

## **Town of Rothesay**

### **Land Acknowledgement**

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

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

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

- presented by the Honourable Graydon Nicholas  
September 13<sup>th</sup>, 2021



**ROTHESAY**  
COUNCIL MEETING  
Town Hall Common Room  
Monday, June 12, 2023  
7:00 p.m.



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

Public access to the livestream will be available online:

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

**Rothesay Land Acknowledgement**

**Deputy Mayor Alexander**

**1. APPROVAL OF AGENDA**

**2. APPROVAL OF MINUTES**

Regular Meeting

8 May 2023

Public Hearing

15 May 2023

➤ **Business Arising from Minutes**

**3. OPENING REMARKS OF COUNCIL**

**3.1 Declaration of Conflict of Interest**

**4. DELEGATIONS**

**4.1 Envision Saint John 2022 Year in Review**

Heather Libbey

Jillian MacKinnon (*see item 9.2.1*)

**4.2 Out Fer' A Rip (Seasonal Watercraft Rentals)**

John O'Brien (*see item 9.2.2*)

**5. CORRESPONDENCE FOR ACTION**

5.1 29 May 2023 Email from resident RE: Fire concerns and fireworks

**Refer to staff for a response**

5.2 1 June 2023 Request to sell cotton candy at the Concert on the Common events

**Refer to the Parks and Recreation Committee**

5.3 7 June 2023 Letter from the Kennebecasis Public Library RE: Request for additional operational funding 2023

**Refer to the Finance Committee**

**6. CORRESPONDENCE - FOR INFORMATION**

6.1 8 May 2023 Email from Police Chief Gourdeau RE: Traffic Enforcement Update

6.2 May 2023 Letter from the Turnbull (NB) Chapter of the Canadian Aviation Historical Society RE: RCAF 100 NB Banner Project 1924-2024

6.3 5 June 2023 Letter to Minister Scott-Wallace RE: Taxation of Properties Used for Short Term Rentals (Airbnb)

6.4 5 June 2023 Letter from Fundy Regional Service Commission (FRSC) to the Regional Development Corporation (RDC) RE: Support towards Fundy Regional Facilities

**ROTHESAY**

Regular Council Meeting

Agenda

-2-

12 June 2023

**7. REPORTS**

- 7.0 June 2023 Report from Closed Session**
- 7.1 23 March 2023 Fundy Regional Service Commission (FRSC) meeting minutes  
6 April 2023 FRSC Special meeting minutes  
27 April 2023 FRSC Meeting minutes
- 7.2 31 December 2022 Envision Saint John Audited Financial Statements
- 7.3 29 March 2023 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) meeting minutes  
30 April 2023 KRJBPC Statement of Financial Position  
14 May 2023 KRJBPC Crime Statistics
- 7.4 30 April 2023 Draft unaudited Rothesay General Fund Financial Statements  
30 April 2023 Draft unaudited Rothesay Utility Fund Financial Statements  
30 April 2023 Donation Summary  
1 June 2023 Draft Finance Committee meeting minutes
- Fundy Gymnastics and Port City Elite
  - Assessment Process Changes (*for information*)
- 7.5 16 May 2023 Draft Age Friendly Advisory Committee meeting minutes
- 7.6 16 May 2023 Draft Parks and Recreation Committee meeting minutes
- 7.7 17 May 2023 Draft Works and Utilities Committee meeting minutes
- Traffic By-law (winter traction tires)
  - Parking By-law
- 7.8 5 June 2023 Draft Planning Advisory Committee meeting minutes
- 7.9 May 2023 Monthly Building Permit Report
- 7.10 8 June 2023 Capital Projects Summary

**8. UNFINISHED BUSINESS**

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**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*

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**9. NEW BUSINESS****9.1 BUSINESS ARISING FROM PUBLIC HEARING** (May 15, 2023)**Holland Hills Development** PID #00056598 - 48 Unit apartment building

- 17 May 2023 Memorandum from Town Clerk Banks
- 3 May 2023 Recommendation from Planning Advisory Committee
- 9 June 2023 Memorandum from DPDS White
- 30 May 2023 Memorandum from KVFD Fire Chief Michael Boyle
- DRAFT By-law 2-10-34
- DRAFT Development Agreement

**ROTHESAY**

Regular Council Meeting

Agenda

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12 June 2023

**9.2 BUSINESS ARISING FROM DELEGATIONS**

**9.2.1 Envision Saint John** Presentation

*For Information*

**9.2.2 Out Fer' A Rip (Seasonal Watercraft Rentals)**

7 June 2023 Email from John O'Brien with attachments

**ADMINISTRATION**

**9.3 Committee Appointment – Kennebecasis Public Library**

17 May 2023 Memorandum from Nominating Committee

**9.4 Council Priorities 2021-2026**

8 June 2023 Memorandum from Town Manager Jarvie  
DRAFT Council Priorities 2021-2026

**9.5 Flyer Distribution By-law**

9 June 2023 Memorandum from Town Manager Jarvie  
DRAFT Flyer Distribution By-law 2-23

**OPERATIONS**

**9.6 Water Treatment Plant Expansion**

7 June 2023 Report prepared by DO McLean

**9.7 Food Cycle Science (Foodcycler)**

9 June 2023 Memorandum from Town Manager Jarvie with attachment

**COUNCIL**

**9.8 Annual Federation of Canadian Municipalities (FCM) Conference and Trade Show Report**

7 June 2023 Report prepared by Councils. Mackay French and Boyle

**10. NEXT MEETING**

**Regular meeting** Monday, July 10, 2023 at 7:00 p.m.

**11. ADJOURNMENT**

# 2022 YEAR-IN-REVIEW



THE  
**SAINT JOHN**  
REGION

**ENVISION**  
Saint John  
THE REGIONAL GROWTH AGENCY

DISCOVER  
SAINT JOHN  
THE TOWN'S  
BY THE BAY

“ Envision Saint John is about cultivation not the acquisition of growth. It is about creating the conditions for growth and developing an ecosystem that is growth ready. Envision Saint John is not directly about job creation, but about ensuring the conditions for job creation are in place, in other words, to be growth ready. ”

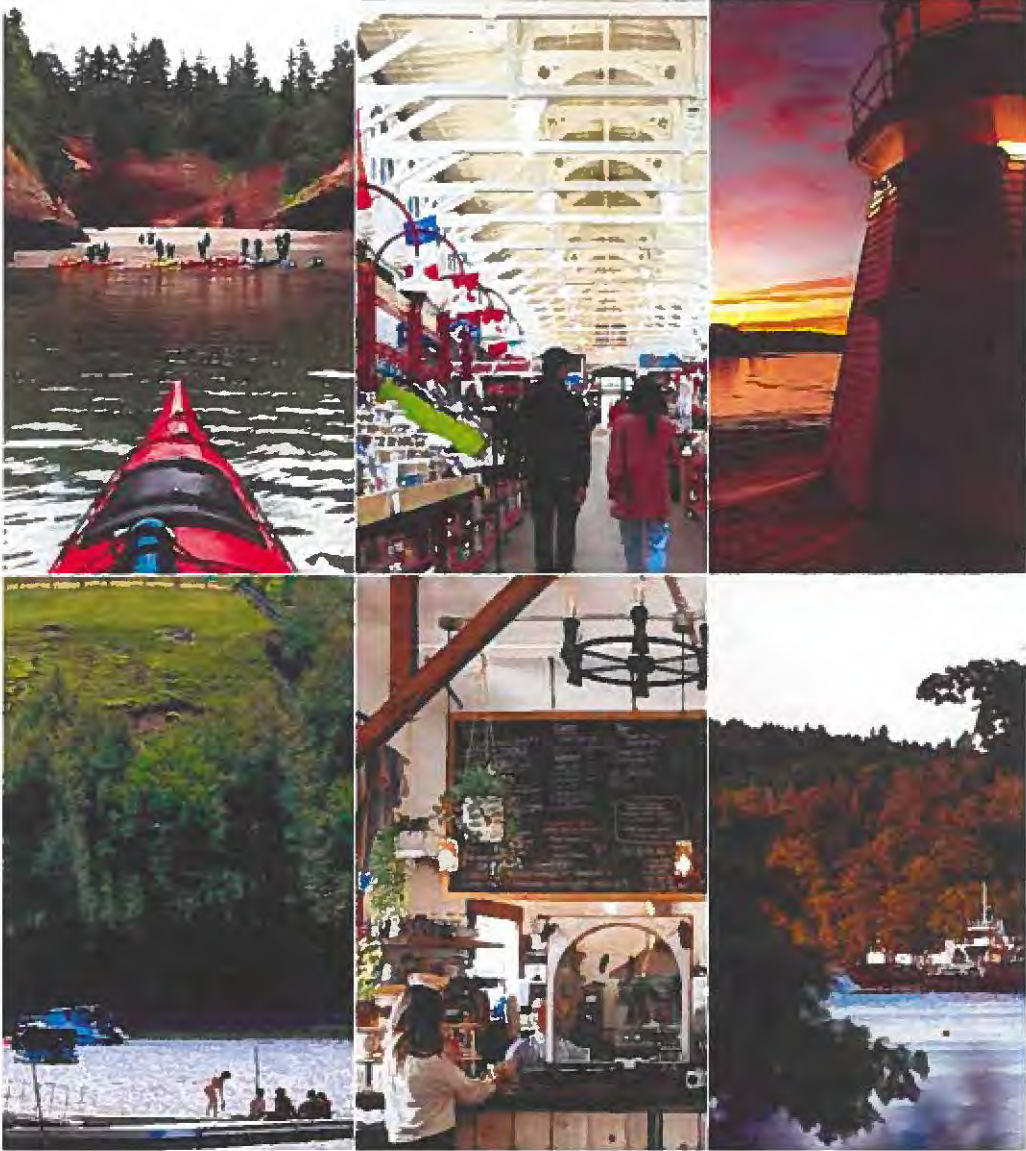
-DON MILLS, PAST CHAIR, HALIFAX PARTNERSHIP

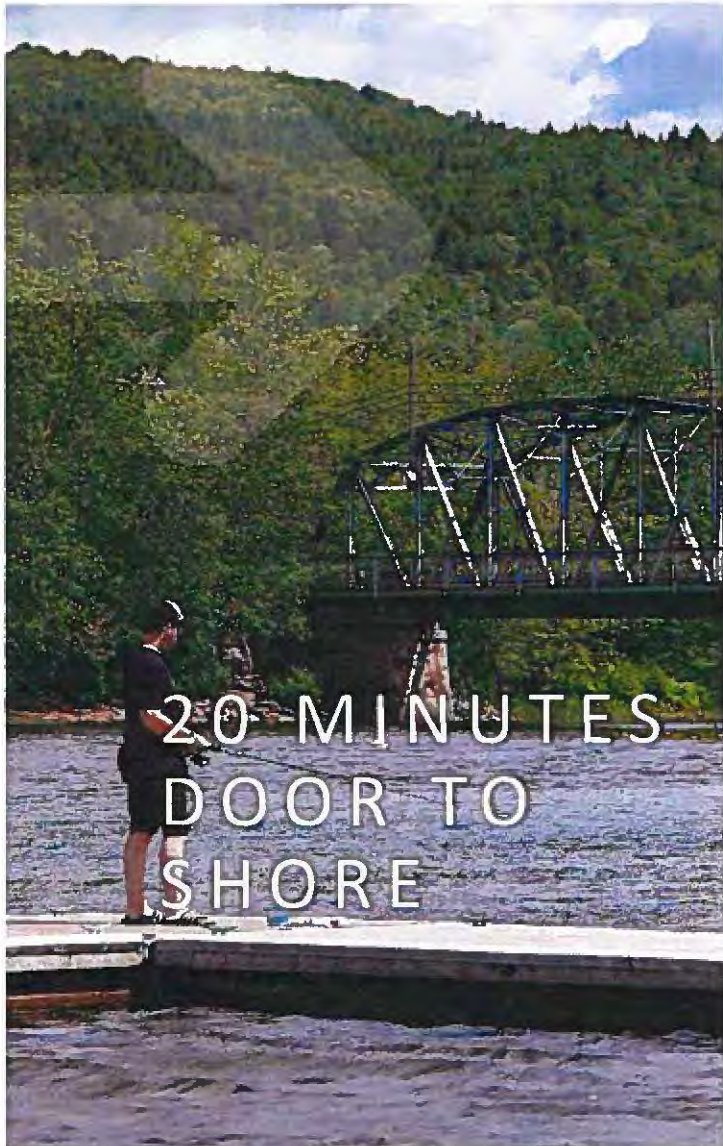
# INTRO

In 2022, we saw unprecedented collaboration and growth.

Envision Saint John: The Regional Growth Agency was the lynchpin for transformational opportunities in the Saint John Region to support population growth, talent acquisition, innovation, a reimagining for commercial real estate as well as elevating our brand and position as a preferred destination for people, visitors, business, and investment.

Envision Saint John is galvanizing our public and private sector partners in a new way that is driving results.





# ALWAYS MOVING FORWARD

## A NEW BRAND FOR THE REGION

In 2022, Envision Saint John launched the region's inaugural Place Brand – The Saint John Region – Always Moving Forward. The Agency employed a very deliberate, data-driven approach to the development of the place brand. This included listening tours, market research, and the creation of a new brand persona and guidelines for external marketing and communications to sell the region to prospective residents, businesses, investors, and visitors.

Envision Saint John conducted a road show with key stakeholders including our municipal investors and strategic partners prior to rolling out a multi-channel campaign in the region to build pride of place for residents and local businesses. It's vital to tap into the pride of place that exists among those that call this place home, ultimately building a strong network of ambassadors to help promote and "sell" the region.

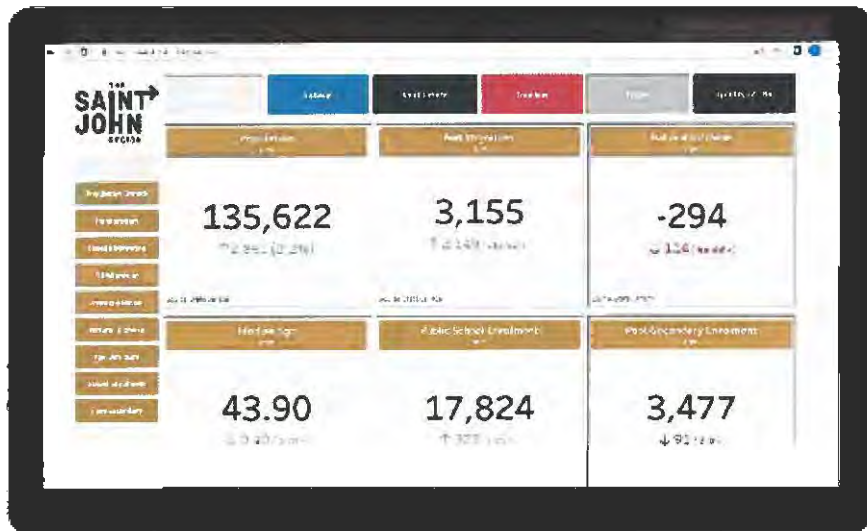
The Agency's new website and suite of videos are already being leveraged to support talent recruitment for local businesses and post-secondary institutions.

“ With a major port city balanced by abundant nature, the Saint John Region has a proven track record of forward thinking and a strong determination for future growth. ”

[WWW.ENVISIONSAINTJOHN.COM](http://WWW.ENVISIONSAINTJOHN.COM)



# REGIONAL GROWTH DASHBOARD 2.0



“ Envision Saint John’s new Economic Dashboard is an excellent example of a resource that will help stakeholders in the region identify in real time where progress is being made and shine a light on areas that need more work. I applaud the Envision Saint John team for developing this tool. ”

Envision Saint John’s Regional Growth Dashboard offers meaningful metrics that provide insight into the health and growth of the Saint John Region, including economic and social growth indicators. These metrics reflect the collaborative efforts of the region.

Envision Saint John launched an expanded Regional Growth Dashboard in December 2022 providing enhanced functionality. The data presented on Dashboard 2.0 provides business and community leaders, entrepreneurs and developers with comprehensive, region-level information that historically was extremely difficult to source. It fills a gap in the information ecosystem needed for improved strategic decision-making for critical projects and services.

Envision Saint John conducted a peer review and hosted a technical briefing with the media before its public launch. Dashboard 2.0 is updated as data is made available from various sources.



**“ Envision Saint John facilitated the relationship building that was critical in getting the infrastructure funding approved. The recent \$27.2 million infrastructure announcement would not have been possible without the efforts and support of the Agency. ”**

BY PETRA HAUF, VP SAINT JOHN AT UNB

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The University of New Brunswick's (UNB) Integrated Health Initiative (IHI) has established a world-class centre of excellence in applied health innovation in New Brunswick. The missing piece in 2022 was the required funding for state-of-the-art, purpose-built infrastructure – the Health and Social Innovation Centre. The initiative will attract more than the students who come and study, it is also building capacity for the health, research, and technology workforce in the Saint John Region and beyond.

Envision Saint John worked alongside UNB, the Province of New Brunswick, and the Government of Canada to ensure this catalytic project, which will be instrumental in transforming health education and research for New Brunswick, got the green light. In December 2022, IHI secured \$27.2 million in infrastructure funding (\$12 million from the provincial government and \$15.2 million from the federal government.)



“ Thank you Paulette [Paulette Hicks, CEO of Envision Saint John] for being at the head of this beautiful team that puts a lot of enthusiasm to accompany us in the realization of our ambitious project. ”

-SYLVAIN OLIVIER  
CEO OF THE LYCÉE INTERNATIONAL FRANÇAIS DES  
PROVINCES ATLANTIQUES (LIFPA)

Securing the first International Lycée School in Atlantic Canada is a point of pride for our province and was the result of a strong collaborative effort led by the team at Envision Saint John. The Agency made it crystal clear why Saint John was the best choice for this opportunity by offering strategic leadership, real estate expertise, marketing and communications support and hosting the selection committee, including a visit during the Memorial Cup, which helped showcase the vibrancy of the uptown core and the cultural assets we have to offer. Envision Saint John is now supporting the operational stand-up.

This unique opportunity - choosing Market Square as the home of its urban campus - aligns with the commercial real estate reimagine strategy that the Agency has employed for today's environment. LIFPA will be operational in September 2024 with 290 students and 10 staff increasing to 900 students and 96 faculty when it reaches full capacity. LIFPA is expected to create over 200 jobs and generate \$15,592,878 in GDP.



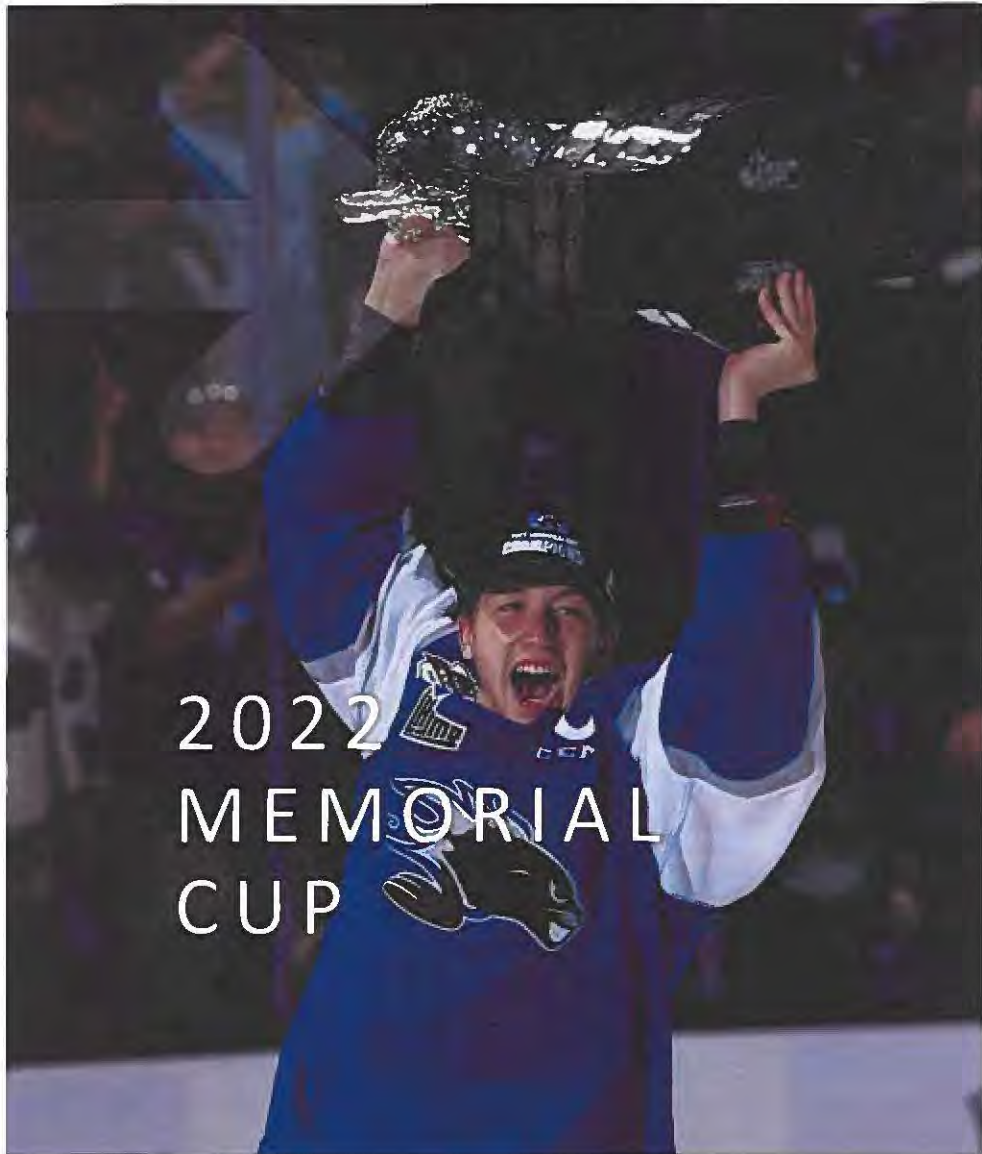
“ Working with Envision Saint John, we were able to articulate the true impact of the project from an economic, talent, cultural and tourism lens. They helped us demonstrate why it matters. ”

STEPHEN TOBIAS, EXECUTIVE DIRECTOR  
SAINTJOHN THEATRE COMPANY

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The Saint John Theatre Company’s vision to redesign a centuries-old courthouse in uptown Saint John into a multi-purpose performance venue aligns with Envision Saint John’s mandate. The project will propel the beautification, preservation, and revitalization of our historic, uptown core – making our region more competitive on the world stage for individuals and businesses looking to relocate here.

The team at Envision Saint John offered expertise in strategy, analytics, marketing, and most importantly, navigator services for access to capital including providing an economic impact assessment to support the successful funding request to the City of Saint John.



“ We are united in our support to bring the 2022 Memorial Cup to the Saint John Region. Our mutual vision is to make an impact that matters in our communities and to deliver an event where no one is left behind. ”

THE SAINT JOHN REGION MAYORS



Winning the bid to host Canada’s premier hockey event in Saint John required not only a passionate can-do attitude but also a government relations strategy, investment play, and a plan to leverage the event to elevate the region’s brand.

Envision Saint John was pleased to work with the bid committee to ensure hosting this signature event, coming out of the Covid-19 pandemic, was a priority for the province. The Agency recognized early that sport tourism would play a critical role in tourism recovery and Envision Saint John galvanized the regional mayors to send a joint letter of support to secure provincial funding identifying the Memorial Cup as a priority for the region. In addition, Envision Saint John committed a significant event sponsorship, assisted in the bid development, and amplified marketing efforts.

Let’s Go Sea Dogs!



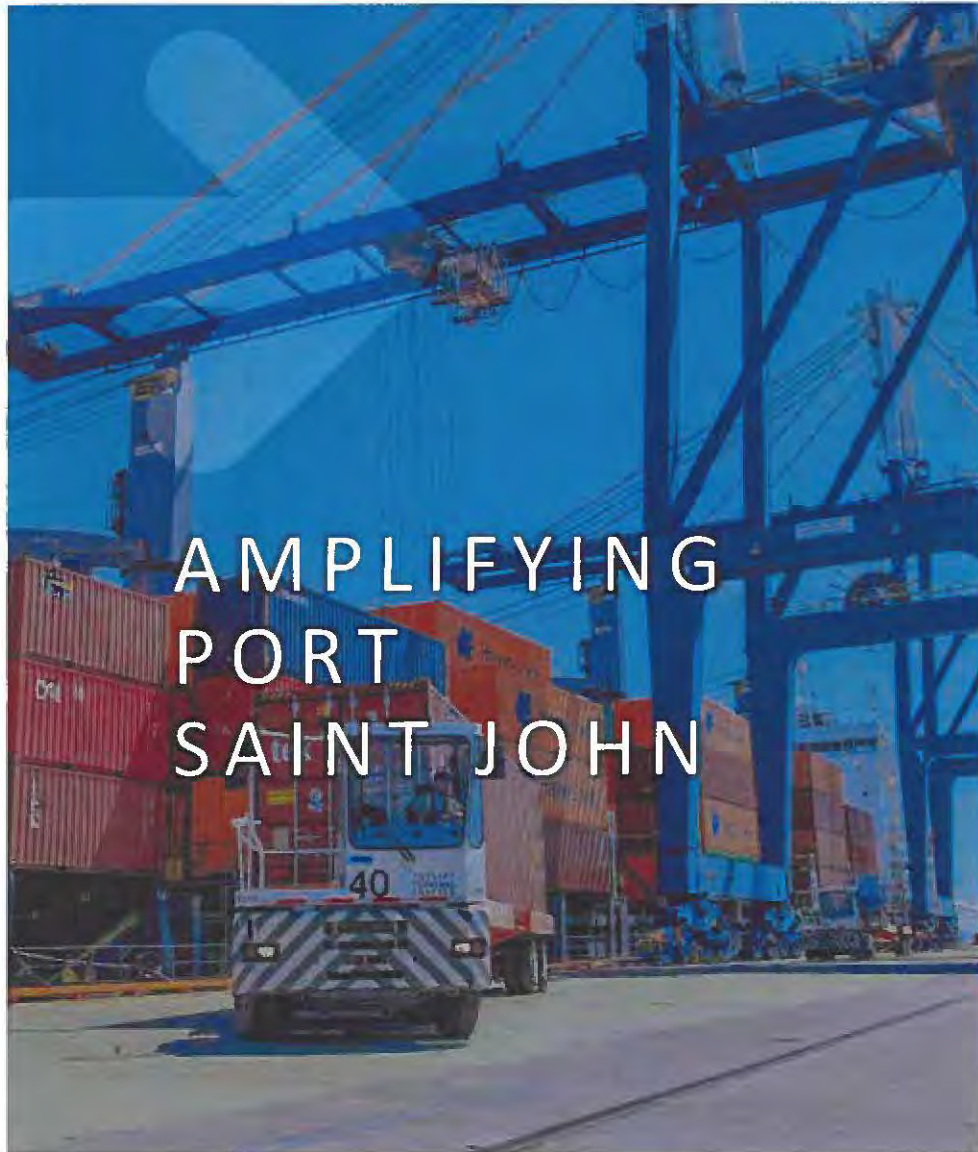
**“ Without Envision Saint John’s financial support Area 506 Festival would not exist and, because of its success, a second new festival event [Boxcar Country Music Festival] is under consideration for this coming summer. ”**

RAY GRACEWOOD  
PRESIDENT, AREA 506

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Envision Saint John is a founding investor in the Area 506 Festival – a signature tourism event for New Brunswick - and continues to invest and promote the festival as a key lever in its tourism strategy. Area 506 President Ray Gracewood estimates the value to the hotel industry alone of the festival exceeded \$4 million. The festival also posted the highest average weekend hotel occupancy in the summer of 2022.

Area 506’s brand extension – the development of the Waterfront Container Village - was a game-changer for visitors, cruise passengers, and residents. The Agency piloted a welcome centre in the village in 2022 and will be partnering with Port Saint John on an expanded presence in 2023.



“ The collective impact model at Envision Saint John means we are no longer working in silos. They are galvanizing the right players locally, provincially, and federally – we have seen this at the Port. We are working lockstep with Envision Saint John. ”

CRAIG ESTABROOKS  
CEO, PORT SAINT JOHN

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\$247M in public and private sector investments in infrastructure, improved rail, and truck connections, and expanded container services have translated into increased capacity and new opportunities for Port Saint John. A key role for Envision Saint John has been to articulate and amplify this transformational opportunity for residents, businesses and investors. Global trade and investment opportunities will only be realized if people know about Port Saint John, its growth, and the competitive advantages it offers.

The Agency has leaned into, and celebrated, this opportunity as it built the region's place brand featuring Port Saint John heavily in marketing assets including videos and the Envision Saint John website. The Agency is also actively supporting the attraction of future Cruise business through marketing and sales and the delivery of visitor information services.

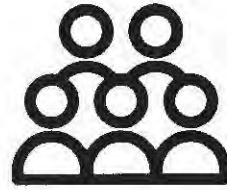
Envision Saint John and Port Saint John are integrated across all lines of business.

# 10-YEAR OUTCOMES & SCORECARD

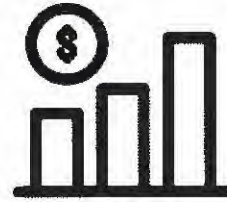
Envision Saint John has established clear 10-Year Outcomes to grow the region's population, increase municipal tax base, and elevate the place brand.

To achieve these outcomes, Envision Saint John is focused on the attraction of **People, Visitors, Business and Investment**. In addition, the Agency is building connections among contributors and also leading strategic support initiatives required to establish and maintain lasting regional growth conditions.

Envision Saint John has developed a Scorecard to provide a clear overview of the Agency's objectives, key indicators, and executed initiatives to support this growth. This Scorecard represents a baseline for future Agency metrics.



INCREASE  
REGION'S POPULATION BY  
**25,000**



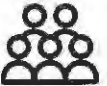
INCREASE  
MUNICIPAL TAX BASE  
**30 - 35%**




STRONGER  
PLACE BRAND




# ENVISION SAINT JOHN SCORECARD

2022		OBJECTIVES	INDICATORS			INITIATIVES
			2021	2022 Targets*	2022	
 <b>PEOPLE</b>	Grow the working population through immigration, repatriation, and retention.	Population Growth	132,761	133,384	135,622	Saint John Region Strategic Workforce Partnership Job Developers Network Established Web Development Flex Program Launched (18-29 years) Port Saint John Modernization Workforce Partnership Place Brand Development & Launch Talent Strategy Immigration Strategy Recruitment Marketing Assets
		Labour Force Growth	68,200	69,700	71,200	
		Employment Growth	62,700	63,700	66,700	
		Participation Rate	61.4%	62.8%	62.5%	
<b>HIGHLIGHTS:</b> 2022 represented was an unprecedented year for the Saint John Region's growth: <ul style="list-style-type: none"> <li>• 2022 was the best year for population growth since Stats Can started tracking annual data. Net-migration tripled compared to previous year; exceeding 3000 net migrants.</li> <li>• Labour Force Growth grew by 3000 supported by immigration and inter-provincial migration. Migration of workers increased over 500% to 2,434.</li> <li>• Job Growth at boomed at 4000.</li> <li>• Saint John Region Participation Rate – people working or actively looking for work -- growth exceeded all major Atlantic Canadian regions, as well as New Brunswick and the Canadian average.</li> </ul>						
*Targets Determined by Post-Secondary, Education, Training and Labour (GNB).						

# ENVISION SAINT JOHN SCORECARD

2022	OBJECTIVES	INDICATORS		INITIATIVES	
			<b>2019*</b>	<b>2022</b>	
 <p><b>VISITORS</b></p>	<p>Position Saint John &amp; The Towns By The Bay as the destination of choice in the Maritimes for leisure travel, meetings &amp; conventions, major events, and sport tourism.</p>	Annual Occupancy %	59.9%	56.30%	<p>Awareness &amp; Conversion Campaigns</p> <p>Travel Media &amp; Social Media Influencer Engagement</p> <p>User-Generated Content Acquisition</p> <p>Attraction &amp; Event Marketing Partnerships</p> <p>Strategic Sponsorships</p> <p>Sales Activities In-Market &amp; Strategic External Markets</p>
		Annual Cruise Passengers	196,032	147,890	
		Paid Media – Weeks in Market	49	46	
		Events Sponsored	10	16	
		Travel Media/Influencers Hosted	N/A	24	
		Economic Impact of Conventions, Sport & Major Events Hosted In-Year	N/A	\$16.2M	
		Economic Impact of Future Conventions, Sport & Major Events Secured In-Year	N/A	\$1M	
<p><b>HIGHLIGHTS:</b></p> <p>Regional Tourism has rebounded post-pandemic faster than anticipated:</p> <ul style="list-style-type: none"> <li>• Annual Occupancy rate from April - December exceeded pre-pandemic levels.</li> <li>• Hotel Revenues surpassed previous record by 5%.</li> <li>• Cruise industry has rebounded. 2022 reflects one of the top three years since 2013</li> </ul> <p><i>*Comparisons are to 2019 which is the last full year not impacted by COVID-19 pandemic travel restrictions.</i></p>					

# ENVISION SAINT JOHN SCORECARD

2022	OBJECTIVES	INDICATORS		INITIATIVES	
		2021	2022		
 <b>BUSINESS</b>	Ensure companies can start up and scale up, obtain access to capital, and build relationships with established businesses.	Entrepreneurs Served	71	125	Realignment of Services/Programming Strategic Partnerships
		Impact Loans Approved	9	7	Navigation Services to Unlock Capital and Strategic Business Supports Sales Marketing Assets
		Impact Loans Active	74	67	InnovateNB Celebration
		Cl ents Hosted	N/A	45	
<b>HIGHLIGHTS:</b> <ul style="list-style-type: none"> <li>• Increase inquiries to start up and set up business in the region; local and international entrepreneurs.</li> <li>• Interest in major investment attraction is accelerating in the region; new leads and inquiries.</li> <li>• Port Saint John modernization catalyzing opportunity.</li> </ul>					

# ENVISION SAINT JOHN SCORECARD

2022	OBJECTIVES	INDICATORS		INITIATIVES
		2021	2022	
 <p><b>INVESTMENT</b></p>	<p>Attract, validate and seize investment opportunities to get them over the line.</p>	<p>Lycée International Français des Provinces Atlantiques</p>	<p>N/A</p>	<p>Regional Growth Dashboard 2.0 Economic Impact Analyses Strategy Development</p>
		<p>University of New Brunswick's – Integrated Health Initiative</p>	<p>N/A</p>	<p>Navigation Services to Unlock Capital and Strategic Business Supports Sales Activities</p>
		<p>Saint John Courthouse Revitalization</p>	<p>N/A</p>	

- HIGHLIGHTS:**
- Building Permit Values reached \$238 million, one of the highest years on record.
  - Housing Starts reached 608 in 2022, nearly 11% more than in 2021.
  - Record rate of development and market absorption.

# WHAT'S NEXT

With strong collaboration and partnerships solidified, the Agency is looking ahead to some exciting new initiatives in 2023 including:

- Talent Campaigns Targeting Youth, Repatriation/Attracting New Residents & Retention
- Place Brand Workforce Recruitment Assets and Workforce Development Event for Employers
- Population and Workforce Forecasting
- Regional Real Estate Development Strategy and Plan
- Port Sain John Partnership 2.0 -- Workforce & Infrastructure Growth Readiness and Business Development
- Industrial Land Assembly and Infrastructure Strategy and Plan
- Integrated Health Initiative/Saint John Health & Technology (Tucker Park 2.0) Activations
- Doctor Recruitment and Retention Strategy and Plan
- Refreshed Welcome Centres
- Destination Marketing Campaigns & Sales Activations

As the Agency enters its third year of operations, it continues to refine its core service offerings – Marketing & Sales, Metrics & Measurement, Communications & Stakeholder Services and Investor Relations -- to meet the needs of partners and realize strategic opportunities throughout the region.

**#AlwaysMovingForward**





ALWAYS MOVING FORWARD

ENVISIONSAINTJOHN.COM

THE  
SAINT JOHN  
REGION

ENVISION  
Saint John  
THE SUBURBAN COMMUNITY

DISCOVER  
SAINT JOHN  
& THE TOWNS  
BY THE BAY

**Liz Hazlett**

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**From:** Liz Hazlett  
**Sent:** Tuesday, May 30, 2023 8:51 AM  
**To:** Liz Hazlett  
**Subject:** FW: Fire Concerns and Fireworks!

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**From:**  
**Sent:** Monday, May 29, 2023 7:54 PM  
**To:** Nancy Grant <[NancyGrant@rothesay.ca](mailto:NancyGrant@rothesay.ca)>  
**Subject:** Fire Concerns and Fireworks!

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

Hi Mayor Nancy Grant:

I just want to send a note out to councillors and Mayors in regarding the recent rash of forest fires in Saint Andrews, Kars, and into NS.

This is the time of year that a lot of people are celebrating graduations, end of school year among other celebrations with friends and family. In the last few years we have had more and more fireworks in our residential subdivision of Sunset Acres, sometimes nightly to weekly displays from May into September/ October. I'm sure the majority of people are aware these types of displays have hazards, including fire, noise disturbances and release of toxic chemicals into neighbouring yards. And how distressing they are to our pets, our veterans and neurodivergent children in our residential areas.

Now is the time to revisit a ban on backyard fireworks for our towns! As a resident of Rothesay, I am concerned that if fireworks will be allowed to continue (that are mostly on 1/2 acre lots) that we will have a fire and it could spread quite rapidly especially in these very dry conditions! Most people are going to do their part and be preventative, but there are others that will not! There are fire bans, but not all will follow or even seek info on a fire ban before they have their fire in a pit in their backyards.

Global Warming is here and is biting at our heels! Please revisit the consumer fireworks ban in residential neighborhood's!

Sincerely,

47 Donlyn Drive  
Rothesay, NB  
E2E4X6

<https://www.cbc.ca/news/canada/calgary/multiple-fires-calgary-brush-grass-1.6238112>

<https://www.vancouverisawesome.com/local-news/here-is-how-much-damage-from-fireworks-vancouver-fire-is-reporting-from-halloween-4711175>

<https://petitions.ourcommons.ca/en/Petition/Details?Petition=e-3591>

Sent from my iPad

**Liz Hazlett**

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**From:** Liz Hazlett  
**Sent:** Friday, June 2, 2023 8:20 AM  
**To:** Liz Hazlett  
**Subject:** FW: Concert in commons

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

From: Rothesay Info <rothesay@rothesay.ca>  
Sent: Thursday, June 1, 2023 12:00 PM  
To: Charles Jensen <CharlesJensen@rothesay.ca>  
Subject: FW: Concert in commons

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

From:  
Sent: Thursday, June 1, 2023 10:59 AM  
To: Rothesay Info <rothesay@rothesay.ca>  
Subject: Concert in commons

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

Good morning,

My name is [redacted] I live in Rothesay and it was suggested that I contact the common council in regards to my daughter being allowed to sell cotton candy during the events. I was not sure how to do that so I'm hoping that this Will find the right person. She is in the process of getting what is needed to make it under the guidance of the province of NB.

Thanks for your time time and consideration.

Sent from my iPhone



# Briefing Note: Request for Additional Operational Funding 2023

The 2023 Kennebecasis Public Library operating budget was approved by both town councils following a joint presentation on September 22<sup>nd</sup>, 2022. Recently, the Kennebecasis Public Library Board (KPLB) has received 2 significant increases in their landscaping contract, and the building janitorial/cleaning contract. Both contracts came up for renewal in April 2023, with quotes being received in the later part of March 2023.

When these contracts were first negotiated 3+ years ago, minimum wage was approximately \$11.70/hr. Since that time, we have seen several incremental increases such that, currently minimum wage is approximately \$ 14.75/hr. This is nearly a \$ 3/hr difference from the time these contracts were negotiated back in 2020. In addition, as a result of supply chain issues and overall inflation, cost of materials has increased significantly over this time. All this to say, we can all appreciate that the cost of doing business for these enterprises has increased significantly since our previous contracts, and as a result, we have seen significant increases to both recently negotiated contracts, reflected in more detail below.

In terms of our janitorial/cleaning contract, to date the KPBL has been very pleased with the services rendered by Jani King and felt comfortable entering another 3-year term, having had quotes in the past that ranged nearly twice as much as those provided by Jani King. However, the cost of the janitorial contract with Jani King did still increase from \$2,961.25 monthly to \$4, 082.50, an approximately 37.8% increase, as referenced below.

2020-2023 Jani-King contract (monthly)	Quoted 2023-2026 Jani-King contract (monthly)
\$2,961.25	\$4,082.50

The new contract pricing went into effect beginning the month of April 2023, which will see the library receive 8 invoices reflecting the new adjusted amount for what remains of the 2023 calendar year, which was not factored into the operational budget approved in September 2022. This results in a deficit of approximately \$ 8,970 for the library to fulfill the obligations of this contract until the end of the 2023 calendar year, at which point the newly negotiated amount of \$ 4,082.50 will be incorporated into the proposed 2024 budget. On a go forward basis, contact renewals and estimations will be factored into the budget at a rate commensurate with inflation and industry standard increases or decreases.

Notwithstanding the increases to the janitorial contract, we also saw increases to another large contract, our landscaping contract. We did seek prices for landscaping contract beginning in 2023-2026 from several area companies which can be referenced below in March of this year:

Homestar Inc.	Ernie’s Home Improvement Ltd.	Urban Landscaping Ltd.
\$4,025.00	\$5,594.75	\$10,177.50

Currently, the 2020-2023 negotiated rate of the existing contract with HomeStar Inc (which expired in March 2023) had been approximately \$3,565 annually. As referenced above, HomeStar was clearly significantly less costly than the other two quotes we received, and despite not having had the best overall service in the past, we felt it was fiscally prudent to renegotiate another contract with them in good faith after outlining some of the concerns we had from the past contract, and after having been reassured these would be addressed. As illustrated above, these costs have also increased, albeit less significantly than the janitorial contract, but still by approximately 13%, having left the Library with a yearly deficit on this budgetary line of approximately \$3,680.

When taking in consideration the increases to both the janitorial contract as well as the lawncare contract, the KPLB does not feel that they will be able to reasonably offset these additional increases in the current operating budget without having a detrimental impact to the overall operations of the library. To continue to provide the services that our community has grown accustomed, and in order to continue to be able to offer all the programming that we currently have, we felt there was no other option than to approach both towns for consideration in providing additional funding to help offset these increases in operating expenses for this calendar year.

The shared total of the reflective contract increases to both the janitorial contract (\$ 1,121.25/ month for a total of 8 months) and the landscaping contract (\$ 460/month for a total of 8 months) would be approximately \$ 12,650, and would be allocated similarly to overall budgetary calculations based on town census, with the Town of Quispamsis responsible for 61% and the Town of Rothesay for the remaining 39% as referenced below:

Town of Quispamsis Requested Funding (61%)	Town of Rothesay Requested Funding (39%)
\$ 7,716.50	\$ 4,933.50

We, the Board, appreciate that both Towns may have questions in relation to this request while it is being considered and we will make ourselves available at any juncture to appropriately address any questions or concerns you may have with respect to this request. We believe the work and the programs that the Library offer are vital to the community and we hope you can appreciate our unwillingness to compromise program offerings as a recourse in addressing these most recent budgetary deficits.

We appreciate your time and consideration with this matter.

With kind regards,

Kennebecasis Public Library Board

**Liz Hazlett**

---

**From:** Liz Hazlett  
**Sent:** Monday, May 15, 2023 10:41 AM  
**To:** Liz Hazlett  
**Subject:** FW: UPDATE ON TRAFFIC ENFORCEMENT

---

**From:** Gourdeau, Steve (KRPf/SPRK) <[ro144sg@nbpolice.ca](mailto:ro144sg@nbpolice.ca)>  
**Sent:** Tuesday, May 9, 2023 1:19 PM  
**To:** Nancy Grant <[NancyGrant@rothesay.ca](mailto:NancyGrant@rothesay.ca)>  
**Subject:** RE: UPDATE ON TRAFFIC ENFORCEMENT

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

Good afternoon Mayor. I can tell you that 132 of those tickets were for speeding. I will inquire about the rest.

Steve

---

**From:** Nancy Grant <[NancyGrant@rothesay.ca](mailto:NancyGrant@rothesay.ca)>  
**Sent:** Monday, May 8, 2023 4:17 PM  
**To:** Gourdeau, Steve (KRPf/SPRK) <[ro144sg@nbpolice.ca](mailto:ro144sg@nbpolice.ca)>  
**Subject:** Re: UPDATE ON TRAFFIC ENFORCEMENT

Good Afternoon Chief,

Thank you for the good news re traffic enforcement. Unfortunately, it arrived too late for inclusion in tonight's Council Agenda.

Since the traffic enforcement accounts for only 169 of a total of 495 tickets issued, I wonder if it would be possible for us to receive a report on all the tickets issued?

Thanks for considering,  
Nancy

Dr. Nancy Grant  
Mayor

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

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**From:** Gourdeau, Steve (KRPf/SPRK) <[ro144sg@nbpolice.ca](mailto:ro144sg@nbpolice.ca)>  
**Sent:** Monday, May 8, 2023 7:54:35 AM  
**To:** O'Hara, Libby <[eohara@quispamsis.ca](mailto:eohara@quispamsis.ca)>; Nancy Grant <[NancyGrant@rothesay.ca](mailto:NancyGrant@rothesay.ca)>  
**Cc:** Becker, Anika (KRPf/SPRK) <[anika.becker@nbpolice.ca](mailto:anika.becker@nbpolice.ca)>; Scott, Evan W. (KRPf/SPRK) <[Evan.Scott@nbpolice.ca](mailto:Evan.Scott@nbpolice.ca)>; [kluck@quispamsis.ca](mailto:kluck@quispamsis.ca) <[kluck@quispamsis.ca](mailto:kluck@quispamsis.ca)>; Tiffany Mackay French <[TiffanyMackayFrench@rothesay.ca](mailto:TiffanyMackayFrench@rothesay.ca)>; Kennedy,

**Subject:** UPDATE ON TRAFFIC ENFORCEMENT

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

Good morning Mayor O'Hara and Mayor Grant.

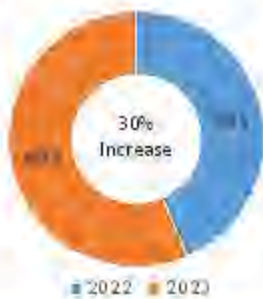
Last Friday during, I received an update on our traffic enforcement statistics comparing 2022 to 2023 data from January to the end of April. I was impressed.

Knowing that you and members of Council often receive calls from the public about traffic related matters, I thought you might appreciate "good stats" 😊

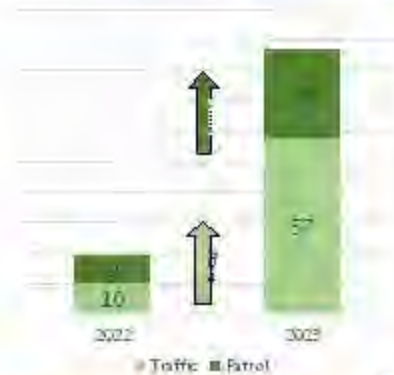
I included some graphics that highlight the excellent work being done by our members under the leadership of Inspector Becker and Sgt. Scott. I particularly like the stats on distracted driving! This is an area which has been frustrating for our members due to a poor response by the judiciary with such offences.

We have not seen a rise on speeding offences, numbers remain constant. We have been using new technology to monitor traffic movement in some of our more so called problematic areas.

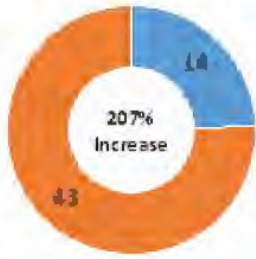
### Total Tickets



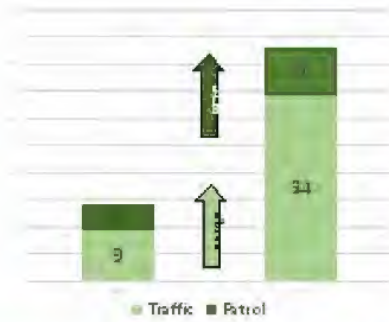
### Ched Stops



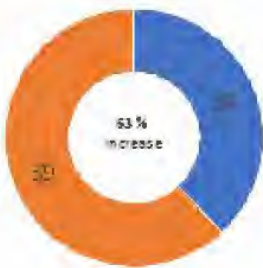
### Distracted Driving



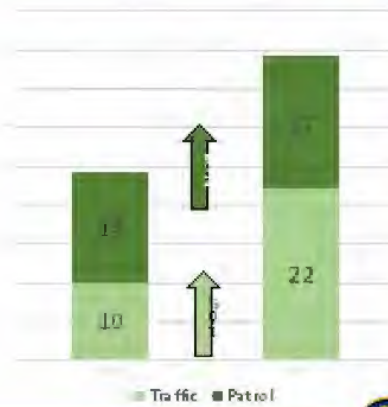
■ 2022 ■ 2023



### Impaired Driving



■ 2022 ■ 2023



Please feel free to share at your next Council meeting.

Have a great week.

Steve

*Steve Gourdeau, Chief  
Kennebecasis Regional Police Force  
126 Millennium Drive, Quispamsis NB E2E 6E6  
Fax: (506) 847-6313*



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



2023 June 12 Open Session FINAL\_042

# Turnbull (NB) Chapter

Canadian Aviation Historical Society - Preserving New Brunswick's aviation heritage

May 2023



Dear Mayor and Councillors:

Next year is the 100<sup>th</sup> anniversary of the Royal Canadian Air Force. Over those 100 years thousands of New Brunswick women and men served Canada wearing the Air Force blue uniform.

Our Chapter will recognize this significant cultural event in 2024 by printing 100 pole banners recognizing 100 New Brunswick RCAF aviators. This includes not only Veterans but those still serving today.

We ask if you would inform your staff, colleagues, family, friends and residents of your community of our initiative. Our nomination brochure is enclosed. The nomination only needs to be a short letter and a 5x7 photograph mailed through Canada Post.

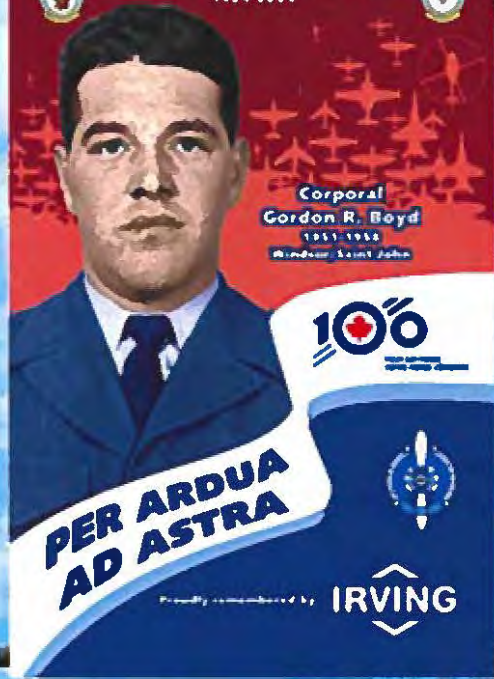
We are covering 100% of the costs, thanks to the generosity of Irving Oil. You may not know that Pilot Officer K.C. Irving was a fighter pilot during the First World War. Next year is also Irving Oil's 100<sup>th</sup> anniversary.

Right now our plan is for the banners to be displayed in those communities around the Province where the aviators were born or lived. They will be on exhibit for approximately six months in 2024.

Thank you for assisting us in recognizing our women and men aviators who have proudly served in our Air Force during peace and war.

Harold E. Wright  
Secretary

2023 June 12 Open Session FINAL\_043  
Celebrating 100 years of the RCAP  
1924-2024



**RCAF 100**

**New Brunswick  
Banner Project  
1924-2024**



**PER ARDUA  
AD ASTRA**

Proudly remembered by



## RCAF 100 New Brunswick Banner Project

This project will produce 100 banners showcasing 100 New Brunswick Royal Canadian Air Force Veterans and Service Persons who served with the RCAF between 1917 to 2024.

While the RCAF was formed in 1924, this project will recognize its predecessor formations from 1917 to 1923 as well as the other flying formation names post Canadian Armed Forces unification in 1968:

Royal Flying Corps (Canada)

Royal Flying Corps

Canadian Air Force

Royal Canadian Air Force

Air Command

Canadian Air Force

### **Breakdown of Service:**

The RCAF 100 banners will represent a diverse range of service from 1917 to 2024. During that time there were two World Wars, the Korean Conflict, the Cold War, as well as several UN and NATO missions.

The following service period breakdown will act as a guide during the selection process:

1917-1923 - 5 persons

1924-1938 - 5 persons

1939-1952 - 25 persons

1953-1970 - 20 persons

1971-2024 - 45 persons

These numbers represent 35 who served before the Korean Conflict and 65 who served from the Cold War to present.

Printing would be done over the winter of 2023/2024. The banners will be made public for April 2024, the centennial of the RCAF. The banners will be exhibited throughout New Brunswick.



## Banner Description:

2023June12OpenSessionFINAL\_045

The RCAF 100 banner will be four feet high, with graphics printed on vinyl.

The banners will be designed by Jim Belliveau, retired RCAF graphic designer with 410 (City of Saint John ) Squadron at Cold Lake, Alberta. Jim has over 35 years of experience designing RCAF logos and aircraft graphics.

The banner image consists of a background of aircraft silhouettes showcasing RCAF aircraft from 1924 to present. This includes aircraft from 410 (City of Saint John) Squadron and also from 403 (City of Calgary) Squadron at Base Gagetown. Both Squadrons were formed during the Second World War and have distinguished service records.

Both Squadrons received the Freedom of the City of Saint John, and 403 Squadron also has the Freedom of the City of Fredericton. The Turnbull (NB) Chapter initiated the City of Saint John Freedom for both Squadrons.

The image of the Veteran will include their rank and name, and the dates they served in the RCAF. If they were born outside of New Brunswick, the name of the place of birth and also their place of New Brunswick residence will be used.



## **Nomination Process:**

Nominations may be made by submitting the following information by postal mail:

1. Rank and name of nominee;
2. Date and place of birth and death (if applicable);
3. Dates served in the RCAF or predecessor units;
4. A summary of the RCAF and post RCAF career;
5. Provide a 5"x7" copy photographic print which will be scanned to the projects printing specifications. Digital scans will not be accepted. If the photograph is not of sufficient quality, then the nomination cannot be accepted. All photos will be returned to the nominator.
6. The nominators full contact details: postal address, telephone and email address.

The banners will represent all ranks and all trades, regardless of age, gender or ethnicity.

Nominees may have served in the Regular or Reserve RCAF or have received an Honorary RCAF appointment.

While nominees may have been born outside of New Brunswick, they must have lived a significant portion of their life in the Province.

Once this project is complete, the banners will be offered to the Veterans or their families as well as to regional and national aviation organizations.

## **Contact:**

Banner Committee  
Turnbull (NB) Chapter, CAHS  
PO Box 2731  
Saint John, NB, E2L 4Z1  
turnbullnbchapter@gmail.com



June 5, 2023

NB Tourism, Heritage and Culture  
Fourth Floor, Marysville Place  
P.O. Box 6000  
Fredericton, NB  
E3B 5H1

Attention: Hon. Tammy Scott-Wallace

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

Dear Minister:

RE: Taxation of Properties Used for Short Term Rentals (Airbnb)

This letter is to request your assistance in ensuring equitable tax treatment for residential properties used for short-term rentals.

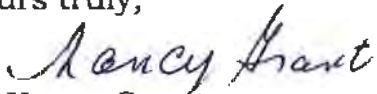
Rothesay Council has recently considered the adoption of an accommodation levy bylaw. During the public discussion of the bylaw Council received representations from an innkeeper concerned about the inequities associated with competition from properties used for short-term rentals. It was noted that such properties will typically be assessed as "residential" and obtain the residential tax credit. It is also clear that it is difficult for the municipality to enforce an accommodation levy against properties being used for such purposes.

Rothesay Council believes that the only effective way to deal with such an inequity is through provincial legislation. The details of such legislation are best left with you and your staff. We feel that it is important to protect our legitimate tourism businesses from unfair competition. It is equally important to ensure that those entrepreneurs wishing to benefit from the marketing efforts of your department and others promoting our beautiful province contribute to the cost thereof.

We understand this issue may have been raised in the past by others. We note that other provinces have arranged to tax properties marketed through AirBnB. We hope you will do the same.

Thank you for your consideration in this matter, Minister. We look forward to learning about how you will address this issue.

Yours truly,



Dr. Nancy Grant  
Mayor

CC : Hon. Hugh J. A. Flemming, K.C.  
Rothesay Council  
Envision Saint John -The Regional Growth Agency



June 5, 2023

Hon. Réjean Savoie  
Minister Responsible for the Regional Development Corporation  
Government of New Brunswick  
Chancery Place, 3<sup>rd</sup> Floor  
P.O. Box 6000, Fredericton, NB  
E3B 5H1

**RE: Regional Development Corporation and support towards Fundy Regional Facilities**

On behalf of the Fundy Regional Service Commission (“FRSC”) Board of Directors, we request the financial contribution from the Regional Development Corporation (“RDC”) to support 2023 FRSC approved capital projects with four regional facilities – Harbour (TD) Station, Saint John Arts Centre Inc., Saint John Trade and Convention Centre, and Saint John Aquatic Center Commission. The FRSC has recently inherited the mandate previously held by the Greater Saint John Regional Facilities Commission Act, including the responsibility for operating and capital cost-sharing over the five Fundy regional facilities.

The FRSC Board has collectively committed to working together and maximizing the value the FRSC can have to local governments and residents across the Fundy Region. As a result of this new mandated service, the FRSC has created a committee and initiated a process for the review and approval of budget proposals from regional facilities. The FRSC and its due diligence with the five regional facilities is forging a new path not only for the Fundy Region but for the entire province, as the FRSC is actively defining and operationalizing how this new legislated mandate is executed.

The approved 2023 FRSC budget allocates a total of \$1,452,000 in capital expenditures towards fifteen projects across four of the City of Saint John-owned Fundy regional facilities. The City of Saint John will soon make an application with RDC for these scheduled expenditures, and we would strongly encourage RDC to offer much needed financial support towards this application. The Government of New Brunswick’s support towards the 2023 Fundy regional facilities capital projects will offer much needed financial relief towards the seven FRSC members as they navigate the realities of the local governance reform agenda.

We would also like to take this opportunity to extend our gratitude for the ongoing support RDC offers to the Fundy Region, including the recent support towards the Fundy Regional Strategy. As



a Fundy Region, and as a province, we achieve stronger and more sustainable outcomes when we align priorities and collaborate to deliver value.

Yours sincerely,

Mayor Libby O'Hara

Chair, Fundy Regional Service Commission Board of Directors

CC: Cade Libby, President, Regional Development Corporation (GNB)

CC: Rob Kelly, Vice President, Regional Development Corporation (GNB)



**Fundy Regional  
Service Commission**

Commission de Services  
Régionaux de Fundy

## Monthly Meeting

March 23, 2023

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Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Thursday, March 23, 2023, at 10 Crane Mountain Rd, Saint John, NB.

### 1. Call to Order

The Board Chairperson, Libby O'Hara, called the meeting to order at 10:06 a.m.

### 2. Record of Attendance

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

### Absent

#### OTHERS

Phil Ouellette, Chief Executive Officer, FRSC

Alicia Raynes, Recording Secretary, FRSC

Cassie Silhanek, Executive Assistant, FRSC

### 3. Approval of the Order of Business

The Chairperson asked for approval of the Order of Business

**Motion:** To approve the March 23, 2023 Agenda as presented, with the addition of the changes to the Motion moved forward from Closed session.

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

### 4. Disclosure of Conflict of Interest

None

## 5. Approval of the Minutes

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

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

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

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

## 6. Consent Agenda

### a. Planning – Building Inspection – February, 2023

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

**Motion:** To receive and file as presented.

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

### b. MRF Budgeting

The Report for the MRF Budgeting was provided for consideration.

**Motion:** To receive and file as presented.

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

## 7. Regional Facilities Committee Terms of Reference

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

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



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

Questions and concerns were raised regarding the specific information contained in the terms of reference. One specific concern was who would decide what comes off the capital list in case of urgent repairs at any of the regional facilities. It was advised that the Committee would investigate these issues and present options to rectify the issues identified. This challenge has also been communicated to the province. Another area of concern is that the terms of reference does not contain the definition of regional facilities. It was explained that section 2.1 identifies what constitutes a regional facility as provided by the province to the FRSC. It was suggested that section 9.3 should also include the economic benefits to the region.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**10. Temporary Procedural Changes – Marc MacLeod**

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

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

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

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

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

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

Note that Director dryer did not participate in the vote.

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

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

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

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

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

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

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

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

#### **11. Regional Public Safety Committee Member Nominations – CEO Ouellette**

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

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

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

Director Bedford left the meeting at 11:59 am.

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

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

Chairperson O'Hara called for a motion to adjourn.

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

Moved: Director MacKenzie  
Vote: *Motion Carried*

APPROVED (date) \_\_\_\_\_

\_\_\_\_\_  
Libby O'Hara, Chairperson

\_\_\_\_\_  
Alicia Raynes, Recording Secretary



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

**Special Meeting - Open**

**April 6, 2023**

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Minutes of the Special Meeting of the Board of Directors of Fundy Regional Service Commission held on Thursday, April 6, 2023, virtually on Microsoft Teams.

**1. Call to Order**

The Board Chairperson, Libby O’Hara, called the meeting to order at 10:33 a.m.

**2. Record of Attendance**

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

**Absent**

Jim Bedford, Vice-Chairperson

**OTHERS**

Phil Ouellette, Chief Executive Officer, FRSC  
Cassie Silhanek, Recording Secretary, FRSC  
Marc MacLeod, General Manager, FRSC  
Chris Harned, Operations Manager, FRSC  
Kevin Murphy, HR on Demand

**3. Approval of the Order of Business**

The Chairperson asked for approval of the Agenda as presented during the In Camera session.

**Motion:** To approve the April 6, 2023 Agenda as presented.

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

**4. Disclosure of Conflict of Interest**

None.

**5. Recording Secretary**

**Motion:** Per Article 2.6 of the Procedural By-law, to appoint Cassie Silhanek as the Recording Secretary moving forward.

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

**6. Union Negotiations**

Chair O'Hara acknowledges Director Mackenzie's reservations with the contract carried from closed session and his support of the passing of the motion overall.

**Motion:** To direct the CEO to authorize the signing of the three (3) year collective agreement with Teamsters Local 927 for January 1, 2023, to December 31, 2025.

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

Chairperson O'Hara called for a motion to adjourn the meeting.

**Motion:** To adjourn the meeting at 10:35 a.m.

Moved: Director Mackenzie  
Seconded: Director Doucet  
Vote: *Motion carried*

APPROVED (date) \_\_\_\_\_

\_\_\_\_\_  
Libby O'Hara, Chairperson

\_\_\_\_\_  
Cassie Silhanek, Recording Secretary



**Regular Meeting – Open**

**April 27, 2023**

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Meeting minutes of the Board of Directors of Fundy Regional Service Commission held on Thursday, April 27, 2023.

**1. Call to Order**

CEO Ouellette called the meeting to order at 11:22 a.m.

**2. Record of Attendance**

John MacKenzie	Deputy Mayor, Saint John
Nancy Grant	Mayor, Rothesay
Ray Riddell	Fundy Rural District Representative
John Cairns	Deputy Mayor, Fundy St. Martins
Mike Biggar	Councillor, Quispamsis
Erin Toole	Deputy mayor, Grand Bay-Westfield

**Absent**

Libby O’Hara  
Brittany Merrifield  
Jim Bedford  
Robert Doucet

**Others**

Phil Ouellette, Chief Executive Officer, FRSC  
Cassie Silhanek, Recording Secretary, FRSC  
Marc MacLeod, FRSC  
Andrew Logan, Teed Saunders Doyle

**3. Approval of the Order of Business**

CEO Ouellette proposed a motion to approve a meeting chair.

**Motion:** To approve Director Riddell as the Chair of the meeting and to approve Director Mackenzie as Vice-Chair for this meeting.

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

Chairperson Riddell asked for approval of the agenda, with the addition of motions moved from closed session including: PRAC Nominations being placed at number 8, Onboarding: Economic Development



and Tourism Promotion as number 9, Distance Formula being made number 10, the Landfill Odour Report being moved to number 11, and Regional Strategy – Dillon Consulting being moved to number 12.

**Motion:** To approve the April 27, 2023, Agenda as presented with additions from the closed session.

**Moved:** Director Biggar  
**Second:** Director Grant  
**Vote:** *Motion Carried*

#### 4. Disclosure of Conflict of Interest

None.

#### 5. Approval of the Minutes

**Motion:** To approve the March 23, 2023, minutes with one change of #7 CMEI Funding distribution having a change of title to the “Regional Facilities Committee Terms of Reference”.

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

**Motion:** To approve the April 6, 2023, minutes as presented.

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

#### 6. Consent Agenda

##### 6.a. Planning – Building Inspection

**Motion:** To receive and file.

**Moved:** Director Biggar  
**Seconded:** Director Cairns  
**Vote:** *Motion Carried*

#### 7. Finance

##### 7.a. 2022 Auditor’s Report

Andrew Logan, Partner from Teed Saunders Doyle, presented on the report given to the board with highlights on the financials within the document. Mr. Logan indicated that the audit wrapped up at the end of March. Mr. Logan also mentioned that the FRSC has high quality of accounting services, with compliments going to Ashley Perry, Junior Finance Officer for the FRSC, as a great asset while moving through the process. The report shows that there are no issues, errors, fraud, or theft. There is a use of Public Sector accounting standards which creates a large document. The revenue was up, as were the expenses around the landfill (construction a large part of the costs), reserve has a healthy number at this time. It was noted that the report shows that it was break even from a funding standpoint.

After this presentation, a question was posed as to whether everything is on track to fund the post closure liability? The answer from Mr. Logan was yes.

**Motion:** To adopt Auditor’s Report as presented.

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

**7.b. 2023 Q1 Report**

CEO Ouellette spoke to the report presented the Q1 report which is a part of the checks and balance system we have in place. In addition, CEO Ouellette pointed out the success of the Saint John waste wise program, which is a regional success but will impact revenues originating from tipping fees. It was noted that some capital expenditures, and other expenditures will be integrated into Q2. Cost of expenditures of administration of the additional meetings of committees has increased (as expected) and will continue to be monitored.

**Motion:** To accept the quarterly report as presented.

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

**7.c. 2023 MCBB Application**

Marc MacLeod introduced the attachments which had already been circulated and discussed with the Board, and was present for questions. No questions were posed.

**Motion:** To resolve that the Fundy Regional Service Commission submit to the Municipal Capital Borrowing Board an application for authorization to borrow for a capital expense for the following purposes, amounts and terms:

<u>Purpose</u>	<u>Term</u>	<u>Amount</u>
NAME OF FUND: Solid Waste Services		
TYPE: Environmental Health Services (General)		
Engineered Wetland	5 Years	\$250,000
Heavy Equipment	5 Years	\$960,000

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

#### 7.d. LFG Well installation

Marc MacLeod spoke briefly about the attachments to the agenda for those around the table who were not familiar with the ongoing RFP process surrounding the wells.

**Motion:** Be it resolved that RFP 2023-03, the 2023 Landfill Gas System Expansion – Landfill Gas Wells Installation, be awarded to Les Entreprises Forlam Inc. for the amount of \$342,080 before taxes to be funded from the 2023 Operating Fund.

**Moved:** Director Bigger

**Seconded:** Director Grant

**Vote:** *Motion Carried*

#### 8. PRAC Nominations

This item is carried over from the closed session, with two motions being brought forward.

**Motion:** Approve the following nominees to the Planning Review and Adjustment Committee for a term of four years (starting on April 28<sup>th</sup>, 2023, and ending on April 28<sup>th</sup>, 2027):

- Bernard Brideau – Woodmans Point, Fundy Rural District.
- Ron Bridges – St. Martins, Fundy-St. Martins.
- Shawn Brown – Fairfield, Fundy St. Martins.
- Rob Jeffrey – Mispec, Fundy Rural District.
- Gregory Moran – St. Martins, Fundy-St. Martins.

**Moved:** Director Mackenzie

**Seconded:** Director Toole

**Vote:** *Motion Carried*

**Motion:** To approve the appointment of John Cairns as the FRSC Board representative to the Planning Review and Adjustment Committee for the remainder of his term.

**Moved:** Director Mackenzie

**Seconded:** Director Toole

**Vote:** *Motion Carried*

#### 9. Onboarding: Economic Development and Tourism Promotion

This motion was carried over from the Closed Session.

**Motion:** To adopt the existing Envision Saint John Regional Economic Development and Tourism Promotion Strategic Plan and Key Performance Indicators as the Fundy Regional Service Commission's Regional Economic Development and Tourism Promotion Strategic Plan and Key Performance Indicators.

**Moved:** Director Mackenzie

**Seconded:** Director Grant

**Vote:** *Motion Carried*

## 10. Distance Formula

This item was carried over from Closed Session.

**Motion:** To recommend to the Regional Facilities committee to further investigate the benefits and downfalls of introducing a distance formula into the calculation of proportional cost sharing for the existing regional facilities during their annual review of the Terms of Reference in early 2024.

**Moved:** Director Biggar  
**Seconded:** Director Cairns  
**Vote:** *Motion Carried*  
**Contrary:** Director MacKenzie

## 11. Landfill Odour Report

Marc MacLeod presented to those at the table that there were issues with the flare and generator previously, with supply issues for parts for both systems. Marc mentioned that requests were made to provide possibilities for the future to mitigate such a problem again, this includes new wells, odour measurement and prediction technologies, LFG treatment and storage along with the Height EIA.

Marc continued to speak to the height EIA that is now confirmed, and indicates that the system is back up and running.

CEO Ouellette thanks Marc and his team for taking direction from the Board, and mentioned that the report shows that the staff took the input seriously, and they made plans to integrate those considerations given by the Board.

It was noted that the community public service staff that was affected by the odour complaints had more complaints come in than was reported directly to the landfill, and that the investigations would be hard for that since the community did not contact the FRSC directly. Marc mentioned that it is a valid point to be made, and that it was hard to know any of the information brought forward when the FRSC didn't get the calls to go investigate directly.

**Motion:** To receive and file.

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

## 12. Regional Strategy – Dillon Consulting

CEO Ouellette mentioned that this is an update that was promised for the Board throughout the process. Jennifer Brown, from Dillon Consulting, mentioned what has been happening with the various committees since the last Board meeting. Jennifer mentioned that there was an introduction during each of the first meetings of the committees, this included values, issues and opportunities, and mapping for the future and all of the committees seem to be thinking in a regional mindset which is encouraging for this Strategic Planning process and the future of these committees.

No motion was made for this agenda item, as it was an information-only piece.

Chairperson Riddell called for a motion to adjourn.

**Motion:** To move to open session at 12:20 p.m.

**Moved:** Director Toole  
**Seconded:** Director Cairns  
**Vote:** *Motion Carried*

APPROVED (date) \_\_\_\_\_

\_\_\_\_\_  
Ray Riddell, Chairperson

\_\_\_\_\_  
Cassie Silhanek, Recording Secretary

*Audited Financial Statements of*

**ENVISION SAINT JOHN: THE REGIONAL  
GROWTH AGENCY**

*December 31, 2022*

## **Independent Auditors' Report**

To the Board of Directors of Envision Saint John: The Regional Growth Agency

### **Opinion**

We have audited the accompanying financial statements of Envision Saint John: The Regional Growth Agency (the "Agency"), which comprise the statement of financial position as at December 31, 2022 and the statements of changes in net assets, operations, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Agency as at December 31, 2022, and the results of its operations and cash flows for the year then ended, in accordance with Canadian accounting standards for not-for-profit organizations.

### **Basis for Opinion**

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Agency in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Responsibilities of Management and Those Charged with Governance for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organization as described in Note 2 and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Agency's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Agency or to cease operations, or has no realistic alternative but to do so.

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

### **Auditors' Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it

exists. Misstatements can arise from operations. FINL 068 are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsible to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Agency's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Agency to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Beers Neal PC

Chartered Professional Accountants  
Saint John, New Brunswick  
April 27, 2023




**ENVISION SAINT JOHN: THE REGIONAL GROWTH AGENCY**Statement of Financial Position  
as at December 31, 2022

	Operational Fund	Restricted Impact Loan Fund	Land Bank Fund	2022	2021
<b>CURRENT ASSETS</b>					
Cash	\$ 2,155,925	\$ 982,054	\$ 660,290	\$ 3,798,269	\$ 2,144,981
Receivables (Note 4)	619,313	-	-	619,313	628,510
Interfund receivables	-	-	-	-	528,940
Prepays	96,209	-	-	96,209	32,457
Current portion of impact loans receivable (Note 5)	-	251,684	-	251,684	306,107
	2,871,447	1,233,738	660,290	4,765,475	3,640,995
<b>IMPACT LOANS RECEIVABLE</b> (Note 5)	-	360,548	-	360,548	555,043
<b>CAPITAL ASSETS</b> (Note 6)	52,582	-	-	52,582	58,632
	\$ 2,924,029	\$ 1,594,286	\$ 660,290	\$ 5,178,605	\$ 4,254,670
<b>CURRENT LIABILITIES</b>					
Payables	\$ 647,153	\$ -	\$ -	\$ 647,153	\$ 153,917
Deferred revenue - operations	207,501	-	-	207,501	5,000
Deferred revenue - projects	2,381	-	-	2,381	50,990
Interfund payables	-	-	-	-	528,940
	857,035	-	-	857,035	738,847
<b>FUND BALANCES</b>	2,066,994	1,594,286	660,290	4,321,570	3,515,823
	\$ 2,924,029	\$ 1,594,286	\$ 660,290	\$ 5,178,605	\$ 4,254,670

**Notes 9 and 12**

APPROVED ON BEHALF OF THE BOARD:


 Director


 Director

**ENVISION SAINT JOHN: THE REGIONAL GROWTH AGENCY****Statement of Changes in Net Assets  
year ended December 31, 2022**

	Operational Fund	Restricted Impact Loan Fund	Land Bank Fund	2022	2021
Balance, beginning of year	\$ 1,250,778	\$ 1,607,459	\$ 657,586	\$ 3,515,823	\$ -
Excess of revenues over expenditures	816,216	(13,173)	2,704	805,747	3,515,823
Transfer to strategic growth reserve	(600,000)	-	-	(600,000)	-
Strategic growth funds held in reserve	600,000	-	-	600,000	-
Balance, end of year	\$ 2,066,994	\$ 1,594,286	\$ 660,290	\$ 4,321,570	\$ 3,515,823

**ENVISION SAINT JOHN: THE REGIONAL GROWTH AGENCY**Statement of Operations  
year ended December 31, 2022

	Operational Fund	Restricted Impact Loan Fund	Land Bank Fund	2022	2021
<b>Revenues</b>					
Government funding (Schedule I)	\$ 3,265,473	\$ -	\$ -	\$ 3,265,473	\$ 3,309,692
Destination marketing fees	1,151,220	-	-	1,151,220	556,130
Impact loan contributions	-	-	-	-	1,615,334
Impact loan interest	-	29,147	-	29,147	38,275
Land bank contributions	-	-	-	-	664,622
Land bank interest (expense)	-	-	2,704	2,704	(7,036)
Other (Note 7)	141,546	-	-	141,546	312,350
Projects (Note 8)	936,710	-	-	936,710	737,801
	<b>5,494,949</b>	<b>29,147</b>	<b>2,704</b>	<b>5,526,800</b>	<b>7,227,168</b>
<b>Expenditures</b>					
Salaries and benefits	1,559,668	-	-	1,559,668	1,501,674
Administration (Schedule II)	758,710	-	-	758,710	813,483
Strategy, marketing and sales	1,423,645	-	-	1,423,645	612,237
Impact loan expenses	-	42,320	-	42,320	46,150
Projects (Note 8)	936,710	-	-	936,710	737,801
	<b>4,678,733</b>	<b>42,320</b>	<b>-</b>	<b>4,721,053</b>	<b>3,711,345</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>\$ 816,216</b>	<b>\$ (13,173)</b>	<b>\$ 2,704</b>	<b>\$ 805,747</b>	<b>\$ 3,515,823</b>

Notes 10 and 11

ENVISION SAINT JOHN: THE REGIONAL GROWTH AGENCY 2023 June 12 Open Season FINAL\_072

Statement of Cash Flows  
year ended December 31, 2022

	Operational Fund	Restricted Impact Loan Fund	Land Bank Fund	2022	2021
<b>NET INFLOW (OUTFLOW) OF CASH RELATED TO THE FOLLOWING ACTIVITIES</b>					
<b>OPERATING</b>					
Excess (deficiency) of revenues over expenditures	\$ 816,216	\$ (13,173)	\$ 2,704	\$ 805,747	\$ 3,515,823
Amortization	18,682	-	-	18,682	15,700
Provision for doubtful loans receivable	-	41,174	-	41,174	45,152
	<b>834,898</b>	<b>28,001</b>	<b>2,704</b>	<b>865,603</b>	<b>3,576,675</b>
Changes in non-cash working capital:					
Receivables	9,197	-	-	9,197	(544,278)
Prepays	(63,752)	-	-	(63,752)	(25,945)
Payables	493,236	-	-	493,236	153,917
Deferred revenue	153,892	-	-	153,892	(190,954)
	<b>1,427,471</b>	<b>28,001</b>	<b>2,704</b>	<b>1,458,176</b>	<b>2,969,415</b>
<b>FINANCING</b>					
Interfund (repayment) advance	(657,586)	-	657,586	-	-
<b>INVESTING</b>					
Advance of loans receivable	-	(150,000)	-	(150,000)	(195,000)
Contributed loans receivable	-	-	-	-	(1,025,146)
Purchase of capital assets	(12,632)	-	-	(12,632)	(74,332)
Proceeds from repayment of loans receivables	-	357,744	-	357,744	313,844
	<b>(12,632)</b>	<b>207,744</b>	<b>-</b>	<b>195,112</b>	<b>(980,634)</b>
<b>NET CASH INFLOW</b>	<b>757,253</b>	<b>235,745</b>	<b>660,290</b>	<b>1,653,288</b>	<b>1,988,781</b>
<b>CASH POSITION, BEGINNING OF YEAR</b>	<b>1,398,672</b>	<b>746,309</b>	<b>-</b>	<b>2,144,981</b>	<b>156,200</b>
<b>CASH POSITION, END OF YEAR</b>	<b>\$ 2,155,925</b>	<b>\$ 982,054</b>	<b>\$ 660,290</b>	<b>\$ 3,798,269</b>	<b>\$ 2,144,981</b>

# ENVISION SAINT JOHN: THE REGIONAL GROWTH AGENCY

## Notes to the Financial Statements

year ended December 31, 2022

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### 1. NATURE AND CONTINUANCE OF OPERATIONS

The Agency is a singular economic growth entity with greater impact and alignment to propel growth for the Saint John region representing the City of Saint John, Quispamsis, Rothesay, Grand Bay-Westfield, Hampton and St. Martins. The Agency is the region's sales, marketing, and support engine strategically focused on attracting people, visitors, business, and investment. The Agency accelerates regional growth by connecting innovators, entrepreneurs, and builders. The Agency is incorporated without share capital under the laws of the Canada Not-for-profit Corporations Act. The Agency is incorporated as a non-profit organization and as such is exempt from income tax by virtue of paragraph 149(1)(l) of the *Income Tax Act*.

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

#### *Fund accounting*

The Corporation follows the restricted fund method of accounting.

The Operational Fund accounts for the Corporation's program delivery and administration activities. This fund reports unrestricted resources, capital items, operating contributions and expenses.

The Impact Loan Fund reports all restricted resources of the Impact Loan Fund and the income and expenses resulting from lending activities employing the fund.

The Land Bank Fund reports all restricted resources of the Land Bank Fund and the income and expenses resulting from activities employing the fund

#### *Revenue and expenses*

Unrestricted contributions and related expenses are recognized on an accrual basis. Strategic partner funding is invoiced as commitments are made and is recognized as revenue in the year for which the work plan commitment is made.

**ENVISION SAINT JOHN: THE REGIONAL GROWTH AGENCY**

Notes to the Financial Statements

year ended December 31, 2022

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**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)***Revenue and expenses (continued)*

Restricted contributions from government and the private sector which relate to specific projects are recognized as revenue in the year in which the related expenditures are incurred. Any excess income or expenses on completed projects is then absorbed by the operational fund.

Income and expenses on loans receivable under the Impact Loan Fund is recognized as earned or incurred, and are recorded as a direct increase or decrease to the restricted equity for Impact Loan Fund.

*Use of estimates*

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, revenues and expenditures during the reporting period. Estimates are used for, but not limited to, determination of fair values, allowance for doubtful accounts, accruals and amortization. Actual results could differ from those estimates.

*Capital assets*

Purchased capital assets are recorded at cost. The cost of assets are being amortized utilizing the straight-line method over the estimated useful lives of the assets at the following annual rates:

Furniture and equipment	3 years
Leasehold improvements	over term of lease

In the year of addition, amortization is pro-rated based on the number of months in service. No provision for amortization is made in the year of asset disposal. Upon disposal, the asset cost and related accumulated amortization are removed from the accounts and any resulting gain or loss is included in income.

*Allowance for doubtful accounts*

The allowance for doubtful accounts is determined by assessing the fair value of the loan portfolio considering each loan's repayment history, security pledged and other circumstances. The allowance at year end will equal the estimated uncollectable balance of all loans considered doubtful. The allowance for doubtful accounts as a reduction of loans outstanding, including the current year's increase or decrease in the required allowance, as disclosed in Note 5.

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

*Impairment of long-lived assets*

Long-lived assets are tested for recoverability whenever events or changes in circumstances indicate that their carrying amount may not be recoverable. The amount of the impairment loss is determined as the excess of the carrying value of the asset over its fair value. No write-down of long-lived assets was recorded in the year.

*Deferred revenue*

Deferred revenue are advances that are received for projects that are in progress.

*Allocation of expenditures*

The Agency allocates certain expenditures, including payroll to various projects, that are part of its operations. These expenditures are allocated by identifying the appropriate basis and applies that basis consistently each year.

*Statement of cash flows*

For the purpose of the statement of cash flows, the Agency considers cash on hand to be balances with banks, net of overdrafts, and highly liquid temporary money market instruments with original maturities of three months or less as cash or cash equivalents. Bank borrowings are considered to be financing activities.

*Financial instruments*

*Measurement of financial instruments*

The Agency initially measures its financial assets and liabilities at fair value.

The Agency subsequently measures all its financial assets and financial liabilities at amortized cost, except for loans receivable which are measured at historical values

Financial assets measured at amortized cost includes cash and receivables.

Financial liabilities measured at amortized cost include payables.

*Impairment*

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. When events occurring after the impairment confirm that a reversal is necessary, the reversal is recognized in net income.

**ENVISION SAINT JOHN: THE REGIONAL GROWTH AGENCY**

Notes to the Financial Statements  
year ended December 31, 2022

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**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)***Financial instruments (continued)**Transaction costs*

The Agency's transaction costs related to financial instruments that will be subsequently measured at fair value are recognized in net income in the period incurred. The carrying amount of the financial instruments that will not be subsequently measured at fair value is adjusted for transaction costs directly attributable to the origination, issuance or assumption of these instruments.

**3. FINANCIAL RISKS**

The Agency is exposed to various risks through its financial instruments, without being exposed to concentrations of risk. The following analysis provides a measure of the Agency's risk exposure as at December 31, 2022.

*Credit risk*

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Agency's main credit risk relates to its receivables and loans receivable. The Agency provides credit to its clients in the normal course of operations.

*Liquidity risk*

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Agency is exposed to this risk mainly in respect of its payables.

**4. RECEIVABLES**

	<u>2022</u>	<u>2021</u>
Operational Fund		
Contributions	\$ 409,050	\$ 413,832
HST	210,263	86,032
	<u>619,313</u>	<u>499,864</u>
Land Bank Fund		
Contributions	-	128,646
	<u>-</u>	<u>128,646</u>
Total receivables	<u>\$ 619,313</u>	<u>\$ 628,510</u>



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**ENVISION SAINT JOHN: THE REGIONAL GROWTH AGENCY**  
**Notes to the Financial Statements**  
**year ended December 31, 2022**

**5. IMPACT LOANS RECEIVABLE**

	2022	2021
Term loans with interest rates ranging from 4.7% to 5.95%	\$ 660,601	\$ 867,119
Allowance for doubtful accounts	(48,369)	(5,969)
	612,232	861,150
Current portion	251,684	306,107
	\$ 360,548	\$ 555,043

The loans receivable balance is comprised of:

Balance, beginning of year	\$ 861,150	\$ -
Transferred in from Economic Development of Greater Saint John	-	1,025,146
Loans advanced during the year	150,000	195,000
Loans repaid during the year	(357,744)	(313,842)
Recovery of loans written-off	1,226	-
Loans written-off during the year	-	(39,185)
	654,632	867,119
Balance, principal	654,632	867,119
Increase to allowance for doubtful accounts	(42,400)	(5,969)
	\$ 612,232	\$ 861,150

The activity in the allowance for doubtful loans account is as follows:

Balance, beginning of year	\$ 5,969	\$ -
Current year's loan loss provision	42,400	5,969
	\$ 48,369	\$ 5,969

The activity in the bad debt expense account is as follows:

Loans written off during the year	\$ -	\$ 39,185
Current year's loan loss provision	42,400	5,969
Recovery of loans written off in previous years	(1,226)	-
	\$ 41,174	\$ 45,154

There were 7 (2021 - 8) loans approved during the year and 68 (2021 - 84) loans under management at year end. The loans may be repaid at any time at the borrower's option without penalty.

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# ENVISION SAINT JOHN: THE REGIONAL GROWTH AGENCY

Notes to the Financial Statements  
 year ended December 31, 2022

## 6. CAPITAL ASSETS

	Accumulated		Net Book Value	
	Cost	Amortization	2022	2021
Furniture and equipment	\$ 18,882	\$ 7,149	\$ 11,733	\$ 4,167
Leasehold improvements	68,082	27,233	40,849	54,465
	<b>\$ 86,964</b>	<b>\$ 34,382</b>	<b>\$ 52,582</b>	<b>\$ 58,632</b>

## 7. OTHER INCOME

Other income includes a lease inducement of \$Nil (2021 - \$152,000).

The Agency will be eligible to receive an additional lease inducement of \$221,725 in 2024 provided the Agency has not exercised their option to terminate the lease and has satisfied the conditions of advance as set out in the lease agreement.

## 8. PROJECTS

	2022	2021
Revenue		
Business Immigrant Essentials Program and HIVE		
Incubator Saint John	\$ 60,086	\$ 52,069
Catalytic Fundy Quay	4,966	134,350
Emerging Entrepreneurs	194,309	208,600
Impact Loan Operating	65,091	55,384
Innovation Business Plan	(1,285)	28,136
Innovation Program	78,179	13,101
Saint John Port Workforce Partnership	277,004	45,615
Block One Incubator/Venture Validation Program	255,856	175,977
Workforce Development	2,504	22,953
Catalytic Ashburn	-	521
Catalytic Community Hub	-	1,095
	<b>\$ 936,710</b>	<b>\$ 737,801</b>

**ENVISION SAINT JOHN: THE REGIONAL GROWTH AGENCY**

Notes to the Financial Statements  
year ended December 31, 2022

**8. PROJECTS (continued)**

	<u>2022</u>	<u>2021</u>
Expenses		
Business Immigrant Essentials Program and HIVE		
Incubator Saint John	\$ 60,086	\$ 52,069
Catalytic Fundy Quay	4,966	134,350
Emerging Entrepreneurs	194,309	208,600
Impact Loan Operating	65,091	55,384
Innovation Business Plan	(1,285)	28,136
Innovation Program	78,179	13,101
Saint John Port Workforce Partnership	277,004	45,615
Block One Incubator/Venture Validation Program	255,856	175,977
Workforce Development	2,504	22,953
Catalytic Ashburn	-	521
Catalytic Community Hub	-	1,095
	<b>\$ 936,710</b>	<b>\$ 737,801</b>

**9. EXTERNALLY RESTRICTED FUNDS***Impact Loan Fund*

The Impact Loan Program is a capital initiative intended to increase the accessibility of capital for small businesses in Saint John, NB. Funds credited to the Impact Loan Fund shall not be used for purposes other than Impact Loan Fund activities.

*Land Bank Fund*

The Land Bank Fund is set up to obtain title to vacant and derelict properties in Saint John, NB, with the objective of repurposing these properties as a diverse housing mix, green spaces and development projects that contribute to the revitalization of the City of Saint John. Funds credited to the Land Bank Fund shall not be used for purposes other than Land Bank activities. Funds received in 2022 were relating to the years 2018 - 2022 (Note 12).

**10. COMMITMENTS**

The Corporation has a property lease expiring in July 2026. The annual minimum lease payments over the next four years based on rates of \$13 per square foot on a rentable area of 10,000 square feet until July 2023, \$14 per square foot on a rentable area of 10,000 square feet until July 2024 and \$15 per square foot on a rentable area of 17,738 square feet until July 2026 are estimated to be as follows:

	\$
2023	154,292
2024	221,409
2025	305,981
2026	178,489

**11. ECONOMIC DEPENDENCE**

The Agency is economically dependent as it received approximately 59% (2021 - 70%) in annual operating contributions from the City of Saint John and The Province of New Brunswick. These cover all operating expenses of the Operational Fund that are not designated under specific programs.

**12. SUBSEQUENT EVENTS**

Subsequent to year end, the Agency received confirmation from the Canada Revenue Agency that they met the criteria to be determined a municipality under the administrative criteria related to para-municipal organizations. As a result, the Agency has recorded an accrued liability of \$129,104 owed to the City of Saint John, and a corresponding HST receivable to be recovered from the Canada Revenue Agency.

Subsequent to year end, the Agency transferred the funds and related obligations of the Land Bank Fund to the City of Saint John. All future obligations related to the Land Bank Fund will be undertaken by the City of Saint John.

2025 June 12 Open Session FINAL\_081

# ENVISION SAINT JOHN THE REGIONAL GROWTH AGENCY

Government Funding

year ended December 31, 2022

Schedule I

	<u>2022</u>	<u>2021</u>
Federal	\$ 178,309	\$ 52,680
Provincial	885,364	1,172,212
Municipal		
City of Saint John	1,700,000	1,700,000
Town of Quispamsis	219,000	168,000
Town of Rothesay	192,000	148,000
Town of Grand Bay-Westfield	48,000	36,000
Town of Hampton	41,000	31,000
Village of St. Martin's	1,800	1,800
	<u>\$ 3,265,473</u>	<u>\$ 3,309,692</u>

In 2022, the Agency received a total of \$812,500 from PETL, which is included in the provincial funding. Specifically, as of December 31, 2022, the Agency received \$250,000 relating to its 2021 contract with PETL. In 2022, the Agency executed a new contract with PETL that provides for \$750,000 of core funding and \$250,000 of performance-based funding. Based on this 2022 contract, \$562,500 was recognized related to the core funding.

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**ENVISION SAINT JOHN: THE REGIONAL GROWTH AGENCY**

**Administration Expenses**  
**year ended December 31, 2022**

**Schedule II**

	<u>2022</u>	<u>2021</u>
Advertising	\$ 37,951	\$ 4,481
Amortization	18,682	15,700
Bad debts	9,818	-
Bank charges	2,511	988
Board expenses	3,463	12,628
Data and research	38,929	28,281
Dues and subscriptions	26,278	9,074
Employee culture and professional development	21,296	10,626
Events	18,843	18,364
Insurance	5,816	3,841
IT expenses	47,006	44,268
Maintenance and repairs	16,071	17,553
Office	21,254	37,507
Partnerships	34,000	-
Professional services	185,040	179,072
Rent	293,159	244,967
Utilities	8,707	20,558
Travel	7,458	3,636
Transition	-	166,374
	<b>796,282</b>	<b>817,918</b>
Administrative recoveries from projects	<b>(37,572)</b>	<b>(4,435)</b>
	<b>\$ 758,710</b>	<b>\$ 813,483</b>



**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS  
BOARD MEETING OF MARCH 29, 2023 @ 3:00pm**

**MINUTES  
REGULAR MEETING**

Held by Zoom and In Person

**In Attendance:**

<b>BOARD MEMBER</b>	<b>POSITION</b>
Tiffany Mackay French	Chair/Rothesay Representative
Kevin Darling	Vice Chair/Provincial Representative
Kerrie Luck	Quispamsis Representative
Donald Shea	Rothesay Representative
Libby O'Hara	Quispamsis Representative
John Buchanan	Rothesay Representative
Tanya Cyr	KRJBPC Secretary
Chief Steve Gourdeau	KRPF Chief of Police
Deputy Jeff Giggey	KRPF Deputy Chief
Insp. Mary Henderson	KRPF OIC Operations
Insp. Anika Becker	KRPF OIC Administration
Cpl. Lindsey Mott	ICE Unit
Peter Logan	Teed Saunders Doyle - Auditors

**Absent:**

Derrick Stanford	Rothesay Representative
Robert (Bob) McLaughlin	Quispamsis Representative
Vibhuti Harquail	Quispamsis Representative

Chairperson Mackay French calls the meeting to order at 3:03pm and opened the regular meeting.

**1. APPROVAL OF AGENDA:**

Chairperson Mackay French asked for an approval of the agenda with the following change: Item #4 moves to the position of item #3.

*It was moved by Kevin Darling and seconded by Don Shea that the Agenda for the Regular Meeting of March 29, 2023 be approved as presented with the noted change of moving item #4 to the position of item #3. MOTION CARRIED.*

**2. LAND ACKNOWLEDGEMENT:**

Libby O'Hara read the Land Acknowledgement.



**4. AUDITOR/FINANCIAL PRESENTATION – PETER LOGAN:**

Peter Logan from Teed Saunders Doyle stated it was clean audit report and there were no issues. There was a final surplus of \$940.00. He went over the financial documents with the board according to Public Sector Accounting Rules.

Chairperson Mackay French called for a motion to accept the financials as presented.

It was moved by Kevin Darling and seconded by Libby O’Hara to accept the financials as presented.

**MOTION CARRIED.**

3:20pm Peter Logan exits the meeting.

**3. ICE PRESENTATION – CPL. LINDSEY MOTT:**

Cpl. Lindsey Mott used PowerPoint and gave her presentation to the board answering questions as they arose.

4:01pm Cpl. Lindsey Mott exits the meeting.

**5. APPROVAL OF MINUTES OF FEBRUARY 22, 2023 MEETING:**

Chairperson Tiffany Mackay French asked for a motion to approve the Minutes of the February 22, 2023 Regular Meeting.

*It was moved by Libby O’Hara and seconded by Kevin Darling to accept the Minutes of the February 22, 2023 Regular Meeting as presented. MOTION CARRIED.*

**6. DECLARATION OF CONFLICT OF INTEREST:**

None.

**7. TREASURER REPORT:**

Kevin Darling stated this would be rolled into the Finance Report. This will be removed from the agenda.

**8. CHIEFS REPORT:**

Chief Gourdeau let his report stand as presented and elaborated on the Progress Report (former AppSnap). He brought the Progress Report up on the screen for the board to review and briefly went through the document and answered any questions that arose.

*It was moved by Libby O'Hara and seconded by Dan Shea to receive and file the Chiefs Report as presented. MOTION CARRIED.*

**9. COMMITTEE REPORTS:**

Finance

Kevin Darling stated that the Finance Committee will meet with Cherie Madill the day before board meetings and go through the financial reports. Kevin briefly went through the financial documents with the board. Everything is in order.

Kevin Darling asked Chief Gourdeau if we are expecting to incur overtime costs with the current vacancies. Chief Gourdeau stated we could possibly see an increase in overtime during the summer months.

Kevin Darling briefed the board on the Corporate Expense Card Policy and that there was an issue with the way it was set up by the bank so there has been some delays. In order to have the proper documentation in place we will need to put a motion out as follows:

*It was moved by Kevin Darling and seconded by Libby O'Hara to approve the establishment of a \$100,000 Corporate VISA Expenses Card program with Scotiabank. Number of cards and applicable limits is to be determined by the Chief. MOTION CARRIED.*

Chief Gourdeau explained the how the cards would be issued and the limits.

4:28pm Libby O'Hara exits the meeting. Quorum was lost.

Policy

Chairperson Mackay French stated the committee would meet the first Monday of every month between 1pm and 2pm. The committee discussed the privacy policy that would go on our website and that it is still being fine-tuned. The Chief advised he and Insp. Becker should have something for the next board meeting.

Tanya to book calendar appointments and distribute to committee members.

Building & Grounds/Transportation

Kerrie Luck advised we need to put out a motion by e-mail on the building drawings to go to tender with them.

*It was moved by Kerrie Luck and seconded by Kevin Darling to take the building drawings as presented to the Board and go to tender as soon as possible.*

Tanya to send this motion out to an e-mail vote.

Chairperson Mackay French advised we cannot make a motion to receive and file the reports as we lost quorum.

**10. CORRESPONDENCE:**

None.

**11. OLD BUSINESS:**

Kevin Darling advised we need to make a motion to appoint a new Secretary for the Board.

*It was moved by Kevin Darling and seconded by John Buchanan to appoint Kerrie Luck as Secretary of the Board.*

Tanya to send this motion out to an e-mail vote.

**12. NEW BUSINESS:**

Nothing to report.

Deputy Giggey, Insp. Henderson, Insp. Becker and Tanya Cyr exited the meeting. An in-camera session took place thereafter as part of the regular meeting.

**IN CAMERA SESSION:**

Minutes were not taken.


**13. MOTION TO ADJOURN:**

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

*It was moved by Kevin Dorling to adjourn the Regular Meeting. MOTION CARRIED.*

Respectfully Submitted,

  
\_\_\_\_\_  
Chairperson  
Tiffany Mackay French

  
\_\_\_\_\_  
KRJBPC Secretary  
Tanya Cyr

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**STATEMENT OF FINANCIAL POSITION**  
**As at April 30, 2023**

	<u>2023</u>	<u>2022</u>
<b>-----Financial assets-----</b>		
Cash - General	421,551	599,544
Sick Pay/ Retirement Investments	913,760	967,466
Accounts Receivable	101,044	99,405
Sales tax recoverable	35,862	31,304
Receivable from Towns	51,987	45,013
	<u>1,524,204</u>	<u>1,742,732</u>
<b>----Liabilities-----</b>		
Accounts payable and accrued	508,631	561,093
Vested sick leave/retirement accrual	875,769	814,461
Sick leave replacement	17,299	15,299
Accrued pension benefit liability	(90,100)	56,000
Debenture payable	396,000	539,000
	<u>1,707,599</u>	<u>1,985,853</u>
<b>NET ASSETS (DEBT)</b>	<u>(183,395)</u>	<u>(243,121)</u>
<b>----Non-Financial Assets-----</b>		
Tangible capital assets (see page 2)	4,745,729	4,126,117
Accumulated amortization	<u>(2,475,780)</u>	<u>(2,230,154)</u>
	2,269,949	1,895,963
Unamortized Debenture costs	2,692	3,864
Prepaid expenses	247,944	262,994
	<u>2,520,584</u>	<u>2,162,820</u>
<b>ACCUMULATED SURPLUS</b>	<u>2,337,189</u>	<u>1,919,699</u>
Assets	4,044,788	3,905,552
Liabilities	4,044,788	3,905,552

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**SCHEDULE OF TANGIBLE CAPITAL ASSETS**  
**April 30, 2023**

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

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**STATEMENT OF OPERATIONS**  
**FOUR MONTHS ENDING APRIL 30, 2023**

	-----FOUR MONTHS -----				
	--ACTUAL--		PRIOR YR	-----BUDGET-----	
<b>REVENUE:</b>					
Fees	59,608	43%	\$56,396	\$41,667	\$125,000
Taxi & Traffic Bylaw	1,008	59%	1,400	633	1,900
Interest income	11,359	1604%	1,510	667	2,000
Retirement investment income	30,120	311%	15,569	7,333	22,000
NB Integrated Enforcement Unit	38,333		0	38,333	115,000
Secondments	82,212	1%	101,783	81,333	244,000
	<u>222,641</u>	31%	<u>176,657</u>	<u>169,967</u>	<u>509,900</u>
<b>EXPENDITURE:</b>					
<b>CRIME CONTROL</b>					
Salaries	1,372,390	-11%	\$1,173,062	1,543,342	\$4,630,027
Benefits	360,514	-2%	323,531	367,403	1,102,208
Training	39,283	47%	10,014	26,667	80,000
Equipment	4,281	-39%	0	7,000	21,000
Equip repairs & IT support	0	-100%	388	3,333	10,000
IT equip & services agreement	24,062	-30%	24,062	34,167	102,500
Communications	33,685	23%	32,434	27,400	82,200
Office function	6,341	27%	4,609	5,000	15,000
Leasing	4,657	12%	3,607	4,167	12,500
Policing-general	19,808	49%	9,003	13,333	40,000
Insurance	23,759	-4%	21,565	24,800	74,400
Uniforms	36,336	82%	21,937	20,000	60,000
Prevention/p.r.	6,767	69%	4,765	4,000	12,000
Investigations	17,590	-4%	8,392	18,333	55,000
Detention	9,559	-9%	10,542	10,542	31,625
Taxi & Traffic Bylaw	0	-100%	80	167	500
Auxillary	2,572	93%	467	1,333	4,000
Public Safety	13,918	0%	12,252	13,918	41,755
	<u>1,975,525</u>	-7%	<u>1,660,709</u>	<u>2,124,905</u>	<u>6,374,715</u>
<b>VEHICLES</b>					
Fuel	33,064	-17%	32,972	40,000	120,000
Maint./repairs	19,139	-20%	13,306	24,000	72,000
Insurance	11,978	-5%	10,928	12,567	37,700
New vehicles	18,469	39%	48,323	13,333	40,000
Equipment	731	-63%	0	2,000	6,000
	<u>83,382</u>	-9%	<u>105,529</u>	<u>91,900</u>	<u>275,700</u>

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**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**STATEMENT OF OPERATIONS**  
**FOUR MONTHS ENDING APRIL 30, 2023**

	-----FOUR MONTHS -----				
	--ACTUAL--		PRIOR YR	-----BUDGET-----	
<b>EXPENDITURE continued:</b>					
<b>BUILDING</b>					
Maintenance	18,419	15%	16,686	16,000	48,000
Cleaning	12,845	-14%	13,391	15,000	45,000
Electricity	19,287	23%	19,062	15,667	47,000
Taxes	14,962	-9%	16,383	16,476	49,427
Insurance	2,687	-8%	2,534	2,914	8,742
Expansion & parking lot upgrades	0	-100%	0	33,333	100,000
Grounds	4,671	-22%	3,754	6,000	18,000
Interest on Debenture	4,363	12%	5,637	3,907	11,720
Debenture Principal	48,667	0%	47,667	48,667	146,000
	<u>125,900</u>	-20%	<u>125,113</u>	<u>157,963</u>	<u>473,889</u>
<b>ADMINISTRATION</b>					
Salaries	304,302	-1%	270,739	307,590	922,770
Benefits	96,912	23%	71,365	79,068	237,204
KVFire share of IT & HR staff	(6,723)	0%	0	(6,723)	(20,168)
Professional Fees	41,419	55%	32,497	26,667	80,000
Travel/Training	16,409	64%	12,463	10,000	30,000
Board Travel/Expenses	1,783	7%	1,245	1,667	5,000
Insurance	2,389	-4%	2,168	2,493	7,480
Labour Relations	3,540	-29%	2,654	5,000	15,000
Sick Pay/Retirement	24,432	0%	21,951	24,432	73,297
Retirement int & dividends	30,120	311%	15,569	7,333	22,000
2nd prior year (surplus) deficit	(33,425)		0	(33,425)	(100,276)
	<u>481,158</u>	13%	<u>430,651</u>	<u>424,102</u>	<u>1,272,307</u>
<b>TELECOM/DISPATCH</b>					
Dispatch Centre Annual Fee	96,035		89,989	91,242	273,726
Data/networking Charges	3,744		3,404	3,558	10,675
	<u>99,779</u>		<u>93,393</u>	<u>94,800</u>	<u>284,401</u>
	2,543,103	-7%	2,238,739	2,723,704	8,171,112
<b>CONTRIBUTED BY MEMBER TOWNS</b>	<u>2,723,703</u>		<u>2,526,165</u>	<u>2,723,704</u>	<u>8,171,112</u>
<b>SURPLUS (DEFICIT)</b>	<u>180,601</u>		<u>287,426</u>	<u>\$0</u>	<u>\$0</u>



**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS** page 5  
**NOTES TO THE FINANCIAL STATEMENTS**  
**April 30, 2023**

**STATEMENT OF FINANCIAL POSITION**

BANK balance		421,551	at April 30, 2023
Accounts Receivable		101,044	
ACCOUNTS PAYABLE balance	508,631		
Debenture costs to be paid in June & December	(52,639)		
	-----		
Current Accounts Payable		455,992	Paid in May
		-----	
Extra (Shortfall) in bank account		66,603	

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

**STATEMENT OF OPERATIONS***Crime Control:*

	<u>2023</u>	<u>2022</u>	higher
* Benefits Health insurance	\$87,684	\$89,276	-1.78%
Retirees health insurance	4,134	711	

*Managed Health Care has not provided the cost breakdown since January (#s have been estimated)*

Overtime:	Apr 29/23	Apr 30/22	difference
OT	23,198	26,659	(3,461)
Court OT	4,065	2,816	1,248
Total overtime costs	<u>27,262</u>	<u>29,475</u>	<u>(2,213)</u>

*Administration:*

	<u>2023</u>	<u>2022</u>	higher
* Benefits Health Insurance	39,209	19,801	98.01%
Retirees health insurance	0	14	

*Managed Health Care has not provided the cost breakdown since January (#s have been estimated)*

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

<u>Included in professional fees:</u>	<u>2023</u>	<u>2022</u>
Record check online ordering system fees	7,652	6,965
Bank & credit/debit card payment fees	1,443	1,107

# 2023 Crime Statistics - General

Reported Occurrences												
Crime Type	Jan	Feb	Mar	Apr	May 14							
<b>TOTAL COMPLETED CALLS</b>	<b>415</b>	<b>357</b>	<b>412</b>	<b>440</b>	<b>212</b>							
<b>TOTAL FILES CREATED</b>	<b>234</b>	<b>193</b>	<b>223</b>	<b>230</b>	<b>95</b>							
POPA/M Tickets/E Tickets	88	101	167	136	87							
Bylaw Tickets	0	0	0	0	3							
Crimes Against Persons	14	16	12	16	3							
Property Crime	13	21	25	22	7							
Other CC	12	1	5	6	4							
Traffic Collisions (Non-Injury)	33	34	34	35	22							
Fatal and Injury Traffic Collisions	0	1	1	1	2							
Intimate Partner Violence Files	9	13	13	17	4							
Impaired Driving (All categories)	10	8	9	12	7							
Mental Health Calls	14	1	9	6	2							



# Town of Rothesay

## General Fund Financial Statements

April 30, 2023

**Attached Reports:**

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

# Town of Rothesay

## Balance Sheet - Capital General Fund 2023-04-30

### ASSETS

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

### LIABILITIES AND EQUITY

Gen Capital due to/from Gen Operating	(100,000)
Total Long Term Debt	4,934,000
	<u>\$ 4,834,000</u>
Investment in General Fund Fixed Assets	48,116,642
	<u>\$ 52,950,642</u>

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# Town of Rothesay

Balance Sheet - General Fund Reserves  
2023-04-30

## ASSETS

BNS Gas Tax Interest Account	18,741
BNS General Operating Reserve #214-15	12,195
BNS - Gen Operating Reserve GIC	910,960
BNS General Capital Reserves #2261-14	86,917
BNS - Gen Capital Reserve GIC	1,500,000
BNS - Gas Tax Reserves - GIC	4,116,904
	<u>\$ 6,645,716</u>

## LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	3,580,543
Invest. in General Capital Reserve	1,413,693
General Gas Tax Funding	555,101
Invest. in General Operating Reserve	923,155
Invest. in Land for Public Purposes Reserve	153,697
Invest. in Town Hall Reserve	19,527
	<u>\$ 6,645,716</u>

**Town of Rothesay**  
Balance Sheet - General Operating Fund  
4/30/2023

CURRENT ASSETS

Cash	3,615,554
Receivables	132,960
HST Receivable	323,750
Inventory	35,691
Gen Operating due to/from Util Operating	(549,820)
Total Current Assets	<u>3,558,135</u>
Other Assets:	
Projects	<u>1,020,729</u>
	<u>1,020,729</u>
 TOTAL ASSETS	 <u><u>4,578,865</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	1,162,990
Other Payables	650,475
Gen Operating due to/from Gen Capital	100,000
Accrued Pension Obligation	(15,700)
Accrued Retirement Allowance	444,587
TOTAL LIABILITIES	<u>2,342,352</u>

EQUITY

Retained Earnings - General	170,485
Surplus/(Deficit) for the Period	<u>2,066,027</u>
	<u>2,236,513</u>
	<u><u>4,578,865</u></u>

## 2023June12OpenSessionFINAL\_099

## Town of Rothesay

Statement of Revenue & Expenditure  
4 Months Ended 4/30/2023

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>REVENUE</b>							
Warrant of Assessment	1,676,982	1,676,982	6,707,926	6,707,926	(0)		20,123,778
Sale of Services	54,150	41,884	210,419	173,840	36,579		464,704
Services to Province of New Brunswic	0	0	27,467	27,467	0		80,000
Other Revenue from Own Sources	16,018	11,442	112,255	80,475	31,780		142,008
CORE grant	8,732	8,732	34,926	34,926	0		104,778
Conditional Transfers	366,803	0	391,803	0	391,803		51,500
Other Transfers	0	0	404,695	404,695	0		796,570
	<u>\$2,122,684</u>	<u>\$1,739,038</u>	<u>\$7,889,490</u>	<u>\$7,429,329</u>	<u>\$460,161</u>		<u>\$21,763,338</u>
<b>EXPENSES</b>							
General Government Services	141,993	151,898	937,749	950,873	13,124		2,592,591
Protective Services	503,740	506,316	2,194,800	2,204,960	10,160		6,235,746
Transportation Services	382,964	372,425	1,460,326	1,506,819	46,493		3,668,562
Environmental Health Services	71,774	86,144	295,678	344,576	48,898		1,077,728
Environmental Development	40,740	58,798	214,037	297,780	83,743		829,950
Recreation & Cultural Services	149,526	154,278	719,192	696,792	(22,400)		2,496,171
Fiscal Services	411	333	1,680	1,333	(347)		4,862,591
	<u>\$1,291,148</u>	<u>\$1,330,192</u>	<u>\$5,823,462</u>	<u>\$6,003,134</u>	<u>\$179,672</u>		<u>\$21,763,338</u>
Surplus (Deficit) for the Year	<u>\$831,536</u>	<u>\$408,847</u>	<u>\$2,066,027</u>	<u>\$1,426,194</u>	<u>\$639,833</u>		<u>\$ 0</u>

## 2023June12OpenSessionFINAL\_100

## Town of Rothesay

Statement of Revenue & Expenditure  
4 Months Ended 4/30/2023

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>REVENUE</b>							
<b>Sale of Services</b>							
Bill McGuire Memorial Centre	2,288	1,667	10,981	6,667	4,314		20,000
Town Hall Rent	9,802	8,217	36,824	32,868	3,956		98,604
Community Garden	500	750	480	800	(320)		1,200
Fox Farm Rental	1,750	1,875	7,000	7,500	(500)		22,500
Arena Revenue	30,603	21,000	136,713	110,505	26,208	1	214,900
Recreation Programs	9,207	8,375	18,422	15,500	2,922		107,500
	<u>54,150</u>	<u>41,884</u>	<u>210,419</u>	<u>173,840</u>	<u>36,579</u>		<u>464,704</u>
<b>Other Revenue from Own Sources</b>							
Licenses & Permits	2,585	6,875	59,484	57,500	1,984		82,500
Recycling Dollies & Lids	47	67	256	267	(11)		800
Interest & Sundry	12,136	2,667	42,457	10,667	31,791	2	32,000
Miscellaneous	250	833	1,350	3,333	(1,983)		10,000
Fire Dept. Administration	1,000	1,000	4,000	4,000	0		12,000
Local Improvement Levy Mulberry Lane	0	0	4,708	4,708	0		4,708
	<u>16,018</u>	<u>11,442</u>	<u>112,255</u>	<u>80,475</u>	<u>31,780</u>		<u>142,008</u>
<b>Conditional Transfers</b>							
Canada Day Grant	0	0	0	0	0		1,500
Grant - Other	366,803	0	391,803	0	391,803	3	0
Grant - Students	0	0	0	0	0		50,000
	<u>366,803</u>	<u>0</u>	<u>391,803</u>	<u>0</u>	<u>391,803</u>		<u>51,500</u>
<b>Other Transfers</b>							
Surplus of 2nd Previous Year	0	0	274,070	274,070	0		274,070
Utility Fund Transfer	0	0	130,625	130,625	0		522,500
	<u>0</u>	<u>0</u>	<u>404,695</u>	<u>404,695</u>	<u>0</u>		<u>796,570</u>
<b>EXPENSES</b>							
<b>General Government Services</b>							
Legislative							
Mayor	3,141	3,917	13,881	15,667	1,785		47,000
Councillors	10,837	11,258	43,378	45,033	1,655		135,100
Regional Service Commission 9	1,256	1,256	5,025	5,025	0		15,076
Other	375	292	1,315	1,167	(148)		13,500
	<u>15,609</u>	<u>16,723</u>	<u>63,600</u>	<u>66,892</u>	<u>3,292</u>		<u>210,676</u>
Administrative							
Administration - Wages & Benefits	85,811	88,048	339,846	347,011	7,165		1,189,610
Office Building	8,648	10,500	103,492	91,750	(11,742)	4	177,750
Supplies	6,366	10,917	49,083	56,667	7,583		143,000
Solicitor	3,710	4,167	8,835	16,667	7,832		50,000
Professional Fees	11,732	12,000	11,732	12,000	268		35,000
Other	8,996	7,417	50,666	48,767	(1,899)		110,000
	<u>125,263</u>	<u>133,048</u>	<u>563,655</u>	<u>572,861</u>	<u>9,206</u>		<u>1,705,360</u>
Other General Government Services							
Website/Other	0	250	2,611	2,750	139		3,000
Community Communications (Team)	89	460	1,272	1,842	570		5,525
Civic Relations	0	83	1,809	333	(1,476)		1,000
Insurance	0	0	280,086	282,462	2,376		282,462
Donations	700	1,000	6,104	6,400	296		36,500
Cost of Assessment	0	0	0	0	0		328,068
Property Taxes - L.P.P.	0	0	17,410	16,000	(1,410)		16,000
Fox Farm Rental Expenses	333	333	1,203	1,333	130		4,000
	<u>1,122</u>	<u>2,127</u>	<u>310,495</u>	<u>311,120</u>	<u>625</u>		<u>676,555</u>
<b>Total General Government Services</b>	<b>141,993</b>	<b>151,898</b>	<b>937,749</b>	<b>950,873</b>	<b>13,124</b>		<b>2,592,591</b>
<b>Protective Services</b>							
Police							
Police Protection	271,400	272,601	1,085,599	1,090,404	4,805		3,271,213
Crime Stoppers	0	0	2,800	2,800	0		2,800
	<u>271,400</u>	<u>272,601</u>	<u>1,088,399</u>	<u>1,093,204</u>	<u>4,805</u>		<u>3,274,013</u>
Fire							
Fire Protection	232,340	232,340	775,756	775,756	0		2,614,733
Water Costs Fire Protection	0	0	330,000	330,000	0		330,000
	<u>232,340</u>	<u>232,340</u>	<u>1,105,756</u>	<u>1,105,756</u>	<u>0</u>		<u>2,944,733</u>
Emergency Measures							
EMO Director/Committee	0	0	0	500	500		500
	<u>0</u>	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>		<u>500</u>
Other							
Animal & Pest Control	0	417	645	1,667	1,022		5,000
Other	0	958	0	3,833	3,833		11,500
	<u>0</u>	<u>1,375</u>	<u>645</u>	<u>5,500</u>	<u>4,855</u>		<u>16,500</u>
<b>Total Protective Services</b>	<b>503,740</b>	<b>506,316</b>	<b>2,194,800</b>	<b>2,204,960</b>	<b>10,160</b>		<b>6,235,746</b>



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**Transportation Services**

Common Services							
Administration (Wages & Benefits)	100,780	122,024	430,725	490,295	59,570	5	1,557,760
Workshops, Yards & Equipment	84,103	55,667	322,895	305,517	(17,378)	6	756,350
Engineering	0	625	4,257	2,500	(1,757)		7,500
	<u>184,883</u>	<u>178,316</u>	<u>757,877</u>	<u>798,312</u>	<u>40,435</u>		<u>2,321,610</u>
Roads & Streets	0	0	2,811	3,500	689		65,000
Crosswalks & Sidewalks	581	1,491	1,934	5,963	4,029		17,300
Culverts & Drainage Ditches	0	0	2,998	3,000	2		80,000
Street Cleaning & Flushing	0	1,000	69	1,000	931		45,000
Snow & Ice Removal	173,495	170,577	603,932	599,090	(4,842)		810,000
Flood Costs	2,586	5,000	2,586	10,000	7,414		15,000
	<u>176,662</u>	<u>178,068</u>	<u>614,330</u>	<u>622,553</u>	<u>8,223</u>		<u>1,032,300</u>
Street Lighting	12,066	12,083	48,573	48,333	(240)		145,000
Traffic Services							
Street Signs	4,866	833	7,509	3,333	(4,176)		10,000
Traffic Lanemarking	0	0	0	0	0		35,000
Traffic Signals	629	833	3,515	3,333	(181)		10,000
Railway Crossing	3,673	2,083	9,136	8,333	(802)		25,000
	<u>9,168</u>	<u>3,750</u>	<u>20,160</u>	<u>15,000</u>	<u>(5,160)</u>		<u>80,000</u>
Public Transit							
Public Transit - Comex Service	0	0	18,735	21,788	3,053		87,152
Public Transit - Other	146	208	584	833	249		2,500
	<u>146</u>	<u>208</u>	<u>19,319</u>	<u>22,621</u>	<u>3,302</u>		<u>89,652</u>
<b>Total Transportation Services</b>	<u>382,924</u>	<u>372,425</u>	<u>1,460,259</u>	<u>1,506,819</u>	<u>46,560</u>		<u>3,668,562</u>

**Environmental Health Services**

Solid Waste Disposal Land Fill garbage	17,686	18,690	68,707	74,760	6,053		224,280
Solid Waste Disposal Landfill Compost	3,056	3,204	7,754	12,816	5,062		38,448
Solid Waste Collection Fero	51,032	64,250	218,695	257,000	38,305	7	771,000
Solid Waste Recycling bins	0	0	0	0	0		4,000
Clean Up Campaign	0	0	521	0	(521)		40,000
	<u>71,774</u>	<u>86,144</u>	<u>295,678</u>	<u>344,576</u>	<u>48,898</u>		<u>1,077,728</u>

**Environmental Development Services**

<b>Planning &amp; Zoning</b>							
Administration	24,776	35,469	150,178	204,463	54,285	8	550,000
Planning Projects	0	4,583	0	18,333	18,333	9	55,000
Heritage Committee	0	1,250	0	5,000	5,000		15,000
	<u>24,776</u>	<u>41,302</u>	<u>150,178</u>	<u>227,796</u>	<u>77,618</u>		<u>620,000</u>
Envision Saint John	15,965	15,996	63,859	63,983	125		191,950
Tourism	0	1,500	0	6,000	6,000		18,000
	<u>15,965</u>	<u>17,496</u>	<u>63,859</u>	<u>69,983</u>	<u>6,125</u>		<u>209,950</u>
	<u>40,740</u>	<u>58,798</u>	<u>214,037</u>	<u>297,780</u>	<u>83,743</u>		<u>829,950</u>

**Recreation & Cultural Services**

Administration	30,309	29,444	151,425	141,777	(9,648)	10	399,000
Beaches	0	0	286	0	(286)		53,500
Rothsay Arena	33,124	27,127	149,297	138,506	(10,791)	11	367,000
Memorial Centre	4,386	4,917	36,380	28,067	(8,313)		67,850
Summer Programs	337	350	589	350	(239)		72,100
Parks & Gardens	34,488	42,871	148,424	154,648	6,225		691,725
Rothsay Common Rink	4,814	3,000	48,552	41,000	(7,552)		52,950
Playgrounds and Fields	3,729	7,750	13,999	21,667	7,668		134,000
The Hive expenses	173	1,167	3,080	4,667	1,586		14,000
Regional Facilities Commission	30,140	30,068	120,280	120,273	(7)		360,819
Kennebecasis Public Library	7,084	7,084	28,337	28,337	0		85,012
Special Events	942	500	11,043	10,000	(1,043)		40,000
PRO Kids	0	0	7,500	7,500	0		7,500
	<u>149,526</u>	<u>154,278</u>	<u>719,192</u>	<u>696,792</u>	<u>(22,400)</u>		<u>2,345,456</u>

**Fiscal Services**

<b>Debt Charges</b>							
Interest	411	333	1,680	1,333	(347)		195,591
Debt Payments	0	0	0	0	0		667,000
	<u>411</u>	<u>333</u>	<u>1,680</u>	<u>1,333</u>	<u>(347)</u>		<u>862,591</u>
<b>Transfers To:</b>							
Capital Fund for Capital Expenditures	0	0	0	0	0		3,750,000
Reserve Funds	0	0	0	0	0		250,000
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>4,000,000</u>
	<u>411</u>	<u>333</u>	<u>1,680</u>	<u>1,333</u>	<u>(347)</u>		<u>4,862,591</u>

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## Town of Rothesay

## Variance Report - General Fund

Note #	Actual	2 months ending Budget	2023-04-30 Better/(Worse)	Description of Variance
<b>Revenue</b>				
1	Arena Revenue	136,713	110,505 \$	26,208 Higher than budgeted revenue
2	Interest & Sundry	42,457	10,667 \$	31,791 Conservative estimate of interest rates
3	Grant - Other	391,803	0 \$	391,803 425K Pickle Ball Grant, ACOA Wells Bldg
		Total	\$ 449,801	
		Variance per Statement	\$460,161	
		Explained	98%	
<b>Expenses</b>				
<i>General Government</i>				
4	Office Building	103,492	91,750 \$	(11,742) Upstairs TH renovations for tenants
<i>Protective Services</i>				
<i>Transportation</i>				
5	Administration (Wages & Benefits)	430,725	490,295 \$	59,570 1 vacant position
6	Workshops, Yards & Equipment	322,895	305,517 \$	(17,378) Fuel costs and bldg repairs lower than estimated
<i>Environmental Health</i>				
7	Solid Waste Collection Fero	218,695	257,000 \$	38,305 Fuel escalation lower than anticipated
<i>Environmental Development</i>				
8	Administration	150,178	204,463 \$	54,285 Vacant position and budget for software
9	Planning Projects	0	18,333 \$	18,333 No expenses incurred to date
<i>Recreation &amp; Cultural Services</i>				
10	Administration	151,425	141,777 \$	(9,648) Perfect Mind Software
11	Rothesay Arena	149,297	138,506 \$	(10,791) Casual wages higher than budgeted
12	Memorial Centre	36,380	28,067 \$	(8,313) Repairs for rental
<i>Fiscal Services</i>				
		Total	\$ 112,622	
		Variance per Statement	179,672	
		Explained	63%	

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Town of Rothesay

Capital Projects 2023

General Fund

4 Months Ended 4/30/2023

	ANNUAL BUDGET	COUNCIL APPROVED	CURRENT Y-T-D	Remaining Budget	
<b>General Government</b>					
12010560 G 202* 001 Town Hall Improvements	40,000	0	1,976	38,024	
12010760 G 202* 00* IT	17,000	0	0	17,000	
Total General Government	57,000	0	0	1,976	55,024
<b>Protective Services</b>					
12011560 P-202*-0** Protective Serv. Equipment Pu	1,270,000	0	295,748	974,252	
Total Protective Services	1,270,000	0	0	295,748	974,252
<b>Transportation</b>					
12029160 T-2023-001 Asphalt 2023	1,225,000	111,392	50,615	1,174,385	
12028260 T-2022-003 Buildings - Master Drive HVAC	85,000	0	57,487	27,513	
12029260 T-2023-004 Intersection Improvement	175,000	214,711	3,558	171,442	
12028460 T-202*-00* Fleet Replacement	750,000	691,429	12,432	737,568	
Unassigned:					
Total Transportation	2,235,000	1,017,532	0	124,092	2,110,908
<b>Recreation</b>					
12028560 R-202*-00* Recreation Equipment	215,000	28,220	41,594	173,406	
12028960 R-202*-00* Recreation Master Plan	60,000	0	0	60,000	
12028660 R-2022-002 Recreation Pickle Ball	150,000	77,081	5,043	144,957	
12028860 R-2022-004 Wells Bldg	2,500,000	0	527,506	1,972,494	
12028760 R-202*-00* Arena Renovation	100,000	0	4,239	95,761	
12029060 R-2023-005 McGuire Centre Repairs	30,000	0	0	30,000	
Total Recreation	3,055,000	105,300	0	578,383	2,476,617
<b>Carryovers</b>					
12027560 T-2020-013 Stormwater Master Plan	0	0	8,357	(8,357)	
12027660 T-2020-014 Traffic Study	0	0	1,551	(1,551)	
12027760 T-2021-001 2021 Asphalt Engineering	0	0	811	(811)	
12027860 R-2021-002 2021 Wells Building	0	0	2,249	(2,249)	
12028060 T-2022-001 Ashpalt	0	0	960	(960)	
12028360 T-2022-004 Intersection Improvement	0	0	6,603	(6,603)	
	0	0	0	20,530	(20,530)
<b>Total</b>	<b>\$ 6,617,000</b>	<b>\$ 1,122,832</b>	<b>\$ -</b>	<b>\$ 1,020,729</b>	<b>\$ 5,596,271</b>

2023 Budget and Funding Allocation

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

# Town of Rothesay

## Utility Fund Financial Statements

April 30, 2023

Attached Reports:

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

## Town of Rothesay

Capital Balance Sheet

As at 2023-04-30

### ASSETS

Assets:

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

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

TOTAL ASSETS	39,577,782
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### LIABILITIES

Current:

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

Long-Term:

Long-Term Debt	7,967,369
Total Liabilities	8,117,369

### EQUITY

Investments:

Investment in Fixed Assets	31,460,414
Total Equity	31,460,414
TOTAL LIABILITIES & EQUITY	39,577,782

2023June12OpenSessionFINAL\_106

# Town of Rothesay

Balance Sheet - Utilities Fund Reserves  
2023-04-30

## ASSETS

BNS Utility Capital Reserve # 00241 12	62,304
BNS - Util Capital Reserve GIC	1,100,000
Util Reserves due to/from Util Oper	11,650
	<u>\$ 1,173,954</u>

## LIABILITIES AND EQUITY

Invest. in Utility Capital Reserve	730,466
Invest. in Utility Operating Reserve	109,406
Invest. in Sewerage Outfall Reserve	334,082
	<u>\$ 1,173,954</u>

2023June12OpenSessionFINAL\_107

# Town of Rothesay

Utilities Fund Operating Balance Sheet  
As at 4/30/2023

ASSETS

Current assets:	
Accounts Receivable Net of Allowance	1,506,421
Total Current Assets	1,506,421
Other Assets:	
Projects	122,767
	122,767
TOTAL ASSETS	\$ 1,629,188

LIABILITIES

Accrued Payables	17,332
Due from General Fund	(538,170)
Due to Capital Fund	(150,000)
Deferred Revenue	12,012
Total Liabilities	(658,826)

EQUITY

Surplus:	
Opening Retained Earnings	32,898
Profit (Loss) to Date	2,255,116
	2,288,014
TOTAL LIABILITIES & EQUITY	\$ 1,629,188

## 2023June12OpenSessionFINAL\_108

Town of Rothesay  
Utilities Operating Income Statement  
4 Months Ended 4/30/2023

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>RECEIPTS</b>							
Sale of Water	(54)	0	284,298	307,698	(23,400)	1	1,155,000
Meter and non-hookup fees	0	0	16,579	16,105	474		64,420
Water Supply for Fire Prot.	0	0	330,000	330,000	0		330,000
Local Improvement Levy	0	0	58,881	59,000	(119)		59,000
Sewerage Services	(4,241)	0	1,974,429	1,942,500	31,929	2	1,942,500
Connection Fees	5,300	14,583	80,375	58,333	22,042	3	175,000
Interest Earned	7,435	7,500	32,142	30,000	2,142		90,000
Misc. Revenue	225	610	988	2,441	(1,454)		7,323
Surplus - Previous Years	0	0	41,757	41,757	0		41,757
<b>TOTAL RECEIPTS</b>	<b>8,665</b>	<b>22,694</b>	<b>2,819,448</b>	<b>2,787,834</b>	<b>31,614</b>		<b>3,865,000</b>
<b>WATER SUPPLY</b>							
Share of Overhead Expenses	0	0	52,250	52,250	0		209,000
Wages	13,881	13,835	57,217	55,342	(1,876)		232,000
Audit/Legal/Training	7,030	2,208	10,713	11,833	1,120		13,500
Other Water	0	42	609	167	(442)		500
Purification & Treatment	43,526	45,500	103,291	111,000	7,709		536,000
Transmission & Distribution	1,380	9,167	4,568	36,667	32,099	4	110,000
Power & Pumping	4,417	4,250	25,514	17,000	(8,514)		51,000
Billing/Collections	1,276	417	1,568	1,667	99		5,000
Water Purchased	0	100	249	400	151		1,200
Misc. Expenses	752	2,250	6,474	9,000	2,526		27,000
McGuire Road Operating	742	1,500	2,616	6,000	3,384		18,000
<b>TOTAL WATER SUPPLY</b>	<b>73,004</b>	<b>79,269</b>	<b>265,068</b>	<b>301,325</b>	<b>36,257</b>		<b>1,203,200</b>
<b>SEWERAGE COLLECTION &amp; DISPOSAL</b>							
Share of Overhead Expenses	0	0	78,375	78,375	0		313,500
Wages	29,000	29,000	116,000	116,000	0		348,000
Audit/Legal/Training	6,816	3,417	8,296	7,667	(629)		11,000
Collection System Maintenance	1,698	2,917	7,083	16,667	9,584		85,000
Sewer Claims	5,073	5,000	9,915	10,000	85		20,000
Lift Stations	3,398	6,250	23,482	25,500	2,018		77,000
Treatment/Disposal	10,704	7,583	49,081	42,333	(6,748)		103,000
Misc. Expenses	0	2,167	7,031	8,667	1,635		26,000
<b>TOTAL SWGE COLLECTION &amp; DISPC</b>	<b>56,689</b>	<b>56,333</b>	<b>299,264</b>	<b>305,208</b>	<b>5,945</b>		<b>983,500</b>
<b>FISCAL SERVICES</b>							
Interest on Long-Term Debt	0	0	0	0	0		254,803
Principal Repayment	0	0	0	0	0		548,497
Transfer to Reserve Accounts	0	0	0	0	0		175,000
Capital Fund Through Operating	0	0	0	0	0		700,000
<b>TOTAL FISCAL SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>1,678,300</b>
<b>TOTAL EXPENSES</b>	<b>129,693</b>	<b>135,602</b>	<b>564,332</b>	<b>606,533</b>	<b>42,201</b>		<b>3,865,000</b>
<b>NET INCOME (LOSS) FOR THE PER</b>	<b>(121,028)</b>	<b>(112,909)</b>	<b>2,255,116</b>	<b>2,181,301</b>	<b>73,815</b>		<b>(0)</b>



# Town of Rothesay

Variance Report - Utility Operating  
4/30/2023

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

1	Sale of Water	284,298	307,698	(23,400)	Usage lower than expected
2	Sewerage Services	1,974,429	1,942,500	31,929	Increase in users + fee increase > budget
3	Connection Fees	80,375	58,333	22,042	Apt building in Q1

Expenditures

Water

4	Transmission & Distribution	4,568	36,667	32,099	Budget smoothed over yr
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Sewer

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Fiscal Services

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2023June12OpenSessionFINAL\_110

# Town of Rothesay

Capital Projects 2023  
Utility Fund  
4 Months Ended 4/30/2023

	Original BUDGET	Council Approval	CURRENT Y-T-D	Remaining Budget		
<b>WATER</b>						
12031430 W-2022-003 Filtration Bldg Water	630,000	-	8,022	621,978		
	<u>\$ 630,000</u>	<u>\$ -</u>	<u>\$ 8,022</u>	<u>\$ 621,978</u>		
<b>SEWER</b>						
12028130 T-202*-001 Sewer work in Ashphalt contract	100,000	\$ -	0	100,000		
12046030 S-2021-001 Turnbull Court Design	500,000	\$ -	72,466	427,534		
12044130 S-2021-008 WWTP Design Phase II	50,000	\$ -	17,450	32,550		
12050130 S-2023-002 Lagoon Dredging	1,320,000	\$ -	0	1,320,000		
	<u>1,970,000</u>	<u>-</u>	<u>-</u>	<u>1,880,085</u>		
<b>Total Approved</b>	<u>2,600,000</u>	<u>-</u>	<u>97,937</u>	<u>2,502,063</u>		
<b>Carryovers</b>						
Funded from Reserves						
12045030 S-2020-001 Turnbull Court Design	0	0	19,936	(19,936)		
12043430 W-2021-004 Well Development - Quality	-	0	4,894	(4,894)		
	<u>0</u>	<u>0</u>	<u>0</u>	<u>(24,830)</u>		
	<u>2,600,000</u>	<u>-</u>	<u>122,767</u>	<u>2,477,233</u>		
<b>Funding:</b>						
	Total	Operating	Reserves	Borrow	Gas Tax	Grants
Water	630,000	330,000			300,000	
Sewer	1,970,000	370,000		\$ 1,600,000		
	<u>\$ 2,600,000</u>	<u>\$ 700,000</u>	<u>\$ -</u>	<u>\$ 1,600,000</u>	<u>\$ 300,000</u>	<u>\$ -</u>

# Town of Rothesay

2023-04-30

219500-60

Donations/Cultural Support	Budget	Paid to date	
KV3C (in kind)	2,500.00	-	
NB Medical Education Trust	5,000.00		
KV Food Basket	5,000.00	154.04	
Fairweather Scholarship	1,000.00		
Saint John Theatre Company	1,000.00		
Symphony NB	2,500.00		
sub	17,000.00	154.04	
Other:	19,500.00		
Sophia Recovery Centre		5,000.00	
Rothesay High School		250.00	
Special Olympics NB		200.00	
You Can Ride Two		500.00	
KV Girls Softball Association			500 May 2023
RNS - Art Show			500 May 2023
sub	19,500.00	5,950.00	
	36,500.00	6,104.04	
G/L Balance		6,104.04	-
<b>Other:</b>			
Kennebecasis Crimestoppers	2,800.00	2,800.00	Protective Services
PRO Kids	7,500.00	7,500.00	Recreation
	10,300.00	10,300.00	

# TOWN OF ROTHESAY

FINANCE COMMITTEE

June 01, 2023

In attendance:

Mayor Nancy Grant

Deputy Mayor Matt Alexander

Councillor Don Shea

Councillor Helen Boyle

Town Manager John Jarvie

Treasurer Doug MacDonald

Financial Officer Laura Adair

The meeting was called to order at 8:31 am.

The agenda was accepted with additions to include Kings County Museum letter, Rental rates at Memorial Centre and Projection WWTF debt . (HB/DS)

The minutes from April 20, 2023 were accepted as presented (NG/DS)

## April Financial Statements

- a) **General Fund** – Treasurer Doug MacDonald reviewed April Statements, nothing out of the ordinary. Variance report explained any significant differences.
- b) **Utility Fund** – Treasurer Doug Macdonald reviewed statement, variance explained in previous month. Turnbull sewer capital project is awaiting permission from the Province to allow pipes under wetlands to be relined. Wastewater Treatment will proceed once grants and loans are approved.

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

## Donation Requests – 2023 Summary

- a) **Fundy Gymnastics -**
- b) **Port City Elite -**  
a & b ) the committee agreed to maintain Memorial Centre rental rates as per the policy with no exceptions (DS/NG)
- c) **Ball Hockey** – It was agreed **to recommend to council to donate Rothesay rink rental rate credit of \$1,000**
- d) **Rothesay Elementary Fun Run** – It was agreed **to approve a donation of \$250 from the Mayor’s budgeted funds**
- e) **Kings County Museum** – Treasurer, Doug MacDonald to inquire with Director of Recreation, Charles if any Rothesay items could be donated for silent auction.

**Assessment Process Change**

Treasurer, Doug MacDonald explained the Province will be changing the method of calculating Property Tax Assessments. GNB will no longer be using future estimates for the upcoming year. Beginning 2025, Property tax assessments will be calculated using sales data previous year (2023) which will be mailed in January instead of October. There could be an impact on the growth in the Town assessment base. Staff will continue to monitor. The memo was accepted for information (DS/HB).

**For Information**

- a) **Bill McGuire Memorial Centre Rental Rates**
- b) **Projection of WWTP Debt** – Revised Debt profile and budget projections submitted to included year 4 (2027).

**Compliance Report**

Compliance report – all items filed

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

**Next Meeting**

Regular Finance Meeting June 22, 2023

The meeting adjourned at 9:30am.

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Deputy Mayor Matt Alexander  
Chairman

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Laura Adair  
Recording Secretary



2023 June 12 Open Session FINAL\_114

# ROTHESAY

## MEMORANDUM



---

TO : Mayor and Council  
FROM : Finance Committee  
DATE : June 8, 2023  
RE : Donation Recommendations

---

The finance committee recommends the following motion re requests to provide discounted meeting space rental fees from Fundy Gymnastics and Port City Elite. As information the rental policy and fee schedule is attached.

Council deny the request for reduced rental fees from Fundy Gymnastics and Port City Elite.

Bill McGuire Memorial Centre

Rental Rates & Information 2022

**FUNDRAISER AND NON-PROFIT GROUPS:** In the past we have had special rates for both bookings. Effective December 1<sup>st</sup>, 2022, if either of these groups call for a booking and request a special rate, they will need to address Council. Their email/letter, addressed to Mayor & Council, must arrive before Wednesday noon leading up to the Council Meeting, these meetings are held the 2<sup>nd</sup> Monday of each month

**DAMAGE DEPOSIT REQUIRED:** A cheque in the amount of \$500, dated the day of your event, is required at time of booking. This cheque will be either mailed back or shredded providing there is no damage to the building. This **MUST** be a cheque (check date to ensure it is the correct date and not the date of booking), no cash or debit accepted for the Damage Deposit

**PAYMENT:** Effective December 2017 50% of the rental fee is due at time of booking and the balance is to be paid in full 60 days prior to the event. No information goes in the calendar until this payment and DD are made. Record in the calendar under their booking the date that the agreement form and all payments have been made

**RENTAL RATES:**

4 Hour Rental	\$250 (HST included)
8 Hour Rental	\$500 (HST included)
Weekend Rate (8am Friday – 12 noon Sunday)	\$1200 (HST included)

**INFORMATION:**

- Hours of operation are 8am – 1am 7 days a week
- 4 and 8 hour rates are not available during the weekends between June 1<sup>st</sup> and October 31<sup>st</sup> inclusive
- The event **must** be completed within the 4 or 8 hour allotted time, this includes set up and take down
- 50% of the rental fee is due upon booking
- 50% of the rental fee is refundable up to 60 days prior to the booking
- Balance owing is due 60 days prior to the event
- Before town staff (Charles or John, they should call ahead to make sure one of them is available) will sign off on the Special Occasion Permit a copy of the renter's liability insurance, along with a receipt for payment, **must** be provided
- Renter is to complete and initial/sign both sides of the agreement form
- Under date of rental please indicate the start and end times of the event
- Always give a copy of the agreement form to the renter
- Under the rental date in the McGuire calendar, indicate the date that the form, DD and payment was received. Also indicate price quoted and the balance owing, if any
- The key fob can be picked up the day before and must be returned no later than 2 days after. Record the key fob number on the McGuire calendar along side the payment information
- GL# 147120-60



2023 June 12 Council Session FINAL 0516



Fundy Gymnastics Club  
18 Enterprise Drive  
Quispamsis, NB, E2G 0A4  
Tel: 506-847-4980  
Email: fundygymnastics@live.ca  
Web: www.fundygymnastics.com

April 20, 2023

Town of Rothesay  
70 Hampton Rd  
Rothesay, NB  
E2E 5Y2

**Attention: Mayor Dr. Nancy Grant and the Town Council**

Your Worship,

I am writing on behalf of Fundy Gymnastics Club to ask if you would kindly consider charging a non-profit rate for the use of the Bill Maguire Centre.

The club has booked the centre for its annual awards celebration for its athlete recognition banquet on Saturday, June 17<sup>th</sup>. We understand that the Council is no longer offering non-profit organizations a reduced rate, which we have benefited from in previous years. In the past, we have paid \$125 for the whole day. It appears that the new published rate is \$500 for 8 Hours (we would need at least 6/7 hours for the setup and the banquet, as we are supported only by the gymnasts' parents.)

A little bit about Fundy Gymnastics Club: we are a globally recognized gymnastics club based in the Kennebecasis Valley. Our winning strategy is adhering to three characteristics that define us as gymnasts: hard work, dedication, and perseverance. By never wavering from these foundations, we've experienced an amazing amount of victories and successes.

Our organization started from the ground up, more than thirty years ago. Much like the development of a gymnast through our growth cycle - recreational, development, competitive - we have overcome many hurdles to be recognized as a powerhouse club. We could not have accomplished this without the support of local area governments. We currently have over 150 Rothesay families enrolled in our spring programs. The \$375 that we would save with a non-profit rate (or the grandfathering of our previous rate), in addition to donations from other local governments, goes a long way in keeping our program cost affordable to many local families.

Thank you for considering our request.

Sincerely,

Nancy Blanton, Gym Manager  
and the Board of Fundy Gymnastics



**Liz Hazlett**

---

**From:** Liz Hazlett  
**Sent:** Wednesday, May 3, 2023 1:55 PM  
**To:** Liz Hazlett  
**Subject:** FW: PCE Port City Elite not-for-profit rental of Bill McGuire Memorial Center

**From:** Jenn Arseneault <[jenn@portcityelite.ca](mailto:jenn@portcityelite.ca)>  
**Sent:** Wednesday, May 3, 2023 11:06 AM  
**To:** Rothesay Info <[rothesay@rothesay.ca](mailto:rothesay@rothesay.ca)>  
**Subject:** PCE Port City Elite not-for-profit rental of Bill McGuire Memorial Center

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

Good Morning,

I am writing on behalf of PCE Port City Elite regarding a rental of the Bill McGuire Memorial Center.

Port City Elite serves as a not-for-profit organization providing affordable access to All Star Cheerleading and tumbling in the heart of Saint John. Opened in December of 2021 by Program Director Allie Gorman, the gym has provided a place of learning and growth for more than 70 youth ages 2+ in Saint John and surrounding areas.

As our season ends and we prepare for the new season to begin, we take time each spring to reflect on accomplishments as a group and to recognize individuals for their triumphs and resilience both on and off the mat. We do this in the form of a year end banquet. This provides us, the Port City Elite staff, an opportunity to celebrate with everyone that makes the season so special – parents/guardians, coaches, athletes, and board members.

Thank you for taking the time to review this letter in consideration of our eligibility for a not-for-profit rate.

Warm Regards,

Jenn Arseneault

Port City Elite – Assistant Program Director



# ROTHESAY MEMORANDUM



---

TO : Finance Committee  
FROM : Doug MacDonald  
DATE : May 12, 2023  
RE : Assessment Process Changes

---

## Recommendation

The committee receive for information.

## BACKGROUND

The Provincial Government has proposed changes to the property assessment process as summarized below:

## Changes underway to modernize property assessment services

11 May 2023

FREDERICTON (GNB) – The provincial government has proposed amendments to the *Assessment Act* to modernize and streamline property assessment services.

“Since 2017, Service New Brunswick has been working with industry colleagues and professional institutes to modernize property assessment services and align New Brunswick with other jurisdictions,” said Service New Brunswick Minister Jill Green, who is also minister responsible for housing. “The changes we are proposing will further enhance the assessment function and align with international best practices by allowing us to capture up-to-date information and generate accurate assessment values for property owners.”

Proposed amendments would change the property assessment valuation date. Beginning in 2025, instead of receiving assessment notices based upon Jan. 1 of the upcoming taxation year, property owners will receive assessment notices based upon Jan. 1 of the preceding year. This change would be fully implemented for the 2025 taxation year, with 2024 being a transition year.

To support this change, all assessment notices will be mailed in January starting with the 2024 taxation year. This change does not require an amendment to the act.

“We are no longer mailing assessment notices in October,” said Green. “Sending notices in January will close the gap from the time property owners receive their assessment notice and tax bill and allows a more accurate reflection of the current state of the property.”

Property owners will have 30 days from the day their assessment notice is sent to request a review of their property’s value. Tax bills will continue to be mailed in March.

Additional information on how properties are assessed [is available online](#).

**ROTHESAY**

TO: Finance Committee  
FROM: Doug MacDonald  
RE: Assessment Process Changes

-2-

May 12, 2023

In my opinion this administrative change, if implemented, results in a one year "pause" in changes to assessed values of properties.

**Comments by property assessment services:** This initiative will not result in a one year pause in assessed values to properties. As indicated in the information sessions, we have an additional 6 months of sales data to be analyzed for the 2025 municipal base that will not be included in the 2024 municipal base. The new timeline also provides the potential increase in re-inspections which will improve the accuracy of valuation.

Presently property value notices are issued in the fall of a year using estimated values as at January 1<sup>st</sup> of the next year. Under the current system, the notice issued in October 2024 would be based upon a value as at January 1, 2025. The aggregate values are used to determine the Municipality's 2025 taxation base for budgeting and rate setting purposes.

As we understand the proposed revisions property values will be issued in January using the previous year's assessed values. Therefore, the notice issued in January 2025 will be based upon a value on January 1, 2024.

The aggregate values are used to determine the Municipality's 2025 taxation base for budgeting and rate setting purposes. Therefore, the town's assessment base for 2024 AND 2025 will be calculated using the same values (ie the Jan 2024 value)

**Comments by property assessment services:** As indicated above, the values will not be the same, for Market Adjustments, Sales Analysis for 2025 will be included up until December 31, 2023. For 2024, sales are included up until June 2023. This will result in revised market adjustment factors for 2025 based on full year data.

We would still receive credit for any new construction, renovations, etc. but not for any change to market values.

**Comments by property assessment services:** There is an additional sales date that will be included in the 2025 base that will have an impact on market value. Using the 2023 values as an example (from the attached report) Rothesay had an increase in assessment value of 10.55% in 2023 however only 0.68% of that increase was the result of new construction. If the revised process had been in place in 2023 our assessment based would only have increased by \$10.3 million.

This one change would have resulted in an approximately \$1.9 million reduction in assessment revenue to the town and/or the need to have increased the tax rate by thirteen cents.

**ROTHESAY**

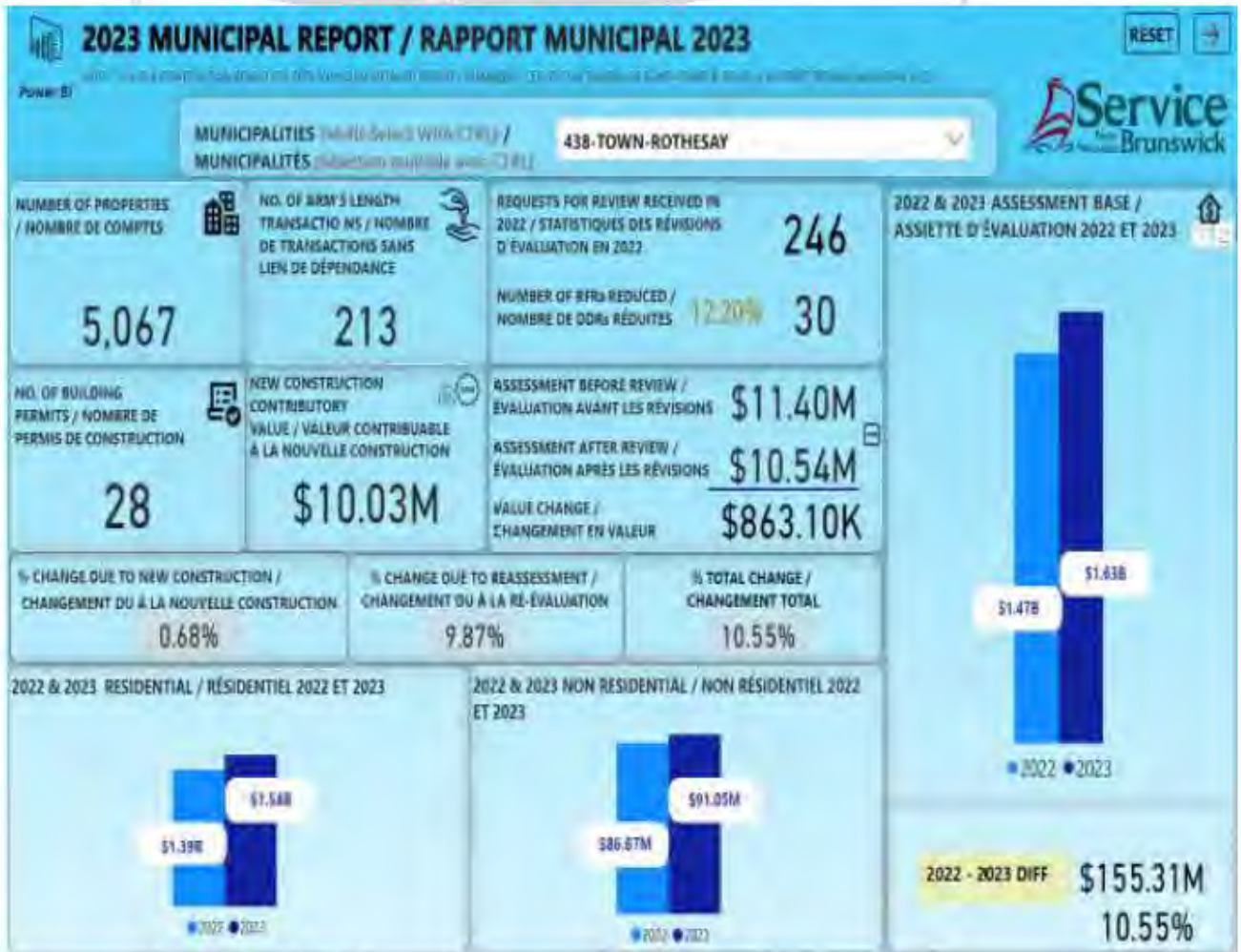
TO: Finance Committee

FROM: Doug MacDonald

RE: Assessment Process Changes

-3-

May 12, 2023





News

## News Release

Service New Brunswick

### **Changes underway to modernize property assessment services**

11 May 2023

FREDERICTON (GNB) – The provincial government has proposed amendments to the *Assessment Act* to modernize and streamline property assessment services.

“Since 2017, Service New Brunswick has been working with industry colleagues and professional institutes to modernize property assessment services and align New Brunswick with other jurisdictions,” said Service New Brunswick Minister Jill Green, who is also minister responsible for housing. “The changes we are proposing will further enhance the assessment function and align with international best practices by allowing us to capture up-to-date information and generate accurate assessment values for property owners.”

Proposed amendments would change the property assessment valuation date. Beginning in 2025, instead of receiving assessment notices based upon Jan. 1 of the upcoming taxation year, property owners will receive assessment notices based upon Jan. 1 of the preceding year. This change would be fully implemented for the 2025 taxation year, with 2024 being a transition year.

To support this change, all assessment notices will be mailed in January starting with the 2024 taxation year. This change does not require an amendment to the act.

“We are no longer mailing assessment notices in October,” said Green. “Sending notices in January will close the gap from the time property owners receive their assessment notice and tax bill and allows a more accurate reflection of the current state of the property.”

Property owners will have 30 days from the day their assessment notice is sent to request a review of their property’s value. Tax bills will continue to be mailed in March.

Additional information on how properties are assessed is available online.

11-05-23



# ROTHESAY

AGE FRIENDLY ADVISORY COMMITTEE

Common Room, Rothesay Town Hall

Tuesday, May 16, 2023 at 10 am



**PRESENT:** MAYOR NANCY GRANT, *ex-officio member*  
COUNCILLOR HELEN BOYLE  
DIANE O'CONNOR, CHAIRPERSON  
WILLA MAVIS, VICE CHAIRPERSON  
DR. SHAWN JENNINGS  
JILL JENNINGS  
NANCY HASLETT  
DIANNE TAYLOR

DRAFT

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

**ABSENT:** ROBERT TAYLOR  
SAMAH MAGHLAWY  
ANGELA MORSE

TOWN MANAGER JOHN JARVIE

Chairperson O'Connor called the meeting to order at 9:59 am.

## 1. APPROVAL OF AGENDA

**MOVED** by N. Haslett and seconded by Vice Chairperson Mavis the agenda be approved as circulated.  
**CARRIED.**

## 2. ADMINISTRATION

### 2.1 2023 Meeting Dates

**MOVED** by D. Taylor and seconded by Counc. Boyle the meeting dates schedule be approved as circulated.

**CARRIED.**

### 2.2 Amendment to By-law 2-14 Schedule B – Standing Committees

K. Duffley explained to the members the memo that was prepared by Town Clerk Banks. Obtaining a quorum has been a challenge on occasions and the recommendation is to reduce from 10 to 8 for the minimum number of appointments to the Committee. It is a minimum only and will have no effect on the members' current appointment terms. K. Duffley indicated that it was approved through Council on May 8, 2023.

**MOVED** by N. Haslett and seconded by J. Jennings to receive and file.

**CARRIED.**

**3. APPROVAL OF MINUTES****3.1 Meeting minutes of April 18, 2023**

**MOVED** by N. Haslett and seconded by Counc. Boyle the minutes of April 18, 2023, be adopted as circulated with the modification on page 4 as follows: to replace “Sandy Bergeron” with “Cindy Bergeron”.

**CARRIED.**

**4. DECLARATION OF CONFLICT OF INTEREST**

N/A

**5. DELEGATIONS**

N/A

**6. REPORTS AND PRESENTATIONS****6.1 Age-Friendly Programming Update**

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**Rothesay Hive Programming**

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**What's Going On:**

- On May 4<sup>th</sup>, we hosted High Tea at the Rothesay Hive in honor of King Charles's Coronation. We had 25 people attend the event and enjoyed meeting new and old friends over good food and drinks.
- RHS Students will be joining us for two sessions of Cribbage at the Rothesay Hive this May.
- Darlene Baker – Artist in Residence will be at the Rothesay Hive tomorrow May 17<sup>th</sup> at 1:30 pm for our Coffee and Chat, she will also be joining us for the Coffee and Chat on June 13<sup>th</sup>.
- The new Walking Group started at the Rothesay Hive in May. Diane O'Connor is leading the group. No charge for participants.
- Garden Club met for the first time on Friday, April 28<sup>th</sup>. They have decided to grow carrots, beets, beans, tomatoes, and leaf lettuce. No charge for participants.

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**Rothesay Hive Members**

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**Rothesay Hive Facebook Group:** 644 members.

**Rothesay Hive Members as of now in 2023:** 102 members.

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**Renforth Seniors Exercise Classes**

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The Renforth Seniors Exercise Classes remain popular. The class is still being offered at the Bill McGuire Centre on Mondays and Wednesdays from September to June each year. The last class will be on June 14<sup>th</sup>.

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## **Zoomers on the Go**

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The Zoomers on the Go program will continue at the Bill McGuire Centre for the month of April – June on Tuesday and Friday from 9:30 am – 10:30 am. The class currently has a waitlist. This program is run by UNC Cellab.

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## **Saint John Newcomers Centre Programs**

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

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## **June 1 – Intergenerational Day**

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The Rothesay Hive will host another event for June 1<sup>st</sup> for Intergenerational Day. This year will not be as formal of an event, instead we will be having a casual open house. The event would be on Thursday afternoon.

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## **7. UNFINISHED BUSINESS**

### **7.1 Rothesay Hive Member Feedback Survey**

K. Duffley indicated that she sent the Rothesay Hive Member Feedback Survey on May 8<sup>th</sup>, and it will close on May 31<sup>st</sup>. She informed the Committee that 23 people have completed the survey as of now. She will present the data at the next Committee meeting.

### **7.2 Age Friendly Wellness Fair**

K. Duffley explained to the Committee that she met two weeks ago with K. Flood, Chairperson O'Connor, and N. Haslett to discuss the possibility of hosting an Age Friendly Wellness Fair in the springtime of next year. Potentially a weekday or a weekend and hopefully at the Rothesay Arena. Should they be interested in joining the organizing committee to please let her know.

They will also connect with Quispamsis to seek their interest in participating together.

Chairperson O'Connor explained to the Committee members her experience in organizing Expo 50+ Wellness events prior to COVID. The health check with blood pressure, glucose and cholesterol was a big hit, but the province is not financially supportive of that any longer.

Wellness fairs are important because they bring the community together not only for health but also for socializing.

K. Duffley indicated that Hampton just held this month their first Wellness Fair for their community.

K. Flood advised the Committee that the event should not coincide at the same time as Quispamsis. This is the reason why they are proposing in the Spring next year.

The Committee discussed ways to promote Rothesay Hive during the event, such as having a booth to distribute pamphlets, inform all their activities, etc. The event should be age friendly and for everyone.



Chairperson O'Conner informed that she sent an email to Paulette Haynes, from Hampton, to ask her if she could report back to her about what went well and if she would do differently.

K. Duffley reiterated that one of the action items of Age Friendly Advisory Committee is the community outreach and do it annually.

N. Haslett suggested holding this kind of event every 6 months. One large event in the Spring at the arena and a smaller one at Bill McGuire Centre.

The Committee talked about the budget and obtaining donations. They will reach out to nursing schools and pharmacies to seek their interest in offering checkups for blood pressure and glucose levels. The event would be free of charge for everyone.

Mayor Grant inquired why the organizing committee was considering hosting the event at the Rothesay Arena and not at the Bill McGuire Centre. K. Duffley noted that it was due size of the location to support the numerous booths they are interested in having at the event.

#### **8. CORRESPONDENCE FOR ACTION**

N/A

#### **9. NEW BUSINESS**

N/A

#### **10. CORRESPONDENCE FOR INFORMATION**

N/A

#### **11. DATE OF NEXT MEETING**

The next meeting is tentatively scheduled for Tuesday, June 20<sup>th</sup> at 10 am.

#### **12. ADJOURNMENT**

**MOVED** by Vice Chairperson Mavis and seconded by Counc. Boyle the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 10:25 am.

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CHAIRPERSON

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RECORDING SECRETARY



2023 June 12 Open Session FINAL\_126

# ROUTESAY

## PARKS AND RECREATION COMMITTEE MEETING

Tuesday, May 16, 2023

6:30 p.m.



**DRAFT**

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

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

**ABSENT:** COLIN BOYNE  
DR. JF LEGARE  
JON MCEACHERN

Counc. Boyle arrived at 6:43 p.m.

The meeting was called to order at 6:44 p.m.

### 1. APPROVAL OF AGENDA

**MOVED** by S. Jennings and seconded by Counc. Boyle the agenda be approved as circulated.

**CARRIED.**

### 2. APPROVAL OF MINUTES

2.1 Meeting minutes of March 21, 2023

**MOVED** by Counc. Boyle and seconded by S. Jennings meeting minutes of March 21, 2023, be approved as circulated.

**CARRIED.**

### 3. DECLARATION OF CONFLICT OF INTEREST

N/A

### 4. DELEGATIONS

N/A

### 5. REPORTS & PRESENTATIONS

N/A

### 6. UNFINISHED BUSINESS

N/A

### 7. CORRESPONDENCE FOR ACTION

N/A

### 8. NEW BUSINESS

8.1 Parks and Recreation Update

16 May 2023

Report from DRP Jensen/RCC Flood/AFCC Duffley

## Parks (DRP Jensen)

- Soccer and baseball fields opened on May 8<sup>th</sup>. Rothesay attempts to open the fields as soon as possible (weather permitting).
- Wells Recreation Park's new baseball field opened on May 15<sup>th</sup>. The new mound has been completed and the first practice on the new field will be this week.
- Work continues on the new Wells Community Building. DRP Jensen reported that he attended a site meeting last week and they are optimistic that the building will be completed by July 1<sup>st</sup>.
- The new Pickleball courts are anticipated to be completed by July 1<sup>st</sup>. Fencing is holding up the work as they need to have the poles in place prior to completing the paving and plexipave surface.
- Eight parks students are now working for the summer. They are busy with mowing and working at the greenhouse to prepare plants to go into the ground and in pots later on in June.

## Recreation (RCC Flood)

- 11 playground counselors have been hired this year. Due to the increased number of participants an extra counselor has been hired for the summer.
- Rothesay Playground Programs will run from June 26<sup>th</sup> until August 25<sup>th</sup> at KPark Elementary School, Rothesay Park Middle School, and Wells Recreation Park. Registration will open soon and will be available online. In previous years registration was completed at Town Hall. Parents will be able to pay online by credit card, which is expected to be more convenient.
- KPark and Renforth Beaches will open on June 26<sup>th</sup> and will close at 5pm on August 25<sup>th</sup>. Swimming lessons are planned to be offered at both beaches.
- Planning is underway for Rothesay's Canada Day celebrations. Events will take place on Saturday, July 1<sup>st</sup> from 12:00 – 3:00pm at the Rothesay Common. A larger crowd is expected this year because of Canada Day being on a Saturday.
- All the plots at the Scribner Community Garden are full.
- Outdoor exercise classes will be happening this summer, both sunset yoga and a new program - outdoor spin classes.
- KV Walkers 12 weeks 12 walks will be happening again this summer in July and August.
- A Celebration event will be hosted for the opening of the Wells Community Building, new baseball field, and Rothesay's 25<sup>th</sup> anniversary. More details to come later.

S. Jennings asked if any inquiries about accessibility on beaches for persons with disabilities had been received by the Rothesay Recreation Department. RCC Flood reported that she had not received any, however, at one point the accessible walkways to the water had been investigated but were not pursued. DPR Jensen noted that Quispamsis has Mobi-Chairs that are used at Meenan's Cove. S. Jennings noted that the Mobi-Chairs were built by the KV Committee for Disabled Persons. It was unknown how often the chairs are used.

## Age Friendly (AFCC Duffley)

- The Rothesay HIVE had a very successful event "High Tea" on May 4<sup>th</sup>. Tea, coffee, sandwiches, and treats were served to 25 Rothesay HIVE members.
- A new walking club called the "Walkie Talkies" also started in May. The club is volunteer lead and will be happening every Friday at 9:00am.
- The Rothesay HIVE will be hosting an Open House for Intergenerational Day on June 1<sup>st</sup>.
- A survey was sent out to get feedback from the Hive membership on May 8<sup>th</sup>. The survey closes on May 31<sup>st</sup>.

- RHS students will be at the HIVE for two sessions in May to play Cribbage.
- Rothesay HIVE Facebook Group: 642 Members
- Rothesay HIVE Registered Members 2023: 101 Members
- The Renforth Senior Exercise Classes remain popular at the Bill McGuire Centre. The last class for the season will be on June 14<sup>th</sup> and then the classes will start again in September 2023.

H. Young asked when the Rothesay Hive was opened. AFCC Duffley noted that the Rothesay Hive opened in May 2019 and was run by the YMCA. The Rothesay Hive closed in March of 2020 due to the pandemic. The Rothesay Recreation Department took over the Rothesay Hive and reopened in November 2020.

Counc. Boyle inquired about the Wells Community Building Celebration. DPR Jensen reported that there would be a celebration for the opening of the building and ball field, dates to be determined. Also, there would be a celebration for the opening of the new Pickleball courts. Official announcements to be determined with all levels of government.

## 8.2 RFP Rothesay Parks and Recreation Master Plan

DPR Jensen noted that the last Rothesay Recreation Master Plan was completed in 2009. The RFP was opened in late March/early April. Three responses were received for the RFP. The application put in by Trace Planning and Design had more experience and information provided. The application of Trace Planning and Design was accepted at the last council meeting. DPR Jensen met with the head of Trace Planning and Design to discuss the process. More meetings will be scheduled in the future, including with the Parks and Recreation Committee and various community groups. He noted that Trace Planning and Design completed the Recreation Master Plan for the town of Quispamsis and would be presenting their final report this evening. The Master Plan document will be publicly available soon. The final document for Rothesay would be required by November 20, 2023. Counc. Boyle noted that it would be beneficial to review the Quispamsis document. H. Young noted that the quotes were very close in amounts.

TM Jarvie noted that a new study will be required on demands for ice surface usage in the region. The Province of New Brunswick has informed Rothesay and Saint John that in order to receive funding for Arenas a regional study on ice surface demands will be needed. TM Jarvie noted that this will be brought to the Regional Service Commission. It is hoped that funding will be found to cover the cost of this study. The anticipated costs for the study are around \$30,000 - \$35,000. The Province of New Brunswick has expressed that population growth is one of their focuses for funding projects. If there was population growth, then there would be a demonstration of the need for more facilities. However, neither Rothesay nor Saint John are requesting additional facilities, instead they are asking for replacement of current facilities to keep supporting the current need. Current population growth in the area is largely attributed to Newcomers. The Province of New Brunswick's rationale that Newcomers would not increase the demand for ice surface usage was questioned.

## 8.3 Melanoma/Skin Cancer Awareness (Sunscreen Dispensers)

The Committee discussed the proposal to participate in the Save Your Skin Foundation's pilot program to have sunscreen dispensers in the community. A total of four dispensers would be available to install within the community. The Save Your Skin Foundation was supposed to make

a presentation to Town Council at the last council meeting, however they ran into technical difficulties. DPR Jensen shared that he had sent along a few questions to the organizer of the pilot to get more information. Save Your Skin Foundation would provide the dispensers and the product to refill them during the pilot. However, it would be up to the municipality to refill the dispensers and bring them in at night if required to avoid vandalism. Dispensers could be either mounted to a wall or installed on stands. The pilot program would run for two years, after which if it was successful, Rothesay would be responsible for purchasing products to refill the stations, maintenance, and handling the stations into the future.

The Committee discussed various issues with having the dispensers, including personal sunscreen preferences, allergies, awareness, vandalism, staffing to manage the dispensers, usage, break down of the product due to heat or cold, clutter, liability, and complaints. Multiple potential locations were discussed for the location of a dispenser, including beaches, Wells Community Building, Rothesay Common, Playground Programs, and washrooms. The Committee also discussed the benefits of having the dispensers in the community, including bringing awareness to wearing sunscreen, prevention, and providing sunscreen for those who might not be able to afford it or forgot it. Posters or brochures sharing why the dispensers were installed were discussed as well.

The Committee decided that it would be best to have the Save Your Skin Foundation present to them as they had too many concerns and questions that would need to be addressed before going ahead with the pilot project. DPR Jensen will ask Save Your Skin Foundation to present at the next committee meeting.

#### 8.4 Artist-in-Residence

RCC Flood shared with the Committee that Darlene Baker would be in Rothesay this summer as an artist-in-residence. She will be at the Rothesay HIVE tomorrow, May 17<sup>th</sup> to chat with Rothesay HIVE members. She would also be at Canada Day, Artist in the Park, Playground Programs, and would have an Exhibit at the Rothesay HIVE to showcase her work. Her biography and information are posted to the Rothesay website. More details to come.

#### 8.5 Able Sail

S. Jennings reported that someone has asked him for his assistance with bringing Able Sail here to Rothesay. Able Sail is an opportunity for persons with disabilities to sail. Able Sail has been in Shediac for nearly 40 years. The Shediac Able Sail and Rothesay Yacht Club are both willing to help make this happen in the Rothesay Community. S. Jennings was unsure if this was something that would be under Rothesay Recreation Department, however, he has shared with them that there are opportunities to apply for grant money as a lift and accessible sailboat would need to be purchased to make the program happen here. S. Jennings is going to bring the idea to the KV Committee for Disabled Persons to see if there is any interest in the potential program to confirm if they would be actively used. DPR Jensen agrees that would be a good initiative.

### 9. CORRESPONDENCE FOR INFORMATION

N/A

### 10. DATE OF NEXT MEETING

The next meeting is scheduled for Tuesday, June 20, 2023.

**ROTHESAY**

Parks and Recreation Committee **2023 June 12 Open Session FINAL\_130**

Minutes

-5-

16 May 2023

**DRAFT**

**11. ADJOURNMENT**

**MOVED** by S. Jennings and seconded by Counc. Boyle the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 7:22 p.m.

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CHAIRPERSON

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RECORDING SECRETARY



**ROTHESAY**  
**2023 June 12 Open Session FINAL 131**  
**WORKS AND UTILITIES COMMITTEE MEETING**  
**Rothesay Town Hall Common Room**  
Wednesday, May 17<sup>th</sup>, 2023  
**5:30 p.m.**



**PRESENT:** DEPUTY MAYOR ALEXANDER, CHAIRPERSON COUNCILLOR  
STEPHEN ROSENBERG  
CYNTHIA VANBUSKIRK  
DAVE BROWN  
SARAH RICHARDS  
GEORGE THAMBI

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

**DRAFT**

**ABSENT:** SHAWN CARTER, VICE CHAIRPERSON

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

**1. ELECTION OF OFFICERS**

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

Town Manager Jarvie called three times for nominations from the floor for Vice Chairperson. C. Vanbuskirk nominated S. Carter as Vice Chairperson, seconded by Councillor Brown. There being no other nominations, S. Carter was elected Vice Chairperson by acclamation.

**2. APPROVAL OF AGENDA**

**MOVED** by Councillor Brown and seconded by S. Richards the agenda be approved.

**CARRIED.**

**3. APPROVAL OF MINUTES**

3.1 Regular Works and Utilities Committee meeting of April 19<sup>th</sup>, 2023

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

**CARRIED.**

**4. DECLARATION OF CONFLICT OF INTEREST**

N/A

**5. DELEGATIONS**

N/A

**6. REPORTS & PRESENTATIONS**

N/A

**7. UNFINISHED BUSINESS**

## 7.1 Capital Projects Summary

**RECEIVED FOR INFORMATION.**

## 7.2 Solid Waste Tonnage Report

**RECEIVED FOR INFORMATION.**

## 7.3 Speed Radar Signs Report

**RECEIVED FOR INFORMATION.****8. CORRESPONDENCE FOR ACTION**

8.1 22 April 2023 email from resident RE: Sheryl Drive  
DO McLean explained that Sheryl Drive is a private road.

**MOVED** by Councillor Brown and seconded by S. Richards a letter be sent to the individual acknowledging their concerns and letting the resident know a Private Lane policy is under discussion.

**CARRIED.**

8.2 22 April 2023 email from resident RE: Sheryl Drive Road Work  
DO McLean explained that Sheryl Drive is a private road.

**MOVED** by Councillor Brown and seconded by S. Richards a letter be sent to the individual acknowledging their concerns and letting the resident know a Private Lane policy is under discussion.

**CARRIED.**

8.3 11 May 2023 email from resident RE: Parking on Shadow Hill Court  
Parking is included in the traffic by-law and any revision to the traffic by-law has to be approved by the Registrar of Motor Vehicles, therefore, any changes to the parking regulations have to be approved by the Registrar. DO McLean would like to have a Parking By-Law taken out of the Traffic By-Law as its own By-Law. In order to do this, staff will explore the possibility of the By-Law officer having access to vehicle license plate data in order to issue tickets for parking violations.

**MOVED** by Councillor Brown and seconded by S. Richards a letter be sent to the individual acknowledging their concerns and letting the resident know the Town is looking into the matter.

**CARRIED.****9. NEW BUSINESS**

N/A

**10. CORRESPONDENCE FOR INFORMATION**

## 10.1 Discussion – Traffic By-Law – Winter Traction Tires

DO McLean explained that this bylaw clause does not mean that you have to have winter tires on your vehicle to drive through Rothesay in the wintertime, but it does mean that if you choose to not have winter tires and you cause an accident, you maybe liable for a ticket. Councillor Brown stated that if there has never been a ticket issued under this clause, then there is no use for that clause of the Traffic By-Law to exist. DO McLean suggested the Town advertise in the fall to let residents know of this Traffic By-Law clause.



The Committee recommended Council prepare a letter to the Minister of Public Safety and explain the Town of Rothesay's Traffic By-law (Winter Traction Tires clause) and express interest in seeing regulation throughout the province. The Committee also suggested that staff have a discussion with the KRPF about the Town's Traffic By-law (Winter Traction Tires clause).

**MOVED** by Councillor Brown and seconded by S. Rosenberg the Works and Utilities Committee recommends Council send a letter to the Minister of Public Safety and have a discussion with the KRPF about the Town's Traffic By-law (Winter Traction Tires clause).

**CARRIED.**

#### 10.2 Discussion – Parking By-Law

Parking is included in the Traffic By-Law and any revision to the Traffic By-Law has to be approved by the Registrar of Motor Vehicles, therefore any changes to the Parking By-Law has to be approved by the Registrar. DO McLean would like to have a Parking By-Law taken out of the Traffic By-Law as its own By-Law and explore the possibility of the By-Law officer issuing tickets for parking violations. The Committee proposed a recommendation to Council to look into having a Parking By-Law separate from a Traffic By-Law.

**MOVED** by Councillor Brown and seconded by S. Richards the Works and Utilities Committee recommends Council direct staff to explore the creation of a separate Parking By-Law.

**CARRIED.**

#### 10.3 Update on asphalt contract

The Asphalt Resurfacing project was put on hold until next year as the bids were significantly over budget.

#### 10.4 Update on Highway Signage

DO McLean stated no approval has been received from NBDTI for the permit.

#### 10.5 Update on Grove/Hampton Traffic Lights

The Committee discussed the long delays in receiving the signal infrastructure. DO McLean recommended ordering items before tender is posted in the future in an attempt to deal with similar supply chain issues.

#### 10.6 Circular Materials Summary - provided by Town Manager Jarvie

Town Manager Jarvie started off the discussion by saying Circular Materials is a company made up of the large retailers and manufacturers that generate packaging material. This company was formed because provinces are establishing legislation that requires them to be responsible for the material they generate. Circular Material will be responsible for collecting packaging material which includes styrofoam, plastics, glass at the curb.

The company can do this two ways:

1. Take responsibility for the cost of the Towns system and the system can be expanded, or
2. Setup their own system to collect.

The overlap to most of what the Town collects for recycling would be included in what this company picks up, so Circular Materials would pick up the cost of portion of Fero contract that is responsible for the recycling, if option #1 was the preferred method of collection.

10.7 2023 10 Year Fleet Replacement Schedule Update – Spreadsheet prepared by DO McLean  
DO McLean created a plan to determine what the new annual spend should be and to get back on track to maintain a fleet less than 10 years. a plan was made to replace equipment older than 10 years.

**11. DATE OF NEXT MEETING:**

Wednesday, June 21<sup>st</sup>, 2023

**12. ADJOURNMENT**

**MOVED** by Councillor Brown and seconded by G. Thambi the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 7:15pm

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CHAIRPERSON

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RECORDING SECRETARY



2023 June 12 Open Session FINAL\_135

# ROTHESAY

## MEMORANDUM



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TO : Mayor and Council  
FROM : Works & Utilities Committee  
DATE : May 17, 2023  
RE : Traffic By-Law – Winter Traction Tires

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**Background:**

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, May 17, 2023:

**MOVED** ... and seconded ... the Works and Utilities Committee recommends Council send a letter to the Minister of Public Safety and have a discussion with the Kennebecasis Regional Police Force (KRPF) about the Town's Traffic By-law (Winter Traction Tires clause).

**CARRIED.**



2023 June 12 Open Session FINAL\_136  
**ROTHESAY**  
**MEMORANDUM**



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TO : Mayor and Council  
FROM : Works & Utilities Committee  
DATE : May 17, 2023  
RE : Parking By-Law

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**Background:**

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, May 17, 2023:

**MOVED** ... and seconded ... the Works and Utilities Committee recommends  
Council direct staff to explore the creation of a separate Parking By-Law.

**CARRIED.**



**ROTHESAY**  
2023 June 12 Open Session FINAL\_137  
PLANNING ADVISORY COMMITTEE MEETING  
**Rothesay Town Hall Common Room**  
**Monday, June 5, 2023 at 5:30 p.m.**



**PRESENT:** COUNCILLOR DON SHEA, CHAIRPERSON  
KELLY ADAMS  
TRACIE BRITTAIN  
JOHN BUCHANAN  
RALPH FORTE  
MATTHEW GRAHAM, VICE-CHAIRPERSON (*arrived at 5:45 p.m.*)  
COUNCILLOR TIFFANY MACKAY FRENCH

**DRAFT**

TOWN MANAGER JOHN JARVIE (*arrived at 5:40 p.m.*)  
DIRECTOR OF PLANNING/DEVELOPMENT (DPDS) BRIAN WHITE  
PLANNING INTERN ZACHARY VANDERHYDEN  
RECORDING SECRETARY LIZ HAZLETT

**ABSENT:** CHRISTIANE VAILLANCOURT

TOWN CLERK MARY JANE BANKS

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

**1. APPROVAL OF THE AGENDA**

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

**CARRIED.**

**2. ADOPTION OF MINUTES**

2.1 Regular Meeting of May 1, 2023

**MOVED** by R. Forte and seconded by T. Brittain the Minutes of May 1, 2023 be adopted as circulated.

**CARRIED.**

**3. DECLARATION OF CONFLICT OF INTEREST**

N/A

**4. NEW BUSINESS**

4.1 **70 Longwood Drive**

**Denessa Pollock**

OWNER:

Denessa Pollock

PID:

30078562

PROPOSAL:

Home Occupation

The applicant, Ms. Pollock, was in attendance. DPDS White advised the request is for approval to operate a Home Occupation (general contracting) from 70 Longwood Drive (PID 30078562).

DPDS White summarized the report, noting the application originated from a complaint about equipment and trailers stored in the front yard and driveway. Staff agree that this is not conducive to a residential neighbourhood. However, it is believed a home occupation could be possible as long as the applicant adheres to the recommended conditions (vehicles bearing signage parked in the garage, the utility trailer stored in the side yard and screened in a fenced area, and no other commercial equipment on the property).

Should the application be approved, DPDS White clarified: there will be no change to the exterior of the dwelling unit; materials and tools will be stored in the utility trailer behind a fence; the truck bearing the company's logo will be parked in the garage; the office will be located in the basement; the nature of the business does not require customer visits to the property; and Ms. Pollock and her partner are the employees. He added approval can be revoked at any time should complaints arise or the applicant fails to comply with the conditions.

The Committee inquired about: the fence, revoking approval, polling, and the existing state of the property.

Ms. Pollock mentioned the truck will be primarily parked in the garage; the fence has not been constructed, but she is amenable to setting a reasonable deadline (two months); the business was in the process of securing offsite storage when the complaint was received; the intent is to move all equipment offsite which will occur as the business progresses; and the other equipment has been removed from the property and only the truck and utility trailer remain.

DPDS White advised: if approval should need to be revoked this will be a responsibility of Council; polling was conducted and concerns were expressed about the equipment; however, calls received suggest residents would be amenable as long as the residential character of the neighbourhood is upheld; and if approved, enforcement will be monitored by staff.

Town Manager Jarvie arrived at the meeting.

There was a brief discussion about a proposed timeline for installation of the fence. DPDS White advised a two month deadline could be included as a condition of approval.

T. Brittain mentioned homeowners are able to store personal property such as boats, ski-dos, dirt bikes, and utility trailers in their front yard, and asked how this is different. DPDS White advised the Zoning By-law does not permit storage of some of these items in the front yard. He noted intensity of use must also be considered, for example it could be argued storage of the mini-excavator, float trailer, contractor's trailer, towable salt spreader, and pick-up truck in the front yard was an intense commercial use of a residential property.

J. Buchanan asked if there are children in the neighborhood. K. Adams mentioned, and Ms. Pollock confirmed, it is a densely populated area with children. Ms. Pollock added she has two children at home.

M. Graham arrived at the meeting.

**MOVED** by T. Brittain and seconded by R. Forte the Planning Advisory Committee hereby grants approval to operate a general contracting and property maintenance company as a Home Occupation from 70 Longwood Drive (PID 30078562) with the following conditions:

- A. Vehicle(s) bearing signage with respect to the home occupation shall be primarily parked in the garage;
- B. The utility trailer bearing a sign with respect to the home occupation is stored in a fenced area along the side yard screened from the public street and abutting neighbours;



- C. No *other* commercial equipment, *including but not limited to*, ~~inclusive of~~ a mini-excavator, float trailer, towable salt spreader, etc. shall be parked on the property; *and*
- D. *Completion of the fence will occur within 60 days.*

**Amending motion:**

**MOVED** by R. Forte and seconded by J. Buchanan condition C be reworded to read as follows: “no other commercial equipment, including but not limited to, a mini-excavator, float trailer, towable salt spreader, etc. shall be parked on the property; and”.

**Amending motion CARRIED.  
MAIN motion as amended CARRIED.**

DPDS White informed the applicant a letter of approval will be sent. Ms. Pollock thanked the Committee and left the meeting.

**5. OLD BUSINESS**

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**TABLED ITEMS**

**Tabled February 5, 2018 – no action at this time**

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

**Tabled September 8, 2020 – no action at this time**

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

**Tabled October 3, 2022 – no action at this time**

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

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**6. CORRESPONDENCE FOR INFORMATION**

N/A

**7. DATE OF NEXT MEETING(S)**

The next meeting will be held on **TUESDAY, July 4, 2023.**

**8. ADJOURNMENT**

**MOVED** by Counc. Mackay French and seconded by T. Brittain the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 5:50 p.m.

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CHAIRPERSON

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RECORDING SECRETARY



2023June12OpenSessionFINAL\_140

# BUILDING PERMIT REPORT

5/1/2023 to 5/31/2023

<b>Date</b>	<b>Building Permit No</b>	<b>Property Location</b>	<b>Nature of Construction</b>	<b>Value of Construction</b>	<b>Building Permit Fee</b>
05/24/2023	BP2022-00119	25 SHERYL DR	WINDOWS	\$2,699.00	\$21.75
05/24/2023	BP2022-00133	63 EDEN DR	FENCE	\$2,000.00	\$20.00
05/24/2023	BP2023-00006	118 HAMPTON RD	INTERIOR RENOVATIONS - COMMERCIAL	\$13,500.00	\$101.50
05/11/2023	BP2023-00017	32 FRANCIS AVE	IN GROUND POOL	\$100,000.00	\$725.00
05/08/2023	BP2023-00029	2717 ROTHESAY RD	SINGLE FAMILY	\$575,000.00	\$4,168.75
05/24/2023	BP2023-00035	10 ELLIS DR	DETACHED GARAGE	\$15,000.00	\$108.75
05/08/2023	BP2023-00046	52 ELIZABETH PKWY	FENCE	\$4,000.00	\$29.00
05/31/2023	BP2023-00047	15 PARKDALE AVE	WINDOWS	\$7,000.00	\$50.75
05/01/2023	BP2023-00049	13 GLEN AVE	STORAGE SHED	\$9,000.00	\$62.25
05/01/2023	BP2023-00050	9 CHARLES CRES	FENCE	\$1,000.00	\$20.00
05/05/2023	BP2023-00052	5 KENT ST	STORAGE SHED	\$6,000.00	\$43.50
05/25/2023	BP2023-00053	14 JONES AVE	STORAGE SHED	\$4,000.00	\$29.00
05/08/2023	BP2023-00054	10 CAPRI AVE	ACCESSORY STRUCTURE	\$3,500.00	\$29.00





## BUILDING PERMIT REPORT

5/1/2023 to 5/31/2023

<b>Date</b>	<b>Building Permit No</b>	<b>Property Location</b>	<b>Nature of Construction</b>	<b>Value of Construction</b>	<b>Building Permit Fee</b>
05/09/2023	BP2023-00058	9 COLLEGE HILL RD	STORAGE SHED	\$2,100.00	\$21.75
05/12/2023	BP2023-00060	18 STARKEY AVE	RENOVATION	\$18,000.00	\$130.50
05/09/2023	BP2023-00061	2965 ROTHESAY RD	SIDING	\$95,000.00	\$688.75
05/31/2023	BP2023-00062	68 DONLYN DR	RENOVATION	\$125,000.00	\$906.25
05/12/2023	BP2023-00063	38 RIVER RD	ABOVE GROUND POOL	\$5,000.00	\$36.25
05/25/2023	BP2023-00064	1 LINDEN CRES	FENCE	\$4,150.00	\$36.25
05/25/2023	BP2023-00065	9 WATERCREST RD	SIDING AND WINDOWS	\$15,000.00	\$108.75
05/30/2023	BP2023-00067	50 HAMPTON RD	RENOVATION	\$24,000.00	\$174.00
05/29/2023	BP2023-00069	30 HORTON RD	STORAGE SHED	\$9,500.00	\$72.50
05/30/2023	BP2023-00071	24 STEEVES CRES	DECK	\$7,700.00	\$58.00
05/30/2023	BP2023-00073	24 STEEVES CRES	DECK	\$5,000.00	\$36.25



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# BUILDING PERMIT REPORT

5/1/2023 to 5/31/2023

Date	Building Permit No	Property Location	Nature of Construction	<i>Value of Construction</i>	<i>Building Permit Fee</i>
<b>Totals:</b>				<b>\$1,053,149.00</b>	<b>\$7,678.50</b>
<b>Summary for 2023 to Date:</b>				<b>\$8,674,456.00</b>	<b>\$65,470.75</b>

**2022 Summary**

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
<b>Monthly total:</b>	<b>\$456,100.00</b>	<b>\$3,353.25</b>
<b>Summary to Date:</b>	<b>\$2,264,132.00</b>	<b>\$16,525.00</b>

**ROTHESAY****INTEROFFICE MEMORANDUM**

TO : Mayor Grant & Council  
 FROM : John Jarvie  
 DATE : 8 June 2023  
 RE : Capital Project – Status Report

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

	PROJECT	BUDGET	\$ TO 30/04/23*	COMMENTS
2016	General Specification for Contracts	40,000	40%	Draft document under review by staff
2019	Trail & sidewalk connector Wells	\$1.62M	-	Subject to grants; estimate revised to current – land acquisition discussions with Province underway
2021	Secondary Plan road design	50,000	-	Wiljac – design underway
2021	Fire Department Stn 2 Reno	1,250,000	60%	Approved by Municipal Capital Borrowing Board, budget adjustment made and increase approved by both Towns
2022	Intersection improvements Grove Avenue at Hampton Road	475,000	37%	Conduit and pole bases complete, awaiting delivery of poles and signals, expected in June
2022	Turnbull Ct sewer replacement Ph II	\$1.0M	60%	Tender awarded; EIA review underway
2022	Water quantity	100,000		pending
2022	Water model update	100,000		deferred
2022	Wells New Building	\$3.1M	30%	Construction Underway
2022	Hillsview water line replacement	50,000		Preliminary design complete, deferred
2022	2023 Street Resurfacing inc C&S	\$1.225M	3%	Tender rejected
2022	Fleet	750,000		Vacuum Truck has been ordered
2022	Pickle Ball Courts Phase II	150,000		Tender awarded
2022	Recreation Master Plan	60,000		
2023	Works Buildings	85,000	67%	HVAC system installed, external unit installed, removal of hot water piping underway
2023	Parks Equipment	215,000	20%	
2023	Arena Condenser	100,000		
2023	McGuire Centre Repairs	30,000		
2023	Town Hall – HVAC controls	40,000		
2023	IT (software upgrades)	17,000		
2023	Water Treatment Train expansion	630,000	10%	Purchased and on order - April 2024 delivery expected
2023	Lagoon Dredging	\$1.32M		Considered part of the WWTF complex construction in revised funding application
2023	Shadow Hill Court water	400,000		Preliminary design and cost estimates complete
2023	WWTP Phase II design			Pending Funding approval for Revised Concept

\* Funds paid to this date.



# ROTHESAY MEMORANDUM



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TO : Mayor and Council  
FROM : Town Clerk Mary Jane Banks  
DATE : 17 May 2023  
RE : Zoning By-law amendment – Holland Hills  
(PID 00056598) - 48 Unit apartment building

---

**RECOMMENDATION:**

- Council give 1<sup>st</sup> Reading, by Title, to By-law 2-10-34
  
- Council give 2<sup>nd</sup> Reading, by Title, to By-law 2-10-34

**BACKGROUND:**

The application was reviewed by the Planning Advisory Committee (PAC) at its regular meeting on Monday, May 1, 2023. The recommendations are attached.

The Public Hearing was held on Monday, May 15, 2023. In response to an inquiry from Council, attached is an Information Memorandum from DPDS White, in consultation with Chief Boyle, Kennebecasis Valley Fire Department.

Should Council proceed, the By-law and Development Agreement will be on the July 10, 2023 Council agenda for enactment (By-law) and authorization (agreement).

*Original signed by*  
Mary Jane Banks, BComm  
Town Clerk

Attachments: Draft By-law 2-10-34  
Amended Draft Development Agreement  
Recommendations – Planning Advisory Committee  
Memorandum from the Director of Planning and Development Services  
Information Memorandum (Kennebecasis Valley Fire Department)



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**ROTHESAY**  
**MEMORANDUM**



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TO : Mayor and Council  
FROM : Planning Advisory Committee  
DATE : May 3, 2023  
RE : Holland Drive (PID 00056598)

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The Planning Advisory Committee discussed the following motions at its regular meeting on Monday, May 1, 2023:

**MOVED** by K. Adams and seconded by M. Graham the Planning Advisory Committee hereby recommends that Council enact By-law 2-10-34 to rezone land located off Holland Drive (PID 00056598) from Single Family Residential – Standard Zone [R1B] to Multi-Unit Residential (R4) to allow for the development of a 48-unit apartment building subject to the execution of a Development Agreement as amended, in accordance with the Community Planning Act.

**NAY vote recorded from R. Forte.**

**CARRIED.**

**MOVED** by K. Adams and seconded by M. Graham the Planning Advisory Committee recommends that Council authorize the Mayor and Clerk to enter into an agreement, as amended, to allow for the development of a 48-unit apartment building on land located off Holland Drive (PID 00056598).

**NAY vote recorded from R. Forte.**

**CARRIED.**



70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**June 12<sup>th</sup>, 2022**

**TO:** John Jarvie, Town Manager

**SUBMITTED BY:**

Brian White, Director of Planning & Development Services  
Friday, June-09-23

**DATE:**

**SUBJECT:** Holland Hills – KVFD Review

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### **INFORMATION ONLY**

#### **ORIGIN**

During the May 15, 2023 Public Hearing to consider rezoning lands located at Holland Drive (PID 00056598) to the Multi-Unit Residential Zone [R4] for a 48-unit apartment building Council inquired about Staff's consultation with KVFD noting that the proposed building height is taller than typical 4-storey buildings.

#### **BACKGROUND**

Attached is memo from Chief Boyle of the KVFD. Chief Boyle reviewed the proposal regarding public safety and firefighting concerns. Staff have previously noted that the KVFD ladder truck can not access any part of the building higher than the fourth story. KVFD believes that it is important that Council understand the level of service they can provide with present firefighting equipment. Noting that any challenges posed by this building are, "similar to others that already exist in the community; having enough firefighters to fight a fire in these large apartment buildings and having a ladder truck capable of effectively performing a rescue or fighting a fire from height." Chief Boyle points out that as part of the accreditation process, the KVFD is creating a "quality improvement plan to ensure we have enough personnel available which includes the use of mutual aid partners."

Staff also note that the KVFD recommend that Holland Drive be accessible from both the Hampton Road and Chapel Road at the proposed roundabout for emergency access only, using an appropriate method of restricting access for public traffic from Holland Drive to the Hampton Road. Staff will address the KVFD recommendation at the detailed design stage should the rezoning application be approved by Council.

#### **ATTACHMENT**

Attachment A      May 30th, 2023 Memo from Chief Boyle



2023 June 12 Open Session F147  
Kennebecasis Valley Fire Department Inc.  
Chief Michael Boyle Deputy Chief Shawn White

7 Campbell Drive, Rothesay, NB E2E 5B6  
Phone (506) 848-6601 Fax (506) 848-6608  
Email: [admin@kvfire.ca](mailto:admin@kvfire.ca)

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To: Brian White, Director of Planning and Development Services, Town of Rothesay

From: Chief Michael Boyle

Re: Holland Hills

Date: May 30<sup>th</sup>, 2023

This memo is in response to your request by email for comment on the proposed development of an apartment building on Holland Drive (Holland Hills Development) Rothesay.

### **Summary**

The proposed building for Holland Drive is a four-storey apartment building with 48 residential units. Currently, Holland Drive is a dead-end street that provides access to a multi-unit commercial building and two single family homes. The proposal would be to extend Chapel Road and rename this portion "Holland Drive", although there would be no public thoroughfare from the Hampton Road to Chapel Road using Holland Drive.

The nearest fire hydrant to the proposed development is located at the end of the existing Holland Drive at 23 Chapel Road. A building of this size will require an automatic sprinkler system and the fire department connection (FDC) for this system is required to be located so that the distance from the FDC to a hydrant is not more than 45 meters. (NBC, 3.2.5.15)

The request was for observations and/or concerns about the building and the capacity of the fire department to manage a fire in a building of this height. While there are other 4 story buildings in the community, this one has a unique roof construction that will put the height over 19 meters (63 feet).

### **Fire Department Access**

Fire department access is discussed in the National Building Code of Canada (NBC), 2015 and the National Fire Protection Association (NFPA 1) Life Safety Code, 2021.

The NBC states that:

A-3.2.5.6. (1) Fire Department Access Route. The design and construction of fire department access routes involves the consideration of many variables, some of which are specified in the requirements in the Code. All these variables should be considered in relation to the type and size of fire department vehicles available in the municipality or area where the building will be constructed. It is appropriate, therefore, that the local fire department be consulted prior to the design and construction of access routes.

B-3.2.5.6.

1) A portion of a roadway or yard provided as a required access route for fire department use shall

- f) have turnaround facilities for any dead-end portion of the access route more than 90 m long, and
- g) be connected with a public thoroughfare.

NFPA 1, Fire Code states that:

18.2.3.3 Multiple Access Roads. More than one fire apparatus access road shall be provided when it is determined by the AHJ that access by a single road could be impaired by vehicle congestion, condition of terrain, climate conditions or other factors that could limit access.

### **Aerial Apparatus**

The department ladder truck, "Quint 1", has vertical reach of 70' fully raised and extended. However, the reach of the ladder is affected by the placement of the truck; the farther away from the building, the less reach and capability the ladder has to perform a rescue or fight fires. It is not necessarily the height of the building that impacts access; it is the setback that prevents the truck from fully accessing the roof of a building. This truck was purchased in 2009 and at the time met the needs of the community.

Individually, the height of this building is not a concern as there are many other similar buildings that have been constructed in the last several years. If a ladder truck was purchased today, based on the existing building stock of Rothesay and Quispamsis, the recommendation would be for a ladder longer than 70'. This building and others like it should be considered when Quint 1 reaches the end of its service life with consideration given to a longer ladder, however it should be not a deterrent to the construction of this individual project.

### **Recommendations**

From an access perspective, I would recommend, in reference to the NFPA 1, that Holland Drive be accessible from both the Hampton Road or Chapel Road at the proposed roundabout for emergency access only, using an appropriate method of restricting access for public traffic from Holland Drive to the Hampton Road. The major concern with roundabouts at a dead-end portion of a road is the potential restriction of access due to vehicle traffic, snow accumulation or other obstructions to apparatus movement, especially for a building of this size. A fire incident at a building like this would require multiple resources including fire personnel, police, EMS and other agencies. Having three or more fire apparatus (our typical initial response) parked on Holland Drive would drastically restrict access for other



emergency operations like evacuation, triage and treatment of victims and management of utilities.

From a firefighting perspective, the department has made improvements in managing potential fire incidents at buildings of this size and although we continue to do so, they still prove a challenge and any other factors that could impede our response should be managed appropriately during the planning stage.

Any challenges posed by this building are similar to others that already exist in the community; having enough firefighters to fight a fire in these large apartment buildings and having a ladder truck capable of effectively performing a rescue or fighting a fire from height. As part of the accreditation process, we are working on a quality improvement plan to ensure we have enough personnel available which includes the use of mutual aid partners. The fire department encourages development however consideration should be given at a future date on the capability of the ladder truck that replaces Quint 1.



**BY-LAW 2-10-34  
A BY-LAW TO AMEND THE ZONING BY-LAW  
(No.2-10 Rothesay)**

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

That Schedule A, entitled “Zoning” as attached to By-Law 2-10 “ROTHESAY ZONING BY-LAW” is hereby amended, as identified on the attached sketch, identified as Attachment “2-10-34”.

The purpose of the amendment is to rezone lands located Holland Drive (PID 00056598) from Single Family Residential – Standard Zone [R1B] to Multi-Unit Residential (R4) to allow for the development of a 48-unit apartment building subject to the execution of a Development Agreement in accordance with the Community Planning Act, supra.

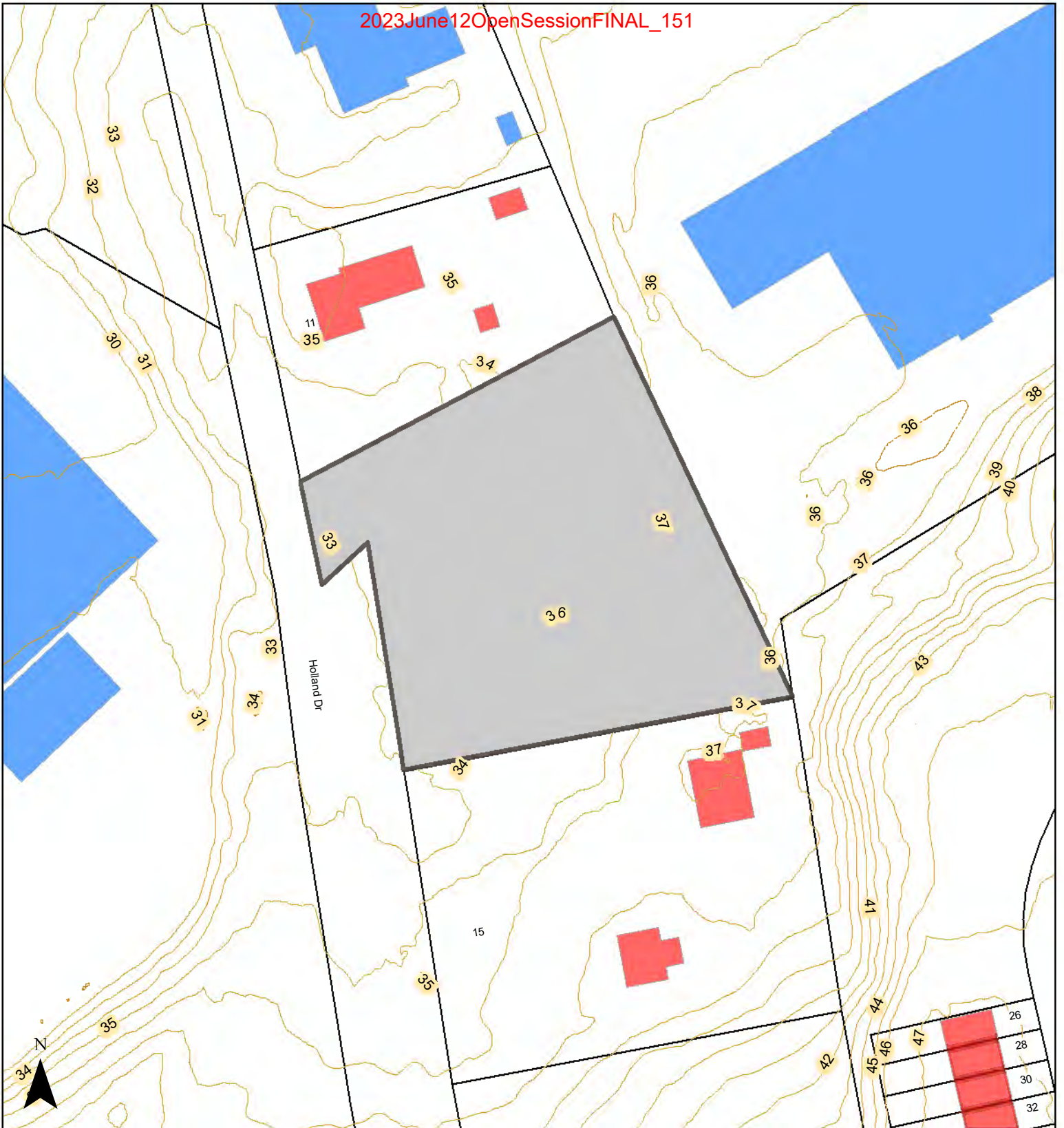
FIRST READING BY TITLE :  
SECOND READING BY TITLE :  
READ IN ENTIRETY :  
THIRD READING BY TITLE :  
AND ENACTED :

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

# Bylaw 2-10-34 Holland Drive (PID 00056598)

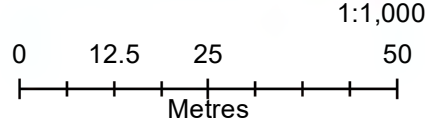
2023 June 12 Open Session FINAL\_151



2023-04-05, 9:47:55 AM

## Buildings

-  Commercial
-  Residential
-  Property Boundary



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

## Rothesay

### DEVELOPMENT AGREEMENT

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

Parcel Identifier  
of Parcels Burdened  
by Agreement: 00056598

Owner of Land Parcels: **A.C. Baskin Investments Inc.**  
18 Kildare Court  
Rothesay, New Brunswick  
E2H 1C4 (Hereinafter called the "Developer")

Agreement with: **Rothesay**  
70 Hampton Road  
Rothesay, New Brunswick  
E2E 5L5 (Hereinafter called the "Town")

a body corporate under and by virtue of the Local  
Governance Act, RSNB 2021, Chapter 18, located  
in the County of Kings and Province of New  
Brunswick

**WHEREAS** the Developer is the registered owner of certain land located off Holland Drive (PID 00056598) and which said lands are more particularly described in Schedule A hereto (hereinafter called the "Lands");

**AND WHEREAS** the Developer is now desirous of entering into a development agreement to allow for the development of one forty-eight (48) unit apartment building with underground parking on the Lands as described in Schedules B through D (herein after called the "Project")

**AND WHEREAS** Rothesay Council did, on **INSERT DATE**, authorize the Mayor and Clerk to enter into a Development Agreement with A.C. Baskin Investments Inc. to develop a residential apartment complex on the Lands.

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that for and in the consideration of the mutual covenants and agreements herein expressed and contained, the parties hereto covenant and agree as follows:

1. The Developer agrees that the total number of residential units situated on the Lands shall not exceed forty eight (48) residential apartment units.

#### Schedules

2. The Developer agrees to develop the Lands in a manner, which, in the opinion of the Development Officer, is generally in conformance with the following Schedules attached to this Agreement:
  - a. Schedule A Legal Description of Parcels
  - b. Schedule B Proposed Site Plan and Location of Buildings
  - c. Schedule C Building Elevations (4)
  - d. Schedule D Landscape Plan
  - e. Schedule E Storm Water Management Plan

#### Site Development

3. The Developer agrees that except as otherwise provided for herein the use of the Lands shall comply with the requirements of the Rothesay Zoning By-law and Subdivision By-law, as may be amended from time to time.
4. The Developer agrees to develop the Lands in a manner, which, in the opinion of the Development Officer, is generally in conformance with Schedules B, C, D and E.

**Tenant Selection**

5. The Town and the Developer agree that prior to Final Occupancy the parties SHALL enter into a Memorandum of Understanding regarding the selection of tenants for the affordable housing and Universal Design Barrier-Free Apartments units that reflects a mutual commitment to housing low-income people and persons with disabilities.

**Affordable Housing**

6. The Developer agrees to maintain for a period of twenty (20) years, adjusted by the Consumer Price Index based upon initial occupancy at the first day of building occupancy, no fewer than ten (10) 'affordable' 2 bedroom apartment units with similar finishes for flooring, trim, bathrooms, paint and kitchen cabinets as the market rental units, with a Base Monthly Rental Rate at or below 30% of the Median Total Income of Lone-Parent economic families in the published 2015 Statistic Canada data, being \$53,376, in Rothesay.
7. The Developer further agrees that once the base rents for the affordable units are established in the first year of occupancy, they shall only be raised by a maximum of the Consumer Price Index (CPI), annual average not seasonally adjusted for Saint John, N.B.
8. The Developer agrees to provide to Rothesay an annual audit or legal affidavit signed by a licensed member in good standing of the Chartered Professional Accountants of New Brunswick that provides reasonable assurance that the rents of the affordable units comply with this agreement.
9. The Developer agrees to bear all costs associated with the annual audit or legal affidavit referenced in the preceding paragraph (8) above and to fully cooperate with Rothesay relating to such audit monitoring and evaluation.
10. The Developer agrees that during the full Term of this Agreement, that any failure by the Developer to maintain the affordability provisions as set out in the preceding paragraphs above (6 to 8) or any other violation of any material term of the affordability principles shall constitute a default under this Agreement.
11. The Developer agrees that upon any such default, Rothesay may demand and the Developer agrees to pay to Rothesay an amount equal to twice the difference of the actual rent received and the maximum amount of rent permitted under clause 7. The Developer agrees to pay interest on any balance in arrears at the rate of 1.25% percent per month compounded monthly.
12. Rothesay and the Developer agree to defer monitoring of the affordable housing aspects of this Agreement should the development become subject to or be monitored under a Federal or Provincial recognized affordable housing program that provides governance, regulation and monitoring. Where no such program is in effect, this agreement shall prevail.
13. Rothesay and the Developer agree that nothing contained in this agreement shall make or be construed to make any tenant or resident of the Project the responsibility of Rothesay.

**Architectural Guidelines**

14. The Developer agrees that an objective of this development is to provide a high quality and visually attractive development, which exhibits an architectural design that reinforces the community character and that is generally consistent with the existing styles of housing in Rothesay. The Developer agrees to ensure the following:
  - a. The architectural design of the building shall be, in the opinion of the Development Officer, generally in conformance with Schedule C.

- b. All exterior mounted ventilation and related mechanical equipment, including roof mechanical units, shall be concealed by screening in a manner to reduce clutter and negative impacts on the architectural character of the building.

#### **Storm Water**

- 15. The Developer shall carry out, subject to inspection and approval by Town representatives, the installation of a storm water system as per Schedule E of this agreement. The Developer agrees to accept responsibility for all costs associated such installation including the following:
  - a. Construction, to Town standards, of a storm water system including pipes, fittings, precast sections for manholes and catch basins capable of removing surface water from the entire developed portion of the lands to a predetermined location selected by the Developer's Engineer and approved by the Town Engineer; and
  - b. Topsoil and hydro-seeding of shoulders of roadways.
- 16. The Developer agrees to submit for approval by the Town, prior to commencing any work on the storm water system such plans, as required by the Town, that shall conform with the design schematics and construction standards of the Town, unless otherwise acceptable to the Town Engineer.
- 17. The Developer agrees that all roof leaders, down spouts, and other storm water drains from the building, parking lot and landscape features shall not be directed or otherwise connected or discharged directly to the Town's storm water or sanitary collection system.
- 18. The Developer agrees to provide to the Town Engineer written certification of a Professional Engineer, licensed to practice in New Brunswick that the storm water system has been satisfactorily completed and constructed in accordance with the Town specifications.

#### **Municipal Streets**

- 19. The Developer shall carry out, subject to inspection and approval by Rothesay representatives, and pay for the entire actual cost of the following:
  - a. surveying and staking of lots and streets;
  - b. rough grading of streets to profiles approved by Rothesay;
  - c. fine grading of streets to profiles approved by Rothesay;
  - d. hard surfacing of the streets as shown on the plan to Rothesay specifications; sub-grade standards, compaction and finish as approved by Rothesay's Engineer, in writing, before final hard surfacing may be installed;
  - e. constructing the proposed connection of Chapel Road to Holland Drive;
  - f. construction of a cul-de-sac as reviewed by the Developer's Engineer and approved by Rothesay's Engineer;
  - g. supply and maintenance of for a period of two (2) years the topsoil, sod, landscaping and the planting of street trees calculated as no more than one tree for each 10 meters measured along the linear centre line of the public street right of way, planted on location(s) approved by Rothesay and where such street trees are as follows:
    - i. Not smaller than six centimeters (6 cm) in diameter measured at a point being 2 meters above the root ball such trees species as approved by Rothesay.
    - ii. Inspected by Rothesay 12 months from time of planting and again then at 24 months. The Developer shall replace

trees identified for replacement during warranty inspections.

- h. Engineering design and inspection of those works referred to in clauses b), c) d), e) and f) of this section.

20. The Developer agrees to provide signed documentation and progress reports from a practicing Professional Engineer, licensed in New Brunswick ensuring that applicable codes and standards have been met and that the work was completed and utilizing such materials as in accordance with the terms of this Agreement and approved specifications.
21. The Developer agrees to provide as-built drawings that delineate all public infrastructure to be submitted to Rothesay in compliance with the minimum standards and requirements specified in Rothesay's Digital Data Submission Standards for Infrastructure and Construction Drawings.
22. Rothesay reserves the right to assign or rename public street names, notwithstanding that names may not correspond with existing names.
23. The Developer agrees that all items, materials, pipes, fittings, and other such infrastructure following acceptance of delivery on site by the Developer shall remain the full responsibility of the Developer against their accidental breakage or vandalism until Rothesay accepts the completed works.
24. The Developer agrees to restore all disturbed or damaged areas of the public street and right of way to the satisfaction of Rothesay's Engineer following installation of the required municipal services.

#### **Municipal Sidewalks**

25. The Developer shall carry out, and pay for the entire actual cost of a public sidewalk and associated barrier curbing as required to comply with Town standards within the Town right-of-way along the entire frontage of the Lands and extending the sidewalk to the intersection of Parkdale Avenue and Chapel Drive, subject to inspection and approval by the Director of Operations, including the following:
- a. supply and maintenance of for a period of one (1) year the topsoil, sod, landscaping and the planting of street trees located every 10 meters, or an equivalent number planted in locations approved by the Town, along the length of the public road right-of-way where such trees are as follows:
  - b. Not smaller than six centimetres (6 cm) in diameter measured at a point being 2 meters above the root ball such trees species as approved by the Development Officer.

#### **Intersection Improvements – Cost Contribution**

26. The Developer agrees to pay to Rothesay upon receipt of an invoice an amount not exceeding **forty percent (40%)** of the actual cost incurred and expended by Rothesay for traffic signalization including, curbing, sidewalks, road widening, traffic lights, poles, controllers, accessories, electrical equipment, and appurtenances necessary for their installation and initial operation, installed at the intersection of Marr Road and Chapel Drive.
27. Rothesay and the Developer agree that the capital cost contribution obligation shall expire in **ten (10) years** from the date of the execution of this agreement should Rothesay not proceed with the traffic signalization at the intersection of Marr Road and Chapel Drive.
28. The Town and Developer agree that the design and construction of the intersection and related improvements shall be solely determined by the Town.

**Water Supply**

29. The Developer agrees to connect to the Town's nearest and existing water system at a point to be determined by the Town Engineer and utilizing methods of connection approved by the Town Engineer.
30. The Town agrees to supply potable water for the purposes and for those purposes only for a maximum of forty eight (48) residential dwellings and for minor and accessory purposes incidental thereto and for no other purposes whatsoever.
31. The Developer agrees to pay the Town a fee for connection of the building to the Town water system including sprinkler feed to the Town water system calculated in the manner set out in By-law 1-18, Rothesay Water By-law as amended from time to time, to be paid to the Town twelve (12) months following the issuance of the building permit.
32. The Developer agrees that the Town does not guarantee and nothing in this Agreement shall be deemed a guarantee of an uninterrupted supply or of a sufficient or uniform water pressure or a defined quality of water. The Town shall not be liable to the Developer or to any person, firm or corporation for any damage or injury caused by the interruption of the supply of water, the lack of uniform pressure thereof or the quality of water.
33. The Developer agrees that all connections to the Town water mains shall be approved and inspected by the Town Engineer or such other person as is designated by the Town prior to backfilling and that the operation of water system valves is the sole responsibility of the Town.
34. The Developer agrees to comply with the Town's Water By-law and furthermore that a separate water meter shall be installed, at their expense, for each residential connection made to the Town's water system.
35. The Developer agrees that the Town may terminate the Developer's connection to the Town water system in the event that the Town determines that the Developer is drawing water for an unauthorized purpose or for any other use that the Town deems in its absolute discretion or if an invoice for water service is more than 90 days in arrears.
36. The Developer agrees to provide, prior to the occupation of the building, written certification of a Professional Engineer, licensed to practice in New Brunswick that the connection to the Town water system has been satisfactorily completed and constructed in accordance with the Town specifications.

**Sanitary Sewer**

37. The Developer agrees to connect to the existing sanitary sewer system at a point to be determined by the Town Engineer and utilizing methods of connection approved by the Town Engineer.
38. The Developer agrees to pay the Town a fee for connection to the Town sewer system calculated in the manner set out in By-law 1-15 Rothesay Sewage By-law, as amended from time to time, to be paid to the Town twelve (12) months following the issuance of the building permit.
39. The Developer agrees to carry out subject to inspection and approval by Town representatives, and pay for the entire actual costs of Engineering design, supply, installation, inspection and construction of all service lateral(s) necessary to connect to the existing sanitary sewer system inclusive of all pipes, laterals, fittings, and precast concrete units.
40. The Developer agrees to submit for approval by the Town, prior to commencing any work to connect to the sanitary sewer system, any plans required by the Town, with each such plan meeting the requirements as described in the Town specifications for such development.



41. The Developer agrees that connection to the Town sanitary sewer system shall be supervised by the Developer's engineer and inspected by the Town Engineer or such other person as is designated by the Town prior to backfilling and shall occur at the sole expense of the Developer.

#### **Retaining Walls**

42. The Developer agrees that dry-stacked segmental concrete (masonry block) gravity walls shall be the preferred method of retaining wall construction for the purpose of erosion control or slope stability on the Lands and furthermore that the use of metal wire basket cages filled with rock (gabions) is not an acceptable method of retaining wall construction.
43. The Developer agrees to obtain from the Town a Building Permit for any retaining wall, as required on the Lands, in excess of 1.2 meters in height and that such retaining walls will be designed by a Professional Engineer, licensed to practice in New Brunswick.

#### **Indemnification**

44. The Developer does hereby indemnify and save harmless the Town from all manner of claims or actions by third parties arising out of the work performed hereunder, and the Developer shall file with the Town prior to the commencement of any work hereunder a certificate of insurance naming the Town as co-insured evidencing a policy of comprehensive general liability coverage on "an occurrence basis" and containing a cross-liability clause which policy has a limit of not less than Two Million Dollars (\$2,000,000.00) including a project wrap-up liability policy (with no less than 24 months coverage after project completion). The aforesaid certificate must provide that the coverage shall stay in force and not be amended, canceled or allowed to lapse within thirty (30) days prior to notice in writing being given to the Town. The aforesaid insurance coverage must remain in full force and effect during the period available to the Developer pursuant to this agreement to complete the work set out as described in this Agreement.

#### **Notice**

45. Any notice or advice which is to be given under this Agreement shall be deemed to have been satisfactorily given to the Developer if delivered personally or by prepaid mail addressed to A.C. Baskin Investments Inc., 18 Kildare Court, Rothesay, New Brunswick, E2H 1C4 and to the Town if delivered personally or by prepaid mail addressed to ROTHESAY, 70 HAMPTON ROAD, ROTHESAY, NEW BRUNSWICK, E2E 5L5. In the event of notice by prepaid mail, the notice will be deemed to have been received four (4) days following its posting.

#### **By-laws**

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

#### **Termination**

47. The Town reserves the right and the Developer agrees that the Town has the right to terminate this Agreement without compensation to the Developer if the specific proposal has not been completed on or before **INSERT DATE** being a date 5 years (60 months) from the date of Council's decision to enter into this Agreement. Accordingly, the Agreement shall have no further force or effect and henceforth the development of the Lands shall conform to the provisions of the Rothesay Zoning By-law.
48. Notwithstanding the preceding paragraph (47) above, the Parties agree that the development shall be deemed to have commenced if within a period of not less than three (3) months prior to **INSERT DATE** the construction of the municipal service infrastructure has begun and that

such construction is deemed by the Development Officer in consultation with the Town Engineer as being continued through to completion as continuously and expeditiously as deemed reasonable.

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

#### **Security & Occupancy**

50. The Town and Developer agree that Final Occupancy of the proposed building(s), as required in the Building By-law, shall not occur until all conditions above have been met to the satisfaction of the Development Officer and an Occupancy Permit has been issued.
51. Notwithstanding Schedule D and E of this Agreement, the Town agrees that the Occupancy Permit may be issued provided the Developer supplies a security deposit in the amount of one hundred twenty percent (120%) of the estimated cost to complete the required storm water management and landscaping. The security deposit shall comply with the following conditions:
- a. security in the form of an automatically renewing, irrevocable letter of credit issued by a chartered bank, dispensed to and in favour of Rothesay;
  - b. Rothesay may use the security to complete the work as set out in Schedule D and E of this Agreement including landscaping or storm water works not completed within a period not exceeding six (6) months from the date of issuance of the Occupancy Permit;
  - c. all costs exceeding the security necessary to complete the work as set out in Schedule D and E this Agreement shall be reimbursed to Rothesay; and
  - d. any unused portion of the security shall be returned to the Developer upon certification that the work has been completed and acceptable to the Development Officer.

#### **Failure to Comply**

52. The Developer agrees that after sixty (60) days written notice by the Town regarding the failure of the Developer to observe or perform any covenant or condition of this Agreement, then in each such case:
- (a) The Town shall be entitled to apply to any court of competent jurisdiction for injunctive relief including an order prohibiting the Developer from continuing such default and the Developer hereby submits to the jurisdiction of such Court and waives any defense based upon the allegation that damages would be an adequate remedy;
  - (b) The Town may enter onto the Lands and perform any of the covenants contained in this Agreement or take such remedial action as is considered necessary to correct a breach of the Agreement, whereupon all reasonable expenses whether arising out of the entry onto the Lands or from the performance of the covenants or remedial action, shall be a first lien on the Lands and be shown on any tax certificate issued under the Assessment Act;
  - (c) The Town may, by resolution of Council, discharge this Agreement whereupon this Agreement shall have no further force or effect and

henceforth the development of the Lands shall conform with the provisions of the Land Use By-law; and/or

(d) In addition to the above remedies, the Town reserves the right to pursue any other remediation under the *Community Planning Act* or Common Law in order to ensure compliance with this Agreement.

**Entire Agreement**

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

**Severability**

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

**Reasonableness**

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

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

IN WITNESS WHEREOF, each of the parties set out below has caused this Agreement, made in duplicate, to be duly executed by its respective, duly authorized officer(s) as of \_\_\_\_\_, 2023.

Witness: **A.C. Baskin Investments Inc.**

\_\_\_\_\_  
Andrew C. Baskin, Director

Witness: \_\_\_\_\_  
Rothesay:

Witness: \_\_\_\_\_  
Nancy E. Grant, Mayor

Witness: \_\_\_\_\_  
Mary Jane E. Banks, Clerk

**SCHEDULE A**

**PID: | 00056598**



SITE PLAN



**WEST ELEVATION**

1/16" = 1'-0"

**MATERIALS:**

EXACT MATERIAL COLORS AS PER OWNER

- M1 - FIBER CEMENT PANELS (White)
- M2 - FIBER CEMENT PANELS (Black)
- M3 - FIBER CEMENT PLANKS (White)
- M4 - MASONRY STONE
- M5 - WOOD FINISH FEATURE



**WEST ELEVATION**



**NORTH ELEVATION**

1/16" = 1'-0"

**MATERIALS:**

EXACT MATERIAL COLORS AS PER OWNER

- M1 - FIBER CEMENT PANELS (White)
- M2 - FIBER CEMENT PANELS (Black)
- M3 - FIBER CEMENT PLANKS (White)
- M4 - MASONRY STONE
- M5 - WOOD FINISH FEATURE



**NORTH ELEVATION**



**EAST ELEVATION**

1/16" = 1'-0"

**MATERIALS:**

EXACT MATERIAL COLORS AS PER OWNER

- M1 - FIBER CEMENT PANELS (White)
- M2 - FIBER CEMENT PANELS (Black)
- M3 - FIBER CEMENT PLANKS (White)
- M4 - MASONRY STONE
- M5 - WOOD FINISH FEATURE



**EAST ELEVATION**





## SOUTH ELEVATION

1/16" = 1'-0"

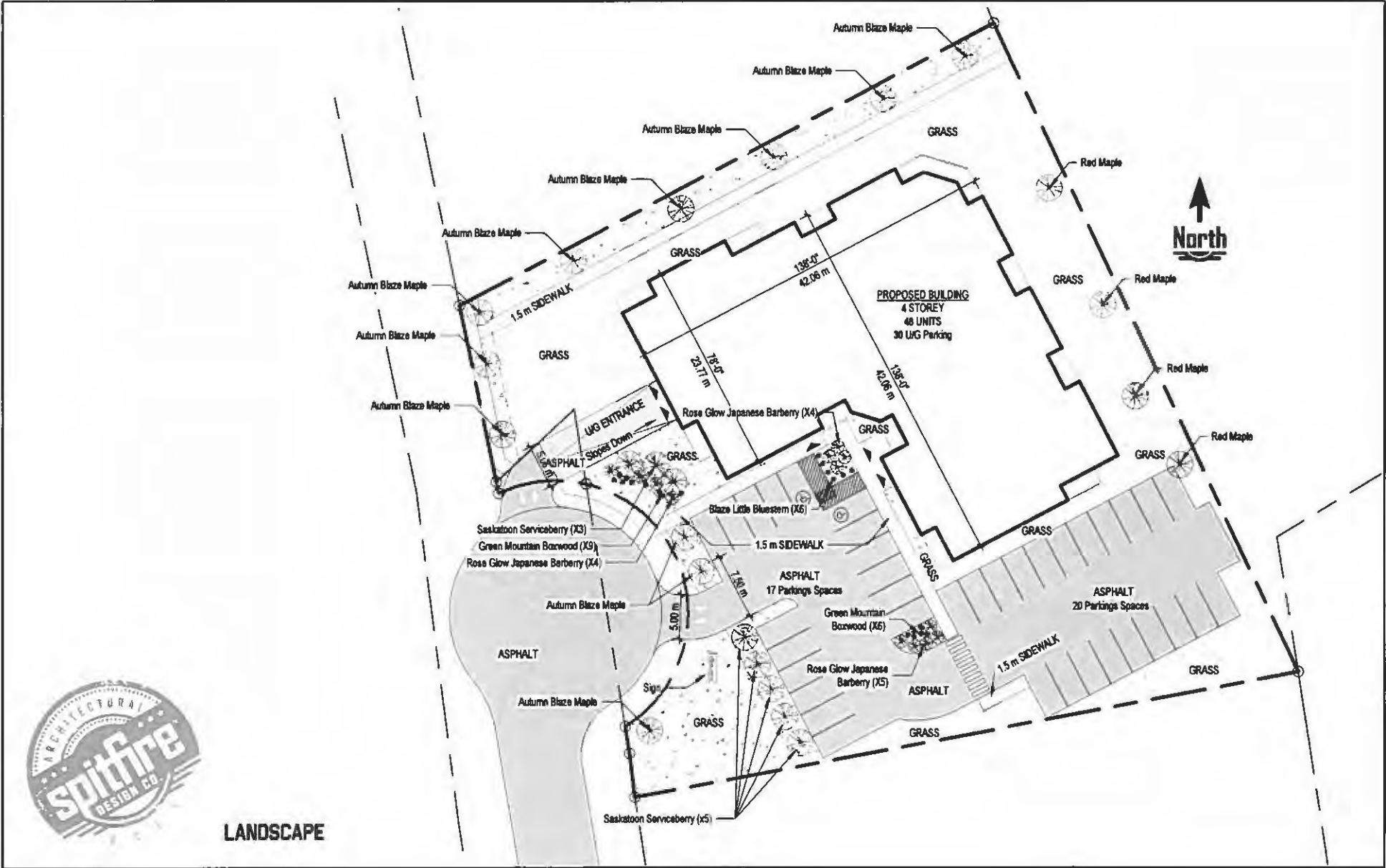


**MATERIALS:**

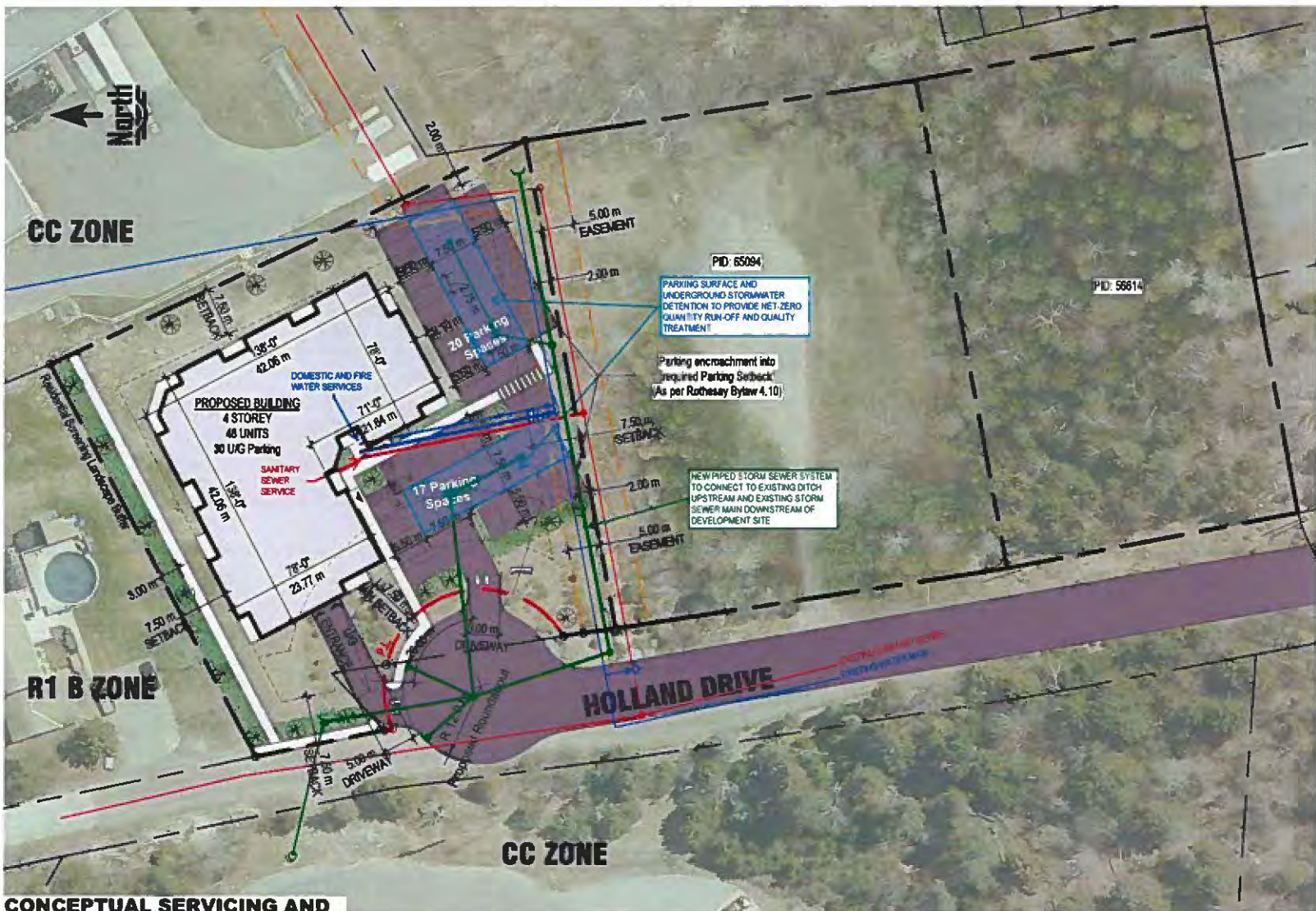
EXACT MATERIAL COLORS AS PER OWNER

- M1 - FIBER CEMENT PANELS (White)
- M2 - FIBER CEMENT PANELS (Black)
- M3 - FIBER CEMENT PLANKS (White)
- M4 - MASONRY STONE
- M5 - WOOD FINISH FEATURE

## SOUTH ELEVATION



LANDSCAPE



**CONCEPTUAL SERVICING AND STORMWATER MANAGEMENT**

Form 45

AFFIDAVIT OF CORPORATE EXECUTION

Land Titles Act, S.N.B. 1981, c.L-1.1, s.55

Deponent: Andrew C. Baskin  
 18 Kildare Court  
 Rothesay, New Brunswick  
 E2H 1C4

Office Held by Deponent: Director

Corporation: A.C. Baskin Investments Inc.

Place of Execution: Rothesay, Province of New Brunswick.

Date of Execution: \_\_\_\_\_, 2023

I, **ANDREW C. BASKIN**, the deponent, make oath and say:

1. That I hold the office specified above in the corporation specified above, and am authorized to make this affidavit and have personal knowledge of the matters hereinafter deposed to;
2. That the attached instrument was executed by me as the officer(s) duly authorized to execute the instrument on behalf of the corporation;
3. the signature "**Andrew Baskin**" subscribed to the within instrument is the signature of me and is in the proper handwriting of me this deponent.
4. the Seal affixed to the foregoing indenture is the official seal of the said Corporation was so affixed by order of the Board of Directors of the Corporation to and for the uses and purposes therein expressed and contained;
5. That the instrument was executed at the place and on the date specified above;

DECLARED TO at Rothesay,  
 in the County of Kings, )  
 and Province of New Brunswick, )  
 This \_\_\_ day of \_\_\_\_\_, 2023 )

BEFORE ME: )

\_\_\_\_\_  
Commissioner of Oaths )

\_\_\_\_\_  
Andrew C. Baskin

Form 45

AFFIDAVIT OF CORPORATE EXECUTION

Land Titles Act, S.N.B. 1981, c.L-1.1, s.55

Deponent: MARY JANE E. BANKS
Rothesay
70 Hampton Road
Rothesay, N.B.
E2E 5L5

Office Held by Deponent: Clerk

Corporation: Rothesay

Other Officer Who Executed the Instrument: NANCY E. GRANT
Rothesay
70 Hampton Road
Rothesay, N.B.
E2E 5L5

Office Held by Other Officer Who Executed the Instrument: Mayor

Place of Execution: Rothesay, Province of New Brunswick.

Date of Execution: \_\_\_\_\_, 2023

I, MARY JANE E. BANKS, the deponent, make oath and say:

- 1. That I hold the office specified above in the corporation specified above, and am authorized to make this affidavit and have personal knowledge of the matters hereinafter deposed to;
6. That the attached instrument was executed by me and NANCY E. GRANT, the other officer specified above, as the officer(s) duly authorized to execute the instrument on behalf of the corporation;
7. The signature "NANCY E. GRANT" subscribed to the within instrument is the signature of Nancy E. Grant, who is the Mayor of the town of Rothesay, and the signature "Mary Jane E. Banks" subscribed to the within instrument as Clerk is the signature of me and is in the proper handwriting of me, this deponent, and was hereto subscribed pursuant to resolution of the Council of the said Town to and for the uses and purposes therein expressed and contained;
8. The Seal affixed to the foregoing indenture is the official seal of the said Town and was so affixed by order of the Council of the said Town, to and for the uses and purposes therein expressed and contained;
9. That the instrument was executed at the place and on the date specified above;

DECLARED TO at town of
Rothesay, in the County of Kings, )
and Province of New Brunswick, )
This \_\_\_ day of \_\_\_\_\_, 2023 )
BEFORE ME: )
Commissioner of Oaths )

\_\_\_\_\_  
MARY JANE E. BANKS

**Liz Hazlett**

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**From:** Liz Hazlett  
**Sent:** Friday, June 9, 2023 10:52 AM  
**To:** Liz Hazlett  
**Subject:** FW: Rothesay Town Council presentation

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**From:** John O'Brien <[out.fer.a.rip@outlook.com](mailto:out.fer.a.rip@outlook.com)>  
**Sent:** Wednesday, June 7, 2023 11:59:17 AM  
**To:** Liz Hazlett <[lizhazlett@rothesay.ca](mailto:lizhazlett@rothesay.ca)>  
**Subject:** Re: Rothesay Town Council presentation

Hi Liz,

Thank you for the information regarding council meetings! So as I mentioned on the phone, we would like to get on Monday June 12th agenda to propose a new small business venture in the Town of Rothesay, I've attached some documents we have to help aid in getting to understand our business. Other details I will be speaking by about in the presentation are as follows:

So. our registered company name is "OUT FER' A RIP" and what we do is provide exciting, seasonal entertainment to people from Grandbay-Westfield to Hampton and surrounding area(s) with safe SEADOO watercraft rentals.

We are a SEADOO rental company, we provide rental options by the hour, 4 hour, full day and multi-day rentals.

You will find attached to this email, copies of our RENTAL AGREEMENT, WAIVER AND RELEASE OF LIABILITY, RENTAL BOAT SAFETY CHECKLIST, DAILY PRE-TRIP CHECKLIST.

We currently operate by bookings done over the phone and have arrangements made with customer(s) to have delivery of the machines by us or they pick up themselves. Which is all covered in our RENTAL AGREEMENT.

We would like to grow our business and provide more of an experience and find ourselves an on-site location where we have a kiosk of sort for our business for the seasonal months. This will allow for more growth for us and provide another option of a walk-in/drop in style booking. A place we can be found, perhaps sell branded clothing, memorabilia etc. We have a place in mind in the Town of Rothesay that we have noticed is vacant for many years, run down and would be an ideal location for us to partner with the Town on and provide the residents with another new exciting place to visit and seek entertainment.

My business colleague and I are both from this area, and both currently live in Quispamsis and are involved in other business ventures in the area and are excited by the idea to work with the Town of Rothesay and hopefully land an arrangement that we can both benefit from.

Things to note: the waiver and release of liability document can and will be amended to include the town of Rothesay in to further remove any chance of liability for them.

The place we have in mind is an old building on the beach down next to the light house in Rothesay. On the same driveway as the rothesay yacht club. I've included pictures. We would like to propose we invest the money and resources into "revamping" this building and its history, to make use of it to run our business out of. If that isn't of interest, we would like to propose a second plan to utilize the beach front of that same parcel of land. Where we could

set up a couple docks, and have a baby boat on it and service it at the season ends. Of course we would be providing a financial incentive to the Town of Rothesay for anything we can do, be it a monthly lease, a % of gross income generated etc.

Thank you for your time and we look forward to working together

John O'BRIEN

Get [Outlook for iOS](#)



# RENTAL BOAT SAFETY CHECKLIST

A safety briefing checklist from Transport Canada and **OUT FER' A RIP**.  
**Check each box** to confirm you understand each item **OUT FER' A RIP** has explained or demonstrated

BEFORE YOU GO	
<input type="checkbox"/>	There are enough lifejackets of the proper size for all people on board
<input type="checkbox"/>	I understand that each person should wear a lifejacket at all times
<input type="checkbox"/>	The required safety equipment for this watercraft is onboard, in good working condition and easy to reach
<input type="checkbox"/>	I understand when and how to use the safety equipment on board
<input type="checkbox"/>	I understand I must follow any buoys and signs in the area and know their meaning.
<input type="checkbox"/>	I will watch for hazards such as shallow water, submerged objects, currents, tides and weather patterns.
<input type="checkbox"/>	I am aware of rules and restrictions, such as speed limits and off-limit areas

ON THE WATER	
<input type="checkbox"/>	When crossing the path of another boat, I will yield (give way) to the boat on my right, (starboard).
<input type="checkbox"/>	If there <i>is</i> a threat of a collision, I will slow down, steer away and/or stop
<input type="checkbox"/>	When I meet another boat head-on I will steer to the right (starboard)
<input type="checkbox"/>	When overtaking another boat, I will pass appropriately to either the port (left) or starboard (right) side at a safe distance
<input type="checkbox"/>	I will yield (give way) to all non-motorized boats, including sailboats, canoes and kayaks. I will stay clear of large vessels
<input type="checkbox"/>	I will keep constant watch for other boats, hazards and weather changes.
<input type="checkbox"/>	I will obey all signs and buoys
<input type="checkbox"/>	I understand that alcohol and boating don't mix and may affect my judgement and ability to operate this boat safely
<input type="checkbox"/>	I will not operate this boat or allow anyone else to operate this boat while under the influence of alcohol and/or other drugs
<input type="checkbox"/>	I will operate this boat at speeds that are safe for conditions
<input type="checkbox"/>	I will remain clear of swimmers and will avoid creating any hazard that may affect people, wildlife, properties and other boats
<input type="checkbox"/>	I will not allow swimming, diving on or near the boat unless motor is off, keys removed and propeller stopped
<input type="checkbox"/>	I know what to do if dangerous weather occurs

IN AN EMERGENCY	
<input type="checkbox"/>	I know what to do if anyone falls overboard, engine breaks down or if the boat runs aground or capsizes
<input type="checkbox"/>	I know that I must stop and offer assistance in case of an accident or distress call
<input type="checkbox"/>	I know how to get help for a mechanical breakdown or emergency



ON THE WATER	
	I know how to start and stop the engine, operate the throttle/gear shift, and safely steer this boat
	I have been shown the engine cut-off device and I understand how to use it
	I have been shown how to safely fuel this boat
	I have checked the drain plug and made sure it is properly secured
	This boat's unique handling characteristics have been explained to me
	I understand the speed control for this boat is on the handle/thumb and it is possible to cause abrupt and dangerous change of speed while turning
	I understand slowing or turning too quickly can cause a wave to enter the rear (stern) of this boat, causing it to swamp or capsize
	I am aware of how to safely leave and return to the dock
	I will ensure that all gear is stowed safely when not in use
	I will anchor this boat from the front (bow)
	I can operate the navigation lights on this boat and will use them at night or when visibility is poor
	I will respect the maximum load for this boat which is 3 people up to X lbs including equipment/accessories
	I will evenly distribute people and equipment on board
	I will ensure that guests remain seated when this boat is moving
	I am aware of the dangers of cold-water shock and hypothermia and know what to do if anyone falls into cold water

I/We acknowledge that the aforementioned checklist has been reviewed, understood and commit to adhering to all noted guidelines:

Operator Print / Signature: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_

Operator Print / Signature: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_

Operator Print / Signature: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_

Operator Print / Signature: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_

Operator Print / Signature: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_

Operator Print / Signature: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_



2023 June 12 Open Session FINAL\_174

**A completed Rental Boat Safety Checklist is a valid proof of competency under the *Competency of Operators of Pleasure Craft Regulations* when signed (by the customer and rental agent) AND carried on board for the duration of the rental**

**License# (Rental Boat Safety Checklist#) \_\_\_\_\_**

	I agree to follow all applicable boating laws and regulations and will operate this boat in a safe manner	
	I will not allow anyone else to operate this boat unless they have a valid proof of competency (such as a Pleasure Craft Operator Card), AND meet the age and horsepower restrictions	
	I have been made aware of any additional requirements specific to this rental agency and I agree to follow these requirements	
Boat/Motor Type and Description:		Vessel License #:
Departure (date & time):		Return (date & time):
Area of Operation:		Total People Onboard:
Emergency contact for my area of operation:		Phone:
Customer Name(print):		Cell:
Customer Signature:		Date:
Rental Company Name:	Location:	Phone:
Signature of Rental Agency Representative:		Date:

**A completed Rental Boat Safety Checklist is a valid proof of competency under the *Competency of Operators of Pleasure Craft Regulations* when signed (by the customer and rental agent) AND carried on board for the duration of the rental**

**License# (Rental Boat Safety Checklist#) \_\_\_\_\_**

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	I will not allow anyone else to operate this boat unless they have a valid proof of competency (such as a Pleasure Craft Operator Card), AND meet the age and horsepower restrictions	
	I have been made aware of any additional requirements specific to this rental agency and I agree to follow these requirements	
Boat/Motor Type and Description:		Vessel License #:
Departure (date & time):		Return (date & time):
Area of Operation:		Total People Onboard:
Emergency contact for my area of operation:		Phone:
Customer Name(print):		Cell:
Customer Signature:		Date:
Rental Company Name:	Location:	Phone:
Signature of Rental Agency Representative:		Date:



## Daily Pre-use Checklist

(Once at the launch location before putting SEADOO in water)

<input type="checkbox"/>	Ensure necessary competency has been completed by any and all persons to operate SEADOO (Pleasure Craft Operator Card or Rental Boat Safety Checklist Card)
<input type="checkbox"/>	Walk around SEADOO to check for cracks/damage or debris in pump and impeller area. If any – DO NOT OPERATE
<input type="checkbox"/>	Ensure drain plug is installed securely at the rear of the machine
<input type="checkbox"/>	Ensure all safety gear is onboard (fire extinguisher, anchor, rope, flashlight, whistle)
<input type="checkbox"/>	Ensure SEADOO has adequate fuel for the intended trip
<input type="checkbox"/>	Ensure seat and lids of storage compartments are in place and secure
<input type="checkbox"/>	Plan your launch area, away from people, obstacles, weeds, debris and in at least 2 feet of water
<input type="checkbox"/>	Unplug trailer lights before backing into water at any time

Operator Print / Signature: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_

***Play Safe & Have Fun !***

## Daily Pre-use Checklist

(Once at the launch location before putting SEADOO in water)

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<input type="checkbox"/>	Unplug trailer lights before backing into water at any time

Operator Print / Signature: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_

***Play Safe & Have Fun !***



**SEADOO RENTAL AGREEMENT**

**OUT *FER'* A RIP**  
 30 Cargo Lane  
 Quispamsis, NB, E2G 0K9  
 1-506-608-4611  
 out.fer.a.rip@outlook.com

**THIS SEADOO RENTAL AGREEMENT CONSTITUTES A CONTRACT BETWEEN RENTER(S) AND  
 OUT *FER'* A RIP**

**Renter Information**

Name:	
Address:	
Phone Number:	
Email:	
Emergency Contact Name:	Contact Number:
Drivers License#:	Province of issue:

**RENTAL EQUIPMENT SELECTION** (Sign beside ALL that apply)

DESCRIPTION	RATE	SIGNATURE
2016 Sea-doo Spark (SN:YDV58188D616)		
2016 Sea-doo Spark (SN:YDV54098C616)		
2015 Torino PWC Trailer (SN:121JA1219EM018150) – <i>Proof of motor vehicle Insurance required</i>		

\*Included with your rental is safety equipment required by Transport Canada. (Anchor, whistle, collapsing emergency paddle)\*

**ADDITIONAL ACCESSORY SELECTION** (Initial beside ALL that apply)

ITEM	SIZE	QTY	Replacement Fee	Initial	ITEM	SIZE	QTY	Replacement Fee	Initial
Life Jacket	XXL		\$50						
Life Jacket	XL		\$50						
Life Jacket	L		\$50						
Life Jacket	M		\$50						
Life Jacket	S		\$50						

\_\_\_\_\_

Renter's Signature

\_\_\_\_\_

Date (DD/MM/YY)



**RENTAL DATE(S) / TIME(S):**

Start Date: (DD/MM/YY)	End Date: (DD/MM/YY)
Start Time: (AM/PM)	End Time: (AM/PM)
Delivery Location:	Pick-up Location:
<b>COMMENTS</b>	

RENTAL RATE FOR FULL RENTAL PERIOD : \$ \_\_\_\_\_

HST: \$ \_\_\_\_\_

**TOTAL DUE ON SIGNING:** \$ \_\_\_\_\_

**FUEL CHARGES:** Renter(s) to verify all units have a full tank of fuel upon delivery. If unit is not returned to **OUT FER' A RIP** full of fuel, a charge equal to one full tank of unleaded gas (30 L) at current pump prices will be applied. At no point is anyone to add oil to the machines without expressed permission to do so from **OUT FER' A RIP**.

**INSPECTION OF EQUIPMENT:** **OUT FER' A RIP** commits to ensuring all units are in good mechanical and physical condition. Renter(s) will be responsible to inspect units for damages prior to taking delivery. If a unit incurs damage or malfunctions, Renter(s) must report damage or malfunction to **OUT FER' A RIP** immediately. Renter(s) will be held responsible for any damage to all units and/or missing equipment that is not reported at the time of delivery.

**DAMAGE DEPOSIT:** A damage deposit of **\$1,000.00 (CAD)** will be collected for **each individual** unit rented. In the event a unit is returned damaged, the deposit will be applied toward the cost of repairs for any and all damages incurred during the rental period. If the cost of the damages exceeds the damage deposit, The named Renter on this RENTAL AGREEMENT agrees he/she is fully responsible for the remainder of the costs incurred to repair or replace the watercraft to the same condition as it was at the time this RENTAL AGREEMENT was signed.

**OUT FER' A RIP** will provide an itemized repair bill, including lost rental time which is to be calculated at \$250/day commencing the day after the "End Date" listed in this Rental Agreement and ending when full payment for repair bill/quote is paid by Renter.

**CANCELLATION POLICY:** Cancellations made two weeks prior to the rental date will result in a full refund. Cancellations made with less than 48 hours notice will result in the full rental fee being charged. Date changes are subject to availability, and must be requested at least a one week in advance.

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Date (DD/MM/YY)



**RISK INFO & ACKNOWLEDGEMENT**

**PLEASE BE AWARE:** Major problems that can arise are few but costly. For example, for damage to the impeller can cost several *hundred* dollars for debris sucked into the unit while damage to the engine due to overheating because of debris being sucked in can cost several *thousand* dollars.

**THEFT OR LOSS:** In case of theft or loss, Renter(s) is responsible for the replacement value of the unit and/or any additional accessories/equipment.

**INSURANCE:** Please check your homeowner, auto, or credit card policy to see if there is an endorsement available to you. **OUT FER' A RIP** offers NO insurance coverage for equipment damages/theft/loss incurred during your rental period.

**SEADOO OPERATION:** Renter(s) acknowledge and agree that the Equipment will be operated only by a qualified operator, 18 years of age or older, of said Equipment. Renter(s) will be responsible for all such operation. Renter(s) will not operate the Equipment, or permit anyone to operate the Equipment, while under the influence of alcohol or drugs. Renter(s) will be responsible for the operation of the equipment within all laws.

**SEADOO USE:** The Renter(s) agrees not to permit the use of or to use the SEADOO for transportation of persons or property for hire and not to allow more than three persons or the maximum listed weight on the unit at any one time. SEADOOs are not permitted to leave the province of New Brunswick.

**REPAIRS / SERVICE CALLS:** Renter(s) acknowledges and understands that **OUT FER' A RIP** cannot guarantee against mechanical failures of the rental Equipment. Renter(s) agrees to immediately notify **OUT FER' A RIP** of defective or non-working units. **OUT FER' A RIP** will make every reasonable effort to repair or replace defective units as quickly and efficiently as possible. Should Renter(s) make a call to service, repair or replace a unit that is found to be in working order and/or the problem was due to Renter(s) oversight or neglect or misuse, Renter(s) agrees that the repair call costs will be deducted from the Renter(s) damage deposit.

**LOSS OF RENTER(S) PROPERTY:** It is expressly agreed that **OUT FER' A RIP** shall not be liable for loss of or damage to any property left or stored by Renter(s) or any other person in or upon any unit after its return to **OUT FER' A RIP**. Renter(s) agree to hold **OUT FER' A RIP** harmless from and against any such claims.

**RETURN OF EQUIPMENT:** Renter(s) acknowledges and understands that they will return the Equipment to dock at an agreed upon time on the end date of this contract.

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Date (DD/MM/YY)



**SAFETY AND RULES:**

1. WEAR LIFE JACKETS AT ALL TIMES
2. DO NOT OPERATE SEADOO IN LESS THAN 2 FEET OF WATER
3. WHEN BEACHING/PULLING INTO SHORE, SHUT ENGINE OFF IN 2 FEET OR MORE OF WATER AND PULL TO SHORE, OR, ANCHOR IN 2 FEET OR MORE OF WATER CLOSE TO SHORE.
4. WHEN LAUNCHING SEADOO KEEP ENGINE OFF, PUSH AWAY FROM SHORE UNTIL IN 2 FEET OR MORE OF WATER. MAKE SURE THERE IS NO DEBRIS/WEEDS NEAR SEADOO BEFORE STARTING ENGINE
5. REMEMBER, YOU NEED THROTTLE TO STEER THE SEADOO
6. BE RESPECTFUL AND STAY AT LEAST 100 FEET (30.5 METERS) AWAY FROM EACHOTHER AND/OR OTHER BOATERS
7. DO NOT OPERATE EQUIPMENT UNDER THE INFULENCE OF DRUGS OR ALLCOHOL
8. DO NOT GO INTO WEEDED AREAS
9. DO NOT ATTEMPT TO "JUMP" OTHER BOATERS WAKE/WAVES
10. DO NOT OPERATE IN POOR WEATHER/WATER CONDITIONS
11. ALWAYS WEAR THE LANYARD ATTACHED TO THE SHUTOFF SWITCH
12. STAY ALLERT- ALWAYS BE WATCHING YOUR SURROUNDINGS
13. DO NOT OPERATE EQUIPMENT BEYOND YOUR ABILITY
14. IN CASE OF EMERGENCY CONTACT 911 BEFORE CONTACTING **OUT FER' A RIP**
15. DO NOT OPERATE SEADOO IN DARK/NIGHT CONDITIONS

**ENTIRE AGREEMENT:** The Renter(s) and **OUT FER' A RIP** acknowledge that this Agreement contains the full and complete arrangement between the parties relating to the subject matter herein, that there are no other oral or implied agreements or modifications outside of this Agreement. The parties further agree that no modification of this Agreement may be made except by means of a written addendum or memorandum signed by both parties.

I/We understand that at the total discretion of **OUT FER' A RIP** this rental agreement can be terminated when and if there is a question as to the competency or condition of the renter/operator or when weather conditions prevent the safe operation of the watercraft.

Parties agree that they have read this document in its entirety and agree to all terms and conditions.

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Date (DD/MM/YY)

\_\_\_\_\_  
**OUT FER' A RIP** Signature

\_\_\_\_\_  
Date (DD/MM/YY)



**SEADOO RENTAL WAIVER AND RELEASE OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY**

**BETWEEN:**

\_\_\_\_\_  
("CUSTOMER" NAME - PRINTED)

**AND**

**OUT *FER'* A RIP**

A SEADOO RENTAL AGREEMENT, SEADOO RENTAL WAIVER AND RELEASE OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY must be signed by renter prior to taking possession of any unit or accessory.

**AGE AND ELIGIBILITY REQUIREMENTS:**

"Customer" must be 18 years old or older; and "customer" represents that "customer" is in good physical condition and knows of no reason why he or she should not participate in any of the chosen activities directly or indirectly associated to items listed in the SEADOO RENTAL AGREEMENT. "Customer" acknowledges that "customer" must ensure any other participants they permit to operate the SEADOO must be a minimum of 18 years of age, in good physical health and proven to be competent by means of a Pleasure Craft Operators License or approved Rental Boat Safety Checklist. The "customer" must provide a current, valid government issued photo ID.

Customer must provide a Pleasure Craft Operator Card prior to taking delivery of unit, If "customer" does not have one, a Rental Boat Safety Checklist can be issued by **OUT *FER'* A RIP** and carried with you while you operate the Seadoo. Proof of a valid Pleasure Craft Operators Card or acceptable Proof of Competency is required by Transport Canada to be on your person at all times while operating the Seadoo.

**OUT *FER'* A RIP** is not responsible for any fines or charges that are issued to any individual operating the Seadoo during the rental period for failure to provide Proof of Competency. However, if **OUT *FER'* A RIP** issues a temporary license to the "customer" or associated members of their party and it is lost, or is illegible due to becoming wet during the rental period, the record of completion of the Rental Boat Safety Checklist can be provided following the rental period.

**ASSUMPTION OF RISK AND RESPONSIBILITY**

For your own safety and the safety of all who may be participating in any aspect associated to the Seadoo rental activity, it is important that you understand the risks, behave appropriately to mitigate all risks, and to explain and manage the risks associated with the activity to all of those participating.

Risks can be reduced or influenced by operators' condition, negligence, acts of God, experience, tiredness, coordination, balance, disability, focus and group size. If an operator at any time feels that conditions of the environment or any involved persons have become a hazard to the safe operation, they will cease the activities, return to port immediately and call **OUT *FER'* A RIP**.

I/We acknowledge that the following list of risks / hazards or injuries describe some but not all of the potential risks hazards or injuries associated to operating a SEADOO; bodily injury, drowning, changing water depth, currents, wave height and direction, boat wake, changing weather, motion sickness, collision with objects in the water, other watercraft, docks and shore walls, strain on joints, neck or spine from pounding of waves, capsizing, hypothermia, exposure to water and sun, falling from SEADOO and even death.

Initial: \_\_\_\_\_





I/We agree to assume responsibility for all risks including but not limited to those expressly listed herein and as well as those others not identified herein. My participation in the activity is voluntary. All participants in my party have been or will be made aware of the risks and I will be responsible for them. I am not impaired by alcohol or drugs, now nor I will be during the activities and I expressly acknowledge that operating a watercraft while under the influence of intoxicants is not only dangerous but also against the law. I further acknowledge that I do not have any disability or condition that may impair my safe operation of the watercraft.

Initial: \_\_\_\_\_

I/We elect to participate in the rental use in spite of the risks and potential dangers of operation on and around the water. We understand that at the total discretion of **OUT FER' A RIP** this rental agreement can be terminated when and if there is a question as to the competency or condition of the operator or when weather conditions prevent the safe operation of the watercraft.

Initial: \_\_\_\_\_

I/We for myself and any guests that I may be entertaining and/or any representative, heir or successor agree that **OUT FER' A RIP** shall have no liability for any injury, death, or damage however caused by operation/possession of the watercraft.

Initial: \_\_\_\_\_

I/We release and discharge **OUT FER' A RIP** and its insurer for any damages or injuries however caused.

Initial: \_\_\_\_\_

I/We accept sole financial responsibility for the loss of or damage to any equipment listed in the SEADOO RENTAL AGREEMENT obtained from **OUT FER' A RIP** by the "customer" .

Initial: \_\_\_\_\_

I/We understand that any film, video, photo or image of me/us while operating the rental watercraft , taken by **OUT FER' A RIP** , may be used for promotional or social media purposes.

Initial: \_\_\_\_\_

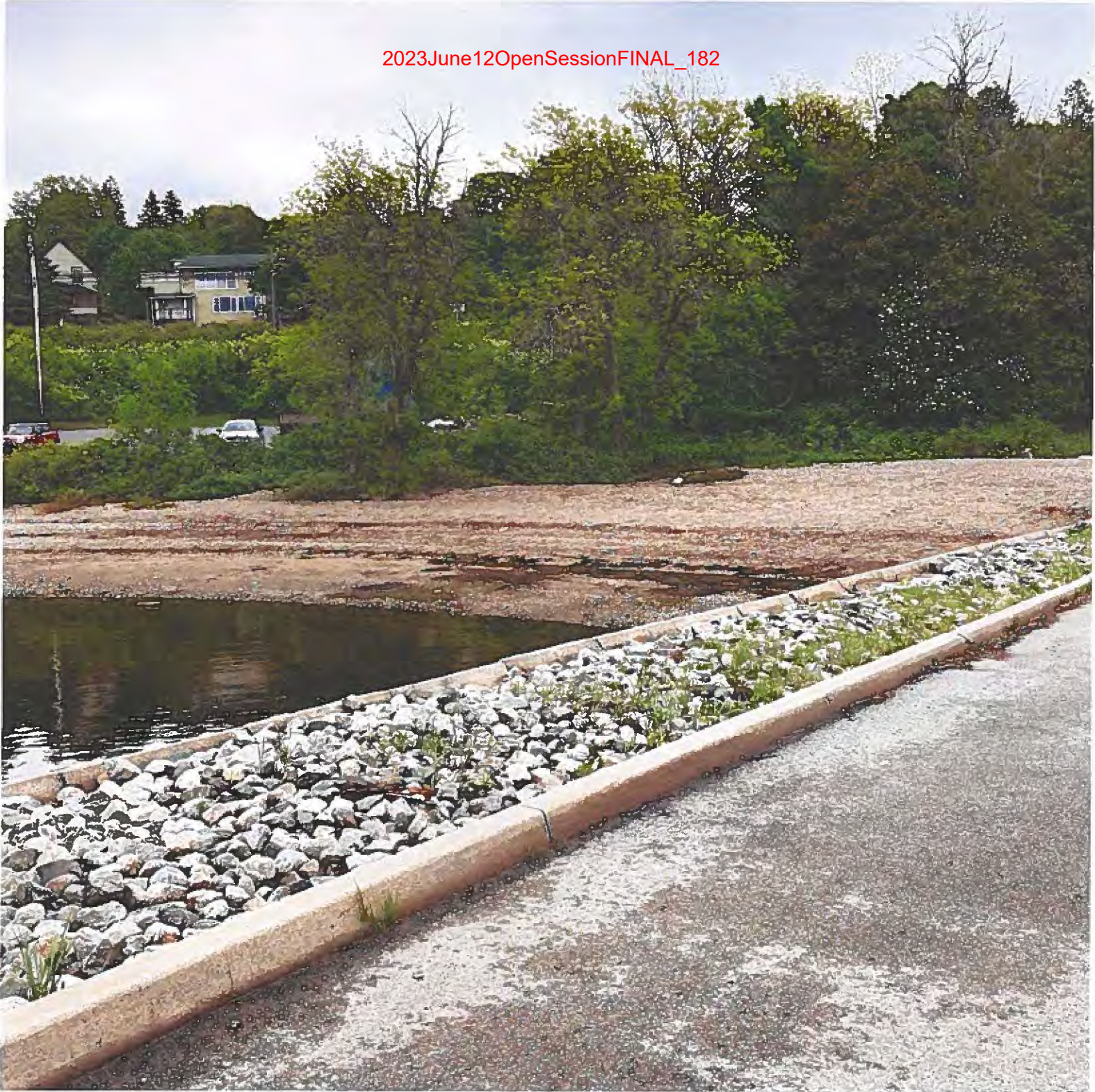
For and in consideration of electing and being allowed to participate in recreational activities including but not limited too SEADOO rental, transport, operation and storage of SEADOO through **OUT FER' A RIP** the above named "customer" does hereby:

1. Acknowledge the danger and assume the risk of participating in the aforementioned activities; and
2. Expressly and forever waive and release any and all claims, proceedings, or actions for personal injury, death, or any loss or damage whatsoever that the "customer" or any individual associated to the "customer" may suffer arising out of or in connection with **OUT FER' A RIP**, its directors, agents, employees, predecessors, heirs, successors, and releases each of them from any and all liability for damages to "customer", individuals associated to "customer" or "customer's" property, heirs and successors arising out of the "customer's" or individuals associated to "customer's" participation in the activities.

The "customer" further acknowledges that any controversy arising in connection with this SEADOO RENTAL WAIVER AND RELEASE OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY shall be governed by the laws of the province of New Brunswick and shall be adjudicated in the appropriate forum located therein.

By executing this SEADOO RENTAL WAIVER AND RELEASE OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY the "customer" acknowledges that the "customer" may be relinquishing legal rights. Execution of this form shall be conclusive evidence that the "customer" has read and understands this form in its entirety and intends to be bound by its terms.

Customer Print / Signature: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_



2023 June 12 Open Session FINAL\_183





2023 June 12 Open Session FINAL\_185



2023 June 12 Open Season FINAL\_186



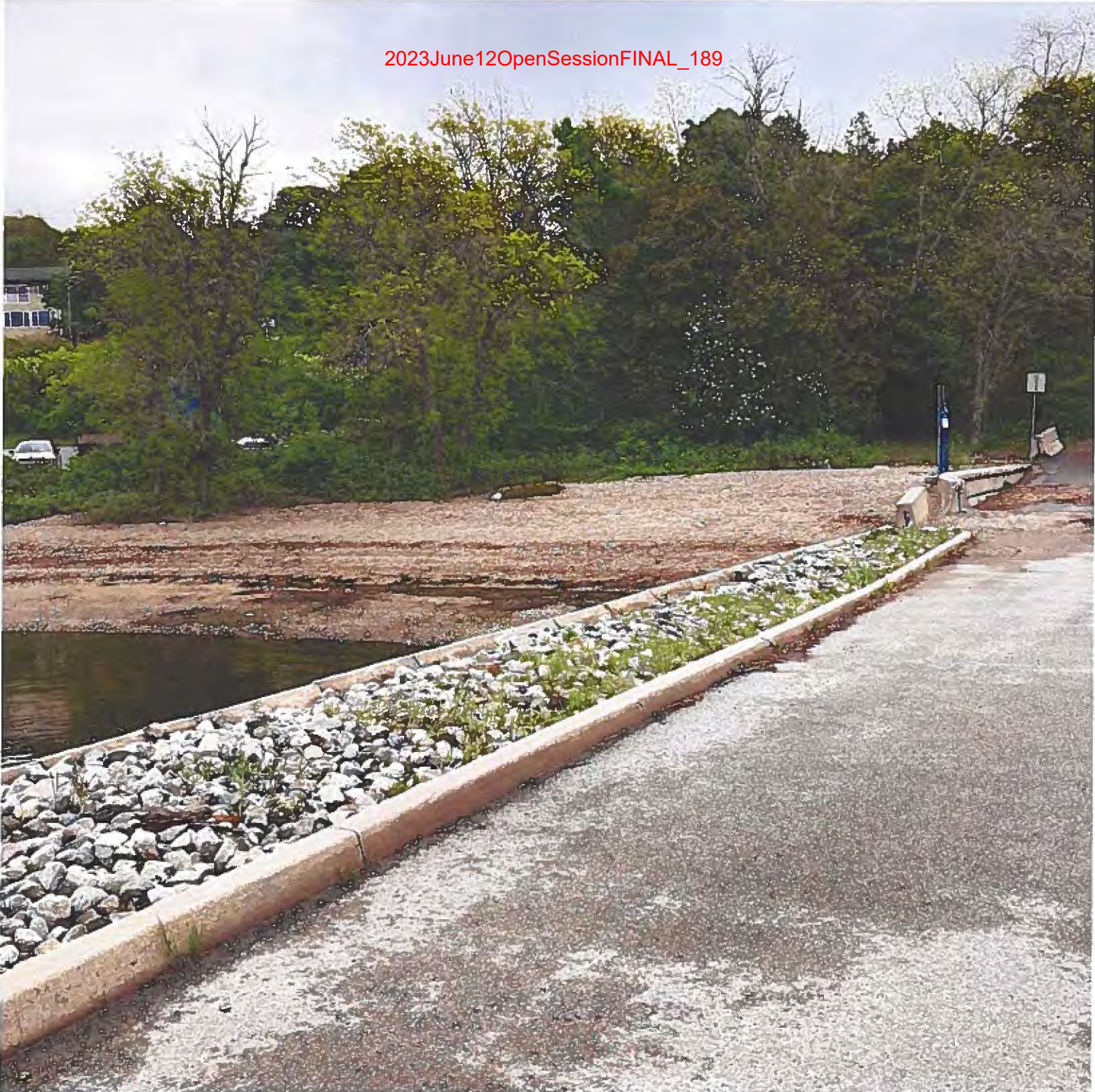
2023 June 12 Open Session FINAL\_187



2023 June 12 Open Session FINAL\_188









# ROTHESAY MEMORANDUM



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TO : Mayor and Council  
FROM : Nominating Committee  
DATE : 17 May 2023  
RE : Kennebecasis Public Library Board Appointment

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**RECOMMENDATION:**

- Council appoint Patrick H. Smith as a Rothesay representative to the Kennebecasis Public Library Board for a term to expire December 31, 2024.

**Background:**

As Council is aware, there were vacancies on the Kennebecasis Public Library Board for Rothesay appointees, as a result of recent resignations.

In response to social media posts, an application was received from C. Millican, who was appointed at the April Council meeting to serve on the Board.

The Committee subsequently received an application from Mr. Patrick Smith and is recommending his appointment to fill the other vacancy. The appointment will expire at the end of 2024, and he will be eligible for reappointment at that time.



2023June12OpenSessionFINAL\_191

# ROTHESAY

## INTEROFFICE MEMORANDUM



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TO : Mayor Grant & Council  
FROM : John Jarvie  
DATE : 8 June 2023  
RE : Term Priorities

---

### **Recommendation:**

It is recommended Council adopt the attached Rothesay Council Priorities 2021 – 2026.

### **Background**

Council has had numerous meetings to consider priorities for the current Council term. After several sets of revisions, the attached **Rothesay Council Priorities 2021 – 2026** represents what we understand to be Council's priority actions and programs to the end of the current Council term. The very nature of municipal government means that these priorities are not comprehensive in the sense that the various forces that the Town must deal with are not completely predictable at this time. Readers will understand that these priorities go hand-in-hand with maintaining regular service levels and adjusting services and expenditures to emerging issues and opportunities. Staff are developing specific actions in order to achieve the results Council has directed.

These priorities will be used to set direction for staff planning and focus. The Actions will be seen by Council in the form of recommendations for policy changes, capital works and program initiatives requiring allocations of resources and expansions of capacity in some areas. Once the priorities are conducted by motion Council the document will be published on the Rothesay website and included in the Annual Report.

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## PRIORITIES 2021-2026



# ROTHESAY COUNCIL PRIORITIES 2021-2026



## Introduction

This document is a record of the aspirations of the Rothesay Town Council for its five-year term concluding with the municipal election in spring of 2026. The contents of this document are intended to be used as a measure against which decisions of Council and allocations of resources can be compared.

The recommendations staff make to Council will be guided by these goals and action plans are being developed to achieve these goals. This document and the goals, objectives and plans it contains are public and are intended to inform Rothesay citizenry and allow residents to follow the progress toward these goals. The listed actions toward achieving the goals will be amended and expanded as progress is monitored and new opportunities identified. There will be regular progress reports and actions toward achieving the goals will be apparent as the Council goes about its regular business.

This document will be published on the Rothesay website and available in other formats on request.

## Context

These priorities are built upon a set of priorities adopted by former Councils in particular those adopted for 2016-2020. These include:

- Adopting a long term, sustainable fiscal strategy based on sound principles including consideration of economic implications of all development proposals and actively seeking an improved position on Provincial transfers;
- Planning and executing capital projects on time and on budget including wastewater treatment plant, storm drainage improvements, recreation projects, ten year fleet and five year resurfacing programs;
- Including adopting a comprehensive municipal plan (and now fostering its implementation including zoning, and subdivision and off-site levy bylaws);
- Developing an Age-Friendly community strategy including.

Others are included again as circumstances have evolved and more work is yet to be done.

There are other discreet projects not specifically listed that will be included the Town's annual work program in response to specific needs identified as the Council term evolves.

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The following are adopted as the Rothesay Council Priorities 2021 to 2026.



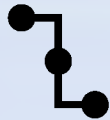
**Intergenerational Complex:**

The 50-year-old Rothesay Arena is to be replaced by a modern ice facility on adjacent properties and the existing building converted for multiuse recreation purposes.



**Recreation Master Plan:**

The 2009 recreation master plan is to be updated to address the needs of a wide range of users for both parks and active recreation.



**Wells Connector (Link):**

The Wells community and the remainder of Rothesay on north side of the Mackay Highway are to be connected via Grove Avenue and the Wells trail system.



**Affordable Housing:**

Policy positions and specific actions and projects are to be identified to increase affordable housing in the community.



**Climate Change Mitigation:**

Recommendations contained in the climate change adaptation plan are to be implemented and other emerging trends identified and addressed.



**Collector Road:**

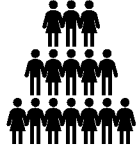
A road connection between the Fox Farm and Campbell Drive interchanges is to be planned and developed as resources permit.



**Communications:**

Potential changes and improvements to the way the Town communicates are to be examined and implemented.

This section describes how the Council intends to reach their priorities.



## 1. Intergenerational Complex

The 50-year old Rothesay Arena is to be replaced by a modern ice facility on adjacent properties and the existing building converted for multiuse recreation purposes.

### Commentary:

Separate applications submitted for New Facility and funding for refurbishment of existing arena. Projects to be phased as funding permits.

#### Examples of Actions:

- Letter to RDC to reinforce priorities
- Respond to additional justification requests
- Committee meeting with Consultants
- Meeting with politicians
- Choose architectural consultants



## 2. Recreation Master Plan

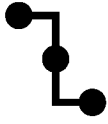
The 2009 recreation master plan is to be updated to address the needs of a wide range of users for both parks and active recreation.

### Commentary:

Consultant Contract awarded at May Council meeting Implementation of recommendations in 2024 onward Supplement Active Transportation component if necessary.

#### Examples of Actions:

- Identify key projects and programs
- Make offer on required lands
- Design and implement capital improvements
- Review/implement recommendations as appropriate



### 3. Wells Connector (Link)

The Wells community and the remainder of Rothesay on north side of the Mackay Highway are to be connected via Grove Avenue and the Wells trail system.

#### Commentary:

Preliminary Discussions held with RDC for Provincial Funding (max. \$0.5M)  
Federal Government may announce new active transportation funding in fall  
Include project in Town's 2024 capital budget

#### Examples of Actions:

- Acquire access and property rights
- Order hardware for traffic and ped lights
- Prepare tender documents



### 4. Affordable Housing

Policy positions and specific actions and projects are to be identified to increase affordable housing in the community.

#### Commentary:

Develop terms of reference for joint study with Quispamsis  
Encourage Envision to conduct study for KV  
Investigate Pilot Project on Scribner Crescent lands

#### Examples of Actions:

- Call for proposals for design services for RFP (Scribner lands)
- Document process for future projects
- Review/implement recommendations as appropriate





## 5. Climate Change Mitigation

Recommendations contained in the climate change adaptation plan are to be implemented and other emerging trends identified and addressed.

### Commentary:

Implement Climate Change Adaptation Plan  
Engage consultant to update green house gas inventory

### Examples of Actions:

- Implement or review 26 recommendations
- Formulate and implement Community Communications Plan
- Monitor climate change policy development at provincial and federal level



## 6. Collector Road

A road connection between the Fox Farm and Campbell Drive interchanges is to be planned and developed as resources permit.

### Commentary:

Commission preliminary design and cost estimates  
Identify potential funding sources inc. grants and off-site levies

### Examples of Actions:

- Identify land acquisition requirements
- Apply for grants as appropriate
- Identify benefiting parties



## 7. Communications

Potential changes and improvements to the way the Town communicates are to be examined and implemented.

### Commentary:

Develop an effective communications plan based on recommendations from Council and staff  
Develop quantitative and qualitative feedback metrics on effectiveness of Town communication channels  
Optimize benefits from participation in all inter-municipal and regional arrangements  
Maximize the benefits from revised municipal legislation

### Examples of Actions:

- Draft terms of reference for preparation of communications plan
- Survey Council for communication priorities
- Call for proposals for communications plan and services, if required
- Training Program for Current Staff



# ROTHESAY



## INTEROFFICE MEMORANDUM

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TO : Mayor Grant & Council  
 FROM : John Jarvie  
 DATE : 9 June 2023  
 RE : Comparison: Draft Flyer Bylaw versus City Bylaw

---

### Recommendation:

It is recommended Council:

- i. give first reading to By-law 2 – 2023, A BY-LAW RESPECTING FLYER DISTRIBUTION IN ROTHESAY; and
- ii. send a copy of the draft bylaw to the flyer distributor for comments. (Staff understand the distributor to be Brunswick News Inc.)

### Background

The Climate Change Action Committee has been discussing concerns regarding the distribution of advertising flyers for some time. The Committee has tested the procedure for terminating flyer delivery and found it to work. However, with the City of Saint John adopting (May 15) LG-20, A By-law Respecting Flyer Distribution the Committee decided to recommend Council adopt a similar bylaw. To follow is a comparison between the draft bylaw previously prepared for the Committee and the Saint John bylaw as adopted.

	Feature	City	Rothesay
1	Recitals	Yes	No
2	Definition of “flyer”	Includes a description of the purpose of the material distributed	Only lists the type of material; the purpose of the materialist is listed in paragraph 3
3	Minimum Size of sign	6” x 7”	4.5 “ x 5”
4	Size of lettering	Minimum 72 points (font)	Minimum 38 points
5	Accumulation of flyers	Prohibits distribution if “old flyers” in driveway	Not included
6	Bilingual signs	Required	not required
7	Exemption for flyers in receptacle	Included	Must be placed in receptacle or front step if no sign posted
8	Exemption for apartment building	Buildings with five or more units exempt	Buildings of six or more units exempt
9	Flyers delivered to the “doorstep”	Not permitted	Permitted
10	Minimum fine	\$300	\$140
11	Delivery to community mailbox	not stated	Prohibited if sign on property
12	Fine per day	Not stated	Yes
13	Administrative penalties	Yes (\$150)	No
14	Interpretation rules	Yes	No
15	Reference to other bylaws (e.g. litter)	Yes	No

### Comments

In my view the bylaws are attempting to have the same general effect that is to reduce litter and nuisance to homeowners who do not wish to receive the advertising material.

Some of the differences between the bylaws results from stylistic changes in their construction. Neither bylaw seems to deal with flyers circulated for not-for-profit events.

If Council chooses to adopt a bylaw to govern the distribution of advertising flyers in Rothesay, it is suggested that changes to the draft bylaw should include the following:

- a) larger minimum sign size and font
- b) add a reference to other municipal bylaws
- c) add an administrative penalties provision

The draft accompanying this memorandum has incorporated these changes.

It should be recognized that requiring flyers to be deposited on the front step or mailbox may make the economies of the business substantially different.

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**BY-LAW 2 -2023**

**A BY-LAW RESPECTING FLYER DISTRIBUTION IN ROTHESAY**

BE IT ENACTED by the Council of the town of ROTHESAY under the authority vested in it by the Local Governance Act, SNB 2017, c 18 as follows:

**1. Title**

This By-law may be cited as the "**Flyer Distribution By-law**".

**2. Definitions**

In this by-law:

- a) "**council**" means Rothesay Town Council;
- b) "**distributor**" means any person, that distributes, permits to be distributed or causes to be distributed any flyer which promotes activities outlined in Section 3 of this by-law;
- c) "**flyer**" means any non-subscription based printed or written matter, and includes a circular, leaflet, pamphlet, paper, booklet, postcard, coupon, or any other printed or otherwise reproduced matter;
- d) "**municipality**" means the geographic area constituted as the town of Rothesay;
- e) "**newspaper**" means any newspaper or magazine of general circulation for which the occupant has paid or requested delivery;
- f) "**person**" includes a distributor, business, company, organization or corporation and the heirs, executors, administrators or other legal representatives of a person;
- g) "**residential property**" means property or part thereof used or intended to be used for residential purposes, but does not include the portion of a hotel or motel used for the purpose of lodging for the public or an apartment hotel;

**3. Application**

This by-law applies to any flyer distributed within the municipality that:

- a) Advertises or otherwise promotes any merchandise, product, commodity or thing;
- b) Directs attention to any business or commercial establishment or other activity, for the purpose of either directly or indirectly promoting the interests thereof; or
- c) Directs attention to or advertises any meeting, performance, exhibition or event of any kind for which an admission is charged for the purpose of commercial gain or profit.

**4. General**

- a) Any owner or occupier of a residential property may post a sign or notice on such residential property stating they do not wish to receive flyers.
- b) Any owner or occupier of a residential property who wishes to post a sign or notice in accordance with Section 4(a) above may:
  - i. Post a sign or notice in such form as may be provided by the Council, or
  - ii. Post a sign or notice created by the owner or occupier, provided that any such sign or notice meets the following specifications:

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1. Is a minimum 22 cm (8.5 in) by wide (5.5 in) high;
  2. Consists of lettering that is in black font on a white background; and
  3. Contains the phrase "**NO FLYERS**" in a font size of at least 72 pt in a sans-serif (plain) font type, such as Arial.
- c) A sign or notice stating the owner or occupier does not want to receive flyers shall be posted on the residence in a manner such that the sign or notice is reasonably visible to a distributor.
- d) No distributor shall distribute or cause to be distributed a flyer at or on a residential property if a sign or notice has been posted pursuant to this Section 4.
- e) Sections 4(d) and 4(h) of this by-law shall not apply to the following:
- i. Any election advertising material which is permitted to be transmitted or delivered pursuant to any applicable federal, provincial or municipal legislation or regulation;
  - ii. Newspapers delivered to paid or requested subscribers;
  - iii. Community association newsletters or newspapers that do not contain flyers;
  - iv. Information circulars produced by a federal, provincial or Rothesay or an agency of such government;
  - v. Information circulars produced by a member of Council, a member of the New Brunswick Legislative Assembly or a member of the Parliament; or
  - vi. An apartment building containing six or more dwelling units.
- f) No distributor shall distribute or cause to be distributed any flyers on residential property other than:
- i. In a mail box;
  - ii. In a mail slot;
  - iii. In a tube or other receptacle designated for this purpose; or
  - iv. On a doorstep
- g) No distributor shall distribute or cause to be distributed any flyers at or on a residential property where previously delivered flyers have not been retrieved for two consecutive weeks.
- h) No distributor shall distribute or cause to be distributed any flyers to any owner or occupant of residential property by leaving same in the owner or occupant's community mailbox where such owner or occupant has posted a sign or notice complying with this Section 4 on the residential property of the owner or occupant.

## 5. Offences

- a) A person who violates a provision of this by-law is guilty of an offence and is liable on conviction to a fine.
- b) The minimum fine for an offence committed under this by-law is one hundred fifty dollars \$150 and the maximum fine for an offence committed under this by-law is two thousand one hundred dollars \$2,100.
- c) If an offence committed under this by-law continues for more than one day:
  - i. The minimum fine that may be imposed is the minimum fine established in this by-law multiplied by the number of days during which the offence continues; and

- ii. The maximum fine that may be imposed is the maximum fine established in this by-law multiplied by the number of days during which the offence continues.

**6. Enforcement**

- a) Every person duly appointed by Council as a by-law enforcement officer is hereby authorized to carry out any inspection that is necessary for the administration or enforcement of this by-law.
- b) Any peace officer or by-law enforcement officer is hereby authorized to take such actions, exercise such powers and perform such duties, as may be set out in this by-law, or in the *Local Governance Act* and as they may deem to be necessary to enforce any provisions of this by-law.

**7. Administrative Penalties**

- a) Rothesay may provide for an administrative penalty to be paid with respect to a violation of a provision of this By-law as set out in subsection 7(b).
- b) A person violating any provision of this By-law may pay to Rothesay an administrative penalty of one hundred dollars (\$100) within 45 calendar days from the date of such violation and upon such payment the person who committed the violation is not liable to be prosecuted therefore.

**8. Other Offences**

Nothing in this By-law exempts a person violating this By-law from charges resulting from infractions under any other Rothesay by-law.

**9. Severability**

- a) Where a court of competent jurisdiction declares any section or part of a section of this by-law invalid, the remainder of this by-law shall remain in force unless the Court makes an order to the contrary.

FIRST READING BY TITLE \_\_\_\_\_, 2023

SECOND READING BY TITLE \_\_\_\_\_, 2023

READ BY SECTION NUMBER

(Advertised as to content on the Rothesay website in accordance with the Local Governance Act, SNB (2017) c.18) \_\_\_\_\_, 2023

THIRD READING BY TITLE  
AND ENACTMENT \_\_\_\_\_, 2023

\_\_\_\_\_  
Dr. Nancy Grant, Mayor

\_\_\_\_\_  
Mary Jane Banks, Town Clerk



70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**June 12, 2023**

**TO:** Mayor Grant and Members of Rothesay Council

**SUBMITTED BY:**

  
\_\_\_\_\_  
John Jarvie, Town Manager

**DATE:** June 7, 2023

**SUBJECT:** Water Treatment Plant Expansion

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### **RECOMMENDATION**

It is recommended that Rothesay Mayor and Council authorize the Director of Operations to:

- 1) issue a purchase order in the amount of \$66,195 plus HST to design the process/automation upgrade to accompany the treatment capacity expansion at the McGuire Road Water Treatment Facility, and
- 2) approve a change-order to the Veolia Treatment Train Supply contract in the amount of \$77,000 plus HST to include a new logic controller for the McGuire Road Water Treatment Facility.

### **ORIGIN**

The McGuire Road Water Treatment Facility currently includes two treatment trains and the installation of a third has been approved by Council. The installation of the third treatment train will require changes to the automated process configuration for the overall plant operation.

### **BACKGROUND**

The Water Treatment Plant at McGuire Road draws raw, untreated water from the wells around Carpenter Pond. Raw water is currently treated through two micro-filtration tanks to produce potable water for customers. The recent growth in customer base and resulting peak water demand has necessitated the



addition of a third micro-filtration tank (commonly referred to as a “treatment train”). Council approved this expansion and the third treatment train has been ordered with an expected delivery date of April 2024.

The micro-filtration treatment process is Trademarked and fully automated. Though the owner of the technology has changed over the years since the plant was built in 1995, the technology remains the same. The current operating name is *Veolia* and the efficiency and reliability of the process is as solid now as it was in 1995. However, the control panel that operates the plant dates to the first plant upgrade in 2008. There is an option to add circuits to this control panel to allow the third treatment train to operate, however the reliability would be questionable. The addition of the third treatment train will immediately increase the treatment capacity for the facility, however the chemical feed and disinfection components of the plant as well as the distribution system delivery pumps are configured for a two-train system. In order to maximize the throughput capacity of the plant for the long-term, staff are of the opinion that the control panel should be replaced when the third treatment train is commissioned and that the other components of the plant should be examined for replacement/upsizing in the future.

### DISCUSSION

Staff recommend the engagement of CBCL Consulting Engineers to work alongside Veolia treatment designers to install and commission the third treatment train and to create a *5-year roadmap* for upgrades to the overall plant. This upgrade would include such items as internal pipe sizing, mechanical/electrical, blowers, delivery pumps and other associated components.

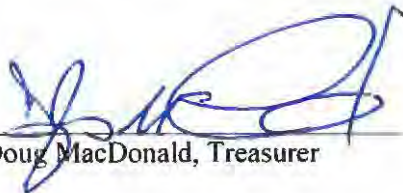
### FINANCIAL IMPLICATIONS

The 2023 Utility Fund Capital Budget includes an amount of \$630,000 for the purchase of the third treatment train. The treatment train has been ordered and an initial deposit has been paid, however the bulk of the expenditure will not be made until the treatment train is delivered in April of 2024. The cost of the engineering support from CBCL will be \$69,033 including the Town’s eligible HST rebate and the quoted cost for the control panel (not included in the original treatment train budget) will be \$79,288.00 including the Town’s eligible HST rebate.

Staff recommend funding these two amounts from the approved \$630,000 budget in 2023 and re-adjusting the 2024 budget to include the remaining amount to be paid when the third treatment train is delivered in April of 2024.



Report Prepared by: Brett McLean, Director of Operations



Report Reviewed by: Doug MacDonald, Treasurer

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



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# ROTHESAY

## INTEROFFICE MEMORANDUM



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TO : Mayor Grant & Council  
FROM : John Jarvie  
DATE : 9 June 2023  
RE : Contract with Foodcycler

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**Recommendation:**

It is recommended Council:

authorize the mayor and clerk to execute the attached contract with Food Cycle Science Corporation for the supply of 200 Foodcycler (kitchen composting) units at a cost of \$68,500 plus HST.

**Background**

At its May meeting Council agreed to participate in the FoodCycler pilot program providing for kitchen composting units for up to 200 residences at a gross cost of approximately \$71,500. If the program is successful, that is if all units are sold, the net cost to the Town would be \$24,500 including net HST to be financed out of operations.

Attached is the proposed contract from Food Cycle Science Corporation for Council's consideration. Please note that in order to comply with the federal grant a response is required by midmonth.

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# FOODCYCLER™ MUNICIPAL FOOD WASTE DIVERSION PILOT PROGRAM



**ROTHESAY**



Rothesay  
70 Hampton Road  
Rothesay, NB E2E 5L5  
506-848-6600

Wednesday, June 7, 2023

## The FoodCycler™ Food Waste Diversion Municipal Pilot Program

Dear Rothesay Staff and Council,

Thank you for your interest in food waste diversion in your community. Food Cycle Science (FCS) is an organization born from the alarming fact that 63% of food waste is avoidable and responsible for about 10% of the world's greenhouse gas emissions. FCS has developed an innovative solution that reduces food waste in landfills, takes more trucks off the road, reduces infrastructure and collection costs, and contributes to a 95% reduction in CO<sub>2</sub> equivalents (CO<sub>2</sub>e) compared to sending food to landfills. We deploy our patented technology to households around the world, helping them take ownership of their food waste and environmental impact.

In partnering with municipalities, we are committed to creating accessible food waste solutions for all people and changing the way the world thinks about food waste. The purpose of the FoodCycler™ Pilot Program is to measure the viability of on-site food waste processing technology as a method of waste diversion. By reducing food waste at home, you can support your environmental goals, reduce residential waste, reduce your community's carbon footprint, and extend the life of your community's landfill(s).

Based on several factors, we believe Rothesay would be a great fit for the benefits of this program, and we are proposing a study involving 200 households in Rothesay.

The **FoodCycler FC-30** and **Eco 5** devices can process 2.5 L and 5 L (respectively) of food waste per cycle and convert it into a nutrient-rich by-product that can be used to enrich your soil. Power consumption per cycle is ~0.8 kWh (FC-30) / ~1.3 kWh (Eco 5) and takes less than 8 hours to complete (overnight).

Every FoodCycler deployed is estimated to divert at least 2 tonnes of food over its expected lifetime. Based on market rates of \$100 per tonne of waste (fully burdened), 200 households participating would divert 400 tonnes of food waste and save the municipality an estimated \$40,000.00 in costs. Please note that this analysis is based on market rates and depending on the remaining landfill lifespan and closure costs, local rates for waste disposal may vary.

Every tonne of food waste diverted from landfill is estimated to reduce greenhouse gas emissions by 1.3 tonnes of CO<sub>2</sub>e before transportation emissions. Based on this, 200 households could divert approximately 520 tonnes of greenhouse gas emissions.

Food Cycle Science is excited to have you on board for this exciting and revolutionary program. The FoodCycler™ Municipal Solutions Team is always available to answer any questions you might have.

Warm regards,

*The FoodCycler™ Municipal Team*



# Impact Canada/AAFC Food Waste Reduction Challenge

Food Cycle Science is a finalist of Impact Canada's Food Waste Reduction Challenge, which is a three-stage initiative from the Government of Canada through Agriculture and Agri-Food Canada to support business model solutions that prevent or divert food waste at any point from farm to plate. FoodCycler has been chosen as a finalist for our project titled: "Residential On-Site Food Waste Diversion for Northern, Rural, and Remote Communities".

The challenge objectives and assessment criteria are for solutions that:

1. **Can measurably reduce food waste** – in dollars and metric tonnes;
2. **Are innovative and disruptive to the status quo** – the old way of doing business is out;
3. **Are ready to scale up** – it is time to deploy high-impact and wide-reaching solutions across the Canadian food supply chain;
4. **Have a strong business case** – there is a demand for your solution;
5. **Make a difference to our communities** – creating jobs and increasing access to safe, nutritious, and high-quality food is a priority; and,
6. **Improve our environment** – reducing food waste means shrinking our GHG footprint and conserving natural resources.

As a finalist, Food Cycle Science is the recipient of a \$400,000 grant that is being 100% redistributed to our Canadian municipal partners in support of their FoodCycler initiatives and pilot programs. Based on several factors, FoodCycler believes Rothesay would be an ideal "Implementation Partner" for this stage of the challenge and we are proposing a study involving 200 households in Rothesay, wherein Food Cycle Science will contribute a portion of this grant money towards offsetting the costs of your program.

More information can be found here: <https://impact.canada.ca/en/challenges/food-waste-reduction-challenge>



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As of the date of this proposal, there are a total of 91 Canadian municipalities that have signed on to participate in a FoodCycler program. Through this partnership, Rothesay can achieve immediate and impactful benefits, acquire valuable insight into food waste diversion in your region, and showcase itself as an environmental leader and innovator in Canada.

**Food Cycle Science** is looking to achieve the following through this proposed partnership:

- 🌱 Receive high-quality data from pilot program participants regarding food waste diversion
- 🌱 Receive high-quality feedback from residents, staff, and council regarding the feasibility of a FoodCycler food waste diversion program for Rothesay and similar communities
- 🌱 Demonstrate the viability of our technology and solutions in a municipal setting so the model can be re-deployed in other similar communities in Canada
- 🌱 Demonstration of a program regarding food waste diversion in small/rural Canada to support Phase 3 of Impact Canada's Food Waste Reduction Challenge

**Rothesay** would receive several benefits through this partnership:

- 🌱 Opportunity to trial a food waste diversion solution at a cost well below market prices utilizing federal funding intended for food waste reduction in our country
- 🌱 Reduced residential waste generation thus increasing diversion rates
- 🌱 Reduced costs associated with waste management (collection, transfer, disposal, and landfill operations)
- 🌱 The reduction of greenhouse gas (GHG) emissions from transportation and the decomposition of food waste in landfills
- 🌱 Extend the life of your landfill(s)
- 🌱 Opportunity to support Canadian innovation and clean tech
- 🌱 Opportunity to provide residents with an innovative solution that reduces waste and fights climate change, at an affordable price
- 🌱 Obtaining data that could be used to develop a future organic waste diversion program

**Residents of Rothesay** would receive several benefits through this partnership:

- 🌱 Opportunity to own an at-home food waste diversion solution at a cost well below market prices
- 🌱 Support climate change goals by reducing waste going to landfill
- 🌱 Ability to fertilize their garden soil by generating a nutrient-rich soil amendment
- 🌱 Reduce the "ick factor" of garbage to keep animals and vermin away
- 🌱 Reduce trips to the waste site and save on excess waste fees where applicable

In the pages that follow, we will offer a pilot program recommendation for consideration.





# The FoodCycler Product Family

The FoodCycler product family offers closed-loop solutions to food waste, with zero emissions or odours. This sustainable process reduces your organic waste to a tenth of its original volume. Small and compact, FoodCycler products can fit anywhere. They operate quietly and efficiently, using little energy.

**FOODCYCLER™**  
**FC-30**



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

**FOODCYCLER™**  
**Eco 5**



## Recycle Your Food Waste in 3 Easy Steps



### Step 1:

Place your food waste into the FoodCycler™ bucket. The FoodCycler™ can take almost any type of food waste, including fruit and vegetable scraps, meat, fish, dairy, bones, shells, pits, coffee grinds and filters, and even paper towels.



### Step 2:

Place the FoodCycler™ bucket into your FoodCycler™ machine. The FoodCycler™ machine can be used anywhere with a plug such as a kitchen countertop, basement, laundry room, heated garage, etc.



### Step 3:

Press Start. In 8 hours or less, your food waste will be transformed into a nutrient-rich soil amendment that can be integrated back into your soil. The cycle runs quietly and with no odours or GHG emissions.

# FoodCycler Funded Pilot Program – Subsidy Model

FoodCycler FC-30



Retail Price  
= \$500



### FoodCycler Eco 5



Retail Price  
= \$800



## FoodCycler Funded Pilot Program Recommendation and Details

Based on the demographics and current waste management system in place at Rothesay, Food Cycle Science is recommending a pilot program involving 200 households.

The funded pilot program is based on a cost subsidy model where Food Cycle Science provides an initial discount, we contribute an investment from AAFC/Impact Canada, Rothesay provides a subsidy, and the resident provides the remaining contribution. The purpose of this model is to make this technology accessible to more Canadians at an affordable price.

The total investment from Impact Canada for a 200 household pilot would amount to **\$20,000.00**<sup>1</sup>. The funding period for Impact Canada ends in June 2023 or until all funding has been fully allocated, whichever comes sooner.

Through this partnership-based program, the **municipal investment for Rothesay is \$100.00 per household**, regardless of which device is selected. Residents will then have the option to choose the FoodCycler™ model that best suits their household and budget.

Each FoodCycler™ is estimated to divert at least 2 tonnes of food over its expected lifetime. Based on average market rates of \$100 per tonne of waste (fully burdened), 200 households participating would divert 400 tonnes of food waste and save the municipality an estimated **\$40,000.00** in costs.

### Total Invoiced Amount

	Price	Quantity	Total
FoodCycler FC-30 Municipal Rate	\$250	100	\$25,000
FoodCycler Eco 5 Municipal Rate	\$400	100	\$40,000
Shipping Estimate			\$3,500
<b>Total Invoice Amount</b>			<b>\$68,500</b>

*Plus applicable taxes.*

### Net Municipal Cost:

	Price	Quantity	Total
Total Invoice Amount			\$68,500
Less Resident Resale: FC-30	\$150	100	<b>-\$15,000</b>
Less Resident Resale: Eco 5	\$300	100	<b>-\$30,000</b>
<b>Net Municipal Cost</b>			<b>\$23,500</b>

<sup>1</sup> Based on an estimated 50/50 split between FC-30 and Eco 5s. Will vary depending on the quantity of FoodCyclers purchased and the model ultimately selected by residents.

*Plus applicable taxes.*

**Volume Discount:** Orders of 500 units or more will be eligible to receive an additional \$50.00 per unit discount on the FoodCycler Eco 5. The Municipality shall maintain a minimum of \$100.00 per household subsidy, thus passing on these savings directly to residents, reducing the resident contribution on the Eco 5 to \$250.00.

## Purchase and Program Terms

**Confirmation Deadline:** Confirmation of order (Council resolution and/or signed partnership agreement) to be received no later than June 15, 2023.

**Price Guarantee:** Food Cycle Science will honour these rates on subsequent orders of 200 units or more, placed within the 2023 calendar year.

**Shipping:** Shipping estimates to your location may range from \$2,900.00 – \$4,100.00 and the \$3,500.00 quoted is an estimated average based on today's shipping rates. The Municipality may choose the shipping option that best suits its budget and needs. The higher-cost shipping options will generally provide superior shipping accuracy.

**FoodCycler Model Selection:** During a registration period, residents will be given the option to indicate their preferred FoodCycler model. The total allotment of each FoodCycler model can be either predetermined or determined by resident selection.

**Payment Terms:** Payment is 100% due upon receipt of goods.

**Accessories:** Additional filters and other accessories may be purchased from FoodCycler at wholesale rates for resale to residents under the pilot program with no additional freight cost provided they are included in the initial order.

- **RF-35 Replacement Filter Pack (Refillable):** Includes 2 refillable filter cartridges with carbon included, good for 1 filter change. One-time purchase only to convert to the refillable system. May be purchased at a price of \$22.12 + tax in increments of 18.
- **RC-35 Carbon Filter Packs:** Includes 8 carbon packets, good for 4 filter changes. Compatible only with RF-35 refillable filter system. May be purchased at a price of \$50.00 + tax in increments of 9.
- **RC-104 Carbon Filter Packs:** Includes 4 carbon packets, good for 4 filter changes. Compatible only with the Eco 5 refillable filter system. May be purchased at a price of \$50.00 + tax in increments of 6.
- **BK-30 Spare Buckets:** May be purchased at a price of \$50.00 + tax in increments of 6.
- **BK-100 Spare Buckets for Eco 5:** May be purchased at a price of \$80.00 + tax in increments of 4.
- **RF-30 Replacement Filter Pack:** Includes 2 disposable filter cartridges with carbon included, good for 1 filter change. May be purchased at a price of \$22.12 + tax and must be purchased in increments of 20.

**Warranty:** 1-year standard manufacturer's warranty starting on date of delivery of all FoodCycler units to Rothesay. We will repair or replace any defects during that time. Extended warranties may be purchased at additional cost of \$25.00 per year for up to 5 years.

**Buyback Guarantee:** Food Cycle Science will buy back any unsold units after a period of 1 year from the delivery date. All units must be in new and unopened condition. The municipality is responsible for return shipping to our warehouse in Ottawa, ON plus a \$25.00/unit restocking fee.

**Marketing and Promotion:** Rothesay and Food Cycle Science mutually grant permission to use the name and/or logo or any other identifying marks for purposes of marketing, sales, case studies, public relations materials, and other communications solely to recognize the partnership between Food Cycle Science and Rothesay. Rothesay staff may be asked to provide a quote / video testimonial regarding the program.

**Surveys / Tracking:**

- The trial / survey period will be for 12 weeks starting on or before August 31, 2023.
- Residents will be asked to track weekly usage of the FoodCycler during each week of the trial. Tracking sheets will be provided as part of a Resident Package prepared by Food Cycle Science.
- At the end of the 12 weeks, residents must report their usage and answer a number of survey questions. The survey is to be provided by Food Cycle Science and approved by Rothesay.
- The survey is to be administered either by Rothesay or by Food Cycle Science, by request and with permission. All survey results are to be shared between Rothesay and Food Cycle Science. Rothesay shall ensure all personal information of participants is removed from any data ahead of sharing with Food Cycle Science.
- Rothesay may administer additional touchpoints with participants at their discretion.

**Report:** At the request of Rothesay, Food Cycle Science will prepare a report summarizing program performance including waste diversion, potential for expansion, and other factors deemed relevant by Rothesay. A preliminary report must be completed and included in our submission to Impact Canada by June 15, 2023, which FCS will prepare.

**Customer Support / Replacement Units:**

- Food Cycle Science has a dedicated municipal support team that is available to assist residents directly with any troubleshooting, repairs, or replacement when required.
- Food Cycle Science may provide a small number of spare FoodCycler units with the initial order to be used for replacements if/when required. Rothesay would be tasked with assisting residents with replacements where necessary. Replacement units will be supplied at no cost to the municipality and may represent up to 2% of the total initial order. This represents our anticipated/accepted failure rates.
  - Any unused spare units remaining after the warranty period shall be donated to a local school, with priority given to schools participating in EcoSchools Canada programs.



## Summary and Acceptance of Terms

We respectfully ask that you confirm your participation no later than June 15, 2023, in order to respect the timeline of the Impact Canada Food Waste Reduction Challenge.

Summary of pilot program costs:

Program Recommendation	Invoice Amount	→	Net Municipal Cost
200 Households	\$68,500	→	\$23,500

Terms Accepted and Agreed by Rothesay:

\_\_\_\_\_  
Name / Title

\_\_\_\_\_  
Name / Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Food Cycle Science looks forward to working with Rothesay to reduce the amount of food waste going to landfills in a manner that is convenient and cost-effective.

Sincerely,

**Kassia Régnier**

Municipal Program Coordinator

kassiar@foodcyclers.com | +1 613-861-1721



Food Cycle Science Corporation  
371A Richmond Road, Suite  
#4 Ottawa, ON K2A 0E7  
[www.foodcyclers.com](http://www.foodcyclers.com)

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TO: Mayor and Council  
 FROM: Councillors Mackay French and Boyle  
 DATE: June 7, 2023  
 RE: Annual FCM Conference and Trade Show

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From May 25<sup>th</sup> to May 28<sup>th</sup>, we were in Toronto, Ontario to attend the 2023 Annual FCM Conference and Trade Show: *Local Action, National Results.*. The conference brought delegates from all over Canada to the Metro Toronto Convention Centre. More than 1,500 municipal leaders from across Canada gathered in Toronto for this conference.

By attending formal talks, events, seminars, study tours, networking, and socializing, we gained hands-on professional training and development. We heard from all federal party leaders (except Pierre Poilievre who sent his Deputy Leader: Melissa Lantsman), who discussed the challenges and opportunities that come with a rapid growing Canada.

We took advantage of opportunities to meet municipal peers from coast to coast to coast and discuss community issues, concerns, challenges, and opportunities. We voted on resolutions that direct FCM’s advocacy work and shape the municipal-federal agenda and we elected members to the FCM Board.

The conference’s theme was, *Local Action, National Results.* Below is a brief summary of the specific program events that your Council representatives attended while in Toronto.

Thursday, May 25 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Travel to Toronto</li> <li>• Delegate Registration</li> <li>• Regional Caucus Meeting</li> <li>• Official Trade Show Opening and Reception</li> </ul>
Friday, May 26 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Trade Show opened – attended throughout the day</li> <li>• Opening Ceremony</li> <li>• Political Keynote Address by Prime Minister Justin Trudeau</li> <li>• President’s Forum, Building Welcoming Communities for a Growing Canada</li> <li>• Study Tour: Historic Toronto City Tour</li> <li>• Driving municipal sustainability priorities through CIB financing</li> <li>• Political Keynote: Melissa Lantsman, MP for Thornhill and Deputy Leader of the Conservative Party of Canada.</li> <li>• Fight the municipal brain drain: Attracting and retaining talent – workshop</li> <li>• Host City Welcome Reception at the Royal Ontario Museum</li> </ul>
Saturday May 27 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Trade Show – attended throughout the day</li> <li>• Resolutions Plenary</li> <li>• Rural Plenary</li> </ul>

	<ul style="list-style-type: none"> <li>• Political Keynote: Elizabeth May, Leader of the Green Party of Canada</li> <li>• Finding home: Canada’s next generation of housing – workshop</li> <li>• Plenary: A new fiscal framework for municipalities</li> <li>• Taking action against online harassment: ideas, innovations, allyship - workshop</li> <li>• Ask the experts: The ripple effect of food production</li> <li>• Women in local government reception</li> <li>• New Brunswick Reception</li> </ul>
Sunday, May 28 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Awards, Presentations, Table Officers’ Election and Annual General Meeting</li> <li>• Selection of Candidates for FCM’s Board of Directors</li> <li>• Elections of Regional Caucus Chairs</li> <li>• AGM and Ratification of FCM’s 2023-2024 Board of Directors</li> <li>• Political Keynote: Jagmeet Singh, Leader of the New Democratic Party of Canada</li> <li>• Closing Plenary</li> <li>• Host City Gala Dinner</li> </ul>

There was a common theme amongst the keynote speakers over the weekend and it was **GROWTH**. Canada is growing and there is a need for all municipalities, large and small, to expand and be able to deliver services, housing, food security, and recreation all while thinking about sustainability and climate change. Speakers spoke of the need to build affordable housing in every community across Canada. The biggest take away of this conference was: the only way forward, towards finding sustainable solutions to these problems, is that all levels of government must be working together.

The FCM CAO, Carole Saab started off the conference highlighting the national problems such as healthcare, housing, immigration, labour shortages, poverty, food, public transit to name a few. **She discussed the need for a new Municipal Growth Framework, to ensure municipalities can continue to lead on the ground and meet the needs of Canadians with resources that are tied to national growth.** She was very clear that the present framework is not working. “If we don’t fix the way we work together across governments, I assure you that Canada will not achieve its goals when it comes to housing, infrastructure, mental health, climate action... the list goes on.” **“We need to enable and empower our towns and cities – not down the road, not a few years from now, but today, with all orders of government doing what Canadians expect us to do, working together to figure it out.”**

Prime Minister, Justin Trudeau started his speech with praise for municipal representatives. “For a decade now, I’ve made a point of showing up to every FCM annual conference and I always will - because the work that municipalities do is so important.” “I know that you’re on the front lines delivering for Canadians everything from maintaining roads and public transit that gets people to work and school every day to the social work of helping feed and house the most vulnerable people.

There is so much that you do, and we need to be partners in it if we want to truly serve people in the best possible way in these challenging times.”

**“If there is one thought that I hope you take away from my talk today, it’s this: that fairness for Canada’s cities and communities is possible. Municipalities deliver more than 60 per cent of all services to citizens– but only collect between 8 and 12 cents out of every tax dollar. And on infrastructure, even though the federal government has about half of the fiscal capacity of all orders of government, it only makes 12 per cent of all infrastructure investments. That isn’t sustainable – and it isn’t fair. Our communities need greater support. I hear this every time I meet with municipal economic development staff. There’s no shortage of great ideas, but we’re falling short in giving our cities and towns the infrastructure they need to attract new businesses and new jobs. It’s time for a new agreement between our municipalities, provinces and the federal government. It’s time for a new revenue source, dedicated and delivered to local governments.” – Justin Trudeau**

Melissa Lantsman (Conservative Party) discussed housing as a priority. Elizabeth May (Green Party), who is such a passionate and compelling speaker, discussed the ongoing climate crisis and how municipalities play a key role in finding solutions. Jagmeet Singh (NDP) also discussed homelessness and the importance of focusing on mental health, helping the most vulnerable, and dealing with substance addiction problems. Scott Pearce, President of FCM and Mayor of Gore, Québec) shared his vision for municipalities to be recognized as a full order of government in Canada, and reiterated the need for a new Municipal Growth Framework.

Three important resolutions were adopted at the Resolutions Plenary:

1. Establishing an urgent intergovernmental platform on mental health;
2. A new growth framework for Canadian municipalities; and
3. Taking urgent action needed to address the crisis of homelessness.

Many of the vendors at the tradeshow had draws for prizes. The largest prize was a WestJet trip to Vancouver and an Alaskan Cruise for two. Debbie Wiggins-Colwell, the past Mayor from Tantramar, now councillor for Sackville, New Brunswick won this prize and was delighted. She plans to take her husband for their anniversary.

Workshop/tour notes and take-homes by Councillor Mackay French:

Fight the municipal brain drain: retaining talent workshop.

- Succession planning was highlighted as hugely important for communities and many don’t have this in place. If your community doesn’t, then get this started.
- Workplace has changed since the pandemic. Remote work is here to stay.
- People want their values met. People are looking for meaning, fulfillment, and connection.
- Workplaces should have an Employee Care Co-Ordinator.
- There are three generations in the present workplace with differing needs of work/life balance.
- Diverse organizations need to appeal to all of these values.

- Need to attract people to these jobs and connect them, to their work: Training + Connection + Investment.
- Develop Skills – look at skill gap and map and nurture through career development.
- Diversity & Inclusion as equity – eliminate job barriers through job descriptions and where the jobs are posted.
- Psychological Safety is very important – it's to our leaders to model this.
- There must be investment into both our elected officials and our employees professional development.
- Age diversity is important. Many communities have too many 50+ without younger decision makers.
- Diversity is all about having more opinions around the table.

#### Finding Home – Canada's next generation of housing workshop.

- Mayor Dawn Arnold of Moncton was one of the panelists as Canada's largest growing communities in Canada. Growth of 16%.
- Mayor Arnold discussed the pressures of growth on her community – health, education, housing, shortage of skilled workers, and aging workforce.
- She discussed that the housing we needed 20 years ago is not what we need now. Affordability needs to be the priority.
- Moncton needs 455 new units. They are working on a roadmap to address housing and affordability. (NB – First ever Housing Minister)
- Change in demographics in communities – massive war time effort is needed to move people into housing.
- The definition of affordable housing has to change. Is it really affordable?
- Federal government should be building affordable housing.

#### Taking action against online harassment: ideas, innovations, allyship – workshop

- Respect and Democracy is Respecting Democracy.
- Women need to be asked multiple times to run for office.
- Equal Voice is a resource.
- The statistics of women in politics that are harassed was just startling!
- There is software that has been developed to tackle on-line attacks of public officials.
- AretoLabs.com Edmonton based company. Taking action against online harassment.
- SAMbot: On the Municipal Campaign Trail (Sabreena Delhon).
- Podcast: Humans of the House.
- Communities should have a Respectful Communications Policy.

Councillor Mackay French had an opportunity to do a Historic Toronto City Study Tour. This bus tour weaved around the streets of downtown Toronto with an opportunity to visit the St. Lawrence Market and ending at Casa Loma, all while learning about the rich history and constant change and growth that the city of Toronto has gone through. There is still construction going on everywhere, even though it doesn't seem possible. This tour highlighted the importance of a town's history. Rothesay continues to celebrate our unique history through the Rothesay Living Museum and the possible purchase of the Rothesay Train Station.

Take home notes from Councillor Boyle:

In addition to Councillor Mackay French's observations, it is evident that Rothesay needs to do more to meet its sustainability goal of net zero by 2050. In particular I feel the plan for the rink needs to be reassessed to ensure that it is compliant with our goal. There is funding available for green initiatives and a net zero facility will garner support from both provincial and federal jurisdictions.

I met with a company who specialize in wastewater and sewage processing equipment who may be able to provide the town of Rothesay with cost saving solutions with our lagoon upgrade.

I had the opportunity to hear David Coletto speak, who is a pollster with Abacus Data, some the highlights of his talk are as follows

- Top three issues facing Canadians are:
  - Rising cost of living 79%
  - Healthcare 57%
  - Housing affordability and accessibility 42%
  
- If an Election was Today...
  - Conservative 33%
  - Liberal 30%
  - NDP 18%

51% describe Quality of life in their community as excellent or good

74% want a change in Government.

I found this to be very interesting.

I went on an interesting walking tour of housing and one example of a solution in Toronto. A man purchased a semi for 4 million dollars and converted the entire home into five rental units. One was in the garage.

I met some new friends and have been invited to visit some of their rinks.

Final thoughts from your Councillors:

The FCM 2023 was well worth our attendance and was a great source of professional training and development. It's very encouraging to hear from our federal and municipal leaders across Canada discussing issues that impact all of our communities with the hopes that we can work together to find solutions. Toronto was a Fabulous host city and the conference was very well organized. We both hope to attend the FCM 2024 in Calgary.



Prime Minister  
Justin Trudeau



FCM CAO  
Carol Saab



Senior VP of CN  
Janet Drysdale



Leader of the Green  
Party Elizabeth May



Deputy Leader of the  
Conservative Party  
Melissa Lantsman



Leader of the NDP Party  
Jagmeet Singh



MC Catherine Clark and  
Elder opening FCM



President of FCM and  
Mayor of Gore, Quebec  
Scott Pearce



Acting Mayor of Toronto  
Jennifer McKelvie



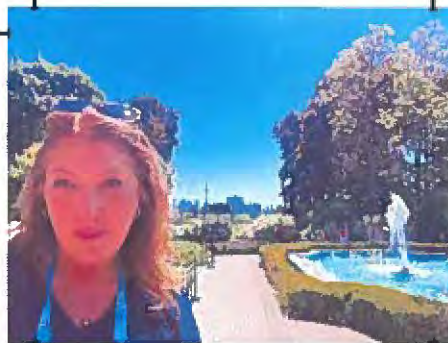
Councillor Helen Boyle,  
Mayor Brittany Merrifield,  
Mayor Donna Reardon



Host City Welcome  
Reception at the Royal  
Ontario Museum



Councillor Helen Boyle at  
Gala Dinner



Councillor Tiffany  
Mackay French at  
Study Tour –  
Casa Loma



Casa Loma



Mayor Dawn Arnold  
Mayor Kate Rogers  
Mayor Donna Reardon



Mayor of Antigonish  
Laurie Boucher



Housing Crisis across  
Canada



SATURDAY, MAY 27

WORKSHOPS		
3:30-4:30 PM	From National Adaptation Strategy to local climate resilience <i>Presented by Co-operators</i>	Level 700, 718 A
	Taking action against online harassment: ideas, innovations, allyship <i>Presented by Rogers Communications together with Shaw</i>	Level 700, 718 B
3:30-4:30 PM	<b>ASK THE EXPERTS</b> The ripple effect of food production <i>Presented by the Egg Farmers of Canada, Chicken Farmers of Canada, Turkey Farmers of Canada, Canadian Hatching Egg Producers and Dairy Farmers of Canada</i>	Level 700, 717
5-6 PM	<b>WOMEN IN LOCAL GOVERNMENT RECEPTION</b> <i>Presented by Canadian Labour Congress</i>	Level 700, 718 B
5:30-6:30 PM	<b>FRANCOPHONE RECEPTION</b>	Level 500, 501
6-8 PM	<b>CANADIAN UNION OF PUBLIC EMPLOYEES RECEPTION</b>	Level 600, 601-602
6:30-8:30 PM	<b>RURAL, NORTHERN AND REMOTE RECEPTION</b> <i>Presented by Canada Post</i>	Level 800, 801-802

SUNDAY, MAY 28		LOCATION
7-8 AM	<b>BREAKFAST</b>	Level 800, Hall F
7 AM-3 PM	<b>DELEGATE REGISTRATION</b> <i>Presented by Municipal Information Network</i>	Level 600, Foyer
7 AM-4 PM	<b>CHILDCARE SERVICES</b>	Level 700, 704
8-10 AM	<b>AWARDS PRESENTATIONS, TABLE OFFICERS' ELECTION AND ANNUAL GENERAL MEETING</b>	Level 800, Hall G
10-10:30 AM	<b>COFFEE BREAK</b>	Level 700, Foyer
<b>STUDY TOUR</b>		
10:15 AM-12:30 PM	Finding the missing middle: Low-rise housing in Toronto	Departure, Level 500
<b>SELECTION OF CANDIDATES FOR FCM'S BOARD OF DIRECTORS</b>		
10:30 AM-12:30 PM	Alberta	Level 700, 718 A
	British Columbia	Level 700, 715
	Manitoba	Level 700, 713
	Newfoundland & Labrador	Level 700, 711
	Nova Scotia	Level 700, 716
	Ontario	Level 700, 718 B
	Prince Edward Island	Level 700, 714 B
12-1:30 PM	Quebec	Level 700, 717
	Saskatchewan	Level 700, 714 A
<b>LUNCH</b>		
<b>ELECTIONS OF THE REGIONAL CAUCUS CHAIRS</b>		
12:30-1 PM	Atlantic	Level 700, 718 A
	British Columbia	Level 700, 715
	Ontario	Level 700, 718 B
	Prairies and Territories	Level 700, 713
1:30-2 PM	Quebec	Level 700, 717
	<b>AGM AND RATIFICATION OF FCM'S 2023-2024 BOARD OF DIRECTORS</b>	
2-2:30 PM	<b>POLITICAL KEYNOTE</b> Jagmeet Singh, Leader of the New Democratic Party of Canada	Level 800, Hall G
2:30-3:30 PM	<b>CLOSING PLENARY</b> The next federal election and the state of the race	Level 800, Hall G
6-11:30 PM	<b>HOST CITY GALA DINNER</b> <i>Presented by Enbridge</i>	Energare Centre

LEGEND : Simultaneous interpretation =

2023 June 12 Open Session FINAL 229



## 2023 TRADE SHOW

FCM's 2023 Trade Show — one of our largest to date — features more than 200 exhibitors ready to assist your community with the best practices and latest technology, all tailored to the needs of both rural and urban municipalities. Running from Thursday, May 25 to Saturday, May 27, the Trade Show is a must-attend core element of our 3-day conference, and will be a hive of activity during the event.

### SEE THE EXHIBITOR LIST

Scan the QR code below or take a look at the FCM 2023 app to see the list of all our exhibitors.



Please monitor your **ANNUAL CONFERENCE APP** for real-time notifications regarding room or timing changes and announcements.



LOCAL ACTION NATIONAL RESULTS

# PROGRAM AT-A-GLANCE

MAY 25-28, 2023

Metro Toronto Convention Centre, South Building Toronto, ON

**THURSDAY, MAY 25**

		LOCATION
8 AM-3 PM	<b>EXHIBITOR REGISTRATION AND MOVE-IN</b>	Level 800, Foyer
8 AM-7 PM	<b>DELEGATE REGISTRATION</b> <i>Presented by Municipal Information Network</i>	Level 600, Foyer
8 AM-7 PM	<b>CHILDCARE SERVICES</b>	Level 700, 704
<b>STUDY TOUR</b>		
8:45 AM-12 PM	Toronto History Museums: Spadina Museum and Gardens	Departure, Level 500
9 AM-5 PM	<b>BIG CITY MAYORS' CAUCUS (BCMC) MEETING</b> <i>Closed meeting for committee members only</i>	Level 700, 716
<b>STUDY TOUR</b>		
9:15-11:30 AM	Exploring the Toronto Archives	Departure, Level 500
<b>WORKSHOP</b>		
10 AM-12 PM	Help FCM's GMF build a national climate resilience program	Level 700, 718 A
<b>STUDY TOURS</b>		
12:30-2:45 PM	Innovation ecosystems: Toronto's leading incubators & accelerators: OneEleven St. Lawrence neighbourhood: Conserving heritage in Toronto's Old Town	Departure, Level 500
<b>STUDY TOURS</b>		
12:30-3:45 PM	From transit to transformation: Smart Track, Ontario Line and transit-oriented communities Public libraries and smart cities: Ensuring digital inclusion and digital literacy for All R.C. Harris Water Treatment Plant Waste to renewable natural gas: Powering your community	Departure, Level 500
<b>STUDY TOUR</b>		
12:45-3 PM	Toronto history museums: Fort York National Historic Site	Departure, Level 500
<b>WORKSHOP</b>		
1-3 PM	Your equity journey: From getting started to keeping the momentum <i>Presented by the Canadian Race Relations Foundation in partnership with the Canadian Commission for UNESCO</i>	Level 700, 718 B
<b>REGIONAL CAUCUS MEETINGS</b>		
4-5 PM	Atlantic Provinces	Level 700, 718 A
	British Columbia	Level 700, 713
	Ontario	Level 700, 715
	Prairies & Territories	Level 700, 718 B
5:30-7:30 PM	Quebec	Level 700, 717
	<b>OFFICIAL TRADE SHOW OPENING AND RECEPTION</b> <i>Presented by the Egg Farmers of Canada, Chicken Farmers of Canada, Turkey Farmers of Canada, Canadian Hatching Egg Producers and Dairy Farmers of Canada</i>	Level 800, Hall E

**FRIDAY, MAY 26**

		LOCATION
7-8 AM	<b>BREAKFAST ON THE TRADE SHOW FLOOR</b>	Level 800, Hall E
7 AM-2:30 PM	<b>EXHIBITOR REGISTRATION</b>	Level 800, Foyer
7 AM-2:30 PM	<b>TRADE SHOW</b> <i>Presented by the Egg Farmers of Canada, Chicken Farmers of Canada, Turkey Farmers of Canada, Canadian Hatching Egg Producers and Dairy Farmers of Canada</i>	Level 800, Hall E
7 AM-4:30 PM	<b>DELEGATE REGISTRATION</b> <i>Presented by Municipal Information Network</i>	Level 600, Foyer
7 AM-5:30 PM	<b>CHILDCARE SERVICES</b>	Level 700, 704
8-9 AM	<b>OPENING CEREMONY</b> <i>Presented by CN Rail</i>	Level 800, Hall G
9-9:30 AM	<b>POLITICAL KEYNOTE</b>	Level 800, Hall G
9:30-10:30 AM	<b>PRESIDENT'S FORUM BUILDING WELCOMING COMMUNITIES FOR A GROWING CANADA</b> <i>Presented by Chandos Construction</i>	Level 800, Hall G
10:30-11 AM	<b>COFFEE BREAK</b>	Level 800, Hall E

**FRIDAY, MAY 26**

10:30 AM-12:45 PM	<b>STUDY TOURS</b>	
	Canoe Landing Community Centre 100 Dundas Street West in Toronto's Old Town	Departure, Level 500
	Union Station revitalization project	
10:30 AM-1:15 PM	<b>STUDY TOURS</b>	
	Indigenous Centre for Innovation and Entrepreneurship	Level 700, 713
	Toronto Overdose Information System: Informing our response to the opioid crisis	Level 700, 715
	Cycling tour of road safety projects	
10:30 AM-1:45 PM	<b>STUDY TOURS</b>	
	Housing & intensification in established areas: Mid-rise buildings in West Queen West	
	Inclusive and resilient economic growth: Waterfront revitalization	Departure, Level 500
11 AM-12 PM	Revitalizing and decarbonizing the Bathurst Quay neighbourhood	
	<b>STUDY TOURS</b>	
11 AM-12 PM	Transforming Etobicoke Centre	Departure, Level 500
	University of Toronto Scarborough campus tour	
<b>WORKSHOPS</b>		
11 AM-12 PM	Intercommunity transit: Closing the rural and regional transportation gap	Level 700, 718 A
	Becoming asset managers: Building team and self-resiliency <i>Presented by Mental Health Commission of Canada</i>	Level 700, 718 B
11 AM-12 PM	<b>ASK THE EXPERTS</b> Driving municipal sustainability priorities through CIB financing <i>Presented by Canada Infrastructure Bank</i>	Level 700, 717
12-1:45 PM	<b>LUNCH ON THE TRADE SHOW FLOOR</b> <i>Presented by Nuclear Waste Management Organization</i>	Level 800, Hall E
12:15-1:15 PM	<b>LUNCH AND LEARN HUB ON THE TRADE SHOW FLOOR</b>	
	12:15-12:30 PM <i>Presented by CIMCO</i>	
	12:35-12:50 PM <i>Presented by Moneris</i>	Level 800, Hall E
12:55-1:10 PM <i>Presented by Catalis</i>		
1:45-2:15 PM	<b>POLITICAL KEYNOTE</b> Melissa Lantsman, MP for Thornhill and Deputy Leader of the Conservative Party of Canada	Level 800, Hall G
2:15-3 PM	<b>COFFEE BREAK</b>	Level 700, Foyer
<b>WORKSHOPS</b>		
3-4 PM	How to build great public spaces and facilities <i>Presented by CSA Group</i>	Level 700, 718 A
	Fight the municipal brain drain: Attracting and retaining talent <i>Presented by SAP Canada Inc. and Canadian Internet Registration Authority (CIRA)</i>	Level 700, 718 B
3-4 PM	<b>ASK THE EXPERTS</b> Future-proofing Canada's agricultural sector <i>Presented by the Egg Farmers of Canada, Chicken Farmers of Canada, Turkey Farmers of Canada, Canadian Hatching Egg Producers and Dairy Farmers of Canada</i>	Level 700, 717
3-4:45 PM	<b>STUDY TOUR</b>	
	Street art and graffiti management: Walking tour of My Elders Said wall & Honour the Water wall	Departure, Level 500
3-5:15 PM	<b>STUDY TOURS</b>	
	Finding the missing middle: Low-rise housing in Toronto	
	Toronto's leading incubators & accelerators: LatAm Startups	Departure, Level 500
3-5:45 PM	Union Station revitalization project	
	Indigenous Centre for Innovation and Entrepreneurship	Level 700, 713
	Toronto Community Crisis Service: Reimagining crisis response	Level 700, 715
<b>STUDY TOURS</b>		
3-5:45 PM	Building stronger and healthier communities: The Maple Leaf Sports and Entertainment Launchpad & Parks, Forestry and Recreation	
	Housing & intensification in established areas: Mid-rise Buildings in West Queen West	Departure, Level 500
	Modular supportive housing in Toronto	

**FRIDAY, MAY 26**

3-6:15 PM	<b>STUDY TOUR</b>	
	From transit to transformation: Smart Track, Ontario Line and transit-oriented communities	Departure, Level 500
6:30-9 PM	<b>HOST CITY WELCOME RECEPTION</b> <i>Presented by Rogers Communications together with Stray</i>	Royal Ontario Museum

**SATURDAY, MAY 27**

		LOCATION
7:30-8:30 AM	<b>BREAKFAST</b>	Level 800, Hall E
7:30 AM-2 PM	<b>EXHIBITOR REGISTRATION</b>	Level 800, Foyer
7:30 AM-2:30 PM	<b>TRADE SHOW</b> <i>Presented by the Egg Farmers of Canada, Chicken Farmers of Canada, Turkey Farmers of Canada, Canadian Hatching Egg Producers and Dairy Farmers of Canada</i>	Level 800, Hall E
7:30 AM-5 PM	<b>CHILDCARE SERVICES</b>	Level 700, 704
7:30 AM-6 PM	<b>DELEGATE REGISTRATION</b> <i>Presented by Municipal Information Network</i>	Level 600, Foyer
8-9 AM	<b>RESOLUTIONS PLENARY</b>	Level 800, Hall G
9-10 AM	<b>RURAL PLENARY</b> Successful storytelling and advocating for rural communities <i>Presented by Canadian Telecommunications Association (CTA)</i>	Level 800, Hall G
	<b>POLITICAL KEYNOTE</b> Elizabeth May, Leader of the Green Party of Canada	Level 800, Hall G
10:15-11 AM	<b>COFFEE BREAK</b>	Level 800, Hall E
<b>STUDY TOUR</b>		
10:30 AM-12:45 PM	Enwave Deep Lake Water Cooling	Departure, Level 500
<b>STUDY TOURS</b>		
10:30 AM-1:15 PM	Housing & intensification in established areas: Mid-rise buildings in West Queen West	
	Inclusive and resilient economic growth: Waterfront revitalization	
	Ravine strategy	Departure, Level 500
10:30 AM-1:45 PM	Revitalizing and decarbonizing the Bathurst Quay neighbourhood	
	Toronto's leading incubators & accelerators: Centre for Social Innovation	
<b>STUDY TOUR</b>		
10:30 AM-1:45 PM	Golden Mile area	Departure, Level 500
<b>WORKSHOPS</b>		
11 AM-12 PM	Finding home: Canada's next generation of housing <i>Presented by Canadian Mortgage and Housing Corporation (CMHC)</i>	Level 700, 718 A
	Everything everywhere all at once: "multi-solving" climate solutions <i>Presented by Intact Public Entities</i>	Level 700, 718 B
	Think globally, act locally: municipalities and global challenges	Level 700, 716
11 AM-12 PM	<b>ASK THE EXPERTS</b> How P3s put private profit ahead of public interest <i>Presented by Canadian Union of Public Employees</i>	Level 700, 717
12-1:30 PM	<b>LUNCH ON THE TRADE SHOW FLOOR</b> <i>Presented by Lidstone &amp; Company</i>	Level 800, Hall E
<b>LUNCH AND LEARN HUB ON THE TRADE SHOW FLOOR</b>		
12:15-1:15 PM	12:15-12:30 PM <i>Presented by Liveable Cities</i>	
	12:35-12:50 PM <i>Presented by Canadian Internet Registration Authority</i>	Level 800, Hall E
	12:55-1:10 PM <i>Presented by Communities in Bloom</i>	
1:30-2 PM	<b>TRADE SHOW PRIZE DRAW</b> <i>Presented by Port of Vancouver</i>	Level 800, Hall E
2:15-3:15 PM	<b>PLENARY</b> A new fiscal framework for municipalities <i>Presented by Addenda Capital</i>	Level 800, Hall G
<b>STUDY TOUR</b>		
3-5:45 PM	Supporting Toronto's grassroots music community: It's OK* Studios	Departure, Level 500
3:15-3:45 PM	<b>COFFEE BREAK</b>	Level 700, Foyer

**LEGEND** : Simultaneous interpretation =

# MINDEN HILLS ARENA

2023 June 12 Open Session FINAL\_231

## A SUCCESS FOR THE TOWNSHIP OF MINDEN HILLS



**BUDGET \$13M**

### About Minden

When the township of Minden Hills wanted to refurbish their aging arena, they knew they needed an unconventional approach to soliciting and awarding a construction contract knowing the outcome would impact their entire community for years to come. But when they announced they were interested in an Integrated Project Delivery (IPD) contract method, it was such a novel approach. MBC was immediately interested in learning more. Given our extensive experience with the Design-Build approach to constructing recreation centres across Ontario, MBC was an obvious choice to work with the Township in building the first recreation centre in Canada of its size, using this brand new approach to construction contract delivery.

### What is Integrated Project Delivery (IPD)?

The IPD contract method (CCDC30) is a new approach to building which integrates all of the stakeholders to work collaboratively from the beginning of the project, including the project owner, the consultants, the constructor and even their subtrades and in this case the community as well. It is a multi-party contract which leverages the strengths of each group in the chain to maximize efficiencies and reduce waste throughout the design and construction phases, optimizing results and ultimately increasing overall value to the owner. All parties to the contract share in a "risk-pool" and so are collectively motivated to deliver the best project at the highest value for money possible.

### GET IN TOUCH TO FIND OUT MORE

McDonald Brothers Construction Inc.  
262 Westbrook Rd.,  
Ottawa, ON, K0A 1L0

[www.mbc.ca](http://www.mbc.ca)  
[info@mbc.ca](mailto:info@mbc.ca)  
1 (613) 831-6223



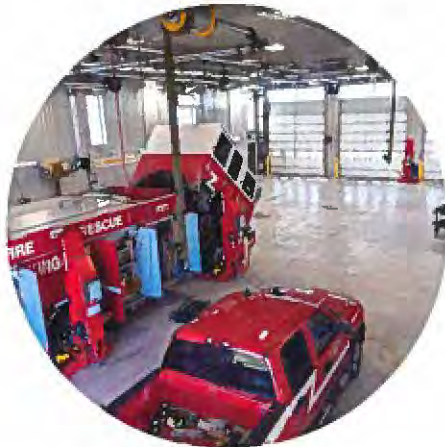
# KINGSTON FIRE RESCUE MAINTENANCE FACILITY



**BUDGET \$3.7M**

## Meeting your net-zero goals

More and more Canadian Municipalities have begun to implement their sustainability plans to meet increasingly aggressive energy performance targets. Using Honco's patented pre-engineered "frameless" superstructure, MBC was able to deliver a net-zero ready, 3-bay fire truck maintenance garage for the City of Kingston which is intended to be used as a training centre. The Honco system lends itself perfectly for enhanced building envelope and high-performance energy systems necessary to meet the growing need for efficiency targets all while maximizing usable space. Call MBC to find out if your next project could be another Honco success story!



# Wastewater and Sewage Processing

2023 June 12 Open Session FINAL\_233



EMFLUIDS

## Maintain Effluent Compliance

- Govt. of Ontario certified
- Non-mechanical and chemical-free aeration
- Manage nutrient levels and control algae
- Reduce regulated water parameters
- Reduce E. coli and other anaerobic pathogens
- Easy installation without costly infrastructure

## Solve Sludge Management Issues

- Promote an aerobic waterbody
- Digest organic sludge in-situ
- Increase facility processing capacity
- Delay or eliminate expensive dredging
- A cost-effective sludge management plan
- Decrease end-of-life Greenhouse Gas emissions

The EMF 1000 series are a patent protected, turnkey, self-contained, solar-powered, clean technology that use proprietary, non-irradiating electromagnetic signals to influence waterbodies. Once activated, these signals impact certain physicochemical properties of water that increase the gas transfer rate across the air-water boundary by approximately 2-times. This enables oxygen and other gases to diffuse into the water faster and shifts the equilibrium to promote aerobic while suppressing anaerobic conditions, resulting in reduced odours, anaerobic pathogens, sludge build-up and end-of-life Greenhouse Gas emissions. A single device impacts 40-50 acres of water surface. The devices come with a wireless communications interface.



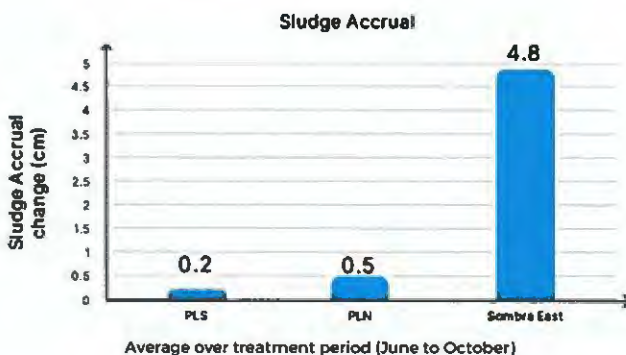
## Cost Saving

- 1 Reduce OPEX by lowering costs associated with mechanical aeration and sludge management
- 2 Improve CAPEX by reducing need for new infrastructure to increase processing capacity

### Port Lambton Sewage Lagoon in Canada

**Problem** Sludge build-up

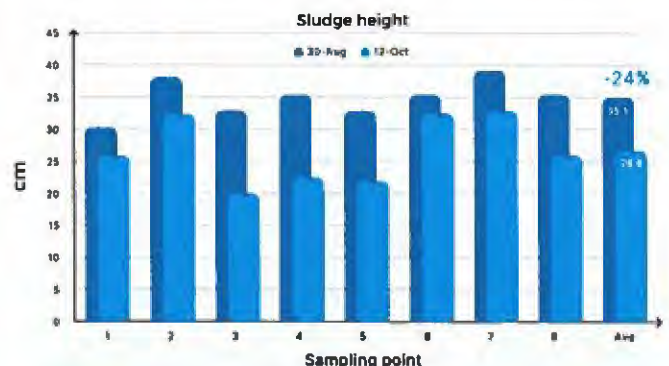
**Result** BOD ↓ 69%, Ammonia ↓ 79%, E. coli 10-fold; ↓ 88%, Overall odour ↓



### Shoal Lake Sewage Lagoon in Canada

**Problem** Sludge build-up, Odour

**Result** Odour eliminated, Capacity increased



# Lake, Pond, Reservoir and Stormwater Remediation

2023 June 12 Open Session FINAL\_234



# EMFLUIDS

## Control Algal Blooms

- Eliminate need for chemical treatment
- Suppress blue-green algae without algaecides
- Convert excessive nutrients to food chains for aquatic organisms

## Maintain a Healthy Ecosystem

- Improve dissolved oxygen levels; prevent mass fish kills
- Minimize low oxygen and bad odours
- Promote thriving and diverse aquatic life
- Enhance aesthetics, water clarity, recreational appeal

The EMF 1000 series are a patent protected, turnkey, self-contained, solar-powered, clean technology that use proprietary, non-irradiating electromagnetic signals to influence waterbodies. Once activated, these signals impact certain physicochemical properties of water that increase the gas transfer rate across the air-water boundary by approximately 2-times. This enables oxygen and other gases to diffuse into the water faster and shifts the equilibrium to promote aerobic while suppressing anaerobic conditions, resulting in a healthier waterbody for biological processes, aquatic organisms and reduced Greenhouse Gas emissions. A single device impacts 40-50 acres of water surface. The devices come with a wireless communications interface.



## Success Stories

### Niakwa Country Club

Pond in Canada

**Problem** Algae, Low Dissolved Oxygen

**Result** 64 Days, Total phosphorus ↓ 60%, BOD ↓ 49%, TSS ↓ 20%, Ammonia ↓ 42%, Nitrogen ↓ 30%, COD ↓ 14%

### Amata Springs

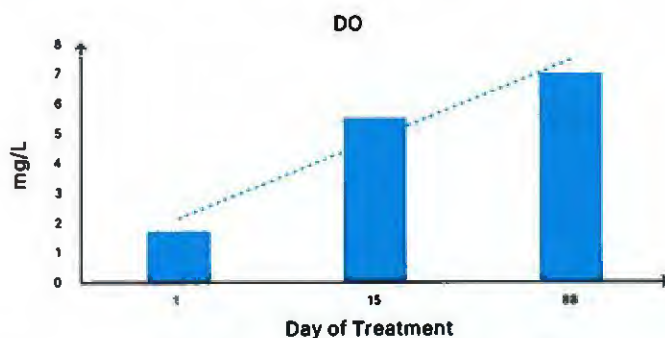
Pond in Thailand

**Problem** Seasonal Fish deaths (Feb and Oct), Algae, Odour

**Result** 8 months, 0 fish death in October, Algae reduction within 6 weeks, Chlorophyll-a ↓ 85%, Phosphorus ↓ 80%, Ammonia ↓ 70%, Nitrogen ↓ 50%, BOD ↓ 70%, COD ↓ 40%

### Bangkok Metropolitan Authority

Pond in Public Park



DO Increased 312% (1.7 mg/L in May to 7mg/L in July)



Pre-Treatment

Post-Treatment

Algae reduction after 6 weeks of treatment



# Discover the **most advanced Smart Citizen Services Platform** that brings the city closer to its citizens and **improves their daily lives**



## How can the bciti+ Platform help your city?



### Quickly automate basic citizen services

Make a great impression on your citizens and visitors by modernizing your city services with our intuitive, citizen-centric platform. Automate your digital citizen services in a matter of moments.



### Reduce the time needed to authenticate the identity and validate the residence status of your citizens

No need to meet citizens in person at City Hall. Offer a world of possibilities in terms of services to citizens or visitors depending on their residence status.



### Reduce costs and generate new sources of revenues

Connect all city services, save \$11 per year per registered citizen, then generate more revenue.



### Make informed decisions

Use real-time statistics to anticipate the needs of citizens and your city and make sound decisions

bciti+ connected citizens are **80% more satisfied** with their city services.



## Let's connect your city smartly!

Contact your bciti+ sales representative [sales@bciti.com](mailto:sales@bciti.com) or visit [www.bciti.com](http://www.bciti.com)





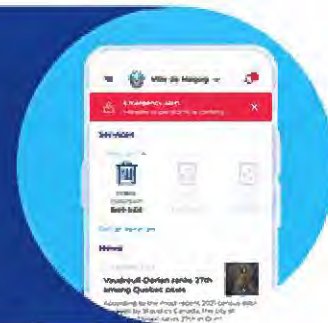
Smart Together

# Improve your citizens' daily lives



Everything your city has to offer at your citizens' fingertips.

Automatise all services via only ONE platform



Let's build together the city of tomorrow





## ANISHNAABE



Date: 1700 1799  
 Culture: Amerind, Woodland  
 Tribe: Anishnaabe  
 Anishnaabe live throughout Ontario today.



## HURON



Date: 1830  
 Culture: Amerind, Woodland  
 Tribe: Huron  
 Huron-Wendat live in Eastern Ontario and Quebec today.



## CREE



Date: 1830  
 Culture: Anishinaabe  
 Tribe: Cree  
 Cree live in Northern Ontario today.



## SENECA



Date: 1850 1900  
 Culture: Amerind, Woodland  
 Tribe: Haudenosaunee  
 Seneca live throughout the United States and Ontario today.

**Research, Artist and Design by Philip Cote**

Disclaimer: Please note that the MI moccasins were identified through the use of Traditional Indigenous Knowledge and that the field of Moccasin identification is growing alongside cultural reclamation.





2023 June 12 Open Session FINAL\_237



To advance Treaty  
 and Indigenous awareness  
 by covering Canada in  
 moccasins.

  
**THE MOCCASIN IDENTIFIER**

[moccasinidentifier.com](http://moccasinidentifier.com) 905-517-1925

[Moccasin.Identifier@mncfn.ca](mailto:Moccasin.Identifier@mncfn.ca)    

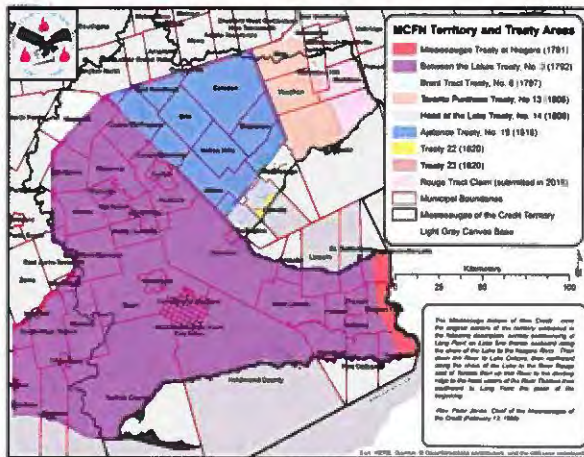


# MISSION

To educate children on Treaties through the Education Kit, promote Indigenous culture, and history on the landscape through moccasin site installations.

# VISION

To advance Treaty awareness and promote Indigenous awareness in Canada by covering Canada in moccasins for the benefit of respect, recognition and reconciliation.



Municipalities within Mississaugas of the Credit Treaty Lands and Territory

## FOR MORE RESOURCES:

[www.moccasinidentifier.com](http://www.moccasinidentifier.com)  
or find us on **YouTube** to access our companion videos for the free educational resources for Grades 1-8.



## WHAT IS A SIGNIFICANT CULTURAL HISTORIC SITE?

- Ancestral villages, Sacred sites
- Burial grounds
- Medicine sites
- Hunting, fishing, gathering and harvesting sites.

## ABOUT THE MOCCASIN IDENTIFIER

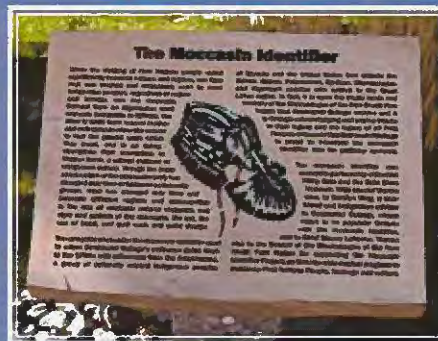
- Created in 2011 by Carolyn King
- Two main components; the Education Kit and Site Installations
- Funding received from Two Rivers Community Development Centre in 2017
- Funding received from Greenbelt Foundation in 2018 and 2021
- Four different moccasins to represent the different linguistic groups in Ontario

**“If we, as First Nations people, don’t get a marker on the ground today, we will be lost forever.”**

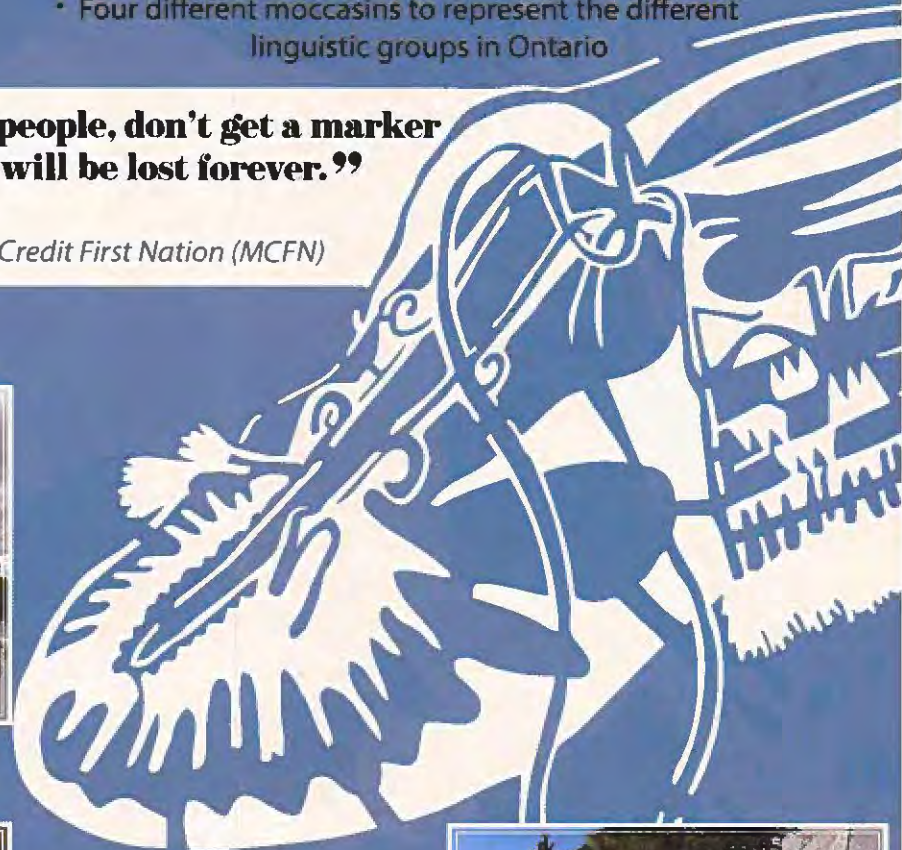
*Carolyn King,  
Former Chief Mississaugas of the Credit First Nation (MCFN)*



Hespler Road, Cambridge, Ontario



Centennial College, Toronto, Ontario



**Site installations are meant to promote public awareness and be placed on significant cultural historic sites.**



Trillium Park, Toronto, Ontario

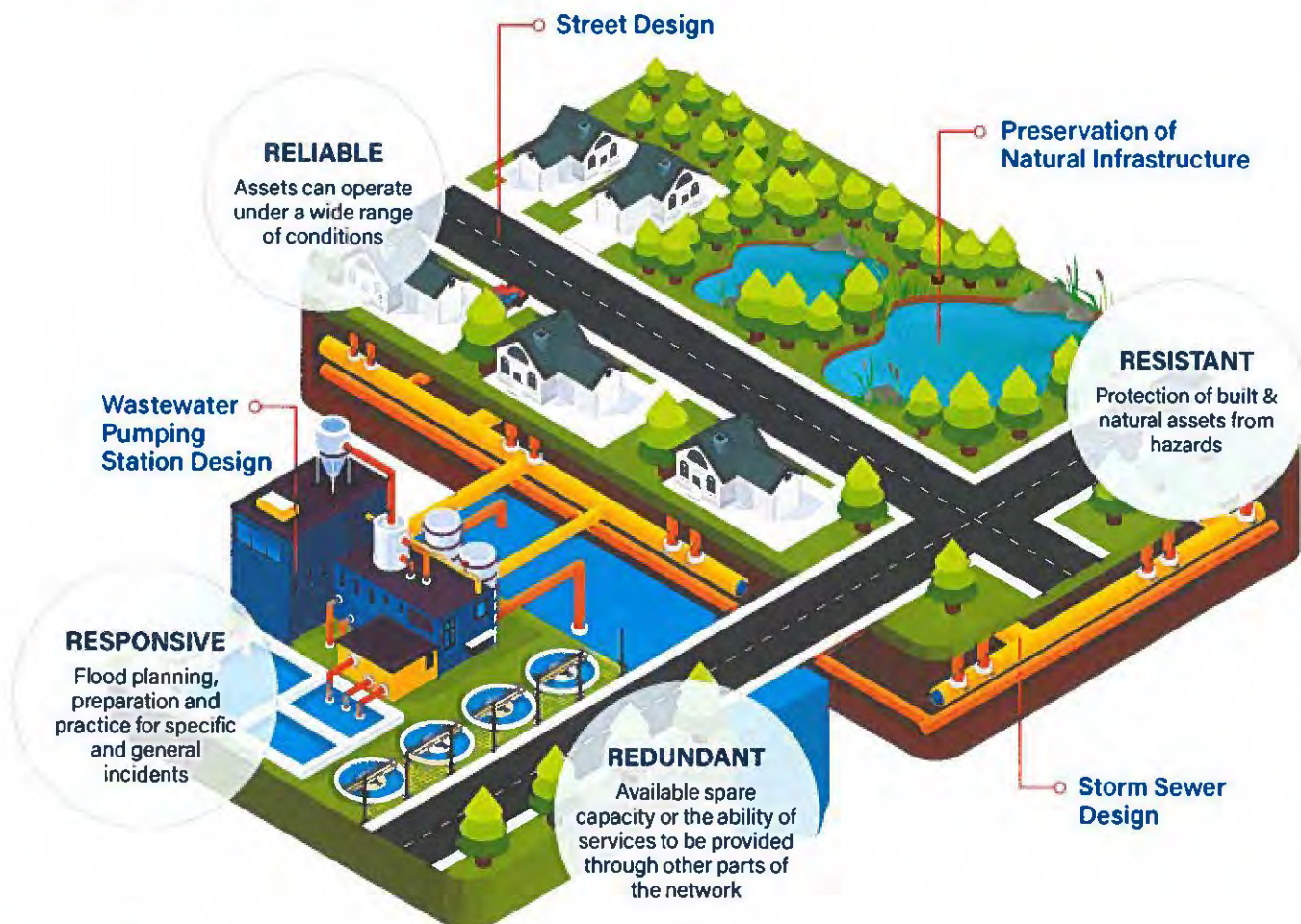
NEW STANDARD

# CSA/W204:2019 Flood Resilient Design of New Residential Communities

**There is consensus on the need to make Canadian communities more resilient to flooding.**

The number of weather-related natural catastrophes in Canada has increased in the last few decades. Water-related damages from floods and rainstorms comprised a significant portion of the financial cost associated with these natural catastrophes. There are several factors contributing to this trend, including the high number of properties located in flood-prone areas, loss of pervious surfaces due to urbanization, aging infrastructure, and, in some regions, changes in the intensity, frequency, or duration of precipitation events thought to be due to climate change.

## Design for Resilience



## Adoption of CSA/W204:2019 into bylaws, policies, approvals and processes may help in the following ways:

### Who will benefit from this Standard?

- Local & regional governments
- Developers
- Consultants
- Home Builders
- Mortgage Lenders
- Real Estate Brokers
- Insurers
- Building Inspectors
- Water Utilities



#### Provides a checklist for approvals

to planning committees and subdivision authorities to ensure communities are built to tested, expert requirements for flood mitigation.



#### Helps provide confidence to the public

because of the technical committee of experts and well established CSA Group process that was used to develop it.



#### Provides certainty of expectations

to builders and developers thus lessening staff time in the application process and speeding up approvals time.



#### Provides comfort

to municipalities that don't have the resources to fully investigate flood mitigation measures for their future developments.



#### Demonstrates flood mitigation policy objectives

are being proactively addressed in a measurable way.



#### Provides consistency

from one municipality to another within a region and a competitive advantage for development within a province.



#### Avoids costs

and make resources stretch further by not having to create unique compliance and approvals tools.



#### Aligns with a municipality's climate change plan

for use in grant applications.



#### Assists communities

by mitigating future flooding.



#### Refers to a trusted, independent, Canadian organization

that creates standards using the consensus of expert members through a transparent process involving public feedback, reviewed every five years or less.



### CONTACT US

Put CSA Group's industry-leading knowledge and experience to work for you.

☎ 1 800 463 6727 | ✉ sales@csagroup.org | 🌐 store.csagroup.org



GREEN  
MUNICIPAL  
FUND

FONDS  
MUNICIPAL  
VERT

A program of/  
Un programme de la

**FCM**

Funded by/  
Financé par

**Canada**

# Helping municipalities create a **sustainable** and **prosperous** future



# GMF funding offer: At-a-glance

## About the Green Municipal Fund

The Green Municipal Fund (GMF) helps local governments of all sizes switch to sustainable practices faster. Our unique mix of funding, resources and training gives municipalities the tools they need to build resiliency—and create better lives for Canadians.

GMF helps advance innovative municipal solutions to environmental challenges and supports local economic and social benefits across Canada.

GMF is a \$1.65 billion program, delivered by the Federation of Canadian Municipalities and funded by the Government of Canada.

## What does GMF fund?

We fund sustainable projects and provide sustainability training across five key municipal sectors that can directly improve quality of life for residents:

- **Transportation:** Invest in greener modes of transportation for your community
- **Water:** Improve your community's water systems and increase their efficiency
- **Waste:** Implement innovative waste-management solutions and reduce, recover and recycle solid waste
- **Land Use:** Adopt land use practices that leads to sustainable outcomes
- **Energy:** Adopt technologies and practices that help improve energy efficiency and produce cleaner, more affordable energy
  - **Sustainable Affordable Housing:**
    - Improve the energy efficiency and affordability of your community's affordable housing units
  - **Community Efficiency Financing:**
    - Implement a home-energy upgrade financing program in your community
  - **Community Buildings Retrofit:**
    - Retrofit community buildings for higher energy performance and GHG emissions reduction

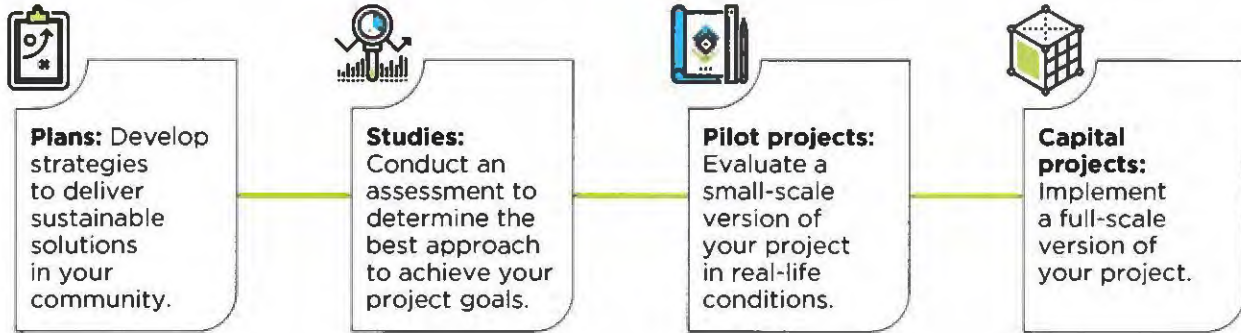
## The GMF advantage

- Grants or loans combined with grants for all stages of your project's life cycle
- Stackable with many other existing funding offers\*
- Dedicated staff to help you submit your application

\*Contact our outreach team for more information.

## GMF funding types

We've got you covered with the right type of funding for your project, from plans and studies to pilot projects, capital projects and more.



### Who can apply\*

- Canadian municipal governments
- Municipal project partners, including private sector entities, non-profit and Indigenous communities, among others

*\*Exceptions apply. See individual funding offers for more information.*

### Available funding

- Funding can cover from 20% to 80% of eligible project costs
- Grants for planning, studies and pilot projects
- Combination of loans and grants for the capital project stage



# Funding sectors



## Transportation

Invest in greener modes of transit for your community, including:

- Reduction of fossil fuels in fleets
- Transportation networks and community options



## Waste

Implement innovative waste-management solutions and reduce, recover and recycle solid waste, including:

- Waste diversion
- Waste stream management



## Water

Improve your community's water systems and increase their efficiency, including:

- Stormwater quality improvement in community or municipal projects
- Water conservation in community or municipal projects
- Improved wastewater and septic systems



## Land Use

Adopt land use practices that leads to sustainable outcomes, including:

- Plans, policies and standards that increase the compactness and completeness of communities
- Net-zero aligned growth planning
- Natural asset initiatives



## Energy

Adopt technologies that increase efficiency and generate clean, affordable energy, including:

- Energy recovery or district energy
- New construction of energy-efficient municipal facilities
- Retrofit of municipal facilities





### Eligible applicants

- Canadian municipal governments
- Municipal project partners, including private sector entities, non-profit and Indigenous communities, among others

### Available funding: Transportation, Water, Waste, Land Use and Energy

Funding type	Funding offer
Study	<ul style="list-style-type: none"> <li>• Grant for up to 50% of eligible costs</li> <li>• Up to a maximum of \$175,000</li> </ul>
Pilot project <i>Carly Steben</i> <i>cstebena@fcm.ca</i>	<ul style="list-style-type: none"> <li>• Grant from 50 to 80% of eligible costs*</li> <li>• Up to a maximum of \$500,000</li> </ul> <p><i>*Municipalities and municipal partners with a population of 20,000 or less may qualify for a grant of up to 80 percent of eligible project costs under certain conditions. Contact us to find out if your municipality is eligible.</i></p>
Capital project <i>Noémie</i>	<ul style="list-style-type: none"> <li>• Financing for up to 80% of eligible costs</li> <li>• Up to a maximum combined financing of \$10 million**</li> </ul> <p><i>**Loans are combined with a grant of a maximum of 15% of the loan amount. FCM reserves the right to establish a maximum loan amount based on available funds.</i></p>



Our outreach team is available to help you determine your project's eligibility and answer questions about our application process. Contact us at gmfinfo@fcm.ca or at 1-877-417-0550.

*Noémie DeVuyst*

*ndevuyst@fcm.ca*

# Sustainable Affordable Housing (SAH)

Retrofit existing units or build new affordable housing for higher energy performance:

- Reduce energy and GHG intensity
- Increase energy and housing affordability
- Improve building quality, and increase comfort, health and quality of life for residents

## Eligible projects

- Retrofit existing affordable housing to achieve 25% or greater reduction in energy consumption
- New construction of Net-Zero or Net-Zero Ready affordable housing
  - Net-Zero Energy (NZE) building produces as much energy from renewable sources as it consumes each year.
  - Net-Zero Energy Ready (NZER) building is a high-performance building with very low energy demand. Buildings in most regions must target a net annual total energy use intensity (TEUI) of less than 80 kWh/m<sup>2</sup> at project completion. The positive impact of renewable energy generation may be included in the total energy use calculation. Northern applicants may target a net annual TEUI of up to 120 kWh/m<sup>2</sup>.



## Eligible applicants

- Canadian municipal governments
- Municipally owned corporations, such as municipal housing service providers
- Non-profit, mission-driven affordable housing providers, including cooperatives

## Available funding

Funding product	Funding offer
Planning	Grant for up to 80% of eligible costs, up to a maximum of \$25,000
Study	Grant for up to 50% of eligible costs, up to a maximum of \$175,000
Pilot project*	Grant for up to 80% of eligible costs, up to a maximum of \$500,000
Capital project: retrofit**	<p>Financing for up to 80% of eligible costs, up to a maximum combined financing of \$10 million*</p> <p><i>*Grants are available for 25-50% of total financing - grant and loan proportions are based on anticipated energy performance.</i></p>
Capital project: new build**	Financing for up to 20% of eligible costs, up to a maximum combined financing of \$10 million; 50% grant and 50% loan

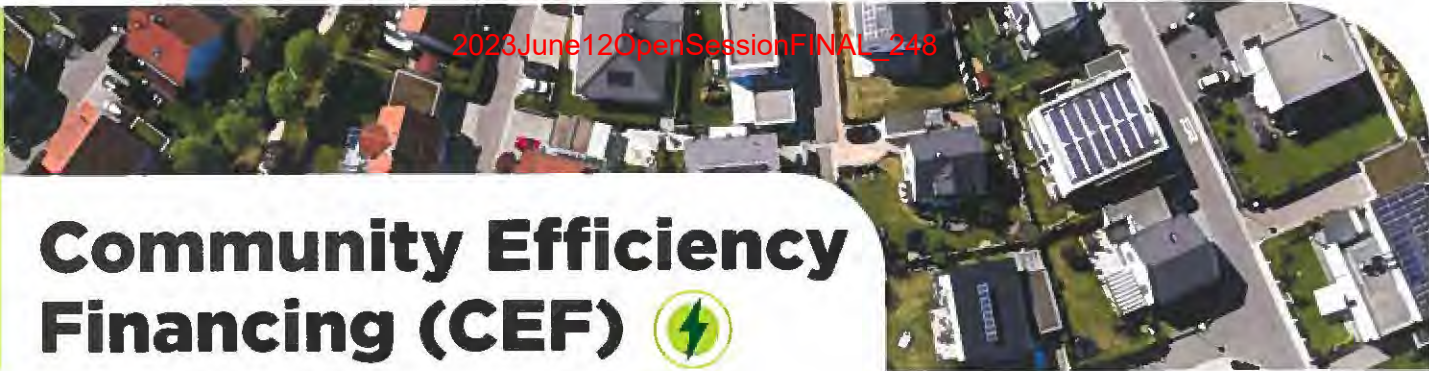
\*Funding and application intake may change.

\*\*Northern providers are eligible for additional grant funding.

Learn more about the funding offers and discover the related resources and case studies at [fcm.ca/sustainableaffordablehousing](https://fcm.ca/sustainableaffordablehousing).



Our outreach team is available to help you determine your sustainable affordable housing project's eligibility and answer questions about our application process. Contact us at [gmfinfo@fcm.ca](mailto:gmfinfo@fcm.ca) or at 1-877-417-0550.



# Community Efficiency Financing (CEF)

Plan, implement and scale up a home energy upgrade financing program in your community:

- Create energy savings, improve housing affordability and keep the local economy going
- Increase home comfort, health and quality of life for residents

## Eligibility criteria

Criteria	Details
Financing model	Property Assessed Clean Energy (PACE), utility on-bill financing or direct lending via financial institution, or a combination thereof
Building type	Existing, low-rise residential properties (e.g., detached, semi-detached, row housing and similar)
Qualifying energy improvements	<ul style="list-style-type: none"> <li>● Energy-efficiency measures (e.g., insulation, heating and cooling systems, windows and doors), fuel switching and/or renewable energy installations (such as solar rooftops photovoltaics)</li> <li>● Other types of home improvements (e.g., health and safety measures, water efficiency improvements, climate adaptation improvements)               <ul style="list-style-type: none"> <li>○ Capped at 30% of the total cost of an individual home upgrade project.</li> </ul> </li> </ul>

## Eligible applicants

- Canadian municipal governments
- Municipal project partners, including non-profit, Indigenous communities and private sector entities, among others

## Entities not eligible to receive funds directly:

- Homeowners
- Federal, provincial and territorial entities and any organizations established by those government entities

## Available funding

Funding type	Funding offer
Feasibility, program design or program evaluation study	Grant for up to 80% of eligible costs, up to a maximum of \$175,000
Pilot program	Grant for up to 50% of eligible costs, up to a maximum of \$500,000  <i>* Reserved for exceptional projects that prove market transformation and are not eligible for capital project funding.</i>
Capital program: loan and grant	Financing for up to 80% of eligible costs, up to a maximum combined financing (grant + loan) of \$15 million <ul style="list-style-type: none"> <li>● Grant of up to 50% loan approved, up to a maximum of \$5 million (not to exceed the total start-up and operating costs)</li> <li>● Loan for up to a maximum of \$10 million</li> </ul>
Capital program: credit enhancement and grant	Credit enhancement worth up to \$2 million, leveraging private capital at a 5:1 ratio.  Grant for up to 50% of the total capital leveraged, up to a maximum of \$5M (not to exceed the total start-up and operating costs)

Learn more about the funding offers and discover the related resources and case studies at [fcm.ca/communityefficiencyfinancing](http://fcm.ca/communityefficiencyfinancing).



Our outreach team is available to help you determine your home energy upgrades financing program's eligibility and answer questions about our application process. Contact us at [gminfo@fcm.ca](mailto:gminfo@fcm.ca) or at 1-877-417-0550.



# Community Buildings Retrofit (CBR)

Retrofit community buildings to lower GHG emissions and extend their life cycle:

- Improve energy performance and significantly reduce greenhouse gas emissions
- Create local jobs in your municipality and reduce operating costs
- Better building quality and greater community use

## Eligibility criteria

The funding focuses on community buildings, especially:

Criteria	Details
<b>Building eligibility</b>	<ul style="list-style-type: none"> <li>● Existing community buildings (e.g., indoor ice rinks, indoor sports arenas, indoor swimming pools, community/recreation centres, arts and culture facilities, and libraries) owned by municipalities or not-for-profit organization</li> <li>● Other municipal buildings when included in a portfolio with at least one eligible community building</li> </ul>

## Eligible applicants

- **Canadian municipal governments**, with the exception of the Low Carbon Cities Canada (LC3) namesake municipalities: the cities of Vancouver, Edmonton, Calgary, Toronto, Ottawa and Montreal, and the Halifax Regional Municipality
- Municipal project partners, including private sector entities, non-profit and Indigenous communities, among others

Available funding

Funding type	Funding offer
<b>Community building monitoring &amp; analysis grant</b> Collect data on existing buildings to improve energy performance.	Up to 80% of eligible costs to a maximum of \$25,000 per municipality (one or more buildings) <i>*Maximum 1 grant per municipality.</i>
<b>Community building recommissioning grant</b> Ensure building systems operate at optimal levels while saving energy and improving occupant comfort.	Up to 60% of eligible costs to a maximum of \$55,000 per municipality (one or more buildings) <i>*Maximum 1 grant per municipality.</i>
<b>GHG reduction pathway feasibility study</b> Determine the best approach to integrating energy and GHG reductions into longer-term management plans.	Up to 80% of eligible costs to a maximum of \$65,000 for a single building or up to \$200,000 per portfolio of buildings <i>*Maximum 1 grant per municipality.</i>
<b>Capital projects</b>  Brett Phillips bphillips@fcm.ca	A loan and grant combined for up to 80% of eligible costs with a grant of up to 25% of the GMF contribution to a maximum of \$5M  <ul style="list-style-type: none"> <li>● GHG impact retrofit: Retrofit a building to achieve at least 30% reduction in GHG emissions; ideal for shovel-ready projects.</li> <li>● GHG reduction pathway retrofit: Retrofit a building using an outcomes-oriented approach to achieving (near) net zero-carbon buildings over time.</li> </ul> <i>*Maximum one GHG impact retrofit project or any number of GHG reduction pathway retrofit projects provided they are part of the same GHG reduction pathway.</i>

Tara Kaur  
#kaur@fcm.ca

Learn more about the funding offers and discover the related resources and case studies at [fcm.ca/communitybuildingsretrofit](http://fcm.ca/communitybuildingsretrofit).



Our outreach team is available to help you determine your community buildings retrofit project's eligibility and answer questions about our application process. Contact us at [gminfo@fcm.ca](mailto:gminfo@fcm.ca) or at 1-877-417-0550.

# Signature projects

Implement leading-edge solutions that get impressive environmental results through our Signature project funding:

- Test cutting-edge technology and models (any sector, any solution)
- Fund technical and non-technical innovations (e.g., innovative financing mechanisms, policy solutions, green skills training)
- No preset environmental thresholds to meet

## Eligibility criteria

Do you have a highly innovative and impactful project in mind, but don't see it listed in the previous offers?

GMF Signature projects funding is intended for projects falling in any one, or combination, of our five sectors. They can involve any type of initiative that has the capacity to create transformative change. Eligible projects must have the potential to address environmental challenges and change the delivery and operation of municipal services. A solid business case and the ability to deliver strong environmental, financial and social benefits directly to your community are also required.

## Available funding

Funding type	Funding offer
Study	<ul style="list-style-type: none"> <li>● Grant for up to 50% of eligible costs</li> <li>● Up to a maximum of \$175,000</li> </ul>
Pilot project	<ul style="list-style-type: none"> <li>● Grant for up to 50% of eligible costs</li> <li>● Up to a maximum of \$500,000</li> </ul>
Capital project	<ul style="list-style-type: none"> <li>● Financing for up to 80% of eligible costs</li> <li>● Up to a maximum combined financing of \$10 million*</li> </ul> <p><i>*Loans are combined with a grant of a maximum of 15% of the loan amount. FCM reserves the right to establish a maximum loan amount based on available funds.</i></p>



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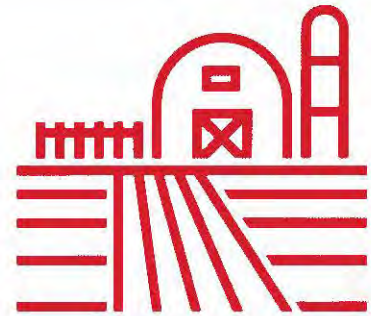




## LOCAL FARMING FOR A STRONG, SUSTAINABLE CANADA

Supply management ensures Canadian dairy, poultry and egg farmers can continue to feed the nation with sustainably produced, local, high-quality food now and into the future.

Supply management is a uniquely Canadian system that feeds Canadians' appetites for locally produced food by aligning the domestic supply of dairy, poultry and eggs to meet demand. In turn, Canadian dairy, poultry and egg farmers contribute to local communities and help bolster both urban and rural economies.



### Canada's dairy, poultry and egg farmers:



Support more than **339,000** Canadian jobs



Contribute **\$30.1 billion** to Canada's GDP



Deliver **\$5.95 billion** in tax revenue each year



### Stability today, for an even more sustainable tomorrow

The stability provided by supply management gives farmers the means to evolve their operations and invest in initiatives and innovations that make their farms even more sustainable, supporting the long-term viability of Canadian agriculture.

Visit [dairyfarmersofcanada.ca](http://dairyfarmersofcanada.ca), [chickenfarmers.ca](http://chickenfarmers.ca), [turkeyfarmersofcanada.ca](http://turkeyfarmersofcanada.ca), [chep-poic.ca](http://chep-poic.ca) or [eggfarmers.ca](http://eggfarmers.ca) to learn more about Canada's dairy, poultry and egg farmers.

