Moved by P. Lewis that the meeting be adjourned at 6:20 pm.

**Date of next meeting – February 8, 2023**

Respectfully submitted,

  
CHAIR

  
SECRETARY / TREASURER



Statement of Expense with Budget Variance  
 2023 February 13 Open Session FINAL\_135  
 For the 9 months ending September 30, 2022

	BUDGET	ACTUAL	VARIANCES	BUDGET
	YEAR TO DATE	YEAR to DATE	YEAR TO DATE	2022
			(Under Budget)	
<b>REVENUE:</b>				
1 Members Contributions	\$4,336,057	<b>\$4,336,057</b>	\$0	<b>\$5,636,875</b>
2 Rebate of Property Tax (Miscellaneous Revenue)	\$58,566	<b>\$56,322</b>	(\$2,244)	<b>\$58,566</b>
3 Local Service Districts	\$0	<b>\$0</b>	\$0	<b>\$0</b>
4 Revenue Fee Structure	\$0	<b>\$0</b>	\$0	<b>\$0</b>
5 Misc. Revenue	\$750	<b>\$960</b>	\$210	<b>\$1,000</b>
6 Interest Income C/A	\$3,750	<b>\$12,597</b>	\$8,847	<b>\$5,000</b>
7 Deficit 2nd previous year	\$213,454	<b>\$213,454</b>	\$0	<b>\$213,454</b>
8	<u>\$4,612,577</u>	<u><b>\$4,619,389</b></u>	<u>\$6,812</u>	<u>\$5,914,895</u>
<b>EXPENSES:</b>				
<b>ADMINISTRATION:</b>				
9 Admin. Wages and Benefits	\$511,888	<b>\$492,247</b>	(\$19,641)	\$660,700
10 Convention/dues/training	\$11,250	<b>\$9,691</b>	(\$1,559)	<b>\$15,000</b>
11 Administrative Agreement	\$9,000	<b>\$9,000</b>	\$0	<b>\$12,000</b>
12 Professional Services	\$37,500	<b>\$18,263</b>	(\$19,237)	<b>\$50,000</b>
13 CPSE Accreditation	\$2,250	<b>\$135</b>	(\$2,115)	<b>\$3,000</b>
14 Office supplies/Copy Machine/ S/C	\$5,700	<b>\$6,812</b>	\$1,112	<b>\$7,600</b>
15 Computer hardware/software/IT	\$29,600	<b>\$19,298</b>	(\$10,302)	\$36,000
16 Telephone/ Internet	\$10,688	<b>\$11,067</b>	\$379	\$14,250
17	<u>\$617,876</u>	<u><b>\$566,513</b></u>	<u>(\$49,248)</u>	<u>\$798,551</u>
<b>FIREFIGHTING FORCE:</b>				
18 Salaries Basic	\$2,263,221	<b>\$2,215,064</b>	(\$48,157)	<b>\$2,942,187</b>
19 Dedicated FP Salary	\$0	<b>\$0</b>	\$0	
20 Overtime	\$51,000	<b>\$27,649</b>	(\$23,351)	<b>\$70,000</b>
21 Vacation Pay on Retirement	\$17,270	<b>\$0</b>	(\$17,270)	<b>\$17,270</b>
22 Force Benefits	\$574,044	<b>\$537,361</b>	(\$36,683)	\$702,071
23 FP Position Benefits	\$0	<b>\$0</b>	\$0	
24 Career Uniforms and maintenance	\$21,375	<b>\$18,035</b>	(\$3,340)	<b>\$28,500</b>
25 Medical and Fitness Testing	\$15,000	<b>\$10,584</b>	(\$4,416)	<b>\$20,000</b>
26 Employee Wellness	\$6,750	<b>\$6,669</b>	(\$81)	<b>\$9,000</b>
27 Career Recognition	\$2,250	<b>\$2,388</b>	\$138	<b>\$3,000</b>
28 Holiday Relief Wages and overtime	\$271,308	<b>\$302,327</b>	\$31,020	\$352,700
29 Holiday Relief Benefits	\$95,385	<b>\$102,926</b>	\$7,541	\$124,000
30	<u>\$3,317,602</u>	<u>\$3,223,002</u>	<u>(\$94,601)</u>	<u>\$4,268,728</u>

**TELECOMMUNICATIONS:**

31	Cellular Telephones	\$3,750	\$3,813	\$63	\$5,000
32	Communication Equipment	\$700	\$991	\$291	\$1,000
33	Maintenance / Repairs	\$350	\$336	(\$14)	\$700
34	Dispatch Service	\$154,658	\$154,658	\$0	\$206,210
35		\$159,458	\$159,796	\$339	\$212,910

**INSURANCE:**

36	Insurance	\$55,504	\$57,722	\$2,218	\$55,504
37		\$55,504	\$57,722	\$2,218	\$55,504

**PREVENTION AND TRAINING:**

38	Firefighter / Co. Officer Training	\$33,750	\$7,268	(\$26,482)	\$45,000
39	Fire Prevention	\$5,250	\$4,194	(\$1,056)	\$6,000
40	Public Education	\$1,875	\$2,418	\$543	\$2,500
41	Training Supplies	\$3,750	\$83	(\$3,667)	\$5,000
42		\$44,625	\$13,963	(\$30,662)	\$58,500

**FACILITIES:**

43	Station 1 Operating	\$162,736	\$160,681	(\$2,055)	\$183,700
44	Station 2 Operating	\$41,443	\$35,916	(\$5,528)	\$51,500
45	Station Supplies	\$9,000	\$9,370	\$370	\$12,000
46		\$213,179	\$205,966	(\$7,213)	\$247,200

**FLEET:**

47	Fuel Vehicle	\$15,000	\$29,144	\$14,144	\$20,000
48	Registration Vehicle	\$400	\$411	\$11	\$550
49	Vehicle Maint. & Repairs	\$61,875	\$50,120	(\$11,755)	\$82,500
50		\$77,275	\$79,675	\$2,400	\$103,050

**OPERATIONS:**

51	New Equipment	\$16,500	\$7,211	(\$9,289)	\$22,000
52	Maint. & Repairs Equip.	\$18,750	\$16,075	(\$2,675)	\$25,000
53	Maint. & Repairs Bunker Gear	\$1,250	\$5,038	\$3,788	\$4,000
54	Medical Supplies	\$7,500	\$3,816	(\$3,684)	\$10,000
55	Fire Fighting Supplies	\$3,750	\$4,213	\$463	\$5,000
56	H&S/Cause determination	\$1,000	\$1,323	\$323	\$1,000
57		\$48,750	\$37,676	(\$11,074)	\$67,000

**WATER COSTS:**

58	Water Costs - Quispamsis	\$4,049	<b>\$4,049</b>	\$0	<b>\$5,398</b>
59	Water Costs - Rothesay	\$21,041	<b>\$21,916</b>	\$875	<b>\$28,054</b>
60		\$25,089	<b>\$25,964</b>	\$875	\$33,452

**OTHER:**

61	Miscellaneous	\$2,250	<b>\$1,198</b>	(\$1,052)	<b>\$3,000</b>
62	Retirement Allowance	\$50,250	<b>\$50,250</b>	(\$0)	<b>\$67,000</b>
63	Deficit 2nd Previous Year	\$0			
64		\$52,500	<b>\$51,448</b>	(\$1,053)	\$70,000
65		\$4,611,858	<b>\$4,421,724</b>	(\$188,019)	\$5,914,895
66	(DEFICIT) SURPLUS FOR THE PERIOD		\$197,665	\$194,831	(\$0)



Budget Variances Analysis greater than \$5,000  
For the 9 months ending September 30, 2022

Invoices over \$5,000  
For the month of September 2022

Non-Recurring Monthly Invoices		Amount	Description
09-29-22 FCC Construction		\$491,957.72	Station #2 Construcion progress payment #1



# Kennebecasis Valley Fire Department

*Office of the Fire Chief*

To: Joint Board of Fire Commissioners  
 From: Chief Michael Boyle  
 Re: Projected 2024/2025 Capital Budgets  
 Date: November 9, 2022

Kennebecasis Valley Fire Department – 2024 Capital Budget (Projected)		
	Cost	Notes
<b>Fleet</b>		
Replace 1991 Boston Whaler Rescue Boat	\$150 000	
Replace 2010 Rhino Off-Road Rescue Vehicle	\$25 000	
<b>Equipment</b>		
Bunker Gear (3 suits)	\$21 000	<i>Expected gear requirements for new members due to prospective retirements/gear inventory</i>
<b>Facilities</b>		
Computer/Server Upgrade	\$25 000	<i>Replacement of station computer server/computer work stations</i>
<b>TOTAL CAPITAL BUDGET</b>	<b>\$221 000</b>	

Kennebecasis Valley Fire Department – 2025 Capital Budget (Projected)		
	Cost	Notes
<b>Fleet</b>		
No fleet changes for 2025.		
<b>Equipment</b>		
Bunker Gear (3 suits)	\$21 000	<i>Expected gear requirements for new members due to prospective retirements/gear inventory</i>
Auto Extrication Equipment – upgrade/replacement	\$80 000	<i>Auto extraction equipment upgrades to meet needs of new vehicle design/aging equipment</i>
Station 1 – parking lot asphalt repair/replacement (front)	\$286 000	
Station 1 – fixtures, furnishing and equipment (replacement)	\$70 000	
<b>TOTAL CAPITAL BUDGET</b>	<b>\$457 000</b>	





2023 February 13 Open Session FINAL-141  
**Kennebecasis Valley Fire Department Inc.**

Chief Michael Boyle

Deputy Chief Shawn White

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

---

TO: Finance Committee  
FROM: Ron Catchick  
DATE: November 1, 2022  
RE: Compliance Report

---

The following Government remittances have been remitted for the month of August in accordance with the appropriate regulation:

Payroll taxes (CPP, EI, income tax withheld) –remittances filed every two weeks

HST rebate claim - remitted semi-annually – June 30, 2022 claim filed (next claim due December 31, 2022)

WHSCC – remitted monthly –payment remitted

---

Ron Catchick  
Finance Administrator



# Kennebecasis Valley Fire Department

---

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

### **Significant Incidents**

#### **September 24, 2022**

As Hurricane Fiona turned into a post-tropical storm, weather warnings were issued for Rothesay and Quispamsis including a post-tropical storm warning and a wind warning. Officials from both towns, the fire department and the Kennebecasis Regional Police Force coordinated their efforts to respond to any impacts caused by the storm. Fortunately, beyond some tree damage and scattered power outages lasting less than a day, the storm did not cause any significant issues in the community.

#### **September 29, 2022**

Just before 2 pm, firefighters were dispatched to a motor vehicle accident on the Hampton Road in Rothesay. On arrival, they found that an SUV had driven through the wall of a commercial building significantly damaging the structure. Fortunately, there were no injuries including the driver of the vehicle and the occupants of the building.

Later that day, firefighters, along with paramedics and police, responded to a report of a single motor vehicle collision on Gondola Point Road around 2:20 am in Quispamsis. The lone male occupant, a 21-year-old male from Quispamsis died at the scene as a result of his injuries.

#### **October 4, 2022**

Just before 11 am, firefighters responded to the intersection of Highway 119 and Millennium Drive for a collision involving three cars. Two people were treated by paramedics while firefighters ensured the cars were safe and also managed leaked fluids.

### **October 20, 2022**

Around 2 pm, firefighters were dispatched to a motor vehicle accident on Route 1 near Quispamsis. One occupant of a vehicle that rolled over required rescue using extraction equipment. Paramedics, Kennebecasis Regional Police, the RCMP and Route 1 Gateway were all on scene to assist.

### **November 24, 2022**

Around 6 p.m., firefighters were dispatched to a structure fire on Vincent Road in Quispamsis. On arrival, the first arriving chief officer reported a fire in the basement. Upon further investigation, as the first line was pulled into the building, crews found that the floor of the main level had collapsed into the basement. The house was severely damaged. No one was home at the time of the incident, and unfortunately, several family pets perished in the fire.



While crews were fighting the fire, firefighters were also dispatched to an accident on Route 119 in Quispamsis involving two vehicles with one overturned. While the vehicles had significant damage, there were only minor injuries.

### **November 30, 2022**

Around 10 pm, firefighters were dispatched to a structure fire in a restaurant in Rothesay. First on-scene reports indicated that there was a working fire in the basement. Crews forced entry, pulled a line into the building, and extinguished the fire. The building suffered serious damage from the fire. Crews remained on scene for about three hours, and the cause of the fire remains under investigation.





## **Fire-Rescue Canada 2022**

Chief Mike Boyle attended the four-day Fire-Rescue Canada Conference in Ottawa, Ontario held by the Canadian Association of Fire Chiefs (CAFC). Besides attending several educational sessions, Chief Boyle also was able to meet in-person with the CAFC Fire Prevention committee which he is a member of and as an assessor for potential Executive Chief Fire Officer candidates, had meetings with some of the candidates he is assessing.

He also met with the Executive Director of the Commission on Fire Accreditation International to discuss the department's involvement in the accreditation process.

## **Fire Prevention and Public Education**

### **Child Car Seat Clinic**

On Saturday, September 24<sup>th</sup>, the department hosted a child car seat clinic at station 1 from 9 am to 12 pm. Certified car seat technicians from the department along with FPO Art Willins attended along with technicians from ARC-F de Saint-Jean and was held in cooperation with Horizon Health. Over a dozen car seats were installed throughout the clinic.

### **Fire Prevention Week October 9<sup>th</sup> – 15<sup>th</sup>**

The Fire Prevention Week 2022 theme, "Fire Won't Wait. Plan Your Escape, focused on home escape planning. For the first time since 2019, the department was able to hold normal fire prevention week activities including social media messaging, visiting area schools and holding static displays at grocery stores.

The fire departments open house, our biggest fire prevention activity each year, was held on Saturday, October 15<sup>th</sup>. Even with rain forecasted, the open house attracted over 400 attendees based on best estimates.



## Take Our Kids to Work Day

For "Take Our Kids to Work Day," on November 4<sup>th</sup>, we welcomed Caitlin, daughter of Divisional Chief Trecartin; Em, a close family friend of DC Trecartin; and Gavin, son of firefighter Scott Hatt.

Everyone had the opportunity to explore and experience different aspects of the job. This experience included firefighter training, ladder truck evolutions, office work, and station chores.



## Firefighter for a Day, November 30<sup>th</sup>

Throughout the month of October, our firefighters visited each grade 3 class within the valley. In the classroom, students learned of the importance of fire safety and home escape planning.

Our "Firefighter for a Day" contest is a program where students submit a home escape plan that includes two ways out of each room, the location of the smoke alarms, and a meeting place. The winners of the contest became junior firefighters for the day. Winning the competitions involved getting picked up from school in a fire truck and spending the day with the firefighters, participating in various activities like gear demonstrations, station tours, a mock scenario using our maze, and lunch with the crew. Avery, Thomas, Tori, and Owen from four different schools were our winners this year.



## Canadian Emergency Response Contractor's Association

Throughout the week of October 17<sup>th</sup>, the Canadian Emergency Response Contractor's Association held their 2022 General Meeting in Saint John. On Tuesday, October 18<sup>th</sup>, Deputy Chief Shawn White, Division Chief John Codling and Captain Doug Barrett represented the KVFD at a tabletop exercise that included the Saint John Fire Department, RST Emergency Response and many other private and public organizations representing rail lines, oil and gas and the federal government.



On October 18<sup>th</sup>, Chief Mike Boyle represented both Quispamsis and Rothesay as part of the Mayor's Forum which also included Mayor Donna Reardon of Saint John, Mayor Brittany Merrifield of Grand Bay-Westfield and Deputy Chief Rob Nichols of the Saint John Fire Department. This forum allowed the panel to discuss the characteristics and response capabilities of their communities and organizations and participate in a group discussion with members of the association.

### **Quint Operators Certification**

Congratulations to Firefighter Keith Gallant who became our latest member to achieve certification to operate our ladder truck, Quint 1-"The Keeper of the Valley." Firefighters who receive this certification undergo a combination of classroom and practical instruction totaling more than 40 hours. This educational program specializes in aerial operations and is enhanced by the firefighter's previous experience with other fire apparatus. Thank you to Captain Jim Leblanc (pictured with FF Gallant) and the crew of D platoon for facilitating Keith's training.



### **Mutual Aid Training**

On Sunday, October 23<sup>rd</sup> the department hosted a large training event that included Nauwigewauk Fire Department, Hampton Fire Rescue and Long Reach Fire Department. Chief Boyle delivered an information and training session on incident command while Division Chief Codling along with several department instructors led training sessions on ladder work, forcible entry, mask-up drills and hose line advancement. The day ended with walk through of a fire scenario using the scaffolding/standpipe training prop currently in place at the department.





### **Queen Elizabeth II Platinum Jubilee Medal**

We are proud to share that Chaplain Bruce H Smith (pictured back row, far left) recently received the Queen Elizabeth II Platinum Jubilee Medal (New Brunswick). This medal was created to mark the 70th anniversary of Her Majesty's Accession to the Throne as Queen of Canada. The medal honours The Queen and her lifelong service to Canada, as well as those residents of New Brunswick who, like Her Majesty, have been exemplary in their service to others.



Response Types Kennebecasis Valley Fire Department		Historical Average	Aug 2022	Historical Average	Sept 2022	Historical Average	Oct 2022
	Fire/explosion - dollar loss	4	3	3	1	3	1
	Rubbish/grass fire - no dollar loss	9	5	8	3	6	0
	Chimney Fire	0	0	0	0	0	0
	<b>Total Fire</b>	13	8	11	4	8	1
	Rescue - Miscellaneous	1	1	1	1	1	1
	Vehicle Accident	9	11	9	8	9	10
	<b>Total Rescue</b>	10	12	10	9	9	11
	Public Hazard - gasoline or fuel spill	1	1	1	0	0	0
	Public Hazard - power line down / utility pole hazard	6	0	2	8	3	1
	Public Hazard - miscellaneous	2	1	1	2	1	1
	<b>Total Public hazard</b>	8	2	4	10	4	2
	Gas Leak - propane	0	1	0	1	0	0
	Gas Leak - response to carbon monoxide detector alarm	1	0	0	0	1	1
	<b>Total Gas leak</b>	1	1	1	1	1	1
	Public Service - first aid	51	57	47	37	43	63
	Public Service - assist police or other agency	1	0	1	0	1	3
	Public Service - mutual aid	1	1	1	0	1	1
	Public Service - citizens trapped in elevator	0	0	0	0	0	1
	Public Service - animal rescue	1	0	0	0	0	0
	Public Service - flooding	2	1	1	0	2	0
	Public Service- miscellaneous		1		0	2	2
	<b>Total Public services</b>	55	60	51	37	49	69
	Alarm No Fire - accidental miscellaneous	2	5	4	2	4	3
	Alarm No Fire - smoke or steam mistaken	1	3	1	0	1	1
	Alarm No Fire - sprinkler surge or discharge	0	0	0	0	0	0
	Alarm No Fire - detector activated	7	6	7	6	8	2
	Alarm No Fire - unknown odours	0	0	0	0	1	1
	Alarm No Fire - miscellaneous	3	6	3	3	2	5
	<b>Total Alarm no fire - No malicious intent</b>	14	20	15	11	15	13
	False Alarm (Mischief) - miscellaneous	1	0	1	0	1	0
	<b>Total False alarm - Mischief</b>	1	0	1	0	1	0
	<b>Total Response Types Kennebecasis Valley Fire</b>	102	103	93	72	88	97



# Kennebecasis Valley Fire Department

---

## *Office of the Fire Chief*

To: Joint Board of Fire Commissioners  
From: Chief Michael Boyle  
Re: EMO Update  
Date: November 9, 2022

A first meeting was held in August between Chief Boyle, Sherri Levesque (Quispamsis) and Brian White (Rothesay). At this meeting there were several topics discussed including the development of a steering committee, training, resources, hazard assessment and financial and legal considerations.

A second meeting was held in October including Chief Boyle, Sherri and Brian along with John Jarvie and Aaron Kennedy. The main focus was the development of an emergency management plan to present to both towns; this is expected to be prepared by late summer of 2023.

Although the KV EMO as an organization doesn't formally exist yet or have procedures in place, there was cooperation between both towns along with the police and fire departments to manage the potential impacts of Hurricane Fiona. Along with several phone calls and emails exchanged, there was also a Microsoft Teams meeting held on Friday, September 23<sup>rd</sup> including all stakeholders. A copy of the email shared from the meeting is included below. Fortunately, beyond some trees down and some power outages lasting several hours the impact was relatively minor for the Kennebecasis Valley.

I provided email updates throughout the storm with a final update sent late Saturday afternoon.



September 23, 2022 1103 hours

Morning,

From our meeting this morning, please review the following:

#### Weather

- As of this morning, there is a tropical storm warning and wind warning for KV; we typically experience downed trees/power lines when gusts exceed 70 or 80 km/h, so it's hard to predict the impact of the wind. Any adjustment in the track of the storm will change the wind impact
- The wind is from the N or NW which may also change the impact

#### Staffing

- The fire department has added staffing for tomorrow; the police are fully staffed and will call in officers as needed. Both towns have staff on-call as needed
- If you haven't already, please send me the contact info for your main point of contact for tomorrow

#### Operations

- Both towns have been preparing for any rain impact by ensuring roads/drainage areas are clear
- The fire department and police will operate normally unless there is a large demand for service
- Our risk management for downed power lines changes based on how many calls we have; we may request town staff for barricades and street closures
- Both towns should follow your existing EMO plan; if this includes moving to level 1 (enhanced monitoring) please do so and follow your plan
- We will assess any power outages and other impacts tomorrow to decide if we need to provide any other services (e.g. reception centre)

#### Social Media

- We will continue to update our social media from NBEMO messaging; I'd ask that both towns and police do the same and share our posts

#### Reporting

- I am updating NBEMO, Les Weber (REMC – Region 9) and will again tomorrow morning
- I am planning an email update tomorrow at 0900 and every two hours during the duration of the storm
- If needed, we will hold another videoconference tomorrow



# ROTHERHAM

## PARKS AND RECREATION COMMITTEE MEETING Tuesday, January 17, 2023 at 6:30 p.m.



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

DIRECTOR OF PARKS AND RECREATION CHARLES JENSEN  
FACILITIES COORDINATOR RYAN KINCADE  
RECREATION COORDINATOR KERI FLOOD  
AGE FRIENDLY COORDINATOR KIRSTIN DUFFLEY

The meeting was called to order at 6:30 p.m. The Committee welcomed new member Colin Boyne.

### 1. ELECTION OF OFFICERS

DRP Jensen called three times for nominations from the floor for Chairperson. Counc. McGuire nominated Holly Young as Chairperson. There being no other nominations, Holly Young was elected Chairperson by acclamation.

DRP Jensen called three times for nominations from the floor for Vice Chairperson. Counc. McGuire nominated Helen Boyle as Vice Chairperson. There being no other nominations, Helen Boyle was elected Vice Chairperson by acclamation.

DRP Jensen welcomed new member Colin Boyne and advised the committee that student representative Adrienne Albert has resigned.

### 2. APPROVAL OF AGENDA

**MOVED** by JF. Legare and seconded by S. Jennings the agenda be approved as circulated.

**CARRIED.**

### 3. ADMINISTRATION

#### 3.1 Code of Ethics

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

#### 3.2 Committee Mandate

**RECEIVED FOR INFORMATION.**

#### 3.3 2023 Meeting Schedule

The Committee reviewed the 2023 meeting schedule. DRP Jensen advised that the committee typically does not meet during the summer.

### 4. APPROVAL OF MINUTES:

#### 4.1 Meeting minutes of November 22, 2022

# ROTHESAY

Parks and Recreation Committee 2023 February 13 Open Session FINAL\_152

Minutes

-2-

17 January 2023

**MOVED** by Counc. Boyle and seconded by S. Jennings the meeting minutes of November, 2022 be approved as circulated.

**CARRIED.**

## 5. DECLARATION OF CONFLICT OF INTEREST

N/A

## 6. DELEGATIONS

N/A

## 7. REPORTS & PRESENTATIONS

N/A

## 8. UNFINISHED BUSINESS:

N/A

## 9. CORRESPONDENCE FOR ACTION

N/A

## 10. NEW BUSINESS

### 10.1 Parks and Recreation Update

17 January 2023 Report from DRP Jensen/RCC Flood/AFC Duffley

- Rothesay common rink was a busy spot over the holidays. Weather was challenging but staff were able to minimize time the ice surface had to be closed.
- Winterfest activities are being planned. Lots of events taking place!
- Special events will be held at the Rothesay common ice surface every Wednesday evening in February.
- Winter Speaker Series will run from February 2<sup>nd</sup> to March 23<sup>rd</sup> each Thursday evening at the Hive.
- The Rothesay Hive is busy this new year with all regular scheduled programs. We are looking at offering a couple of intergenerational events in March for Fundy Winterfest.

## 11. CORRESPONDENCE FOR INFORMATION

N/A

## 12. DATE OF NEXT MEETING

The next meeting is scheduled for Tuesday, February 21, 2023.

## 13. ADJOURNMENT

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

**CARRIED.**

The meeting adjourned at 6:50 p.m.

---

CHAIRPERSON

---

RECORDING SECRETARY





**ROTHESAY**  
**2023 February 13 Open Session FINAL 153**  
**WORKS AND UTILITIES COMMITTEE MEETING**  
**Rothsay Town Hall Common Room**  
Wednesday, January 18, 2023  
**5:30 p.m.**



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

**DRAFT**

TOWN MANAGER JOHN JARVIE  
DIRECTOR OF OPERATIONS BRETT McLEAN  
RECORDING SECRETARY DEBBIE KEYES

**ABSENT:** STEPHEN ROSENBERG

Deputy Mayor Alexander acted as chairperson and called the meeting to order at 5:32 p.m.

**1. ELECTION OF OFFICERS**

- Deferred to next meeting of February 22, 2023

**CARRIED**

**2. APPROVAL OF AGENDA**

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

**CARRIED**

**3. ADMINISTRATION**

- 3.1 Code of Ethics
- 3.2 Committee Mandate
- 3.3 2023 Meeting Schedule

**4. APPROVAL OF MINUTES**

- 4.1 Regular Works and Utilities Committee meeting of November 23, 2022.

**MOVED** by Counc. Brown and seconded by G. Thambi the minutes be approved as circulated.

**CARRIED**

**5. DECLARATION OF CONFLICT OF INTEREST**

N/A

## 6. DELEGATIONS

### 6.1 Active Transportation presentation - Brian Gillis

Deputy Mayor Alexander welcomed Mr. Gillis. Mr. Gillis thanked the Committee and explained he has been doing this since 2010. Mr. Gillis has a dream to go from Wells to central part of Rothesay, all the way to KV High School on a largely off-road system. He stressed the importance of keeping active transportation front-of-mind to ensure continuous improvements, especially for public safety. There was a plan in 2012 which was accepted by Council. He stated the Town has made many improvements, but progress has slowed recently. He explained his repeat visits to Council are to remind the Town to remain on track so that the public can receive benefits of an interconnected active transportation system.

He offered timely and cost-effective suggestions for improvements in the documentation provided. Which were:

- Moving the bike rack at Town Hall to the front of the building - would demonstrate the Town's interest in active transportation and deter theft.
- Bike lanes should be added thru the Grove Avenue intersection and along Hampton Road between Clark Road and Town Hall.
- Single file glyphs should be added on Rothesay Road at Taylor Brook, Gondola Point Road at CN overpass and Vincent Road.
- Campbell Drive - reposition concrete barriers to create space for a bike lane.
- Airport Arterial, Route 111 - all intersections and off ramps should have bike lanes.
- To promote active transportation the Town could utilize Rothesay Road's electronic sign, the Town website, Rothesay R-Insider and social media.
- All bike lanes should have proper roadside signage.
- Connect Fairvale Trail to the schools/Ice Rink area by using existing sidewalk space and creating a bi-directional multi-use trail along Gondola Point Road.

Discussion ensued noting painted routes (bike lanes and shared routes) give cyclists confidence that they will be safe while using these amenities. Mr. Gillis encouraged the Town to paint these as early as possible in the spring.

Mr. Gillis spoke of the upcoming Clark Road and Gondola Point Road intersection project, noting he hopes the Town does not miss the opportunity to incorporate active transportation into the design. He addressed other areas, near schools, that have sidewalk, but also opportunity for active transportation features. Discussion ensued noting painted routes (bike lanes and shared routes) give cyclists confidence.

C. Vanbuskirk asked a question about the plowing of sidewalks if they are combined with or connected to trails. Mr. Gillis assured the Town it would be easier because the trail/sidewalks would be wider (about 3 meters wide). Also, the trails would be groomed for winter walking/skiing/snowshoeing.

Mr. Gillis would like to see the Hillside Trail connect to Fox Farm Road and join to the trails coming from Wells to Hampton Road, which would allow people to have sort of a continual route to go from one spot to the other without being on the roadway.

Mr. Gillis stated that he is working with the province right now to include a Rider in the Motor Vehicle Act that will allow municipalities to designate sidewalks as multi use trails (Nova Scotia has a Rider in their Motor Vehicle Act).

**ROTHESAY  
Works and Utilities Committee  
Minutes**

-3-

**January 18, 2023**

Mr. Gillis concluded his presentation by mentioning that federal funds are available for active transportation. He offered to assist the Town to promote active transportation as much as possible.

Mr. Gillis suggested the Committee have a dedicated Active Transportation subcommittee or add a line item in the agenda for “Active Transportation” as a reminder to focus on Active Transportation at each meeting.

Town Manager Jarvie spoke about the issues Mr. Gillis raised concerning a trail from the lagoon in Quispamsis to Gondola Point Road. There are some private property issues however the idea of an asphalt trail from Gondola Point Road to Pettingill Road is attractive if the Town can acquire the properties.

C. VanBuskirk requested Mr. Gillis submit a 5 to 10 year plan to Town staff. Town staff will provide a copy of the current Active Transportation Plan to the Committee members. There was consensus that a recommendation regarding Active Transportation would be provided to Council in the future.

## **7. REPORTS & PRESENTATIONS**

N/A

## **8. UNFINISHED BUSINESS**

- 8.1 Capital Projects Summary
- 8.2 Solid Waste Tonnage Report
- 8.3 Speed Radar Signs Report

## **9. CORRESPONDENCE FOR ACTION**

- 9.1 9 December 2022 email from resident RE: Accessibility in Rothesay

The Committee discussed difficulty of promoting accessibility at existing private properties. When an existing building is substantially renovated or a new building is constructed then building code and barrier free access rules can be invoked. One specific question that was raised, concerned the access to Sobeys and Super Store. There is no sidewalk into the Sobeys parking lot from Hampton Road.

The Town could approach the property owner of Sobeys and make them aware of the resident’s concern. Also with the Superstore, the entrance (Lacy Drive) from Marr Rd into the parking lot has no sidewalks which is also a safety issue for residents. The Town could approach the property owner of Superstore and make them aware of the resident’s concern.

**MOVED** by Councillor Brown and seconded by S. Carter to send letters to Sobeys and Superstore about the potential safety issue of no sidewalks and respond to the resident stating that we have sent letters to Sobeys and Superstore.

**CARRIED**



**ROTHESAY  
Works and Utilities Committee  
Minutes**

-4-

**January 18, 2023**

9.2 16 January 2023 letter from resident RE: Recycling

Deputy Mayor Alexander stated the town houses on Balmoral Blvd are part of the Condominium Association, which is similar to apartment buildings where the owners/operators of the development are responsible for garbage and recycling pickup. The Town does not pickup garbage or recycling from multi-unit buildings. It's the responsibility of the owner.

**MOVED** by S. Carter and seconded by G. Thambi that the Town pass this information on to the Regional Services Commission for future consideration and also respond to the resident.

**CARRIED**

**10. NEW BUSINESS**

10.1 Discussion: CN Crossing – Dobson Lane to Monaco Drive

Town Manager Jarvie stated that CN considers it a privilege to cross their tracks. They don't see it as a right of the public. There are CN regulations with respect to crossings. There are different types of crossings such as public/private and at grade/overpass crossings. East Riverside crossing for instance, is a private at grade crossing and that's why the chain is up at all times.

The Town will ask CN what's involved in adding a public at grade crossing. Councillor Brown suggested to approach it as a safety issue with signage and lighting. Deputy Mayor is concerned because it's a secluded crossing, there would be no sightline to see anyone coming out of the woods and onto the tracks. The treeline would have to be cutback. DO McLean explained that there are 2 distinctions of crossings, pedestrian crossing and vehicular crossings. The Town needs to apply for a vehicular crossing between Dobson Lane and Monaco Drive. If the Town builds an at grade, vehicular crossing which is fully sanctioned by CN with all the proper elements, the Town does not necessarily have to open it as a vehicular crossing; it can be used as a pedestrian crossing.

The Committee agreed a recommendation should be provided to Council.

**MOVED** by Councillor Brown and seconded by C. VanBuskirk that Council authorize DO McLean to explore the idea of a new vehicular at grade crossing with CN between Dobson Lane and Monaco Drive.

**CARRIED**

**11. CORRESPONDENCE FOR INFORMATION**

11.1 Streetlight Policy

- Councillor Brown mentioned the Gondola Point Road side of the Common where the residents park is very dark. There are no streetlights pointing towards vehicles, it is hard to see vehicles at night and it is also hard to see pedestrians crossing at night. He suggested adding some sort of directional light that points down so not to disturb residents in the houses close by. DO McLean will look into the possibility for additional lighting.

**ROTHESAY  
Works and Utilities Committee  
Minutes**

**-5-**

**January 18, 2023**

- 11.2 Sidewalk Policy (for reference only)
- 11.3 2023 Sidewalk list
- 11.4 5 Year Sidewalk Expansion priority list

**12. DATE OF NEXT MEETING**

The next meeting is scheduled on Wednesday, February 22, 2023

**13. ADJOURNMENT**

**MOVED** by Counc. Brown and seconded by G. Thambi to adjourn the meeting.

The meeting adjourned at 7:32pm

---

CHAIRPERSON

---

RECORDING SECRETARY



2023 February 13 Open Session FINAL\_158

# ROTHESAY

## MEMORANDUM



---

TO	:	Mayor and Council
FROM	:	Works & Utilities Committee
DATE	:	January 18, 2023
RE	:	CN Crossing – Dobson Lane to Monaco Drive

---

### Background:

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, January 18, 2023:

**MOVED** by Councillor Brown and seconded by C. VanBuskirk that Council authorize DO McLean to explore the idea of a new vehicular at grade crossing with CN between Dobson Lane and Monaco Drive.

**CARRIED**





**ROTHESAY**  
~~2023 February 13 Open Session FINAL - 159~~  
**CLIMATE CHANGE ADAPTATION COMMITTEE**  
**Rothesay Town Hall Common Room**  
Tuesday, January 24, 2023  
**5:30 p.m.**



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

TOWN MANAGER JOHN JARVIE  
RECORDING SECRETARY ELIANE KNOX

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

**1. ELECTION OF OFFICERS**

N/A

**2. APPROVAL OF AGENDA**

**MOVED** by A. McAllister and seconded by K. Nixon the agenda be approved, as circulated.

**CARRIED.**

**3. ADMINISTRATION**

**3.1 Code of Ethics**

Chairperson Alexander asked all the members to please sign the Code of Ethics form and to return it to the recording secretary.

**3.2 Committee Mandate**

Chairperson Alexander reminded the Committee that the Committee Mandate was sent to them many months ago and is included today's meeting package for their view.

**4. APPROVAL OF MINUTES**

**4.1 Regular Climate Change Adaptation Committee meeting of October 25, 2022**

**MOVED** by L. Peters and seconded by A. McAllister the minutes of October 25, 2022 be adopted, as circulated.

**CARRIED.**

**5. DECLARATION OF CONFLICT OF INTEREST**

Chairperson Alexander said he did not see anyone declaring a conflict of interest.

**6. DELEGATIONS**

**6.1 Raven's Nest – Outdoor Learning Space at Rothesay Park School – Collaboration and Engagement Opportunities**

Julie Cyr from Rothesay Park School thanked the Committee for inviting her. She presented PowerPoint slides of the journey at Rothesay Park School for the past few years in creating and developing their Raven's Nest.

She explained the story that began in 2020. Schools were out and everybody was at home. When called back to school, it looked very different. The mandate was to take the students outside as much as possible. She described her education background which inspired her to get students outside.

At that time, she was teaching art and made time to take students outside for an extra lesson. They used that time during art to brainstorm ideas. What could other learning look like in a public school setting? And with her background, what would be useful in that space and what kind of activities could the kids be doing? She presented the students with different ideas, looking for their interest and what it would look like. Her presentation to the committee included one of the finished models, which illustrated what the students had accomplished. They made some sit-upons to spend more time outside.

Once they had their idea, they started construction. She explained the different phases of the construction. Seatings were added, pollinator gardens against the building, walkways and gabion baskets. Hardhats, boots, and goggles were donated. The students were able to go out one class at a time and taught how to use simple tools to help with the construction. One lucky class was able to raise the trusses. She showed slides of the curriculum cabinets and sensory walking path and space.

She described the day of the grand opening. Many community members, partners and Craig Mansfield from Oromocto First Nation were part of the event.

Ms. Cyr described a range of activities for which she had led the students. She had an activity called: “tree for me”, where each students chosen a tree of their choice on the property. They spend time with that tree to discover it and see the wildlife living in it. They will sketch it for the year. They will have 4 sketches for the different seasons and learn the cycles of nature. The tree will remain theirs during their middle school years. They needed to include some skills, so they learned basic knots and they created their initials made with knots and twigs. They also learned and created different shelters based on climate.

They did two artistic activities related to birds’ migration and tied to their curriculum. They made icicles with fruits and greenery and birdseeds ornaments. They also had First Nation guests. They were awarded \$1,000 grant to build their own drums. So, they learned about drums teaching. She presented last year’s student eco-leaders, and mentioned that they won Platinum School for this project.

Ms. Cyr noted they had partnered with the town on Earth Day in April. The town provides garbage bags for cleanup. They do a plogging challenge every year. So, they tied the Town event with theirs.

She also mentioned that they had done community outreach with Guelph University. They were doing a study on bees on pollination. They sent a bees nest to the school to study and returned to the University for them to analysis the data.

They also invited teachers for professional learnings. Teaching teachers how to take their instruction into outdoor settings.

In the fall, they had a war veteran as a guest and planted a tree in memory of fallen soldiers. The eco-leaders named the spruce tree “Charlie” because the Queen just passed and in honour of the new King Charles.

She concluded noting the students named the outdoor space “Raven’s Nest”.

Mayor Grant mentioned that Rothesay High School played cribbage with the seniors at The Hive four or five times just before Christmas.

K. Nixon, as a parent of one the school students, thanked Ms. Cyr and the school for all they do for this project.

L. Peters said this touches kids who do not necessarily respond to the traditional way of learning. This must be a lifesaver for several children. Julie Cyr replied that this year they were able to allocate

every class one outdoor learning class per week at Rothesay Park School and they have two teachers dedicated to that. Her role is a coach for the outdoor program with the entire school district.

Chairperson Alexander thanked Julie Cyr for sharing this information with the Committee. If there are other collaboration and engagement opportunities that the Town can facilitate to please inform the Town.

Ms. Cyr also thanked the Committee and suggested the members please reach out to the schools because they are always looking for partnerships and ideas.

## 6.2 Active Transportation

Deputy Alexander introduced the next delegation, Brian Gillis. He explained that Brian Gillis came to Council last week and gave a presentation on active transportation. He came to the Works and Utilities Committee two weeks ago as well and gave an in-depth presentation on active transportation. We invited him this evening to open the floor for a discussion and what can be done through the Town to improve our active transportation.

Mr. Gillis thanked the Committee and said there is synergy between the Raven's Nest, active transportation, and climate change.

Brian Gillis indicated that Rothesay already has an active transportation plan created in 2012. Results are evident now with bike lanes and said there are still difficulties with continuity. We cannot get everywhere in town yet with the bike lane systems. He believed that the Town could add two road based systems and an off-road, multi-use trail system that would be able to connect. He envisions a system that connects twelve schools and all the area athletic fields attached to them and large off-road trails with some low traffic volume roadways that goes from KV High School to Rothesay Elementary.

He presented his ideas of two proposed road base systems that would be located in Quispamsis and Rothesay. He illustrated a map with blue lines for offroad and multi-use trails that have been built so far, red lines are things that need to be done and yellow lines are interconnecting roadways usually in subdivisions that are low traffic volumes.

He summarized that his dream is connecting the main recreations and school areas; and for school age children using more active transportation. He gave an example of Netherlands. It is a cultural change. 'If you build infrastructure, people will come and use it.'

He asked the Committee for their support. He explained that he already approached the Council and staff but wanted to reach out to them also to try to get funding and interest. He said the Government of Canada has \$4M and Town needs to apply for it with the active transportation in mind.

He was asked his perception from the two presentations. Brian Gillis replied that people listened attentively. He did not walk away with any commitments. The Works and Utilities Committee, they wanted him to come up with a list of things that can be done as simple as it could be. He pointed out that for the off-road aspects, he does not have access to all the information who owns which lands. The Town AT plan has a list of 41 trails that was seen as possible in 2012. He saw some houses being built on some of them. He will challenge the Works and Utilities Committee to go through that list and understand what is left that we can do.



K. Nixon asked the Committee is anyone knows about the status on the funding. Town Manager Jarvie replied that the town had a funding application from to connect Grove Avenue to Wells in the amount of \$2M. We received a letter in the last few days to inform that was not a project that they wanted to fund for various reasons; but essentially there were many other priority projects.

Chairperson Alexander described the project was to build a tunnel underneath the off ramp and under the MacKay Highway to finish near the Irving Oil gas station for pedestrian and people with bikes.

K. Nixon questioned how funding for such projects was obtained. It was noted government funding was typically for specific projects.

L. Peters mentioned when she was running for Town Council a few years ago, she read the entire report and Brian Gillis met with her to walk the trails and specifically the Fairvale trail. She asked whether there was property that would have to be acquired. That seems likely to be a lot of money. Has it ever been a consideration of how trails could be attached to bigger municipal projects? For example: how can something like that this attract new younger people that perhaps want active transportation. Would like to have something tied to something bigger.

Brian Gillis replied that he would suggest to not do everything at once. We could choose depending on the funds. He asked if the funds application went to provincial or federal. Town Manager Jarvie responded that the application was through the Province to Infrastructure Canada, which is federal funds.

Brian Gillis asked what can be done for a smaller amount. For instance, Fairvale trail is a portion of that can built. In resume, he is promoting do what we can with town employees rather than hiring contractors. As example, portions of this whole system that we could be picking away at when we have extra an hour for a person that can do it.

A. McAllister asked is there someone in Rothesay town staff that could maybe work with Brian Gillis to identify what can be done locally with staff to lead this forward. Town Manager Jarvie explained the work process done to connect Quispamsis Longwood trail to Rothesay and, Rothesay road improvements.

Mayor Grant suggested, since this was presented to the Council and Work and Utilities Committee, the Committee could come up with a recommendation of what can be done and in which sequence. She heard through her three election campaigns the importance of active transportation. She had several conversations with CN and they are not going to let us cross the railroad track. They do not want people crossing the tracks.

Chairperson Alexander said that Works and Utilities Committee has requested that Brian Gillis to identify the short, medium and long-term priorities and they will be taking that information to work with. They will also be trying to incorporate active transportation in the future. Brian Gillis informed the Works and Utilities Committee when looking at designs that are put forward to consider how does it impact on active transportation. Brian Gillis purpose tonight is for more people to understand active transportation and for any recommendations made by this Committee to go to Council. Perhaps the Works and Utilities could share their recommendations to this Committee.

K. Nixon agreed with Chairperson Alexander.

**MOVED** by K. Nixon and seconded by C. Lang that the Climate Change Adaptation Committee supports and encourages the implementation of Rothesay Active Transportation Plan, including the use of Town resources where appropriate and encourages the Town to seek extra government grants.

**CARRIED.**

Town Manager Jarvie explained that Brian Gillis presence today was to draw together the implications of active transportation to greenhouse gas and climate change; how benefits of transportation were going to help us to get larger portions of the population actively moving around.

A. McAllister suggested that Brian Gillis work with the Works and Utilities Committee to make selections on priorities connecting people with services.

K. Nixon gave the example of Saint John Airport. He added if we put the infrastructure in than people will use it more. That is the reasons that he proposed the motion.

A. McAllister she also added if people primarily use it for “recreation and exercise” that at least it is savings on greenhouse gas.

Town Manager Jarvie explained that part of what is desired is to have connections where people can walk to and from exercise. As an example, to able to get this link across the highway. He gave the example of someone living in Renforth to be able to walk along the trail and across the highway to get to the Wells Parks.

L. Peters said we have an aging population and there are many concerns when they are going out and even just being active. The reason they park so close to the facility is that they have limitations. They want to get in and get out in a safe manner. Also, she is not sure if parents are ready to let their young children to go on Fairvale trail to the grocery store.

Brian Gillis said it is a cultural change that he is looking for. As for the walking aspect, a multi-use trails are not only for walking, but for scooters, wheelchairs and anything that moves with human power, and bi-directional.

A. McCallister explained her experience with active transportation when she was living in Toronto.

Brian Gillis summarized that his focused now is to push the offroad aspect and get more people involved active transportation. He encouraged the members of the Committee to read the active transportation plan and to understand it. If any members have any questions or want to go for a walk to please contact him.

## **7. REPORTS & PRESENTATIONS**

N/A

## **8. UNFINISHED BUSINESS**

### **8.1 Flyers Distribution**

Town Manager Jarvie asked the Committee members about their experience stopping the delivery of flyers to their home.

A. McAllister said she followed Éliane Knox plan and cancelled her flyers. Within a week they stopped the delivery. It does work.

C. Lang indicated that she mentioned previously in last meeting that she was not receiving it, but started back when they were having that meeting. So, she called immediately to cancel, and they never come back.

L. Peters said same thing for her. Just a phone call.

K. Nixon said from his past experience trying to stop the delivery of flyers until recent time. He unsubscribed and they stopped delivery.

Mayor Grant indicated that the Town posted the information on social media and quite a few people looked at the post.

Town Manager Jarvie said if the flyers come back and we must enforce a by-law, it is not an easy task. Nevertheless, we have prepared a by-law. He circulated the draft by-law to the members. He proposed they take the by-law with them and can mark it up. To think about has been said whether they want to recommend a by-law to Council. He explained his experience enforcing the by-laws.

Town Manager Jarvie proposed to maintain social media communication with the population. In the case that someone called to stop and are still receiving flyers, to inform the distributor that we could implement a by-law.

C. Lang explained that it seems to be working just by calling New Brunswick News. She did the same with Canada Post with a note to stop flyers in her mailbox and worked too. Her preference would be no by-law.

Town Manager Jarvie informed that Éliane Knox done some searches in legal cases. The document she found is around 60 pages long. There is a potential issue around freedom of speech and lawsuits which could be very expensive should a bylaw be challenged.

K. Nixon explained when he brought this forward at the very first meeting it was from two different approaches: 1) Nuisance factor which was the inability to unsubscribe, and 2) Environmental fact. The accumulation weeks after weeks. He said he like the idea to have the by-law in the back pocket.

Town Manager Jarvie indicated that we would continue to promote is the environmental aspects on social media.

Chairperson Alexander suggested to send flyers with details on how to unsubscribe for those that have many flyer bags not picked up in their driveway. He asked the members to read the draft by-law for the next meeting and it will be discussed. A. McAllister proposed to include the information in the Rothesay-Insider email newsletter. Mayor Grant suggested to continue to promote on social media. Town Manager Jarvie proposed to write a note to explain that we did the test of unsubscribing to the flyers, and it worked. He asked the members if they have other ideas to let him know. K. Nixon suggested messaging new owners and citizen that tried to unsubscribe before to try it again.

## 8.2 Anti-Idling Policy Considerations

Town Manager Jarvie explained that the memo was prepared in collaboration with supervisory staff regarding idling. He explained his memo to the Committee. He pointed out that 15 minutes may sound like a long time, but operating some equipment takes a long time to warmup. It is important that Town vehicles on the road be driven safely. He described the feedback that he received from staff.

A. McAllister asked the Town Manager Jarvie if observations were made. Town Manager Jarvie replied this is the “feedback” that he received. The Committee asked about the implications of the idling policy with Town equipment. He noted some pieces of equipment that are not functioning properly must keep running once started. Our equipment and vehicles are not all stored in the municipal garage and warmup time it depends on the equipment and vehicles.

Chairperson Alexander summarized that the recommendation is to review the memorandum and to request staff to draft a detailed policy to be considered. He explained some vehicles need to be prepared for storms and need 15 minutes to warm up, such as temperature of -40C.



A. McAllister said she is grateful for the feedback. She said she would like to meet with Brett McLean. She has some questions that she would like to ask him. He has said that he wanted to have some input into the discussion/consultation of the policy. She would love to take this feedback and go through with Brett McLean because he would be the ultimate responsible of this policy.

Town Manager Jarvie said that the feedback is from the staff and came through from Charles Jensen and Brett McLean. A. McAllister indicated that the policy lacks provisions, clauses, who would be the chief of administrator of all things. Town Manager Jarvie replied that he would use the same structure as all other staff policies. Also, it would be his responsibility to sign the policy and the go to person regarding the implementation.

Mayor Grant said that 15 minutes sounds very long to her. The Town Manager identified in the policy five separate instances for the 15 minutes: clear windshields, air breaking systems, diesel-burning vehicles, crew cabs and roof lights. But everything else should take less time to warm up. She is wondering of the possibilities making idling time less with exceptions.

Town Manager Jarvie said this probably would not apply for the months of June through September, but more time would be necessary during the winter.

A. McAllister replied that raise a question would it be such as from October to April would be a maximum 15 minutes of idling and June to September a shorter the time.

Town Manager Jarvie gave some examples of possible operational issues. He explained how he would be the approach the staff and why the policy is necessary.

C. Lang said that management is complex enough for operations and adding another policy that needs be micromanaged and definitive is difficult. It is an educational matter. The staff might see results, such as fuel reduction. It can be turned into like a contest amongst them. To make it complicated, she does not think that will get the same engagement from staff.

Town Manager Jarvie explained his approach with staff regarding the policy and drive-through.

K. Nixon said he does not support any restrictions on drive-through. Staff will have to be mindful. If they see a long lineup, they should be considering shutting their vehicle off. He added that he is mindful of situation of labour and unions.

Town Manager Jarvie suggested there can be a success with anti-idling. Once the Committee decided what they want to do, it is to go community at large. He suggested the next step would be applied to staff personal vehicles, on Town properties and then apartment buildings.

A. McAlister asked how amendments to by-laws are made. Town Manager Jarvie explained the way the by-laws work, it needs to be in context of provincial legislation. There is nothing we could do if it does not fit in the provincial legislation. To the Mayor's point 15 minutes is a long time and managers would need to approach staff. Perhaps this year would be 15 minutes and next year 10 minutes. The steps that we can go through to reduce time and still operate need to be identified.

**MOVED** by A. McAllister and seconded by K. Nixon to receive in the file this memo and to request staff to a draft detailed policy for the Committee to consider review recommendation to Council.

**CARRIED.**

Chairperson Alexander thanked A. McAllister for bringing this forward to the Committee.

## **9. NEW BUSINESS**

### **9.1 BUSINESS ARISING FROM DELEGATIONS**

9.1.1 Chairperson Alexander mentioned that already discussed during item 6.2.

Town Manager Jarvie proposed to bring these items back and review the action steps from climate change adaptation report to know what has been achieved.

Chairperson Alexander requested to provide him a copy or a link of the Active Transportation Plan.

**10. DATE OF NEXT MEETING**

The next meeting is tentatively scheduled for Tuesday, April 25, 2023 at 5:30 pm.

**11. ADJOURNMENT**

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

**CARRIED.**

The meeting adjourned at 7:21 pm.

---

CHAIRPERSON

---

RECODING SECRETARY



**ROTHESAY**  
2023 February 13 Open Session FINAL\_167  
PLANNING ADVISORY COMMITTEE MEETING  
Common Room, Rothesay Town Hall  
**Monday, February 6, 2023 at 5:30 p.m.**



**PRESENT:** COUNCILLOR TIFFANY MACKAY FRENCH  
COUNCILLOR DON SHEA, Chair  
KELLY ADAMS  
TRACIE BRITTAIN  
MATTHEW GRAHAM, Vice Chair  
RALPH FORTE  
CHRISTIANE VAILLANCOURT

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

**ABSENT:** JOHN BUCHANAN  
RECORDING SECRETARY LIZ HAZLETT

The meeting was called to order by DPDS White at 5:30 p.m. He gave introductory remarks and reviewed responsibilities of the Chair and Vice Chair.

**1. ELECTION OF OFFICERS**

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

Chairperson Shea called three times for nominations from the floor for Vice Chairperson. Counc. Mackay French nominated Matthew Graham. There being no other nominations, Matthew Graham was elected Vice Chairperson by acclamation.

**2. APPROVAL OF THE AGENDA**

**MOVED** by M. Graham and seconded by Counc. Mackay French the agenda be approved as circulated.

**CARRIED.**

**3. ADMINISTRATION**

**3.1 Code of Ethics**

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

**3.2 Committee Mandate**

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

**3.3 2023 Meeting Schedule**

**MOVED** by T. Brittain and seconded by C. Vaillancourt the Committee approve the 2023 meeting schedule as distributed.

**CARRIED.**



**4. ADOPTION OF MINUTES****4.1 Regular Meeting of December 5, 2022**

**MOVED** by M. Graham and seconded by C. Vaillancourt the Minutes of December 5, 2022 be adopted as circulated.

ON THE QUESTION:

R. Forte abstained.

**CARRIED.**

**5. DECLARATION OF CONFLICT OF INTEREST**

N/A

**6. NEW BUSINESS****6.1 35 Eden Drive Kaitlin Cordingley**

OWNER: Kaitlin Cordingley

PID: 30235782

PROPOSAL: Home Occupation (Cosmetics/Aesthetics)

Ms. Cordingley was in attendance. DPDS White gave a brief summary of the report, highlighting the following: both applications this evening are for conditional uses; relevant sections of the Zoning By-law were reviewed, a number of criteria to be fulfilled for a home occupation and staff support the application.

C. Vaillancourt asked for clarification on signage and possible expansion of the business, and similarities to the business at the Train station. DPDS White advised no signage is permitted, the owner is the sole employee and, if the business grows, this is not the location for a larger business with more employees. Ms. Cordingley advised her business is different from the one located at the Train station.

**MOVED** by Counc. Mackay French and seconded by R. Forte the Planning Advisory Committee hereby grants approval to operate a Cosmetic/Aesthetics Studio as a home occupation at 35 Eden Drive (PID# 30235782) subject to Section 5.3 of By-law 2-10 Home Occupation Requirements.

**CARRIED.**

**6.2 82 Hampton Road Darryl McMann**

OWNER: 699825 N.B. Inc.

PID: 00242347

PROPOSAL: Conditional Use - Restaurant

Mr. McCann was in attendance. DPDS White gave a brief summary of the report, highlighting the following: the current zoning is Central Commercial, the building is located on 2½+ acres of land and is located 125 feet from the nearest residence, there is no drive-thru and there is ample parking for a 20 seat, 1000 square foot restaurant.

C. Vaillancourt requested clarification on access, hours of operation and a liquor license. M. Graham requested clarification on the possibility of a drive-thru in the future. DPDS White advised the access will be off Iona Avenue and staff have no issue with additional traffic. Mr. McMann advised the establishment will not have a liquor license, hours of operation will be 11 am to 8 pm seven days/week and the menu will be comfort food/food truck style(e.g., brisket, smash burgers, poutine). He noted they may close on Sundays. DPDS White indicated the paved area behind the building is a service entrance for the pet store and would be unlikely to support a drive-thru.

**MOVED** by T. Brittain and seconded by M. Graham the Planning Advisory Committee hereby grants approval of a 20 seat restaurant as a conditional use at 82 Hampton Road – Unit C (PID# 00242347).

**CARRIED.**

**7. OLD BUSINESS**

---

**TABLED ITEMS**

**Tabled February 5, 2018 – *no action at this time***

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

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

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

**Tabled October 3, 2022 – *no action at this time***

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

---

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

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

The next meeting will be held on **Monday, March 6, 2023.**

**10. ADJOURNMENT**

**MOVED** by T. Brittain and seconded by Counc. Mackay French the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 5:45 p.m.

---

CHAIRPERSON

---

RECORDING SECRETARY



# ROTHESAY

2023February13OpenSessionFINAL\_170

## BUILDING PERMIT REPORT

1/1/2023 to 1/31/2023

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
01/05/2023	BP2022-00147	120-122 HAMPTON RD	SIDING AND WINDOWS	\$80,000.00	\$580.00
01/03/2023	BP2022-00170	10 SHIPYARD RD	ADDITION	\$25,000.00	\$181.25
01/18/2023	BP2022-00171	95 HAMPTON RD	DEMOLITION	\$0.00	\$500.00
01/24/2023	BP2023-00001	63 MALISEET DR	WINDOWS	\$60,000.00	\$435.00
01/24/2023	BP2023-00002	63 MALISEET DR	IN GROUND POOL	\$70,000.00	\$507.50
01/11/2023	BP2023-00004	29 SHADOWHILL CRT	WINDOWS	\$4,000.00	\$29.00
01/16/2023	BP2023-00005	6 SALMON CRES	FENCE	\$7,600.00	\$58.00
01/13/2023	BP2023-00008	32 DOBBIN ST	WINDOWS	\$9,650.00	\$72.50
01/18/2023	BP2023-00009	50 FRANCES AVE	DEMOLITION	\$0.00	\$500.00
01/20/2023	BP2023-00011	34 DOBBIN ST	ACCESSORY STRUCTURE	\$6,000.00	\$43.50
01/20/2023	BP2023-00012	132 HAMPTON RD	INTERIOR RENOVATIONS - COMMERCIAL	\$10,000.00	\$72.50
01/26/2023	BP2023-00013	2010 ROTHESAY RD	WINDOWS	\$8,000.00	\$58.00





# ROTHESAY

2023 February 13 Open Session FINAL 171

## BUILDING PERMIT REPORT

1/1/2023 to 1/31/2023

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
Totals:				\$280,250.00	\$3,037.25
Summary for 2023 to Date:				\$280,250.00	\$3,037.25

### 2022 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$25,000.00	\$181.25
Summary to Date:	\$25,000.00	\$181.25



## ROTHESAY

## INTEROFFICE MEMORANDUM



TO : Mayor Grant & Council  
 FROM : John Jarvie  
 DATE : 9 February 2023  
 RE : Capital Project – Status Report

The following is a list of 2023 capital projects, holdover 2019, 2020 and 2022 capital projects and the status of each along with a continuing project from 2016.

	PROJECT	BUDGET	\$ TO 31/12/22*	COMMENTS
2016	General Specification for Contracts	40,000	40%	Draft document under review by staff
	Trail & sidewalk connector Wells	\$1.62M	-	Subject to grants; estimate revised to current – land acquisition discussions with Province underway
2019	Secondary Plan road design	50,000	-	Wiljac – design underway
	Drainage Study	200,000	80%	Final Report Submitted -recommendations for correction of minor deficiencies on Agenda for approval
2020	Wells Ballfield	250,000	100%	Substantially Complete
	WWTP Phase II design	600,000	89%	Preliminary Design in Review Stage
2021	Shadow Hill Court water	400,000		Preliminary design and cost estimates complete
	Turnbull Ct sewer replacm't Phase II	1,000,000	20%	Project pending WAWA permit approval
2022	Fire Department Stn 2 Reno	1,250,000	50%	Approved by Municipal Capital Borrowing Board, budget adjustment made and increase approved by both Towns
	Intersection improvements Grove Avenue at Hampton Road	475,000	37%	Conduit and pole bases complete, awaiting delivery of poles and signals, expected in March
2023	Town Hall HVAC	100,000	100%	
	Parks Equipment	200,000	100%	Mowers in service
2024	Pickle Ball Courts	50,000	100%	Item on September Agenda
	Turnbull Ct sewer replacement Ph II	\$1.0M	45%	Tender awarded; EIA review underway
2025	Water quantity	100,000		pending
	Water model update	100,000		deferred
2026	Wells New Building	\$3.1M	30%	Construction Underway
	Hillsview water line replacement	50,000		Preliminary design complete, deferred
2027	2023 Street Resurfacing inc C&S	\$1.225M		
	Fleet	750,000		
2028	Pickle Ball Courts Phase II	150,000		
	Parks Equipment	215,000		
2029	Recreation Master Plan	60,000		
	Works Buildings	85,000		HVAC system installed, external unit installed, removal of hot water piping underway
2030	Parks Equipment	215,000		
	Arena Condenser	100,000		
2031	McGuire Centre Repairs	30,000		
	Town Hall - HVAC	40,000		
2032	IT (software upgrades)	17,000		
	Water Treatment Train expansion	630,000	10%	Purchased and on order - April delivery expected
2033	Lagoon Dredging	\$1.32M		

\* Funds paid to this date.



# ROTHESAY

## MEMORANDUM



---

TO	:	Mayor and Council
FROM	:	Town Clerk Banks
DATE	:	19 January 2023
RE	:	Rothesay Arena Open House

---

### RECOMMENDATION:

- Council remove the motion with respect to the Rothesay Arena Open House from the table for discussion; more specifically:
  - ***MOVED*** by Counc. McGuire and seconded by Counc. Lewis a public open house/presentation be scheduled to show appropriate financials and plans on a renovated arena vs. new arena in order to allow the public and stakeholders to provide meaningful and direct input on how they would like the Town to proceed regarding the arena

### BACKGROUND:

On August 17, 2021, the Parks and Recreation Committee made a recommendation to Council to schedule a public open house/presentation to provide information to the public and seek their input on the Rothesay Arena project (see attached).

Council considered the motion at its September 13, 2021 Council meeting and subsequently tabled the motion until: 1) a priority-setting session has been held, 2) final implications of Local Governance Reform are confirmed and 3) a special session is held to discuss the matter (see attached excerpt).

As Council is aware, effective January 1, 2023, new legislative requirements under Local Governance Reform came into effect. The impact on the community, as well as at the regional service commission level are evolving and undefined.

#### *Options:*

- 1) Schedule a public open house/presentation (or defeat the motion)
- 2) Table the motion until such time as the existing conditions are satisfied (same motion from September 13, 2021)

*Attachments: Parks and Rec Committee recommendation (17 August 2021)  
Council minutes excerpt (13 September 2021)*





2023 February 13 Open Session FINAL\_174

# ROTHESAY

## MEMORANDUM



---

TO : Mayor and Council  
FROM : Parks and Recreation Committee  
DATE : August 17, 2021  
RE : Rothesay Arena

---

**Background:**

Please be advised the Parks and Recreation Committee passed the following motion at its regular meeting on Tuesday, August 17, 2021:

**MOVED** ... and seconded ... the Parks and Recreation Committee recommend to Council that a public open house/presentation be scheduled to show appropriate financials and plans on a renovated vs. new arena in order to allow the public and stakeholders to provide meaningful and direct input on how they would like the Town to proceed regarding the arena

**CARRIED.**

**ROTHESAY**

Regular Council Meeting  
Minutes

-7-

13 September 2021

**ON THE QUESTION:**

Treasurer MacDonald explained it is a refinancing of a project completed in 2000. The monies received at the time were subject to a 30 year amortization, but a 10 year term. This is a renewal for the final 10 years of an existing debenture. He confirmed it can be described as a routine refinancing.

**CARRIED.**

➤ Debt Application

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Shea the Municipality of Rothesay submit to the Municipal Capital Borrowing Board an application for authorization to borrow money in an amount not to exceed \$800,000 for the following:

Purpose	Term	Amount
NAME OF FUND: Utility		
"Turnbull Court" Sewer project	30 YRS	\$800,000

**ON THE QUESTION:**

Treasurer MacDonald advised the item relates to Phase II of the Turnbull Court sewer project approved in the capital budget. Before the work can proceed, an application must be submitted to the Municipal Capital Borrowing Board.

**CARRIED.**

31 July 2021      Donation Summary

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Shea the Donation Summary dated 31 July 2021 be received/filed.

**ON THE QUESTION:**

Deputy Mayor Alexander reported donations were approved in the amount of \$1,000 for the St. Joseph's Hospital Foundation, and \$500 for the Brighten Group.

**CARRIED.**

Mayor Grant clarified a resolution of Council is not required for the St. Joseph's Hospital Foundation or Brighten Group donations as these were approved under the authority of the Mayor.

7.4    17 August 2021      Draft Age Friendly Advisory Committee Meeting Minutes

**MOVED** by Counc. Boyle and seconded by Counc. McGuire the Draft Age Friendly Advisory Committee Meeting Minutes dated 17 August 2021 be received/filed.

**CARRIED.**

7.5    17 August 2021      Draft Parks and Recreation Committee Meeting Minutes

**MOVED** by Counc. McGuire and seconded by Counc. Lewis the Draft Parks and Recreation Committee Meeting Minutes dated 17 August 2021 be received/filed.

**CARRIED.**

➤ Rothesay Arena

**MOVED** by Counc. McGuire and seconded by Counc. Lewis a public open house/presentation be scheduled to show appropriate financials and plans on a renovated arena vs. new arena in order to allow the public and stakeholders to provide meaningful and direct input on how they would like the Town to proceed regarding the arena.

**ROTHESAY**

Regular Council Meeting  
Minutes

-8-

13 September 2021

**ON THE QUESTION:**

Counc. Mackay French suggested it would be prudent to table an open house or any public discussion about the arena until Council has set priorities for the term, the effects of Local Government reform (Green Paper) are determined and Council has held a special session of Council to discuss the matter.

**MOVED** by Counc. Mackay French and seconded by Counc. Shea a public open house/presentation and any public discussion on the arena be tabled until Council:

- 1) has held its priority-setting session;
- 2) learns of the final Green Paper (Local Government reform) impact on our community and
- 3) has held a special session to discuss this important matter.

**NAY votes recorded from Deputy Mayor Alexander and Counc. McGuire.**

**CARRIED.**

7.6 18 August 2021 Draft Works and Utilities Committee Meeting Minutes

**MOVED** by Deputy Mayor Alexander and seconded by Counc. McGuire the Draft Works and Utilities Committee Meeting Minutes dated 18 August 2021 be received/filed.

**ON THE QUESTION:**

Deputy Mayor Alexander summarized the minutes. Counc. McGuire suggested the “Welcome to Rothesay” sign does not need to be located inside the “Clear Recovery Zone (CRV)” as this will create an easier process for approval.

**CARRIED.**

Deputy Mayor Alexander declared a conflict of interest and left the meeting.

7.7 7 September 2021 Draft Planning Advisory Committee Meeting Minutes

**MOVED** by Counc. Shea and seconded by Counc. Mackay French the Draft Planning Advisory Committee Meeting Minutes dated 7 September 2021 be received/filed.

**CARRIED.**

- Chapel Road PID 30206882  
**See Item 8.3**

Deputy Mayor Alexander returned to the meeting.

7.8 August 2021 Monthly Building Permit Report

**MOVED** by Counc. Lewis and seconded by Counc. Mackay French the August 2021 Monthly Building Permit Report be received/filed.

**CARRIED.**

7.9 7 September 2021 Capital Projects Summary

**MOVED** by Counc. Boyle and seconded by Counc. Lewis the Capital Projects Summary dated 7 September 2021 be received/filed.

**ON THE QUESTION:**

Deputy Mayor Alexander relayed a question from residents asking when Summer Haven Crescent will be repaved. Town Manager Jarvie advised work is expected to be done by the end of the week or early next week. He acknowledged the patience of residents in the area.

**CARRIED.**





# ROTTLESAY

## MEMORANDUM



---

TO	:	Mayor and Council
FROM	:	Town Clerk Mary Jane Banks
DATE	:	19 January 2023
RE	:	By-law 2-10-33 Three storey 27 unit apartment building 50 Hampton Road (PID 00255984)

---

### RECOMMENDATION:

- Council give 1<sup>st</sup> Reading by Title to By-law 2-10-33
- Council give 2<sup>nd</sup> Reading by Title to By-law 2-10-33

### BACKGROUND:

The Planning Advisory Committee (PAC) reviewed the application for a multi-unit apartment building at 50 Hampton Road (PID 00255984) at its October, November and December (2022) Committee meetings. Council held a public hearing on Monday, January 16, 2023, on the advice of the Committee.

The Committee has made recommendations (see attached) to enact By-law 2-10-33 and to enter into a development agreement, as amended (5 December 2022).

The next step, if Council approves 1<sup>st</sup>/2<sup>nd</sup> Reading would be consideration of Reading in its Entirety, 3<sup>rd</sup> Reading and Enactment of By-law 2-10-33 at the March 13, 2023 Council meeting. Council would also consider authorization to enter into a development agreement at that time.

*Attachments: PAC Recommendation (5 December 2022)  
Draft By-law 2-10-33*



2023 February 13 Open Session FINAL\_178

# ROTHESAY

## MEMORANDUM



---

TO : Mayor and Council  
FROM : Planning Advisory Committee  
DATE : December 5, 2022  
RE : 50 Hampton Road (PID 00255984)

---

The Planning Advisory Committee discussed the following motions at its regular meeting on Monday, December 5, 2022:

**MOVED** by Counc. Mackay French and seconded by Counc. Shea the Planning Advisory Committee hereby recommends that Council enact By-law 2-10-33 to rezone land located at 50 Hampton Road (PID 00255984) to the Multi-Unit Residential Zone [R4] for a multi-unit apartment building, subject to the execution of a Development Agreement.

**NAY vote from C. Vaillancourt.**

**CARRIED.**

**MOVED** by Counc. Mackay French and seconded by J. Buchanan the Planning Advisory Committee recommends that Council authorize the Mayor and Clerk to enter into an agreement as amended, to allow for development of a multi-unit apartment building on land located at 50 Hampton Road (PID 00255984).

**NAY vote from C. Vaillancourt.**

**CARRIED.**



**BY-LAW 2-10-33  
A BY-LAW TO AMEND THE ZONING BY-LAW  
(No.2-10 Rothesay)**

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

That Schedule A, entitled "Zoning" as attached to By-Law 2-10 "ROTHESAY ZONING BY-LAW" is hereby amended, as identified on the attached sketch, identified as Attachment "2-10-33".

The purpose of the amendment is to rezone land off Hampton Road from Single Family Residential – Large Serviced Zone [R1a] to the Multi-Unit Residential Zone [R4]) subject to the execution of a Development Agreement to allow a multi-unit apartment building on (PID 00255984) 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

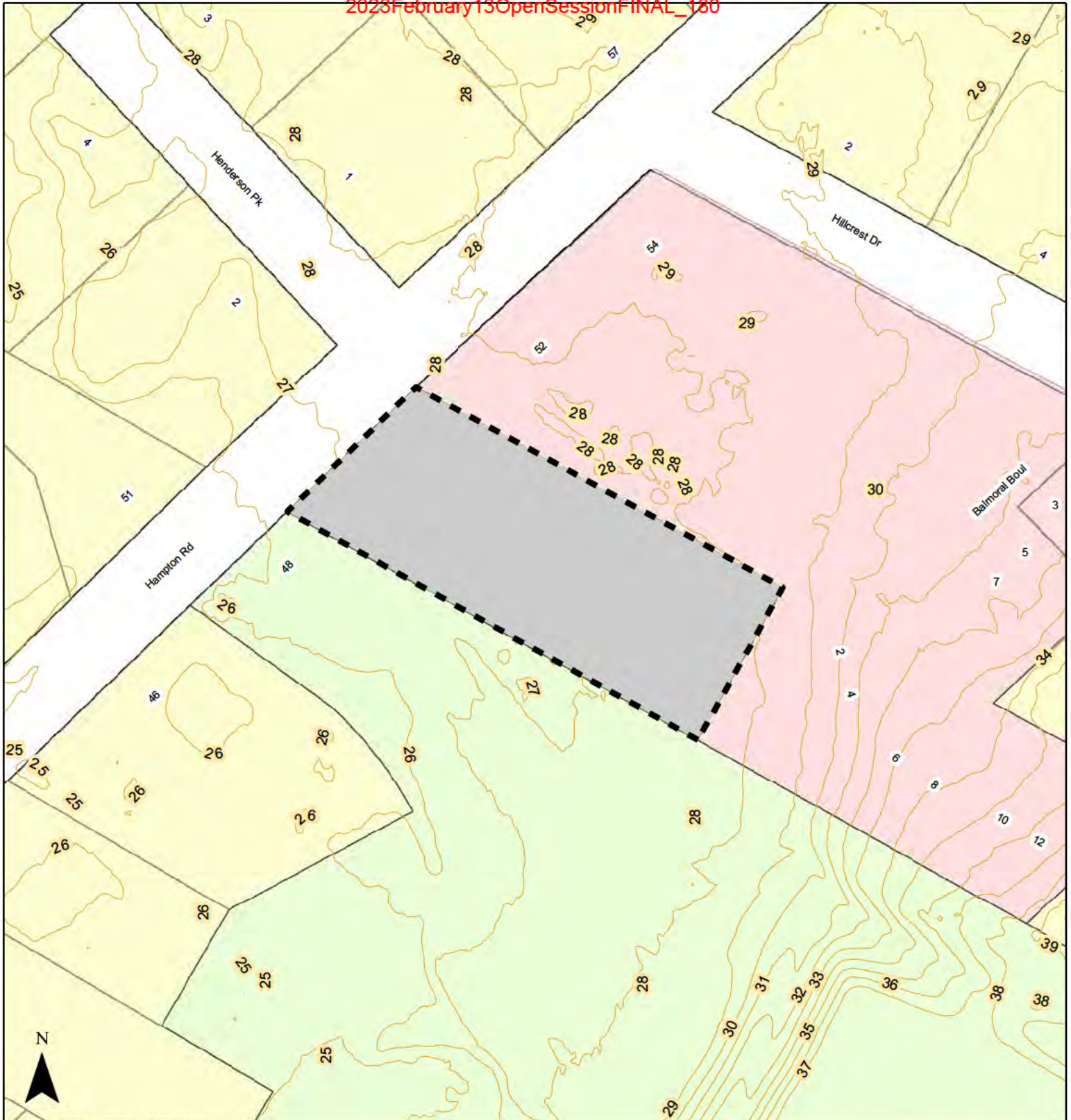
\_\_\_\_\_  
CLERK



# Attachment - Bylaw 2-10-33





PID 00255984

2023 February 13 Open Session FINAL\_180

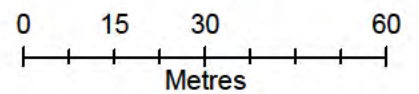


2022-10-27, 2:55:39 PM

## Zoning

-  INSma
-  R1A
-  R4
-  Property Boundary

1:1,250



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



70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**February 13<sup>th</sup>, 2023**

**TO:** John Jarvie, Town Manager

**SUBMITTED BY:**

Brian White, Director of Planning & Development Services

**DATE:** Tuesday, February 7, 2023

**SUBJECT:** 50 Hampton Road – Rezoning Application

---

### **RECOMMENDATION**

Rothesay Council HEREBY directs Staff to prepare a revised development agreement for 50 Hampton Road in consideration of building location, setbacks, and additional landscaping.

### **BACKGROUND**

On Monday, January 16, 2023, Rothesay Council did conduct a public hearing to consider By-law 2-10-33 to rezone 50 Hampton Road. The intent of the rezoning from Single Family Residential – Large Serviced Zone [R1a] to the Multi-Unit Residential Zone [R4] would allow for the construction of three-story apartment building, subject to the terms of a Development Agreement.

### **ANALYSIS**

Following the public hearing Staff reviewed the draft minutes to determine what might be done to mitigate some of the concerns raised by residents. Staff also reviewed mitigation methods with the applicant with the aim of potentially modifying the proposed site plan. Staff are presenting for Council's consideration several site plan adjustments (see Figure 1) which could serve to mitigate some of the issues arising from the Public Meeting:

1. In response to concerns regarding vehicles lights along the rear parking lot and the proximity of the building to the garden homes off Balmoral Drive Staff are recommending that the building be pulled forward toward the Hampton Road by 10 feet. Moving the building forward will provide additional rear yard space for landscaping (berms) and a greater separation distance. The proposed building is currently setback 50ft from Hampton Road. The zoning by-law requires a 24 ½ foot front yard setback, therefore moving the building forward by 10ft to will result in a 40ft setback 15 ½ ft more than the minimum requirement.
2. In response to concerns raised by residents of the condominium at 52 Hampton Road Staff are recommending moving the proposed building closer to the Arthur Miller field. Staff are recommending a reduced side-yard setback along the Arthur Miller field driveway boundary from 7 m to 4-meters (13'-2") setback. Moving the building will increase the distance between the proposed building and the condominium building to 72 feet.
3. Various:
  - a) Berms: The applicant is agreeable to additional berms and plantings, to limit headlight beams from hitting adjacent properties and will prepare a revised landscaping plan.

- b) Site lighting: The applicant has indicated that the site lighting will be on 10' high lamp standards, with the light directed away from neighbouring properties to shine back towards the proposed building. The porte-cochere will have soffit lighting, shining straight down, to illuminate the entry area, with minimal impact on neighbouring properties.

#### **DRIVEWAY EXIT Through ARTHUR MILLER Fields**

One of the matters raised by the public relates to the driveway location and proximity of the driveway to the side yard of 52 Hampton Road. Council requested more information regarding whether the proposed development could utilize the Arthur Miller Field parking lot driveway as the primary shared access point. Staff had previously considered this access point and recommended against the shared private access. Staff also note that a change in access would require a major redesign of the building. Staff do not support a shared access driveway for the following reasons:

1. If multiple properties share a private driveway, disputes may arise over who has the right to use the driveway, or who is responsible for maintenance. If the driveway is not properly maintained, it may become hazardous for all parties who use it, leading to safety concerns. If a motor vehicle accident occurs in the shared driveway between an apartment resident and field user, there may be disputes over who is responsible for the injury, and who is liable to pay for damages. There may be instances when the Arthur Millers fields are being used for major events where there is limited space or access for parking along the shared driveway, leading to disputes over who gets to park where and when.
2. The proposed apartment building is oriented on the long and narrow axis parallel to the Arthur Miller field driveway. The narrow lot width would make the driveway slope very steep and the only way to reduce the driveway grade would be to move the building closer to the condos (52 Hampton Road). The steep angle of the underground parkade driveway at ~15% would also have residents exiting the building at steep angles making it difficult to see young pedestrians and creates a safety concern.
3. Higher volume private driveways generally should not tie into other higher volume driveways to get to a public street. In this case the Arthur Miller field is a "private driveway" owned by the Town and not a public street. 50 Hampton Road has no prescriptive or legal access to cross or access and the Arthur Miller field driveway and granting a legal right of way access across Town land represents a burden on the land that will endure and prevent the Town from future determinations on how to use the existing land and driveway. Furthermore, as the Arthur Miller Fields are seasonal the driveway is not prioritized for snow clearing in the same way as a public street.
4. The Fundy Soccer building is built on an old, hand mixed concrete foundation. Excavation for a underground parking driveway to the Arthur Miller field driveway would require a retaining wall to protect the integrity of that foundation. The effects of a retaining wall up and out of the underground parking garage to the Arthur Miller Filed driveway would further limit sightlines for building residents exiting the garage on to the field's driveway with respect to pedestrians and other motorists entering/exiting the fields parking lot.
5. General engineering practice regarding traffic safety dictates that we examine who are the main users and mitigate potential conflicts wherever possible. The soccer fields are used largely by young pedestrians coming from nearby schools. Placing the driveway as currently designed and installing a lighted pedestrian crossing at the intersection of the field driveway and Hampton Road keeps these young people (students) completely separated from vehicle conflicts with the residents of the proposed building. A driveway from the building through the Arthur Miller field driveway would create a conflict between pedestrians and the building residents. The priority of Arthur Miller fields is to serve the public and creating a private access conflict only degrades that public amenity.
6. The total number of vehicles (trip generation) from the development, and the resulting traffic on Hampton Road, is not reduced and would not change whether the driveway is located as designed or moved to access Hampton Road via the Arthur Miller Field driveway.



7. Removal of the proposed driveway for the building under the premise to prevent or reduce further congestion along Hampton Road, only serves to allow drivers to increase speed, by going faster and without interruption. Faster traffic along Hampton Road is counter to the nature of neighbourhood and potentially promotes unsafe driving behaviour. Hampton Road is a collector street, however, slowing traffic especially into the school is a very appropriate approach to increase safety and deter traffic non-Rothesay residents from using Hampton Road as an expressway to their communities.

## PROPERTY VALUES

A concern referred to by residents was the potential negative impact on the economic value of existing surrounding single-family properties. Those citing the potential negative effect of the multi-unit residential development on property values as a reason to oppose its development offer no evidence of this effect and state the burden of proof lies with proponent or the Town. During the public hearing the applicant did cite his anecdotal testimony that surrounding property values increased during the period of construction of the Central Park development (52-54 Hampton Road). Staff also investigated those claims by using the SNB Property Assessment Online website to examine the increase or decrease in property assessment value. As well Staff examined property values adjacent to and near multi-unit apartment projects completed in Rothesay over the past decade, those projects include the following:

1. 1 & 2 MAGNOLIA LANE – 37-unit apartment building (Council approval 2016)
2. 171 Gondola Point Road – 33-unit apartment building (Council approval 2014)
3. 11 Sierra Avenue – 15-unit apartment building (Council approval 2013)

Staff did not find a single instance where the market value of a single-family home decreased in the three examples above. This observation regarding no decrease in property values does not entirely negate the potential for land use conflicts to impact on market value. However, there are many variables (age of property, property size, market demand, home renovations, specific site conditions) that could also influence a property's market value. The impact of apartment buildings on single-family home values can vary depending on several factors.

1. Location: The location of the apartment building and its proximity to single-family homes can greatly impact home values. If the apartment building is in an area that is desirable and well-maintained, it may have a positive impact on home values. However, if the building is in an area that is less desirable, or has a high crime rate, it may have a negative impact.
2. Quality of the Building: The quality of the apartment building and the level of maintenance can also impact home values. A well-maintained, high-quality building can increase home values in the area, while a poorly maintained building can have a negative effect.
3. Rent Prices: The rent prices for the apartment building can also impact home values. If the rent prices are lower than surrounding single-family homes, it may decrease home values in the area, while higher rent prices may increase home values.
4. Demographics: The demographic of the residents of the apartment building can also impact home values. If the residents are predominantly low-income individuals or families, it may have a negative impact on home values, while a more diverse or higher-income demographic may have a positive impact.

In general, the impact of apartment buildings on single-family home values will depend on the specific circumstances and factors mentioned above, as well as local market conditions and trends. Nevertheless, the theory that multi-unit housing has negative impacts on neighbouring property value is not supported by the observed patterns. Staff believe the information provided allows Council to make a reasonable assessment of the likelihood of negative market value impacts.

## TRAFFIC EFFECTS

Staff note that several residents were concerned about increased traffic leading to increase traffic congestion on Hampton Road citing their personal experience and frustration. The concern is that the proposed building and previously approved buildings will lead to a cumulative increase in traffic on Hampton Road.

Staff contend that vehicle trip generation and vehicle ownership decrease with the compactness of neighbourhood development. A principal component of multi-unit housing is a reduced household size and the trends of “trip reduction” and “car shedding” as residential development becomes more compact.

#### **PROJECT COMPLETION – FINANCE SECURITY / PENALTIES**

During the PAC review process the development agreement was amended to ensure the construction of the apartment building would be completed in a timely manner. The draft agreement presented at the public hearing includes amendments that would require the development to begin construction within 3 years and to be completed within 24 months from commencement of construction. This changes the agreement significantly in that previous agreements give developers 5 years to begin construction of their projects with no fixed date for FINAL COMPLETION of those projects.

During the public hearing Council expressed interest in attaching financial securities to the development agreement that would further protect the public from project delays. Staff reviewed this request with legal counsel and the advice received noted that Council has the power to impose reasonable terms and conditions on any matter which Council considers relevant to a proposed rezoning application. Council is entitled to require reasonable performance deposits or bonds to ensure that funds are available for completion of certain agreed development work that the Town would incur because of the rezoning. However, requiring a deposit to complete or demolish delayed work would not be considered a reasonable cost in a Development Agreement. Therefore, Staff expect that a Court would find that a clause in a Development Agreement requiring the Town to receive funds not contemplated by the Building By-Law would be unreasonable, as being within the purview of the Building By-Law.

#### **CONCLUSION**

Staff understand the concern and opposition to this proposal is driven by a variety of factors, including concerns about property values, increased traffic and noise, and the impact of new development on the community's character. Residents may well be well intentioned but still resistant to change and firmly connected to the existing character of Rothesay. This is understandable as residents may believe the potential impacts of increased housing density will contribute to a diminished quality of life. However, it is also important to consider the needs of residents and the need for affordable housing and the potential benefits of more compact, walkable communities. Our population continues to age and similarly we have an increase in one-person households these factors are driving the need for higher-density housing.

As our population ages, many seniors will require smaller, more accessible living spaces that are closer to amenities. The rise in one-person households reflects changing community trends, as more people opt for and seek out single living arrangements. Higher-density housing can provide these individuals with compact, efficient living spaces that are close to businesses, institutions, banks, postal, public transportation, parks, and other community amenities. By offering a variety of housing options to meet the needs of different demographics, Rothesay can accommodate the changing demands of our residents while promoting sustainable development patterns.

#### **ATTACHMENTS**

Attachment A – Proposed Change to Building Location

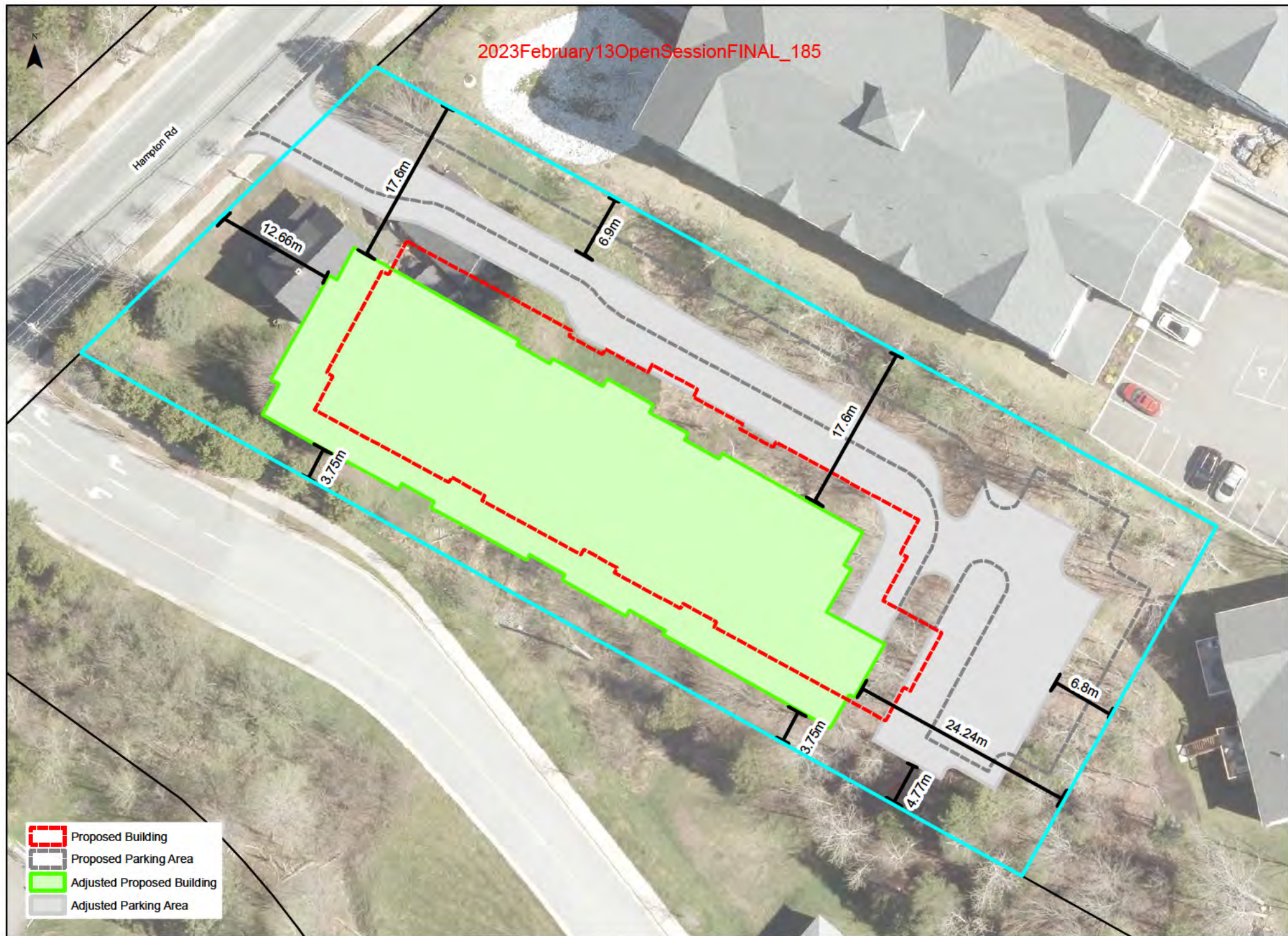


Hampton Rd

- Proposed Building
- Proposed Parking Area
- Adjusted Proposed Building
- Adjusted Parking Area

50 Hampton Rd

0 4 8 16 24 32  
Metres







# ROTHESAY

## MEMORANDUM



---

TO	:	Mayor and Council
FROM	:	Town Clerk Mary Jane Banks
DATE	:	8 February 2023
RE	:	Public Meeting Notice
		By-law 1-23 "Accommodations Levy By-law"

---

### RECOMMENDATION:

- Council give 1<sup>st</sup> Reading to By-law 1-23

### Origin:

Regional municipalities entered into Members' Agreements with Envision Saint John in March 2021. An Accommodations Levy By-law is included in the agreement (paragraph 5.3 (b)) and is being brought forward for consideration by Rothesay Council.

**BY-LAW NO. 1-23**

**A BY-LAW OF THE MUNICIPALITY OF ROTHESAY FOR THE IMPOSITION OF A LEVY ON SHORT TERM ACCOMMODATIONS**

The Council of Rothesay, under authority vested in it by the Local Governance Act (S.N.B. 2017, Chapter 18), Section 101.1 and amendments thereto enacts as follows:

**TITLE**

1. This by-law may be cited as the "Rothesay Accommodations Levy By-law".

**DEFINITIONS**

2. In this By-law:

- (a) "Act" means the Local Governance Act (S.N.B. 2017, Chapter 18), amendments thereto and regulations adopted thereunder;
- (b) "business day" means a day other than a Saturday, Sunday or statutory holiday in New Brunswick;
- (c) "By-law Enforcement Officer" means a By-law enforcement officer, a consultant or any other person or entity appointed under this By-law and designated by resolution of Council;
- (d) "Council" means the elected Mayor and Councillors of Rothesay;
- (e) "Councillor" means a Member of Council other than the Mayor;
- (f) "Levy" means the tourism accommodation levy collected pursuant to this By-law;
- (g) "Member" or "Members of Council" means any person elected to the Council;
- (h) "Operator" means a person, partnership or corporation who, in the normal course of its business, sells, offers to sell, provides or offers to provide tourism accommodation in Rothesay;
- (i) "Rothesay" means the town of Rothesay, as established by *New Brunswick Regulation 85-6*, under the Act (Section 196),
- (j) "Tourism Accommodation" means any premises operated to provide, for remuneration, temporary sleeping accommodation for the public for a continuous period not exceeding 31 days, and includes hotels, motels, inns, bed and breakfasts, resorts, hostels, campgrounds consisting of tents, yurts, cabins and trailer sites, buildings owned or operated by a post-secondary institution, any other facility or building which contains rooms offered as accommodations or rental units and dwelling units that are offered as lodgings;
- (k) "Town" means the town of Rothesay, as established by *New Brunswick Regulation 85-6*, under the Act (Section 196),



### **INTERPRETATION**

3. Rules for interpretation of the language in this By-law are as follows.
  - (a) Captions, article and section names and numbers appearing in this By-law are for convenience of reference only and have no effect on its interpretation,
  - (b) Where the context requires, the singular shall be taken to also mean the plural and references to the male or female gender shall be taken to include the other,
  - (c) Each reference to legislation in this By-law is printed in *Italic font*; the reference is intended to include all applicable amendments to the legislation, including successor legislation. Where this By-law references other By-laws of Rothesay, the term is intended to include all applicable amendments to those By-laws, including successor By-laws.
  - (d) The requirements of this By-law are in addition to any requirements contained in any other applicable By-laws of Rothesay or applicable provincial or federal statutes or regulations.
  - (e) If any section, subsection, part or parts or provision of this By-law, is for any reason declared by a court or tribunal of competent jurisdiction to be invalid, the ruling shall not affect the validity of the By-law as a whole, nor any other part of it.

### **APPOINTMENT OF BY-LAW ENFORCEMENT OFFICERS**

4. Council may, for the purposes of the administration and enforcement of this By-law, appoint By-law enforcement officers who may exercise such powers and perform such duties as may be set out in this By-law or the Local Governance Act.

### **APPLICATION OF LEVY**

5. A levy of 3.5% of the purchase price of tourism accommodation shall be imposed by Operators in Rothesay.

### **COLLECTION OF LEVY**

6. Operators shall collect the levy from the purchaser at the time the tourism accommodation is purchased and shall remit the levy to the By-Law Enforcement Officer at the times and in the manner set forth in this By-law.

### **SEPARATE LINE ITEM FOR LEVY**

7. An operator shall include on every invoice and receipt for the purchase of tourism accommodation a separate line item for the amount of the Levy imposed pursuant to section 5.

### **EXEMPTIONS**

8. The Levy shall not apply to:



- (a) a student who is accommodated in a building owned or operated by a post-secondary educational institution while the student is registered at and attending a post-secondary educational institution; and
- (b) a person who is accommodated in a room for more than 31 consecutive days.

#### **REPORT ON LEVY**

9. Reports related to the collection of the Levy shall be submitted as follows.

- (a) Subject to subsection (b), unless otherwise provided, all Operators shall submit to the By-Law Enforcement Officer, in a form acceptable to Rothesay, a monthly report detailing the tourism accommodation sales and Levy collected.
- (b) The By-Law Enforcement Officer may at any time require an Operator to provide a report of sales and levy collected for any period.
- (c) The report referred to in subsection (a) shall be submitted by an Operator for each place of business of that Operator, unless the By-Law Enforcement Officer has agreed that the operator may submit a single consolidated report for all its places of business.
- (d) The report referred to in subsection (a) shall be submitted to the By-Law Enforcement Officer no later than the 20th day of the month following the month in which the levy was collected by the operator.

#### **REMITTANCE OF LEVY**

10. The Levy collected by an Operator shall be remitted to the By-Law Enforcement Officer in accordance with the following.

- (a) The Levy collected by an Operator shall be remitted to the By-Law Enforcement Officer no later than the last day of the month following the month in which the Levy was collected.
- (b) If an Operator did not collect any Levy during a given month, that Operator shall nevertheless submit a report to the By-Law Enforcement Officer to that effect in a form acceptable to the By-Law Enforcement Officer.
- (c) Where an Operator ceases to carry on or disposes of its business, said Operator shall submit the monthly report contemplated at section 9 and remit the levy to the By-Law Enforcement Officer within 20 business days of the date this Operator ceases to carry on or disposes of its business.

#### **RECORDS**

11.(1) An Operator shall keep books of account, records and documents sufficient to furnish the By-Law Enforcement Officer with the necessary particulars of:



- (a) sales of tourism accommodation,
- (b) amounts of levy collected, and
- (c) remittance of levy

- 11.(2) All entries concerning the Levy in such books of account, records and documents shall be separate and distinguishable from other entries made therein.
- 11.(3) Every operator shall retain any book of account, record or other document referred to in this section for a minimum of 6 years following the date on which said documents were created.
- 11.(4) The By-Law Enforcement Officer may, at any time, inspect and audit all books, records, accounts, transactions and other documents of an Operator and require an Operator to produce copies of any document or record it deems necessary for the purposes of administering and enforcing this By-law.

#### **CALCULATION OF LEVY**

12. Where an operator sells tourism accommodation in combination with meals and other specialized services in the form of an all-inclusive package, the purchase price of the all-inclusive package shall be deemed to be the purchase price of the tourism accommodation for the purpose of calculating the levy pursuant to section 5 hereof.

#### **REFUND OF LEVY COLLECTED IN ERROR**

13. If the By-Law Enforcement Officer is satisfied that an operator has remitted to the By-Law Enforcement Officer an amount as collected Levy that the operator neither collected nor was required to collect under this By-law, the By-Law Enforcement Officer shall refund this amount to the operator.

#### **INTEREST**

14. Interest is payable to the By-Law Enforcement Officer on the levy to be collected and remitted under this By-law at the rate of 1.5% per month on all levies not paid on the prescribed date.

#### **LIEN**

15. Any levy payable under this By-law and interest thereon owed to Rothesay shall, until they are fully paid, form a lien and charge against the operator's lands, and Rothesay may file with the Land Registry Office a notice to that effect.

#### **ENFORCEMENT**

16. (1) By-law Enforcement Officers are hereby authorized to carry out any inspection necessary for the administration or enforcement of this By-law.
- 16 (2) By-law Enforcement Officers are hereby authorized to take such actions, exercise such powers and perform such duties as may be set out in this By-law or in the Local Governance Act and as they may deem to be necessary to enforce any provision of this By-law.

## OFFENCES

17. (1) A person who violates any of the provisions of this By-law is guilty of an offence and liable on conviction to a fine of \$500.00.
- 17 (2) If an offence continues for more than one day, the fine established at subsection (1) shall be multiplied by the number of days during which the offence continues.

## ADMINISTRATIVE PENALTIES

18. (1) A By-law Enforcement Officer may require an administrative penalty to be paid with respect to a violation of any provision of this By-law as set out in subsection 18(2).
- 18 (2) A person who violates any provision of this By-law may pay to a By-law Enforcement Officer within 30 business days from the date of such violation an administrative penalty of \$250.00, and upon such payment, the person who committed the violation is not liable to be prosecuted therefor.

## EFFECTIVE DATE

19. This By-law comes into effect on the date of final enactment thereof.

FIRST READING BY TITLE

\_\_\_\_\_

SECOND READING BY TITLE

\_\_\_\_\_

READ IN ITS ENTIRETY

\_\_\_\_\_

THIRD READING BY TITLE AND  
ENACTMENT

\_\_\_\_\_

\_\_\_\_\_  
Nancy Grant, Mayor

\_\_\_\_\_  
Mary Jane Banks, Clerk





# ROTHESAY

## MEMORANDUM



---

TO	:	Mayor and Council
FROM	:	Mary Jane Banks, Town Clerk
DATE	:	January 12, 2023
RE	:	Local Improvement Levy

---

In accordance with By-Law 3-00, attached is the required Warrant of Assessment to allow for collection of Local Improvement Levy for 2023. The full Assessment Roll is available in the Treasurer's Office for examination.

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



2023February13OpenSessionFINAL\_193

# ROTHESAY

*150 Years Proud 1860-2010*



70 Hampton Road  
Rothesay, NB  
Canada E2E 5L5

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

[Rothesay@rothesay.ca](mailto:Rothesay@rothesay.ca)  
[www.rothesay.ca](http://www.rothesay.ca)

## Warrant of Assessment

**MOVED** by      and seconded by      :

Whereas projects were undertaken as local improvements in accordance with the pertinent By-laws, Rothesay Council hereby directs that a special warrant be issued for the sum set out in the local improvement assessment roll for 2023 and further directs the Clerk to cause such special assessments to be collected in accordance with By-law 3-00.

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

Dated: \_\_\_\_\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



# ROTHESAY

## MEMORANDUM



---

TO	:	Mayor and Council
FROM	:	Mary Jane Banks, Town Clerk
DATE	:	January 12, 2023
RE	:	Local Improvement Levy

---

In accordance with By-Law 1-19, attached is the required Warrant of Assessment to allow for collection of Local Improvement Levy for 2023. The full Assessment Roll is available in the Treasurer's Office for examination.

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





# ROTHESAY



70 Hampton Road  
Rothesay, NB  
Canada E2E 5L5

T: 506-848-6600

F: 506-848-6677

[Rothesay@rothesay.ca](mailto:Rothesay@rothesay.ca)

[www.rothesay.ca](http://www.rothesay.ca)

## Warrant of Assessment

**MOVED** by \_\_\_\_\_ and seconded by \_\_\_\_\_ :

Whereas projects were undertaken as local improvements in accordance with the pertinent By-laws, Rothesay Council hereby directs that a special warrant be issued for the sum set out in the local improvement assessment roll for 2023 and further directs the Clerk to cause such special assessments to be collected in accordance with By-law 1-19.

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

Dated: \_\_\_\_\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**February 13, 2023**

**TO:** Mary Jane Banks, Town Clerk

**SUBMITTED BY:**

Brian White, Director of Planning and Development Services

**DATE:** 7 February 2023

**SUBJECT:** Discharge Agreement – 99 Chapel Road (PID 30206882)

---

### **RECOMMENDATION REPORT**

#### **RECOMMENDATION**

Council HEREBY discharges the existing development agreement, and two amending agreements registered as document numbers 11774289, 12812278, and 17493371 on the Land Title of PID 30206882.

#### **ORIGIN**

On September 13<sup>th</sup>, 2021, Rothesay Council did authorize the Mayor and Clerk to enter into a Development Agreement with Bespoke Suites Inc. to develop a residential apartment building on the subject property 99 Chapel Road (PID 30206882).

#### **AMENDED AGREEMENT**

The subject property 99 Chapel Road was originally part of a larger commercial property development by Scott Bros. Ltd. that now includes the Bayview Credit Union Limited and the Royal Canadian Legion building plaza. The subject land was subdivided (plan # 14901350) in 2002 from the original land assembly yet the original development agreement and two amending agreements are still registered on the Land Title.

The original 1999 Development Agreement between the Town and Scott Bros. Ltd. (document number 11774289) rezoned the property to commercial and provided details on the commercial development. That original 1999 agreement was then subsequently amended twice. The first amendment was in June 2001 (document number 12812278) to allow for additional commercial uses (restaurant) and the second amendment in November, 2003 (document number 17493371) permitted site plan changes (bank drive-thru) specific to the property now used by the Bayview Credit Union Limited.

The current and ongoing construction of a 48-unit apartment building pursuant to the 2021 Council approval supersedes the previous agreements and for that reason Staff recommend that Council

consider entering into a DISCHARGE AGREEMENT to remove the obligations of the three previous agreements.

**ATTACHMENTS**

Attachment A – Draft Discharge Agreement

Attachment B – 3 Existing Agreements (to be discharged)



Rothesay

DISCHARGING AGREEMENT

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

Parcel Identifier of Parcels Burdened by Agreement:	30206882
Owners of Land Parcels:	<b>Bespoke Suites Inc.</b> 41 Brigadoon Terrace, Saint John, NB E2K 5N5 (Hereinafter called the " <b>Developer</b> ")
Agreement with:	<b>ROTHERSAY</b> 70 Hampton Road Rothesay, NB E2E 5L5 (Hereinafter called the " <b>Town</b> ")  a body corporate under and by virtue of the <i>Local Governance Act</i> , RSNB 2017, Chapter 18, located in the County of Kings and Province of New Brunswick
WHEREAS the Developer is the registered owner of certain lands located at 99 Chapel Road, Rothesay, New Brunswick (PID 30206882) and which said lands are more particularly described in Schedule A hereto (hereinafter called the " <b>Lands</b> ");	
WHEREAS the Town entered into a Development Agreement with Scott Bros. Ltd., dated the 13 <sup>th</sup> day of May, 1999, and registered in Kings County as Document Number 11774289 in Book 1618 at Page 12 on the 20 <sup>th</sup> day of February, 2001 (hereinafter called the " <b>Development Agreement</b> ") with respect to the development of property which at that time included the Lands;	
WHEREAS the Town entered into an Amending Agreement with Scott Bros. Ltd., dated the 26 <sup>h</sup> day of June, 2001, and registered in Kings County as Document Number 12812278 on the 10 <sup>h</sup> day of September, 2001 (hereinafter called the " <b>June 2001 Amendment</b> ");	
WHEREAS the Town entered into a second Amending Agreement with Scott Bros. Ltd., dated the 17 <sup>th</sup> day of November, 2003, and registered in Kings County as Document Number 17493371 on the 24 <sup>th</sup> day of November, 2004, (collectively referred to with the June 2001 Amendment as the " <b>Amending Agreements</b> ");	
AND WHEREAS the Developer has requested that the Development Agreement and the Amending Agreements be discharged;	

AND WHEREAS, pursuant to the procedures and requirements contained in the *Community Planning Act*, Rothesay Council approved this request by resolution at a meeting held on \_\_\_\_\_, 2023;

WITNESS that it is agreed that the Lands are HEREBY discharged from the Development Agreement and the Amending Agreements and requests the registrar to enter upon the title register a discharge of the Development Agreement (registered as Number 11774289) and the Amending Agreements (registered as Numbers 12812278 and 17493371).

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

*[signature page follows]*

DRAFT

**IN WITNESS WHEREOF**, each of the parties set out below has caused this Agreement, made in duplicate, to be duly executed by its respective, duly authorized officer as of \_\_\_\_\_, 2023.

**BESPOKE SUITES INC.**

Per: \_\_\_\_\_  
Sean Hall, President

**ROTHESAY**

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

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



**SCHEDULE A**

**PID:** | 30206882, commonly known as 99 Chapel Road, Rothesay, New Brunswick, E2E 3N9

DRAFT

Form 45

AFFIDAVIT OF CORPORATE EXECUTION

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

Deponent: **SEAN HALL**  
41 Brigadoon Terrace,  
Saint John, New Brunswick  
E2K 5N5

Office Held by Deponent: President

Corporation: **BESPOKE SUITES INC.**

Place of Execution: Rothesay, Province of New Brunswick.

Date of Execution: \_\_\_\_\_, 2023.

I, **SEAN HALL**, the deponent, make oath and say:

- 1. That I hold the office specified above in the corporation specified above, and am authorized to make this affidavit and have personal knowledge of the matters hereinafter deposed to;
- 2. That the attached instrument was executed by me as the officer(s) duly authorized to execute the instrument on behalf of the Corporation;
- 3. That the signature "**SEAN HALL**" subscribed to the within instrument is the signature of me and is in the proper handwriting of me, this deponent;
- 4. That the Seal affixed to the foregoing indenture is the official seal of the said Corporation was so affixed by order of the Board of Directors of the Corporation to and for the uses and purposes therein expressed and contained;
- 5. That the instrument was executed at the place and on the date specified above;

DECLARED TO at the City of Saint )  
John, in the County of Saint John )  
and Province of New Brunswick, )  
this \_\_\_\_ day of \_\_\_\_\_, 2023, )  
BEFORE ME: )  
)  
)  
)  
)  
\_\_\_\_\_  
William C. Kean, K.C.  
Commissioner of Oaths  
Being a Solicitor

\_\_\_\_\_  
**SEAN HALL**

Form 45

AFFIDAVIT OF CORPORATE EXECUTION

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

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

Office Held by Deponent: Clerk

Corporation: **ROTHESAY**

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

Office Held by Other Officer Who Executed the Instrument: Mayor

Place of Execution: Rothesay, Province of New Brunswick.

Date of Execution: \_\_\_\_\_, 2023

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

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

DECLARED TO at the Town of )  
Rothesay, in the County of Kings, )  
and Province of New Brunswick, )  
this \_\_\_\_ day of \_\_\_\_\_, 2023 )  
BEFORE ME: )

\_\_\_\_\_  
Commissioner of Oaths

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



11774289

THIS AGREEMENT made in duplicate this 13 day of May, 1999 12

BY AND BETWEEN:

**SCOTT BROS. LTD.**, a body corporate,  
having its head office located at the Parish of  
Rothesay, in the County of Kings and  
Province of New Brunswick, hereinafter  
called the "DEVELOPER",

OF THE FIRST PART,

- and -

**VILLAGE OF FAIRVALE**, a  
Municipality, in the County of Kings and  
Province of New Brunswick, hereinafter  
called the "VILLAGE",

OF THE SECOND PART.

WHEREAS the Developer represents itself to be the owner in fee simple of 3.10 acres of land known as 63 Marr Road, which land is hereinafter referred to as the "Lands" and is shown on a plan entitled "Plan of Survey Lands Williamson Gillis Property, Village of Fairvale, Parish of Rothesay, Kings County, N.B." such survey prepared by Philip E. Kierstead, N.B.L.S. dated April 25, 1997 and filed in the Kings County Registry Office on \_\_\_\_\_, 19\_\_\_\_ as ~~Number~~ \_\_\_\_\_, a copy of which plan is attached hereto as Schedule "A"; and

WHEREAS the Developer has submitted to the Village a specific proposal for the development of the Lands, to be used for retail establishments (the "specific proposal");

WHEREAS the Developer in conjunction with the said specific proposal has proposed to the Village to have the Lands re-zoned from R1 (single-family dwellings) to HC (highway commercial) in order to accommodate the specific proposal; and

WHEREAS the Village by resolution dated November 10, 1997 has expressed a preparedness to accede to the Developer's re-zoning request pursuant to Section 39 of the *Community Planning Act* subject to the terms and conditions which are contained herein;

NOW THEREFORE THIS INDENTURE WITNESSETH that in consideration of these presents, the re-zoning applied for by the Developer and the terms, conditions and covenants contained herein, the parties hereto agree each with the other as follows:

SNB

30189070Dan M. Kierstead

2001-02-19

Sanitary Sewer System

1. The Developer shall carry out, ensuring compliance with Village By-Laws and Municipal Plan and subject to inspection and approval by Village representatives, and pay for the entire actual costs of the following:
  - (a) Engineering design, supply, installation, inspection and construction of all service lateral or laterals necessary to connect to the existing sanitary sewer system inclusive of all pipes, laterals, fittings, and precast concrete units. The Developer shall connect to the existing sanitary sewer system at a point on the Chapel Road or Marr Road, the precise location of which shall be determined by the Village Engineer or such other person as designated by the Village.
  - (b) Providing and granting to the Village, its successors and assigns, unencumbered easements, in the form customarily used by the Village, which the Village might deem necessary to adequately provide for the operation and maintenance of the sanitary sewer system inclusive of all pipes, laterals, fittings and precast concrete units crossing the Lands of the Developer.
  - (c) The Developer agrees to submit for approval by the Village, prior to commencing any work to connect to the sanitary sewer system, any plans required by the Village, each such plan meeting the requirements as described in the Specifications for Developers prepared by Godfrey Associates Ltd., dated June 29, 1985 and revised to January 31, 1991 and amendments thereto (hereinafter referred to as the "Specifications for Developers").
2. The written confirmation of the Village Engineer or such other person as designated by the Village that the construction of the pipes, laterals, fittings and other work required to connect to the existing Village sanitary sewer system has been satisfactorily completed and constructed in accordance with the Specifications for Developers is required prior to using the Lands for retail establishments or prior to the occupation of any buildings or portions thereof to be constructed upon the Lands pursuant to the specific proposal under this Agreement.
3. It is expressly agreed and understood that all connections to the Village sanitary sewer system shall be supervised by the Village Engineer or such other person as is designated by the Village and shall occur at the sole expense of the Developer.

Water Supply

4. The Developer shall carry out, ensuring compliance with Village By-Laws and Municipal Plan and subject to inspection and approval by Village representatives, and pay for the entire actual costs of the following:
  - (a) Engineering design, supply, installation, inspection and construction of all service lateral or laterals necessary to connect to the existing Village water supply and be responsible for all pipes, laterals, fittings, and precast concrete units. The service laterals shall be connected to the existing Village service laterals at a point on the Chapel Road or Marr Road, the precise location of which shall be determined by the Village Engineer or such other person as designated by the Village.
  - (b) Providing and granting to the Village, its successors and assigns, unencumbered easements, in the form customarily used by the Village, which the Village might deem necessary to adequately provide for the operation and maintenance of the water supply system including the water service laterals.
  - (c) The Developer agrees to submit for approval by the Village, prior to commencing any work, any plans required by the Village, each plan to meet the requirements described in the Specifications for Developers.
5. The written certification of the Village Engineer or such other person as designated by the Village, that the connection of the service laterals and the connection to the existing Village water supply has been satisfactorily completed and constructed in accordance with the Specifications for Developers is required prior to using the Lands for retail establishments or prior to the occupation of any buildings or portions thereof to be constructed upon the Lands pursuant to the specific proposal under this Agreement.
6. The Developer agrees to pay the Village the sum of \$ 800.00 for each of the twenty-three (23) retail units being established, the sum to be paid at such time as the water is activated by the Village for each unit and supplied to the Developer for the specific proposal, such sum to represent full compensation to the Village in connection with its supply of water to the Developer.
7. The Village does not guarantee and nothing in this Agreement shall be deemed to be a guarantee of an uninterrupted supply or of a sufficient or uniform water pressure or a defined quality of water. The Village 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. The Developer acknowledges that the provisions of this paragraph are reasonable since they represent the



same terms on which Rothesay provides water to the Village pursuant to a Water Supply Agreement dated the 22<sup>nd</sup> day of September, 1995 and amendments thereto between the Town of Rothesay and the Village (hereinafter referred to as the "Rothesay Water Agreement"). The Developer agrees that it is not and will not be a high volume water user as defined by the Rothesay Water Agreement. The Developer further acknowledges and agrees that:

- (a) It has read the Rothesay Water Agreement and in particular, without limiting the generality of the foregoing, acknowledges that it has notice of paragraph 5.05 therein.
- (b) The Developer is aware of the prohibitions contained in paragraph 6.02 of the Rothesay Water Agreement and acknowledges and agrees that the water supply shall not be used to service any water-to-air heat pump or exchanger and that there will be no inter-connection with domestic wells.
- (c) The Contractor agrees that a separate water meter shall be installed for each connection made to the Village Water System.
- (d) The Developer agrees that the Village shall terminate the Developer's connection to the Village water system in the event that the Village finds that the Developer is drawing water for an unauthorized purpose or in the event that the Village deems, in its absolute discretion, that the Developer violated a provision of the Rothesay Water Agreement or has caused the Village to default in one or more of the terms of the Rothesay Water Agreement.

8. The Village shall:

- (a) Supply to the Developer or to the Developer's Engineer detailed specifications for a water service lateral system to service the Lands.

9. It is expressly agreed and understood that all connections to the Village water mains shall be supervised by the Village Engineer or such other person as is designated by the Village and shall occur at the sole expense of the Developer.

Storm Water Control System

10. The Developer shall carry out, ensuring compliance with Village By-Laws and Municipal Plan and subject to inspection and approval by Village representatives, and pay for the entire actual costs of the following:

- (a) Construction of a storm water control system including pipes, fittings, precast sections for manholes and catch basins as well as top soil and hydro-seeding and/or seeding of shoulders of roadways. The Developer further agrees to submit to the Village Engineer detailed engineering plans (meeting the requirements as described in the Village specifications for developers) for a storm water storage control system to service the Lands.
- (b) Providing and granting to the Village, its successors and assigns, unencumbered easements, in the form customarily used by the Village, which the Village might deem necessary to adequately provide for the operation and maintenance of the storm water control system.
- (c) The Developer agrees to submit for approval by the Village, prior to commencing any work on the storm water control system, such plans required by the Village, each plan meeting the requirements as described in the Specifications for Developers.
- (d) The written certification of the Village Engineer or such other person as designated by the Village that the construction of the said storm water control system has been satisfactorily completed and constructed in accordance with the Specifications for Developers is required prior to using the Lands for retail establishments or prior to the occupation of any buildings or portions thereof to be constructed upon the Lands pursuant to the specific proposal under this Agreement.

#### Development of Site

- 11. The Developer shall create, install, construct and maintain landscaping and buffer areas (the "landscaping"), buildings, access and exit driveways, parking areas, internal vehicle routes, loading/unloading areas, concrete curbing and fences, in accordance with the specifications on the site plan attached hereto as Schedule "B" (the "site plan"). The Developer shall maintain, at its own expense, the Lands, buildings or structures shown on the site plan in a condition appropriate to the area in which it is located, such determination to be made in accordance with standards prescribed by the Council of the Village.

#### Snow Removal

- 12. The Developer shall:

- (a) Devise a plan designating snow storage areas for the Lands which is acceptable to the Village and the Developer further expressly agrees to conform to such plan.

**Site Plan and Building Permit**

13. The Developer expressly agrees and understands that notwithstanding any provision of the Village'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:
- (a) The Village Engineer has approved in writing:
    - (i) the storm water control system referred to in paragraph 10;
    - (ii) the site plan referred to in paragraph 11 illustrating the precise size, location and configuration of the landscaping, buildings, access and exit driveways, parking areas, internal vehicle routes, loading/unloading areas, concrete curbing and fences; and
    - (iii) the precise size, location, number, quality, and kind of vegetation, plants, trees, hedges, and shrubs necessary to fulfil the requirements of the landscaping referred to in paragraph 11 herein.
  - (b) The Village has received a certificate from The Department of Environment for the Province of New Brunswick stating that:
    - (i) there are no pending governmental or administrative actions or restrictions which may cause the proposed use of the Lands not to be in compliance with the current environmental laws; and
    - (ii) the Lands have been inspected by The Department of Environment and there are no known contaminants or pollutants in violation of current environmental laws.
  - (c) The Developer deposits with the Village an Irrevocable Letter of Credit from a Canadian Chartered Financial Institution or other security acceptable to the Village in a sum sufficient to cover the Village Engineer's estimate of:



- (i) the cost of executing the work approved by the Engineer pursuant to paragraphs 1, 3, 4, 6, 9, 10, and 11; or
- (ii) complete, to the satisfaction of the Village Engineer, the work required to be secured under paragraphs 1, 3, 4, 6, 9, 10, and 11 within twelve (12) months of the delivery to the Village of the said security; and
- (iii) the Letter of Credit shall contain a provision that upon the expiration of a twelve (12) month term it be renewed and extended without amendment from year to year until such time as the Village has accepted "final completion" of the work mentioned in paragraph 1, 3, 4, 6, 9, 10 and 11 by resolution of the Village Council and the Developer has been notified of such by registered mail.

#### Retaining Walls

14. The Developer agrees that the use of gabien basket retaining walls are not appropriate and will not be used for erosion protection or slope stability for the development.

#### Indemnification

15. The Developer does hereby indemnify and save harmless the Village from all manner of claims or actions by third parties arising out of the work performed hereunder except claims or actions resulting from the negligence of the Village, and the Developer shall file with the Village prior to the commencement of any work hereunder a certificate of insurance naming the Village 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 the Village. 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 in paragraphs 1, 3, 4, 6, 9, 10, and 11 as described in this Agreement.

#### Occupancy

16. The Developer expressly agrees and understands that it shall not occupy nor shall it allow the occupation or the development notwithstanding any by-law or statutory provision to the contrary, until the Village Engineer has certified in writing that in his opinion the sanitary sewer system, water system, and the storm water control system as constructed is acceptable.

Notice

19

17. 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 registered mail addressed to SCOTT BROS. LTD., P.O.BOX 4697, ROTHESAY, NEW BRUNSWICK, E2E 5X4 and to the Village if delivered personally or by prepaid mail addressed to the VILLAGE OF FAIRVALE, P.O.BOX 4699, ROTHESAY, NEW BRUNSWICK, E2E 5X4. In the event of notice by prepaid mail, the notice will be deemed to have been received four (4) days following its posting.

Reasonableness

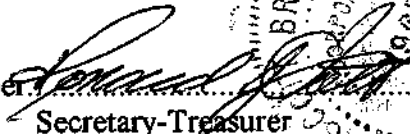
18. Both parties agree to act reasonably in connection with any matter, action, decision, comment or approval required or contemplated under this Agreement.

This Agreement shall ensure to the benefit of and be binding upon the parties hereof, their successors and assigns respectively.

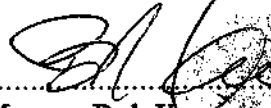
IN WITNESS WHEREOF the parties have duly executed these presents the day and year first above written.


SIGNED, SEALED AND DELIVERED )  
in the presence of: )

SCOTT BROS. LTD.

per.   
Secretary-Treasurer  
Ronald J. Scott

VILLAGE OF FAIRVALE

per.   
Mayor - Bob Kane

per.   
Clerk - Sandra Shields

PROVINCE OF NEW BRUNSWICK  
COUNTY OF KINGS

AFFIDAVIT

I, RONALD J. SCOTT, of the Village of Gondola Point, in the County of Kings and Province of New Brunswick, MAKE OATH AND SAY THAT:

1. I am the Secretary-Treasurer of Scott Brothers Ltd., a duly incorporated company under the laws of the Province of New Brunswick, having its registered office in the Village of Fairvale, in the County of Kings, in the Province of New Brunswick, and as such I have personal knowledge of the matters and facts herein deposed to.
2. The Secretary-Treasurer of Scott Brothers Ltd. is authorized to execute documents in the name and on behalf of the said company.
3. The seal affixed to the foregoing indenture is the seal of Scott Bros. Ltd. and was affixed thereto by the authority of the said company.
4. The signature "Ronald J. Scott" to the foregoing indenture is the signature of the Secretary-Treasurer of Scott Bros. Ltd. and is in the proper handwriting of me, this deponent.
5. The said signature was subscribed to the said indenture and the corporate seal affixed thereto for the purpose of execution on behalf of the company.

SWORN TO BEFORE ME at the Village of Fairvale, in the County of Kings, and Province of New Brunswick, this 22 day of December 1977

Donald J. Scott

Ronald J. Scott

A COMMISSION OF OATHS  
Being a Solicitor



PROVINCE OF NEW BRUNSWICK

COUNTY OF KINGS

21

AFFIDAVIT

I, SANDRA SHIELDS, of the Town of Rothesay, in the County of Kings and Province of New Brunswick, MAKE OATH AND SAY AS FOLLOWS:

1. That, at the time the within instrument was signed, I was the Clerk/Treasurer of the Village of Fairvale (now town of Rothesay), and have personal knowledge of the matters and things herein deposed to and have authority to make this affidavit.
2. That the signature "Mayor Bob Kane" subscribed to the within instrument is the signature of Mayor Bob Kane, who was, at the time of signing the within instrument, the Mayor of the Village of Fairvale, and the signature "SANDRA SHIELDS" is the signature of me and is in the proper handwriting of me, this deponent, and was hereto subscribed pursuant to resolution of the Council of the said Village to and for the uses and purposes therein expressed and contained.
3. That Bob Kane as the Mayor and I as the Clerk of the Village were duly authorized by the said Village to execute the within instrument.
4. That the Corporate seal affixed to the said instrument was affixed at the time the instrument was executed and is the Corporate seal of the said Village.

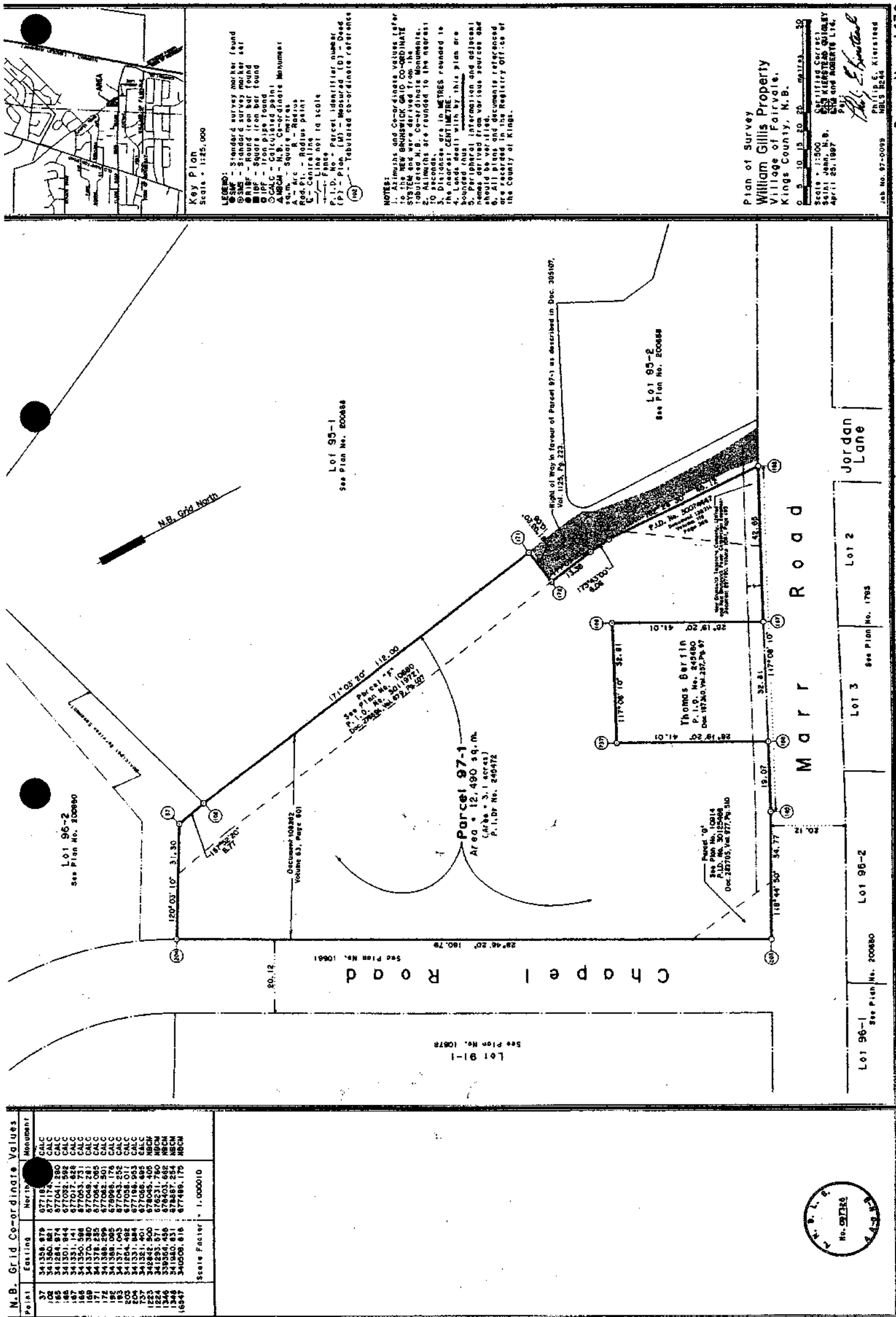
SWORN TO BEFORE ME at the Town of  
Rothesay, in the County of Kings, and  
the Province of New Brunswick, this 13<sup>th</sup>  
day of May, 1999.

  
A COMMISSIONER OF OATHS

**Mary Jane E. Banks**  
Commissioner of Oaths  
My commission expires December 31, 2000

  
SANDRA SHIELDS

**Schedule "A"**



Schedule "B"

I certify that this instrument  
is registered or filed in the  
Kings County Registry  
Office, New Brunswick

J'atteste que cet instrument est  
enregistré ou déposé au bureau  
d'enregistrement du comté de  
Kings, Nouveau-Brunswick

Feb 20/01  
date

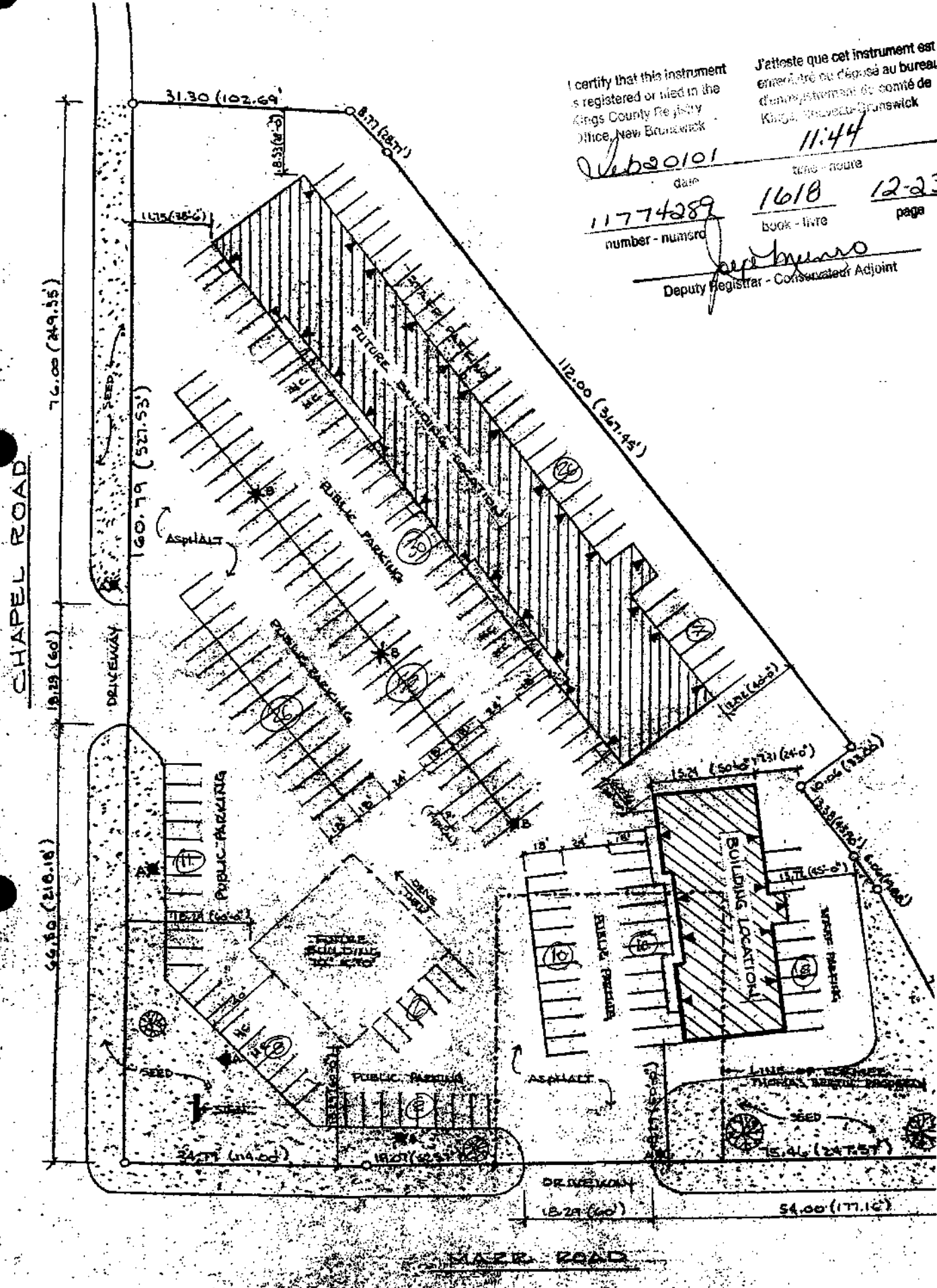
11:44  
time - heure

11774289  
number - numéro

1618  
book - livre

12-23  
page

[Signature]  
Deputy Registrar - Conservateur Adjoint



SITE PLAN



17493371

THIS AMENDING AGREEMENT made in triplicate this  
17<sup>th</sup> day of November, 2003

BY AND BETWEEN:

**SCOTT BROS. LTD.** a body corporate,  
having its head office located at 1120 Loch  
Lomond Road, Saint John, NB, E2J 1Z5 in  
the county of Kings (hereinafter called the  
"Developer")

**OF THE FIRST PART**

-and-

**ROTHESAY**, a municipality, in the County  
of Kings, and Province of New Brunswick  
with offices at 70 Hampton Road, Rothesay,  
NB, E2E 5L5 (hereinafter called the  
"Town"),

**OF THE SECOND PART**

**WHEREAS** the Developer and the Town entered into an  
Agreement dated the 13<sup>th</sup> day of May, 1999 and registered in the Kings County  
Registry Office as Number 11774289 in Book 1618 at page 12 on the 20<sup>th</sup> day of  
February 2001 (the "Developer's Agreement") with respect to plans for the  
development of Lands, to be used for retail establishments (the "specific  
proposal");

**WHEREAS** the Developer and the Town entered into an  
Amending Agreement dated the 26<sup>th</sup> day of June, 2001 and registered in the Kings  
County Registry Office as Number 12812278 on the 10<sup>th</sup> day of September 2001 to  
allow retail establishments, general office use and restaurant use;

**AND WHEREAS** the Developer and the Town are desirous of  
amending certain provisions of the Developer's Agreement;

**NOW THEREFORE THIS AGREEMENT WITNESSETH**  
that for and in the consideration of the previous and mutual covenants and  
agreements herein expressed and contained, the parties hereto covenant and agree  
as follows:

1. The Town has agreed to change the use in paragraph two on page one  
from retail establishments, general office space and restaurants to retail  
store, office and bank or financial institution including a Drive Up ATM  
window;

TJ

2. The Town has agreed to change the parking lot layout and building siting referred to in Section 11 and depicted on Schedule "B" of the original agreement with respect to PID 30206874 as shown on the site plan attached hereto as Schedule "A";
3. The Developer acknowledges all other obligations under the Developer's Agreement and agrees to be bound by the remaining terms of the Developer's Agreement in all other respects;
4. This Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors and assigns.

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

SIGNED, SEALED AND DELIVERED )

In the presence of: )

*The Same*  
*The Same*

SCOTT BROS. LTD.

per *Ronald J. Scott*  
Secretary-Treasurer  
Ronald J. Scott

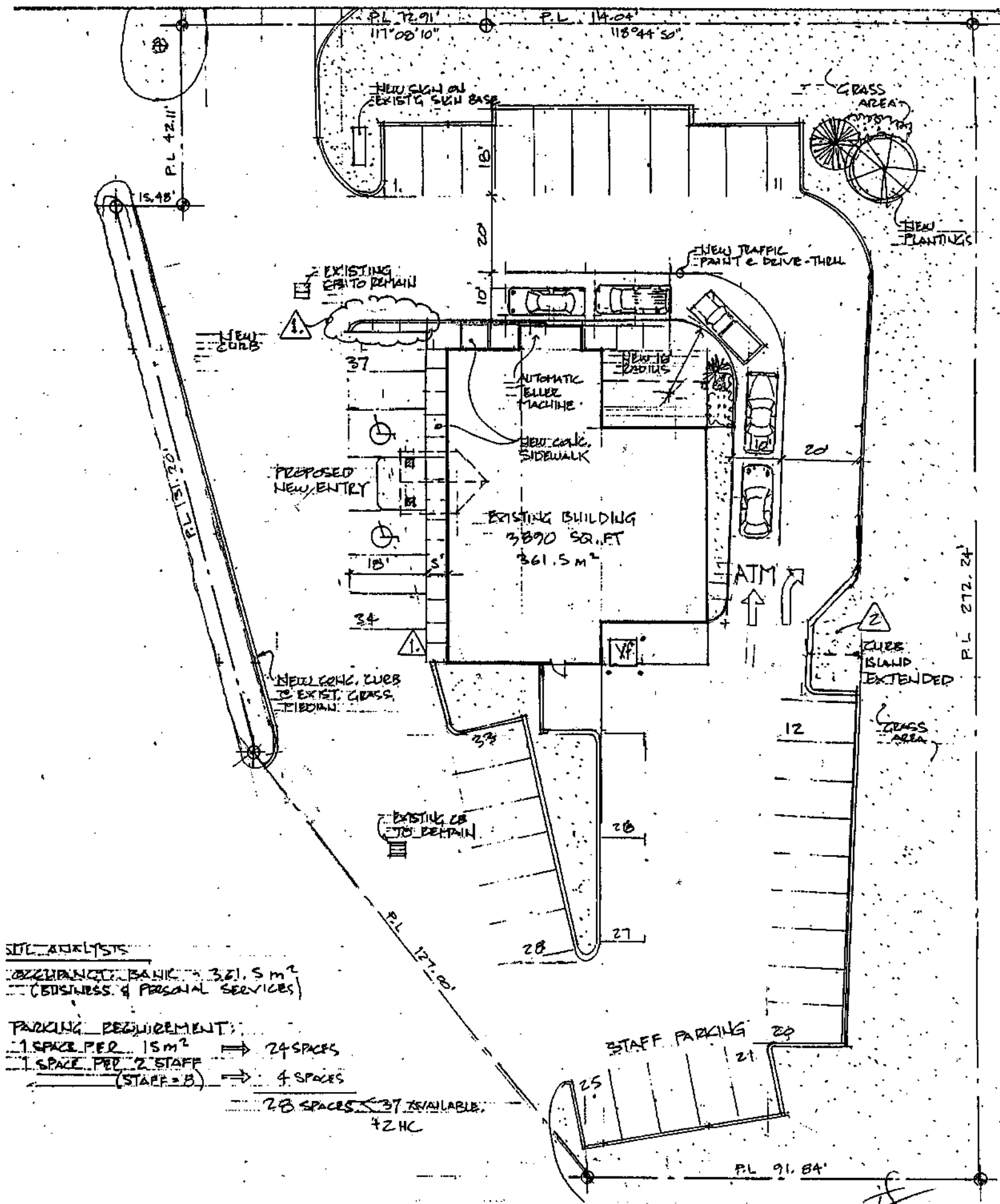
TOWN OF ROTHESAY

per *William J. Bishop*  
William J. Bishop - Mayor

per *Mary Jane E. Banks*  
Mary Jane E. Banks - Clerk

*TS*

SCHEDULE "A"



			COMEAU MACKENZIE ARCHITECTURE	BAYVIEW CREDIT UNION BOTHESBY, N.B.		SCALE N.T.S.	APPD	
				SITE PLAN		DATE 2/14/2023		
				PROJECT NO.				
				SHEET NO. 3K-A1 R2				REV.
NO.	DATE	REV. REORD						



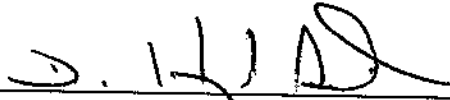
PROVINCE OF NEW BRUNSWICK  
COUNTY OF SAINT JOHN

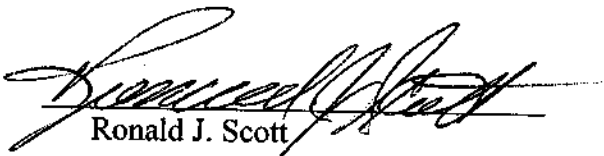
I, Ronald J. Scott, of the Town of Quispamsis, in the County of Kings, in the Province of New Brunswick, Contractor, MAKE OATH AND SAY:-

- 1. THAT I am the Secretary-Treasurer of Scott Bros. Ltd., a corporation, having its registered office in the City of Saint John, in the County of Saint John, in the Province of New Brunswick.
- 2. THAT the Secretary-Treasurer of Scott Bros. Ltd. is authorized to execute documents in the name and on behalf of the company.
- 3. THAT the seal affixed to the foregoing indenture is the corporate seal of Scott Bros. Ltd. and was so affixed by authority of the directors thereof.
- 4. THAT the signature "Ronald J. Scott" to the foregoing indenture is in the proper handwriting of me, this deponent.
- 5. THAT the said signature was subscribed to the said indenture and the corporate seal affixed thereto for the purpose of execution on behalf of the company.

SWORN TO at the City of Saint John )  
in the County of Saint John, in the )  
Province of New Brunswick, )  
this 17<sup>th</sup> day of November, 2003. )

BEFORE ME )

  
\_\_\_\_\_  
Commissioner of Oaths  
Being a Solicitor

  
Ronald J. Scott

**PROVINCE OF NEW BRUNSWICK**

**COUNTY OF KINGS**

**AFFIDAVIT**

I, Mary Jane E. Banks, of the town of Rothesay, in the County of Kings and Province of New Brunswick, **MAKE OATH AND SAY THAT:**

1. I am the Clerk of the town of Rothesay, a municipality in the County of Kings and Province of New Brunswick and have personal knowledge of the matters and facts herein deposed to and have the authority to make this affidavit on behalf of the Town;
2. the signature "**William J. Bishop**" subscribed to the within instrument is the signature of William J. Bishop, who is the Mayor of the town of Rothesay, and the signature "**Mary Jane E. Banks**" subscribed to the within instrument as Clerk is the signature of me and is in the proper handwriting of me, this deponent, and was hereto subscribed pursuant to resolution of the Council of the said Town to and for the uses and purposes therein expressed and contained;
3. the Mayor and Clerk of the Town are duly authorized by the said Town to execute the within instrument;
4. the Seal affixed to the foregoing indenture purporting to be the official seal of the town of Rothesay is the official seal of the said Town and was so affixed by order of the Council of the said Town, to and for the uses and purposes therein expressed and contained.

**SWORN TO BEFORE ME** at the town of Rothesay, in the County of Kings, and the Province of New Brunswick, this 18th day of November 2003.

  
A COMMISSIONER OF OATHS

  
MARY JANE E. BANKS

**S.M. HATCHER**  
Commissioner of Oaths  
My Commission Expires  
December 31, 2006.

2001-09-11  
10:54:44

12812278

THIS AMENDING AGREEMENT made in triplicate this 24 day  
of June, 2001

BY AND BETWEEN:

**SCOTT BROS. LTD.** a body corporate, having  
its head office located at the Town of Rothesay,  
in the county of Kings and Province of New  
Brunswick (hereinafter called the "Developer")  
**OF THE FIRST PART**

-and-

**ROTHESAY**, a municipality, in the County of  
Kings, and Province of New Brunswick  
(hereinafter called the "Town"),

**OF THE SECOND PART**

**WHEREAS** the Developer and the Town entered into an Agreement dated the 13<sup>th</sup> day of May, 1999 and registered in the Kings County Registry Office as Number 11774289 in Book 1618 at page 12 on the 20<sup>th</sup> day of February 2001 (the "Developer's Agreement") with respect to plans for the development of Lands, to be used for retail establishments (the "specific proposal");

**AND WHEREAS** the Developer and the Town are desirous of amending certain provisions of the Developer's Agreement;

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that for and in the consideration of the previous and mutual covenants and agreements herein expressed and contained, the parties hereto covenant and agree as follows:

1. The Town has agreed to change the use in paragraph two on page one from retail establishments to retail establishments, general office space and restaurants;
2. The Developer acknowledges all other obligations under the Developer's Agreement and agrees to be bound by the remaining terms of the Developer's Agreement in all other respects;
3. This Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors and assigns.

SNS

LT 30189070

11386

*Pam M. Kenzie*  
Sep 10/01

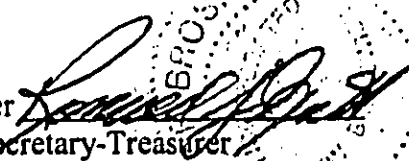


IN WITNESS HEREOF the parties have duly executed these presents the  
day and year first above written.


SIGNED, SEALED AND DELIVERED )

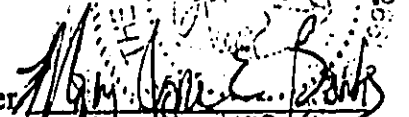
In the presence of: )

SCOTT BROS. LTD. )

per   
Secretary-Treasurer  
Ronald J. Scott )

TOWN OF ROTHESAY )

per   
William J. Bishop - Mayor )

per   
Mary Jane E. Banks - Clerk )

11287

PROVINCE OF NEW BRUNSWICK


COUNTY OF KINGS

AFFIDAVIT

I, Ronald J. Scott, of the Town of Quispamsis, in the County of Kings and Province of New Brunswick, **MAKE OATH AND SAY THAT:**

1. I am the Secretary-Treasurer of Scott Bros. Ltd., a duly incorporated company under the laws of the Province of New Brunswick, having its registered office in the Town of Rothesay, in the County of Kings and Province of New Brunswick, and as such have personal knowledge of the matters and facts herein deposed to;
2. The Secretary-Treasurer of Scott Bros. Ltd. is authorized to execute documents in the name and on behalf of the said company;
3. The seal affixed to the foregoing indenture is the seal of Scott Bros. Ltd. and was affixed thereto by the authority of the said company;
4. The signature "Ronald J. Scott" to the foregoing indenture is the signature of the Secretary-Treasurer and is in the proper handwriting of me, this deponent;
5. The said signature was subscribed to the said indenture and the corporate seal affixed thereto for the purpose of execution on behalf of the company.

SWORN TO BEFORE ME at the City )  
of Scotts, in the County of Scotts )  
and the Province of New Brunswick, this 26 )  
day of June, 2001. )

  
Ronald J. Scott

  
A COMMISSIONER OF OATHS  
BEING A SOLICITOR

PROVINCE OF NEW BRUNSWICK

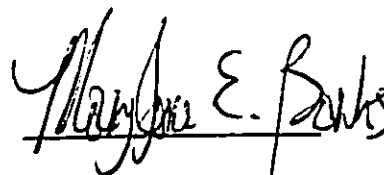
COUNTY OF KINGS

AFFIDAVIT

I, Mary Jane E. Banks, of the town of Rothesay, in the County of Kings and Province of New Brunswick, **MAKE OATH AND SAY THAT:**

1. I am the Clerk of the town of Rothesay, a municipality in the County of Kings and Province of New Brunswick and have personal knowledge of the matters and facts herein deposed to and have the authority to make this affidavit on behalf of the Town;
2. the signature "**William J. Bishop**" subscribed to the within instrument is the signature of William J. Bishop, who is the Mayor of the town of Rothesay, and the signature "**Mary Jane E. Banks**" subscribed to the within instrument as Clerk is the signature of me and is in the proper handwriting of me, this deponent, and was hereto subscribed pursuant to resolution of the Council of the said Town to and for the uses and purposes therein expressed and contained;
3. the Mayor and Clerk of the Town are duly authorized by the said Town to execute the within instrument;
4. the Seal affixed to the foregoing indenture purporting to be the official seal of the town of Rothesay is the official seal of the said Town and was so affixed by order of the Council of the said Town, to and for the uses and purposes therein expressed and contained.

SWORN TO BEFORE ME at the town of  
Rothesay, in the County of Kings, and  
the Province of New Brunswick, this 20<sup>th</sup>  
day of JUNE, 2001.

  
MARY JANE E. BANKS

  
A COMMISSIONER OF OATHS

S.M. HATCHER  
Commissioner of Oaths  
My Commission Expires  
December 31, 2001

11289





70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**February 13, 2023**

**TO:** Mayor Grant and Members of Rothesay Council

**SUBMITTED BY:**

  
John Jarvie, Town Manager

**DATE:** February 13/2023

**SUBJECT:** Plow and Sander Purchase- Parks Department

---

**RECOMMENDATION**

It is recommended that Council accept the submission from Rock Industrial for the purchase and installation of a plow and sander for the price of \$27 060.00 plus HST for the Rothesay Parks Department.

**ORIGIN**

The 2023 General Fund Capital Budget included an amount of \$30 000 for the purchase of a plow and sander for the Rothesay Parks Department.

**BACKGROUND**

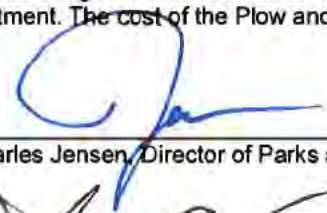
Several dealers were called and asked to submit quotes. Results included below:

<b>Rock Industrial</b>	<b>\$27 060.00 plus HST</b>
<b>Saint John Springworks</b>	<b>\$27 495.00 plus HST</b>
<b>Parts for Trucks</b>	<b>\$28 740.00 plus HST</b>


**FINANCIAL IMPLICATIONS**

The 2023 General Capital Budget included an amount of \$30 000 for the purchase of a plow and sander for the Rothesay Parks Department. The cost of the Plow and Sander including installation will be \$28,220 after the HST rebate.

Report Prepared by:

  
Charles Jensen, Director of Parks and Recreation

Report Reviewed by:

  
Doug MacDonald, Treasurer

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




70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**February 13, 2023**

**TO:** Mayor Grant and Members of Rothesay Council

**SUBMITTED BY:**

  
\_\_\_\_\_  
John Jarvie, Town Manager

**DATE:** February 8, 2023

**SUBJECT:** Wastewater Treatment Plant – Phased Approach

---

### **RECOMMENDATION**

It is recommended that Rothesay Mayor and Council accept the attached phasing schedule and further that the Director of Operations be authorized to submit a revised-scope application to the Regional Development Corporation.

### **ORIGIN**

Federal and provincial funding partnerships are in place and the 2023 Utility Fund Capital Budget includes funding for commencement of the Wastewater Treatment Plant project at Sagamore Point. However, current estimates identify a construction cost that is significantly higher than the total amount of money provided in the federal/provincial/municipal program.

### **BACKGROUND**

The Rothesay wastewater collection system currently discharges to two facultative lagoons near Kennebecasis Park and one aerated lagoon at Sagamore Point in the area formerly known as Fairvale.

A project to treat all collected wastewater in a single mechanical plant at the location of the existing “Fairvale Lagoon” has undergone preliminary design and costing. The federal/provincial/municipal



partnership currently in place allows for a total project cost of \$21.6M. The estimated cost of the facility, given a number of recent economic factors, is now approximately \$32M.

## **DISCUSSION**

The Regional Development Corporation has been consulted and, after further consultation with their federal partners, have confirmed that the increased cost from \$21.6M to \$32M is not reimbursable under the existing program. To move forward with the project at this point would require Rothesay Utility rate payers to absorb the total additional cost of \$10.4M. This approach is simply not feasible.

Further discussions with Regional Development Corporation have led to the identification of phases for the project that would produce the same result overtime. There are costs associated with phasing rather than completing the work as one single project. These costs will increase the (eventual) overall project to an estimated \$37M.

The application for a revised- scope project, if accepted, will allow the Town to access some of the approved \$21.6M. Each project approved under the federal/provincial/municipal program requires a “measurable outcome”, ie. It must achieve a specific and measurable result such as reduced environmental impact.

The main outcomes of this project have always been to treat 100% of collected wastewater within a single mechanical treatment plant at the Sagamore Point site and to improve the quality of treated effluent that is released to the Kennebecasis River.

Staff are of the opinion that an intermediate phase, which includes enhancing the existing Sagamore Point Lagoon, will allow the Town to eliminate the two lagoons at Kennebecasis Park from active service with the collected wastewater being directed (by already in-place pumping infrastructure) to Sagamore Point. The enhancement to the Sagamore Point Lagoon will be valuable once the overall treatment plant project is complete in that it will provide a surge basin for higher river levels and extreme weather events. This project “phase” will have the “measurable outcome” of reducing the impact of the lagoons at Kennebecasis Park and of providing better effluent quality at Sagamore Point.


## **FINANCIAL IMPLICATIONS**

The preliminary design work completed to-date is being considered Phase I for the project. Taking the Kennebecasis Park Lagoons out of service, enhancing the Sagamore Point Lagoon and completing detailed design for the treatment plant would make up phase II. Phase III would include construction and commissioning of the treatment plant itself. Staff are of the opinion that, should Regional Development Corporation approve the phased approach, Phase I and Phase II are reimbursable according to the formula contained in the \$21.6M approved federal/provincial/municipal partnership. Phase III would require a separate application under a new program at some point in the future.



The phased costing is as follows:

	Phase I	Phase II	Phase III	Total
Total Cost	594,441.60	7,677,772.25	28,705,689.15	36,977,903.00
Town share 26.67%	158,513.80	2,047,408.49	7,654,831.30	9,860,753.59
Provincial share 33.33%	198,145.22	2,559,231.82	9,568,467.37	12,325,844.41
Federal share 40%	237,776.64	3,071,108.90	11,482,275.66	14,791,161.20

Report Prepared by:   
Brett McLean, Director of Operations

Report Reviewed by: Doug MacDonald, Treasurer

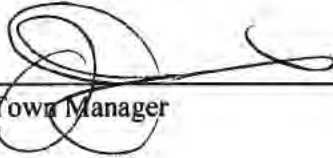
*A copy of this report can be obtained by contacting the Rothesay Town Clerk, 70 Hampton Road, Rothesay, NB E2E 5L5 (506-848-6664).*



70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**February 13, 2023**

**TO:** Mayor Grant and Members of Rothesay Council

**SUBMITTED BY:**   
John Jarvie, Town Manager

**DATE:** February 7<sup>th</sup>, 2023

**SUBJECT:** Contract T-2023-004:  
Positive Displacement Combination Sewer Cleaning Truck

---

### **RECOMMENDATION**

It is recommended that Council accept the quote from SNT Solution Inc. in the amount of \$762,467.87 including HST for the purchase of a SECA positive displacement combination sewer cleaning truck and further that the Director of Operations be authorized to issue a purchase order in that regard.

### **ORIGIN**

The 2023 General Fund Capital Budget includes funding for the purchase of a positive displacement combination sewer cleaning truck to service the Works and Utility Departments.

### **BACKGROUND**

Town staff conduct annual maintenance of the storm and sanitary sewer systems. The maintenance procedure involves flushing pipes and structures with high powered water jets and vacuuming the resulting debris. This process is completed with the use of a positive displacement combination sewer cleaning truck. In the past the required truck has been rented from various suppliers. Staff conducted a review of historic annual costs and, when compared to the cost of owning the required equipment, made a determination that purchasing such a truck would be cost effective over the long term. The results of the review were presented to the Works & Utilities Committee and to Council during the 2023 budgeting process. Council ultimately

agreed with the results of the study and included funding in the 2023 General Fund Capital Budget to purchase the positive displacement combination sewer cleaning truck.

### **TENDER RESULTS**

The tender was advertised on the New Brunswick Opportunities Network (NBON) on January 11, 2023 and closed on February 7, 2023. Two (2) bids were submitted by qualified suppliers. Both submitted bids were deemed compliant by the Tender Opening Committee. The results were as follows:

- |   |               |
|---|---------------|
| 1. Joe Johnson Equipment, Dartmouth, NS | \$ 769,434.18 |
| 2. SNT Solutions, Dartmouth, NS         | \$ 762,467.87 |

The tenders were reviewed by staff and both tenders were found to be formal in all respects. Staff is of the opinion that the low tenderer has the necessary resources and expertise to supply the vehicle as specified and recommend acceptance of their tender.

### **FINANCIAL IMPLICATIONS**

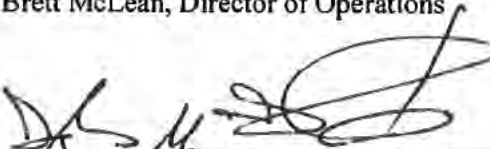
The 2023 General Fund Capital Budget includes an amount of \$750,000 for the purchase of a positive displacement combination sewer cleaning truck.

The analysis concludes that the delivered cost of the truck will be \$691,445.64 including the Town's eligible HST rebate, a positive variance of \$58,554.36.

Report Prepared by:

  
Brett McLean, Director of Operations

Report Reviewed by:

  
Doug MacDonald, Treasurer

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






70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**February 13, 2023**

**TO:** Mayor Grant and Members of Rothesay Council

**SUBMITTED BY:**

  
\_\_\_\_\_  
John Jarvie, Town Manager

**DATE:** February 7, 2023

**SUBJECT:** Storm Sewer Emergency Repairs

---

### **RECOMMENDATION**

It is recommended that Mayor and Council accept the quote from Eastern Trenchless in the amount of \$83,600 plus HST to complete thirty-nine (39) individual repairs to deteriorated sections of storm sewer infrastructure and further that the Director of Operations be authorized to issue a purchase in that regard.

### **ORIGIN**

Eastern Trenchless was hired as part of the ongoing Drainage Network Review project, which began in October of 2020.

### **BACKGROUND**

In October of 2020 Council awarded a project to CBCL Consulting Engineers Ltd. to review and properly map the existing drainage network and make recommendations for future upgrade projects. CBCL engaged Eastern Trenchless to complete a video survey of storm sewer piping. During the video inspection work a number of small deficiencies requiring immediate attention were identified. These deficiencies were repaired internally without the need for disruptive and costly excavation. The CBCL program involved visual inspection of every storm sewer manhole and catchbasin in the Town and video inspection of approximately one third of the storm sewer piping. Following the repair of the deficiencies and completion of the final drainage study report, which recommended large scale projects to be completed in sequence over the next several years, the overall project had some remaining budget. This budget was used to video

additional piping with an aim to eventually completing video inspection of all town storm sewer pipes. This additional video inspection identified several more localized, but serious, deficiencies in the network that require immediate attention to allow the existing system to function at full capacity. These localized deficiencies are good candidates for internal, trenchless repairs.

### **DISCUSSION**

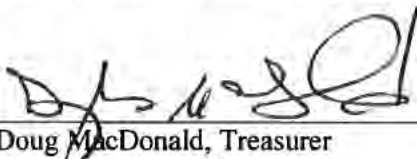
The deficiencies identified by Eastern Trenchless are the type of deficiencies that can cause localized flooding in areas where flooding would not otherwise occur if the infrastructure was in good repair. The deficiencies include such things as foreign objects lodged in pipes, separated pipes and intrusion of intersecting pipes that restrict flow.

### **FINANCIAL IMPLICATIONS**

Staff are of the opinion that these thirty-nine (39) repairs should be completed as soon as possible. This is an unbudgeted expense and, if adopted by Council, would be funded from the General Fund Operational Reserve as these repairs are not (individually) capital in nature. The completed cost of the proposed repairs including the Town's eligible HST rebate will be:

Quote	HST	HST Rebate	Total
\$83,600	\$12,540	\$8,955.23	\$87,184.77

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).*