

Town of Rothesay

Land Acknowledgement

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

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

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

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



2023 January 9 9:00 pm Session FINAL_001

ROTHESAY
COUNCIL MEETING
Town Hall Common Room
Monday, January 9, 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 12 December 2022

➤ **Business Arising from Minutes**

3. OPENING REMARKS OF COUNCIL

3.1 Declaration of Conflict of Interest

4. DELEGATIONS

4.1 Active Transportation Brian Gillis (*see Item 9.1.1*)

5. CORRESPONDENCE FOR ACTION

5.1 9 December 2022 Letter from resident RE: Sale of land at 7 Jersey Lane

Refer to staff

5.2 9 December 2022 Email from resident RE: Accessibility

Refer to staff

5.3 21 December 2022 Sponsorship request from PRUDE Inc.

Refer to the Finance Committee

6. CORRESPONDENCE - FOR INFORMATION

6.1 9 December 2022 2023 Budget approval letters (3) from Quispamsis

➤ Kennebecasis Public Library

➤ Kennebecasis Valley Fire Department

➤ Kennebecasis Regional Police Force

6.2 4 January 2023 Letter from Envision Saint John RE: Quarterly Financial Statements (*see Item 7.2*)

19 December 2022 Letter to Envision Saint John

7. REPORTS

7.0 January 2023 Report from Closed Session

7.1 19 October 2022 Fundy Regional Service Commission (FRSC) meeting minutes

28 November 2022 FRSC meeting minutes

7.2 30 September 2022 Envision Saint John Q3 Unaudited Financial Statements

7.3 30 November 2022 Draft unaudited Rothesay General Fund Financial Statements

30 November 2022 Draft unaudited Rothesay Utility Fund Financial Statements

30 November 2022 Donation Summary

7.4 December 2022 Monthly Building Permit Report

7.5 5 January 2023 Capital Projects Summary

8. UNFINISHED BUSINESS

TABLED ITEMS

8.1 Strong Court Sidewalk – Anglophone South School District (Tabled April 2021)

No action at this time

8.2 Rothesay Arena Open House (Tabled September 2021)

No action at this time

8.3 Private Lanes Policy (Tabled July 2022)

No action at this time

9. NEW BUSINESS

9.1 BUSINESS ARISING FROM DELEGATIONS

9.1.1 4 January 2023

Letter from Brian Gillis RE: Active Transportation

Refer to the Works and Utilities Committee and Climate Change Adaptation Committee

10. NEXT MEETING

Public Hearing

Monday, January 16, 2023 at 7:00 p.m.

Regular meeting

Monday, February 13, 2023 at 7:00 p.m.

11. ADJOURNMENT

Town Hall

page 1 of 1

Install the bike rack at the front door to Town Hall.

- Promotes that the Town is serious about Active Transportation
- Indicates priority for cyclists
- Encourages more cycling use
- Staff that cycle to work will populate the rack encouraging more AT use
- Safer more public location for bikes



Hampton Road

Page 1 of 2

The stretch of Hampton Road in front of Town Hall does not have any indication for cycling yet bike lanes exist on both east and west ends. We must have a contiguous system. Dropping all parameters creates risk for cyclists and confusion for motor Vehicle drivers.

The photographs show the center turn lane is very wide when comparing to the outside lanes, even wider than the left turn lane at Marr Road intersection.

- Reduce the width of the center turn lane thus increasing width of both outside lanes
- Install Sharrow roadside signage
- Install Sharrow pavement glyphs
- Install Sharrow single file pavement glyphs in the left turn lanes

Rationalization

1. TAC lane width guidelines cannot be met however the compromise is much safer than doing nothing. Cyclists know where to position themselves and motorists know to expect cyclists.
2. TAC provides guidelines.
3. The center turn lane affords ample space for motorists to provide the Motor Vehicle Act required clearance from a bicycle while not interfering with oncoming traffic.
4. The majority of existing bike lanes do not meet TAC guidelines.

Hampton Road

Page 2 of 2



Sharrow single file glyphs page 1 of 1

Sharrow single file pavement markings are by far the most important glyphs in the Town's AT system. Providing clear indication for cyclists and motorists as to where bikes will be operating is extremely important for the vulnerable road users. Locations to date are on Rothesay Road at Taylor Brook, Gondola Point Road at CN overpass and Vincent Road.

- Ensure they get high priority during spring painting



Active Transportation Promotion Page 1 of 2

The opportunity exists to promote Active Transportation utilizing the existing electronic sign on Rothesay Road. Rothesay has a roll to play in encouraging non-carbon transportation.

- Cycling safety message
- Share the road message
- Encourage cycling to Rothesay Common for a concert
- Or to the grocery store

HOWEVER, before adding more text to the current sign let's take a step back and consider distracted driving. How long does it take a distracted driver to read four lines of text?



Active Transportation Promotion Page 2 of 2

The Town website. Similar to the roadside sign, utilize this medium to encouraging the use of Active Transportation as part of the strategy for reducing our carbon footprint.

Rothsay R-Insider. Another publication that can be utilized to promote carbon free transportation and the health benefits of Active Transportation.

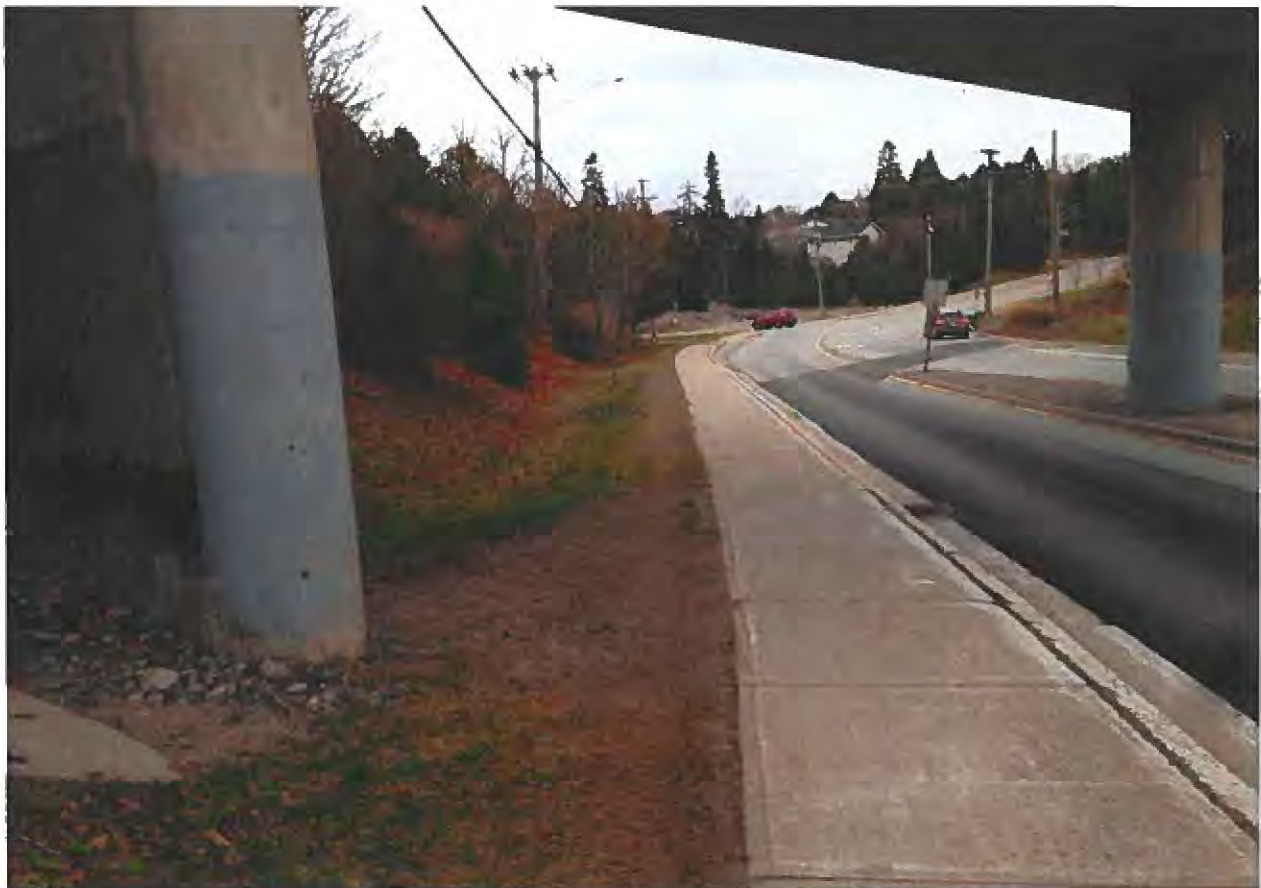
Social media, Facebook The province will start another safety campaign in the spring focused on vulnerable road users. The messages could be redistributed by Rothsay. Educating the public on road safety is extremely important and will lead the way toward more Active transportation usage.

Fairvale Trail. Page 1 of 3

The Fairvale trail, Rothesay's end of what Quispamsis call the QR line has the potential to connect all schools and related athletic fields via a combination of off-road trail and low traffic count roadways.

There is an opportunity to connect our Fairvale Trail to the Schools/Ice Rink area by utilizing the existing sidewalk space and creating a bidirectional multi-use trail along Gondola Point Road. Sprucewood Avenue, with very low traffic count, can be aligned for Active Transportation utilizing a bidirectional motor vehicle center lane and dual AT lanes as presented in the photos from Burlington Vermont. Connection via existing trails to Spruce Street and School properties completes the route.

The important synergy is ensuring any design/construction at the bottom of Clark Road include this multi-use trail crossing.



Gondola Point Road under the CN rail overpass looking west

Fairvale Trail. Page 2 of 3



Street concept utilized on the main route to a recreation area
In Burlington Vermont

Fairvale Trail. Page 3 of 3

The Fairvale Trail has some land owner agreement complications but we should approach the project similar to the way you would eat an elephant. A critical component of the trail network is the connection from Dobson Lane to Monaco Drive. This location across the CN rail line is in the middle of two kilometres of straight track which is ideal for a simple level crossing.

- Has CN been consulted regarding a level crossing
- We already have a level crossing to a recreation area
- This connection is adjacent to the Town owned green space and connection to Isaac Street.
- Ideal opportunity to utilize AT for shopping destinations immediately



Burlington Vermont greenway, a multi-use AT trail system has a level crossing of two track rail system with no train horn

Marr/Clarke and Hampton Roads Intersection and Grove Avenue/Hampton Road Intersection

page 1 of 1

Three of the four approaches to these intersections have bike lanes. However, the bike lanes stop without any indication to cyclists or Motorists as to where bicycles should be positioned through the intersection.

- Add bicycle pavement glyphs
- Glyphs must be centralized in the lanes (lane width too narrow)
- Sharrow single file



Campbell Drive. Page 1 of 2

Campbell Drive between the fire station and Grove Avenue is quite capable of having bike lanes now with little expenditure. In fact the line painting is done each year. However, improvements are required.

- Centrally align the yellow line and properly space the white lines during spring repainting
- Install roadside signage
- Install bike lane pavement glyphs



Campbell Drive. Page 2 of 2

Our Active Transportation Plan includes a concept for cycling infrastructure at the intersection of Marr Road. Part of the concept is to reposition the concrete barriers south toward Route 1. The repositioning can be done now in anticipation of resurfacing of Campbell Drive.

- Discuss and get agreement from DTI now as it may take time
- Be ready for paving of Campbell Drive including wider paved shoulders
- A wider shoulder area even without pavement will provide space for snow plow furrow away from the vehicle lanes during storms.
- Suggest reducing speed limit to 60 kph.



Airport Arterial, Route 111 Page 1 of 3

The airport arterial across route 1, including all intersections, has been constructed with sufficient space to allow installation of Bike Lanes. The photos show spaces at various locations that would be connected by pavement lines. This will provide immediate connection to the Wells Trail system.

- Painting of the required interconnecting lines can be done without pavement modifications.
- Install speed limit signs southbound on north side of Route 1. Suggest 60 Kph
- Reduce speed limit on Route 111 northbound to 60 kph in area from Dolan Road to Campbell Drive.
- Install speed limit signs on route 111 after both intersections of the off-ramps from Route 1. Suggest 60 kph
- Repair Route 111 paved shoulders from Dolan Road to Route 1 off-ramps.



Standards exist for bike lanes crossing motor vehicle lanes

Airport Arterial, Route 111 Page 2 of 3



Typical existing space for Bike lane



Standard transition for bike lane across motor vehicle lane

Airport Arterial, Route 111 Page 3 of 3



Standard transition for bike lane across motor vehicle lane

Wells Trail Connection Page 1 of 3

While we are waiting for decisions and funding for multi-use trail installation crossing Route 1 the approach from Wells Area can be advanced by Rothesay. There is sufficient space along NB Power installations for the extension of Wells multi-use trail to Route 111 Airport Arterial. In fact, NB Power may be enthusiastic for others to utilize the area, keeping vegetation at bay, reducing maintenance costs. The photos show an expanse of land continuing to be utilized by ATVs and others that may provide an immediate inexpensive, albeit interim, connection solution to proposed bike lanes on route 111.

Develop a shared route system including roadside signage and pavement glyphs for subdivision streets in the Wells Area. These shared routes will direct Active Transportation users from their residences to the Wells Trail System. The residential streets have low AADT so would be suitable for sharrow style installations. Legitimising AT routes by Rothesay will encourage more users to utilize alternate forms of transportation.

There is a utility corridor running east west through Wells Area currently being heavily utilized by ATVs. Could this route be legitimized as a multi-use route providing off road access the existing Wells Trail System?

What infrastructure will those traversing the Wells Multi-use Trail utilize when they reach Campbell Drive? Generally, users of multi-use trails do so because they are uncomfortable mixing with motor vehicles. We must be proactive in providing a contiguous system if we want residents to leave carbon producing transportation at home. Suggest to consider converting the sidewalk system from the Fire station to Rothesay Common into a multi-use trail raised and adjacent to Grove Avenue.



Wells Trail Connection Page 2 of 3





Wells Trail Connection Page 3 of 3



Liz Hazlett

From: Liz Hazlett
Sent: Friday, December 9, 2022 3:02 PM
To: Liz Hazlett
Subject: FW: Sale of land at 7 Jersey Lane
Attachments: Letter to Rothesay Town Council re Jersey Lane.pdf

From:
Sent: December 9, 2022 2:26 PM
To: Rothesay Info <rothesay@rothesay.ca>; 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: Sale of land at 7 Jersey Lane

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 and members of Rothesay Town Council

I am a resident of Rothesay and am concerned about the possible future development of the land at 7 Jersey Lane and the detrimental effect this will have on our beautiful town.

I have attached a letter and hope that you would read it and bring it up for discussion at your next Council Meeting.

Yours sincerely,

12 McNamee Ln
Rothesay, NB
E2E 0P5

Rothesay City Council
70 Hampton Rd
Rothesay, NB E2E 5L5

Purchase of 7 Jersey Lane for use by the residents of Rothesay as a park

Mayor Dr Nancy Grant (nancygrant@rothesay.ca)
Dr Matt Alexander (mattalexander@rothesay.ca)
Tiffany MacKay French (tiffanymackayfrench@rothesay.ca)
Bill McGuire (billmcguire@rothesay.ca)
Dave Brown (davebrown@rothesay.ca)
Helen Boyle (helenboyle@rothesay.ca)
Peter J Lewis (peterlewis@rothesay.ca)
Don Shea (donshea@rothesay.ca)

Dear Mayor and members of the Rothesay Town Council

I am writing to express my concern over the future of the land at 7 Jersey Lane. The people of Rothesay have benefited for so long from the generosity of current owners who have permitted the public to enjoy the area for hiking and dog walking etc. I, personally, walk my dog twice a day to the top of Spy Glass and use the many trails and see many other people out there every day.

I am concerned that as the property has come up for sale it will in all likelihood be developed. What a sad day that will be. Such an essential and loved area of Rothesay will be gone and our town will just become a sort of extension of Quispamsis.

I am wondering about the possibility of the town purchasing the land for use as a Park. While this would be an expensive purchase, I am sure that a committee could be created to look for funding from corporations and I am sure many local people would also be happy to donate or work on fundraising initiatives.

I know that this property if developed would bring in considerable tax revenue. But I am hoping that the town can see beyond this, and that this property, as parkland, really makes Rothesay stand out.

Thank you for discussing this in your next council meeting.

Liz Hazlett

From: Liz Hazlett
Sent: Friday, December 9, 2022 3:03 PM
To: Liz Hazlett
Subject: FW: Accessibility

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

From:
Sent: December 9, 2022 12:52 PM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: Accessibility

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

Good day,

I have some questions regarding accessibility in this town. As an individual who walks at their main mode of transportation, along with an education advocating for the rights of individuals with disabilities, I've noticed that there are several businesses and even infrastructures that are not accessible. Businesses lacking wheelchair buttons, Ramps and space for larger wheelchairs and strollers. You have to be pretty darn good at maneuvering your mobility device to get into several businesses due to lack of space or buttons.

The sidewalks and crosswalks are dangerous, there is a lack of awareness when drivers are on the road, that there are also people walking. There needs to be flags or something for walkers to use to gain the attention of oncoming traffic.... You can wait a long time sometimes before someone actually stops for the crosswalks safely.

For instance, if you cross at the lights by the Sobeys (I have almost been hit here twice with my son in stroller) you can cross but to enter into Sobeys you have to walk into the lane of exiting traffic. There's no separate sidewalk or ramp for access to a safe walking space that's not interrupting drivers.

I would love to know what the laws and codes here are, and what can be done to make this town more accessible to allllll of its residents. The population is aging and there are people with varying abilities who deserve to be able to be mobile and access services independently. You are taking away the opportunity for someone who is unable to drive, to be independent and access their needs or even to just get out safely and with dignity. Mental health issues are skyrocketing, people are isolated not having the accessible infrastructure they need is keeping them home and inside. Rothesay has a large senior population that will be needing to or already do, the use of mobility devices for their daily activities. Once again, they cannot practise their independence safely here in my opinion and with my firsthand experiences.

Someday I would love to just take someone in the office for a walk with my child and I and our stroller and perhaps an individual in a wheelchair would love to join us and show you firsthand the dangers they face.

Maybe this is something that can be brought to a town meeting? I want the voices of everyone in this town to be heard and I feel there is a large percentage not getting heard.

Thank-you



PRUDE INC.
Consultation • Training • Education
We Know Diversity Matters!



December 21, 2022

Town of Rothesay
Attn: Mayor Nancy Grant and council
70 Hampton rd,
Rothesay, NB
E2E 5Y2

Subject: Diversity Champion Awards 2022

Dear Mayor Grant,

Since 2016, PRUDE Inc.'s Diversity Champion Awards have recognized the Saint John region's diversity champions for their outstanding efforts in promoting **diversity**, **inclusion**, and **equality** in our community. So, in an effort to recognize even more candidates, new initiatives, and great community projects, we have made the decision to postpone our 6th awards ceremony for this year, and move this important celebration to next year—November 2023

Our diversity champions since 2016... by the numbers:

45 Winners - 7 Categories - 109+ Nominees - 2000+ Attendees - 125+ corporate sponsors and supporters - 7+ Keynote guest speakers

We recognize that this event would not be possible without your support and donations. And we appreciate your continued support, which helps us carry on our work in the community.

If you are interested in becoming a 2023 Diversity Champion Awards sponsor, supporting our programs, and making Saint John a better and more inclusive community, please contact us at donation@prudeinc.org

Since 1981, PRUDE Inc. has worked to promote diversity, inclusion and equality in the greater Saint John community. We have been working to educate our community on the benefits of inclusivity because we know diversity matters!

I look forward to hearing from you soon. Thank you in advance for your generosity and support!

Kind Regards,

Li Song
Managing Director
PRUDE Inc. (Pride of Race, Unity and Dignity through Education)
info@prudeinc.org / Office Main: 506.634.3088



Office of the Clerk Town of Quispamsis
12 Landing Court | Quispamsis, NB | E2E 4R2
T: 506 849 5738 | F: 506 849 5799 | csnow@quispamsis.ca



December 9, 2022

Ms. Norah Emerson
Acting Library Director
Kennebecasis Public Library
1 Landing Court
Quispamsis, NB E2E 4R2

Dear Ms. ^{Norah,} Emerson:


On behalf of the Council of the Town of Quispamsis, I would like to thank you for your presentation of the proposed 2023 Kennebecasis Public Library Budget to the Joint Quispamsis and Rothesay Finance Committee on September 22, 2022.

I am pleased to confirm the Quispamsis Town Council, at its November 15, 2022 Regular Meeting, approved the Kennebecasis Public Library's 2023 Budget as part of its overall budget approval process. This included an allocation of \$133,199 representing Quispamsis' proportionate share of the Annual 2023 Library budget.

The Town will continue with its normal practice of electronically depositing its payments into the Library's bank account on a monthly basis.

Trusting this meets with your approval, and wishing you a Merry Christmas and All the Best of 2023!

Kind regards,


Catherine P. Snow
Town Clerk

cc: Mayor & Council, Town of Rothesay

Office of the Clerk Town of Quispamsis
12 Landing Court | Quispamsis, NB | E2E 4R2
T: 506 849 5738 | F: 506 849 5799 | csnow@quispamsis.ca



December 9, 2022

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

Dear Chief Boyle:

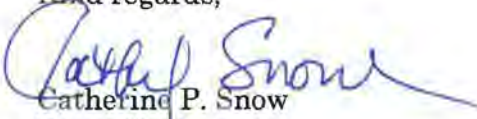
On behalf of the Council of the Town of Quispamsis, I would like to thank you for your presentation of the proposed 2023 Kennebecasis Valley Fire Department Inc.'s Budget to the Joint Quispamsis and Rothesay Finance Committee on September 22, 2022.

I am pleased to confirm the Quispamsis Town Council, at its November 15, 2022 Regular Meeting, approved the Kennebecasis Valley Fire Department Inc.'s 2023 Budget as part of its overall budget approval process. This included an allocation of \$3,838,567 representing Quispamsis' proportionate share of the Annual 2023 Fire budget.

The Town will continue with its normal practice of electronically depositing its payments into the KVFD Inc.'s bank account on a monthly basis.

Trusting this meets with your approval, and wishing you a Merry Christmas and All the Best of 2023!

Kind regards,


Catherine P. Snow
Town Clerk

cc: Chair Kirk Miller, Kennebecasis Valley Fire Department Inc. Board of Directors
Mayor & Council, Town of Rothesay

Office of the Clerk Town of Quispamsis
12 Landing Court | Quispamsis, NB | E2E 4R2
T: 506 849 5738 | F: 506 849 5799 | csnow@quispamsis.ca



December 9, 2022

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

Dear Chief Gourdeau:


On behalf of the Council of the Town of Quispamsis, I would like to thank you for your presentation of the proposed 2023 Kennebecasis Regional Joint Board of Police Commissioners Budget to the Joint Quispamsis and Rothesay Finance Committee on September 22, 2022.

Further to my email to you of October 12, 2022; I am pleased to confirm the Quispamsis Town Council, at its November 15, 2022 Regular Meeting, approved the KRJBPC's 2023 Budget as part of its overall budget approval process. This included an allocation of \$4,914,313 representing Quispamsis' proportionate share of the annual 2023 Police Budget.

The Town will continue with its normal practice of electronically depositing its payments into the KRJBPC's bank account on a monthly basis.

Trusting this meets with your approval, and wishing you a Merry Christmas and All the Best of 2023!

Kind regards,


Catherine P. Snow
Town Clerk

cc: Chair Tiffany Mackay French
Mayor & Council, Town of Rothesay



January 4, 2023

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

cc. John Jarvie, CAO Town of Rothesay
Rothesay Council

Re: Quarterly Financial Statements

Dear Ms. Banks,

In response to your letter from December 19, 2022, regarding Envision Saint John: The Regional Growth Agency's Quarterly Financials Statements, in accordance with the Members Agreement, the CAOs have been receiving our quarterly unaudited financials and impact reports as members of the Board of Directors.

In the spirit of better communication, accessibility, and heightened transparency, going-forward these statements will be sent to the CAOs and Mayors via email once approved by our Board of Directors for direct distribution to their respective councils. As per your request, the Agency will send these directly you, the Town Clerk. Additionally, we will be posting our quarterly unaudited financial statements and impact reports on our website.
(<https://www.envisionsaintjohn.com/transparency>)

The Agency produced a 2021 Year-in-Review that was shared with our Board of Directors, including the CAOs, our regional mayors, and other stakeholders in the region early in 2022. As planned, we are currently in the process of developing a more comprehensive annual report for 2022.

Our unique governance model, with representation from the municipal investors on the Board of Directors, is intended to facilitate open regular two-way communication. My hope going forward is that concerns and questions that you may have, are raised by John Jarvie at the Board level or the Finance Committee of which he is a member.

Sincerely,

A handwritten signature in black ink that reads "Al Walker". The signature is written in a cursive, flowing style.

Al Walker
Board Chair, Envision Saint John: The Regional Growth Agency



19 December 2022

Mr. Al Walker, Chair
Board of Directors
Envision Saint John
c/o Paulette Hicks, CAO
1600 – 1 Germain Street
Saint John, NB E2L 4V1

70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothestay@rothesay.ca
www.rothesay.ca

Dear Mr. Walker:

RE: Quarterly Financial Statements

On behalf of Rothesay Council, thanks to CAO Paulette Hicks for providing the Envision Saint John Q3 2022 Impact Report, which was received/filed at the December 12, 2022 Council meeting.

At that time, Rothesay Council also unanimously requested a letter be sent to the Board of Directors requesting quarterly financial statements, in accordance with Section 5.8 (a) of the Members Agreement New Regional Economic Development Agency for Greater Saint John (March 25, 2021); more specifically:

5.8 Report

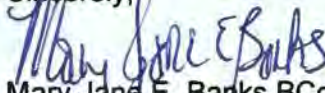
The Agency shall provide to each Member:

- (a) on a quarterly basis within 30 days of the end of each fiscal quarter, unaudited financial statements for the period along with a report on performance of the Agency against the KPIs during such period;*
- (b) on an annual basis by the end of February of each year, an annual report including
 - (i) audited financial statements;*
 - (ii) a report on the performance of the Agency including achievements against the KPIs and the Strategic Plan;**
- (c) such other reports or presentations to municipal councils as the Members may reasonably request in consultation with the Board Chair and approved by the Agency Board.*

I would also note the Clerk's office has no record of receiving the annual report for 2021, as identified in Section 5.8 (b). All documents can be forwarded to the Clerk's office for distribution to Council members (MaryJaneBanks@rothesay.ca).

Rothesay Council looks forward to your positive response.

Sincerely,


Mary Jane E. Banks BComm
Town Clerk

cc. Rothesay Council
Town Manager John Jarvie



**Fundy Regional
Service Commission**

Commission de Services
Régionaux de Fundy

**Monthly Meeting
October 19, 2022**

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Wednesday, October 19, 2022, at 10 Crane Mountain Rd, Saint John, NB.

1. Call to Order

The Board Chairperson, Brittany Merrifield, called the meeting to order at 10:04 a.m.

2. Record of Attendance

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

Absent

OTHERS

Phil Ouellette, Chief Executive Officer, FRSC
 Marc MacLeod, Executive Director, FRSC
 Alicia Raynes, Recording Secretary, FRSC
 Nick Cameron, Assistant Development Officer, FRSC
 Maurice Robichaud, Transition Facilitator
 Terry Keating, Department of Local Government
 Bill Thompson, Transition Facilitator
 Robert Doucet, Mayor, Hampton
 Margo Glass, Reporter, Telegraph Journal

3. Approval of the Order of Business

The Chairperson asked for approval of the Order of Business

Motion: To approve the October 19, 2022 Agenda as presented, with the addition of the open minutes from the FRSC open meeting on October 5, 2022 to item five (5).

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

4. Disclosure of Conflict of Interest

None

5. Approval of the Minutes

Motion: To approve the August 29, 2022 minutes as presented.

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

Motion: To approve the September 26, 2022 minutes as presented with a correction to item one (1) "Call to Order", it should state "The Board Vice Chairperson, Jim Bedford, called the meeting to order at 11:06 a.m."

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

On page three (3), under the signature, it was noted that it should also read "Jim Bedford, Vice Chairperson".

Motion: To approve the October 5, 2022 minutes as presented.

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

It was asked what action has been taken on the motion approved at the October 5, 2022 meeting. Transition Facilitator, Mr. Robichaud, explained that he sent an email to Transition Facilitator, Ken Anthony, to inquire if any action has been taken on the motion but he had not received a response at this time.

Motion: That the October 5, 2022 motion be immediately forwarded directly to Minister Allain and FURTHER THAT: By the end of business day on Thursday, October 20, 2022, a letter be sent from the Fundy Regional Service Commission to Minister Allain by e-mail (copied electronically to Commission members), to be followed up with a hard copy to the Minister, expressing concerns of Commission members with respect to the inclusion of the Saint John Trade and Convention Centre on the list of Regional Facilities for the Fundy Regional Service Commission, outlining the following:

1. There are 5 regional facilities in the Fundy region, more by at least 2, than in any other region in the province;

2. The Trade and Convention Centre does not fit the new criteria for regional sport, recreation and culture facilities; other venues can provide similar services;
3. The Trade and convention Centre is managed through a contract solely between the City of Saint John and Hilton Hotels and Resorts, with no opportunity for input into this contract by any of the other regional partners;
4. The other 4 Regional facilities are all overseen by their own Commissions or Boards of Directors, with regional input; whereas the Trade and Convention Centre is overseen only by a "committee", which hasn't met for several years. Thus there is virtually no possible way for the other regional partners to have any oversight; AND
5. The Trade and Convention centre is a physical entity within another physical entity, namely Market Square. Commissioners are concerned that the subject of capital improvements for the Centre may well become a "grey area" which could conceivably include capital improvements to Market Square. Commissioners have not been privy to the list of requested capital improvements- the list, with costs, has been drawn up by Saint John, and not shared with Fundy Regional Service Commission members.

Moved: Director Grant
Seconded: Director O'Hara
Nay: *Director MacKenzie, Chairperson Merrifield*
Vote: *Motion Carried*

The validity of introducing a motion without first providing a copy of the motion to the Board was discussed. It was explained that the motion, whether written or verbal, is acceptable as it is arising from existing minutes and perceived inaction taken on a previous motion.

6. Consent Agenda

None

7. Planning – Building Inspection – August & September, 2022 – Nick Cameron

Nick Cameron, Assistant Development Officer, FRSC, presented the August and September 2022 Reports for Building, Development & Planning for the Village of St. Martins & FRSC Rural areas. Year-to-date total estimated cost of construction at the end of August, 2022 was \$15,276,500 compared to 2021 which was \$8,814,240. Year-to-date total estimated cost of construction at the end of September, 2022 was \$17,558,500 compared to 2021 which was \$10,157,240.

Motion: To receive and file as presented.

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

8. Hampton Mayor

Chairperson Merrifield introduced Robert Doucet, Mayor of the Town of Hampton. Mr. Doucet explained that in general, Hampton is in support of Local Governance Reform, however at this time, they have no vote on the Board of Directors of the FRSC as they are not officially considered a member until January 1, 2023. This was expressed as an area of concern due to the type of decisions that are being made. With regards to Regional Facilities, they feel that capital costs should not be considered due to lack of ownership of the facilities, lack of oversight and overall, no authority. It was also suggested that the Trade and Convention Centre be removed from the

list of Regional Facilities. Hampton would be supportive of a budget including operational costs of the SRC, omitting capital for 2023 until the RSC determines a process around capital for 2024.

Motion: To receive and file as presented.

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

9. Finance

Chairperson Merrifield provided an overview on the idea behind local government reform and expressed the need for the FRSC to strive to develop a 2023 budget that all communities can accept. The tremendous value and support provided by Executive Director Marc MacLeod throughout the process was also recognized and a thank you was expressed to all staff for their contributions thus far. Phil Ouellette was introduced by Chairperson Merrifield as the new Chief Executive Officer of the FRSC.

Mr. Ouellette provided a brief overview of the objective for the 2023 FRSC Budget and the challenges associated with that. It was explained that Bill 110, which received royal ascent on June 10, 2022, grants the provincial Minister of Local Government and Local Governance Reform the authority to adopt the budget of the RSC for the 2023 fiscal year. It was further explained that this is a one-time authority granted to the Minister for the purposes of local governance reform and the autonomy to ratify future FRSC operating budgets will remain with the FRSC Board of Directors. The key differences between versions five (5) and six (6) of the budget were highlighted including the RSC Grant of \$957,000 found within the 2023 Community Funding and Equalization Grant which has been applied to the new mandated services thereby reducing member contributions. \$100,000 of the RSC grant has been included in the budget for office space sufficient to deliver the services mandated to the FRSC.

a. SRC Distance

Executive Director MacLeod explained that within a closed session of the Ad Hoc Committee meeting on Local Government reform, there was a presentation of a distance funding formula with regards to Sports, Recreation and Culture which is one of the new service mandates for the FRSC. During that meeting, there was a motion to move that report to open session for further discussion.

Motion: To receive and file as presented.

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

Though distance mitigated some capital cost impact, there was a discussion regarding the capital costs associated with the list of regional facilities. Although the FRSC received the capital budget numbers for each facility, there is no breakdown presented of the work required.

It was asked why the capital document from the working group was not shared with the RSC. It was explained that the working group was unable to agree on a recommendation to present to the FRSC Board, therefore, nothing was brought forward by the transition leader. It was further

explained that although we do not have all of the information deemed necessary to make informed decisions, the FRSC still has to include capital plans for 2023 as directed by the province.

Motion: To request a budget from the city of Saint John for the amount dedicated to capital for the 5 regional facilities, any capital work done over the last five (5) years and projections of what the capital is expected to be over the short, medium and long term.

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

b. 2023 Budget

Executive Director Marc MacLeod presented draft version six (6) of the FRSC 2023 budget for consideration. It was noted that there were two (2) key changes in the budget. It was explained that because there has been no direction from the province with regards to the Trade and Convention Centre, it remains in the budget. Since the distribution of version five (5) of the budget, the RSC has been advised of a Community Funding and Equalization Grant of approximately \$957,000 that will be received for 2023. Out of that amount, \$100,000 will go towards a new corporate office space. An additional \$10,000 will be put towards governance training for members. It was explained that each of the mandated services received the proportional amount of the grant based on the cost of the services. No other changes were made to the budget, the SRC portion still includes operating and capital costs.

Motion: Be it resolved that the Fundy Regional Service Commission submit version 6 of the 2023 operating budget, as outlined in the report submitted to the Commission for its October 19, 2022 meeting, for ratification by the Government of New Brunswick's Minister of Local Government and Local Governance Reform.

Moved: Director O'Hara
Seconded: Director Dealy

Chairperson Merrifield vacated as chair at 10:56am to propose a motion. Jim Bedford assumed the role of Chairperson.

That the Commission approve the FRSC Budget with three provisions:

1. That the GNB permanently fund 100% of the new downloaded services including Community Planning, Tourism Promotion Administration, Economic Development Administration, Community Development, Regional Transportation, and Public Safety totaling \$354,495 (2023 budget year numbers).
2. That the capital budget for the regional facilities be approved pending:
 - I. The establishment of a capital oversight committee consisting of the CAOs and the Local Service Manager or their designate to review the asset management of the facilities,
 - II. A presentation by the City of Saint John outlining the need for the work and what they are doing to modernize the buildings. And,
 - III. That a review be completed to determine if transferring ownership of the facilities from the City of Saint John to the Fundy Regional Services Commission is warranted.

Moved: Director Merrifield
Seconded: Director MacKenzie

The level of demand placed on members was discussed. It was explained that the current structure of the FRSC is going to change. It is anticipated that there will be more committee level work than in the past which will alleviate some of the workload on Board members.

Concerns about the budget process and the requirement of the Regional Services Delivery Act to provide 45 days notice to communities were discussed. It was explained that under Bill 110, the Minister is able to adopt the FRSC 2023 budget for the FRSC. The goal is to achieve as much consensus as possible. Any information will be forwarded to the Minister for him to make a decision. This process is only for the 2023 fiscal year.

It was suggested that the process to approve the 2023 budget is not democratic as not all of those communities affected are represented at the board level. There were also concerns raised regarding the equalization grant that the city of Saint John receives that other areas do not. Members suggested it would be irresponsible to approve a budget without all the necessary details.

Director Merrifield was requested to amend her motion into two separate parts. However, the seconder did not agree.

Nay: Director Grant, Director Bedford, Director O'Hara, Director Dealy,
Director Cairns, Director Chatterton
Vote: Motion Defeated

Chairperson Merrifield called for a motion to adjourn.

Motion: To adjourn the meeting at 11:22 a.m.

Moved: Director Riddell
Seconded: Director MacKenzie
Vote: Motion Carried

APPROVED (date) Dec 19, 2022


Brittany Merrifield, Chairperson


Alicia Raynes, Recording Secretary



**Monthly Meeting
November 28, 2022**

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Monday, November 28, 2022, at 10 Crane Mountain Rd, Saint John, NB.

1. Call to Order

The Board Chairperson, Brittany Merrifield, called the meeting to order at 10:05 a.m.

2. Record of Attendance

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

Absent

OTHERS

Phil Ouellette, Chief Executive Officer, FRSC
 Marc MacLeod, Executive Director, FRSC
 Alicia Raynes, Recording Secretary, FRSC
 Maurice Robichaud, Transition Facilitator
 Robert Doucet, Mayor, Hampton

3. Approval of the Order of Business

The Chairperson asked for approval of the Order of Business

Motion: To approve the November 28, 2022 Agenda as presented.

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

4. Disclosure of Conflict of Interest

None

5. Approval of the Minutes

None

6. Consent Agenda

None

7. Planning – Building Inspection – August & September, 2022 – Nick Cameron

The October, 2022 Report for Building, Development & Planning for the Village of St. Martins & FRSC Rural areas was provided. Year-to-date total estimated cost of construction at the end of October, 2022 was \$19,470,918 compared to 2021 which was \$11,915,740.

Motion: To receive and file as presented.

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

8. Finance

a. Q3 2022 Financial Statements

Executive Director MacLeod presented the Q3 2022 Financial Statements explaining that under the Act, the Financial Statements must be submitted every quarter. Currently, the FRSC is sitting in a favorable position with a surplus of approximately \$149,000.

Some of the highlighted items included the extra revenue received from the Fundy Quay project as well as a favorable mixed paper market for recycling. Additionally, it was explained that some of the surplus has been used up by fuel costs which are a major concern for the FRSC. When preparing the 2023 budget, a weighted trending was used for fuel prices. However, there is still a risk of prices going beyond what has been budgeted. Chief Executive Officer, Phil Ouellette, explained that we will continue to monitor the situation closely and report back to the board as things progress.

It was asked if we should be bulk buying fuel in order to save on costs. Executive Director MacLeod explained that the FRSC already 'piggy backs' on the provincial pricing, which means the FRSC is already paying less than pump price for fuel.

Chairperson Merrifield removed herself as Chair and appointed Vice Chairperson Jim Bedford to act as the Chair in order to propose a motion regarding fuel costs.

Motion: The FRSC submit a letter to the Government of New Brunswick on our collective concerns with the escalating fuel costs and request a response on how the Government of New Brunswick will respond to these escalating fuel costs to protect the services delivered by RSCs and local governments.

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

Director Merrifield resumed her role as Chairperson.

Another highlighted item in the Q3 Financial Statements was the revenue from the Generation Facility. It was explained that the generator has not been running at the level that was anticipated. In addition, the FRSC has not drilled new wells which impacts the amount methane collected and used for generation. It was noted that drilling new wells is in the budget for 2023. The unexpected retirement of the Building Inspector, was also highlighted as the primary cause of the deficit in Local Planning Services.

Motion: To receive and file the Q3 2022 Financial Statements as presented.

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

b. Bylaw 7.4.1 Signing Authority – M. MacLeod

Executive Director Marc MacLeod explained that Bill 82 "An Act Respecting Local Government Reform" received Royal Assent on December 17, 2021. As part of the reform, the Chief Executive Officer was introduced to carry out the duties of the Act and employ any persons necessary to carry out the mandates of the Commission. Under the current FRSC Procedural By-Law, the Chief Executive Officer (CEO) is not recognized as a signing authority. It was further explained that the FRSC's banking partner, the Canadian Imperial Bank of Commerce (CIBC) requires an official acknowledgement of the CEO as a signing authority from the Board. This would be the best option with regards to operational considerations of the FRSC, and would present no legal risk to the Commission. In addition, it was suggested that all references to the Executive Director in the procedural by-law be removed, except under signing authority.

Board members suggested that there are a number of anomalies in the current Procedural By-Law that need to be addressed, one being that the new entities need to be included in the By-Law. It was suggested that perhaps the Executive Director could maintain signing authority, but the operational costs be approved by the CEO. It was also asked what other RSCs are doing with this regard. It was explained that the majority of RSCs have the CEO acting as the signing authority rather than the Executive Director.

Motion: The FRSC add Chief Executive Officer, Phillippe Ouellette to the signing authority of the FRSC Procedural By-Law 7.4.1 and that the Chief Executive Officer replace the Executive Director within the FRSC Procedural By-Law as presented.

Moved: Director MacKenzie
Seconded: Director Chatterton
Nay: *Director Bedford, Director Grant, Director O'Hara, Director Riddell, Director Dealy, Director Cairns, Director MacKenzie, Director Chatterton*
Vote: *Motion Defeated*

It was suggested that perhaps the CEO could simply be added to the signing authority rather than removing the Executive Director from all areas of the procedural by-law as there are several areas of the by-law that need to be revised.

Motion: To authorize Chief Executive Officer, Phillippe Ouellette to be added to the signing authority for the Fundy Regional Service Commission, as per section 7.4.1 of the Fundy Regional Service Commission Procedural By-law, effective November 28, 2022.

Moved: Director MacKenzie

Seconded: Director Riddell

Vote: *Motion Carried*

9. Office Update – Phil Ouellette

CEO Ouellette provided an update on the search for additional office space for the Fundy Regional Service Commission. It was explained that the main focus currently is to secure a space for 2023. This space is required due to insufficient space at the current head office location at Crane Mountain. It is anticipated that there will be five (5) to seven (7) employees located at this new space. Mr. Ouellette also provided a detailed list of criteria that is being investigated explaining that the Government of New Brunswick will provide financial support towards office space for 2023. It was further explained that we anticipate having a recommendation prepared to present to the Board for the December 19, 2022 meeting. Additionally, FRSC staff will continue to investigate options for 2024 and beyond and expect to have a recommendation prepared by the third quarter in 2024.

When asked if the province has a space available for the FRSC to use, it was explained that all options are being considered at this time.

It was suggested that perhaps it is excessive to expect accommodation for offices and a board room. It was proposed that the FRSC could utilize current council board rooms for meetings rather than taking on extra expenses. It was also asked whether or not it would be possible to implement a work from home policy for staff and use current offices for meetings. It was explained that all options are being investigated at this time, however, more office space is required currently in order to maintain the level of productivity necessary. From an administrative perspective, a new space is a need, not a want. The FRSC has to maintain a minimum standard of service and will keep things as affordable as possible.

Motion: To receive and file as presented.

Moved: Director MacKenzie

Seconded: Director Dealy

Vote: *Motion Carried*

10. Mandate Update – Phil Ouellette

CEO Ouellette, provided an update on the new mandated services for the Fundy Regional Service Commission, explaining that it is important to ensure that Directors receive frequent, quality updates on these new services. There are still many unanswered questions at this point, however, the goal is to provide updates as they become available.

It was explained that the FRSC will look at the minimum requirements to fulfill the new mandated services. Each of the new services requires the introduction of a corresponding committee, which will be finalized in early 2023. Each committee will be expected to include one or two representatives from the Commission. FRSC staff are currently investigating the opportunity to allow Commission members to assign the responsibility of committee representation to members

of their respective local governments. This is in response to concerns associated with the existing and future workload of Commission members.

Mr. Ouellette reviewed the baseline requirements for each of the new mandated services and provided a status update of each service, highlighting some of the key items.

With regards to Economic Development and Tourism Promotion, it was explained that Envision Saint John will be the service provider for both of these mandated services. FRSC staff has worked closely with Envision Saint John and the Government of New Brunswick to develop an agreement with Envision Saint John and a first draft is anticipated to be completed by early December. The objective is to uphold the spirit and the intent of the original Envision Saint John Members' Agreement.

Cost sharing for recreational, cultural and sport infrastructure was discussed. It was noted that the Fundy Region is ahead of the rest of the province as it relates to regional facility planning as other areas have never done this before. The first step to fulfill this mandate would be to create a committee to oversee the regional facilities for early 2023. Additionally, it was mentioned that through the recently presented Bill 16, the government of New Brunswick is seeking to repeal the Greater Saint John Regional Facilities Commission Act, which is expected to occur prior to 2023.

The requirements of the Community Development service mandate were discussed. One of the first steps to fulfill this service mandate is to adopt terms of reference and appoint representatives to the Community Development Committee in early 2023. It was explained that the FRSC is currently finalizing the hiring process for the Community Inclusion Network (CIN) Coordinator for the Fundy Region, which continues to be supported by the New Brunswick Economic and Social Inclusion Corporation (ESIC).

The Regional Transportation mandate will primarily be adopting terms of reference and appointing representatives to the Regional Transportation Committee in early 2023. This committee will provide regional focus and accountability framework for regional transportation planning. It was explained that FRSC staff has engaged with community partners from a variety of sectors in preparation for a recommendation to the Commission.

A brief overview with regards to the Public Safety Collaboration was provided, noting that at this time, the FRSC will adopt the terms of reference and appoint representatives to the Public Safety Collaboration Committee in early 2023. It was explained that FRSC staff has identified a core group of organizations that are intended to make-up the Public Safety Collaboration Committee, and an email was sent asking for feedback on how to best coordinate this committee and maximize value to the organizations and the region. It was further explained that this mandate is not a forum to merge services, it is simply a forum for discussion about these services.

Members asked when they would know what the minimum requirements are for each of the new mandated services. It was explained that the report provided the minimum requirements. However, it was noted that we will continue to receive further information and details as it pertains to these services and that information will be shared with the Board.

One area of concern is the contract with Envision Saint John as it pertains to Economic Development and Tourism Promotion. Specifically, the concern is how the existing members' contract with Envision will be dissolved. It was explained that the FRSC is mandated to do this,

therefore, a new agreement is being drafted between the FRSC and Envision Saint John. This contract will uphold the spirit and the intent of the original members' agreement.

Concerns regarding the list of Regional Facilities were also brought forward. Members had voted to remove one of the facilities from the list, however, it was explained that as per GNB, all five facilities will remain. The need for parameters for adding a regional facility to the list were also discussed, as well as the voting structure. It was explained that Bill 16 provides some clarity on the weighted voting system in place.

Compensation to committee members for the new mandated services and their corresponding workloads was discussed. One area of concern is that those doing the work that would have normally been done by the province should be compensated. It was also suggested that committee members may not have the expertise in the corresponding mandated services which would place a rather large demand on their time. Members expressed their concern that the Government of New Brunswick has shown a lack of respect towards the RSCs through the whole process.

Motion: To receive and file as presented.

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

11. Correspondence – City of Saint John – Nov 2/22

A copy of a letter from the City of Saint John to CEO, Phil Ouellette, was provided concerning the Gardner-Pinfold – Greater Saint John Regional Task Force Analysis report. However, it was suggested that this issue be tabled until 2023, at which time, the FRSC can take a closer look at this issue.

Motion: To table the correspondence from the City of Saint John, dated November 2, 2022, until 2023, when the FRSC can take a closer look at this issue.

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

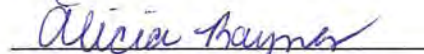
Chairperson Merrifield called for a motion to adjourn.

Motion: To adjourn the meeting at 11:43 a.m.

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

APPROVED (date) Dec 19, 2023


Brittany Merrifield, Chairperson


Alicia Raynes, Recording Secretary

**Balance Sheet - Unaudited**

As of September 30, 2022

	Operations	Defined Projects	Impact Loan	Land Bank Funds Held in Trust	Total September 30, 2022
Current Assets					
Cash and Cash Equivalents	\$ 2,288,822	\$ -	\$ 943,080	\$ 658,275	\$ 3,890,177
Accounts Receivable	575,696	35,510	-	-	611,206
Impact Loan Receivable	-	-	645,136	-	645,136
HST Receivable	72,104	-	-	-	72,104
Interfund Receivable	(53,540)	53,540	-	-	-
Prepaid Expenses	17,796	-	-	-	17,796
	<u>2,900,878</u>	<u>89,050</u>	<u>1,588,215</u>	<u>658,275</u>	<u>5,236,419</u>
Non-Current Assets					
Office Equipment & Leasehold Improvements (net of depreciation)	57,559	-	-	-	57,559
Total Assets	<u>\$ 2,958,437</u>	<u>\$ 89,050</u>	<u>\$ 1,588,215</u>	<u>\$ 658,275</u>	<u>\$ 5,293,978</u>
Current Liabilities					
Accounts Payable and Accruals	\$ 187,626	\$ 16,873	\$ -	\$ -	\$ 204,500
Deferred Income	832,000	72,177	-	-	904,177
Equity					
Net Surplus, beginning of year	1,250,777	-	1,607,459	657,586	3,515,822
Net Income for the Year	688,034	-	(19,244)	689	669,480
Total Liabilities and Equity	<u>\$ 2,958,437</u>	<u>\$ 89,050</u>	<u>\$ 1,588,215</u>	<u>\$ 658,275</u>	<u>\$ 5,293,978</u>

Financial Reporting Disclaimer

Envision Saint John is committed to full transparency and accountability with respect to its finances. As part of that commitment, Envision Saint John obtains annual audited financial reports from its certified accountants that is then delivered to the Finance Committee who reports to the Board of Directors. The audit conducted is in accordance with the certified accountants professional obligations. Further information on understanding financial statements, including the detail review undertaken as part of an audit, can be found on [CPA Canada's website](#).

In addition to the annual audit, Envision Saint John makes use of standard internal interim financial forecasting and reporting on actual results, which are unaudited. These interim internal statements provide real time information for Envision Saint John staff but are also compiled on a quarterly basis so that the Finance Committee has the ability to review Envision Saint John's performance against any yearly or quarterly forecasts. This gives the Finance Committee the opportunity to consider whether any financial forecasts have been impacted by inflation or other market factors. In addition, by having the Finance Committee review these reports they are able to assess whether any difference between actual results and the forecasts arise from a short term factor that will correct itself over time or if some action needs to be taken. Interim internal financial statements on a quarterly basis are needed to ensure Envision Saint John has proper internal controls and can adjust as needed. As the interim internal statements are only a snap shot of that period only, Envision Saint John also relies on the guidance of its Finance Committee, who along with Envision Saint John's executive, considers the quarterly reports in the context of the overall budgeting and planning process.



Income Statement - Operations - Unaudited

Actual to Budget

YTD ending September 30, 2022

	YTD ending September 30, 2022			Full Year		
	Actual	Budget	Variance	Forecast	Budget	Variance
Operational Funding & Revenues						
Destination Marketing Fee	863,849	620,000	243,849	1,063,849	805,000	258,849
Municipal	1,651,800	1,650,000	1,800	2,201,800	2,201,800	-
Provincial	697,864	750,000	(52,136)	885,364	1,000,000	(114,636)
Federal	98,309	-	98,309	178,309	-	178,309
Income Allocation from Defined Projects	47,069	36,026	11,043	48,569	46,026	2,543
Other Funding	14,546	10,000	4,546	14,546	10,000	4,546
Rent	75,050	74,700	350	103,400	99,600	3,800
Total Operational Funding & Revenues	3,448,487	3,140,726	307,761	4,495,837	4,162,426	333,411
Operational Expenses						
Salaries & Benefits	1,142,517	1,325,505	(182,988)	1,614,237	1,743,034	(128,797)
Administration	552,951	572,503	(19,552)	756,194	753,572	2,622
Strategy, Marketing & Sales	1,064,986	1,183,910	(118,924)	1,460,614	1,258,360	202,254
Total Operational Expenses	2,760,454	3,081,918	(321,464)	3,831,045	3,754,966	76,079
Strategic Growth Reserve	-	58,808	- 58,808	407,460	407,460	-
Net Income from Operations	688,034	-	688,034	257,332	-	257,332

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Statement of Cash Flows - Unaudited
As of September 30, 2022

	Actual	Q4			TOTAL
	Jan - Sept	October	November	Dec	
OPERATING ACTIVITIES					
Net Income from Operations	688,034	(322,148)	(114,756)	6,204	257,334
Adjustments to reconcile Net Income to Net Cash provided by operations:					
Depreciation	13,705	1,659	1,659	1,659	18,683
Accounts Receivable	(183,446)	383,896	40,000	36,800	277,250
Prepaid Assets	14,661	7,990	2,514	2,346	27,511
Accounts Payable & Accrued Liabilities	(478,359)	(59,304)	34,701	19,321	(483,641)
Deferred Income	848,187	(499,500)	(62,500)	(62,500)	223,687
Net Cash provided by Operating Activities	902,782	(487,408)	(98,382)	3,831	320,824
INVESTING ACTIVITIES					
Purchase of capital assets	(12,632)	-	-	-	(12,632)
Net cash increase for period	890,150	(487,408)	(98,382)	3,831	308,192
Cash at beginning of period	1,398,672	2,288,822	1,801,414	1,703,033	1,398,672
Cash at end of period	2,288,822	1,801,414	1,703,033	1,706,864	1,706,864

Note: Statement of Cash Flows does not include Impact Loan or Land Bank transactions.

Financial Reporting Disclaimer

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Town of Rothesay

General Fund Financial Statements

2022-11-30

Includes:

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

Town of Rothesay

G2

Balance Sheet - Capital General Fund 2022-11-30

ASSETS

Capital Assets - General Land	4,515,620
Capital Assets - General Fund Land Improvements	8,549,962
Capital Assets - General Fund Buildings	5,492,528
Capital Assets - General Fund Vehicles	3,862,581
Capital Assets - General Fund Equipment	3,463,504
Capital Assets - General Fund Roads & Streets	42,993,433
Capital Assets - General Fund Drainage Network	20,857,922
Capital Assets - Under Construction - General	1,035,502
	<hr/>
	90,771,053
Accumulated Amortization - General Fund Land Improvements	(4,180,268)
Accumulated Amortization - General Fund Buildings	(2,530,042)
Accumulated Amortization - General Fund Vehicles	(2,150,442)
Accumulated Amortization - General Fund Equipment	(1,632,966)
Accumulated Amortization - General Fund Roads & Streets	(21,477,848)
Accumulated Amortization - General Fund Drainage Network	(7,473,121)
	<hr/>
	(39,444,687)
	<hr/>
	<u><u>\$ 51,326,366</u></u>

LIABILITIES AND EQUITY

Gen Capital due to/from Gen Operating	(510,000)
Total Long Term Debt	5,319,000
	<hr/>
Total Liabilities	<u>\$ 4,809,000</u>
Investment in General Fund Fixed Assets	46,517,366
	<hr/>
	<u><u>\$ 51,326,366</u></u>

Town of Rothesay

G3

Balance Sheet - General Fund Reserves

2022-11-30

ASSETS

BNS Gas Tax Interest Account	4,817,127
BNS General Operating Reserve #214-15	6,654
BNS - Gen Operating Reserve GIC	900,000
BNS General Capital Reserves #2261-14	1,399,191
	<u>\$ 7,122,972</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	3,890,604
Invest. in General Capital Reserve	1,227,405
General Gas Tax Funding	926,523
Invest. in General Operating Reserve	906,654
Invest. in Land for Public Purposes Reserve	152,421
Invest. in Town Hall Reserve	19,365
	<u>\$ 7,122,972</u>

Town of Rothesay
 Balance Sheet - General Operating Fund
 2022-11-30

CURRENT ASSETS

Cash	1,520,046
Receivables	88,138
HST Receivable	243,501
Inventory	31,163
Gen Operating due to/from Util Operating	797,654
Total Current Assets	<u>2,680,502</u>
Other Assets:	
Projects	<u>4,976,132</u>
	<u>4,976,132</u>
TOTAL ASSETS	<u><u>7,656,633</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	1,765,591
Other Payables	666,828
Gen Operating due to/from Gen Capital	510,000
Accrued Sick Leave	8,300
Accrued Pension Obligation	(4,900)
Accrued Retirement Allowance	444,587
Def. Rev-Quispamsis/Library Share	78,686
TOTAL LIABILITIES	<u><u>3,469,093</u></u>

EQUITY

Retained Earnings - General	303,811
Surplus/(Deficit) for the Period	<u>3,883,729</u>
	<u>4,187,541</u>
	<u><u>7,656,633</u></u>

Town of Rothesay

G5

Statement of Revenue & Expenditure
11 Months Ended 2022-11-30

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Warrant of Assessment	1,515,126	1,515,126	16,666,384	16,666,384	(0)		18,181,510
Sale of Services	49,802	46,108	430,555	401,992	28,563		447,600
Services to Province of New Brunswick	24,088	5,000	82,063	55,000	27,063		60,000
Other Revenue from Own Sources	10,797	5,520	225,365	91,423	133,942		94,943
CORE grant	10,914	10,914	120,058	120,059	(0)		130,973
Conditional Transfers	-16,356	0	314,873	40,000	274,873		40,000
Other Transfers	0	0	840,174	840,174	0		1,102,674
	<u>\$1,594,371</u>	<u>\$1,582,668</u>	<u>\$18,679,472</u>	<u>\$18,215,032</u>	<u>\$464,440</u>		<u>\$20,057,700</u>
EXPENSES							
General Government Services	203,794	203,103	2,245,815	2,334,025	88,210		2,543,618
Protective Services	430,417	433,773	5,299,965	5,331,977	32,012		5,765,750
Transportation Services	296,510	303,783	3,261,540	3,315,959	54,418		3,759,550
Environmental Health Services	169,856	80,583	879,812	793,917	(85,895)		862,000
Environmental Development	26,627	33,666	517,765	637,501	119,736		682,700
Recreation & Cultural Services	109,535	130,718	2,094,023	2,116,470	22,446		2,297,632
Fiscal Services	47,483	49,471	496,823	519,843	23,020		4,146,450
	<u>\$1,284,221</u>	<u>\$1,235,096</u>	<u>\$14,795,743</u>	<u>\$15,049,690</u>	<u>\$253,947</u>		<u>\$20,057,700</u>
Surplus (Deficit) for the Year	<u>\$310,150</u>	<u>\$347,572</u>	<u>\$3,883,729</u>	<u>\$3,165,342</u>	<u>\$718,387</u>		<u>\$ -</u>

Town of Rothsay

Statement of Revenue & Expenditure
11 Months Ended 2022-11-30

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Sale of Services							
Bill McGuire Memorial Centre	2,365	1,667	21,010	18,333	2,677		20,000
Town Hall Rent	6,616	6,083	73,277	66,917	6,361		73,000
Community Garden	0	0	1,120	1,000	120		1,000
Fox Farm Rental	1,750	1,667	14,770	18,333	(3,563)		20,000
Arena Revenue	35,557	35,483	194,754	189,917	4,837		224,900
Recreation Programs	3,514	1,208	125,624	107,492	18,132		108,700
	49,802	46,108	430,555	401,992	28,563	1	447,600
Other Revenue from Own Sources							
Licenses & Permits	2,560	2,583	115,724	54,417	61,307	2	55,000
Recycling Dollies & Lids	115	67	743	733	10		800
Interest & Sundry	7,108	1,000	46,121	11,000	35,121	3	12,000
Miscellaneous	15	870	47,069	9,565	37,503	4	10,435
Fire Dept. Administration	1,000	1,000	11,000	11,000	0		12,000
Local Improvement Levy Mulberry Lane	0	0	4,708	4,708	0		4,708
	10,797	5,520	225,365	91,423	133,942		94,943
Conditional Transfers							
Canada Day Grant	0	0	1,680	1,500	180		1,500
Grant - Other	(4,428)	0	266,531	0	266,531	5	0
Grant - Students	(11,928)	0	46,662	38,500	8,162	6	38,500
	(16,356)	0	314,873	40,000	274,873		40,000
Other Transfers							
Surplus of 2nd Previous Year	0	0	52,674	52,674	0		52,674
Utility Fund Transfer	0	0	787,500	787,500	0		1,050,000
	0	0	840,174	840,174	0		1,102,674
EXPENSES							
General Government Services							
Legislative							
Mayor	3,958	3,917	38,074	43,083	5,010		47,000
Councillors	10,837	11,258	119,787	123,842	4,054		135,100
Regional Service Commission 9	0	0	5,239	6,000	761		6,000
Other	433	208	6,520	12,292	5,771		12,500
	15,228	15,383	169,620	185,217	15,596		200,600
Administrative							
Administration - Wages & Benefits	139,237	142,439	1,000,843	1,029,530	28,687	7	1,173,818
Office Building	7,440	10,375	168,077	168,175	98		179,250
Supplies	31,640	11,000	148,700	130,000	(18,700)	8	144,000
Solicitor	2,045	4,167	16,082	45,833	29,751	9	50,000
Professional Fees	0	917	31,155	33,083	1,928		35,000
Covid-19 Expenses	0	2,083	6,697	22,917	16,219	10	25,000
Other	6,010	7,637	100,041	105,742	5,700		116,110
	186,372	178,618	1,471,596	1,535,280	63,684		1,723,178
Other General Government Services							
Website/Other	0	170	1,356	2,593	1,237		2,763
Community Communications (Team)	1,194	215	4,830	3,712	(1,118)		7,237
Civic Relations	0	83	60	917	857		1,000
Insurance	0	0	254,475	256,784	2,309		256,784
Donations	1,000	8,300	21,675	34,300	12,625		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	3,667	(6,779)		4,000
	2,194	9,102	604,599	613,528	8,929		619,840
Total General Government Services	203,794	203,103	2,245,815	2,334,025	88,210		2,543,618
Protective Services							
Police							
Police Protection	252,932	252,932	2,784,574	2,782,254	(2,320)		3,035,186
Crime Stoppers	0	0	2,800	2,800	0		2,800
	252,932	252,932	2,787,374	2,785,054	(2,320)		3,037,986
Fire							
Fire Protection	177,485	177,758	2,177,551	2,183,006	5,455		2,360,764
Water Costs Fire Protection	0	0	330,000	330,000	0		330,000
	177,485	177,758	2,507,551	2,513,006	5,455		2,690,764
Emergency Measures							
EMO Director/Committee	0	1,667	116	18,333	18,217	11	20,000
	0	1,667	116	18,333	18,217		20,000
Other							
Animal & Pest Control	0	417	2,755	4,583	1,828		5,000
Other	0	1,000	2,168	11,000	8,832		12,000
	0	1,417	4,923	15,583	10,660		17,000
Total Protective Services	430,417	433,773	5,299,965	5,331,977	32,012		5,765,750

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Transportation Services

Common Services						
Administration (Wages & Benefits)	128,294	142,324	1,537,261	1,655,594	118,332	12 1,872,999
Workshops, Yards & Equipment	34,278	51,680	611,655	625,816	14,161	13 679,413
Engineering	11,178	417	37,688	4,583	(33,105)	14 5,000
	173,750	194,421	2,186,605	2,285,993	99,388	2,557,412
Roads & Streets						
Crosswalks & Sidewalks	29,118	4,583	96,393	52,417	(43,977)	15 55,000
Culverts & Drainage Ditches	2,747	1,112	13,269	19,012	5,743	20,200
Street Cleaning & Flushing	2,109	3,083	120,875	49,917	(70,958)	16 60,000
Snow & Ice Removal	3,431	0	12,254	45,000	32,746	17 45,000
Flood Costs	66,813	81,833	564,942	546,167	(18,776)	18 667,000
	0	0	616	15,000	14,384	19 15,000
	104,218	90,612	808,349	727,512	(80,837)	862,200
Street Lighting						
	12,227	12,083	134,818	132,917	(1,901)	145,000
Traffic Services						
Street Signs	3,488	1,042	12,823	11,458	(1,365)	12,500
Traffic Lanemarking	823	0	33,279	40,000	6,721	40,000
Traffic Signals	586	3,333	8,970	36,667	27,696	40,000
Railway Crossing	1,272	2,083	17,489	22,917	5,428	25,000
	6,169	6,458	72,562	111,042	38,480	117,500
Public Transit						
Public Transit - Comex Service	0	0	57,601	56,204	(1,398)	74,938
Public Transit - Other	146	208	1,606	2,292	686	2,500
	146	208	59,207	58,495	(712)	77,438
Total Transportation Services						
	296,510	303,783	3,261,540	3,315,959	54,418	3,759,550

Environmental Health Services

Solid Waste Disposal Land Fill garbage	19,828	17,500	193,507	192,500	(1,007)	210,000
Solid Waste Disposal Landfill Compost	2,862	3,000	31,469	33,000	1,531	36,000
Solid Waste Collection Fero	144,566	47,583	620,320	523,417	(96,903)	21 571,000
Solid Waste Recycling bins	0	0	3,093	0	(3,093)	0
Clean Up Campaign	2,599	12,500	31,423	45,000	13,577	22 45,000
	169,856	80,583	879,812	793,917	(85,895)	862,000

Environmental Development Services

Planning & Zoning						
Administration	26,591	31,374	324,229	417,093	92,864	23 460,000
Planning Projects	36	2,083	1,536	22,917	21,381	24 25,000
Heritage Committee	0	208	0	2,292	2,292	2,500
	26,627	33,666	325,765	442,301	116,536	487,500
Envision Saint John						
Tourism	0	0	192,000	192,000	0	192,000
	0	0	0	3,200	3,200	3,200
	0	0	192,000	195,200	3,200	195,200
	26,627	33,666	517,765	637,501	119,736	682,700

Recreation & Cultural Services

Administration	26,864	26,841	343,848	335,389	(8,458)	385,025
Beaches	0	0	48,766	51,000	2,234	51,000
Rothsay Arena	24,353	28,936	339,346	336,486	(2,860)	383,000
Memorial Centre	3,838	5,333	44,235	67,405	23,170	25 72,988
Summer Programs	702	321	65,551	60,756	(4,795)	61,800
Parks & Gardens	34,569	41,449	561,512	590,162	28,651	26 638,500
Rothsay Common Rink	966	5,844	38,294	45,245	6,952	54,800
Playgrounds and Fields	8,332	11,167	105,871	124,333	18,462	27 134,000
The Hive expenses	1,057	2,475	9,239	27,225	17,986	28 29,700
Regional Facilities Commission	0	0	430,117	356,102	(74,016)	29 356,102
Kennebecasis Public Library	6,935	6,935	80,767	76,282	(4,485)	83,217
Special Events	1,920	1,417	26,477	38,583	12,106	30 40,000
PRO Kids	0	0	0	7,500	7,500	7,500
	109,535	130,718	2,094,023	2,116,470	22,446	2,297,632

Fiscal Services

Debt Charges						
Interest	13,483	15,471	97,823	120,843	23,020	31 187,450
Debenture Payments	34,000	34,000	399,000	399,000	0	784,000
	47,483	49,471	496,823	519,843	23,020	971,450
Transfers To:						
Capital Fund for Capital Expenditures	0	0	0	0	0	3,000,000
Reserve Funds	0	0	0	0	0	175,000
	0	0	0	0	0	3,175,000
	47,483	49,471	496,823	519,843	23,020	4,146,450

Town of Rothesay

Variance Report - General Fund

11 months ending 2022-11-30

Note #	Revenue	Actual	Budget	Better/(Worse)	Description of Variance
1	Recreation Programs	430,555	401,992	\$ 28,563	Playground program revenue higher than anticipated
2	Licenses & Permits	115,724	54,417	\$ 61,307	increase in construction
3	Interest & Sundry	46,121	11,000	\$ 35,121	Increase in bank interest rates
4	Miscellaneous	47,069	9,565	\$ 37,503	Street Disturbance permits kept
5	Grant - Other	266,531	0	\$ 266,531	Wells ballfield Clain#2 & Wells Bldg grant ACOA \$3575
6	Grant - Students	46,662	38,500	\$ 8,162	More funding received than anticipated

Total \$ 437,188
Variance per Statement \$464,440
Explained 94%

Expenses*General Government*

7	Administration - Wages & Benefits	1,000,843	1,029,530	\$ 28,687	2 positions not yet replaced
8	Supplies	148,700	130,000	\$ (18,700)	Laserfiche to cloud platform
9	Solicitor	16,082	45,833	\$ 29,751	timing
10	Covid-19 Expenses	6,697	22,917	\$ 16,219	expenses not incurred

Protective Services

11	EMO Director/Committee	116	18,333	\$ 18,217	No EMO expenses to date
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12	Administration	1,537,261	1,655,594	\$ 118,332	transportation position not filled
13	Workshops, Yards & Equipment	611,655	625,816	\$ 14,161	timing
14	Engineering	37,688	4,583	\$ (33,105)	Wijac St. upgrades and extensions
15	Roads & Streets	96,393	52,417	\$ (43,977)	Restoration on Chapel Road & Gondola Pt Trench paving
16	Culverts & Drainage Ditches	120,875	49,917	\$ (70,958)	Coordinating storm sewer repairs
17	Street Cleaning & Flushing	12,254	45,000	\$ 32,746	Timing
18	Snow & Ice removal	564,942	546,167	\$ (18,776)	Fuel adjustment for 2021
19	Flood Costs	616	15,000	\$ 14,384	No flood occurred to date
20	Traffic Signals	8,970	36,667	\$ 27,696	Timing

Environmental Health

21	Solid Waste Collection Fero	620,320	523,417	\$ (96,903)	Fuel Adjustment clause
22	Clean Up Campaign	31,423	45,000	\$ 13,577	lower than anticipated

Environmental Development

23	Administration	324,229	417,093	\$ 92,864	Software/Equipment and Planning bylaw enforcement
24	Planning Projects	1,536	22,917	\$ 21,381	Timing

Recreation & Cultural Services

23	Memorial Centre	44,235	67,405	\$ 23,170	Fewer R&M compared to budget during winter months
24	Parks & Gardens	561,512	590,162	\$ 28,651	Fewer expenses incurred compared to budget during winter months
25	Playgrounds and Fields	105,871	124,333	\$ 18,462	Fewer R&M compared to budget
26	The HIVE	9,239	27,225	\$ 17,986	Fewer expenses compared to budget
27	Regional Facilities Commission	430,117	356,102	\$ (74,016)	Repayment of Emergency funding to CRA
28	Special Events	26,477	38,583	\$ 12,106	Fewer expenses than budgeted

Fiscal Services

29	Interest	97,823	120,843	\$ 23,020	Budgeted for interim loan interest, project delayed loan not acquired
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Total \$ 194,976
Variance per Statement \$253,947
Explained 77%

Town of Rothesay

Capital Projects 2022
General Fund
10 Months Ended 2022-10-31

	ANNUAL BUDGET	COUNCIL APPROVED	CURRENT Y-T-D	Remaining Budget
General Government				
12010560 R 2021 T001 Town Hall Improvemen	100,000	0	1,175	98,825
12010760 G 2022 001 IT	110,000	0	85,960	24,040
Total General Government	210,000	0	87,135	122,865
Protective Services				
12011560 Protective Serv. Equipment Purchase	1,250,000	0	410,115	839,885
Total Protective Services	1,250,000	0	410,115	839,885
Transportation				
12028060 T-2022-001 Asphalt	2,110,000	4,052,815	2,100,952	9,048
12028160 T-2022-002 Designated Highway	500,000	0	816,335	-316,335
12028260 T-2022-003 Buildings - Master Drive	85,000	83,052	0	85,000
12028360 T-2022-004 Intersection Improve	420,000	472,547	327,542	92,458
12028460 T-2022-005 Fleet Replacement	615,000	494,267	506,453	108,547
Unassigned:				
Total Transportation	3,730,000	5,102,681	0	3,751,282
Recreation				
12028560 R 2022 001 Recreation Purchases	235,000	171,372	148,734	86,266
12028660 R 2022 002 Recreation Pickle Ball	50,000	80,000	88,246	-38,246
12028760 R 2022 003 Arena Renovation	2,000,000	102,826	0	2,000,000
12027860 R-2021-002 2021 Wells Building	0	0	246,665	-246,665
Total Recreation	2,285,000	354,197	0	483,645
Carryovers				
12020560 R-2013-07 Major Recreation Facility	0	0	4,850	-4,850
12021860 G-2020-009 Town Hall Improvemen	0	0	14,684	-14,684
12027260 T-2020-005 Asphalt Microseal 2020	0	0	4,020	-4,020
12027660 T-2020-014 Traffic Study	0	0	43,187	-43,187
12027760 T-2021-001 2021 Asphalt Engineerir	0	0	15,052	-15,052
12027960 T-2021-004 Intersestion Improveme	0	0	53,465	-53,465
12027560 T-2020-013 Stormwater Master Plan	0	0	82,823	-82,823
12027160 R-2020-002 Wells Field Replacement	0	0	25,874	-25,874
	0	0	0	243,955
Total	\$ 7,475,000	\$ 5,456,879	\$ -	\$ 4,976,132

	Budget	Actual
Sweeper	340,000	338,929
2 - 1Tons	167,000	49,440
2 - 1/2Tons	108,000	110,395
Chipper		
	615,000	498,764

2022 Budget and Funding Allocation

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

Town of Rothesay

Utility Fund Financial Statements

November 30, 2022

Attached Reports:

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

Town of Rothesay

U1

Capital Balance Sheet

As at 2022-11-30

ASSETS

Assets:

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

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

TOTAL ASSETS

38,409,699LIABILITIES

Current:

Total Current Liabilities

-

Long-Term:

Long-Term Debt

8,487,192

Total Liabilities

8,487,192EQUITY

Investments:

Investment in Fixed Assets

29,922,507

Total Equity

29,922,507

TOTAL LIABILITIES & EQUITY

38,409,699

Town of Rothesay

U2

Balance Sheet - Utilities Fund Reserves

2022-11-30

ASSETS

BNS Utility Capital Reserve # 00241 12	1,384,990
	<u>\$ 1,384,990</u>

LIABILITIES AND EQUITY

Invest. in Utility Capital Reserve	963,755
Invest. in Utility Operating Reserve	108,147
Invest. in Sewerage Outfall Reserve	313,088
	<u>\$ 1,384,990</u>

Town of Rothesay

U3

Utilities Fund Operating Balance Sheet
As at 2022-11-30

ASSETS

Current assets:

Accounts Receivable Net of Allowance	669,088
Total Current Assets	669,088

Other Assets:

Projects	1,296,553
	1,296,553

TOTAL ASSETS	\$ 1,965,641
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LIABILITIES

Accrued Payables	18,322
Due from General Fund	797,654
Deferred Revenue	13,346
Total Liabilities	829,322

EQUITY

Surplus:

Opening Retained Earnings	40,526
Profit (Loss) to Date	1,095,793
	1,136,319

TOTAL LIABILITIES & EQUITY	\$ 1,965,641
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Town of Rothesay
Utilities Operating Income Statement
11 Months Ended 2022-11-30

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	6,911	6,890	834,655	858,681	(24,025)	1	1,127,500
Meter and non-hookup fees	0	0	46,274	37,500	8,774		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	0	0	1,851,011	1,860,000	(8,989)	2	1,860,000
Connection Fees	0	6,667	57,550	73,333	(15,783)	3	80,000
Interest Earned	8,656	6,667	97,712	73,333	24,379	4	80,000
Misc. Revenue	600	440	8,801	4,840	3,961		5,280
Infrastructure Grants	16,356	0	16,356	0	16,356	5	0
Surplus - Previous Years	0	0	48,220	48,220	0		48,220
TOTAL RECEIPTS	32,523	20,663	3,349,461	3,344,907	4,553		3,640,000
WATER SUPPLY							
Share of Overhead Expenses	0	0	315,000	315,000	0		420,000
Audit/Legal/Training	824	625	9,305	14,375	5,070		15,000
Other Water	66	167	1,665	1,833	168		2,000
Purification & Treatment	24,985	18,458	477,539	469,042	(8,497)		487,500
Transmission & Distribution	3,889	10,000	84,123	110,000	25,877	6	120,000
Power & Pumping	3,276	3,667	46,127	40,333	(5,793)		44,000
Billing/Collections	98	417	3,765	4,583	819		5,000
Water Purchased	106	83	1,605	917	(688)		1,000
Misc. Expenses	6,167	417	23,477	16,583	(6,894)		17,000
McGuire Road Operating	308	1,583	13,577	17,417	3,840		19,000
TOTAL WATER SUPPLY	39,719	35,417	976,182	990,083	13,901		1,130,500
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	0	0	472,500	472,500	0		630,000
Audit/Legal/Training	277	417	7,546	10,583	3,037		11,000
Collection System Maintenance	30,594	4,917	57,530	75,083	17,553	7	79,000
Sewer Claims	0	0	20,192	20,000	(192)		20,000
Lift Stations	2,960	4,667	42,253	51,333	9,080		56,000
Treatment/Disposal	26,663	6,500	124,166	87,000	(37,166)	8	93,500
Misc. Expenses	60	1,417	21,679	15,583	(6,096)	9	17,000
TOTAL SWGE COLLECTION & DISPO	60,553	17,917	745,866	732,083	(13,783)		906,500
FISCAL SERVICES							
Interest on Bank Loans	0	0	0	0	0		18,194
Interest on Long-Term Debt	24,227	24,227	193,812	193,812	0		268,998
Principal Repayment	143,000	143,000	337,808	337,808	0		535,808
Transfer to Reserve Accounts	0	0	0	0	0		80,000
Capital Fund Through Operating	0	0	0	0	0		700,000
TOTAL FISCAL SERVICES	167,227	167,227	531,620	531,620	0		1,603,000
TOTAL EXPENSES	267,499	220,560	2,253,668	2,253,786	119		3,640,000
NET INCOME (LOSS) FOR THE PER	(234,976)	(199,897)	1,095,793	1,091,121	4,672		(0)

Town of Rothesay

Variance Report - Utility Operating U5
11 Months Ended November 30, 2022

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Sale of Water	834,655	858,681	(24,025)	budget not allocated by usage
2	Sewer	1,851,011	1,860,000	(8,989)	budgeted for new potential users
3	Connection fees	57,550	73,333	(15,783)	Lower than anticipated
4	Interest Earned	97,712	73,333	24,379	conservative budget
5	Infrastructure Grants	16,356	0	16,356	SCF - Sewer project
Expenditures					
Water					
6	Transmission & Distribution	84,123	110,000	25,877	timing
Sewer					
7	Collection System Maintenance	57,530	75,083	17,553	Timing
8	Treatment/Disposal	124,166	87,000	(37,166)	Purchased aerator (frog) & Millwood pipe repair aprox. \$20K
9	Misc. Expenses	21,679	15,583	(6,096)	Chapel Road sewer repair
-					
Fiscal Services					
Transfer to Reserve Accounts		-	-	-	-

Town of Rothesay

Capital Projects 2022

Utility Fund

11 Months Ended 2022-11-30

	Original BUDGET	Council Approval	CURRENT Y-T-D	Remaining Budget
WATER				
12031230 W-2022-001 Water Quantity/Quality	100,000	-	0	100,000
12031330 W-2022-002 Water Model update	100,000	-	0	100,000
12031430 W-2022-003 Filtration Bldg Water	550,000	638,227	68,958	481,042
12031530 W-2022-004 Hillsview Water line replacement	50,000	-	0	50,000
	<u>\$ 800,000</u>	<u>\$ 638,227</u>	<u>\$ 68,958</u>	<u>\$ 731,042</u>

SEWER				
12028130 T-2022-001 Sewer work in Ashphalt contract	100,000	\$ 100,000	0	100,000
12046030 S-2021-001 Turnbull Court Design	1,000,000	\$ 950,395	443,884	556,116
12044130 S-2021-008 WWTP Design Phase II	600,000	\$ 572,280	519,562	80,438
12046230 Maliseet sewer repair	0	\$ -	102,851	-102,851
	<u>1,700,000</u>	<u>1,622,675</u>	<u>-</u>	<u>633,703</u>

Total Approved

<u>2,500,000</u>	<u>2,260,902</u>	<u>1,135,255</u>	<u>1,364,745</u>
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Carryovers

Funded from Reserves

12045030 S-2020-001 Turnbull Court Design	0	0	136,706	-136,706
12043430 W-2021-004 Well Development - Quality	-	0	24,593	-24,593
	<u>0</u>	<u>0</u>	<u>0</u>	<u>161,299</u>
	<u>2,500,000</u>	<u>2,260,902</u>	<u>1,296,553</u>	<u>1,203,447</u>

Funding:

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

Town of Rothesay

2022-11-30

219500-60

Donations/Cultural Support

Budget

Paid to date

KV3C	2,500.00	
NB Medical Education Trust	5,000.00	5,000.00
KV Food Basket	5,000.00	\$500 paid in Dec
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	8,000.00

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 paid in Dec
sub	21,000.00	13,675.00

36,500.00

21,675.00

G/L Balance

21,675.00

Other:

Kennebecasis Crimestoppers	2,800.00	2,800.00	Protective Services
PRO Kids	7,500.00		Recreation
KV Committee for Disabled	5,500.00		Transportation
	15,800.00	2,800.00	



ROTHESAY

2023January9OpenSessionFINAL_076

BUILDING PERMIT REPORT

12/1/2022 to 12/31/2022

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
12/22/2022	BP2022-00123	99 CHAPEL RD	MULTI-DWELLING BUILDING	\$7,400,000.00	\$53,650.00
12/15/2022	BP2022-00172	10 EYDIE DRIVE	FENCE	\$8,500.00	\$65.25
12/29/2022	BP2022-00173	2524 ROTHESAY RD	RENOVATION	\$25,000.00	\$181.25
12/21/2022	BP2022-00174	40 COLLEGE HILL RD	ADDITION Chapel	\$830,000.00	\$6,017.50
Totals:				\$8,263,500.00	\$59,914.00
Summary for 2022 to Date:				\$22,184,326.96	\$161,500.00

2021 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$417,650.00	\$3,043.25
Summary to Date:	\$9,781,945.23	\$73,531.00



ROTHESAY

INTEROFFICE MEMORANDUM



TO : Mayor Grant & Council
 FROM : John Jarvie
 DATE : 5 January 2023
 RE : Capital Project – Status Report

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

	PROJECT	BUDGET	\$ TO 30/11/22*	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 2023 budget
2020	Wells Ballfield	250,000	95%	Substantially Complete
	WWTP Phase II design	600,000	89%	Preliminary Design in Review Stage
2021	Production Wells (#7)	290,000	30%	Regulatory approval for withdrawal rate pending final approval from NB Environment
	Shadow Hill Court water	400,000		Preliminary design and cost estimates complete
	Station Rd, cast iron line replacement	250,000		Deferred
	Turnbull Ct sewer replacm't Phase II	1,000,000	20%	Project pending WAWA permit approval
	SCADA	35,000	26%	In design phase
	Fire Department Stn 2 Reno	1,250,000	15%	Approved by Municipal Capital Borrowing Board, budget adjustment made and increase approved by both Towns
	2022 Street Resurfacing	1,760,000	100%	Work completed
	2022 Curb & Sidewalk	350,000	100%	Sidewalk work complete
	2022 Designated Highways	500,000	100%	Project completed
	Storm Sewers	100,000	100%	Completed
2022	Intersection improvements Grove Avenue at Hampton Road	420,000	37%	Conduit and pole bases complete, awaiting delivery of poles and signals
	Fleet/Equipment	615,000	90%	Sweeper purchased and in service; one of two 1 Ton trucks purchased
	Buildings	85,000		HVAC system delivered and installed, external unit ordered with delivery pending
	Information Technology	125,000	70%	Inc new photocopier, booking software
	Town Hall HVAC	100,000	10%	
	Parks Equipment	200,000	56%	Mowers in service
	Pickle Ball Courts	50,000	100%	Item on September Agenda
	Fitzgerald Field fencing	6,000		Completed
	Arena	\$2.0M		
	Turnbull Ct sewer replacement Ph II	\$1.0M	45%	Tender awarded, waiting for permit approvals
	Water quantity	100,000		pending
	Water model update	100,000		deferred
	Water Treatment Train expansion	550,000	10%	Purchased and on order
	Wells New Building	\$1.7M	30%	Design Work Underway
	Hillsideview water line replacement	50,000		Preliminary design complete

* Funds paid to this date.

January 4, 2023

Rothsay Mayor and Councillors

The Mayor, Town Manager and I had a meeting December 7th, 2022, to discuss Rothsay's Active Transportation Plan. The timing coincided with the tenth anniversary of the AT Plan's creation.

There are always competing projects lobbying for action which makes it imperative that a voice for Active Transportation is presented regularly.

Topics like the Fairvale Trail and the Wells Trail held a lot of the conversation. The discussion was not only about completion of those off-road connectors but what to do when reaching the road-based links to desired destinations. The road-based links are solely in the control of Rothsay so could be developed independently and in advance of the Trails.

Ideas to continue the off-road aspect of trail systems were discussed. For example, simply dumping the users from Wells onto Campbell Drive with a sidewalk and bike lanes seems to "fly in the face" of a multi-use off road system. Is it practical to think folks from Wells will walk to Rothsay Common for a concert.

There was some discussion about opportunities lost like the Fairvale Trail connection from Monaco Drive to the main schools/arena area via Spruce Street where the completed construction did not consider Active Transportation. Again, is it practical to expect all AT activity via this route is on foot?

The advancement of eBikes means more people will be capable of creating a healthier environment while commuting to destinations in Rothsay. We should be doing everything possible to make that commute safe.

I was challenged by The Mayor and Town Manager to present ideas that will capture Active Transportation opportunities, enhance usership and in the end reduce our Carbon Footprint.

The attached document contains many of the ideas and I trust Council will forward to Town management, staff and committees for consideration. You will discover that most of the ideas can be completed immediately fully understanding of course that budgeting and scheduling must be considered. You will discover that many ideas are low cost and could be completed by Town staff. More importantly, ensuring that Active Transportation is incorporated into every appropriate expenditure is the best way to produce continuous improvement of the AT system.

As always, I can be contacted to elaborate on any aspect of the document. Also, I would be happy to discuss these ideas in length with any staff, council or committee member.

Regards,



Brian Gillis