

Town of Rothesay

Land Acknowledgement

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

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

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

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



ROTHESAY
COUNCIL MEETING
Town Hall Common Room
Tuesday, October 10, 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

Public Hearing

11 September 2023

Regular Meeting

11 September 2023

➤ **Business Arising from Minutes**

3. OPENING REMARKS OF COUNCIL

3.1 Declaration of Conflict of Interest

4. DELEGATIONS

4.1 Fundy Regional Service Commission (FRSC)

Phil Ouellette, CEO (*see Item 9.1.1*)

4.2 31 Frances Avenue (flooding)

Jaroslav Hubacek (*see Item 9.1.2*)

Luana Mychaluk

4.3 Recreation Master Plan

Jamie Burke (*see Item 9.1.3*)

5. CORRESPONDENCE FOR ACTION

5.1 24 August 2023 Colour NB Pink request from the NB Breast and Women’s Cancer Partnership
Light Town Hall pink for one day in October and promote on social media

5.2 25 September 2023 Email from resident RE: Request for sidewalk extension on Iona Avenue
Refer to the Works and Utilities Committee

5.3 3 October 2023 Invitation to YMCA Peace Breakfast
Advise Treasurer for tickets

6. CORRESPONDENCE - FOR INFORMATION

6.1 12 September 2023 Thank you from the St. Joseph’s Hospital Foundation

6.2 12 September 2023 Fundy Regional Service Commission - Chair O’Hara’s Commentary & Regional Strategy

6.3.1 12 September 2023 Letter from Saint John Airport (YSJ) RE: Letter of support

6.3.2 12 September 2023 Letter to Regional Development Corporation RE: YSJ letter of support

6.4 13 September 2023 Public involvement for Environmental Impact Assessment (EIA) – Crane Mountain Landfill

ROTHESAY

Regular Council Meeting

Agenda

-2-

10 October 2023

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

- 7.1 28 June 2023 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) meeting minutes
- 7.2 31 August 2023 Draft unaudited Rothesay General Fund Financial Statements
31 August 2023 Draft unaudited Rothesay Utility Fund Financial Statements
31 August 2023 Donation Summary
22 September 2023 Draft Finance Committee meeting minutes
28 September 2023 Draft Joint Finance Committee meeting minutes
- 7.3 19 September 2023 Draft Age Friendly Advisory Committee meeting minutes
- 7.4 19 September 2023 Draft Parks and Recreation Committee meeting minutes
- 7.5 20 September 2023 Draft Works and Utilities Committee meeting minutes
- Barlett Road (*review*)
 - Active Transportation (*consideration for 2024 budget*)
 - Marr Road (*letter of support for relocation of bus stop*)
 - Water & Sewer payments (*Kings County Condominium Corp KCCC #1*)
- 7.6 26 September 2023 Draft Climate Change Adaptation Committee meeting minutes
- 7.7 3 October 2023 Draft Planning Advisory Committee meeting minutes
- 2646 Rothesay Road (PID 00238535) – Cash in Lieu of LPP
 - School Avenue/Kaitlyn Street (PIDs 30146708 & 30146674) – Public Hearing
- 7.8 September 2023 Monthly Building Permit Report
- 7.9 6 October 2023 Capital Projects Summary

8. UNFINISHED BUSINESS**TABLED ITEMS****8.1 Strong Court Sidewalk – Anglophone South School District (Tabled April 2021)***No action at this time***8.2 Rothesay Arena Open House (Tabled September 2021)***No action at this time***8.3 Private Lanes Policy (Tabled July 2022)***No action at this time***8.4 2 Campbell Drive (PIDs 00065201 & 30347942) - Rezoning**

3 October 2023 Memorandum from Town Clerk Banks
Draft By-law 2-10-35

9. NEW BUSINESS**9.1 BUSINESS ARISING FROM DELEGATIONS****9.1.1 Fundy Regional Service Commission 2024 Draft Budget**

24 August 2023 Memorandum from CEO Ouellette
Draft 2024 Budget

Provide comments by Tuesday, October 10th

ROTHESAY

Regular Council Meeting

Agenda

-3-

10 October 2023

9.1.2 31 Frances Avenue (flooding)

18 September 2023 Letter from residents

Refer to the Works and Utilities Committee

9.1.3 Master Recreation Plan *Presentation*

Receive/file

OPERATIONS

9.2 Contract T-2023-005: Winter Maintenance Services

4 October 2023 Report prepared by DO McLean

9.3 Sagamore Heights – Partial Security Deposit Release

5 October 2023 Report prepared by DO McLean

COUNCIL REQUESTS

9.4 Stormwater Management

23 September 2023 Memorandum from Counc. Shea

9.5 Highway signage – Welcome to Rothesay

3 October 2023 Memorandum from Deputy Mayor Alexander

10. NEXT MEETING

Regular meeting TUESDAY, November 14, 2023 at 7:00 p.m.

11. ADJOURNMENT

Draft 2024 FRSC Budget



**Fundy Regional
Service Commission**

**Commission de Services
Régionaux de Fundy**

ROTHESAY TOWN HALL

TUESDAY, OCTOBER 10TH, 2023

Draft 2024 FRSC Budget

Presentation Goal

- Continue to build channels of communication and understanding with FRSC member councils.
- Define linkages between FRSC expenditures, regional and local impact and value.
- Highlight key facets of the draft 2024 FRSC budget.
- Offer opportunity for FRSC member councils to submit questions and feedback on the draft 2024 FRSC budget.



Draft 2024 FRSC Budget

Impact of 2024 FRSC Budget

- Continue adaptation to new mandated services.
- Build capacity and momentum behind newly formed committees.
- Begin implementing the 2023-2028 Fundy Regional Strategy.
- Forge community and partner connections in the delivery of new or enhanced service and programming.
- Enhance communications with stakeholders and customers.
- Maximizing leveraged funding from provincial programs.



Draft 2024 FRSC Budget

Budget Development Process

- **June 5th** – FRSC adopted budget evaluation criteria and timeline.
- **August 3rd** – FRSC received preliminary themes of 2024 budget.
- **August 16th** – FRSC Executive Committee consulted on budget.
- **August 17th** – Regional CAOs/manager consulted on budget.
- **August 24th** – FRSC proceeds with 45-day notice period.
- **October 11th** – Deadline for feedback on 2024 budget.
- **October 26th** – Schedule date for FRSC vote on 2024 budget.



Proposed 2024 FRSC Member Fees

FRSC Member	2023 Member Fee	Proposed 2024 Member Fee
City of Saint John	\$4,252,066	\$4,102,705
Fundy Rural District	\$590,577	\$613,717
Town of Grand Bay Westfield	\$266,760	\$277,101
Hampton	\$443,036	\$447,451
Town of Quispamsis	\$977,028	\$1,010,744
Town of Rothesay	\$717,817	\$704,986
Fundy-St. Martins	\$364,497	\$380,750
Total:	\$7,611,782	\$7,537,454



Draft 2024 FRSC Budget by Service



Responding to FRSC “Corporate” Pressures

1. Redefining “corporate”
2. New office space
3. Adjusting proportional staff support to each area
4. Enabling services
5. Additional human resources
6. Board member stipends and meeting expenses survey
7. Consulting budget



Proposed 2024 Tipping Fees

Tipping fees	2023 rate	Proposed 2024 rate
Member	\$123/tonne	\$135/tonne
Industrial, commercial, institutional	\$123/tonne	\$135/tonne
Construction and demolition	\$30/tonne	\$35/tonne
International ship's waste (After 'dig' charge)	\$200/tonne	\$250/tonne
Asbestos (\$500 minimum)	\$100/m ³	\$125/m ³
Scrape Service	\$25 per	\$35 per
Compostable organics	\$40/tonne	\$50/tonne
Per bag cost	\$1	\$1.50



Solid Waste Management

Pressures on tipping fees

a) Tonnage revenue impact

	SJ "Waste-Wise"	Musquash	Hampton
~ Tonnes	4000	700	800
~ Revenue	492000	86100	98400
~ Tip fee impact	\$7.45	\$1.30	\$1.49

b) Others: inflation, increases in wages, fuel, insurance, covering materials for cell, leachate management.



Solid Waste Management

Cost mitigation

1. Seeking benefit from Printed Paper and Packaging Program.
2. Pursuing increase height approvals through EIA.
3. Securing local long-term aggregate source.
4. Seeking to increase electrical production.

FRSC Budget Report Resolutions

- Include the draft 2024 FRSC budget, as presented in the report, to initiate the 45-day budget notice period, which includes circulated budget to members and coordinating presentations.
- Submit a funding application for preliminary approval from the Government of New Brunswick for the Regional Services Support Fund, as outlined in this report.
- Draft letter to the Minister of Local Government advocating for the introduction of additional funding support to local governments and rural districts due to continued reduction in the Community Funding and Equalization Grant.
- Proceed with FRSC procedural adjustments for committee chairs, executive committees, and budget for light refreshments at Commission meetings.



Creek Flooding Frances Ave

History from 2010

Creek Flooding – Frances Ave

2011 - large storm, 50mm/h x2 – flooding of driveway

Summer 2014 – Flooding of the driveway after storm of 30mm/ h x3h and progressively increasing strength of creek current after storms of lesser degree leading to erosion of water retention pond on 31 Frances Ave property

2015 – retention wall to prevent further erosions; driveway flooding continues with storms 30mm/h

2016 – changes to driveway to redirect flood water from property water retention pond across driveway to river namely – removal of the decorative cement island and grading of the driveway to funnel water towards river

2017-2023

– flooding of the driveway continues but 2016 changes prevented flooding of the house

- amount of the precipitation causing the flooding has been decreasing both in total precipitation during the storm and amount of precipitation per hour from 2018 to 2023

2023 – floodings of driveway reaching the house on June 30 and August 30, 2023

Of note – pre-storm preparation are conducted routinely – clearing culverts of any debris potentially causing obstruction

Creek Flooding – Frances Ave

Our concerns:

1) SAFETY on Frances Ave

- water accumulation of ~6 feet above and ~8 feet below Frances Ave
- flood water creates powerful currents through 4 feet culverts
- flood water flows over the Frances Ave, once flood water overwhelms Frances Ave culvert
- exponentially increased current strength once Frances Ave culvert overwhelmed
- all above represents our concern regarding safety of kids and adults alike in the area with significantly increased risk of drowning
- decreased amount of precipitation (total and per hour) causing dangerous water accumulation and unpredictability of flooding occurrence in last 2 years

2) SAFETY on 31 Frances Ave property

- once Frances Ave culvert is overwhelmed with flood water, our property retention pond fills in relatively quickly and causes strong current on the driveway. This represents significant safety concerns for accessing house (caregivers, emergency services)

Creek Flooding – Frances Ave

Our concerns:

3) Property damage on 31 Frances Ave & neighbors

- erosions of creek banks
- flooding of the homes

4) Property owners of 31 Frances Ave & neighbors are unable to address the safety issues as described above, both on city land and on personal property without help and addressing flood water above and beyond their properties – it is way bigger problem than we can address alone – OUR MAJOR CONCERN

5) Despite all work done by owners of 31 Frances Ave & neighbors, increasing occurrence of floods with decreasing amount of precipitation (total and per hour) continues to damage our properties.

It is our believe, that changes to management of flood waters with Town of Rothesay expertise would minimize safety concerns we all share.











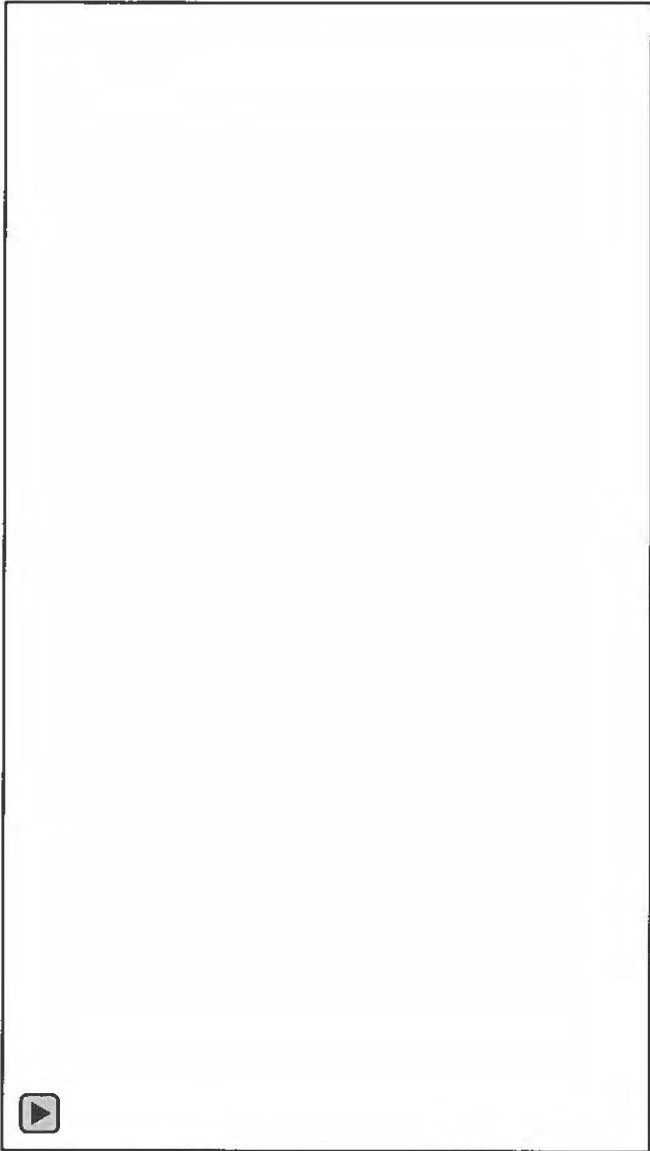








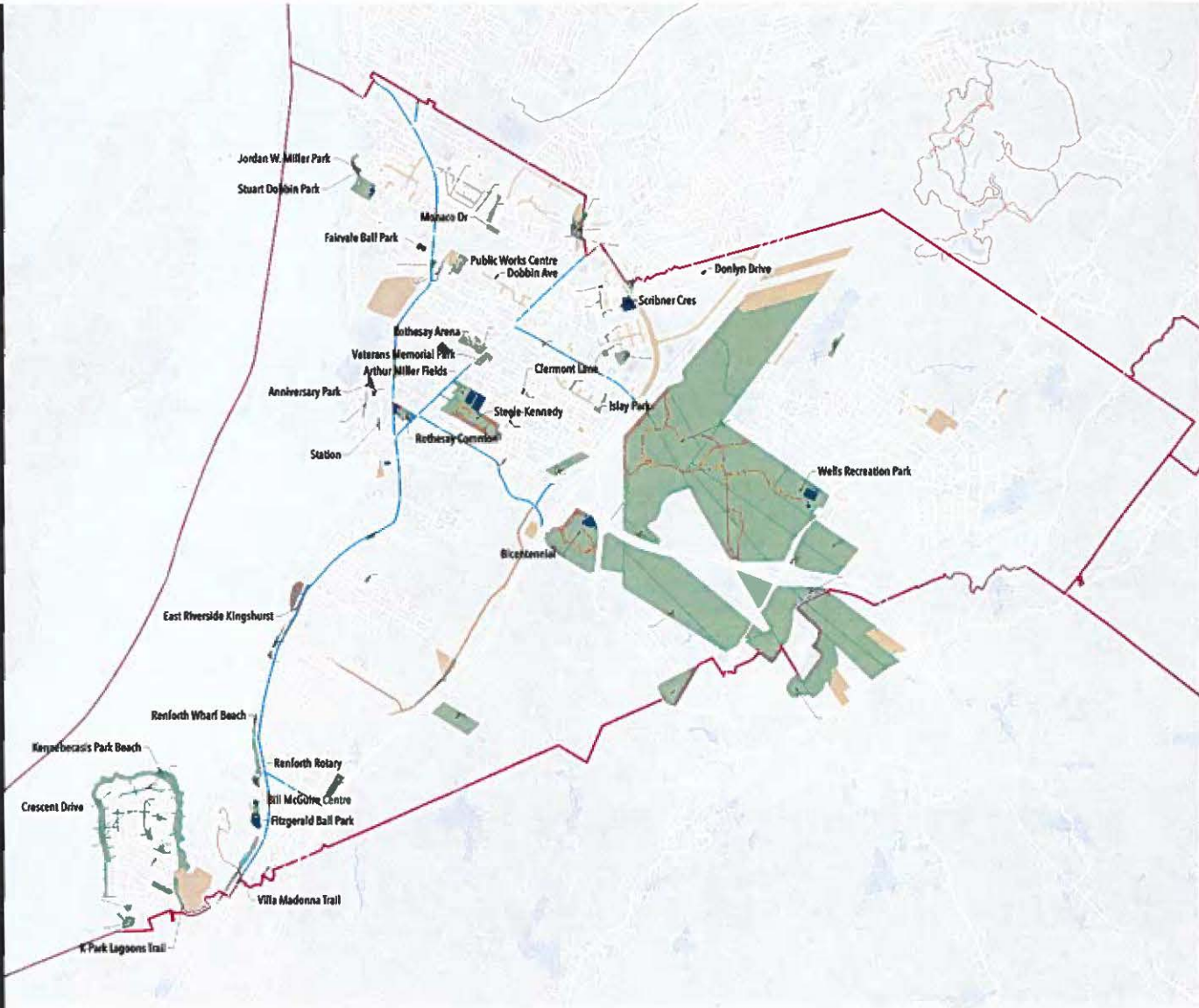




to develop a classified network of assets and associated activities that meet present and future Town of Rothesay recreational needs.

THE QUESTIONS

1. Conduct a conditional assessment of the recreation facilities and site assets;
2. Clarify the role of these assets within the region, town and neighbourhoods;
3. Work with staff, residents, activity providers and Council to develop a clear set of recreation themes and initiatives for the next ten years;
4. Provide a sustainable set of prioritized initiatives that result in a network of parks and facilities in local and regional contexts;
5. Provide Council and staff with the legislative tools to implement the plan.



ROTHESAY

ROTHESAY RECREATION
MASTER PLAN

NETWORK CLASSIFICATION



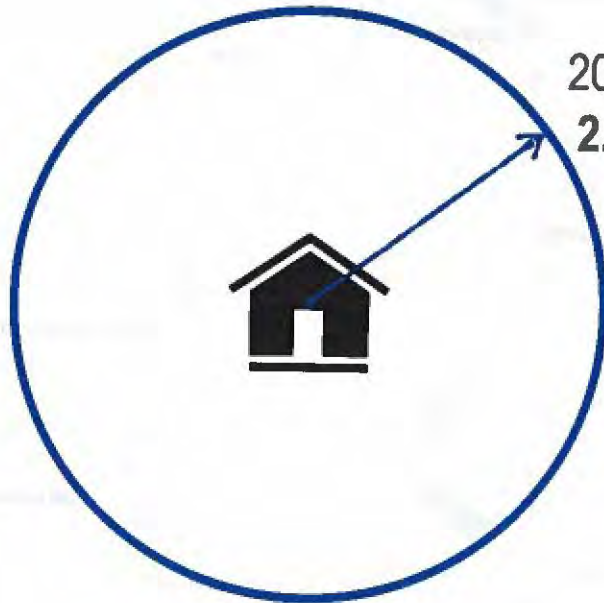
A legend for the network classification, featuring icons and labels for various facility types:

- Regional Facility:** Represented by a grid of dots and a stylized sports court icon.
- Community Facility:** Represented by a building icon with a flag on top.
- Regional Park:** Represented by an icon of a person walking with a soccer ball.
- Community Park:** Represented by an icon of a person walking with a ball.
- Neighbourhood Park:** Represented by an icon of a bench and a tree.
- Urban Plaza:** Represented by a guitar icon.
- Linear Park:** Represented by an icon of a person walking with a cane.
- Commemorative:** Represented by a trophy icon.
- Conservation:** Represented by a leaf icon.





Community
Park



20min bike
2.4km +/-



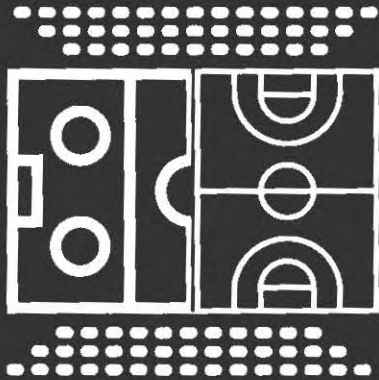
Neighbourhood
Park



5min bike
600m +/-

ROTHESAY

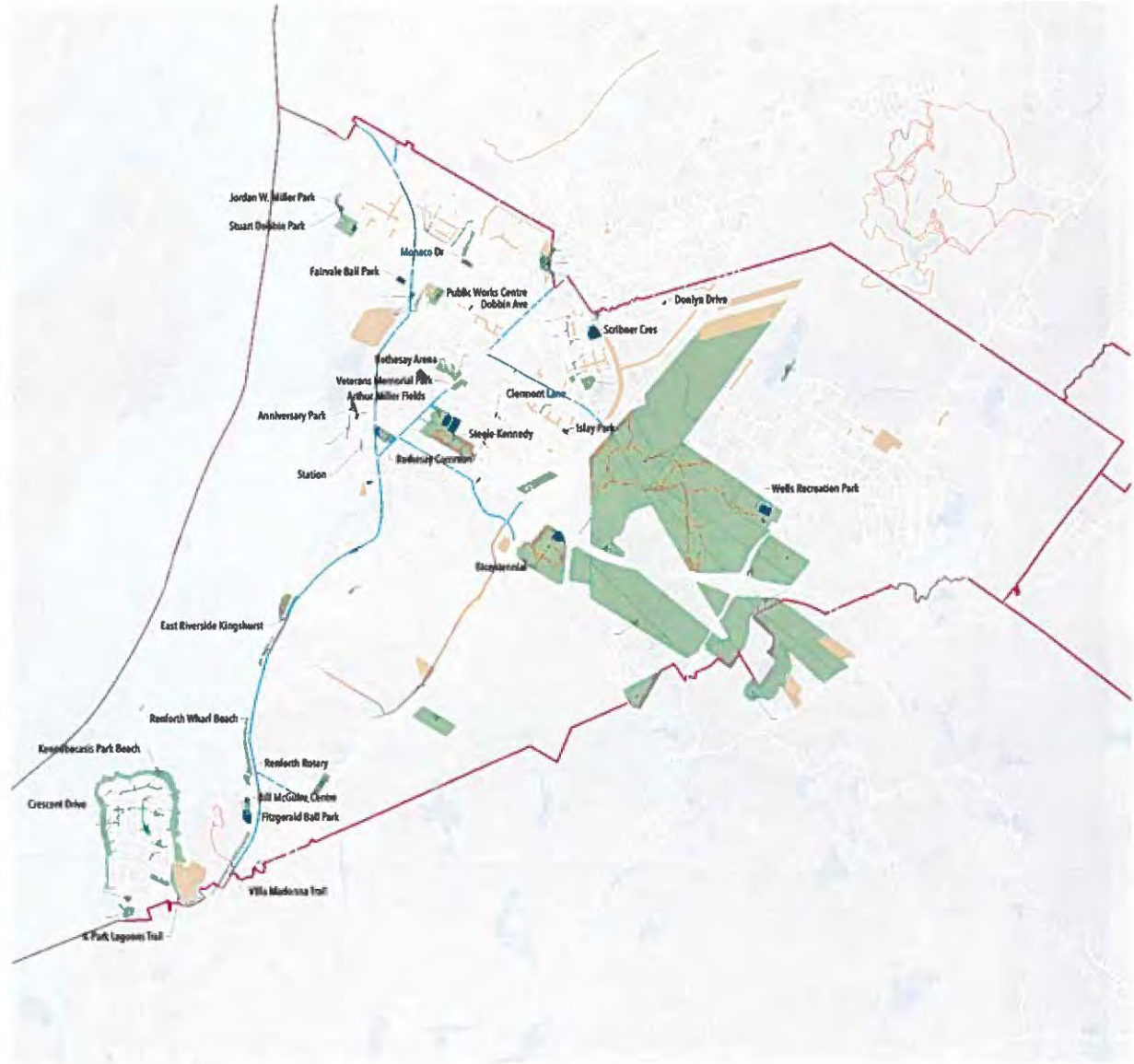
ROTHESAY RECREATION MASTER PLAN



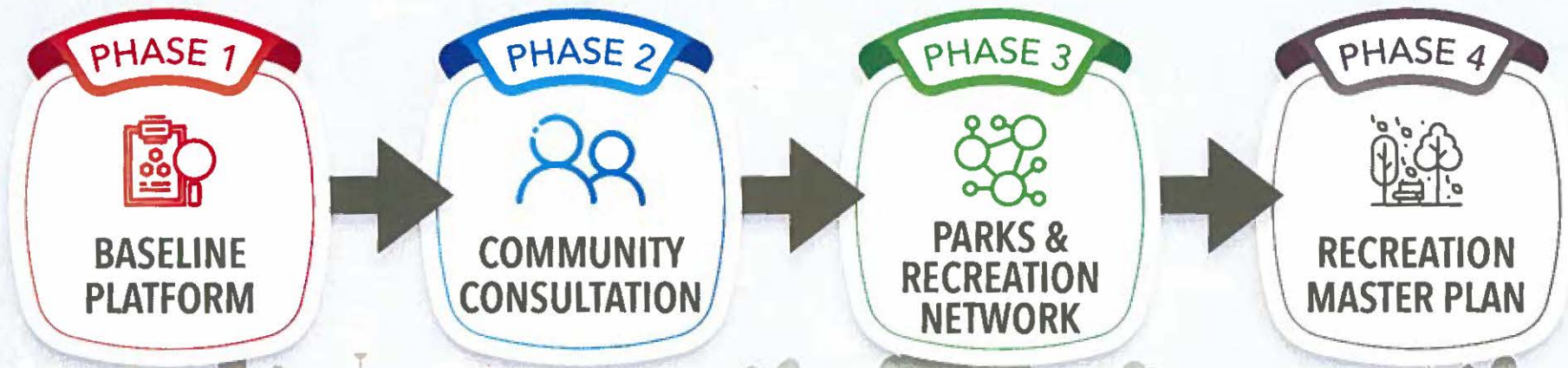
Regional
Facility



Community
Facility



THE PROCESS





THE PROCESS



Complete & Upcoming



- Physical Platform
- Statistical Platform
- Parks Work Session
- Programs Work Session
- Council Work Session
- Baseline Platform Brief



- Program Survey
- Community Survey
- School Work Sessions
- Age-Friendly Work Session
- Community Open House
- Consultation Brief



www.bit.ly/48z94DH

Liz Hazlett

From: Liz Hazlett
Sent: Thursday, September 21, 2023 8:16 AM
To: Liz Hazlett
Subject: FW: COLOUR NB PINK - COLORIER LE N.-B. EN ROSE 2023
Attachments: Colour NB Pink Promotion Toolkit.zip; REGISTRATION FORM- FORMULAIRE D'INSCRIPTION.docx; EN Colour NB Pink Letter to Communities Oct 2023.pdf; FR Colour NB Pink Letter to Communities Oct 2023 .pdf

From:
Sent: Thursday, August 24, 2023 12:41 PM
Subject: Fwd: COLOUR NB PINK - COLORIER LE N.-B. EN ROSE 2023

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

Since 2021, the NBBWCP has held an annual province-wide initiative during Breast Cancer Awareness Month called **"Colour NB Pink."**

We are reaching out to you to explore the possibility of organizing and sponsoring an event of your choice as part of "Colour NB Pink" 2023.

Please see the attached letters for more information.

We hope that you will join us again as we **"Colour NB Pink!"**

Depuis 2021, le PCSCFNB organise une initiative annuelle à l'échelle de la province pendant le mois de sensibilisation au cancer du sein appelée « **Coloriez le N.-B. en rose** ».

Nous vous contactons pour explorer la possibilité d'organiser et de parrainer un événement de votre choix dans le cadre de **Coloriez le N.-B. en rose** 2023.

Veuillez consulter les lettres ci-jointes pour plus d'informations.

Nous espérons que vous vous joindrez à nous à nouveau alors que nous « **Colorions le N.-B. en rose!**

THANK YOU-MERCI-WELA'LIN-WOLIWON

--
Rachael Carroll (She/Her) BSW Student, BScHP
Community Project Coordinator, NBBWCP

www.sockittocancer.ca



October 2023 Breast Cancer Awareness Month: Colour NB Pink

The New Brunswick Breast and Women’s Cancer Partnership (NBBWCP) (charitable registration no. 862377801RR0001) is primarily a volunteer-run organization that provides bilingual information and support to women going through the cancer experience in all NB communities. The NBBWCP was founded in 1998, meaning as of 2023, the organization has been supporting women and families living with cancer, [building caring communities](#), and striving for positive change for 25 years.

October is known internationally as Breast Cancer Awareness Month. Breast cancer is both the most common cancer and the second leading cause of death from cancer among Canadian women, and New Brunswick has the highest rates of newly diagnosed breast cancer cases in the country (CCS, 2021; Statistics Canada, 2020). Since 2021, the NBBWCP has held an annual province-wide initiative during Breast Cancer Awareness Month called “**Colour NB Pink.**”

Knowing the prevalence of breast cancer, the initiative aims to build the capacity of NB communities to support each other. To do so, we encourage communities to show solidarity with breast cancer survivors with an activity. We celebrate the contributing communities with a heart in their area of the province to illustrate colouring the province pink. In the two years that we have held the initiative, a total of 154 activities and other contributions were organized by 35 NB communities.



Each year, “**Colour NB Pink**” effectively raises awareness about breast cancer, builds caring communities in New Brunswick, and has an evident positive impact on cancer survivors, thanks to all of you and your extraordinary efforts. Our organization is so grateful for your collaboration. Together, we want to “**Colour NB Pink**” again in 2023 with wellness activities, reinvented support, and love.

We are reaching out to you to explore the possibility of organizing and sponsoring an event of your choice as part of “Colour NB Pink” 2023. The NBBWCP will happily help with promotion and will be available to support you, though the event would primarily be organized by and for members of your community. Again, the NBBWCP will be celebrating the communities who have contributed to the initiative with a heart in their area of the province to illustrate “Colouring NB Pink.”

Your community’s contribution can be anything that you see fit for Breast Cancer Awareness Month. In the past, some popular activities were: illuminating municipal buildings pink, painting and displaying pink pumpkins, awareness walks, community breakfasts, ‘Lunch and Learn’ events, pink shirt days, ‘Pink in the Rink’ games, and other wellness activities.



Several communities have gone the extra mile and incorporated fundraising into their activities, which is always sincerely appreciated by the NBBWCP. For those who intend to fundraise this year, we want to assure you that every dollar given to the NBBWCP goes directly to developing evidence-based supportive resources for cancer survivors, families, and NB communities. Your support will help us support cancer survivors.

The NBBWCP hopes that you will see October 2023 as an opportunity to reduce the risk of breast cancer, strengthen supportive communities, and make a real difference in the lives of those affected by breast cancer. Thank you for your consideration and forthcoming response; please let us know what additional information you would require to reach a decision.

We hope that you will join us again as we “Colour NB Pink!”

THANK YOU- MERCI- WELA’LIN- WOLIWON

Claire LeBlanc, President of NBBWCP

39 rue Jacques Street, Shediac, NB E4P 0W6
(506) 724 2813

www.sockittocancer.ca www.abaslecancer.ca





2023October10OpenSessionFINAL_059

COLOUR NB PINK
COLORIEZ LE NB EN ROSE



Le printemps
du cancer du sein
et des cancers
féminins



REGISTRATION FORM- FORMULAIRE D'INSCRIPTION

Send your completed form back to rachaelcarroll00151@gmail.com
 Retournez votre formulaire dûment rempli à rachaelcarroll00151@gmail.com

Host	L'hôte	
Activity Location	Lieu l'activité	
Date/Time	Date/l'heure	
Activity Title	Titre de l'activité	
Activity Description	Description de l'activité	
Target Population (Who is it for)	Population-cible (c'est pour qui)	

Please tag us in any social media posts that relate to your breast cancer awareness month contribution, so that we can share your post on our Facebook/ Instagram pages! Photos can also be sent to rachaelcarroll00151@gmail.com.

Veillez nous identifier dans toutes les publications sur les réseaux sociaux liées à votre contribution au mois de sensibilisation au cancer du sein, afin que nous puissions partager votre publication sur nos pages Facebook/Instagram ! Les photos peuvent également être envoyées à rachaelcarroll00151@gmail.com.

Liz Hazlett

From:
Sent: Monday, September 25, 2023 8:26 PM
To: Peter Lewis
Subject: Safety Concern

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

Mr. Lewis,

I am a life-long resident of Rothesay. I grew up in Sunset Acres, worked at the Rothesay town office as a summer school student, and then chose to buy a house and raise a family here. I've never written to an elected official before, which I state in the hope of impressing upon you the seriousness of this safety issue.

I live on Islay Drive and frequently walk throughout my neighborhood for exercise. More importantly, this area is full of school aged children who do the same as they walk to and from school each day. I'm greatly concerned about a section of Iona Avenue as I've almost been hit by a car multiple times and have witnessed children in the same section narrowly escape injury.

I have lived on Islay Drive for 13 years and have seen the traffic increase on Iona Avenue over the years as more and more people use it and Eriskay Place as a shortcut through the neighborhood.

I implore you to please take some time out of your day to park in my neighborhood and walk the section of Iona Avenue between the bottom of Islay Drive and Colonsay Place a couple of times in each direction. If you do so, I'm positive you will see how the narrow street, combined with the blind crest/turn create an incredibly dangerous situation for anyone forced to walk on that street. In order to remedy this situation, I'm asking that the Town of Rothesay extend the sidewalk on Iona Avenue, from Eriskay Place to Islay Drive.

I look forward to hearing from you after you have had the chance to walk this section of roadway. Thank you for your time.



YMCA Greater Saint John
191 Churchill Blvd,
Saint John NB
E2K 3E2
saintjohnny.ca

Town of Rothesay
70 Hampton Rd
Rothesay, NB
E2E 5L5



Dear Mayor Grant

On Wednesday, November 15th the YMCA will be honoring this year's Peace Medal recipients during an awards breakfast at the Delta. We would be honored if yourself and your council would join us for this inspiring and impactful event.

The Peace Medal is awarded annually to someone in the community who has demonstrated a commitment to the values of P-E-A-C-E through contributions made within their local, national, or global community. (participation, empathy, advocacy, community, empowerment).

Tickets for the Peace Week Breakfast are \$35 per person and can be purchased through Eventbrite

Proceeds from this breakfast will support the YMCA Strong Communities Campaign with a portion of the proceeds being given to support our partner YMCA in Colombia.

This event offers the opportunity for us to come together as we celebrate PEACE. We look forward to having you join us as we promote caring, understanding, diversity, and equality in Saint John, in Canada, and globally.

Sincerely,

Lori Logue

Fund Development Officer
YMCA of Greater Saint John
l.logue@saintjohnny.ca

Ask me how you can leave a lasting legacy in your community.



St. Joseph's Hospital
Foundation



La Fondation
De L'Hôpital St. Joseph

September 12, 2023



Town of Rothesay
Mayor Nancy Grant
70 Hampton Road
Rothesay, NB E2E 5L5

Dear Mayor Grant:

On behalf of St. Joseph's Hospital and the Diagnostic Imaging team, thank you for your generosity in supporting our campaign for Ultrasound Technology. Your donation will provide essential information necessary to guide patient care and make an immediate difference for the patients we serve.

Annually over 8,000 ultrasounds are performed at St. Joseph's Hospital, helping to detect a wide range of illnesses and conditions. The new units will help St. Joseph's keep pace with advancements in ultrasound technology and help meet the growing need for this important diagnostic tool. Thank you.

In addition to expressing our gratitude, I wanted to share that Fr. Eugene O'Leary Knights of Columbus 6595 have partnered with us and will match all donations up to \$120,000 providing us with the opportunity to purchase a second Ultrasound. That means your donation will go twice as far!

The impact of your generosity is far reaching. I hope that you will find this project meaningful in knowing that you have provided excellence in care to patients throughout our community and beyond.

We are deeply grateful for your investment in the health our community. Thank you!

Yours, with gratitude,

Laurie A. Flood
Executive Director

*Thank you for your
continued support &
generosity.*

Liz Hazlett

From: Liz Hazlett
Sent: Tuesday, September 12, 2023 10:33 AM
To: Liz Hazlett
Subject: FW: Chair O'Hara's Commentary & Regional Strategy
Attachments: Unprecedented opportunity. Aug 29.docx; Fundy Strategy Summary8.29.pdf

From: Phil Ouellette <pouellette@fundyregion.ca>
Sent: Tuesday, September 12, 2023 9:39:24 AM
To: Jim Bedford <jim.qcpumps@bellaliant.com>; brianbaker@fundystmartins.ca <brianbaker@fundystmartins.ca>; O'Hara, Libby <ehara@quispamsis.ca>; Kennedy, Aaron <akennedy@quispamsis.ca>; John Enns-Wind <john@towngbw.ca>; Brittany Merrifield <mayormerrifield@towngbw.ca>; John Jarvie <JohnJarvie@rothesay.ca>; Nancy Grant <NancyGrant@rothesay.ca>; MacKenzie, John <john.mackenzie@saintjohn.ca>; McGovern, Brent <brent.mcgovern@saintjohn.ca>; richard.malone@townofhampton.ca <richard.malone@townofhampton.ca>; Rob Doucet <mayor.doucet@hampton.ca>; Gaudet, Ronald (ELG/EGL) <Ronald.Gaudet@gnb.ca>; Ray Riddell

Cc: Brenda MacCallum <bmaccallum@fundyregion.ca>
Subject: Chair O'Hara's Commentary & Regional Strategy

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

Good morning,

As you are all aware, the Commission continues its incremental effort to familiarize the region of the Commission, its expanded mandate and the recently adopted Fundy Regional Strategy. As part of this effort, we have developed two important pieces:

1. Chair O'Hara's commentary about the opportunity we have by working together. The commentary was published in Saturday's Telegraph Journal – print edition & [online on Monday](#). This article shares how we can harness our region's collective strength through a vision of collaboration and strong partnerships.
2. *Fundy Region: Stronger Together* is the snapshot version of the Fundy Regional Strategy. It provides an accessible version in 6 pages of the Commission, the work we do, and our mandates.

We would ask that you, or your communications team, help the Commission share these documents with your partners and through your networks. You can find both on [Fundy Region Website](#) homepage, or on our [LinkedIn Page](#). A big thank you for your efforts to help transmit this message to your communities.

Have a great week.

Phillippe A. Ouellette
Chief Executive Officer | Premier Dirigeant
pouellette@fundyregion.ca



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

[web](#) | [facebook](#) | [twitter](#) | [instagram](#)

Unprecedented opportunity ahead for the Fundy region

LIBBY
O'HARA

COMMENTARY

There is an exciting and important opportunity ahead for the seven communities that make up the Fundy region.

It is an unprecedented opportunity to come together in ways that we have not before – to work collectively and collaboratively for an even stronger future for our communities and the people who live here.

The Fundy Region, nestled along the coastline of the Bay of Fundy and threaded by the Saint John and Kennebecasis rivers, brings together seven local communities: Fundy-St. Martins, Grand Bay-Westfield, Hampton, Quispamsis, Rothesay, Saint John and the Fundy Rural District.

As the chair of the Fundy Regional Service Commission, I have the privilege of working with leaders from each of the seven communities who serve on the board of the commission. It is on their behalf that I share these thoughts with you today.

The commission's role is to identify needs and enhance public services in these communities.

Stronger together

This is a new responsibility, and an important one. For the first time, the people of our region have the power to set public service priorities from regional public safety to community development.

Each mayor and council, and the Fundy Rural District's advisory council, is still responsible for their own community, but we now have an opportunity to look at ways to make us stronger together, whether it be through transportation linkages, newcomer settlement, economic development or other regional initiatives.

The commission's recently released regional strategy is the first step in this process. The strategy is designed to bring better public services and greater prosperity to all our communities.

We know from past experience that if part of our region is growing and doing well, there is a ripple effect on neighbouring municipalities. By working together, we can choose a path that reflects the needs and values of all our communities, supporting better public services through sustainable growth.

The commission's regional strategy provides a five-year road map from where we are in 2023 to where we would like to be in 2028. We based our deliberations upon three guiding principles: collaboration, innovative programming and extending the reach of services.

Improving services in region

We aren't here to duplicate services that communities are already providing. We're here to identify the areas where residents need services to improve, to propose evidence-informed solutions and to find ways of providing services that will ensure your tax dollars achieve the results that you and your neighbours need and want.

Perhaps the key issue in your community is securing new bus service between Fundy-St. Martins or Grand Bay-Westfield and Saint John. Maybe it's delivering affordable housing options or support services that make it easier for newcomers to join your community. Whatever the issue is, if it falls under our mandate, we can tackle it, propose policy solutions and find the way forward to improve services throughout the region.

And to be clear, our expanded mandate encompasses regional public safety, regional transportation, community planning and building inspection services, community development, economic development and tourism promotion, solid waste management and regional facilities.

Sustainable funding

Where regional services in these areas are possible and desirable, we will advocate for additional funding from the provincial government to help us deliver these services on a year-over-year basis. And not just a pittance of funding – sustainable funding that matches the scope of regional services.

The provincial government's recent decision to expand our commission's mandate represents the latest stage in the development of effective regional services. We are one of 12 regional commissions established across the province.

The early part of our work is going to involve a lot of fact-finding, discussion and weighing of options as we establish regional priorities. As we do this, there is a firm hand on the tiller – the commission's board, which is made up of elected leaders from the seven communities, and which is accountable to the residents we serve.

Engaged in seeking solutions

The Fundy Regional Service Commission could be the most powerful tool for implementing change that our communities have ever had.

Making the commission work for your community is as simple as asking, "What do the people of our region want in common?" and working with others to achieve it. At the committee level, some of the best minds in our region are engaged in seeking solutions – from councillors and local staff to subject-matter experts.

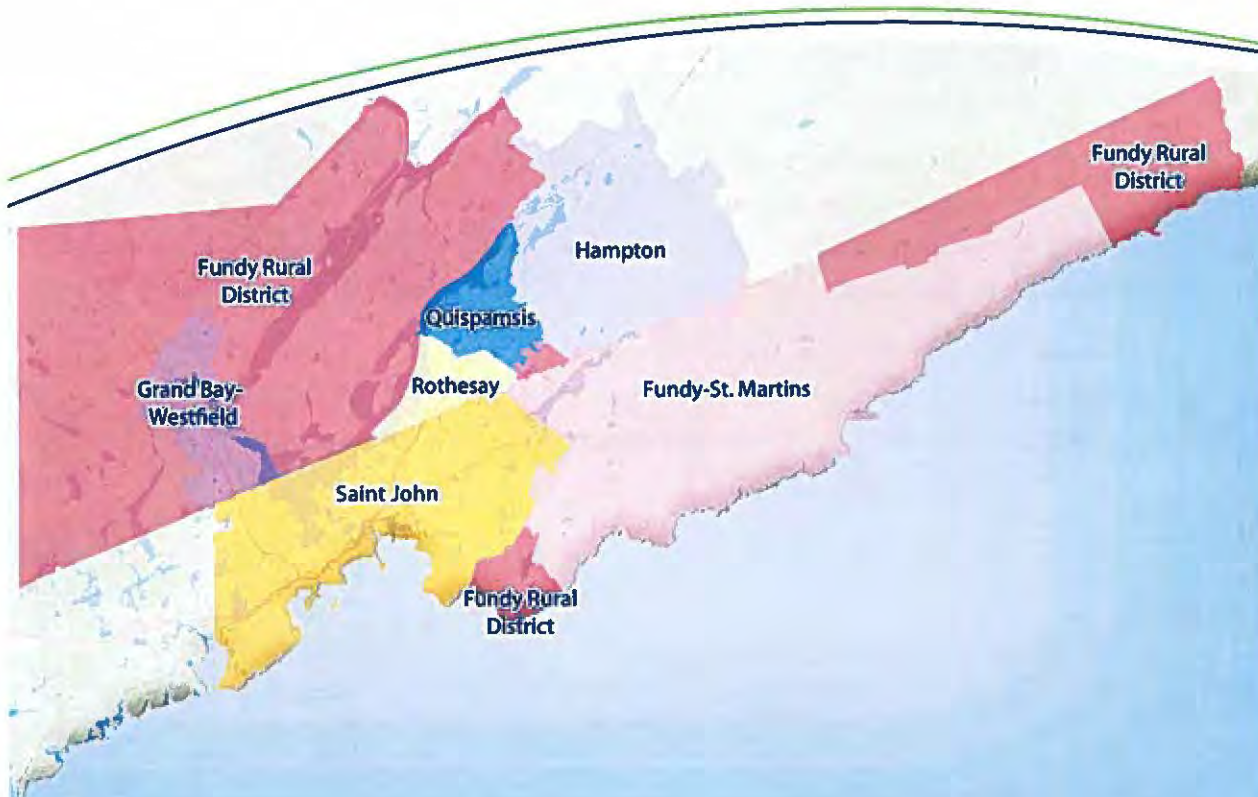
We want to attract people, we want to attract businesses, we want to attract population growth. We want to live in sustainable communities with effective public services and economic opportunities. In order to do that, we have to all be on the same page with a message that says we are ready for growth.

The Fundy Regional Service Commission is our opportunity to chart a course to greater prosperity for all communities and the residents of the region.

Libby O'Hara is Chair of the Fundy Regional Service Commission and Mayor of Quispamsis. For more information on the commission, visit www.FundyRegion.ca.

Stronger Together:

Forging the Future of the Fundy Region



Fundy Region
2023 - 2028



Fundy Regional
Service Commission
Commission de Services
Régionaux de Fundy

Who We Are

With our mandate of public service, the **Fundy Regional Service Commission** is committed to exploring new opportunities for our region that build on our strengths and our prosperity.

We bring people and organizations together: our focuses are collaboration and forging a sustainable future for the Fundy Region with an even better quality of life for its residents.

As we go about our work, we are continually inspired by the strength and potential in this region.

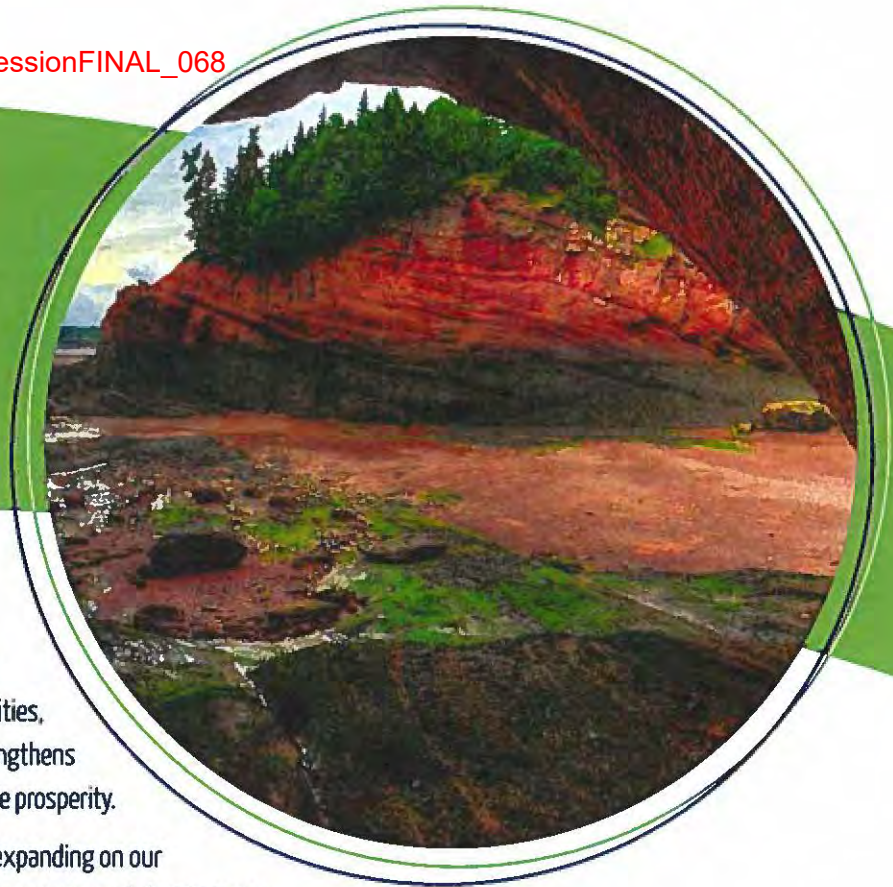
The Fundy Region is nestled along the coastline of the Bay of Fundy and is threaded by the Saint John and Kennebecasis rivers. Steeped in history and surrounded by natural beauty, our region is both bustling and tranquil.

Covering an expanse of nearly 3,350 square kilometres, the region encompasses seven local communities – Fundy-St. Martins, Grand Bay-Westfield, Hampton, Quispamsis, Rothesay, Saint John and the Fundy Rural District – which are home to more than 130,000 people and growing.

We acknowledge, honour and pay respect to the land on which we gather and operate sits on traditional unceded territory of the Wolastoqiyik, Mi'kmaw, and Peskotomuhkati. Our commission is committed to developing meaningful partnerships that strengthen and honour all its relations.

In serving our communities and their citizens, we take pride in our dedication to high performance and service excellence. Our success is built not only on collaboration but on our responsiveness and financial accountability.

Our **Work** and Our **Vision**



In serving the Fundy Region, we are committed to unlocking its full potential. With our Board of Directors, composed of elected representatives from each of the Fundy communities, we are resolute in our determination to shape a future that reflects shared values, strengthens connections between communities and builds sustainable prosperity.

Our commission was established in 2013, expanding on our historical responsibility for solid waste management. In 2023, our mandate was expanded again and today we seek to build collaboration and strength across the region in a number of service areas from public safety to regional facilities.

*In our work, we
are driven by a **vision** of
inspiring collaborative excellence,
building resilient communities
and delivering valuable
outcomes.*

In our work, we are driven by a vision of inspiring collaborative excellence, building resilient communities and delivering valuable outcomes.

We will continue to forge strong partnerships with local governments, community organizations, government agencies and private entities. By sharing knowledge, resources and best practices, we will unlock synergies and create a unified approach to community development.

We seek to harness our region's collective strengths. We will build upon our reputation as a vibrant region that nurtures creativity, innovation and inclusivity.

Responsible Service Delivery

We are committed to responsible service delivery that provides equitable access to programs and services for residents across the region. Recognizing the **diverse needs** of our communities, we will work diligently to reduce barriers and promote social inclusion.

We understand the importance of balancing **growth** and **environmental sustainability**.

By leveraging data-driven decision-making, we will strive to develop **comprehensive plans** that address housing needs, promote health and well-being and contribute to the creation of vibrant communities that stand the test of time.



Forging the Future

With our expanded mandate, we embarked on our first **regional strategy** in 2023. Extensive consultation with individuals and organizations across the region, encompassing a broad range of voices, unearthed a strong will within the region to work together for a stronger future for all.

The strategy combines thorough analysis, research, and investigation with tangible outcomes.

The plan, available online at www.FundyRegion.ca, provides a comprehensive roadmap for delivering services, fostering collaboration and building a stronger future for all communities within the Fundy Region to 2028.

Guided by the principles of sustainability, enhanced quality of life, accessibility, and economic growth, it aligns the work ahead for the region along our areas of responsibility:

Regional Public Safety



We strive to improve collaboration among diverse public safety agencies, promoting interagency collaboration and standardization, fostering consistent service levels and training opportunities as well as navigating regulatory and governance challenges.

Regional Transportation



We seek to bolster transportation across the region, exploring diverse needs and preferences and enhancing services and connections. We will foster greater collaboration within the sector, promote safe transportation, advocate to eliminate barriers and promote sustainable forms of transportation, including biking, walking and “rolling.”

Community Planning & Building Inspection Services



We will foster regional collaboration to achieve land use planning that fosters vibrant communities, preserves natural landscapes, and supports equitable and resilient development for present and future generations. In collaboration with communities, we will develop a regional land use plan to manage sustainable development, and we will work with the Fundy Rural District and Fundy-St. Martins to create modern regulations for their areas.

Community Development



We will empower communities, foster inclusivity and guide equitable access to programs and services. Through collaborative regional community development initiatives, we will seek to improve the health and well-being of our residents. We will advocate for social inclusion and an inclusive approach to housing. We will foster diversity and promote the successful settlement of newcomers.

Economic Development & Tourism Promotion



We will deliver regionally focused economic development and tourism promotion services, leveraging positive economic trends, and maximizing the collective impact on the region's economic growth.

Solid Waste Management



We will champion further waste reduction by promoting individual and corporate responsibility. We will look to the future and develop a solid waste strategy for the region for 2025 to 2030.

Regional Facilities



We will work with communities to build on the strength of our regional facilities, which stand as catalysts for community engagement and economic growth. We seek to ensure they are not only sustainable but offer exceptional service and value to the communities and the region. We will build on a framework of trust and accountability, fairness and equity, between communities, operators, partners, and residents.

Toward a Stronger Future

The Fundy Regional strategy embraces regional progress. We understand that taking action is crucial in building trust.

Under the leadership and co-ordination of the Commission's Board of Directors, committees have been struck for each area of responsibility.

These committees, made up of **representatives from communities** across the region, include not only public officials but those who are leaders and experts in the areas of responsibility. Together, the committees advise and oversee implementation.

We have a unique opportunity to introduce pilot projects that test new waters for the commission and the Fundy Region. These projects will be undertaken with careful consideration of regional agreement, the value and efficiency they create along with the resources available.

By embracing this approach, we can **explore innovative solutions**, gather valuable insights and ensure that our actions align with our mission of responsible and impactful service delivery.

As we move forward, our actions are guided by a commitment to a strong and vibrant future for the Fundy Region.

And in forging that path, we are inspired by people across the region – community leaders, partners, service providers and the citizens we are so proud to serve. We are honoured to work with them to enhance services and improve the quality of life throughout the region.



How to Reach Us

Do you have ideas on how to strengthen the Fundy Region? Starting a project that could be of value across our communities? Have a question about what we do?

Call us at **(506) 657-8930**
or connect with us by email at **info@frsc.ca**.

You can also reach out to an elected representative from your community. Each entity has one elected representative serving on our Board of Directors.

For more information and for a copy of the regional strategy, visit **www.FundyRegion.ca**.

September 12, 2023

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

Dear Mayor Grant,

Saint John Airport is working to develop a long-term plan to ensure the viability of air service here in southwestern New Brunswick. Recent challenges have demonstrated that YSJ needs to be more determined in developing market share and retaining its passengers.

To accomplish this, YSJ needs to be able to offer a wider array of carriers and destinations than are available to us now. Cities like Moncton, Charlottetown, St. John's, and Halifax have done a great job with this, and we need to emulate their efforts. For YSJ one of the key pillars of growth is the commercial development of our lands. YSJ has over 600 acres of land that can be developed in an array of service and light manufacturing offerings. These lands can yield very significant revenue to YSJ that can be used for the following:

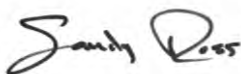
- Route development with new and existing carriers
- Upgrades to the terminal building and the services offered in YSJ
- New furniture and passenger areas (business lounge)
- Lowered costs to carriers and passengers

To aid in our planning on this, YSJ has requested that the Provincial Regional Development Corporation assist YSJ with the costs of an Economic Impact Study of the land development opportunity. This study will detail the jobs and economic proceeds that will be derived from this development.

YSJ is asking for your support in the form of a letter or email that will be appended to the RDC application indicating your support of the study itself. Your support of this study is instrumental to the application, but in no way minimizes YSJ's commitment to a full community consultation as a critical step in the path to this development being undertaken.

If you could reply to this by either signing the accompanying letter of support on your letterhead or providing your own endorsement YSJ would be very appreciative. When the study is complete, we will hold a private preview of the report for all the local municipalities and key stakeholders in advance of a public release.

Yours truly,



Alexander (Sandy) Ross CEO, Saint John Airport



September 12, 2023

70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothesay@rothesay.ca
www.rothesay.ca

RDC-Regional Development Corporation
Attn: Minister Réjean Savoie
Chancery Place
P. O. Box 6000
Fredericton, NB E3B 5H1

Dear Minister Savoie:

YSJ is working on a long-term plan to ensure the viability of air service in southwestern New Brunswick. Recent challenges have demonstrated that Saint John Airport needs to be more determined in developing market share and retaining its passengers.

For YSJ one of the key pillars of growth is the commercial development of its lands. YSJ has over 600 acres of land that can be developed in an array of service and light manufacturing offerings. The economic spinoffs will be great for Saint John, southwest New Brunswick, and for the province. These lands can also yield very significant revenue to YSJ that can be used for route development with new and existing carriers; upgrades to the terminal building and the services offered in YSJ; as well as lowered costs to carriers and passengers.

We are requesting that the Provincial Regional Development Corporation assist YSJ with the costs of an Economic Impact Study of the land development opportunity. This study will detail the jobs and economic proceeds that will be derived from this development.

Sincerely,

Mayor Dr. Nancy Grant

CC: Francine Scott, Project Executive, RDC



GEMTEC

CONSULTING ENGINEERS
AND SCIENTISTS

2023 October 10 Open Session FINAL_075

GEMTEC Consulting Engineers and Scientists Limited
124 Greenview Drive
Hanwell, NB, Canada
E3C 0M7

tel: 506.453.1025
fax: 506.453.9470
fredericton@gemtec.ca
www.gemtec.ca

September 13, 2023



File: 100018.012 – L01

**Re: Public Involvement, Environmental Impact Assessment (EIA) Registration
Crane Mountain Landfill Capacity Augmentation and Life Extension, Saint John, NB**

This letter is to inform you that Fundy Regional Service Commission (FRSC), has retained GEMTEC Consulting Engineers and Scientists Limited (GEMTEC) to conduct public involvement as part of an Environmental Impact Assessment (EIA) under the *Environmental Impact Assessment Regulation, Clean Environment Act* for the proposed Crane Mountain Landfill Capacity Augmentation and Life Extension project (herein referred to as the "Project") located at 10 Crane Mountain Road in Saint John, New Brunswick.

The Project is proposed on portions of the Service New Brunswick (SNB) Parcel Identifiers (PIDs) 55087001, 55087027, 55087019, 55043301, 55086987, 55160352 and 55043293; coordinates central to the development are 45.27001°, -66.21203°. A figure illustrating the Project is attached.

The Project is in support of the on-going landfill operations, more specifically, increasing the maximum height of the municipal solid waste containment cells from the currently approved maximum height of +90 metres to +117.5 metres. The height increase will only be in select areas to maintain a stable slope of the covered landfill and will not involve an increase in the lateral footprint. The Project is expected to extend the lifetime of the landfill by up to 22 years and result in a reduction of construction and operational costs/uncertainties as the landfill nears the end of its expected lifetime. The Project is not a new landfill site, rather a modification of the existing landfill facility.

The EIA registration document for the Project has been submitted to the Department of Environment and Local Government (NBDELG) and is currently under review. As part of the EIA registration process, it is required that members of the public be notified of the Project.

A copy of the EIA Registration Document is available for public review online by searching NBDELG EIA Projects Under Determination Review (Project Number 1617) or on the FRSC's website www.FundyRecycles.com.

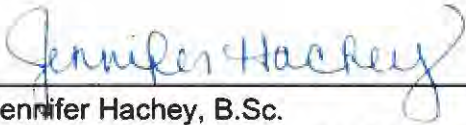
This Project is governed by the Department of Environment in accordance with Section 5(1) and Schedule "A" of the *Environmental Impact Assessment Regulation*.

Should you have any questions or comments regarding the Project please direct them to Marco Sivitilli, P.Eng., by October 20, 2023, via email at marco.sivitilli@gemtec.ca or at the following address:

Marco Sivitilli
GEMTEC Consulting Engineers and Scientists Limited
124 Greenview Drive
Fredericton, New Brunswick
E3C 0M7

We are planning a virtual information session on October 3, 2023 at 7PM. Please register by October 1, 2023 via email to attend: eia@gemtec.ca

Sincerely,



Jennifer Hachey, B.Sc.
Lead Ecological & Permitting Services, Atlantic
GEMTEC



Marco Sivitilli, P.Eng.
Associate VP Operations, Atlantic
GEMTEC

Enclosures
Attachment

NOTICE

Registration of Undertaking Environmental Impact Assessment Regulation Clean Environment Act

The Fundy Regional Service Commission (FRSC) has registered the following undertaking with the New Brunswick Department of the Environment and Local Government (NBDELG) in accordance with the *Environmental Impact Assessment Regulation*: **Crane Mountain Landfill Capacity Augmentation and Life Extension Project**. The project is located at the current Crane Mountain Landfill located at 10 Crane Mountain Road, Saint John, New Brunswick.

The purpose of the proposed undertaking is to increase the maximum height of the municipal solid waste containment cells from the currently approved elevation of +90.0 metres to +117.5 metres above mean sea level. In order to maintain a stable slope on the covered landfill, the maximum height increase will apply to a relatively small area of the landfill footprint.

3D Model Depicting Proposed Final Landfill



Project Benefits:

- Maximizes the use of available space at the existing landfill site
- Increases landfill life span by at least 22 years from 2048 to 2070 with no increase in the approved landfill footprint
- Significantly delays the need to site a new disposal facility
- Utilizes existing infrastructure, including the landfill gas to energy system, leachate collection system, roads, and buildings
- Provides a significant cost savings for new containment cell construction
- At least \$22 million in cost savings is estimated over the course of the project, benefitting all rate payers (residents and businesses of the Fundy Region)
- The landfill gas collection and utilization system will be expanded and improved as required, which will result in enhanced collection and destruction of odour emissions

More Information:

Full EIA registration document is available at:

- <https://www.fundyrecycles.com>
- Search: NBDELG EIA Projects Under Determination Review (Project Number 1617)

Virtual public information session, October 3, 2023, 7 PM.

Email eia@gemtec.ca by October 1, 2023 to register.

If you have additional questions, please contact Marco Sivitilli, P.Eng. (*GEMTEC*) marco.sivitilli@gemtec.ca (506) 453-1025

All comments from the public received by October 20, 2023 will receive a response and be submitted to NBDELG as a part of the EIA process.



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



GEMTEC
CONSULTING ENGINEERS
AND SCIENTISTS



**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
BOARD MEETING OF JUNE 28 @ 3:00pm**

**MINUTES
REGULAR MEETING**

Held by Zoom and In Person

In Attendance:

BOARD MEMBER	POSITION
Tiffany Mackay French	Chair/Rothesay Representative
Kevin Darling	Vice Chair/Provincial Representative
Kerrie Luck	Quispamsis Representative
Libby O'Hara	Quispamsis Representative
Vibhuti Harquail	Quispamsis Representative
Robert (Bob) McLaughlin	Quispamsis Representative
Donald Shea	Rothesay Representative

Rebecca Moore	KRJBPC Secretary
Chief Steve Gourdeau	KRPF Chief of Police
A/Insp. Colin Flynn	KRPF OIC Administration
Laurie Young	HR Presentation

Absent:

John Buchanan	Rothesay Representative
Derrick Stafford	Rothesay Representative

Chairperson Mackay French called the meeting to order at 3:02pm and opened the Regular Meeting.

1. APPROVAL OF AGENDA:

Chairperson Mackay French asked for an approval of the agenda:

*It was moved by Libby O'Hara and seconded by Kevin Darling that the Agenda for the Regular Meeting of June 28th, 2023, be approved as presented. **MOTION CARRIED.***

2. LAND ACKNOWLEDGEMENT:

A/Insp. Colin Flynn read the Land Acknowledgement.

3. HR Presentation – Laurie Young:

Laurie Young gave her presentation and provided updates on current KRPF HR items and answered questions as they arose.

3:33 pm Laurie Young exited the meeting.

5. APPROVAL OF MINUTES OF MAY 24, 2023, MEETING:

Kerrie Luck asked whether the motion to bring drawings to tender in the previous minutes was still going forward or if it needs to be amended. The committee advised tender documents were put on hold until financing is approved. There is no time limit on the motion, so no change is needed.

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

It was moved by Libby O'Hara and seconded by Bob McLaughlin to approve the Minutes of the May 24, 2023 Regular Meeting as presented. MOTION CARRIED.

6. DECLARATION OF CONFLICT OF INTEREST:

Bob McLaughlin – Building

7. CHIEFS REPORT:

Chief Gourdeau presented his report.

Chairperson Tiffany Mackay asked for a motion to receive and file the Chief's Report.

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

8. COMMITTEE REPORTS:

Finance

Kevin Darling gave a Finance update.

Policy

Tiffany MacKay French gave a Policy update and advised that Derrick Stanford is the new chair.

Building & Grounds/Transportation

Bob McLaughlin gave an update from Building & Grounds/Transportation Committee.

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

It was moved by Libby O'Hara and seconded by Donald Shea to receive and file the Committee Reports.
MOTION CARRIED.

9. CORRESPONDENCE:

None

10. OLD BUSINESS:

None

11. NEW BUSINESS:



Chief Gourdeau reviewed his Progress Report.

12. MOTION TO ADJOURN:

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

It was moved by Bob McLaughlin and seconded by Libby O'Hara to adjourn the Regular Meeting.
MOTION CARRIED.

Respectfully Submitted,

	
Chairperson Tiffany Mackay French	KRPF Administrative Assistant Rebecca Moore

Town of Rothesay

General Fund Financial Statements

August 31, 2023

Attached Reports:

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

Town of Rothesay

Balance Sheet - Capital General Fund 8/31/2023

ASSETS

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

LIABILITIES AND EQUITY

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

Town of Rothesay
 Balance Sheet - General Fund Reserves
 8/31/2023

ASSETS

BNS Gas Tax Interest Account	476,911
BNS General Operating Reserve #214-15	942,991
BNS General Capital Reserves #2261-14	94,074
BNS - Gen Capital Reserve GIC	1,500,000
BNS - Gas Tax Reserves - GIC	4,100,000
	<u>7,113,976</u>
	<u>\$ 7,113,976</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	3,580,543
Invest. in General Capital Reserve	1,414,667
General Gas Tax Funding	996,367
Invest. in General Operating Reserve	942,991
Invest. in Land for Public Purposes Reserve	159,867
Invest. in Town Hall Reserve	19,541
	<u>7,113,976</u>
	<u>\$ 7,113,976</u>

Town of Rothesay
Balance Sheet - General Operating Fund
8/31/2023

CURRENT ASSETS

Cash	3,966,800
Receivables	62,489
HST Receivable	163,591
Inventory	35,691
Gen Operating due to/from Util Operating	<u>(270,406)</u>
Total Current Assets	<u>3,958,166</u>
Other Assets:	
Projects	<u>2,958,005</u>
	<u>2,958,005</u>
TOTAL ASSETS	<u>6,916,171</u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	580,202
Other Payables	648,408
Gen Operating due to/from Gen Capital	1,100,000
Accrued Pension Obligation	(15,700)
Accrued Retirement Allowance	<u>444,587</u>
TOTAL LIABILITIES	<u>2,757,497</u>

EQUITY

Retained Earnings - General	170,485
Surplus/(Deficit) for the Period	<u>3,988,189</u>
	<u>4,158,674</u>
	<u>6,916,171</u>

2023October10OpenSessionFINAL_086

Town of Rothesay

Statement of Revenue & Expenditure
8 Months Ended 8/31/2023

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Warrant of Assessment	1,676,981	1,676,982	13,415,850	13,415,851	(1)		20,123,778
Sale of Services	37,550	26,134	345,878	298,774	47,104		464,704
Services to Province of New Brunswit	8,107	8,221	48,761	50,459	{1,698}		80,000
Other Revenue from Own Sources	41,109	5,442	260,075	120,242	139,833		142,008
CORE grant	8,732	8,732	69,854	69,853	1		104,778
Conditional Transfers	0	0	677,865	11,500	666,365		51,500
Other Transfers	0	0	535,320	535,320	0		796,570
	<u>\$1,772,478</u>	<u>\$1,725,509</u>	<u>\$15,353,602</u>	<u>\$14,501,999</u>	<u>\$851,603</u>		<u>\$21,763,338</u>
EXPENSES							
General Government Services	123,713	147,156	1,838,548	1,917,080	78,531		2,592,591
Protective Services	452,539	455,115	4,192,218	4,211,343	19,125		6,235,746
Transportation Services	185,491	217,491	2,321,505	2,503,312	181,807		3,668,562
Environmental Health Services	29,044	86,144	621,490	733,152	111,662		1,077,728
Environmental Development	45,804	69,158	417,162	559,422	142,260		829,950
Recreation & Cultural Services	239,516	254,347	1,651,654	1,669,148	17,493		2,496,171
Fiscal Services	795	333	322,836	321,331	(1,504)		4,862,591
	<u>\$1,076,901</u>	<u>\$1,229,744</u>	<u>\$11,365,413</u>	<u>\$11,914,788</u>	<u>\$549,374</u>		<u>\$21,763,338</u>
Surplus (Deficit) for the Year	<u>\$695,578</u>	<u>\$495,766</u>	<u>\$3,988,189</u>	<u>\$2,587,211</u>	<u>\$1,400,978</u>		<u>\$ 0</u>

2023October10OpenSessionFINAL_087

Town of Rothesay

Statement of Revenue & Expenditure
8 Months Ended 8/31/2023

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Sale of Services							
Bill McGuire Memorial Centre	3,325	1,667	25,961	13,333	12,627	1	20,000
Town Hall Rent	9,402	8,217	74,433	65,736	8,697		98,604
Community Garden	0	0	900	1,200	(300)		1,200
Fox Farm Rental	1,950	1,875	12,200	15,000	(2,800)		22,500
Arena Revenue	0	0	137,742	110,505	27,237	2	214,900
Recreation Programs	22,872	14,375	94,642	93,000	1,642		107,500
	<u>37,550</u>	<u>26,134</u>	<u>345,878</u>	<u>298,774</u>	<u>47,104</u>		<u>464,704</u>
Other Revenue from Own Sources							
Licenses & Permits	13,771	875	119,137	79,000	40,137	3	82,500
Recycling Dollies & Lids	104	67	621	533	87		800
Interest & Sundry	22,126	2,667	120,313	21,333	98,979	4	32,000
Miscellaneous	1,458	833	4,631	6,667	(2,036)		10,000
Fire Dept. Administration	1,000	1,000	8,000	8,000	0		12,000
History Book Sales	0	0	15	0	15		0
Local Improvement Levy Mulberry Lane	0	0	4,708	4,708	0		4,708
Food Cycler	2,650	0	2,650	0	2,650		0
	<u>41,109</u>	<u>5,442</u>	<u>260,075</u>	<u>120,242</u>	<u>139,833</u>		<u>142,008</u>
Conditional Transfers							
Canada Day Grant	0	0	1,920	1,500	420		1,500
Grant - Other	0	0	862,959	0	662,959	5	0
Grant - Students	0	0	12,986	10,000	2,986		50,000
	<u>0</u>	<u>0</u>	<u>677,865</u>	<u>11,500</u>	<u>666,365</u>		<u>51,500</u>
Other Transfers							
Surplus of 2nd Previous Year	0	0	274,070	274,070	0		274,070
Utility Fund Transfer	0	0	261,250	261,250	0		522,500
	<u>0</u>	<u>0</u>	<u>535,320</u>	<u>535,320</u>	<u>0</u>		<u>796,570</u>
EXPENSES							
General Government Services							
Legislative							
Mayor	3,329	3,917	27,159	31,333	4,175		47,000
Councillors	10,852	11,258	86,756	90,067	3,311		135,100
Regional Service Commission 9	1,256	1,256	10,051	10,051	0		15,076
Other	125	1,292	2,081	10,333	8,252		13,500
	<u>15,563</u>	<u>17,723</u>	<u>126,046</u>	<u>141,784</u>	<u>15,737</u>		<u>210,676</u>
Administrative							
Administration - Wages & Benefits	82,075	87,073	694,362	740,382	46,021	6	1,189,610
Office Building	8,912	10,417	148,641	134,733	(13,908)	7	177,750
Supplies	4,154	8,917	93,359	102,333	8,974		143,000
Solicitor	3,755	4,167	14,768	33,333	18,565	8	50,000
Professional Fees	0	12,000	11,732	24,000	12,268	9	35,000
Other	8,489	6,317	86,412	80,333	(6,079)		110,000
	<u>107,384</u>	<u>128,889</u>	<u>1,049,275</u>	<u>1,115,116</u>	<u>65,841</u>		<u>1,705,360</u>
Other General Government Services							
Website/Other	0	0	2,611	3,000	389		3,000
Community Communications (Team)	766	460	2,305	3,683	1,378		5,525
Civic Relations	0	83	1,809	667	(1,143)		1,000
Insurance	0	0	278,436	282,462	4,026		282,462
Donations	0	0	21,953	22,300	347		36,500
Cost of Assessment	0	0	324,536	328,068	3,532		328,068
Property Taxes - L.P.P.	0	0	17,410	16,000	(1,410)		16,000
Fox Farm Rental Expenses	0	0	14,167	4,000	(10,167)	10	4,000
	<u>766</u>	<u>544</u>	<u>663,227</u>	<u>660,180</u>	<u>(3,047)</u>		<u>676,555</u>
Total General Government Services	<u>123,713</u>	<u>147,156</u>	<u>1,838,548</u>	<u>1,917,080</u>	<u>78,531</u>		<u>2,592,591</u>
Protective Services							
Police							
Police Protection	271,400	272,601	2,171,199	2,180,809	9,610		3,271,213
Crime Stoppers	0	0	2,800	2,800	0		2,800
	<u>271,400</u>	<u>272,601</u>	<u>2,173,999</u>	<u>2,183,609</u>	<u>9,610</u>		<u>3,274,013</u>
Fire							
Fire Protection	181,139	181,139	1,686,235	1,686,235	0		2,614,733
Water Costs Fire Protection	0	0	330,000	330,000	0		330,000
	<u>181,139</u>	<u>181,139</u>	<u>2,016,235</u>	<u>2,016,235</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	1,985	3,333	1,348		5,000
Other	0	958	0	7,667	7,667		11,500
	<u>0</u>	<u>1,375</u>	<u>1,985</u>	<u>11,000</u>	<u>9,015</u>		<u>16,500</u>
Total Protective Services	<u>452,539</u>	<u>455,115</u>	<u>4,192,218</u>	<u>4,211,343</u>	<u>19,125</u>		<u>6,235,746</u>

2023October10OpenSessionFINAL_088

Transportation Services							
Common Services							
Administration (Wages & Benefits)	103,810	120,907	889,185	1,022,241	133,056	11	1,557,760
Workshops, Yards & Equipment	46,138	56,667	493,031	526,183	33,152	12	756,350
Engineering	0	625	4,257	5,000	743		7,500
	<u>149,947</u>	<u>178,199</u>	<u>1,386,473</u>	<u>1,553,424</u>	<u>166,951</u>		<u>2,321,610</u>
Roads & Streets	12,722	15,000	41,956	54,500	12,544	13	65,000
Crosswalks & Sidewalks	0	917	6,736	11,055	4,319		17,300
Culverts & Drainage Ditches	5,491	4,000	61,733	50,000	(11,733)	14	80,000
Street Cleaning & Flushing	3,011	0	3,081	3,000	(81)		45,000
Snow & Ice Removal	0	3,333	605,322	612,423	7,102		810,000
Flood Costs	0	0	2,586	15,000	12,414	15	15,000
	<u>21,224</u>	<u>23,250</u>	<u>721,414</u>	<u>745,979</u>	<u>24,985</u>		<u>1,032,300</u>
Street Lighting	12,797	12,083	99,721	96,667	(3,055)		145,000
Traffic Services							
Street Signs	525	833	8,034	6,667	(1,367)		10,000
Traffic Lanemarking	208	0	32,120	32,000	(120)		35,000
Traffic Signals	644	833	19,041	6,667	(12,374)	16	10,000
Railway Crossing	0	2,083	16,063	16,667	603		25,000
	<u>1,376</u>	<u>3,750</u>	<u>75,258</u>	<u>62,000</u>	<u>(13,258)</u>		<u>80,000</u>
Public Transit							
Public Transit - Context Service	0	0	37,470	43,576	6,106		87,152
Public Transit - Other	146	208	1,168	1,667	499		2,500
	<u>146</u>	<u>208</u>	<u>38,638</u>	<u>45,243</u>	<u>6,605</u>		<u>89,652</u>
Total Transportation Services	185,491	217,491	2,321,505	2,503,312	181,807		3,668,562
Environmental Health Services							
Solid Waste Disposal Land Fill garbage	18,326	18,690	154,535	149,520	(5,015)		224,280
Solid Waste Disposal Landfill Compost	0	3,204	18,376	25,632	7,256		38,448
Solid Waste Collection Fero	10,718	64,250	427,182	514,000	86,818	17	771,000
Solid Waste Recycling bins	0	0	0	4,000	4,000		4,000
Clean Up Campaign	0	0	21,397	40,000	18,603	18	40,000
	<u>29,044</u>	<u>86,144</u>	<u>621,490</u>	<u>733,152</u>	<u>111,662</u>		<u>1,077,728</u>
Environmental Development Services							
Planning & Zoning							
Administration	26,137	42,829	273,989	369,789	95,800	19	550,000
Planning Projects	0	4,583	399	36,667	38,267	20	55,000
Heritage Committee	0	1,250	0	10,000	10,000	21	15,000
	<u>26,137</u>	<u>48,662</u>	<u>274,389</u>	<u>416,455</u>	<u>142,067</u>		<u>620,000</u>
Envision Saint John	15,965	15,996	127,717	127,967	249		191,950
Tourism	3,702	4,500	15,056	15,000	(56)		18,000
	<u>19,667</u>	<u>20,496</u>	<u>142,773</u>	<u>142,967</u>	<u>194</u>		<u>209,950</u>
	<u>45,804</u>	<u>69,158</u>	<u>417,162</u>	<u>559,422</u>	<u>142,260</u>		<u>829,950</u>
Recreation & Cultural Services							
Administration	31,064	29,003	286,689	271,732	(14,957)	22	399,000
Beaches	21,418	22,500	54,510	53,500	(1,010)		53,500
Rothsay Arena	20,845	23,127	258,718	240,503	(18,215)	23	367,000
Memorial Centre	1,246	4,917	51,801	47,883	(3,918)		67,850
Summer Programs	27,110	26,050	71,614	70,300	(1,314)		72,100
Parks & Gardens	75,104	86,381	452,386	506,325	53,939	24	691,725
Rothsay Common Rink	927	800	53,577	44,850	(8,727)		52,950
Playgrounds and Fields	13,991	16,250	72,279	84,000	11,721	25	134,000
The Hive expenses	836	1,167	6,169	9,333	3,165		14,000
Regional Facilities Commission	30,068	30,068	240,416	240,546	130		360,819
Kennebecasis Public Library	12,018	7,084	61,608	56,675	(4,934)		85,012
Special Events	4,889	7,000	34,072	36,000	1,928		40,000
PRO Kids	0	0	7,500	7,500	0		7,500
Rothsay Living Museum	0	0	315	0	(315)		0
	<u>239,516</u>	<u>254,347</u>	<u>1,651,654</u>	<u>1,669,148</u>	<u>17,493</u>		<u>2,345,456</u>
Fiscal Services							
Debt Charges							
Interest	795	333	84,836	83,331	(1,504)		195,591
Debt Payments	0	0	238,000	238,000	0		667,000
	<u>795</u>	<u>333</u>	<u>322,836</u>	<u>321,331</u>	<u>(1,504)</u>		<u>862,591</u>
Transfers To:							
Capital Fund for Capital Expenditures	0	0	0	0	0		3,750,000
Reserve Funds	0	0	0	0	0		250,000
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>4,000,000</u>
	<u>795</u>	<u>333</u>	<u>322,836</u>	<u>321,331</u>	<u>(1,504)</u>		<u>4,862,591</u>

2023October10OpenSessionFINAL_089

Town of Rothesay

Variance Report - General Fund

Note #	Actual	month ending Budget	8/31/2023 Better/(Worse)	Description of Variance
Revenue				
1	25,961	13,333	10,969	Higher than budgeted revenue
2	137,742	110,505	27,237	Higher than budgeted revenue
3	119,137	79,000	40,137	Higher than anticipated
4	120,313	21,333	98,979	Conservative estimate of interest rates
5	662,959	0	662,959	\$366K Pickle Ball Grant, \$271k KACOA Wells Bldg

Total	\$	840,281
Variance per Statement	\$	851,603
Explained		99%

Expenses*General Government*

6	Administration - Wages & Benefits	694,362	740,382	\$	46,021	Vacant position
7	Office Building	148,641	134,733	\$	(13,908)	Upstairs TH renovations for tenants
8	Solicitor	14,768	33,333	\$	18,565	Lower than budgeted to date
9	Professional Fees	11,732	24,000	\$	12,268	Budget for Actuarial valuations
10	Fox Farm Rental Expenses	14,167	4,000	\$	(10,167)	Repairs - painting

*Protective Services**Transportation*

11	Administration (Wages & Benefits)	889,185	1,022,241	\$	133,056	1 vacant position and no casual staff
12	Workshops, Yards & Equipment	493,031	526,183	\$	33,152	Fuel costs lower than budgeted
13	Roads & Streets	41,956	54,500	\$	12,544	Repairs to be done
14	Culverts & Drainage Ditches	61,733	50,000	\$	(11,733)	Eastern Trenchless deficiency work
15	Flood cost	2,586	15,000	\$	12,414	No flooding
16	Traffic Signals	19,041	6,667	\$	(12,374)	Supply & install new "birdies" on traffic lights due to lightning

Environmental Health

17	Solid Waste Collection Fero	427,182	514,000	\$	86,818	Fuel escalation lower than anticipated
18	Clean Up Campaign	21,397	40,000	\$	18,603	Lower than anticipated

Environmental Development

19	Administration	273,989	369,789	\$	95,800	Vacant position and budget for software
20	Planning Projects	399	36,667	\$	36,267	No expenses incurred to date
21	Heritage Committee	0	10,000	\$	10,000	No expenses incurred to date

Recreation & Cultural Services

22	Administration	286,689	271,732	\$	(14,957)	Perfect Mind Software and increase in wages
23	Rothesay Arena	258,718	240,503	\$	(18,215)	Casual wages higher than budgeted
24	Parks & Gardens	452,386	506,325	\$	53,939	Fuel, rentals and plants lower than anticipated
25	Playgrounds and Fields	72,279	84,000	\$	11,721	Budgeted expenses lower than anticipated

Fiscal Services

Total	\$	499,813
Variance per Statement	\$	549,374
Explained		91%

2023October10OpenSessionFINAL_090

Town of Rothesay

Capital Projects 2023
General Fund
8 Months Ended 8/31/2023

	ANNUAL BUDGET	COUNCIL APPROVED	CURRENT Y-T-D	Remaining Budget
General Government				
G 202* 001 Town Hall Improvements	40,000	0	1,976	38,024
G 202* 00* IT	17,000	0	0	17,000
Total General Government	57,000	0	0	55,024
Protective Services				
P-202*-0** Protective Serv, Equipment Purchases	1,270,000	0	548,679	721,321
Total Protective Services	1,270,000	0	0	721,321
Transportation				
T-2023-001 Asphalt 2023	1,225,000	823,688	384,697	840,303
T-2022-003 Buildings - Master Drive HVAC	85,000	0	72,187	12,813
T-2023-004 Intersection Improvement (Gondola/Clark)	175,000	321,481	53,145	121,855
T-202*-00* Fleet Replacement	750,000	691,429	13,201	736,799
Unassigned:				
Total Transportation	2,235,000	1,836,598	0	1,711,770
Recreation				
R-202*-00* Recreation Equipment	215,000	103,076	44,251	170,749
R-202*-00* Recreation Master Plan	60,000	54,312	0	60,000
R-2022-002 Recreation Pickle Ball	150,000	100,749	6,496	143,504
R-2022-004 Wells Bldg	2,500,000	0	1,649,849	850,151
R-202*-00* Arena Renovation	100,000	0	4,239	95,761
R-2023-005 McGuire Centre Repairs	30,000	0	0	30,000
Total Recreation	3,055,000	258,136	0	1,350,166
Carryovers				
T-2020-013 Stormwater Master Plan	0	0	12,081	(12,081)
T-2020-014 Traffic Study	0	0	1,551	(1,551)
T-2021-001 2021 Asphalt Engineering	0	0	811	(811)
T-2022-001 Asphalt	0	0	2,028	(2,028)
T-2022-004 Intersection Improvement (Hampton/Grove)	0	0	162,815	(162,815)
	0	0	0	(179,286)
Total	\$ 6,617,000	\$ 2,094,734	\$ -	\$ 2,958,005

2023 Budget and Funding Allocation

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

Town of Rothesay

2023-08-31

Donations/Cultural Support	Budget	219500-60 Paid to date
KV3C (in kind)	2,500.00	-
NB Medical Education Trust	5,000.00	5,000.00
KV Food Basket	5,000.00	7,053.08
Fairweather Scholarship	1,000.00	1,000.00
Saint John Theatre Company	1,000.00	
Symphony NB	2,500.00	
	<hr/>	
sub	17,000.00	13,053.08

Other:	19,500.00	
Sophia Recovery Centre		5,000.00
Rothesay High School		250.00
Special Olympics NB		200.00
You Can Ride Two		500.00
KV Girls Softball Association		500.00
RNS - Art Show		500.00
RES - Fun Run		250.00
St Joseph's Hospital Foundation - bronze "September for St. Joe's		1,000.00
Saint John Seafarers' Mision		200.00
KV Oasis Youth Centre		
World Performance Dance Event - Trevor Shea		500.00
	<hr/>	
sub	19,500.00	8,900.00

36,500.00 21,953.08

G/L Balance		<hr/> <hr/> 21,953.08
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Other:

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

Town of Rothesay

Utility Fund Financial Statements

August 31, 2023

Attached Reports:

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

Town of Rothesay

Capital Balance Sheet

As at 8/31/2023

ASSETS

Assets:

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

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

TOTAL ASSETS	39,577,782
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LIABILITIES

Current:

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

Long-Term:

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

EQUITY

Investments:

Investment in Fixed Assets	31,473,109
Total Equity	31,473,109

TOTAL LIABILITIES & EQUITY	39,577,782
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Town of Rothesay

Balance Sheet - Utilities Fund Reserves
8/31/2023

ASSETS

BNS Utility Capital Reserve # 00241 12	74,866
BNS - Util Capital Reserve GIC	1,100,000
	<u>\$ 1,174,866</u>

LIABILITIES AND EQUITY

Invest. in Utility Capital Reserve	731,039
Invest. in Utility Operating Reserve	109,492
Invest. in Sewerage Outfall Reserve	334,335
	<u>\$ 1,174,866</u>

2023October10OpenSessionFINAL_095

Town of Rothesay
 Utilities Fund Operating Balance Sheet
 As at 8/31/2023

ASSETS

Current assets:		
Accounts Receivable Net of Allowance		775,150
Total Current Assets		<u>775,150</u>
Other Assets:		
Projects		589,514
		<u>589,514</u>
TOTAL ASSETS		\$ 1,364,664

LIABILITIES

Accrued Payables		17,332
Due from General Fund		(270,406)
Due to Capital Fund		(150,000)
Deferred Revenue		12,012
Total Liabilities		<u>(391,062)</u>

EQUITY

Surplus:		
Opening Retained Earnings		32,898
Profit (Loss) to Date		1,722,828
		<u>1,755,726</u>
TOTAL LIABILITIES & EQUITY		\$ 1,364,664

2023October10OpenSessionFINAL_096

Town of Rothesay
Utilities Operating Income Statement
8 Months Ended 8/31/2023

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	0	0	566,900	590,131	(23,231)	1	1,155,000
Meter and non-hookup fees	(54)	0	33,085	32,210	875		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	145	0	1,972,399	1,942,500	29,899	2	1,942,500
Connection Fees	3,700	14,583	90,775	116,667	(25,892)	3	175,000
Interest Earned	10,130	7,500	76,359	60,000	16,359	4	90,000
Misc. Revenue	900	610	3,175	4,882	(1,707)		7,323
Surplus - Previous Years	0	0	41,757	41,757	0		41,757
TOTAL RECEIPTS	14,822	22,694	3,173,330	3,177,147	(3,816)		3,865,000
WATER SUPPLY							
Share of Overhead Expenses	0	0	104,500	104,500	0		209,000
Wages	14,971	13,835	134,917	129,883	(5,034)		232,000
Audit/Legal/Training	0	208	12,140	12,667	526		13,500
Other Water	86	42	1,200	333	(867)		500
Purification & Treatment	27,303	32,500	449,339	452,167	2,828		536,000
Transmission & Distribution	670	9,167	22,049	73,333	51,284	5	110,000
Power & Pumping	2,680	4,250	40,472	34,000	(6,472)		51,000
Billing/Collections	58	417	1,881	3,333	1,452		5,000
Water Purchased	0	100	572	800	228		1,200
Misc. Expenses	0	2,250	6,921	18,000	11,079	6	27,000
McGuire Road Operating	360	1,500	4,933	12,000	7,067		18,000
TOTAL WATER SUPPLY	46,128	64,269	778,924	841,016	62,092		1,203,200
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	0	0	156,750	156,750	0		313,500
Wages	29,000	29,000	232,000	232,000	0		348,000
Audit/Legal/Training	0	417	8,693	9,333	640		11,000
Collection System Maintenance	0	2,917	37,591	28,333	(9,258)		85,000
Sewer Claims	0	0	15,642	15,000	(642)		20,000
Lift Stations	3,142	6,250	39,210	51,000	11,790	7	77,000
Treatment/Disposal	6,927	7,583	77,162	72,667	(4,496)		103,000
Misc. Expenses	321	2,167	12,895	17,333	4,438		26,000
TOTAL SWGE COLLECTION & DISPO	39,389	48,333	579,943	582,417	2,473		983,500
FISCAL SERVICES							
Interest on Long-Term Debt	0	0	77,635	77,635	0		254,803
Principal Repayment	0	0	14,000	14,000	0		548,497
Transfer to Reserve Accounts	0	0	0	0	0		175,000
Capital Fund Through Operating	0	0	0	0	0		700,000
TOTAL FISCAL SERVICES	0	0	91,635	91,635	0		1,678,300
TOTAL EXPENSES	85,518	112,602	1,450,503	1,515,068	64,565		3,865,000
NET INCOME (LOSS) FOR THE PER	(70,696)	(89,909)	1,722,828	1,662,079	60,749		(0)

Town of Rothesay

Variance Report - Utility Operating

2023-08-31

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

1	Sale of Water	566,900	590,131	(23,231)	Usage lower than expected
2	Sewerage Services	1,972,399	1,942,500	29,899	Increase in users + fee increase > budget
3	Connection Fees	90,775	116,667	(25,892)	Lower than anticipated
4	Interest Earned	76,359	60,000	16,359	Increase in receivables

Expenditures

Water

5	Transmission & Distribution	22,049	73,333	51,284	Budget smoothed over yr
6	Misc. Expenses	6,921	18,000	11,079	budget smoothed and new water reading devices not yet purchased

Sewer

6	Collection System Maintenance	37,591	28,333	(9,258)	Repair Sanitary sewer lateral on Fernwood Lane
7	Lift Stations	39,210	51,000	11,790	Large mtce to date has not been required

Fiscal Services

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Town of Rothesay

Capital Projects 2023
Utility Fund
8 Months Ended 8/31/2023

	Original BUDGET	Council Approval	CURRENT Y-T-D	Remaining Budget
WATER				
W-2022-003 Filtration Bldg Water	630,000	149,332	181,119	448,881
	<u>\$ 630,000</u>	<u>\$ 149,332</u>	<u>\$ 181,119</u>	<u>\$ 448,881</u>
SEWER				
T-202*-001 Sewer work in Ashphalt contract	100,000	\$ -	0	100,000
S-2021-001 Turnbull Court Design	500,000	\$ -	326,058	173,942
S-2021-008 WWTP Design Phase II	50,000	\$ -	29,096	20,904
S-2023-002 Lagoon Dredging	1,320,000	\$ -	0	1,320,000
	<u>1,970,000</u>	<u>-</u>	<u>355,154</u>	<u>1,614,846</u>
Total Approved	<u>2,600,000</u>	<u>149,332</u>	<u>536,274</u>	<u>2,063,726</u>
Carryovers				
Funded from Reserves				
S-2020-001 Turnbull Court Design	0	0	45,110	45,110
W-2021-004 Well Development - Quality	-	0	8,130	8,130
	<u>0</u>	<u>0</u>	<u>53,240</u>	<u>-53,240</u>
	<u>2,600,000</u>	<u>149,332</u>	<u>589,514</u>	<u>2,010,486</u>

Funding:

	Total	Operating	Reserves	Borrow	Gas Tax	Grants
Water	630,000	330,000			300,000	
Sewer	1,970,000	370,000		\$ 1,600,000		
	<u>\$ 2,600,000</u>	<u>\$ 700,000</u>	<u>\$ -</u>	<u>\$ 1,600,000</u>	<u>\$ 300,000</u>	<u>\$ -</u>

Town of Rothesay

2023-08-31

219500-60

Donations/Cultural Support

Budget

Paid to date

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

Other:	19,500.00	
Sophia Recovery Centre		5,000.00
Rothesay High School		250.00
Special Olympics NB		200.00
You Can Ride Two		500.00
KV Girls Softball Association		500.00
RNS - Art Show		500.00
RES - Fun Run		250.00
St Joseph's Hospital Foundation - bronze "September for St. Joe's		1,000.00
Saint John Seafarers' Mision		200.00
KV Oasis Youth Centre		
World Performance Dance Event - Trevor Shea		500.00
	<hr/>	
sub	19,500.00	8,900.00

	<hr/>	
	36,500.00	21,953.08
	<hr/>	

G/L Balance		<hr/>
		21,953.08
		<hr/>

Other:

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

TOWN OF ROTHESAY

FINANCE COMMITTEE

September 22, 2023

In attendance:

Mayor Nancy Grant

Deputy Mayor Matt Alexander (Chairman)

Councillor Don Shea

Councillor Helen Boyle

Town Manager John Jarvie

Financial Officer Laura Adair

Absent:

Treasurer Doug MacDonald

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

The agenda was accepted as presented (DS/HB)

The minutes from August 24, 2023 were accepted as presented (DS/HB)

August Financial Statements

- a) **General Fund** – Financial Officer Laura Adair reviewed August Statements. The allocation of expense from normal garbage pickup for May spring clean up was allocated, less than budgeted. Financial expenses are less than budgeted due to actuaries costs not incurred.
- b) **Utility Fund** – Financial Officer Laura Adair reviewed August statements. No new variances to report or capital projects to report.

The statements were accepted as presented (HB/DS)

General discussion related to budget submissions with further input to be considered during the Joint Finance meeting and future approvals.

1. KVFD 2024 proposed Budget

7.33% operational increase from previous year. 5.68% increase is due to new Emergency Management Operations. Request for capital purchase of approximately \$500,000 some of the capital items being for EMO.

2. KRPF 2024 proposed Budget

KJBPC – 4.1% increase from previous year which is primarily related to wages increases, training and equipment. Capital request to build expansion on building for approx. \$4M which will require both Towns to guarantee the debt.

3. KPL 2024 proposed Budget

18% increase in budget compared to previous year, mainly due to building maintenance cost to paint exterior.

Donation Report– 2023 Summary

No donation request received

Motion to accept Donation report (HB/DS)

For Information

a) Proposed 2024 Budget Schedule

Treasurer Doug MacDonald will circulate a revised memo regarding additional dates and times to councillors.

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

Compliance Report

Compliance report – all items filed.

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

Next Meeting

2023 September 28	9:30am	Joint Finance Meeting
2023 October 19	8:30am	Regular Finance Meeting

The meeting adjourned at 9:30am.

Councillor Matt Alexander
Chairman

Laura Adair
Recording Secretary

ROTHESAY & QUISPAMSIS

JOINT FINANCE COMMITTEE MEETING

Rothesay Town Hall Common Room

Thursday, September 28, 2023

9:00 a.m.



ROTHESAY: MAYOR NANCY GRANT
DEPUTY MAYOR MATT ALEXANDER
COUNCILLOR HELEN BOYLE
COUNCILLOR DON SHEA

TOWN MANAGER JOHN JARVIE
FINANCIAL OFFICER LAURA ADAIR
RECORDING SECRETARY LIZ HAZLETT

QUISPAMSIS: MAYOR LIBBY O'HARA
DEPUTY MAYOR MARY SCHRYER (*Webex*)
COUNCILLOR BETH THOMPSON
COUNCILLOR EMIL OLSEN

ACTING CHIEF ADMINISTRATIVE OFFICER AARON KENNEDY
TREASURER KRISTA BRANDON

ABSENT: ROTHESAY TREASURER DOUG MACDONALD

Mayor Grant called the meeting to order at 9:00 a.m. and welcomed all in attendance, noting the purpose of the meeting is to: provide the two Finance Committees with the opportunity to review and discuss the budgets of the Kennebecasis Valley Fire Department, the Kennebecasis Valley Regional Joint Board of Police Commissioners, and the Kennebecasis Public Library; ask questions of the officials representing the respective regional departments; and provide recommendations to both councils on each of the three proposed budgets.

1. APPROVAL OF AGENDA

MOVED by Deputy Mayor Matt Alexander and seconded by Counc. Don Shea the agenda be approved.

CARRIED.

2. MINUTES FROM SEPTEMBER 22, 2022

MOVED by Mayor Libby O'Hara and seconded by Counc. Helen Boyle the Joint Finance Committee minutes of September 22, 2022 be received for information.

CARRIED.

3. KENNEBECASIS VALLEY PUBLIC LIBRARY PROPOSED 2024 BUDGET

In attendance: Norah Emmerson, Library Director and Allison Maxwell, Board Chair.

Ms. Emmerson began by sharing the library's 40-year impact on both communities, noting it enriches the lives of residents by providing free and equitable access to information and experiences. She spoke of a 4.6:1 benefit-cost ratio of Canadian libraries; and reported growth in several areas of the Kennebecasis Public Library such as: staff, visitor traffic, patrons, collections, connectivity (computer/Wi-Fi users), programs, and volunteers (waitlist). She mentioned the Kennebecasis Public Library is the busiest of 11 libraries in the Fundy Library Region.

Mr. Maxwell presented the proposed 2024 Operating Budget, highlighting the following:

- Exceptional expertise of staff (Ms. Emmerson, Amy Watling (Treasurer), and Phil Shed (Facilities Management))

ROTHESAY & QUISPAMISIS

Joint Finance Committee

Minutes

-2-

28 September 2023

- Building Maintenance:
 - o increase of \$27,847 (35%) for exterior repainting/minor repairs
 - o Increase in janitorial services/minimum wage increase
 - o HVAC System upgrade (\$2,000) – committee struck to discuss replacement of old system (reached end of life/parts difficult to source), grants may be available but additional contributions may be required
 - o Waste Management – fuel surcharge
 - o Elevator Inspection (\$1,200)
- Communications increase (3%)
- Grounds & Road Maintenance decrease of 2%
- Insurance increase of 10% (advised to expect cost increase ranging between 5-15%)
- Rises in general office expenses
- Professional Services increase of 2% advised by accountant and auditors
- Popularity of programs continues to grow
- Decrease in Small Equipment/Furniture of 3% (in stagnant part of replacement cycle)
- Increase in Utilities (NB Power rates)
- Total Operating Expenses increase of 16% over 2023 budget
 - o Exterior repainting accounts for 10% but is recommended since it was last done in 2013

The Committee thanked Ms. Emmerson and Mr. Maxwell, and agreed the Library is a valuable asset for both communities. Appreciation was acknowledged for Library staff, volunteers, and ongoing commendable management of municipal contributions.

Discussion ensued on: support for exterior painting with a suggestion to explore a new long-lasting product (25-30 years); municipal contributions for building operations (building, maintenance, facilities staff, etc.) and provincial responsibilities (Library staff wages and collections); a population based cost sharing formula (reconciled every 5 years); considerable revenue increase as a result of a switch to “pay what you want” system for surplus books; and 1% increase for Wages (Facilities Manager, and student positions).

MOVED by Deputy Mayor Matt Alexander and seconded by Counc. Emil Olsen the Joint Finance Committee recommends the proposed 2024 Kennebecasis Public Library Budget be referred to the respective Quispamsis and Rothesay Councils, as presented, for approval as part of the 2024 budget process.

CARRIED.

Mayor Nancy Grant thanked Ms. Emmerson and Mr. Maxwell, and they left the meeting.

4. KENNEBECASIS VALLEY FIRE DEPARTMENT INC. PROPOSED 2024 BUDGET

In attendance: Fire Chief Michael Boyle and Finance Officer, Ron Catchet.

Fire Chief Boyle made introductions and noted he is here as both Fire Chief and the KV EMO Director. As a precursor to the budgets, he acknowledged these are challenging financial times and the budgets were prepared with a focus on vital elements, and alignment with the Fire Department’s 2020-2025 Strategic Plan, and the Fundy Regional Service Commission (FRSC) 2023-2028 Regional Strategy.

Proposed 2024 Budget Overview:

- \$6,562,917 Total Budget 2024
 - o Operating Budget Increase 5.68%
 - o Operating Budget Increase with EMO 7.33%
- \$2.54 million (approx.) Rothesay

ROTHESAY & QUISPAMISIS

Joint Finance Committee

Minutes

-3-

28 September 2023

- \$3.59 million (approx.) Quispamsis

Highlights that will impact the 2024 budget:

- Accreditation process (Commission on Fire Accreditation International - CFAI)
 - o Expected completion in 2025
 - o KVFD will be first fire department to achieve this status east of Ontario
- Significant rise in insurance costs
- New wave of retirements and new hires; no retirements since 2018 aside from Chief and Deputy Fire Chief in 2022; two expected in 2023; and 2-4 anticipated over the next few years
- Inclusion of KV EMO and Emergency Management Program budget (based on research and other communities)
- Implementation of FRSC Regional Strategy and local government changes
- Expiration of collective agreement (December 2023); discussions to begin in the fall.
- Fire Station 2 – opening soon. Operating costs have been estimated based on size/design.
- KVFD 100 Year celebration (Miscellaneous costs)
- Surplus impact significantly lower than in previous years – prior surplus’ a result of workers out on Worker’s Compensation benefits
- Reduction in Professional Services
- CPSE Accreditation – no fees in 2024 except training and material costs
- Office supply increase/new copier lease – usage increase for Fire Prevention Officer materials
- New Records Management System – old system not decommissioned until new one is operational
- 2.5% increase in Salaries
- Decrease in Overtime based on year-to-date data
- Group benefit increase (3%) and 73% increase for Worker’s Compensation Benefits
- Cell Phones increase (52.4%) – data usage and pre-alerting software
- Increases in Dispatch Service (tax base assessment), Station 1 Operating (inflationary and yard repair), Fire Investigation (new investigators/safety equipment/association costs), Miscellaneous (call damage – minimal but sometimes required)

KVFD 2024 Capital Budget highlights:

- 2024 Capital Budget \$499,946
 - o Fleet \$290,412
 - Replacement of 2011 Toyota Tundra with smaller vehicle for Fire Prevention Officer
 - Replacement of 2008 GMC 2500 trailer hauler (end of useful life)
 - Replacement of 1991 Boston Whaler for new marine rescue boat (1991 boat was donated but not designed for rescue operations)
 - o Equipment \$109,550
 - Replacement of 2010 Portable radios (end of useful life/discontinued model)
 - Replacement of 2008-2010 Dress Uniforms (worn out/100-year celebration in 2024)
 - EMO
 - Drone – unable to use current unit in windy conditions (commonly used for EMO purposes)
 - Laptops for EMO/EOC (3)
 - o Facilities \$99,984
 - Station 1 – exterior repair (eavestrough/metalwork/painting), asphalt repair/repaving
 - Station 2 – exterior painting, asphalt repair/repaving
- 2023 Capital Budget was underbudget by roughly \$200,000 – may be a way to use in 2024 budget

ROTHESAY & QUISPAMSIS

Joint Finance Committee

Minutes

-4-

28 September 2023

Budget Summary

- 2023
 - o Operating Budget \$6,114,647
 - o Capital Budget \$681,463.50
 - o Total: \$6,796,110.50
- 2024
 - o Operating Budget \$6,562,917
 - o Capital Budget \$499,946.20
 - o Total: \$7,062,863.20
- Total requested funding increase \$266,752.27 (3.93%)

Fire Chief Boyle informed the Committee of the KVFD's Fire Apparatus and Emergency Vehicle Replacement Plan (2023-2034). As a ladder truck and fire engine are nearing their end of life, the Board is working to formulate a plan to replace these vehicles and avoid lengthy supplier turnaround or emergency purchases.

Mayor Nancy Grant thanked Fire Chief Boyle and Mr. Catchet, and extended appreciation for the Fire Department's reporting and service to both communities.

Discussion ensued on: the value of EMO for the community and all emergency services; benefits of accreditation – third party validation of specific standards (ex. training, health and safety, succession planning, risk assessments), and data driven decision-making; support for a smaller/more fuel efficient vehicle for the Fire Prevention Officer; a suggestion to investigate possible warranties for the metalwork repairs (Station 1); boat replacement (proven usefulness of a rescue boat, intent to sell current boat, additional storage not required, and size/type of new boat); a drone – may be an option available to purchase a used unit, and frequent use (sharing the KRPF's drone not recommended); regulation of fire trucks (parts cannot be replaced like other used vehicles); differences between CFAI Accreditation and the National Fire Protection Association (NFPA); separation of Full-time Firefighters and Holiday Relief Firefighters wages/overtime as a reflection of differences in collective agreement; continuation of emergency preparedness measures for both towns (recommendations in KV EMO Program); a suggestion to investigate possible provincial or federal EMO funding programs (coordinate with Fundy Regional Service Commission); Surplus 2nd previous year – considerable increases in prior years were wage related, the 2024 budget is more realistic with the return of these workers; cuts to the KV EMO budget if reductions are required; placement of dress uniforms and laptops in capital budget (suggestion to move to operating budget); procurement plan for fire engine and ladder truck (initial stage of discussion, and intent to recoup some costs from current vehicles, if possible); river rescues – designated areas for emergency organizations; and recouping costs (current portable radios – may donate if necessary, and Toyota Tundra).

Chief Boyle thanked the Committee for their time, and he and Mr. Catchet left the meeting.

Mayor Nancy Grant noted there seems to be general consensus with respect to the budgets with some revisions.

MOVED by Counc. Emil Olsen and seconded by Counc. Helen Boyle the Joint Finance Committee recommends the proposed 2024 Kennebecasis Valley Fire Department Operating and Capital Budgets be referred to the respective Quispamsis and Rothesay Councils for consideration as part of the 2024 budget process.

ROTHESAY & QUISPAMSIS

Joint Finance Committee

Minutes

-5-

28 September 2023

ON THE QUESTION:

Deputy Mayor Mary Schryer expressed concern regarding the proposed paving of the parking lots. She mentioned both towns chose not to proceed with their respective 2023 asphalt projects owing to high costs. Mayor Libby O'Hara noted the Fire Department can request the item, and may feel it is manageable within their proposed budget.

NAY vote recorded from Deputy Mayor Mary Schryer.

CARRIED.

The Committee agreed to take a 10-minute break.

**5. KENNEBECASIS VALLEY JOINT BOARD OF POLICE COMMISSIONERS
PROPOSED 2024 BUDGET**

In attendance: Chief Steve Gourdeau, Inspector Mary Henderson and Andrea Sherwood, Finance Manager.

Chief Gourdeau began by noting the presentation will be broken into two parts:

The proposed 2024 budget:

- Total budget: \$8,486,804 (2024) vs. \$8,249,386 (2023) – increase of \$237,418 (2.9%)
- Salary and Benefits Increase \$95,609
- 2021 Surplus Impact requires an:
 - Increase for Quispamsis of \$202,534
 - Increase for Rothesay of \$134,220
- 85% of total expenditures relate to staff (43 uniformed officers, and 8 civilian employees)
- Expanded or new services:
 - Canine Services
 - Highly specialized services
 - 3D laser scene mapping
 - Forensic Mobile Device data extraction and analysis
- Transition of Police Chief and Senior Leadership salaries from Administration to Crime Control costs (considered operational officers)

Discussion ensued on: a preference for Chief/Senior Leadership salaries to remain in Administration or at least a transition process citing historical tracking for comparison purposes, separation of responsibilities, and a distinction in the collective agreement; 3D laser scene mapping – its purpose, a plan to map all schools in KV area, revenue generation (offer service to other communities), and provincial funding received for half the equipment cost; dispatch service – provided through Fredericton so there is no impact from the recent strike in Saint John; a list of civilian employee positions (8); and how available services benefit both communities but also complement the region as a whole (efficiencies – the canine unit, forensic mobile data extraction, accident reconstruction equipment and expertise).

In response to an inquiry, Chief Gourdeau advised he does not have an immediate answer regarding what would be cut from the budget if the need arose.

Need for Space (Building Expansion) – a request for Quispamsis and Rothesay support toward a Municipal Capital Borrowing Board (MCBB) application for financing:

- The current building cannot support the organization's growth in staff, services, and equipment
- Office and storage space has been repurposed but has become unsustainable – challenges for safe and secure storage of ETS equipment, firearms, and files (some have a 70-year retention period)

ROTHESAY & QUISPAMISIS

Joint Finance Committee

Minutes

-6-

28 September 2023

- Councils were supportive of the idea in the past but requested the proposal be resubmitted following expiration of the current debenture (2025)
 - The current situation is no longer feasible
- Benefits of expansion:
 - Contingency for growth – taking away need for future renovations of existing space within debenture period
 - Modernizing aging infrastructure
 - Increasing ability to deliver a professional police service
 - Positive impact on health and wellness of employees
- Building Financing Ask: \$3,750,000 includes construction estimate (\$2,700,000), contingency (\$550,000), project management (\$100,000), interim bridge loan interest (\$300,000), and financing charges (\$100,000)
 - Total \$4,250,000 with inclusion of Equipment/Furnishing/IT (\$500,000)
- Consultation with banking professionals, MCBB, and municipal staff
- Points to know:
 - 800 square feet of new secure storage space
 - New offices – improved capacity with specialized services
 - Minor sewer work to connect to existing building
 - All site engineering work is complete and paid for (ditching, land preparation)
 - Parking lot extension complete and paid for
 - New debenture to be obtained once existing one is paid off in 2025
 - Interest cost for bridge financing between start of project in spring of 2024 and new debenture in July 2025 to be capitalized and added to debenture
 - Addition to be 1/3 of existing square footage
 - Increase in female portion of locker rooms

Discussion ensued on: the need to support growing emergency response services; no basement for the existing building or the addition; space to provide in-house examinations of vehicles (reduction in outsourced storage costs for seized vehicles); security requirements for files and equipment (offsite storage not recommended); record retention requirements; shipping containers currently used for storage in parking area; inclusion of possible cost escalations (total cost of \$4.2 million, dollars including the interim bridge loan interest of \$300,000, is overestimated so another request would not be required); timeline – December 11th MCBB hearing date (November municipal decisions); a request for cost per square foot; potential area for additional storage above offices (roof area – not a second floor); the significant request for furnishing/equipment (in expansion, and 2024 operating budget) – unique equipment required for IT Lab, and overall rise in normal equipment costs; and payment of interim bridge loan interest – to be capitalized and added to debenture.

Mayor Nancy Grant thanked Chief Gourdeau, and he, Inspector Henderson, and Ms. Sherwood left the meeting.

MOVED by Deputy Mayor Matt Alexander and seconded by Counc. Helen Boyle the Joint Finance Committee recommends the proposed 2024 Kennebecasis Regional Joint Board of Police Commissioners Budget be referred to the respective Quispamsis and Rothesay Councils, for consideration in the 2024 budget process with a recommendation that the salaries of the Police Chief and Senior Leadership team not be moved from Administration Salaries into Crime Control Salaries.

CARRIED.

ROTHESAY & QUISPAMIS

Joint Finance Committee

Minutes

-7-

28 September 2023

There was further discussion with respect to a preference to keep the Chief/Senior Leadership salaries in Administration, and a need for a closer review of the building expansion as questions remain – rationale for layout (ex. two fitness areas – one in each the existing portion and new area), usefulness of utility space under the existing building (water tank), level of urgency (financial implications), and more.

Mayor Nancy Grant agreed there are unanswered questions pertaining to the proposed building expansion. She noted Chief Gourdeau understands that the Joint Finance Committee is an advisory committee to both councils and cannot make decisions on their behalf.

MOVED by Counc. Emil Olsen and seconded by Counc. Helen Boyle the Joint Finance Committee recommends Quispamsis and Rothesay work together to compile a single list of questions/concerns to present as a unified position regarding the proposed Kennebecasis Regional Police Force building expansion project.

ON THE QUESTION:

The Committee agreed the matter needs to be dealt with expeditiously before the respective November council meetings. The Committee proposed each Council be asked to provide questions and if need be the Committee may meet again briefly to help create a unified position on the matter.

CARRIED.

6. ADJOURNMENT

MOVED by Counc. Emil Olsen and seconded by Mayor Libby O'Hara the meeting be adjourned.

CARRIED.

The meeting adjourned at 12:07 p.m.

Respectfully submitted,

Liz Hazlett
Recording Secretary
Rothesay



ROTHESAY
AGE-FRIENDLY ADVISORY COMMITTEE
Common Room, Rothesay Town Hall
Tuesday, September 19, 2023 at 10 am



PRESENT: COUNCILLOR HELEN BOYLE
DIANE O'CONNOR, CHAIRSON
WILLA MAVIS, VICE CHAIRPERSON
DR. SHAWN JENNINGS
JILL JENNINGS
NANCY HASLETT
DIANNE TAYLOR
ROBERT TAYLOR
ANGELA MORSE

DRAFT

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

ABSENT: MAYOR NANCY GRANT, *ex-officio member*
SAMAH MAGHLAWY
HIGH SCHOOL REPRESENTATIVE (Vacant)
TOWN MANAGER JOHN JARVIE

Chairperson O'Connor called the meeting to order at 10:04 am.

1. APPROVAL OF AGENDA

MOVED by N. Haslett and seconded by Vice-Chair Mavis the agenda be approved as circulated.

CARRIED.

2. APPROVAL OF MINUTES

2.1 Meeting minutes of May 16, 2023

MOVED by Counc. Boyle and seconded by N. Haslett the minutes of May 16, 2023, be adopted as circulated.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

N/A

4. DELEGATIONS

N/A

5. REPORTS AND PRESENTATIONS

5.1 Age-Friendly Programming Update

Rothesay Hive Programming

What's Going On:

- Open House: On June 1st we hosted an Open House for Intergenerational Day. We had around 30 people attend the event, thank you to the Committee members who also attended to help welcome attendees.
- Artist-in-Residence: Darlene Baker attended two Coffee and Chats at the Rothesay Hive, on May 17th and June 13th. We also hosted her Art Exhibit Opening at the Rothesay Hive on August 23rd. You can view a selection of her pieces until the end of this week at the Town Office.
- Canada Day: On July 1st we had information about the Rothesay Hive and File of Life at the Canada Day celebration.
- Quispamsis Community Fall Expo: The Rothesay Hive had a booth at the annual Community Fall Expo that was held on August 24th.
- Walkie Talkies: The new Walking Group started at the Rothesay Hive in May. Diane O'Connor is leading the group. No charge for participants. The Walkie Talkies go every Friday at 9am.
- Garden Club: They are seeing the fruits of their labours with many donations to the KV Food Basket. They grew carrots, beets, beans, tomatoes, and leaf lettuce. No charge for participants. Thank you to our Worker Bee Leader volunteer!
- New Trivia with Kelly: New volunteer, Kelly, will be hosting a monthly seasonal Trivia program at the Rothesay Hive. Our first one was on September 7th and was well received.
- New Pet Therapy with Winnie: New volunteers, Kerrie and Sean, through the St. John Ambulance Therapy Dog Program will be visiting the Rothesay Hive monthly for one-hour sessions for Pet Therapy. Next sessions will be on October 13th and November 10th at 1:30 pm.
- Advance Care Planning: Hosted by Horizon Health Network as a pilot program, this information session was held on September 14th and had over 30 people attend.
- Willing to Know - Wills and Estate Planning information session on October 12th at 1:30 pm.
- The More You Know - Understanding and Preventing Financial Abuse information session on November 9th at 1:30 pm.
- Fall Speaker Series will be released on the Rothesay Hive Facebook page in November and will feature five interviews with Rothesay residents. More details to come!

Chairperson indicated to the Committee that she is looking for a title for this series. She explained that they will film the guest speakers at the Hive and will post them on Facebook page. She announced that Raph Murray, Mayor Dr. Nancy Grant and Doug Ballantyne will be the three first interviews. She mentioned that she reached out to Judge James McNamee and he is thinking about it. She also approached Bruce Tennants, a 91-year-old solo sailor. N. Haslett mentioned

that if someone declines, she suggested Barb Murphy, owner of Tim Hortons' franchises, and she is very involved in the Community. K. Flood proposed Susan Doyle. R. Taylor also suggested Kerri Steelwood. K. Flood also recommended Ray McCaskill from the Lions Club.

Rothesay Hive Members

Rothesay Hive Facebook Group: 738 members

Rothesay Hive Members as of now in 2023: 132 members. Total last year was 126.

Renforth Seniors Exercise Classes

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

Zoomers on the Go

The Zoomers on the Go program will continue at the Bill McGuire Centre from September to November. The class currently has a waitlist. This program is run by UNB Cellab. They also offer their program on-line for those who cannot attend in-person.

Saint John Newcomers Centre Programs

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

The Saint John Newcomers Centre will host the first ever International Culture Fest at Rothesay Common on Sunday, October 1st from 1 pm to 4 pm. The Rothesay Hive and Future Engage will have a booth at the event.

Chairperson O'Connor informed the Committee that they will also have speaker series in October, November and December. She announced that they will have the honour to have Dr. Shawn Jennings as the first guest speaker on October 12th at 10 am. Willa Mavis will be the second guest on November 2nd 10 am and Carol Taylor in December. Everyone is welcome!

K. Duffley pointed out that the drop-in programs are at full capacity and running out of space. Counc. Boyle indicated that she will inform the Council of the program we are at capacity for room and remind them that The Hive need extra space. Chairperson O'Connor proposed to invite the MLAs during the packed days.

6. UNFINISHED BUSINESS

6.1 Rothesay Hive Member Feedback Survey

K. Duffley informed the Committee of the survey results. She is taking it into account, but The Hive is the maximum capacity.

R. Taylor pointed out that 31 people responded to the survey and queried K. Duffley regarding how it was distributed. She responded that the survey was sent via email and paper copy was available for only the members.

Dr. Jennings explained some of the complaints that he received. K. Duffley said that she is looking to do some changes in the program and reiterated that they need more space due to The Hive being at maximum capacity.

6.2 Age Friendly Wellness Fair

K. Duffley briefed the Committee regarding the organization of the event in collaboration with the Town of Quispamsis. They will be going forward in 2024 with Rothesay holding it in the Spring and Quispamsis theirs in the Fall. It will be different themes and a little variety for each so it will not be a duplication. The organization committee will be meeting this afternoon.

6.3 Canadian Health Solutions

K. Duffley reminded the Committee that in a previous meeting they provided a Letter of Support for this program. Subsequently, Canadian Health Solutions is providing a fitness tracker to participants of 55-year-old plus and reporting their usage. They will have this program in five communities: Grand Bay-Westfield, Saint John, Rothesay, Quispamsis and Hampton. They will have a weekly meeting in each community and Rothesay will provide The Hive space for them.

The goal for this program is to increase the participants' overall wellness by integrating science, technology, and community resources. They will help them to identify any areas of concern and set goals to improve their wellness over the course of six months.

K. Duffley informed the members that they are accepting participants currently.

7. CORRESPONDENCE FOR ACTION

N/A

8. NEW BUSINESS

8.1 Cyber-Seniors

K. Duffley reminded the Committee that last year in September Cyber Seniors applied for funding but unfortunately, they were unsuccessful. Therefore, they are looking into a similar program and trying to get partnership within the community. She informed that Mayor Dr. Nancy Grant sent a Letter of Support to Employment and Social Development Canada / Review Committee of New Horizons for Seniors Program – “Grand Bay-Westfield & Rothesay Connected Community”.

K. Duffley summarized the program to the Committee. She explained that she connected them to KV Library and KV Work Room. Also, potentially KV Oasis to seek teenagers to get them involved plus

finding a place to host the program due to after-hours because students need to be available and access to the Internet / computers. The Library mentioned that they would be interested, and they were looking to offer a similar program, but they do not have a person to do that. K. Duffley also indicated that KV Work Room, because it is in a school you cannot use their Wi-Fi on personal devices. She said she can connect with Rothesay High School and Kennebecasis Valley High School students to tell them about the volunteer opportunities. They might be able to run the program, but they need someone who can connect with the seniors and the youth together. They are still looking for that volunteer and could offer online. They are not only looking for a youth volunteer but someone who is over 16 years old.

Chairperson O'Connor mentioned that Cyber Seniors also have a Facebook page and website with free resources available for everyone.

8.2 No Senior Left Behind – Seniors' Centre Without Walls Partnership Program

Chairperson O'Connor informed the Committee that Betty Daniels, Atlantic Coordinator, located in Fredericton contacted her concerning the program. This program is for seniors living in rural communities and are not able to access places such as The Hive. It connects seniors by telephone, and you can have up to 10 people on the line. They have guest speakers coming on the phone to discuss with the group. More importantly, this program is free for everyone. She said if anyone is interested, she can put them in contact with the Coordinator.

8.3 My Ride - Partnership

Dr. Jennings noted that the KV Committee for Disabled Persons has partnered with the company "My Ride" located in the Kennebecasis Valley to provide persons in a wheelchair with accessible transportation. 60% of the taxi service charge is subsidized by the towns of Rothesay and Quispamsis. The KV Committee for Disabled Persons still is in partnership with A-B Transport, however, they are located in the City of Saint John.

8.4 Rachel Cave - CBC

Chairperson O'Connor informed the members that she met with Rachel Cave from CBC recently and promoted The Hive. She also emailed her and gave her Kirstin Duffley contact information. She is hoping that Rachel Cave will do an interview regarding The Hive.

8.5 Friendship Games

K. Duffley announced to the Committee that Friendship Games will be held in June 2024.

9. CORRESPONDENCE FOR INFORMATION

N/A

10. DATE OF NEXT MEETING

The next meeting is tentatively scheduled for Tuesday, October 17th at 10 am.

11. ADJOURNMENT

MOVED by N. Haslett and seconded by D. Taylor the meeting be adjourned.

CARRIED.

The meeting adjourned at 11:08 am.

CHAIRPERSON

RECORDING SECRETARY



2023 October 10 Open Session FINAL_115

ROTHESAY

PARKS AND RECREATION COMMITTEE MEETING
Rothesay Town Hall Common Room
Tuesday, September 19, 2023, at 6:30 p.m.



DRAFT

PRESENT: COUNCILLOR BILL McGUIRE (*electronic participation*)
COUNCILLOR HELEN BOYLE
HOLLY YOUNG, CHAIRPERSON
DR. SHAWN JENNINGS
DR. JEAN-FRANCOIS LEGARE

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

Guests:

JIM SCOTT, TRACE PLANNING AND DESIGN
CAROLYN LONGAPHIE, TRACE PLANNING AND DESIGN
JAMIE BURKE, TRACE PLANNING AND DESIGN

ABSENT: JON McEACHERN
COLIN BOYNE
RECREATION & COMMS. COORDINATOR KERI FLOOD

Chairperson Young called the meeting to order at 6:30 p.m.

1. APPROVAL OF AGENDA

MOVED by Councillor Boyle and seconded by Dr. Legare the agenda be approved as circulated.
CARRIED.

2. APPROVAL OF MINUTES:

2.1 Meeting minutes of June 20, 2023

MOVED by Councillor Boyle and seconded by Dr. Jennings the meeting minutes of June 20, 2023, be approved as circulated.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

4. DELEGATIONS

4.1 Trace Planning and Design – Recreation Master Plan

J. Scott presented the plan for conducting the Recreation Master Plan for Rothesay. Due to technical difficulties, he was unable to show the prepared slideshow. His team will be visiting Schools in the community to consult students first. Starting with the students to talk with them about themselves and their parents. That afternoon they had visited Harry Miller Middle School's Grade 6 class. The class will survey the rest of the Grade 6 students at the school on their wants and needs for recreation in their community. From the discussion, it was found that the students were looking for an elevated sense of adventure and social opportunities. They were also looking for social and physical activity opportunities without being on their phones. Improved active transportation, specifically bike trails, within the community to access public recreation facilities was a must.

Information will be gathered from various community members and stakeholders through public sessions, surveys, and site visits. Information will be used with regional statistics to determine the current need from organizations for facilities and the projected need for the future (for the next 10 years). This information can then be used to determine recreational priorities moving forward.

J. Scott noted that the dates for the public sessions have not been determined yet, but the members of the Committee are encouraged to attend. There will be two more School sessions held. Two surveys will be sent out, one for general community members, and another for organizations and stakeholders. Come November, the Committee will receive the Master Plan. This document will include information about major facilities, the composition of the community, predictions for all facilities, and Rothesay's placement in the region.

J. Scott mentioned in his conversation with the students today, that he found that students want better connections for active transportation within the community. Students perceive that parents will allow them to explore their community if there are safe sidewalks and trails for them to use. As well, the students have a perceived usage for their neighbourhood parks versus the community parks. Neighbourhood parks that are close to home are for family outings, open spaces, nature, and pride in place. Community parks are further from the home and are places for active recreation. Students perceive that their parents would stay longer at the park if they had access to certain amenities, such as a coffee shop. Social recreational opportunities were particularly important to these students. Having a large recreational community centre where there were different activities for all ages was of interest. A social gathering space was very important.

J. Scott asked the Committee members what was important to them to consider in the Recreation Master Plan. Committee members suggested the following: accessibility at recreational facilities, hiking trails, more wilderness/nature opportunities, the Rothesay Arena and/or a multipurpose centre, active transportation and bike safety, splash pad, trail link to Quispamsis and the highway, access to the river, connectivity, indoor pool, and facilities for seniors. Of all the suggestions, two were mentioned numerous times: Arena/Multipurpose Facility and active transportation (including bike safety).

A question was asked regarding how it is determined what an area will need? J. Scott answered that the study has been done before for this region, and it is known what the tax bases can support in the community. There are benchmarks for recreation in the community. By measuring the number needed for the region, based on the number required based on the tax base, they then can determine when and what facilities will be needed in the future. An analysis is done of the population and the tax base.

The Committee also discussed financial responsibility and securing funding for recreational facilities, activating volunteers in the community, and the increase in demand for seniors' programs. It was mentioned that being able to maintain current offerings and the addition of new offerings must be considered. The difficulties in securing funding for the Arena were discussed. The importance of location for a multipurpose facility was discussed, including walkability and central to the community core.

J. Scott concluded his presentation and informed the Committee that he would provide the presentation by email to them through DPR Jensen.

5. REPORTS & PRESENTATIONS**6. UNFINISHED BUSINESS:****7. CORRESPONDENCE FOR ACTION****8. NEW BUSINESS****8.1 Parks and Recreation Update**

DRP Jensen gave a verbal update of the Parks and Recreation Department to the Committee.

The Rothesay Arena will open for season 52 on Monday, October 2nd. New floors were installed in the lobby and dressing rooms. The Wells Building is mostly completed, unfortunately, the HVAC system has been delayed in shipping. It is expected to be shipped mid-October and then installed once it arrives. Landscaping will need to be completed once the site is no longer under construction.

The Pickle Ball Courts will be completed this Fall, there have been some delays with the fencing company, and slope work is now needed. Chairperson Young inquired how the Pickleball Courts will work for residents. DPR Jensen reported that they will be first-come, first-served, no renting, and no equipment provided. K. Duffley noted that she purchased two sets of four pickleball equipment kits for Rothesay Hive members to borrow so that they can try out the sport. Rentals will be for a 24-hour period.

The Playground Program Counselors and Lifeguards finished on Friday, August 25th. It was reported as a very successful summer and the Recreation Department is hoping to have many staff return next year. Scribner Park Community Garden had another great season. Plots are to be harvested and cleared by October 31st, 2023, when the Garden will close for the winter. The last Sunset Yoga session of the summer was on Wednesday, September 13th, and was held inside due to weather. The three playground programs were a success this year with over 330 kids registered and attending the programs throughout the summer months. The Wells Playground Program will be moving into the new building next year and hoping to attract a lot of new campers with the new facility. KPark and Renforth Beaches closed on Friday, August 25th, 2023.

The Halloween Skating Party event will be on Sunday, October 29th, 2023, from 3-4pm at the Rothesay Arena (65 Hampton Road). There will be face painting, hot chocolate, treats, and more! This is a free, family-friendly event. The 25th Annual KV Santa Claus Parade will take place on Saturday, November 25th, 2023. The theme this year is “A Silver Christmas – Celebrating 25 Years”. We will be encouraging groups, businesses, and community members to start planning their floats.

K. Duffley gave a verbal update regarding Age Friendly programming. The Rothesay Hive is kicking off the Fall season with many new programs and events, including Trivia, Pet Therapy, Guest Speakers, Walking Club, and we will be having our virtual Fall Speaker Series in November! Rothesay Hive Registered Members in 2023: 129 Members (total in 2022 was 126). The Rothesay Hive Garden Club has planted and harvested again this summer with all their produce being donated to the KV Food Basket. The Renforth Senior Exercise Classes returned on September 6th and remain popular at the Bill McGuire Centre. The Saint John Newcomers Centre will host the first-ever International Culture Fest at the Rothesay Common on Sunday, October 1st from 1:00PM to 4:00PM. The Rothesay Hive and Future Engage will have a shared booth at the event.

ROTHESAYParks and Recreation Committee ~~2023~~ **2023 October 10 Open Session FINAL_118**
Minutes

-4-

19 September 2023

Throughout the Summer, Rothesay was host to Artist-In-Residence, Darlene Baker. She was seen throughout the community at her Artist on Site stops, Art in the Park event, Coffee and Chat at the Rothesay Hive, and at the Playground Programs. Darlene also had an Art Exhibit Opening at the Rothesay Hive on August 23rd. Select pieces can still be viewed in the Rothesay Town Hall Office until September 22nd.

The 10th Annual Through the Lens Photo Contest received 66 spectacular photos of various places in Rothesay. Voting took place from August 25th to September 1st and a record total of 1,477 “likes” were recorded. We are pleased to announce the 2023 Through the Lens Photo Contest Winner: Don Arsenault. Don’s photograph of the paddle boarders on the Kennebecasis River received 165 “likes”! Don was recognized at the September 11th Council meeting.

8.2 Draft 2024 Parks and Recreation Budgets

DPR Jensen reviewed the Draft Budgets for Parks and Recreation. It was noted that there were no major changes to the operating budget compared to the 2023 Budget. Chairperson Young asked if anything needs to be increased with the cost-of-living increases? DPR Jensen noted that the numbers are based on the current year, and if anything needs to be adjusted it would be. The budget would be finalized by November. DPR Jensen noted that he will bring an updated version based on Committee recommendations to the next meeting. Over the years, the Recreation and Parks budget has had an increase in the percentage amount of the total town budget. Town Manager Jarvie noted that there is almost the same number of Parks employees now as the Operations Department. DPR Jense listed the projects for the capital budget, including the Arena, connector link to Wells, upper Arthur Miller Field turf replacement, the paving for the Wells building parking lot and field parking lot. It was discussed that the paving for Wells should be tied into the paving contract for next year. It was also discussed that once the Recreation Master Plan is completed, that the list created from the plan would be used for future budgets.

9. CORRESPONDENCE FOR INFORMATION**10. DATE OF NEXT MEETING**

The next meeting is scheduled for Tuesday, October 17, 2023, at 6:30PM.

The Committee discussed the possibility of moving the time of the meeting to earlier in the evening, however, it was decided that it would stay at 6:30PM.

11. ADJOURNMENT

MOVED by Councillor Boyle and seconded by Dr. Legare the meeting be adjourned.

CARRIED.

Meeting adjourned at 7:45 p.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY
WORKS AND UTILITIES COMMITTEE
MEETING
Rothesay Town Hall Common Room
Wednesday, September 20th, 2023
5:30 p.m.



DRAFT

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

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

ABSENT: CYNTHIA VANBUSKIRK

Deputy Mayor Alexander called the meeting to order at 5:32 p.m.

1. APPROVAL OF AGENDA

MOVED by S. Carter and seconded by S. Richards the agenda be approved with the following change:

- Changed Item 5.2 to Item 5.1 and Item 5.1 to Item 5.2.

CARRIED.

2. APPROVAL OF MINUTES

2.1 Regular Works and Utilities Committee meeting of July 19th, 2023

MOVED by Councillor Brown and seconded by S. Rosenberg the minutes be approved as circulated.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

N/A

4. DELEGATIONS

N/A

5. REPORTS & PRESENTATIONS

5.1 Jay Kimball – Bartlett Rd – See attached 7.4.1

Jay Kimball (2160 Rothesay Rd) introduced himself.

In the past Mr. Kimball said he has had discussions with employees of the Town regarding Bartlett Rd and the condition the road is in. The Town's response was always that it's a private road and the Town does not own the road. Mr. Kimball stated this has been a standard pattern over the years.

Mr. Kimball acknowledged that Bartlett Rd is substandard in terms of the grade and that the surface is also in poor condition.

Councillor Brown asked the question “Who owns Bartlett Rd?”

Town Manager Jarvie answered that it is privately owned by one of the residents of Bartlett Rd.

Deputy Mayor Alexander stated the Committee will take the information into consideration and review it, but the road needs to meet the Town’s standards before the Town will take over the road as the Town has done with private lanes such as Mulberry Lane.

Melana Iverson (5 Bartlett Rd) introduced herself and stated that she would like the Town to repair, fix or pave Bartlett Rd. Bartlett Rd has been band aided the last 60 years before the Towns amalgamated, which does not absolve the Towns responsibility to make sure the road is at minimum standard.

Mrs. Lang (6 Bartlett Rd) introduced herself and stated she fully supports Mr. Kimball’s statement and she wanted to add that emergency vehicles including postal service have a difficult time driving up and down Bartlett due to the condition of the road. She feels that the Town should be patching the bad spots, if not then the residents of Bartlett Rd should not be paying the same amount of taxes as other residents.

It was recommended by the Committee that staff provided additional information on Bartlett Rd including the current condition, approximate cost to repair or repave the road and explain the issue surrounding ownership.

MOVED by Councillor Brown and seconded by S. Rosenberg to recommend for staff to provide additional information on Bartlett Rd including the current condition, approximate cost to repair or repave the road and explain the issue surrounding ownership and send residents a letter of the Town’s decision regarding Bartlett Rd.

CARRIED.

Mr. Kimball, Mr & Mrs. Iverson and Mr. and Mrs. Lang left meeting at 5:55pm

Deputy Mayor Alexander started the conversation about Bartlett Rd by stating Mrs. Iverson (5 Bartlett Rd) owns Bartlett Rd. DO McLean explained that Bartlett Rd belonged to a larger parcel that went all the way to Maplecrest Drive. When the house was being built and the septic field was being put in, the provincial plumbing inspector would not issue a permit for an onsite septic system because the land did not have public road frontage. Bartlett Rd is considered a driveway although it’s used by all residents of Bartlett Rd. In order for Mrs. Iverson to have public road frontage, she either had to have Bartlett Rd declared public or Mrs. Iverson needed to own Bartlett Rd by being hooked directly to Rothesay Rd. By owning Bartlett Rd, Mrs. Iverson owns public road frontage and was able to obtain a septic system permit from the province.

The Committee discussed the grade of the road is 16%, which makes it impossible to bring the road up to Town standards.

S. Carter asked if the Town would be liable if emergency services could not drive on Bartlett Rd. DO McLean stated it was up to the owner of Bartlett Rd to maintain the road, the Town is not responsible. Councillor Brown mentioned the private lane policy should be looked at and updated.

Deputy Mayor Alexander suggested the draft private road by-law be sent to the Committee members.

5.2 Brian Gillis – Active Transportation

Mr. Gillis started his presentation by thanking the Committee for having him.

Mr. Gillis started the power point presentation with a review from previous meetings. The slideshow showed examples from other municipalities.

- Mr. Gillis presented a map showing off road trail system connecting Rothesay to Quispamsis.
- Advisory bike lanes which is now part of Quispamsis' master transportation plan. Advisory bike lanes allow 2 way traffic in the center lane where the vehicles are driving with bike lanes along each side of the driving lanes. Also has a parking lane on each side of road for vehicles. Mr. Gillis suggested Sprucewood Ave would be a good location for this type of advisory lane which would connect to the new trail beside Gondola Point Rd. Another connection would be Monaco Drive or Longwood Drive where there is no shoulder to walk, which will connect to Fairvale trail on other side of road.
- Another is two types of roadside paths:
 - Multi used path at curb height to separate from vehicle traffic. Waterloo Quebec used the old rail system which runs along the roadside.
 - Caraquet converted one side of the road to a multi-use trail for bikers, walkers, scooters, etc, with the other side of the road a sidewalk.
- Campbell Drive would connect Wells trail to Hillside trail – put trail along side of road and make it a multi-use trail.
- Stanhope PE has multi-use trails along side the road which could be done on Campbell Drive looking up towards Marr Road (3 meters wide)
- Millennium Drive could also be a multi-used trail because of the 3 meter wide shoulder.
- Kaitlyn Street has a railroad trail which runs along side of the street, there is a strip of land between 2 houses which joins to the trail. The Town could pave this portion of the trail between the houses, so it adds legitimacy to people that want to use it.
- Acadian Peninsula trails have E-bike charging stations which would be something to think about down the road.

Mr. Gillis's goal is for Quispamsis and Rothesay to work together to achieve the goal of more trails and have money in the budget for the Active Transportation System.

Mr. Gillis also showed a 50 second video on Advisory Lanes, the video was created in Ottawa in 2016.

Mr. Gillis recommended that Council consider putting money in next years budget for the Active Transportation System.

MOVED by S. Richards and seconded by S. Carter recommended for Council consider putting money in next years budget for the Active Transportation System.

CARRIED.

Town Manager Jarvie left meeting at 6:19pm

6. UNFINISHED BUSINESS

6.1 Capital Projects Summary

- Campbell Drive Resurfacing project begins on Monday, October 2nd, 2023

6.2 Solid Waste Tonnage Report

RECEIVED FOR INFORMATION

6.3 Speed Radar Signs Report

RECEIVED FOR INFORMATION

7. CORRESPONDENCE FOR ACTION

7.1 03 August 2023 Email from resident RE: Marr Rd - Adding crosswalk and/or second sidewalk

The Committee discussed the possibility of having traffic lights at Chapel Rd with a crosswalk. DO McLean mentioned an engineering firm did a traffic study for a private developer which came to the conclusion that traffic lights are not needed at Chapel Rd and Marr Rd. The issue being there is a low volume of traffic on Chapel Rd compared to Marr Rd which could cause an increase in rear-end collisions on Marr Rd. Installation of a crosswalk at the intersection of Chapel and Marr, would mean that the pedestrians would have nowhere to go due to the fact that there is no sidewalk on the other side of the road. The construction of a sidewalk on the right side of Marr Rd would be very costly.

MOVED by Councillor Brown and seconded by G. Thambi to send a letter to resident that a crosswalk and traffic lights are not recommended on Marr Rd due to the geometry of the intersections and competing volumes of traffic on side street.

CARRIED.

7.2 09 August 2023 Email from resident RE: Marr Rd crosswalk request – safety concern

The Committee discussed a crosswalk at the intersection of Chapel and Marr, the fact that pedestrians would have nowhere to go due to the fact that there is no sidewalk on the other side of the road, the cost of installing a sidewalk on the right side of Marr Rd and the engineers opinion regarding accidents.

MOVED by Councillor Brown and seconded by G. Thambi a recommendation to Council to prepare a letter of support to the resident to move the school bus stop and also requesting the KV Police Chief Gordeau to endorse the same recommendation.

CARRIED.

7.3 21 August 2023 Letter from President of KCCC#1 RE: Annual Water & Sewage payments

DO McLean explained the newer condominiums pay 75% of the rate for the annual sewer charge whereas the older condominiums pay 100% of the rate. The standard has always been apartments pay less than single family homes.

MOVED by Councillor Brown and seconded by S. Carter a recommendation to Council to follow the policy for charging the annual sewer payments for multi-unit condominiums buildings at 75% of the by-law rate.

CARRIED.

7.4 01 September 2023 Email from resident RE: Bartlett Rd

It was recommended by the Committee that staff provided additional information on Bartlett Rd including the current condition, approximate cost to repair or repave the road and explain the issue surrounding ownership.

MOVED by Councillor Brown and seconded by S. Rosenberg to recommend for staff to provide additional information on Bartlett Rd including the current condition, approximate cost to repair or repave the road and explain the issue surrounding ownership and send residents a letter of the Town's decision regarding Bartlett Rd.

7.4.1 14 September 2023 Letter from resident RE: Bartlett Rd

It was recommended by the Committee that staff provided additional information on Bartlett Rd including the current condition, approximate cost to repair or repave the road and explain the issue surrounding ownership.

MOVED by Councillor Brown and seconded by S. Rosenberg to recommend for staff to provide additional information on Bartlett Rd including the current condition, approximate cost to repair or repave the road and explain the issue surrounding ownership and send residents a letter of the Town's decision regarding Bartlett Rd.

8. BUSINESS

N/A

9. CORRESPONDENCE FOR INFORMATION

9.1 Update on The Welcome Signage

DO McLean explained the Town had a setback on the approval of the application. One of the lists of requirements from DTI was the signs cannot be within 4 kilometers of an interchange, there is no spot on the Mackay highway within the confines of Rothesay that is more than 4 kilometers. It was suggested by DTI to find a piece of land that is 5 feet from the right a way and have signs put on the land with permission from the landowner. DO McLean is working with DTI to come up with a solution.

10. DATE OF NEXT MEETING:

Wednesday, October 18th, 2023

11. ADJOURNMENT

MOVED by S. Carter and seconded by S. Richards the meeting be adjourned.

CARRIED.

The meeting adjourned at 7:20 pm

CHAIRPERSON

RECORDING SECRETARY



2023 October 10 Open Session FINAL_125
ROTHERSEY
MEMORANDUM



TO : Mayor and Council
FROM : Works & Utilities Committee
DATE : September 20th, 2023
RE : Email from resident RE: Bartlett Rd

Background:

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, September 20th, 2023:

MOVED ... and seconded ...:

MOVED by Councillor Brown and seconded by S. Rosenberg to recommend for staff to provide additional information on Bartlett Rd including the current condition, approximate cost to repair or repave the road and explain the issue surrounding ownership and send residents a letter of the Town's decision regarding Bartlett Rd.

CARRIED.



2023 October 10 Open Session FINAL_126
ROTHESAY
MEMORANDUM



TO : Mayor and Council
FROM : Works & Utilities Committee
DATE : September 20th, 2023
RE : Budget for Active Transportation System

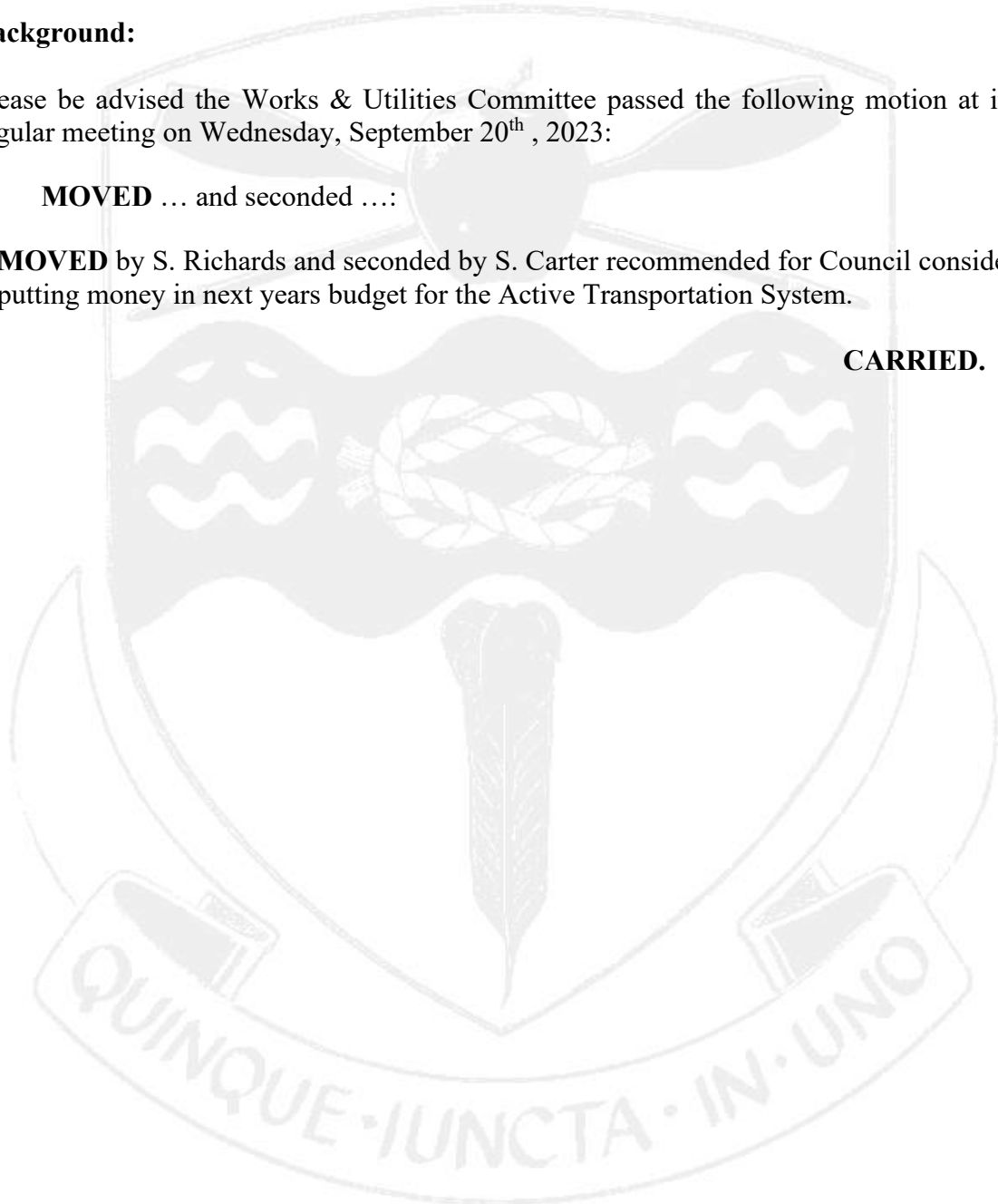
Background:

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, September 20th, 2023:

MOVED ... and seconded ...:

MOVED by S. Richards and seconded by S. Carter recommended for Council consider putting money in next years budget for the Active Transportation System.

CARRIED.





2023 October 10 Open Session FINAL_127
ROTHESAY
MEMORANDUM



TO : Mayor and Council
FROM : Works & Utilities Committee
DATE : September 20th, 2023
RE : Email from resident RE: Marr Rd crosswalk – safety concern

Background:

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, September 20th, 2023:

MOVED ... and seconded ...:

MOVED by Councillor Brown and seconded by G. Thambi a recommendation to Council to prepare a letter of support to the resident to move the school bus stop and also requesting the KV Police Chief Gordeau to endorse the same recommendation.

CARRIED.



2023 October 10 Open Session FINAL_128
ROTHESAY
MEMORANDUM



TO : Mayor and Council
FROM : Works & Utilities Committee
DATE : September 20th, 2023
RE : KCCC#1 Annual Water & Sewer Rate

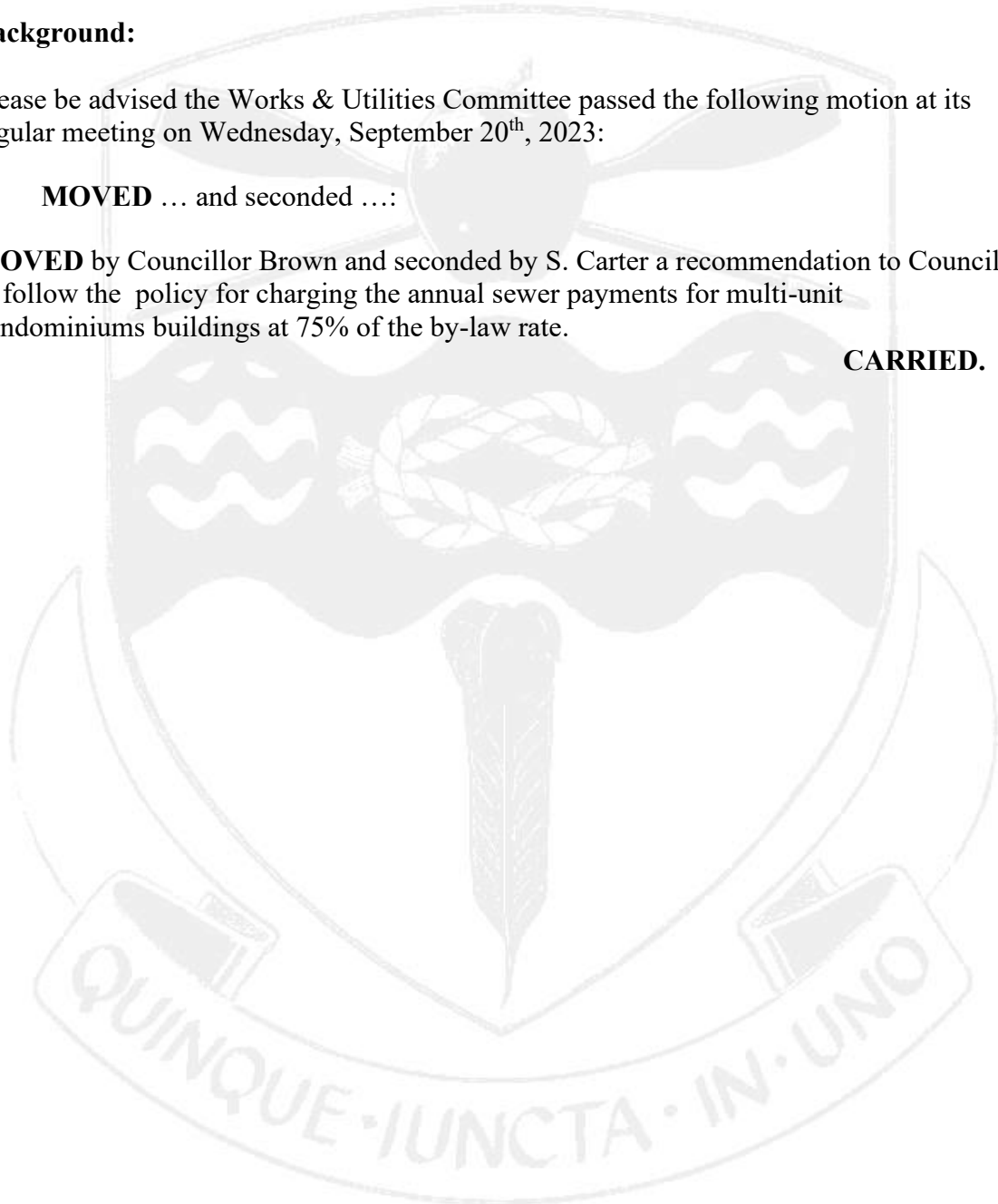
Background:

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, September 20th, 2023:

MOVED ... and seconded ...:

MOVED by Councillor Brown and seconded by S. Carter a recommendation to Council to follow the policy for charging the annual sewer payments for multi-unit condominiums buildings at 75% of the by-law rate.

CARRIED.





ROTHESAY
2023 October 10 Open Session FINAL 128
CLIMATE CHANGE ADAPTATION COMMITTEE

Rothesay Town Hall Common Room
& Webex Virtual Meeting
Tuesday, September 26, 2023 at 5:30 pm



DRAFT

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

TOWN MANAGER JOHN JARVIE
RECORDING SECRETARY ELIANE KNOX

ABSENT: KOREY NIXON

Chairperson Alexander called the meeting to order at 5:35 p.m.

1. APPROVAL OF AGENDA

MOVED by Mayor Grant and seconded by A. McAllister the agenda be approved, as circulated.

CARRIED.

2. APPROVAL OF MINUTES

2.1 Regular Climate Change Adaptation Committee meeting of April 25, 2023

MOVED by A. McAllister and seconded by Mayor Grant the minutes of April 25, 2023 be adopted, as circulated.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

N/A

4. DELEGATIONS

N/A

5. REPORTS & PRESENTATIONS

N/A

6. UNFINISHED BUSINESS

6.1 Flyers Distribution

Chairperson Alexander announced to the Committee that the flyers distribution by-law has been passed by the Council and it is now in force.

Town Manager Jarvie added that letters were sent to Brunswick News to inform them of the process, and we did not get any responses back. There was a report that Quispamsis had passed a flyer bylaw and after passing their by-law, they still had flyers delivered once.

Mayor Grant mentioned that last week there were flyers delivered to four homes at the end of their driveways in her neighborhood. Town Manager Jarvie pointed out that they are supposed to be delivered to the doorstep or mailbox. Mayor Grant said that the next time that they are delivered she

will take the civic numbers and report them. Town Manager Jarvie explained that the next step will be enforcement.

6.2 Idling Reduction Policy

John updated the Committee that the Town is implementing this policy that has been drafted and the Town staff and supervisors are required to follow it.

A. McAllister asked how the staff responded to the policy. Town Manager Jarvie replied that it was reviewed by supervisors and was well received. He added that this document is for internal use only and will not be presented to Council because it is a staff policy.

A. McAllister questioned Section 5 regarding the limitations and the guidelines of Town vehicles left idling when unattended. Town Manager Jarvie explained the safety, job tasks and mechanical issues when Town staff are working in extreme temperatures and weather.

C. Lang, L. Peters and Mayor Grant commended the Town Manager Jarvie for creating a definitive policy.

C. Lang said that she would expect that employees and supervisors will be back to the Town Manager Jarvie with feedback when it comes into place.

Town Manager Jarvie indicated that this policy will be delivered verbally to the Town personnel from their supervisors as a general rule.

L. Peters reflected that this policy will make personnel conscientious.

Chairperson Alexander added since it is in draft form that if employees coming to their supervisors and we can get some clarification.

A. McAllister raised one more point regarding Section 7, under the monitoring the responsibility for monitoring this policy and accounting for deviations rests with the respective directors of Parks & Recreation and Operations. She asked how the policy will be assessed and tracked. Town Manager Jarvie replied that there are a couple of options. Vehicles are equipped with a GPS unit and supervisors report with staff feedback.

A. McAllister inquired about the possibility of tracking fuel consumption. Town Manager Jarvie responded that it is difficult to track related to idling. It varies from year to year due to weather conditions, such as heavy snowfall, freezing rain, hot summers, etc. Furthermore, it depends on what type of work that employees are doing.

Chairperson Alexander indicated that the Director of Operations was doing an audit and was comparing a couple of different things. So, they will be audited with the employees to see how well they are doing. He was looking into different job tasks.

A. McAllister said that it would be interesting data to obtain to know if the policy is having a positive effect.

A. McAllister also questioned if the Director of Operations does periodic audits, if so if that is something that is possible within this policy and Town Manager Jarvie to be the final person that reviews the policy to see the data. Town Manager Jarvie replied that it would be subjective feedback. He looks at the fuel consumption annually. He added that the Town has a diesel tank and metered the diesel. He suggested monitoring the consumption in different periods. A discussion took place regarding the behavior pertaining to idling.

Town Manager Jarvie explained how the policy will be introduced to the Town personnel. He added it will be part of employee orientation and training.

A. McAllister acknowledged that it is a very good policy and is very pleased. She thanked the Committee for discussing this topic.

6.3 FoodCycler Pilot Program

Matt explained to the Committee that the program had good uptake when it was announced, but once the emails were sent out with the costing of the two options and we had some people who did not want to participate anymore or just failed to follow through. Furthermore, the \$100 rebate after completing the survey discouraged residents from participating.

Town Manager Jarvie informed the members that only received 23 payments and we had 59 that expressed interest. So, what he wanted to do is reenergize it in two particular ways, one of which is agreeing to adjust the price to reflect the \$100 from the Town at the beginning rather than after they put in the survey. Following a conversation with Food Cycler last week, he agreed to follow their advice. He presented on the screen the new Food Cycler flyer. Food Cycler is prepared to pay for a door-to-door mailer via Canada Post for all the properties in Rothesay. He distributed the flyers to the members. His goal is to target the apartment buildings. He explained the concept of the next communication and a new approach to the Committee to up the number of participants.

L. Peters pointed out a typo mistake on the flyer.

C. Lang expressed some of her concerns about the program and people in apartments with the small unit.

L. Peters questioned vis-à-vis the number of residents that are composting in Rothesay. Town Manager replied that he does not have the number, but he knows how much material that Town gets.

Town Manager Jarvie mentioned that comparison of prices was added to the flyer to show the price difference between the units bought online vs. Municipality FoodCycler Pilot Program.

Chairperson Alexander proposed to include the flyer in the next e-newsletter. E. Knox informed that she had a conversation with the Keri Flood, Communications Coordinator, and she suggested to do a separate e-newsletter blast only for the FoodCycler program.

- 6.4 Corporate GHG Action Plan - Project Portfolio
N/A
- 6.5 Community GHG/Energy Action Plan – Project Portfolio
N/A
- 6.6 2022-2027 New Brunswick’s Climate Change Action Plan
N/A

7 NEW BUSINESS

Town Manager Jarvie updated the Committee regarding solid waste collection. Circular Materials will be responsible for the packaging and disposal. He explained the two options to the Committee. Therefore, the Town Council has agreed to the latter and the Town will start to get paid to create something for the cost of the recycling system. They are not going to pay the Town as much as the cost, but it is still more economical for the Town to do it that way than it is for us to turn it over to them in the Spring. When the Fero Waste & Recycling contract is up it is likely that Circular Materials will be doing it. Residents will not see a difference in the waste collection except perhaps the truck. The Committee will see some material soon and will also be doing some public education.

Town Manager Jarvie explained the concept that eventually it will be Circular Materials responsible for collection of all the packaging to everyone. Afterwards, there will be programs for the schools, apartments, and businesses.

8 DATE OF NEXT MEETING

The next meeting is tentatively to be scheduled in January 2023.

9. ADJOURNMENT

MOVED by A. McAllister and seconded by L. Peters the meeting be adjourned.

CARRIED.

The meeting adjourned at 6:31 pm.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY
 2023 October 10 Open Session FINAL_133
 PLANNING ADVISORY COMMITTEE MEETING
 Rothesay Town Hall Common Room
 Tuesday, October 3, 2023 at 5:30 p.m.



DRAFT

PRESENT: COUNCILLOR DON SHEA, CHAIRPERSON
 COUNCILLOR TIFFANY MACKAY FRENCH
 RALPH FORTE
 MATTHEW GRAHAM, VICE-CHAIRPERSON
 CHRISTIANE VAILLANCOURT

TOWN MANAGER JOHN JARVIE
 TOWN CLERK MARY JANE BANKS
 RECORDING SECRETARY LIZ HAZLETT

ABSENT: KELLY ADAMS
 TRACIE BRITTAIN
 JOHN BUCHANAN

Chairperson Shea called the meeting to order at 5:32 p.m.

1. APPROVAL OF THE AGENDA

MOVED by Counc. Mackay French and seconded by R. Forte the agenda be approved as circulated.

- Item 4.5 be brought forward to follow Item 3.0

CARRIED.

2. ADOPTION OF MINUTES

2.1 Regular Meeting of September 5, 2023

MOVED by R. Forte and seconded by C. Vaillancourt the Minutes of September 5, 2023 be adopted as circulated.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

N/A

4. NEW BUSINESS

Item brought forward.

4.5 8 River Road

PID:

PROPOSAL:

RCL Branch #58

30131056, 30131049, 30131064, 00240846

Similar or Compatible Use

Mr. Brian Eisan, applicant on behalf of the RCL Branch #58, was in attendance. Town Manager Jarvie explained the request is for the Royal Canadian Legion Kennebecasis Branch #58 to operate as a similar or compatible use at 8 River Road. He added that polling was conducted, and no responses were received.

Mr. David Bishop, representative of the Fairvale Outing Association (FOA), spoke of the FOA's inability to recover financially from the impact of the COVID-19 pandemic. As a solution, the FOA reached out to RCL Branch #58 to move their operation to the FOA, since they needed a space following the fire at their 61 Marr Road location. A caveat of the proposal is that FOA activities, as a community center, continue (ex. bingo, cribbage, venue rentals, charitable donations).

Mr. Brian Eisan, President of the RCL Branch #58, expanded further, sharing the RCL Branch #58's troubles following the pandemic and the June 15th fire. He noted the FOA's proposal presents an opportunity to ensure continuation of RCL Branch #58 as a return to 61 Marr Road would be costly and lack the growth opportunities available through the FOA proposal. He mentioned RCL Branch #58 will continue FOA activities (operation of a liquor license, bingo, cribbage, square dancing, and venue rentals) and incorporate regular Legion offerings such as poker, shuffleboard, lunches/dinners, etc. He spoke of the Legion's significant impact on the community through events, support for veterans, seniors, and youth, charitable donations, bursaries, annual Remembrance Day ceremonies and banners. He explained that the Committee's decision tonight will have an impact on negotiations with the FOA. He concluded with hope that RCL Branch #58 will not share the same fate as four other branches that have closed their doors in Saint John.

The Committee inquired about: polling; differences between the two applications (September and October); business hours (not in polling letter); impact of other branch closures (participation increase in Branch #58 activities); and examples of licensed establishments in residential areas.

Town Manager Jarvie responded with the following: polling was conducted but no responses were received – the staff report showcases properties that received a letter (light grey on Location Map); the September application was for a Temporary Use Permit whereas the current proposal is for a Similar or Compatible Use; the Community Planning Act permits a variance from the Zoning By-law if it is deemed the proposed use is similar or compatible with the current use; staff are supportive of the application because the FOA activities and Legion offerings are very similar and no public objections were received for the proposal or regular FOA (8 River Road) or Legion (61 Marr Road) operations; the polling letter did not include business hours but it is reasonable to believe individuals could infer this information based on regular Legion operations; bar hours for the RCL Branch #58 are from 2 p.m. – 7 p.m. with the occasional special event – poker on Thursdays till 10:30 p.m. and weddings until midnight-1 a.m. (similar to the Bill McGuire Centre);

Counc. Mackay French listed the Garden Grove Café and Foghorn Brewing Company as examples of licensed establishments near residential areas.

Mr. Eisan clarified that members from other branches may attend events, but the primary goal is to provide a community hall for the Kennebecasis Valley. He added the main source of revenue for the Legion is not the bar but the venue rentals, VLTs, and dinners.

Chairperson Shea invited comments from the public. The following people spoke: Harold Defazio, past President RCL Branch #58; Ed McMahon, Saint John resident/Legion member; Patty McLean, Quispamsis resident/FOA participant; Ian Brittain, Ballpark Avenue/Legion member; David Cooper, Hazen Court/99-year old Legion member; John Kierstead, Oldies96; Cheryl Robertson, Chapel Hill/Legion member; Dorothy Brinson, River Road/FOA participant; Angela McKinnon, Ballpark Avenue/Military; and Katrina Dobbelsteyn, Quispamsis resident/bartender for the Legion.

Comments were made in support of the proposal, citing: community awareness of Legion and FOA activities (with no issues); business continuity for the Legion and the FOA; no intent to cause nuisance; the Legion’s proven service to the community, veterans, seniors, and youth; continuation of social activities at the FOA/overall trend of declining community activities; provision of a community hall; maintenance/repairs of the FOA building; proximity of 61 Marr Road to residential areas (Chapel Hill/Chapel Road apartment building); community connection; and the Legion and FOA’s sentimental value to the community.

C. Vaillancourt asked if the omittance of business hours in the polling letter could have a future impact. M. Graham suggested it is unlikely as no public objections were received at all.

MOVED by Counc. Mackay French and seconded by M. Graham the Planning Advisory Committee hereby permits the Royal Canadian Legion to operate their Club house on the property at 8 River Road (PIDs 30131056, 30131049, 30131064, 00240846) including operating as a licensed premises.

ON THE QUESTION:

In response to an inquiry, Town Manager Jarvie advised the recommendation specifies that approval is only for the Royal Canadian Legion. If another organization presents the same request, for the property, in the future, it would require another application.

CARRIED.

4.1	72 Longwood Drive	Carter Rogerson
	OWNER:	Brian & Bonita Rogerson
	PID:	00083741
	PROPOSAL:	Home Occupation (Barber Chair)

The applicant Mr. Carter Rogerson, and his grandfather Brian Rogerson (property owner) were in attendance. The applicant noted his request is for permission to operate one barber chair in the basement. He shared his experience at other barbershops and noted this will give him the opportunity to build his own clientele in hopes of opening his own business in the future. He mentioned customer visits to the property will be infrequent and negligible.

Town Manager Jarvie advised home occupations are not an uncommon request and staff do not anticipate any issues – no signage, adequate parking onsite, and nuisance is not expected.

The Committee inquired about other staff, promotion, and what would happen if the property is sold. Mr. Rogerson confirmed there are no other staff, and he plans to promote through social media. Town Manager Jarvie advised if the property is sold another application is required.

MOVED by M. Graham and seconded by C. Vaillancourt the Planning Advisory Committee hereby grants approval to *Carter Rogerson* to operate a barber chair as a home occupation in the proposed residential dwelling at 72 Longwood Drive (PID 00083741) subject to Section 5.3 of By-law 2-10 Home Occupation Requirements.

ON THE QUESTION:

R. Forte requested the motion be amended to grant sole permission to Carter Rogerson.

Amending motion:

MOVED by R. Forte and seconded by M. Graham the motion be amended to read as follows:

“the Planning Advisory Committee hereby grants approval to *Carter Rogerson* to operate a barber chair as a home occupation in the proposed residential dwelling at 72 Longwood Drive (PID 00083741) subject to Section 5.3 of By-law 2-10 Home Occupation Requirements.”

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

Chairperson Shea thanked the applicant, and Mr. Rogerson and his grandfather left the meeting.

4.2	121 Hampton Road	Rothesay Laser Clinic and Spa
	OWNER:	Narges Bagher-Khan & Shadi Talai
	PID:	30156616
	PROPOSAL:	Licensed Establishment

The applicant Ms. Talai was not in attendance. Town Manager Jarvie explained the request is for a licensed establishment – similar to an approved request for 154 Hampton Road (Cedar Rose Beauty).

MOVED by R. Forte and seconded by M. Graham the Planning Advisory Committee hereby grants conditional use approval of a licensed establishment being Special Facility License for 25 persons or less occupancy at 121 Hampton Road (PID 30156616).

CARRIED.

4.3	48 & 50 Frances Avenue	Joe Roberts
	OWNER:	Vanessa Chamberlain
	PID:	30337257
	PROPOSAL:	1 Lot Subdivision – Boundary Adjustment Lot Frontage Variance

The applicant Joe Roberts of Don-More Surveys & Engineering Ltd., and property owners Vanessa Chamberlain (48 Frances Avenue), and Mr. and Mrs. Grebenc (50 Frances Avenue) were in attendance. Town Manager Jarvie advised the application is to subdivide from 48 Frances Avenue to add to 50 Frances Avenue to create a larger parcel for development of a new house. However, this creates a need for a frontage variance on 48 Frances Avenue, and easements for electric power and sanitary sewer to serve 48 Frances Avenue. He noted a reduction to the frontage leaves 12.56m which is sufficient width for a private driveway.

Mr. Roberts explained that the easements are outlined in the subdivision plan. When questioned, Mrs. Chamberlain, and Mr. and Mrs. Grenbec were amenable to the plan as presented. It was noted the intent is to demolish the existing house on 50 Frances Avenue for a new build, the remaining frontage will be used for a driveway, and 48 Frances Avenue still meets minimum lot size requirements.

ROTHESAYPlanning Advisory Committee ~~2023~~ **2023 October 10 Open Session FINAL_137**

Minutes

-5-

3 October 2023

MOVED by Counc. Mackay French and seconded by M. Graham the Planning Advisory Committee hereby grants a variance to allow for a reduced frontage of 12.56 meters for 48 Frances Avenue subject to:

- a. Consolidation of the severed parcel with the adjacent property (PID 30337265); and
- b. Inclusion of easements for electric power and sanitary sewer to serve the Chamberlain property (PID 30337257) on the registered plan.

CARRIED.

Chairperson Shea thanked the applicant and Mr. Roberts and the property owners left the meeting.

4.4 2646 Rothesay Road**James M. & Susan M. Estey**

OWNER:

Estate of Raymond and Doris Tobias c/o Remax Jeff Kitchen

PID:

00238535

PROPOSAL:

1 Lot Subdivision

The applicants, Mr. and Mrs. Estey were in attendance. Town Manager Jarvie explained the request is to subdivide 2646 Rothesay Road to create a new lot, with frontage off Gibbon Road, to be purchased by the Esteys. He summarized the following from the staff report:

“The R1B Zone permits lots with a minimum area of 1350 square meters (1/3 acre) and with 30 meters of public road frontage and a minimum lot depth of 45m. The proposed new Lot 23-1 is 1058 square meters (0.26 acres) and the remaining lot would be 1,829 square meters (0.45) acres. Variances are requested, as the proposed new lot is undersized by 292 square metres and the proposed lot depth is only 24m. The reduction of lot size to 1058 meters square requires a variance of 22%. And the reduction of lot depth from 45m to 24m requires a 47% variance.”

Town Manager Jarvie advised the request is not out of character for the neighbourhood as many lots in the vicinity (Gibbon Road and Summer Haven Crescent) are below the minimum lot size.

Mr. Estey shared that he has lived at 59 Gibbon Road for 46 years and plans to move to the new lot to downsize. He noted he has taken great care with his current property (known for garden tours), renovation of other homes, and will do the same with the proposed lot which is currently in an unsightly state (fallen trees, washed out ditches). He distributed a map of the area outlining properties that separate 20 Olsson Roadway from the proposed lot, and stated he disagrees with concerns brought forth by residents (20 Olsson Roadway). He concluded by reiterating that the proposal not only maintains the character of the neighbourhood but will also improve the area.

Counc. Mackay French shared she is not fond of seeing big properties chopped up but understands that it is necessary to address the current housing crises, and to allow individuals to downsize while remaining in the community. She stated she is in support of the proposal.

C. Vaillancourt spoke of moving to Rothesay from Quispamsis because the subdivisions were getting smaller and smaller. She expressed concern that applications such as these may set a precedent and impact the character of Rothesay (large lots). Town Manager Jarvie advised staff reviewed the application and since the area is home to many undersized lots it suggests the proposal is not out of character for the location. He referenced the housing crises noting there may be a rise in similar applications.

ROTHESAY

Planning Advisory Committee ~~2023~~ ~~October~~ ~~10~~ ~~Open~~ ~~Session~~ ~~FINAL_138~~
Minutes

-6-

3 October 2023

Aaron Haines, 20 Olsson Roadway, stated his objection, noting he purchased his property specifically for the land and privacy. He expressed concern that development of the new lot would require the removal of trees at the end of Olsson Roadway, thereby creating a direct line of sight into his property.

Mr. Estey responded, noting he is not sure about the sightlines but it is his personal policy to plant two trees for every tree he takes down.

Doug McKinney, 2658 Rothesay Road, noted his property directly abuts the proposed lot. He raised concerns about the significant variances and setting a precedent (minimum by-law requirements serve a purpose). He worried that approval would open the door to more large homes on small lots like Summer Haven Crescent. He reported he is in the process of selling his property, and it is unclear if the prospective buyers have objections, but he stated he is not in support of the proposal.

There was discussion on trees and ditch/culvert upgrades.

C. Vaillancourt and R. Forte raised concerns with setting a precedent, and the potential for non-conforming lots with significant variances to undermine the Municipal Plan, Zoning By-law, Subdivision By-law, and Council (by-law approval).

There was discussion with respect to building coverage on the land. Town Manager Jarvie advised: the proposal must adhere to Zoning By-law coverage requirements; Summer Haven Crescent received special approval for a Contract Zone; the minimum lot size requirement was based on a general average, but there are existing neighbourhoods that do not conform; and density increases are expected to address rising housing needs.

In response to an inquiry, Town Manager Jarvie advised property owners have control over the design of the building as long as Town requirements are met (ex. setback and height requirements).

MOVED by Counc. Mackay French and seconded by M. Graham the Planning Advisory Committee hereby grants a variance to allow for a reduced size of 1058 square meters for the proposed building LOT 23-1 and the remnant parcel PID 00238535 at 2646 Rothesay Road.

YEA votes recorded from: Counc. Shea, Counc. Mackay French, and M. Graham

NAY votes recorded from: R. Forte and C. Vaillancourt.

CARRIED.

MOVED by Counc. Mackay French and seconded by M. Graham the Planning Advisory Committee hereby grants a variance to reduce the minimum lot depth to 24m.

YEA votes recorded from: Counc. Shea, Counc. Mackay French, and M. Graham

NAY votes recorded from: R. Forte and C. Vaillancourt.

CARRIED.

ROTHESAY

MOVED by Counc. Mackay French and seconded by M. Graham the Planning Advisory Committee hereby recommends that Council accept \$1,142.64 as cash in lieu of LPP for the proposed building Lot 23-1 to be subdivided from 2646 Rothesay Road (PID 00238535).

YEA votes recorded from: Counc. Shea, Counc. Mackay French, and M. Graham

NAY votes recorded from: R. Forte and C. Vaillancourt.

CARRIED.

Chairperson Shea thanked the applicant, and the Esteys left the meeting.

4.5	8 River Road	RCL Branch #58
	PID:	30131056, 30131049, 30131064, 00240846
	PROPOSAL:	Similar or Compatible Use

Dealt with above.

5. OLD BUSINESS

TABLED ITEMS

5.1	School Avenue/Kaitlyn Street	Stephen Maltby
	OWNER:	MR INVESTMENTS INC.
	PID:	30146708 & 30146674
	PROPOSAL:	Rezoning & Subdivision Agreement

MOVED by M. Graham and seconded by R. Forte the proposal from Stephen Maltby for School Avenue/Kaitlyn Street (PIDs 30146708 & 30146674) be removed from the table.

CARRIED.

The applicant Mr. Maltby was in attendance. Town Manager Jarvie advised the recommendation relates to scheduling a public hearing, at which time the application can be discussed in detail and public comments shared. Staff believe the application has merit as the land is designated for medium density residential uses in the Municipal Plan.

Town Manager Jarvie displayed the area onscreen, highlighting an existing underground utility easement; and land for public purposes that would help facilitate a trail connection to Quispamsis along the CN rail tracks – the trail may need to be shifted away from some of the proposed units.

Mr. Maltby presented the project, highlighting: alignment with the Municipal Plan (land designated for medium density); existing townhomes along Kaitlyn Street; the rising need for housing; attainability of units – they do not meet affordable housing criteria but are attainable; Rothesay’s total medium density housing (3%); an answer to the “missing middle” for housing diversity – encouraged nationwide and by Mayor Grant (interview on Housing Accelerator Fund); infill development (connection to existing municipal services); a request to rezone the property to permit 54 units (8 blocks of single or two-level units); an option for first-time homebuyers or those wishing to downsize; and positive feedback from door-to-door visits in the area.

There was discussion on the following: timeframe for completion (3 years); support for creation of additional access/egress in the area; a low walk-score for the area/traffic concerns (minimum of 54 vehicles will be added to already congested routes); drainage concerns (stormwater management plan is required); and an opportunity for public feedback at the proposed public hearing.

Town Manager Jarvie addressed traffic, walkability, and drainage concerns, noting: staff are exploring possible traffic signals along Gondola Point Road near either Isaac Street or Vincent Road to mitigate school-related traffic; there may be a future opportunity for a pedestrian connection through to Monaco Drive (requires CN approval); and staff have flagged the need for a careful design and grading plan to ensure proper stormwater management for the slope of the site (manageable but must be addressed).

There was discussion pertaining to what is considered “attainable”. Mr. Maltby reported the average price of the 20 houses currently for sale in Rothesay is \$720,000 which is unattainable. The lowest price is \$430,500 and he is aiming for the \$400,000 mark. He shared his intent to invite an economist from Envision Saint John, to the public hearing, to outline the significant increase in construction costs, and the need for density to create attainable homes. He noted the proposal will offer townhomes at a similar cost to units in newly constructed apartment buildings, but will come with the benefit of homeownership/sense of community as opposed to renting.

Rob Nelson, 20 Isaac Street, raised a concern that traffic congestion will worsen, noting the risk of isolation in the event of a rail incident. He spoke of existing flooding concerns that also need to be addressed. He added that \$400,000 is likely unattainable for first-time homebuyers.

Mr. Maltby spoke to the traffic concerns noting the project creates additional access/egress to the area. Town Manager Jarvie added the project creates opportunities for future roadway connections.

There was general discussion with respect to traffic control/congestion. C. Vaillancourt raised concern that traffic on Gondola Point Road is expected to increase with new developments such as projects near Sagamore Point and the intersection of Gondola Point Road and Clark Road.

MOVED by Counc. Mackay French and seconded by M. Graham the Planning Advisory Committee hereby recommends that Council schedule a Public Hearing to consider rezoning parcels (PIDs 30146708 & 30146674) from Single Family Residential (R1-B) to R-4 Multi-Unit Residential and the associated subdivision plan.

CARRIED.

Town Clerk Banks advised the recommendation will be discussed next Tuesday, October 10th at 7:00 p.m. at the regular Council meeting. Once a date is set for the public hearing it will be announced on the Town’s website and social media.

Tabled September 5, 2023 – no action at this time

5.2 Planning Advisory Committee Agenda & Polling Procedures Policy
REVISED PAC Agenda & Polling Procedures Policy

6. CORRESPONDENCE FOR INFORMATION
N/A

ROTHERSAY

Planning Advisory Committee **2023October10OpenSessionFINAL_141**
Minutes -9-

3 October 2023

7. DATE OF NEXT MEETING(S)

The next meeting will be held on Monday, November 6, 2023.

8. ADJOURNMENT

MOVED by M. Graham and seconded by R. Forte the meeting be adjourned.

CARRIED.

The meeting adjourned at 8:06 p.m.

CHAIRPERSON

RECORDING SECRETARY



2023 October 10 Open Session FINAL_142

ROTHESAY

MEMORANDUM



TO : Mayor and Council
FROM : Planning Advisory Committee
DATE : October 5, 2023
RE : 2646 Rothesay Road (PID 00238535)

Recommendation:

- Council accept \$1,142.64 as cash in lieu of LPP for the proposed building Lot 23-1 to be subdivided from 2646 Rothesay Road (PID 00238535).

Background:

The Planning Advisory Committee discussed the following motion at its regular meeting on Tuesday, October 3, 2023:

MOVED by Counc. Mackay French and seconded by M. Graham the Planning Advisory Committee hereby recommends that Council accept \$1,142.64 as cash in lieu of LPP for the proposed building Lot 23-1 to be subdivided from 2646 Rothesay Road (PID 00238535).

YEA votes recorded from: Counc. Shea, Counc. Mackay French, and M. Graham
NAY votes recorded from: R. Forte and C. Vaillancourt.

CARRIED.



To: Chair and Members of Rothesay Planning Advisory Committee
From: John Jarvie
Town Manager
Date: Friday, September 29, 2023
Subject: 1 Lot Subdivision – Create Building Lot

Applicant:	James M. and Susan M. Estey	Property Owner:	Estate of Raymond and Doris Tobias c/o Remax Jeff Kitchen
Mailing Address:	59 Gibbon Rd Rothesay, NB E2H 1R3	Mailing Address:	2 Grove Ave Rothesay, NB E2E 5K3
Property Location:	2646 Rothesay Road	PID:	00238535
Plan Designation:	Low Density Residential	Zone:	R1B
Application For:	Lot Size and Frontage Variances and Cash in Lieu of Land for Public Purposes		
Input from Other Sources:	Polling		

Origin:

An application to subdivide 2,961.77 square meters (0.7 acres) of land on Rothesay Road (PID 00238535) made by James M. Estey.

Background:

The lot on the corner of Rothesay Road and Gibbon Road is zoned Single Family Residential - R1B and is 2,961.77 square metres (0.7 acres). There is an existing Single-Family Dwelling and a detached garage on the property.



Figure 1 - Proposed LOT 23-1 off Gibbon Road

The R1B Zone permits lots with a minimum area of 1350 square meters (1/3 acre) and with 30 meters of public road frontage and a minimum lot depth of 45m. The proposed new Lot 23-1 is 1058 square meters (0.26 acres) and the remaining lot would be 1,829 square metres (0.45) acres. Variances are requested, as the proposed new lot is undersized by 292 square metres and the proposed lot depth is only 24m. The reduction of lot size to 1058 meters square requires a variance of 22%. And the reduction of lot depth from 45m to 24m requires a 47% variance.



Figure 2– 2646 Rothesay Road

Staff reviewed the Tentative Plan Drawing (see Attachment A) submitted by Don More Surveys & Engineering Ltd. and can confirm that the proposed lot is suitable for development and capable of being developed such that the new home would meet the required setbacks, lot coverage and all other relevant requirements for a single family dwelling in the R1B zone, while the remaining lot and house will maintain conformity with the R1B zone.

It is also relevant that many of the lots in the vicinity (Gibbon Road and Summer Haven Lane) are below the minimum lot size due to historical context and approval of a relatively recent development agreement. A few examples are as follows:

Civic No.	Lot Area	Depth	Civic No.	Lot Area	Depth
28 Gibbon Road	1,027 m ²	>47m	9 Summer Haven Cres	716 m ²	30 m
34 Gibbon Road	717 m ²	47 m	5 Summer Haven Cres	717 m ²	30 m
54 Gibbon Road	718 m ²	47 m	2 Summer Haven Cres	1218 m ²	32 m
82 Gibbon Road	720 m ²	47 m	4 Summer Haven Cres	717 m ²	30 m

If the proposed lot was oriented to have its front yard off Olsson Roadway it would have dimensions with a ratio similar to the a number of the historical lots on Gibbon Road.

LAND FOR PUBLIC PURPOSES

Section 42 (3) g of the Community Planning Act gives Council the discretionary authority to determine what amount of money if any could be accepted as Cash in Lieu of Land for Public Purposes. In lieu of land set aside under Section 5.1¹, Council would ordinarily require that a sum of money be paid to the municipality in the amount of 8% of the market value of the proposed new LOT 23-1. When the subdivision plan is submitted for approval, Staff calculate the market value of the new Lot using \$13.50 per square meter as stated in Schedule C of the By-law 4-10.

If the applicant disagrees with the Town’s calculation of the land’s market value for the vacant LOT 23-1 then they have the option of retaining, at their cost, a certified, independent appraiser to determine the true market value of the land. At 1058 square metres at \$13.50 per square metre is \$14,283. Accordingly, the Town is entitled to 8% of that value. The proposed cash in lieu of Land for Public Purposes is **\$1,142.64** for the proposed vacant LOT 23-1.

POLLING

Polling was conducted for the proposed subdivision and several comments in opposition to the subdivision were received by the Assistant Development Officer. The main opposition was to the creation of an undersized lot. See Attachment B.

RECOMMENDATION:

Staff are recommending that PAC consider the following MOTIONS as follows:

- A. PAC **HEREBY**, Grants a variance to allow for a reduced size of 1058 square metres for the proposed building LOT 23-1 and the remnant parcel PID 00238535 at 2646 Rothesay Road.
- B. PAC **HERBY**, Grants a variance to reduce the minimum lot depth to 24m.
- C. PAC **HEREBY**, recommends that Council accept is **\$1,142.64** as cash in lieu of LPP for the proposed building Lot 23-1 to be subdivided from 2646 Rothesay Road (PID 00238535).

Attachments:

- Map I Site Location Map
- Attachment A Proposed Subdivision Plan
- Attachment B Polling Results



Report Prepared by: Darcy Hudson, Assistant Development Officer

Date: Friday, September 29, 2023

¹ Rothesay Subdivision By-law No. 4-10: Section 5.1 Land For Public Purposes - Amount of Land to be Provided to the Town “land in the amount of ten percent (10%) of the area of the subdivision, exclusive of the public streets, at such a location as assented to by Council pursuant to the Act, is to be set aside as “Land for Public Purposes” and so indicated on the plan.”

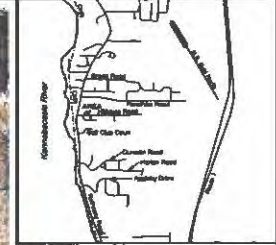
2646 Rothesay Rd - PID 00238535

2023 October P00 Open Session FINAL_146



Approvals

NB Grid Coordinate Values			
Point	Easting	Northing	Remarks



Scale = 1:25,000

Legend

- SMF - Standard survey marker found
- SSBF - Standard survey marker set
- ⊙ SSBF - Round brass bar found
- SBF - Square brass bar found
- ⊙ IFF - Iron pipe found
- ⊙ CALG - Calibrated point
- ⊙ NBSM - N.B. Co-ordinate Measurement
- ⊙ - Tabulated co-ordinate reference

Lot 14-1
PID 238525
PID 238526

Notes

1. All computations performed and coordinates shown are based on the New Brunswick stereographic double projection and the NAD83(CRS85) ellipsoid as realized by Service New Brunswick's Active Control System.
2. All distances shown are in metres and are grid distances calculated using a combined scale factor utilizing geoid model CGG2013a.
3. All elevations are New Brunswick geoid elevations established using CHS3.
4. Document and plan numbers referred to are those of the land titles or county registry office.
5. Certification is not made as to legal title, being the domain of a lawyer, nor to the zoning & setback bylaws or regulations, being the domain of a Development Officer.
6. Certification is not made as to easements set out in the document(s) and the location of any underground services and/or features permanent or otherwise.
7. Peripheral information and adjacent owner information was derived from Service New Brunswick records unless otherwise noted.
8. Field survey was completed in March, 2022.
9. Survey markers not set at road intersections to avoid hindrance confusion.

Purpose of Plan

- To create Lot 23-1.
- To create a Public Utility Easement.

Tentative Subdivision Plan
Tobias Subdivision
 Gibbon Road
 Town of Rothsey
 Kings County, NB

Scale = 1:200

Title Data
 PID 238525
 Owner: Darla Gertrude Tobias Estate
 Owner: Raymond Joseph Tobias Estate
 Document: 14322898
 Registered: 2000-08-08
 Signature of Owners

Public Utility Easements

Pursuant to Section 9 of "Designated Easements" Regulation 2021-83 and Section 44(7)(b) of the Community Planning Act the Public Utility Easements on the plan vest in the New Brunswick Power Corporation, Bell Canada, and Rogers Communications Inc. with the filing of this plan.



DON-MORE SURVEYS & ENGINEERING LTD.

Date: 26 June 2023

TENTATIVE

Joseph A. Roberts, NBSLS 8453

Dwg: 23193SDT



2666 Rothesay Road
Rothesay, NB

September 26, 2023

Town of Rothesay
Attention: Darcy Hudson, Assistant Development Officer
BY HAND

Dear Sir,

Re: Subdivision Application for 2646 Rothesay Rd PID 238535

In response to Notice dated September 18, 2023, I wish to state my concerns for this proposed subdivision. The variance of 47% (depth) and 22% (area) is substantial. It not consistent with the size or character (large treed lots) of properties for this area. I would hate to see that change. I realize that the lots of Summer Haven Lane to the west of Gibbon Road have very little grounds but they mostly back on the golf course and not on other peoples' residences. The property between me and PID 238535 has recently been sold with a closing date for November and I understand that these new owners, who would be most impacted by this subdivision, are travelling out of the country.

The Esteys have been good neighbours for decades and it is unfortunate that I feel that the proposed subdivision is not appropriate for the area.

Yours truly,

Darcy Hudson

From:
Sent: September 26, 2023 6:37 PM
To: Darcy Hudson
Subject: Application for new building lot

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

Hi Darcy,

As per our telephone conversation, this email pertains to the application for a new building lot at 2646 Rothesay rd. As I stated, my wife and I are opposed to this development for a few different reasons. We moved to Rothesay from Quispamsis as we lived in a new subdivision with house's being built only feet from each other. We always liked the Rothesay area because of the mature, treed lots and privacy. The proposed lot is not big enough for a house to be built on which means all of the trees at the end of our lane way will have to be removed to allow for the square footage of the structure. I also don't understand how it will be possible to have a driveway with the building lot meaning they will either have to use Olsson lane way or park a vehicle on the street.

Please accept this email as my objection to the above stated application. Please call if you need or have any questions.

Thank you

20 Olsson roadway, Rothesay

Darcy Hudson

From:
Sent: September 26, 2023 5:01 PM
To: Darcy Hudson
Cc:
Subject: 20 Olsson Roadway

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

Good Evening..

My name is [redacted] and I reside at 20 Olsson Roadway, in Rothesay. We moved her just recently. Before living here we were in Quispamsis , NB off Meadowlark Drive. When we built our house there we were told that no one would build behind us. Well after three years everything behind us was clear cut. We decide to sell our house and move to Rothesay in an older house to maintain the privacy we were looking for. We just received a letter in regards to Mr James Estey submitting an application to create a new building lot in our only entrance to our residence? The lot is also not even big enough to build on. We are opposed to this and hoping that are opinion is taken into consideration. We are both working and unable to attend this last minute meeting. If you have any questions please call me [redacted]

Thanks

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2023 October 10 Open Session FINAL_151
ROTHESAY
MEMORANDUM



TO : Mayor and Council
FROM : Town Clerk Banks
DATE : 4 October 2023
RE : School Avenue/Kaitlyn Street (PIDs 30146708 & 30146674)

Recommendation:

- Council schedule a Public Hearing for **Monday, November 20, 2023 at 6:30 p.m.**, in accordance with the *Community Planning Act*, SNB 2017 c 19, to consider rezoning PIDs 30146708 & 30146674 located generally at School Avenue and Kaitlyn Street, from Single Family Residential (R1-B) zone to Multi-Unit Residential (R4) zone.

Background:

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

MOVED ... and seconded ... the Planning Advisory Committee hereby recommends that Council schedule a Public Hearing to consider rezoning parcels (PIDs 30146708 & 30146674) from Single Family Residential (R1-B) to R-4 Multi-Unit Residential and the associated subdivision plan.

CARRIED.



To: Chair and Members of Rothesay Planning Advisory Committee

From: Darcy Hudson
Assistant Development Officer

Date: Friday, September 29, 2023

Subject: Rezoning & Subdivision Agreement – School Avenue

Applicant:	Stephen Maltby	Property Owner:	MR INVESTMENTS INC.
Mailing Address:	16 Arthur Avenue Rothesay, NB E2E 6A7	Mailing Address:	16 Arthur Avenue Rothesay, NB E2E 6A7
Property Location:	School Avenue/Kaitlyn Street	PID:	30146708, 30146674
Plan Designation:	Medium Density	Zone:	Single Family Residential – Standard (R1B)
Application For:	Rezoning & Subdivision Agreement		
Input from Other Sources:	Polling/Director of Operations		

ORIGIN:

This is an amendment of an October 2022 application by Stephen Maltby and his business partner Ashish Rampal, to develop a medium density residential neighbourhood on lands owned by their company M.R. Investments Inc. The subject land requires the extension of public roads (School Avenue and Kaitlyn Street) and the provision of sewer and water services for the new lots. (See Attachment A)



Figure 1 - Subject Lands (yellow highlight)

BACKGROUND:

The subject land (PIDs 30146708 and 30146674) have a total area of 29,527 square meters (7.3 acres).

The land is zoned R1B single family and at that zoning would yield fewer than 22 lots based on land area. The proposed rezoning and subdivision application is to rezone the property to R4 – Multi-Unit Residential and the development of 54 townhomes planned as 8 buildings (2 6-plexes, and 6 7-plexes).

The land is designated in the Municipal Plan for medium density residential uses which includes semi-detached, attached, and clustered units. Medium density residential dwellings typically have a small front and back yard or share a common green area. The relative affordability of these dwellings make



them excellent starter homes for young persons and families, but also offer older residents the ability to downsize. While these dwellings are smaller than traditional single-family detached homes, the advantage is less maintenance. Furthermore, the desirable qualities of social mixing and supportive neighbourhood interactions associated with the low-density residential areas are also found in medium density neighbourhoods.

The project will be fully serviced by connecting into existing utilities; and there are no capacity concerns for potable water or existing sanitary sewers. Drainage is direct to Salmon Creek after detention and a drop structure to protect the stream banks.

Figure 2 – Proposed Residential Neighbourhood (School Avenue / Kaitlyn Street)

The proposal is somewhat similar to existing development in Rothesay. Shadow hill Court has 39 units on a gross area of about 17,600m² (452m²/unit) and Cortland Place is 605 m²/unit with streets. This proposal for 54 unit on 29,527m² gross area is the equivalent of 547 m² per unit. Without the land for public purposes the project is 456m²/unit or very similar to Shadow hill Court.



Figure 3 - Shadowhill Court

Staff are still reviewing the site plan with specific attention to the location of proposed buildings near the existing underground utility easements. A relatively high density with high coverage on a site with a significant slope will require careful design and grading to avoid surface water issues with downslope units. It is proposed that this development have curb throughout and some underground storm sewer is likely to be required along with storm water detention. If the site plan requires amendments, Staff will provide PAC with a revised plan. The development agreement will require special provisions to ensure the integrity of the sewer main that runs through the site.



Figure 4 - Subject Property Sewer (red) and Water (blue) Access

LAND FOR PUBLIC PURPOSES

The developer is requesting that the Town accept 4897m² of Land for Public Purposes (LPP) as shown on Figure 4. The amount of LPP being proposed is greater than 10% of the area of the entire land (29,527 square meters) being subdivided as required by the Subdivision By-law. This includes the storm detention facility shown at the bottom of School Avenue. The proximity of the Fairvale Elementary School and the associated Ultimate Playground should serve the active recreation needs. The dedicated land will buffer the site somewhat from the rail line, accommodate the existing trail/service road and also somewhat protect the Brook. To the extent allowed by the topography staff propose to shift the walking trail away from the units in Block 8 (the existing easement will continue to be required).

Staff believe the location of the LPP will help facilitate the development of a permanent recreational trail connection along the CN rail tracks through to the Quispamsis trail network.



Figure 5 - Proposed 4897m² of LPP (Green)

STREET NAMES

The subdivision will extend existing public streets and for that reason they will continue to use the names School Avenue and Kaitlyn Street accordingly. Two new cul-de-sacs have proposed names of Glen Court and Gary Court.

SUBDIVISION AGREEMENT:

Rothesay’s Subdivision By-law No. 4-10 requires that the developer provide public streets, curbing, sidewalks, culverts, storm water drainage infrastructure, water and sewer lines, streetlights, and street trees. The by-law also requires that the developer enter into a subdivision agreement with Council that is registered on title and specifies their obligations to construct and pay the cost of the infrastructure required. Staff will prepare an agreement that also specifies that a Professional engineer will design the proposed municipal infrastructure (roads, water, sewer, stormwater, etc.) and provide certification that all infrastructure is constructed to Town standards.

The cost of extending municipal services and for new roads is born entirely by the developer and will not negatively impact on the financial capability of Rothesay to absorb any operational costs relating to the development. Staff are also confident that the subject land is suitable for the proposed use and with careful design consideration of the slopes, poses no obvious concerns or hazards for development.

POLLING

As standard procedure with applications for Subdivision and Rezoning, letters were sent to nearby residents to inform them of the application and soliciting their comments or feedback. As of September 28th, 2023, several residents have reached out with inquiries.

SUMMARY

In review of the proposed subdivision Staff can confirm that the residential nature of the proposal conforms with the medium-density residential intent of the Municipal Plan. Staff are convinced that the proposed development will be a complimentary residential community to the existing neighbourhood (School Avenue and Kaitlyn Street) and accordingly would not present major land use conflicts.

RECOMMENDATION:

Staff recommend the Planning Advisory Committee consider the following MOTION:

Attachments:

Attachment A Subdivision Application Tentative Plan



Report Prepared by: Darcy Hudson, Assistant Development Officer

Reviewed by John Jarvie, RPP, MCIP

Date: Friday, September 29, 2023



2023October10OpenSessionFINAL_159

BUILDING PERMIT REPORT

9/1/2023 to 9/30/2023

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
09/28/2023	BP2023-00051	39 RIVERSIDE DR	WINDOWS	\$10,000.00	\$72.50
09/14/2023	BP2023-00066	6 DONALD RD	ADDITION	\$26,000.00	\$188.50
09/28/2023	BP2023-00076	12 KIRKPATRICK RD	SINGLE FAMILY	\$300,000.00	\$2,175.00
09/19/2023	BP2023-00123	2 GREENBRIER ST	SINGLE FAMILY	\$556,734.41	\$4,038.25
09/06/2023	BP2023-00128	8 KILDARE CRT	DECK	\$5,500.00	\$130.00
09/15/2023	BP2023-00135	172 GONDOLA POINT RD	ADDITION	\$30,000.00	\$217.50
09/08/2023	BP2023-00137	82 MARR RD	DECK	\$3,000.00	\$21.75
09/11/2023	BP2023-00138	7 GROVE AVE	ACCESSORY BUILDING	\$26,000.00	\$188.50
09/11/2023	BP2023-00139	7 GROVE AVE	SINGLE FAMILY	\$1,023,000.00	\$7,416.75
09/06/2023	BP2023-00140	118 PARK DR	DEMOLITION	\$0.00	\$500.00
09/11/2023	BP2023-00142	3 IAN CRES	FENCE	\$7,700.00	\$58.00
09/12/2023	BP2023-00143	22 PAIGE ST	FENCE	\$2,800.00	\$21.75
09/15/2023	BP2023-00147	3 TENNIS COURT RD	DECK	\$8,000.00	\$58.00



BUILDING PERMIT REPORT

9/1/2023 to 9/30/2023

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
09/19/2023	BP2023-00148	7 SCOTT AVE	DECK	\$5,000.00	\$36.25
09/29/2023	BP2023-00149	2 LORI CRT	WINDOWS	\$12,179.00	\$94.25
Totals:				\$2,015,913.41	\$15,217.00
Summary for 2023 to Date:				\$16,869,699.98	\$126,355.50

2022 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$579,000.00	\$4,232.25
Summary to Date:	\$10,103,457.96	\$73,398.25



ROTHESAY



INTEROFFICE MEMORANDUM

TO : Mayor Grant & Council
 FROM : John Jarvie
 DATE : 6 October 2023
 RE : Capital Project – Status Report

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

	PROJECT	BUDGET	\$ TO 31/08/23*	COMMENTS
2016	General Specification for Contracts	40,000	40%	Draft document under review by staff
2019	Trail & sidewalk connector Wells	\$1.62M	-	Subject to grants; estimate revised to current – land acquisition discussions with Province underway
	Secondary Plan Road design	50,000	-	Wiljac – design underway
2021	Fire Department Stn 2 Reno	1,250,000	60%	Project nearing completion.
	Turnbull Ct sewer replacement Ph II	\$1.0M	60%	Tender awarded; WAWA permit application pending
2023	Water quantity	100,000		pending
	Water model update	100,000		deferred
	Wells New Building	\$3.1M	60%	Construction nearing completion
	Hillsview water line replacement	50,000		Preliminary design complete, consultation with stakeholders underway
	2023 Street Resurfacing inc C&S	\$1.225M	30%	Asphalt Tender rejected; sidewalk component nearing completion Second asphalt tender for Designated Highways resurfacing -Campbell Drive underway
	Fleet	750,000		Vacuum Truck has been ordered
	Pickle Ball Courts Phase II	150,000	10%	Tender awarded, work underway
	Recreation Master Plan	60,000		Consultant engaged, work begun
	Works Buildings	85,000	90%	HVAC system and external unit installed, removal of hot water piping and installation of electric heaters underway
	Parks Equipment	215,000	20%	
Arena Condenser	100,000		Deferred until 2024.	
McGuire Centre Repairs	30,000		Fire alarm panel replacement, door lock control and camera purchase orders issued	
	Town Hall – HVAC controls	40,000	5%	Waiting for revised quote
	IT (software upgrades)	17,000		
	Water Treatment Train expansion	630,000	30%	Purchased and on order - April 2024 delivery expected
	Lagoon Dredging	\$1.32M		Considered part of the WWTF complex construction – RFP for design services to be issued in October.
	Shadow Hill Court water	400,000		Preliminary design and cost estimates complete, consultation with stakeholders underway
	WWTP Phase II design		40%	Funding approved, RFP for design services to be issued in October

* Funds paid to this date.



ROTHESAY MEMORANDUM



TO : Mayor Grant and Council
FROM : Town Clerk Mary Jane Banks
DATE : 3 October 2023
RE : Rezoning 2 Campbell Drive (PIDs 00065201 & 30347942)
By-law 2-10-35

RECOMMENDATION:

- Council give Reading in its entirety to By-law 2-10-35

- Council give 3rd Reading, by Title, and Enactment to By-law 2-10-35

BACKGROUND:

The application was reviewed by the Planning Advisory Committee (PAC) at its regular meeting on Tuesday, August 8, 2023. At that time, a recommendation was made to Council to schedule a Public Hearing. The public hearing was held Monday, September 11, 2023 at 6:30 p.m.

The Planning Advisory Committee reviewed the application again at its regular meeting on Tuesday, September 5, 2023 and made the following recommendations:

MOVED by T. Brittain and seconded by R. Forte the Planning Advisory Committee hereby recommends that Council enact BY-LAW 2-10-35 to rezone two parcels located at 2 Campbell Drive (PIDs 00065201 and 30347942) to the Light Industrial Zone.

NAY vote recorded from C. Vaillancourt.

CARRIED.

MOVED by J. Buchanan and seconded by T. Brittain as a condition of the subdivision the developer is required to consolidate the lots to form a single parcel.

CARRIED.

Council gave 1st and 2nd Reading by Title, at the September 11, 2023 Council meeting.

Original signed by
Mary Jane Banks, BComm
Town Clerk

Attachments: Draft By-law 2-10-35



**BY-LAW 2-10-35
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 “2-10-35”.

The purpose of the amendment is to rezone lands located at 2 Campbell Drive (PID 00065201 and PID 30347942) from Single Family Residential R1A zone to the Light Industrial LI zone in accordance with the Community Planning Act, supra and subject to the consolidation of PIDs 00065201 & 30347942.

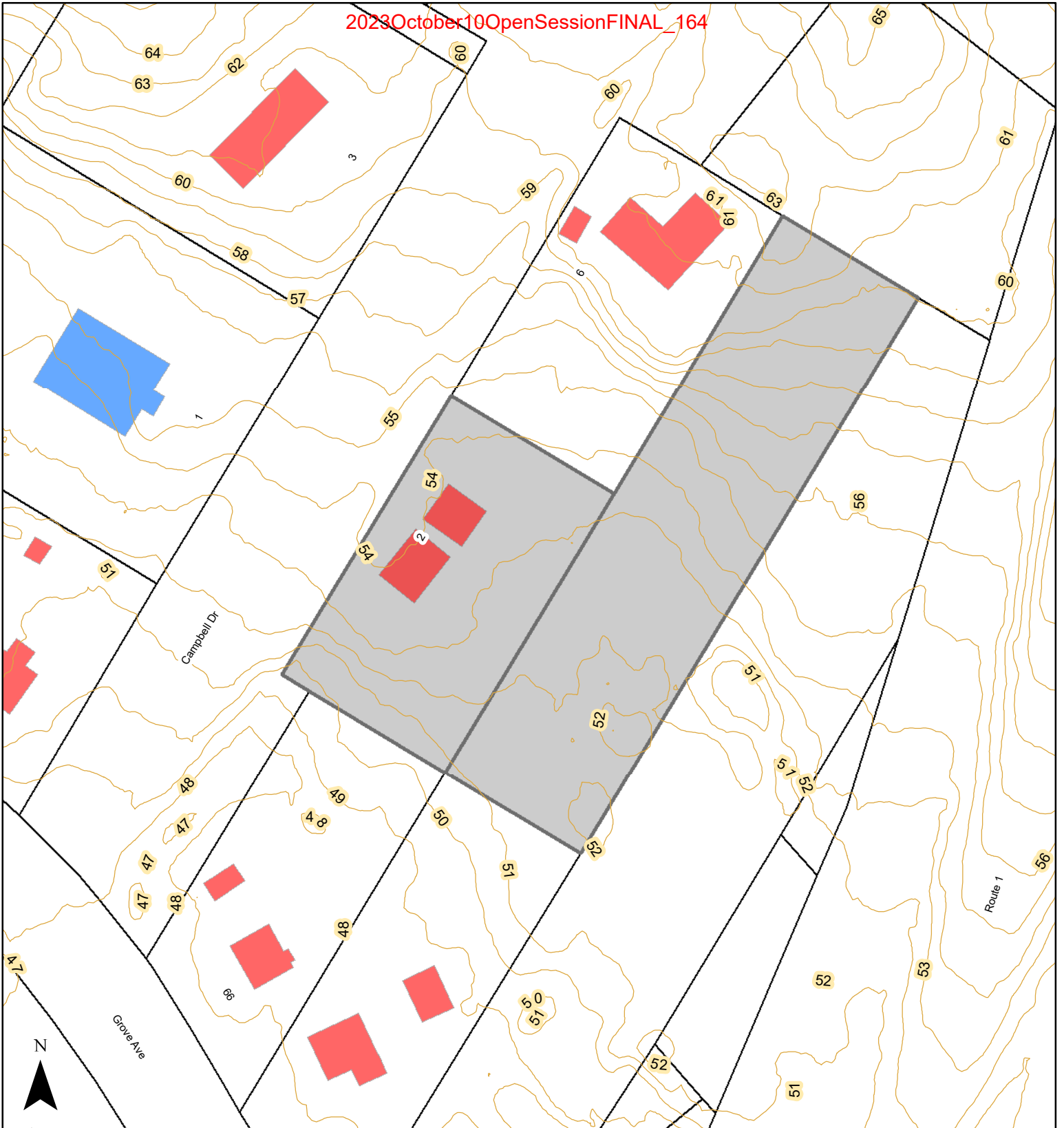
FIRST READING BY TITLE	:	11 September 2023
SECOND READING BY TITLE	:	11 September 2023
READ IN ENTIRETY	:	
THIRD READING BY TITLE AND ENACTED	:	

MAYOR

CLERK

Bylaw 2-10-35 Campbell Drive (PIDs 00065201, 30347942)

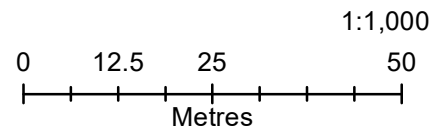
2023October10OpenSessionFINAL_164



2023-07-17, 11:30:39 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



Date: August 24th, 2023

Author: Phil Ouellette

Open Session

Closed Session

RECOMMENDATION

It is recommended that the FRSC Board of Directors:

Resolution	Voting Requirement
1. Direct the FRSC to include the draft 2024 FRSC budget, as presented in this report, to initiate the 45-day budget notice period.	Simple majority of all members present.
2. Direct CEO Ouellette to circulate the draft 2024 FRSC budget to all FRSC members and invite inquiries and/or feedback starting on August 28 th , 2023, until October 11 th , 2023.	Simple majority of all members present.
3. Direct CEO Ouellette to coordinate individual presentations, upon request, of the draft 2024 FRSC budget with each FRSC member council prior to October 11 th , 2023.	Simple majority of all members present.
4. Direct CEO Ouellette to submit a funding application for preliminary approval from the Government of New Brunswick for the Regional Services Support Fund, as outlined in this report.	Simple majority of all members present.
5. Direct CEO Ouellette to draft a letter to the Minister of Local Government as part of the eventual 2024 Budget submission to the Government of New Brunswick, advocating for the introduction of additional funding support to local governments and rural districts due to continued reduction in the Community Funding and Equalization Grant. The letter should highlight the importance of creating autonomous and sustainable local governments and rural districts.	Simple majority of all members present.
6. Amend the existing FRSC Procedural By-law to offer \$100 per FRSC Executive Committee meeting, in addition to existing per diem commitments as outlined in the FRSC Procedural By-law and by FRSC resolution, for the participation of the past chair, vice chair and chair in FRSC Executive Committee meetings.	Simple majority of all members present.
7. Amend the existing FRSC Procedural By-law to offer \$100 per month, in addition to existing per diem commitments as outlined in the FRSC Procedural By-law and by FRSC resolution, for committee chairs of Regional Public Safety, Regional Transportation, Regional Facilities, and Community Development.	Simple majority of all members present.



BACKGROUND/PAST RESOLUTIONS

As part of the 2024 FRSC budget development process, the FRSC Board adopted budget evaluation criteria and timeline on June 5th, 2023. The six criteria that guided the development of the 2024 FRSC budget include:

- 1. Incrementality:** The FRSC remains in a “start-up” mode as it navigates the onboarding of its new mandated services, and the Commission is experiencing demands and pressures to adapt quickly to build new processes, structure, and ultimately, value. The Commission’s ability to adjust will take-time, and highest-impact and -need priorities should be pursued in the immediate future.
- 2. Regional Strategy:** The FRSC will adopt a five-year regional strategy, which will provide a vision for the Fundy Region and an inventory of actions to be integrated into annual work plans and budgets. Actions identified in the strategy will invite opportunities to access funding from the Government of New Brunswick.
- 3. Delivering Valuable Service:** The FRSC is a service provider, with over ten years of delivering valuable service to the Fundy Region as a professional public sector organization. The FRSC will strive to deliver early and lasting services within its new mandate. Value can originate from service gaps or service improvements, with an objective of upholding economies of scale and cross-community collaboration.
- 4. Financial Capacity:** The FRSC respects the financial capacity of its members, including the acknowledgement of the organizational and financial transition experienced at the local level as result of the local governance reform agenda.
- 5. Continuous Improvement:** The FRSC will seek opportunities to generate cost savings and new revenue opportunities through an embedded culture of continuous improvement. This will include maximizing the opportunity to access third-party funding, including those originating from the Government of New Brunswick and the Government of Canada.
- 6. Accountability and Transparency:** The development of the annual FRSC budget will be guided by a commitment to be transparent and intentional throughout the process. The FRSC will build ample opportunity for feedback amongst members, invite predictability into the development process, and ultimately uphold strategic and responsible financial decision making.

This mandate included a sequence of interactions within the development and decision-making process (*see timeline as Attachment #3*). As part of this sequencing, the budget document (report and summary budget) was reviewed with the FRSC Executive Committee and the regional group of chief administrative

officers prior to the submission of this report to the FRSC Board of Directors, and as a result, valuable feedback was received and adjustments were made to the documents.

On August 3rd, 2023, the FRSC Board of Directors received a staff report on preliminary themes of the 2024 FRSC Budget, which outlined a variety of drivers that are influencing the development of the 2024 budget, including:

- Opportunities and challenges associated with the landfill.
- Successfully leveraging Government of New Brunswick funding to offset new costs on the Commission.
- Continued human resource pressures.
- Projected cost-savings through regional facilities.
- Fixed costs for regional economic development and tourism promotion.

The Government of New Brunswick's Regional Service Delivery Act stipulates parameters in the budget approval process for regional service commissions under Article 28:

“A Board shall not vote on a budget for the Commission, borrow money or set fees for services unless the Commission has given written notice of the vote and a copy of the proposed budget, borrowing or fees to its members that are local governments and to the Minister at least 45 days before the vote.”

The FRSC Board of Directors' vote to initiate the 45-day review period requires a “simple majority of all members present”, while the vote to adopt the budget, currently scheduled for October 24th, 2023, requires “2/3 of the voting members present, who represent at least 51% of the total population represented by all the voting members present.”

FINANCIAL, ECONOMIC, ENVIRONMENTAL, AND SOCIAL CONSIDERATIONS

The approved 2023 FRSC budget included an operating budget of \$18,337,205 and a capital budget of \$2,249,000.

The draft 2024 FRSC budget proposes a budget of \$19,342,626 and a capital budget of \$ 1,078,000 (see summary budget document in *Attachment #5*). Approximately 94% of the expenses within the draft 2024 FRSC budget fall within three service areas, including: (1) solid waste, (2) regional facilities; and (3) regional economic development and tourism promotion.

Below is a breakdown of membership fees within the parameters of the draft 2024 budget (as the solid waste service is supported through tipping fees, the below information removes solid waste service expenditures as part of the membership fee breakdown):



FRSC Member	2023 Member Fee	Proposed 2024 Member Fee
City of Saint John	\$4,252,066	\$4,102,705
Fundy Rural District	\$590,577	\$613,717
Town of Grand Bay Westfield	\$266,760	\$277,101
Hampton	\$443,036	\$447,451
Town of Quispamsis	\$977,028	\$1,010,744
Town of Rothesay	\$717,817	\$704,986
Fundy-St. Martins	\$364,497	\$380,750
Total:	\$7,611,782	\$7,537,454

As outlined in the above table, the draft 2024 FRSC budget results in some members projected to require additional membership fees, while others are projected to require a reduction in membership fees. There are a variety of variables that impact this distinction, including:

- The percentage of funding originating from each FRSC member for regional economic development and tourism promotion is to change due to the original agreement that formed Envision Saint John. In 2024, the FRSC’s financial obligations to Envision Saint John grew by \$168,300 to a total of \$ 3,002,000, but according to the original agreement that formed Envision Saint John, the City of Saint John’s portion is to remain at their 2023 investment level in 2024.
- To determine a per member fee, the Commission divides total costs proportionally, according to an equation that evaluates each community’s percentage of the region’s total tax base and population. To calculate this equation, the Government of New Brunswick distributes an annual breakdown of population and tax base numbers for each community, which each regional service commission is to use in the development of their budget proposals. The 2024 budget is to be developed with 2021 population and 2023 tax base numbers (see table submitted by the Government of New Brunswick in *Attachment #4*). As the population variable remains consistent with assumptions used for the 2023 budget, it is the tax base numbers that alter proportionality in the draft 2024 FRSC budget. In other words, membership fee impacts occurred for FRSC members that experienced a larger fluctuation in tax base change in 2023.
- Additional budget expectations for Community Planning and Building Inspection Services are only applied to Fundy-St. Martins and Fundy Rural District.

REPORT

General

The 2024 FRSC budget development process is one that sought to introduce greater transparency and predictability, including various touchpoints with the FRSC Executive Committee and the FRSC Board of Directors (*as outlined in Attachment #3*). The FRSC continues to be in a period of transition due to the recent local governance reform program, which introduced six new mandated services to regional service commissions in 2023, and the addition of the “social mandate” for the FRSC in 2024 (which is expected to include homelessness, poverty reduction and mental health).



The draft 2024 FRSC budget (see summary budget document in *Attachment #5*), which points to a continued immersion into the Commission's new mandate and value that it intends to deliver to its members and the Fundy Region. It is the responsibility of the FRSC administrative team to present a budget for the Board of Directors consideration, and the budget should uphold the highest level of financial due diligence, alignment with the Commission's objectives and mandate, and set a sustainable course for the organization. The FRSC Board of Directors will be asked whether the proposed 2024 FRSC budget responds to the needed financial resources of the Commission, and sufficiently equips the Commission to succeed in the delivery of its new legislative mandate.

2023 FRSC Budget Development

The 2023 budget development process for the FRSC was unique, as the development of the budget as well as the authority to approve the budget fell within the responsibility of the Minister of Local Government and Local Governance Reform. Feedback received from Board members during this period highlighted the frustration of the 2023 budget development process. The assumptions within the 2023 FRSC budget attempted to predict the demands on the Commission because of the new mandated services, which included new and added costs, including:

- Human resources (role of chief executive officer, executive assistant).
- Capital costs for Fundy regional facilities.
- Regional economic development and tourism promotion.
- New office space.

In addition, the 2023 budget also invited a new geographic composition of the FRSC membership, which included the invitation of new members and expanded existing members.

Overview of 2024 Budget Development Process

The development of the 2024 FRSC was informed by a variety of important inputs, including:

- Feedback from FRSC Executive Committee and FRSC Board of Directors.
- Approved 2024 budget development criteria.
- Fundy Regional Strategy.
- 2023 work plan update.
- Long-term office solution.
- Past budget outcomes, trends, what we learned from 2023, including recent Q2 financial update.
- Regional Facilities Committee 2024 budget recommendations.
- Capital demands on landfill.
- Membership survey results on per diem and meeting expenses.

In addition to the above, the budget was developed through input from FRSC employees, who are involved in existing service delivery. The internal budget exercise yielded a large inventory of needs, but after the



completion of an evaluation of highest impact needs (though the 2024 budget development criteria), the inventory was reduced to those that should be presented in the draft budget included in this report.

As indicated previously, on June 5th, 2023, the FRSC Board adopted six criteria to guide the 2024 budget development process. Staff has assembled a table to qualify how the draft 2024 FRSC budget supports the approved criteria:

Criteria	Qualification
Incrementality	<p>The FRSC must walk before it runs, and the transition into the new mandated services will take time, including the time needed to demonstrate value and impact. This will remain a challenge for the Commission, as it manages the expectations of partners, stakeholders, and customers. The draft 2024 budget proposes important incremental enhancements, which will equip the Commission in the successful delivery of its new mandates. The changes provide a core level of service, which is commensurate with the expectations of the new legislative mandate, the Fundy Regional Strategy, the work associated with the four new standing committees, among other expectations placed on the Commission.</p>
Regional Strategy	<p>The FRSC Board of Directors adopted the Fundy Regional Strategy on August 3rd, 2023, which outlines a total of 84 actions over the next five years (including 23 actions in 2024). The draft 2024 FRSC budget, and the corresponding 2024 work plan, assumes the delivery of several important deliverables from the Fundy regional Strategy, including, among others:</p> <ul style="list-style-type: none"> • Introduce a regional sub-committee for local emergency management organization representatives. • Initiate a regional climate mitigation and adaptation strategy. • Pursue an education and awareness campaign to support the Commission’s transition. • Further define the Regional Strategy scorecard to ensure adequate targeting and evaluation framework. • Report back to the FRSC Board on needed changes to the four new standing committees after a year of operations. • Develop a regional community development asset map and needs assessment. • Introduce proposed go-forward structure for the Community Development Committee. • Launch a new Dial-A-Ride program. • Build partnership to deliver enhanced cultural awareness, diversity, and inclusion awareness and programming in the Fundy Region. • Pursue Rural plans for Fundy-St. Martins and the Fundy Rural District.



	<ul style="list-style-type: none"> • Establish a train traffic and safety community committee. • Study landfill gas utilization alternatives.
Delivering Valuable Service	<p>The draft 2024 FRSC budget builds from the success of strong and valuable service delivery that the Commission has upheld over the past decade. Solid waste, community planning, and building inspection service have had years to mold and refine programing and value to customers, and these two services will be adequately resourced to maintain this trajectory into 2024. For the new mandated services, demonstration of value has already begun with through the engagement process of the Fundy Regional Strategy and the Commission’s request for stakeholder and partner guidance on how the FRSC can bring new value to the Fundy Region. The vision, goals, values, and action outlined in the Fundy Regional Strategy ultimately define where the Fundy Region believes the Commission can bring new value, and the most effective method for the FRSC to deliver on new value is to accept this guidance, and in turn, pursue the actions outlines in the Strategy, continue to be guided by the four standing committees and the FRSC Board of Directors.</p>
Financial Capacity	<p>While there are new expenditures identified in the draft 2024 FRSC budget, deliberate efforts were made to diminish the impact on FRSC members, acknowledging the ongoing financial transition occurring across the Fundy Region due to the local governance reform agenda. If adopted, the draft 2024 budget will yield tremendous value to the Fundy Region, the mandate of the Commission, local government collaboration, among others. The FRSC’s access to funding through the Government of New Brunswick has also reduced the burden of the new expenses identified in the 2024 budget.</p> <p>In addition, the draft 2024 FRSC budget will continue to maximize the leverage funds and investments from the Government of New Brunswick, including:</p> <ul style="list-style-type: none"> • Regional Services Support Fund. • Working NB. • Department of Health.* • Local Governance Reform Implementation Fund.* • Regional Development Corporation.* <p>The Government of New Brunswick has chosen to design the Regional Services Support Fund to regional service commissions by decreasing the available funding to local governments and rural district through the Community Funding and Equalization Grant (“CFEG”). The draft 2024 FRSC budget includes continued calls on the Government of New Brunswick to introduce more sustainable funding for</p>



	the local government and rural district landscape, which should include funding supports to the expanded mandates of regional service commissions and continued annual investment into local governments and rural districts.
Continuous Improvement	<p>For the landfill, continuous improvement invites enhancements in our collective diversion efforts, which does result in a reduction in revenue for the landfill. While the resulting impact is to revisit existing tipping fees, the Commission should maintain its commitment towards waste diversion and environmental sustainability. The draft 2024 FRSC budget invites continued opportunities for landfill related cost mitigation and new revenue streams, including possible cost savings with an approved height EIA and increased electrical revenue from the new gas wells.</p> <p>There are also continuous improvement efforts occurring within the Fundy regional facilities, as there is evidence of deliberate efforts towards operational cost containment, new revenue generation, and sustainability planning in many of the facilities, which has led to a reduction in the rate of increase of costs across the facilities.</p>
Accountability and Transparency	The process to develop the 2024 FRSC budget introduced added transparency and predictability, which included the approval of budget criteria, responsibilities to the FRSC Executive Committee, integration with the regional group of chief administrative officers, and reporting on preliminary themes to the FRSC Board of Directors. In addition, the budget was developed through the collective expertise of the FRSC administrative team, including the oversight and guidance of the FRSC’s Chief Financial Officer. Finally, the legislative requirement of a 45-day review period prior to voting on the FRSC budget is another valuable step in upholding transparency and accountability.

* Funds identified with “*” remain tentative and will be integrated into budget assumptions once finalized.

Key Highlights of Draft 2024 FRSC Budget

Cross Service Area Adjustments

There are a variety of cost pressures that are themes across service areas, and adjustments were made in the draft 2024 FRSC budget to respond to these pressures, including:

- Integration the assumptions from the recently approved collective agreement with the unionized workforce.
- Cost of materials and fuel continues to place pressure on the Commission’s operations.
- Inflation.



- Adequate training budgets for new portfolios and service areas.

Corporate Costs

The corporate section of the draft 2024 FRSC budget experienced the most significant changes, as the Commission is changing how it supports service delivery across departments. Prior to describing these adjustments, there is merit in defining the FRSC starting point for corporate costs.

All regional service commissions remain in a “start-up” phase, which is especially transformational for the Fundy Region. For the past decade, the FRSC has primarily maintained a focused attention on the minimum requirements (solid waste management and local planning), while many other commissions across the province have experienced steady administrative growth in expanded and cooperative services during that same period.

The 2023 operating budget made some initial adjustments to the corporate budget, which invited a starting point to embark in the management and delivery of the six new mandated services. By early 2023, it was evident that the existing resource allocations to support the new mandated services were insufficient for the demands placed on the FRSC. As a result, an immediate restructuring of existing employee roles and responsibilities was completed to overcome resourcing pressures. In order for the Commission to adequately resource the four new standing committees and begin in the implementation of the adopted Fundy Regional Strategy, there is a need for additional human resources.

The adjustments in the draft 2024 FRSC budget for corporate costs include:

1. **Redefining “corporate”** – Since the creation of the Commission, an overwhelming majority of the budget was focused on the solid waste service, as it played the largest role in supporting regional service delivery. As a result, many of the needed corporate costs to support the Commission have historically been embedded within the solid waste service budget, however as the Commission evolves into new areas, the corporate costs must now support various services areas. For example, communications support was historically a solid waste service budget expenditure, but it would no longer be accurate to categorise the Commission’s communications needs as only falling within the solid waste service budget.
2. **New office space** – The FRSC continues to pursue its long-term office space initiative, and it is expected to be completed prior to 2024, which will invite some added costs. These costs, similar to other “corporate” costs, are distributed across various service area budgets. As the nature of FRSC operations shift, so do the partners, customers, and stakeholders who interact with the Commission. While we will maintain an office presence at Crane Mountain, a new office is required to support staffing and the volume of meetings being hosted by the Commission. The Commission is projected to host over 80 official Board or committee meetings in 2024.
3. **Adjusting proportional staff support towards services areas** – As part of the 2024 budget development exercise, staff completed a review of existing time commitments across service



areas. Many FRSC employees divide their time across various budget categories, and as such, their salaries are divided accordingly, which is captured in the corporate budget.

4. **Additional resources to “enabling” services** – Enabling services include all back-of-office supports that help each service areas achieve its outcomes, including information technology, human resources, finance, and legal. There were no adjustments in cost in the 2023 operating budget for enabling services as a result of the onboarding of the new mandated services to the Commission. The FRSC’s “enabling” services are currently delivered through part-time employees or on-call service through third parties. The volume of demands on these enabling services have increased dramatically with the invitation of added mandates to the Commission. Details of the value and impact of these expanded services, which includes ongoing operational demands and strategic projects, are outlined in *Attachment #1*.
5. **Additional human resources** – The draft 2024 FRSC budget does propose the introduction of additional budget allocation to introduce new portfolios into the FRSC’s establishment. These new portfolios will ensure that there is adequate resourcing to, amongst others:
 - Support the four new FRSC standing committees.
 - Support the Commission’s ability to deliver on various medium- and long-term plans.
 - Guide and monitor the implementation of the Fundy Regional Strategy.
 - Modernize and build efficiency in existing FRSC processes.
 - Enhance the Commission’s outreach, engagement, and relationship across the Fundy Region.

Similar to point #2, these new portfolios will support various budget categories, and as such, their salaries are divided accordingly, which is captured in the corporate budget. Details of the value and impact of these new portfolios are outlined in *Attachment #2*.

6. **Outcome of per diem/meeting survey** – As a result of a recent surveying exercise with the FRSC Board of Directors, the 2024 budget proposes the following adjustments:
 - The past chair, the vice chair, and the chair shall receive \$100 per FRSC Executive Committee meeting, in addition to existing per diem commitments as outlined in the FRSC Procedural By-law and by FRSC resolution.
 - Committee chairs of the four existing FRSC standing committees, shall receive \$100 per month, in addition to existing per diem commitments as outlined in the FRSC Procedural By-law and by FRSC resolution.
 - The FRSC shall offer light food and beverage refreshments for its committee and community meetings.



- Consulting needs** – The Commission is also in need of enhancements to existing corporate budget allocation to third-party consultants, who will be sought to execute components of future initiatives that cannot be achieved within the skillset of the FRSC team. While the FRSC will gain enhanced capacity and expertise as a result of additional resources outlined previously, the scope of 2024 initiatives require greater technical expertise from consultants.

Solid Waste Service

As outlined in the Fundy Regional Strategy, the FRSC “aims to transform waste management, promote sustainability, and optimize operations for a more efficient and environmentally conscious future.” Consistent with this, to alleviate significantly above inflation cost increases, Crane Mountain Landfill successfully integrated cell construction within its own operations for Cell #9 in 2022 & 2023, a successful first for the Commission resulting in significant cost benefit. However, due to a variety of regulatory changes and continued increasing costs, those savings have been absorbed and the landscape of the solid waste service will be subject to some additional challenges for the 2024 budget.

The first indication of this was on the 2023 MCBB application, approved by the Board and supported by the member communities. The application showed a projection of a \$135 tip fee for 2024 due to inflation and other external pressures. Some major external factors include:

- Loss of MSW tonnage (700 MT) from the former Musquash LSD due to new regional boundaries from local government reform.
- Loss of MSW tonnage (4000 MT) from the City of Saint John due to garbage bag limits imposed on their residents.
- Loss of MSW tonnage (800 MT) for one year due to local government transition agreements.
- Insurance increases due to an uncompetitive market in landfill insurance coverage.
- Increase in cover material aggregate costs due to unbudgeted 50% increase in 2023.
- Increase in leachate management due to increases in rainfall event severity from climate change.

The following tip fee changes are proposed as a reflection of market value:

Tipping fees	2023 rate	Proposed 2024 rate
Member	\$123/tonne	\$135/tonne
Industrial, commercial, institutional	\$123/tonne	\$135/tonne
Construction and demolition	\$30/tonne	\$35/tonne
International ship’s waste (After ‘dig’ charge)	\$200/tonne	\$250/tonne
Asbestos (\$500 minimum)	\$100/m ³	\$125/m ³
Scrape Service	\$25 per	\$35 per
Compostable organics	\$40/tonne	\$50/tonne
Per bag cost	\$1	\$1.50



Risks in 2024 also to be mitigated include the proposed federal regulations on landfill methane emissions which will increase requirements on capital infrastructure for gas recovery. These regulations also propose exclusion of landfills on the carbon credit market limiting options for landfill gas utilization and partnerships, eliminating a possible new revenue stream. Further inflationary pressures and supply chain issues are also a concern entering into 2024.

Though not able to be captured in the 2024 budget, Solid Waste Services will be attempting to mitigate overall cost increases over the coming year to influence future budgets for 2025 and beyond. Some opportunities include leveraging cost benefit from recycling operations under the provincial Printed Paper and Packaging (PPP) program in 2024, pursuing increased height approvals through the provincial EIA, securing a local long term aggregate source to eliminate annual market fluctuations, and possible increases in electrical production through new landfill gas well (21 new wells installed in summer 2023) design technology to provide better fuel supply reliability to our generator. Though it is expected there will be benefits realized in 2024 from these initiatives, they cannot be reliably reflected into the 2024 budget document.

The Commission's capital budget has historically been focused exclusively on solid waste, which remains the case in the draft 2024 budget. The 2024 budget maintains \$550,000 in the operating budget for annual capital maintenance and proposing a total borrowing of \$1,043,000. In the event the Commission proceeds with increasing the maximum height of the landfill through the 2023 EIA process, the capital costs associated with Cell #10 would not be required in 2024.

Community Planning and Building Inspection Service

With the proposed 2024 budget, this service area will now be equipped to continue delivering exceptional customer service for community planning and building inspection service for Fundy-St. Martins and the Fundy Rural District, proceed with the development of rural plans, all while also enhancing the Commission's medium- and long-term planning capabilities that will have impact across all service areas (recognizing that cross-service enhancements will not be charged to this budget).

Regional Economic Development and Tourism Promotion

Our existing master service agreement with Envision Saint John includes defined annual investments, including \$3,002,000 in 2024. The Commission will attempt to continue accessing existing and new Government of New Brunswick funding to support the delivery of regional economic development and tourism promotion for the Fundy Region.

Regional Sport, Recreation and Cultural Infrastructure (Regional Facilities)

During the August 3rd FRSC Board meeting, a resolution was adopted to include the recommendations from the Fundy Regional Facilities Committee into the assumptions of the 2024 budget. These recommendations included a 2024 operating investment of \$3,003,637 (after accounting for 2022 carry-over) in addition to a 2024 capital budget of \$1,528,250. For the 2024 budget, capital costs are approximately \$100,000 higher than 2023, while the operating costs for the facilities are approximately \$400,000 less than 2023, resulting in an approximate \$300,000 savings (before applying corresponding



corporate related costs to the service area). An important theme for 2024 will be to continue monitoring the facilities abilities to contain costs, invite continuous improvement efforts, and pursue new revenue generation opportunities. This oversight is primarily overseen by the administrative leadership and Boards of each respective facility, although there is a need to activate more deliberate oversight of the Saint John Trade and Convention Centre in the coming months.

Other Service Areas:

- The other services all require more dedicated support and a larger “allocation from corporate services” was included in the draft 2024 budget to ensure the successful delivery of the services.
- The Community Development budget will see additional resources to effectively deliver on a more accessible and expanded Dial-A-Ride program in 2024.

Regional Services Support Fund and the FRSC

As part of the Government of New Brunswick’s local governance reform agenda, the Community Funding and Equalization Grant (“CFEG”) would experience incremental reductions over five years, which would eventually result in the maintenance of the existing equalization portion of the grant. The corresponding funding from the reductions from the CFEG supports the creation of the Regional Services Support Fund (“RSSF”). The RSSF offers support to regional service commissions in the delivery of their regional strategies, and each commission is required to submit an application to the Government of New Brunswick to access the fund. Each commission is provided a maximum quantity of funding availability for their region, which must meet defined eligibility, including that the funding can only support up to 50% of costs incurred on the commission.

In 2023, the FRSC received \$957,830 from what is now referred to as the RSSF, and in 2024, the FRSC is eligible to receive \$1,474,467. It should be noted that the FRSC’s portion to the RSSF is expected to expand by 20% each year for the coming four years (2024-2027), and it is expected that the RSSF will grow to over \$3 million upon completion of the four years. It should be noted that the allotment of each regional service commission from the RSSF is determined by a formula entrenched in regulation. Factors such as the tax base and population can have an impact on the annual allotments to each commission.



The draft 2024 FRSC budget proposes accessing the maximum of \$1,474,467 from the RSSF, in order to support (at 50% of cost) of the new mandated services as defined through the Fundy Regional Strategy. These funds will support a variety of costs across six budget categories in the draft 2024 FRSC budget, including:

Service Area	Proposed 2024 RSSF Allocation
Corporate	\$134,981.00
Tourism Promotion	\$282,654.00
Economic Development	\$837,254.00
Community Development	\$123,735.00
Regional Transportation	\$62,451.50
Public Safety	\$33,391.50
Total:	\$1,474,467.00

As part of the recommendations within the report, the FRSC Board is requested to apply to the Government of New Brunswick's RSSF with the assumptions outlined in the draft 2023 FRSC budget.

Next Steps

With the adoption of the outlined resolutions in this report, the FRSC Board will initiate the 45-day review period for the draft FRSC 2024 budget, which will be circulated to each Member. It is during this period that the FRSC can collect feedback and determine if adjustments are warranted prior to a final vote on the budget (currently scheduled for October 24th, 2023).

ATTACHMENTS

1. Value and Impact of Expansion of Enabling Services
2. Value and Impact of New Portfolios
3. Approved 2024 FRSC budget development timeline
4. Population and Tax Base: Submitted to FRSC from Government of New Brunswick
5. Draft 2024 FRSC Budget



Attachment #1 – Value and Impact of Expansion of Enabling Services

Goal: For the FRSC to deliver reliable, predictable, professional, and effective internal human resources and supports to deliver on the FRSC's mandate and maximize value and impact in the Fundy Region.

Outcomes: Additional resources for enabling services in the draft 2024 FRSC budget will support four key areas including human resources, information technology, legal, and finance. The additional resources will be used to maintain pre-existing service to an expanded FRSC mandate and to meet the requirements of new deliverables. The below inventory of responsibilities and deliverables would be supported through the proposed 2024 FRSC budget for these operational and professional services, including:

Human Resources

- Recruitment, negotiation, hiring, and onboarding of new employees.
- Development of internal performance evaluation program and process.
- Ongoing organizational structure review and adjustment.
- Cross training, redundancy, and succession planning.
- Ongoing adjustment to job descriptions and drafting of new job descriptions.
- Support towards CEO evaluation with FRSC Board.
- Development of FRSC Code of Conduct.
- Enhancements to internal policies and procedures.
- Evaluating and defining medium and long-term human resource needs to meet expected demands.

Information Technology

- Onboarding of new employees.
- Software and hardware troubleshooting.
- Onboarding of new agenda kit collection and distribution software.
- Onboarding of online payment mechanism.
- Transitioning to Microsoft 360.
- Cybersecurity monitoring and enhancements.
- Website upkeep and management
- Data-base management.

Legal

- Added demands associated with contracts, funding agreements, leases, among others.
- Risk management.
- Support towards RTIPPA.
- Litigation.
- Employment contracts and issues.



Finance

- Maintenance of additional invoicing streams and vendors due to new mandated services.
- Additional financial oversight and analysis associated with regional facilities.
- Support towards the introduction of additional financial controls, protocols, and standard operating procedures.
- Financial analysis.
- Transition to Electronic Fund Transfer system.



Attachment #2 – Value and Impact of New Portfolios

Goal: For the FRSC to deliver reliable, predictable, professional, and effective internal human resources and supports to deliver on the FRSC's mandate and maximize value and impact in the Fundy Region.

Outcomes: Additional resources for new portfolios in the draft 2024 FRSC budget will be used to maintain pre-existing service to an expanded FRSC mandate and to meet the requirements of new forms of deliverables, including:

- Corporate enhancement in medium- and long-term planning.
- Enhancements to organizational targets, monitoring, and evaluation frameworks.
- Completion, monitoring and updating of rural plans and subdivision by-laws.
- Develop and maintain information management system.
- Enhance customer service outcomes.
- Develop and deliver new programming to FRSC members, stakeholders, and partners.
- Partnership development and community outreach.
- Contribute to evidence-based policy and program development.
- Identification of cost savings and revenue generating opportunities.
- Development of proposals and recommendations.
- Effectively communicating to members, customers, partners, and stakeholders.

In addition, to these broad-based outcomes, the investment proposed in the draft 2024 FRSC budget will also help in the delivery of the key immediate deliverables as outlined in the Fundy Regional Strategy's Implementation Plan, including, among others:

- Introduce a regional sub-committee for local emergency management organization representatives.
- Initiate a regional climate mitigation and adaptation strategy.
- Pursue education and awareness campaign to support the Commission's transition.
- Further define the Regional Strategy scorecard to ensure adequate targeting and evaluation.
- Report back to the FRSC Board on needed changes to the four new standing committees after a year of operations.
- Develop a regional community development asset map and needs assessment.
- Introduce proposed go-forward structure for the Community Development Committee.
- Launch a new Dial-A-Ride program.
- Build partnership to deliver enhanced cultural awareness, diversity, and inclusion awareness and programming in the Fundy Region.
- Pursue Rural plans for Fundy-St. Martins and the Fundy Rural District.
- Establish a train traffic and safety community committee.
- Study landfill gas utilization alternatives.



Attachment #3 – 2024 FRSC Budget Development Timeline

#	TASK	TIMELINE	MEDIUM
1	Share initial feedback to FRSC Executive on Budget 2024 development	May 10 th	FRSC Executive Committee
2	Monthly Regional CAO meeting: Share initial draft of primary drivers and influences for FRSC Budget 2024 Development to regional CAOs	May 18 th	Regional CAO meeting
3	Present and approve timeline, primary drivers, and influences for Budget 2024 Development	June 5 th	FRSC Board meeting
4	Staff review of 2023 work plan and initial consideration of 2024 work plan	June 15 th	FRSC staff process
5	Submit initial draft report to FRSC Board on Regional Strategy, including implementation plan	June 22 nd	FRSC Board meeting
6	Submit progress report to FRSC Board on 2023 FRSC Work Plan	June 22 nd	FRSC Board meeting
7	Deadline for regional facilities to submit operating and capital proposals to Regional Facilities Committee	June 26 th	Regional Facilities Committee
8	Submitted feedback on departmental budget priorities from staff	July 1 st	FRSC staff process
9	Staff priority session: 2024 work plan priorities, finalize budget recommendation	July 15 th	FRSC staff process
10	FRSC Executive Committee meeting to review and provide feedback initial parameters and key outcomes of the 2024 budget recommendation	July 17 th	FRSC Executive Committee
11	Monthly Regional CAO meeting: update on 2024 FRSC budget development	July 20 th	Regional CAO meeting
12	Final recommendations from Regional Facilities Committee on 2024 expenditures	July 20 th	Regional Facilities Committee
13	Introduction of initial 2024 FRSC budget parameters and key outcomes, including final adoption of Regional Strategy, including detailed costing-out of implementation plan, and receipt of Committee recommendation on operating and capital funding for regional facilities.	July 27 th	FRSC Board meeting
14	FRSC Executive Committee receive input from FRSC Board on 2024 FRSC budget parameters and outcomes, and work with FRSC staff to make necessary adjustments	August 16 th	FRSC Executive Committee
15	Monthly Regional CAO meeting: Update to CAOs on budget development process	August 17 th	Regional CAO meeting
16	Present 2024 FRSC Budget and initiation of the 45-day notice period and seek mandate to submit funding proposal to GNB on RSC Grant (conditional on 2024 FRSC budget approval of the FRSC Board)	August 24 th	FRSC Board meeting
17	Submit application to access 2024 RSC Grant from GNB (conditional on approval of budget)	September 15 th	GNB
18	FRSC Executive Committee receive input from FRSC Board on draft 2024 FRSC budget, and work with FRSC staff to make necessary adjustments	Sept. 18 th	FRSC Executive Committee
19	Bring forward update on initial changes to 2024 Budget	Sept. 28 th	FRSC Board meeting
20	2024 Assessment Base Information to be received from GNB	October 13 th	GNB
21	FRSC Executive Committee receive input from FRSC Board on draft 2024 FRSC budget, and work with FRSC staff to make necessary adjustments	October 16 th	FRSC Executive Committee
22	Final draft of 2024 Budget for adoption (post 45-day notice)	October 26 th	FRSC Board meeting
23	Submission to budget to ELG	November 1 st	GNB



Attachment #4 – Population and Tax Base: Submitted to FRSC from Government of New Brunswick

RSC CSR	Type	Entity Name Nom de l'entité	2023 Tax base Assiette fiscale	**Population 2021
1	LG	Haut-Madawaska	379 455 434	4 405
1	LG	Edmundston	1 763 385 104	18 365
1	LG	Vallée-des-Rivières	315 180 712	4 250
1	LG	Grand-Sault/Grand Falls	1 170 811 461	10 900
1	LG	Saint-Quentin	284 750 508	3 630
1	RD	Northwest Rural District / District rural Nord-Ouest	217 855 504	3 440
2	LG	Kedgwick	147 504 575	2 300
2	LG	Campbellton	1 042 678 156	12 000
2	LG	Bois-Joli	218 377 583	3 750
2	LG	Heron Bay/Baie-des-Hérons	422 993 483	5 485
2	RD	Restigouche Rural District / District rural Restigouche	91 756 933	1 715
3	LG	Belledune	360 616 071	1 325
3	LG	Belle-Baie	942 076 886	14 335
3	LG	Bathurst	1 457 416 689	15 110
3	RD	Chaleur Rural District / District rural Chaleur	229 478 149	3 725
4	LG	Rivière-du-Nord	202 559 959	3 530
4	LG	Caraquet	706 073 098	8 125
4	LG	Île-de-Lamèque	342 402 894	5 620
4	LG	Shippagan	407 733 430	4 925
4	LG	Hautes-Terres	351 636 771	6 140
4	LG	Tracadie	1 220 125 839	16 095
4	LG	Neguac	148 173 405	1 675
4	RD	Acadian Peninsula Rural District / District Rural Péninsule Acadienne	31 523 476	550
5	LG	Anlwick	196 318 879	3 575
5	LG	Miramichi	1 815 698 208	18 125



5	LG	Miramichi River Valley	560 410 036	7 210
5	LG	Doaktown	91 647 707	1 250
5	LG	Upper Miramichi	126 311 712	2 180
5	RD	Greater Miramichi Rural District / District Rural du Grand Miramichi	345 787 600	4 790
6	LG	Nouvelle-Arcadie	156 780 822	3 060
6	LG	Beaurivage	417 879 392	6 160
6	LG	Five Rivers	388 159 733	3 385
6	LG	Grand-Bouctouche	562 501 193	5 650
6	LG	Champdoré	392 147 725	5 115
6	LG	Beausoleil	1 015 323 419	8 620
6	RD	Kent Rural District / District Rural de Kent	235 316 179	3 485
7	LG	Maple Hills	931 964 508	8 390
7	LG	Salisbury	711 106 633	7 745
7	LG	Moncton	11 587 217 869	80 080
7	LG	Riverview	2 076 613 380	20 580
7	LG	Dieppe	4 471 104 816	28 970
7	LG	Shediac	1 529 637 322	10 670
7	LG	Cap-Acadie	1 142 884 318	9 165
7	LG	Strait Shores	249 650 321	1 935
7	LG	Tantramar	1 013 282 619	9 020
7	LG	Memramcook	421 096 513	5 030
7	LG	Fundy Albert	524 580 200	6 120
7	LG	Three Rivers	332 077 806	3 990
7	RD	Southeast Rural District / District Rural Sud-Est	109 801 766	910
8	LG	Sussex	639 644 092	6 030
8	LG	Valley Waters	451 091 691	4 545
8	LG	Butternut Valley	468 194 233	5 435
8	RD	Kings Rural District / District Rural de Kings	493 503 760	4 725
9	LG	Fundy-St. Martins	374 600 407	5 225
9	LG	Hampton	899 526 194	9 345
9	LG	Quispamsis	2 266 956 321	18 780
9	LG	Rothsay	1 679 574 493	11 975



9	LG	Saint John	8 512 956 734	69 875
9	LG	Grand Bay-Westfield	546 236 714	5 880
9	RD	Fundy Rural District / District Rural de Fundy	658 360 046	6 410
10	LG	Fundy Shores	674 057 630	2 050
10	LG	Eastern Charlotte	687 948 183	7 325
10	LG	Grand Manan	247 305 147	2 595
10	LG	Campobello Island	108 323 787	950
10	LG	Saint Andrews	605 099 742	2 950
10	LG	St. Stephen	707 455 231	8 165
10	LG	McAdam	57 928 664	1 175
10	RD	Southwest Rural District / District Rural Sud-Ouest	362 135 156	3 235
11	LG	Harvey	417 167 175	3 895
11	LG	Fredericton Junction	50 547 467	715
11	LG	Tracy	29 957 744	605
11	LG	Hanwell	971 078 413	7 100
11	LG	Sunbury-York South	730 485 806	7 455
11	LG	New Maryland	457 066 418	4 155
11	LG	Oromocto	1 750 347 004	11 910
11	LG	Arcadia	443 520 857	3 720
11	LG	Grand Lake	432 312 338	5 725
11	LG	Nashwaak	360 900 651	4 755
11	LG	Fredericton	10 273 478 946	67 625
11	LG	Central York	610 576 334	6 930
11	LG	Nackawic-Millville	318 975 441	3 765
11	RD	Capital Region Rural District / District Rural de la région de la Capitale	936 687 154	9 625
12	LG	Lakeland Ridges	259 933 560	2 450
12	LG	Woodstock	1 148 756 239	11 915
12	LG	Hartland	359 221 224	3 745
12	LG	Carleton North	777 490 269	9 170
12	LG	Southern Victoria	199 490 074	2 550
12	LG	Tobique Valley	211 497 367	2 740
12	RD	Western Valley Rural District / District Rural de la vallée de l'Ouest	167 855 013	2 815



* These tax bases do not match the tax base used by Local Government to do their 2023 budget. They are calculated as stipulated in *An Act Respecting Community Funding*. The average Non Residential Ratio in 2023 was 1.5737 and the Average Heavy Industrial Ratio for 2023 was 1.5728.

*Ces assiettes fiscales ne correspondent pas à l'assiette fiscale utilisée par les gouvernements locaux pour faire leur budget 2023. Elles sont calculées conformément à la *Loi concernant le financement communautaire*. Le ratio non résidentiel moyen en 2023 était de 1,5737 et le ratio industriel lourd moyen pour 2023 était de 1,5728.

** The new population numbers were obtained from Statistics Canada based on the new boundaries post reform. Numbers are rounded.

** Les nouveaux chiffres de population ont été obtenus de Statistiques Canada en fonction des nouvelles limites post-réforme. Les chiffres sont arrondis.

REGION / RÉGION	RSC NAME / NOM CSR
1	Northwest Regional Service Commission / Commission de services régionaux Nord-Ouest
2	Restigouche Regional Service Commission / Commission de services régionaux Restigouche
3	Chaleur Regional Service Commission / Commission de services régionaux Chaleur
4	Acadian Peninsula Regional Service Commission / Commission de services régionaux Péninsule acadienne
5	Greater Miramichi Regional Service Commission / Commission de services régionaux du Grand Miramichi
6	Kent Regional Service Commission / Commission de services régionaux de Kent
7	Southeast Regional Service Commission / Commission de services régionaux du Sud-Est
8	Kings Regional Service Commission / Commission de services régionaux Kings
9	Fundy Regional Service Commission / Commission de services régionaux de Fundy
10	Southwest New Brunswick Regional Service Commission / Commission de services régionaux du Sud-Ouest
11	Capital Region Service Commission / Commission de services régionaux de la capitale
12	Western Valley Regional Service Commission / Commission de services régionaux de la Vallée de l'Ouest

Fundy Regional Service Commission
Operating Fund Budget
Corporate Services

	Budget 2023	Budget 2024
<u>REVENUE</u>		
GOVERNMENT TRANSFER		
Regional Services Support Fund	\$ -	\$ 134,981
Community Funding & Equalization Grant	100,000	-
Special Transfer from Province of NB	-	24,750
Total Revenue	<u>100,000</u>	<u>159,731</u>
<u>EXPENDITURES</u>		
Governance	68,492	94,102
Administration		
CEO Office	303,940	691,380
Human Resources	25,250	42,750
Financial Management	124,890	165,920
Other Administrative Services	192,470	414,339
Capital Expenditures	-	35,000
Total Corporate Services	<u>715,042</u>	<u>1,443,491</u>
NET CORPORATE EXPENDITURES	<u>\$ 615,042</u>	<u>\$ 1,283,760</u>
Allocation to Funds:		
Cooperative & Regional Planning Services	\$ 9,188	\$ 21,061
Local Planning Service	80,270	98,599
Solid Waste Services	205,201	362,524
Electrical Generation	11,416	12,509
Regional Tourism Promotion	51,269	60,256
Regional Economic Development	51,269	96,688
Community Development	52,622	221,610
Regional Transportation	51,269	105,499
Regional Public Safety	51,269	111,517
Regional Sport, Recreation & Cultural	51,269	193,497
	<u>\$ 615,042</u>	<u>\$ 1,283,760</u>

Fundy Regional Service Commission
Operating Fund Budget
Cooperative & Regional Planning Services

	Budget 2023	Budget 2024
REVENUE		
MEMBER CHARGES	\$ 3,327	\$ 763
SALE OF SERVICE	-	-
SECOND PREVIOUS YEAR SURPLUS	5,861	20,298
	<u>9,188</u>	<u>21,061</u>
EXPENDITURES		
ALLOCATION FROM CORPORATE SERVICES	9,188	21,061
REGIONAL PLANNING	-	-
REGIONAL POLICING COLLABORATION	-	-
REGIONAL EMERGENCY MEASURES PLANNING	-	-
OTHER SERVICES PROVIDED TO ALL MEMBERS	-	-
FISCAL SERVICES	-	-
	<u>9,188</u>	<u>21,061</u>
BUDGETED SURPLUS <DEFICIT>	<u>\$ -</u>	<u>\$ -</u>

Operating Fund Budget

Local Planning Service

	Budget 2023	Budget 2024
REVENUE		
MEMBER CHARGES	\$ 401,678	\$ 448,842
FEEES AND SERVICES	-	-
GOVERNMENT TRANSFER	-	-
SECOND PREVIOUS YEAR SURPLUS	8,468	-
	410,146	448,842
EXPENDITURES		
ALLOCATION FROM CORPORATE SERVICES	80,270	98,599
OTHER ADMINISTRATION	41,826	42,665
PLANNING SERVICES	146,980	154,200
INSPECTION SERVICES	138,570	144,980
FISCAL SERVICES	2,500	2,500
SECOND PREVIOUS YEAR DEFICIT	-	5,898
	410,146	448,842
BUDGETED SURPLUS <DEFICIT>	\$ -	\$ -

Fundy Regional Service Commission
Operating Fund Budget
Electrical Generation

	Budget 2023	Budget 2024
REVENUE		
SALE OF SERVICE - SAINT JOHN ENERGY	\$ 160,200	\$ 131,400
SECOND PREVIOUS YEAR SURPLUS	-	-
TRANSFER FROM SOLID WASTE OPERATING FUND	23,215	193,783
TOTAL REVENUE	\$ 183,415	\$ 325,183
EXPENDITURES		
ALLOCATION FROM CORPORATE SERVICES	11,416	12,509
OTHER ADMINISTRATION	10,650	10,650
PERSONNEL	51,910	101,330
MACHINERY & EQUIPMENT	40,400	77,672
FISCAL SERVICES	65,500	116,216
SECOND PREVIOUS YEAR DEFICIT	3,539	6,806
TOTAL ELECTRICAL GENERATION	183,415	325,183
BUDGETED SURPLUS <DEFICIT>	\$ -	\$ -

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Operating Fund Budget
Regional Tourism Promotion

	Budget 2023	Budget 2024
REVENUE		
MEMBER CHARGES	\$ 55,269	\$ 50,430
FEEES AND SERVICES	499,766	467,846
2% CONTRACT ADMIN FEE	-	15,010
GOVERNMENT TRANSFER		
REGIONAL SERVICES SUPPORT FUNDING (RSSF)	208,659	282,654
SECOND PREVIOUS YEAR SURPLUS	-	-
	763,694	815,940
EXPENDITURES		
ALLOCATION FROM CORPORATE SERVICES	51,269	60,256
OTHER ADMINISTRATION	712,425	750,500
FISCAL SERVICES	-	-
SECOND PREVIOUS YEAR DEFICIT	-	5,184
	763,694	815,940
BUDGETED SURPLUS <DEFICIT>	\$ -	\$ -

Operating Fund Budget
Economic Development Services

	Budget 2023	Budget 2024
REVENUE		
MEMBER CHARGES	\$ 55,269	\$ 56,842
MEMBER CHARGES FOR ENVISION CONTRACT	1,529,499	1,414,246
2% CONTRACT ADMIN FEE	-	45,030
GOVERNMENT TRANSFER		
REGIONAL SERVICES SUPPORT FUNDING (R	595,776	837,254
SECOND PREVIOUS YEAR SURPLUS	-	-
	<u>2,180,544</u>	<u>2,353,372</u>
 EXPENDITURES		
ALLOCATION FROM CORPORATE SERVICES	51,269	96,688
OTHER ADMINISTRATION	2,129,275	2,251,500
FISCAL SERVICES	-	-
SECOND PREVIOUS YEAR DEFICIT	-	5,184
	<u>2,180,544</u>	<u>2,353,372</u>
 BUDGETED SURPLUS <DEFICIT>	 <u>\$ -</u>	 <u>\$ -</u>

Fundy Regional Service Commission 2023 October 10 Open Session FINAL_193
Operating Fund Budget
Community Development Services

	Budget 2023	Budget 2024
REVENUE		
MEMBER CHARGES	\$ 60,603	\$ 161,853
FEES AND SERVICES	-	-
GOVERNMENT TRANSFERS		
NB Economic and Social Inclusion Corporation	66,342	68,684
REGIONAL SERVICES SUPPORT FUNDING (RSSF)	22,783	123,735
SECOND PREVIOUS YEAR SURPLUS	-	1,860
	149,728	356,132
EXPENDITURES		
ALLOCATION FROM CORPORATE SERVICES	52,622	221,610
OTHER ADMINISTRATION	97,106	134,522
FISCAL SERVICES	-	-
SECOND PREVIOUS YEAR DEFICIT	-	-
	149,728	356,132
BUDGETED SURPLUS <DEFICIT>	\$ -	\$ -

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Operating Fund Budget

Regional Transportation Services

	Budget 2023	Budget 2024
REVENUE		
MEMBER CHARGES	\$ 40,168	\$ 76,532
FEEES AND SERVICES	-	-
GOVERNMENT TRANSFERS		
REGIONAL SERVICES SUPPORT FUNDING (RSSF)	15,101	62,452
ECONOMIC & SOCIAL INCLUSION CORPORATION	-	50,000
SECOND PREVIOUS YEAR SURPLUS	-	-
	55,269	188,983
EXPENDITURES		
ALLOCATION FROM CORPORATE SERVICES	51,269	105,499
OTHER ADMINISTRATION	4,000	78,300
FISCAL SERVICES	-	-
SECOND PREVIOUS YEAR DEFICIT	-	5,184
	55,269	188,983
BUDGETED SURPLUS <DEFICIT>	\$ -	\$ -

Fundy Regional Service Commission
Operating Fund Budget
Regional Public Safety Committee Services

	Budget 2023	Budget 2024
REVENUE		
MEMBER CHARGES	\$ 41,258	\$ 88,310
FEEES AND SERVICES	-	-
GOVERNMENT TRANSFERS		
REGIONAL SERVICES SUPPORT FUNDING (RSSF)	15,511	33,392
SECOND PREVIOUS YEAR SURPLUS	-	-
	<u>56,769</u>	<u>121,701</u>
EXPENDITURES		
ALLOCATION FROM CORPORATE SERVICES	51,269	111,517
OTHER ADMINISTRATION	5,500	5,000
FISCAL SERVICES	-	-
SECOND PREVIOUS YEAR DEFICIT	-	5,184
	<u>56,769</u>	<u>121,701</u>
BUDGETED SURPLUS <DEFICIT>	<u>\$ -</u>	<u>\$ -</u>

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Operating Fund Budget

Regional Sport, Recreation and Cultural Infrastructure Support and Development Service

	Budget 2023	Budget 2024
REVENUE		
MEMBER CHARGES	\$ 55,269	\$ 212,682
MEMBER CHARGES FOR REGIONAL FACILITIES	4,872,931	4,559,109
GOVERNMENT TRANSFERS	-	-
SECOND PREVIOUS YEAR SURPLUS	-	-
	4,928,200	4,771,791
EXPENDITURES		
ALLOCATION FROM CORPORATE SERVICES	51,269	193,497
OTHER ADMINISTRATION	4,876,931	4,573,109
FISCAL SERVICES	-	-
SECOND PREVIOUS YEAR DEFICIT	-	5,185
	4,928,200	4,771,791
BUDGETED SURPLUS <DEFICIT>	\$ -	\$ -

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Operating Fund Budget
Solid Waste Services

	Budget 2023	Budget 2024
REVENUE		
TIPPING FEES		
MEMBERS	\$ 2,692,470	\$ 2,426,220
INDUSTRIAL, COMMERCIAL & INSTITUTIONAL	5,634,260	6,439,500
CONSTRUCTION & DEMOLITION	165,000	192,500
INTERNATIONAL SHIP'S WASTE	660	660
ASBESTOS	56,000	70,000
RECYCLING	395,450	345,450
OTHER OPERATIONAL REVENUE	313,000	419,000
INVESTMENT INCOME	40,000	40,000
SURPLUS OF SECOND PREVIOUS YEAR	303,412	6,291
TOTAL REVENUE	9,600,252	9,939,621
EXPENDITURES		
ADMINISTRATION		
ALLOCATION FROM CORPORATE SERVICES	205,201	362,524
DIRECTORS OFFICE		
PERSONNEL	242,570	249,360
TRAVEL	11,000	11,000
TRAINING & DEVELOPMENT	10,500	10,500
OTHER ADMINISTRATION		
ADVERTISING	-	-
LIABILITY INSURANCE	235,710	318,060
PROFESSIONAL SERVICES	193,550	150,335
LEGAL SERVICES	5,000	5,000
OFFICE BUILDING	-	-
OFFICE EQUIPMENT & SUPPLIES	33,300	35,300
PRINTING & COPYING	3,300	3,300
TELECOMMUNICATIONS	12,500	12,500
CMEI	96,211	97,558
HOST COMMUNITY ENHANCEMENT FUND	26,395	26,765
PUBLIC EDUCATION		
PERSONNEL	134,140	91,210
ADVERTISING, TOURS & PROMOTIONAL	95,950	81,200
OTHER ADMINISTRATIVE	27,130	26,130
TOTAL ADMINISTRATION	1,332,457	1,480,742
OPERATIONS		
STATION & BUILDINGS		
REPAIRS & MAINTENANCE	5,000	46,000
ELECTRICITY	9,000	9,000
PROPERTY TAXES	249,100	269,803
ENVIRONMENTAL HEALTH & SAFETY	129,400	169,250

Operating Fund Budget
Solid Waste Services

	Budget 2023	Budget 2024
MACHINERY & EQUIPMENT		
SMALL EQUIPMENT	15,000	13,000
FUEL	310,800	313,000
REPAIRS & MAINTENANCE	163,100	123,100
LANDFILL OPERATIONS		
PERSONNEL	1,026,010	1,043,160
SITE & ROAD MAINTENANCE	73,700	59,200
MONITORING	64,100	67,650
SITE SECURITY AND SAFETY	12,850	12,200
SPECIAL WASTE HANDLING	20,000	26,300
COVER MATERIAL	174,779	239,284
LEACHATE & SILTATION MANAGEMENT	1,131,430	1,293,170
SAFETY EQUIPMENT & SUPPLIES	46,660	53,690
SCALEHOUSE		
PERSONNEL	196,580	207,640
SUPPLIES	26,400	29,900
WASTE DIVERSION		
PERSONNEL - RECYCLING	771,930	773,630
RECYCLING FACILITY	175,150	182,160
COMPOSTING PROGRAM		
PERSONNEL	298,310	305,830
PROCESSING	605,230	595,040
CART & BIN PURCHASES	158,700	76,800
HAZARDOUS HOUSEHOLD WASTE		
COLLECTION	2,000	2,000
DISPOSAL	35,000	45,000
OTHER	5,000	5,000
TOTAL OPERATIONS	5,705,229	5,960,807
FISCAL SERVICES		
DEBENTURE ISSUE COSTS	16,400	12,100
BANK SERVICE CHARGES	17,000	17,000
INTEREST - CURRENT OPERATIONS	38,200	62,000
INTEREST - LONG TERM DEBT	237,400	145,976
PRINCIPAL - LONG TERM DEBT	1,026,000	871,000
CAPITAL EXPENDITURES FROM OPERATIONS	510,000	500,000
TRANSFER TO RESERVE FUNDS	25,000	25,000
TRANSFER TO GENERATION FACILITY FUND	23,215	193,783
CLOSURE & POST-CLOSURE	649,351	651,213
INVESTMENT MANAGEMENT FEES	20,000	20,000
TOTAL FISCAL SERVICES	2,562,566	2,498,072
TOTAL EXPENDITURES	9,600,252	9,939,621
SURPLUS (DEFICIT)	-\$ 0	-\$ 0

Fundy Regional Service Commission

CAPITAL PLAN FOR 2024

	TOTAL COST	CAPITAL FROM OPERATING FUND	LONG TERM DEBT	TRANSFER FROM RESERVE FUND	Trade-In	
Solid Waste						
Cell #10	150,000	-	150,000			
Leachate Trailer #1	100,000	-	100,000			
Leachate Truck #1	275,000	35,000	240,000			
Roll off Boxes (PDO) x6 @ 15, 30, 40	80,000	80,000				
LF 1/2 Tonne #1	40,000	40,000				
LF 3/4 Tonne #1	60,000	60,000				
Diesel 6" Pump (Dog Leg)	40,000	40,000				
3" pump for Leachate extraction	15,000	15,000				
Security System	100,000	100,000				
Flare Rebuild	130,000	130,000				
		-				
	990,000	500,000	490,000	-	-	-

	Total Cost	Capital from Operating Fund	Long Term Debt	Transfer from Reserve Fund	Trade-In	
Electrical Generation						
Backup GEM	18,000	18,000				
LFG Kubota	35,000	35,000				
	53,000	53,000	-	-	-	-

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FUNDY REGIONAL SERVICE COMMISSION
2024 MEMBER FEES

	POP.	2023 TAX BASE	CRP	LP	SW	TP	Existing contract TP	RSSF applied to reduce existng contract	ED	Existing contract ED	RSSF applied to reduce existng contract	CD	RT	PSC	SRC	Existing Contract SRC	2024 TOTAL MEMBER FEES	2023 TOTAL MEMBER FEES
Fundy-St. Martins	5,225	\$ 374,600,407	\$ 25	\$ 162,771		\$ 1,265	\$ 18,684	\$ (7,037)	\$ 1,425	\$ 56,051	\$ (20,844)	\$ 5,346	\$ 2,528	\$ 2,917	\$ 7,025	\$ 150,588	\$ 380,745	\$ 364,497
Hampton	9,345	899,526,194	\$ 51			\$ 3,037	40,107	\$ (15,105)	\$ 3,423	120,322	\$ (44,743)	\$ 10,805	\$ 5,109	\$ 5,895	\$ 14,198	\$ 304,358	\$ 447,456	443,036
Quispamsis	18,780	2,266,956,321	\$ 114			\$ 7,653	92,500	\$ (34,837)	\$ 8,626	277,500	\$ (103,193)	\$ 24,202	\$ 11,444	\$ 13,205	\$ 31,802	\$ 681,726	\$ 1,010,742	977,028
Rothsay	11,975	1,679,574,493	\$ 79			\$ 5,670	66,500	\$ (25,045)	\$ 6,391	199,500	\$ (74,187)	\$ 16,700	\$ 7,897	\$ 9,112	\$ 21,945	\$ 470,417	\$ 704,979	717,817
Saint John	69,875	8,512,956,734	\$ 427			\$ 28,739	475,000	\$ (178,895)	\$ 32,393	1,425,000	\$ (529,908)	\$ 90,472	\$ 42,780	\$ 49,363	\$ 118,885	\$ 2,548,451	\$ 4,102,708	4,252,066
Grand Bay-Westfield	5,880	546,236,714	\$ 32			\$ 1,844	24,866	\$ (9,365)	\$ 2,079	74,598	\$ (27,740)	\$ 6,692	\$ 3,164	\$ 3,651	\$ 8,793	\$ 188,491	\$ 277,105	266,760
Fundy Rural District	6,410	658,360,046	\$ 36	\$ 286,071		\$ 2,223	32,843	\$ (12,369)	\$ 2,505	98,529	\$ (36,639)	\$ 7,635	\$ 3,610	\$ 4,166	\$ 10,033	\$ 215,077	\$ 613,719	590,577
.....	127,490	\$ 14,938,210,909	\$ 764	\$ 448,842	\$ -	\$ 50,431	\$ 750,500	\$ (282,654)	\$ 56,842	\$ 2,251,500	\$ (837,254)	\$ 161,852	\$ 76,532	\$ 88,309	\$ 212,681	\$ 4,559,109	\$ 7,537,454	\$ 7,611,782
								\$ -			\$ -						\$ 7,537,454	
Tax base for LP calculation		\$ 1,032,960,453																

Monday September 17, 2023

To: Town of Rothesay

Attn: John Jarvie, Town Manager

CC: Mayor and Council Town of Rothesay



RE: Flooding of personal property

Dear Sir,

We are reaching out to you about recurring flooding of our property. We have lived at 31 Frances Ave for 13 years now. This is not a new issue, but it has been very rare and significantly lower rate of occurrence until the last couple years.

Initial flooding of our property from the creek occurred approximately 8 years ago when a hurricane storm brought 100+ millimetres of rain in a short period of time. Excessive raging water had eroded our natural water retention area between culverts (one under Frances Ave and one under our driveway). At this time, we sought approval from the environment to take preventative measures to reinforce the creek's bank with a stone retaining wall to prevent further erosion and damage of our parking area on the driveway.

Over the period of the last 3-5 years, creek flooding is more frequent with storms of significantly lesser rain fall (now with 60+ mm of precipitation, often less if precipitation is heavier and in a short period of time). Based on our observation flooding is caused by sudden overflow of the creek over Frances Ave to our property. The culvert on our property is the same size as the culvert under Frances Ave, measuring 48 inches in diameter. Our large water retention area fills very quickly due to large volume of water overwhelming both culverts. This causes flooding of our driveway and into our home.

Action taken before and during the storms is to check both Town of Rothesay and our property culverts to ensure there are no obstructions by debris. Debris has not been the issue over the last 13 years. We have observed that increasing housing development that has occurred up-stream from our property, the flooding and water damage to our property has increased both in frequency and severity.

We took initiative again, at our expense, and repaired and reinforced our creek banks with large rock. In addition, we cut out a portion of our driveway and changed the grade to create a funnel to drain creek flood waters away from our house. Unfortunately, this step to redirect the flooding waters was sufficient only for relatively short period of time as The Town of Rothesay culvert under Frances Ave gets overwhelmed more frequently and with less precipitation, which leads to a sudden increase in excessive volumes of water that our driveway's funnel can't handle and therefore our house continues to flood. Despite our efforts and our resources invested at our own expense, we have been unsuccessful to resolve this issue.

2023October10OpenSessionFINAL_202

We are approaching you, the Town of Rothesay to remediate this flooding issue that we and our neighbours are experiencing.

We would like to request that our concern could be added on to the agenda of the next town council meeting.

Yours respectively,

Jaroslav Hubacek and Luana Mychaluk
31 Frances Ave
Rothesay

P.S.: We would be happy to provide photographic and video evidence to support our concerns.



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
October 10, 2023

Deputy Mayor Alexander

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY: 
John Jarvie, Town Manager

DATE: October 4, 2023

SUBJECT: Contract T-2023-005: Winter Maintenance Services

RECOMMENDATION

It is recommended that Contract T-2023-005: Winter Maintenance Services, be awarded to the low tenderer, Geo. W. Stackhouse & Sons, at the tendered price of \$3,497,476.00 plus HST and further that the Mayor and Clerk be authorized to execute the appropriate documentation in that regard.

ORIGIN

A contract agreement between the Town and Geo. W. Stackhouse to provide winter maintenance services in Rothesay expired on April 15, 2023. The 2023 General Fund Operating Budget includes funding for the 2023 portion of a proposed new four-year contract agreement for winter maintenance services in Rothesay.

BACKGROUND

The Town of Rothesay street network consists of approximately 160 km of roadway. Historically Town Forces have provided winter maintenance services for 103 km of roadway while winter maintenance services for the remaining 57 km have been subcontracted to a private company.

Staff created a Terms of Reference/Scope of Work document to advertise for tenders for Winter Maintenance Services for the historically subcontracted portion of the winter maintenance services. The Terms of Reference included the 4 year period between Nov 15, 2023 and April 15, 2027 as well as an option for the Town to extend the contract to April 15, 2029.

TENDER RESULTS

With a detailed Scope of Work an advertisement for tenders for Contract T-2023-005: Winter Maintenance Services 2023 to 2027 was advertised on NBON on September 21, 2023. Tenders closed on October 4, 2023, with the following results (excluding HST):

1. Geo. W. Stackhouse & Sons, Saint John, N.B. \$3,497,476.00

The previous contract amount was established in 2017. The current tender amount equates to a 47% increase over the previous contract amount.

ANALYSIS

The tenders were reviewed by staff and found to be formal in all respects. Staff is of the opinion that the low tenderer has met all of the requirements outlined in the tender call and recommend acceptance of their tender.

FINANCIAL IMPLICATIONS

The tender includes work that will be charged against the current and future General Fund Operating Budgets. Assuming award of the contract to the low tenderer, a budget analysis has been completed.

The analysis concludes that a total amount of \$178,500 was provided in the General Fund Operating Budget for the portion of the contract that will be completed and funded in 2023.

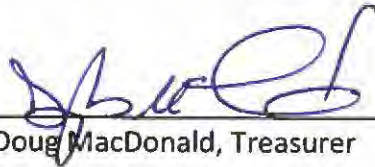
The table below outlines the approved budget for 2023 and the amount of the Stackhouse tender that would be allocated to the 2023 General Fund Operating Budget.

	Stackhouse Tender	Net HST	Total	2023 budget amount	Difference
Total	262,309.50	11,247.83	273,557.33	178,500.00	-95,057.33

The way in which the Town budgets for salt and sand use by Town forces assumes that each of the 5 months of the winter maintenance season is equal in cost, which is not normally the case; November and December are generally not as cost intensive as January, February or March with respect to sand and salt usage. In addition, the budget includes a forecasted amount of fuel escalation for the winter maintenance contract. It is expected that these two budget items will produce a 2023 surplus which is a potential offset for the -\$95,057.33 shortfall in the 2023 Operational Budget for the (proposed) new contract.



Report Prepared by: Brett McLean, Director of Operations



Report Reviewed by: Doug MacDonald, Treasurer

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



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
October 10, 2023

Deputy Mayor Alexander

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY: _____
John Jarvie, Town Manager

DATE: October 5, 2023

SUBJECT: Sagamore Heights – Partial Security Deposit Release

RECOMMENDATION

It is recommended that Mayor and Council release \$511,000 of the \$686,000 Irrevocable Standby Letter of Credit held as security for the completion of Sagamore Height Subdivision Phase I work.

And

It is recommended that Mayor and Council accept a new Irrevocable Standby Letter of Credit in the amount of \$175,000 as security for the remaining items of work.

ORIGIN

The Developer of Sagamore Heights Subdivision, 619699 NB Inc., has remitted to the Town an Irrevocable Standby Letter of Credit in the amount of \$686,000.00 on December 1, 2022, as security for the completion of Sagamore Heights Phase I.

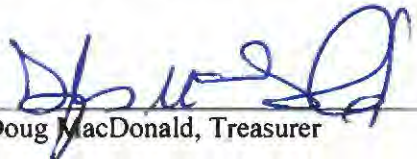
BACKGROUND

The Developer of Sagamore Heights Subdivision, 619699 NB Inc., has fulfilled the majority of the obligations set out in the original design drawings. The remaining items of work include the construction of concrete curb, asphalt surfacing, and landscaping. Staff have assessed the value of the remaining work as \$175,000.

DISCUSSION

CBCL, the engineering firm who designed and supervised the construction work on Sagamore Heights Phase I, has submitted a letter to the Town recommending acceptance of the work and release of the security deposit for the items already completed. These items include watermain and service laterals, sanitary sewer main and service laterals, storm sewer main and service laterals and road base construction. CBCL has also submitted test results for town records.

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).

TO: ROTHESAY COUNCIL
FM: COUNCILLOR DON SHEA
RE: **STORMWATER MANAGEMENT**
DATED: SEPTEMBER 23, 2023

After evaluating “the existing storm water network and major drainage systems”¹ throughout the Town of Rothesay in those areas bound by the “Town limits to the east and west and from Route 1 to the Kennebecasis River”², CBCL, in June 2022, submitted a report summarizing its findings that were based on “extensive field investigations, details of the storm water modeling and analysis, major issues identified and conceptual designs for several high impact areas.”³

In 2018, the Town received a related report from CBCL entitled “**Phase 1 – Asset Management Plan**” wherein CBCL’s task was to identify areas within the Town that could be prone to storm water issues. More specifically, the “primary goal ... was to identify locations within the community at risk of storm water issues from a lack of apparent overland drainage paths and areas where water may collect without any nearby storm water system present to receive the water.”⁴

A recurring issue identified in the most recent report is that “many backyard drainage channels are not municipally owned drainage channels or easements.”⁵ Allowing storm water to follow natural flow paths may have been an acceptable practice in the past – such is not the case today. Development and changes in storm intensity are putting undue strain on such pathways and impacting residents.

CBCL was clear what needed to be done⁶:

¹ Correspondence from CBCL to the Town of Rothesay, dated June 6, 2022

² Ibid.

³ June 2022, CBCL Report, Rothesay Drainage Network Review Design Report, p.4

⁴ Ibid., p.6

⁵ Ibid., p.16

⁶ Ibid.

... major drainage paths that convey the 100-year design flow should be contained within the street right of way or within storm water easements.

While the report identified several areas requiring attention, permit me to share with the reader the following:

*An area identified during the modelling exercise as being over capacity is in the area of Robinson Street and Weeden Avenue. These findings align with observations from Town staff who have found this area to be prone to significant storm water flows during rainfall events. This area receives flow from an area of **132 ha**⁷ in size and as far away as Kingswood Avenue and Crestwood Drive... This is a catchment that has several instances where storm water runs through back yards, piped sections and through major drainage channels. Prior to discharging to the wooded area where it meets with Salmon Creek, the channel runs through deep drainage channels located on private property.⁸*

Not only did the report identify specific problem areas but provided design options as well.

The purpose of my writing is to ask: **What has been done since receipt of the report and where does the Town go from here?**

Regards,

Don Shea, Councillor

⁷ This is equal to 326.179 acres.

⁸ Ibid., p.17

TO: Mayor and Council
FROM: Deputy Mayor Alexander
DATE: 3 October 2023
RE: Welcome to Rothesay Highway Signs

Background

On 8 January 2020, Councillor McGuire sent an email to Town Clerk Banks requesting that a request for staff to explore the cost and logistics of a "Welcome to Rothesay" sign at each end of the Town on the highway be put on the 13 January 2020 agenda. At that Council meeting, the following motion was made:

Moved by Councillor McGuire and seconded by Deputy Mayor Alexander, Council direct staff to prepare a report with respect to the logistics and cost for the installation of "Welcome to Rothesay" signage on the McKay Highway near the Saint John and Quispamsis borders.

CARRIED.

On 5 February 2020, Town Manager Jarvie and former Director of Planning and Development Services White prepared a preliminary report on Rothesay Highway Signage that was included in the 10 February 2020 Council package. At that Council meeting, the following motion was made:

MOVED by Councillor McGuire and seconded by Councillor Brenan, Council direct staff to develop detailed cost estimates for two highway signs modeled after a larger scale design of the wooden Rothesay sign located in Wells Park, and further the design of the signs include "Rothesay" and the Town Coat of Arms.

CARRIED.

On 4 March 2020, former Director of Planning and Development Services White prepared a supplemental memo on Rothesay Highway Signage that was included in the 9 March 2020 Council package. At that Council meeting, the following motion was made:

MOVED by Councillor McGuire and seconded by Councillor Shea, Council proceed with the First Phase: sign site selection and New Brunswick Department of Transportation and Infrastructure engagement, and tender preparation.

CARRIED.



Council approved money in the 2021 budget for the design and construction of two "Welcome to Rothesay" signs. The Rothesay Public Works and Infrastructure Committee was then tasked with reviewing information regarding the Rothesay Highway Signage. On 18 August 2021, the Committee discussed the sign design concepts and that the signs should be simple and match other signs throughout the Town like the Wells Park sign. On 22 September 2021, the Committee reviewed proposed locations for the two signs adjacent to the McKay Highway and mock-ups were then shown to the Committee on 20 October 2021. At the 20 April 2022 meeting, Director of Operations McLean indicated that he expected the signs to be received and installed by May or June 2022. The two signs, which are in the Town's possession, have yet to be installed seemingly because of regulatory red tape.

Over the past several years, Council and the Committee have been told that the regulator, the New Brunswick Department of Transportation and Infrastructure, has many requirements for highway signage, including: being outside the highway crash recovery zone; having text of appropriate size for legibility; being behind guardrails where warranted; and having breakaway bases.





Current Situation

At the last meeting of the Rothesay Public Works and Infrastructure Committee on 20 September 2023, Director of Operations McLean gave a verbal update regarding the highway signage. Recent discussions with representatives of the New Brunswick Department of Transportation and Infrastructure indicated that there are numerous limitations on where community signs can be placed within the highway right-of-way and locations proposed by Town staff and reviewed by the Committee were deemed to contravene the rules. It was noted that community signs must be no closer than 4 km to a highway interchange if placed within the highway right-of-way. Should a community desire to have the signs closer to an interchange, then they must be placed on private property.

I recently reviewed the community highway signs from Rothesay to the Nova Scotia border. Of the eight communities with highway signage, not a single sign is located further than 4 km from a highway interchange and in some situations, the signage is closer than 1 km from a highway interchange. Further, all signs are located on public lands within the highway right-of-way owned by the New Brunswick Department of Transportation. None are on private land. Many of the community signs are in areas unprotected by guardrails, they do not appear to be installed atop breakaway bases, and they do not appear to be outside the highway crash recovery zone. If the aforementioned rules exist for community highway signage, why have they not been followed by other communities and why Rothesay seems to be held to a higher standard?

Sign	Picture	Coordinates	Parcel (PID) and Owner	Distance to Interchange
Quispamsis Eastbound		45.404577 -65.949472	30148001 NB Highway Corporation	~ 900 m
Quispamsis Westbound		45.423556 -65.930048	30308555 NB Highway Corporation	~ 825 m
Hampton Eastbound		45.502325 -65.816325	30272835 NB Highway Corporation	~ 1.4 km

2023October10OpenSessionFINAL_212

Hampton Westbound		45.529762 -65.813572	30149488 NB Highway Corporation	~ 800 m
Norton Eastbound		45.610032 -65.72011	30162135 NB Highway Corporation	~ 3.5 km
Norton Westbound		45.649647 -65.668413	30173678 NB Highway Corporation	~ 1.8 km
Sussex Eastbound		45.714498 -65.538291	30181093 NB Highway Corporation	~ 500 m
Sussex Westbound	Does not exist.			

2023October10OpenSessionFINAL_213

Petitcodiac Eastbound	 <p>The Village of Petitcodiac Welcomes you <i>A Community for all Seasons</i></p>	45.909673 -65.196639	70225016 NB Highway Corporation	~ 3 km
Petitcodiac Westbound	 <p>The Village of Petitcodiac Welcomes you <i>A Community for all Seasons</i></p>	45.954014 -65.137537	70280557 NB Highway Corporation	~ 2.7 km
Salisbury Eastbound	 <p>Welcome To The Village Of Salisbury the Home of the Silver Fox NEXT EXIT</p>	46.028072 -65.090354	70273727 NB Highway Corporation	~ 3 km
Salisbury Westbound	 <p>Welcome To The Village Of Salisbury the Home of the Silver Fox NEXT EXIT</p>	46.061202 -65.008213	70263439 NB Highway Corporation	~ 3.7 km
Memramcook Eastbound	 <p>Memramcook notre belle vallée — Bienvenue · Welcome — <i>Les Rendez-vous d'automne</i> octobre @ october</p>	46.083412 -64.595368	70253083 NB Transportation	~ 3.4 km

2023October10OpenSessionFINAL_214

Memramcook Westbound	 <p>A blue sign with a stylized 'M' logo. Text includes 'Memramcook', 'notre belle vallée', 'Bienvenue • Welcome', and 'Les Routes-rouges d'automne OCTOBRE • OCTOBER'.</p>	45.99106 -64.48726	70245717 NB Transportation	~ 3.4 km
Sackville Eastbound	 <p>A sign with a landscape background. Text includes 'SACKVILLE', 'A NEW KIND of SMALL TOWN', and 'SACKVILLE FALL FAIR: SEPT 21-24'.</p>	45.928168 -64.401397	70231931 NB Transportation	~ 2.5 km
Sackville Westbound	 <p>A sign with a landscape background. Text includes 'SACKVILLE', 'HOME of MOUNT ALLISON UNIVERSITY', and 'www.Sackville.com'.</p>	45.890159 -64.332517	70181052 NB Transportation	~ 1.3 km