

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
Monday, May 13, 2024
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/@RothesayNB/streams>

Rothesay Land Acknowledgement

Deputy Mayor Alexander

1. APPROVAL OF AGENDA

2. APPROVAL OF MINUTES

Regular Meeting

8 April 2024

Special Meeting

29 April 2024

➤ **Business Arising from Minutes**

3. OPENING REMARKS OF COUNCIL

PRESENTATION: Volunteer Recognition Awards

3.1 Declaration of Conflict of Interest

4. DELEGATIONS

4.1 KV EMO – Kennebecasis Valley Fire Department Fire Chief Michael Boyle (*see item 9.1.1*)

5. CORRESPONDENCE FOR ACTION

5.1 17 April 2024 Donation request for Girl Guides “Rally in the Valley” October 5th

Refer to Finance Committee

5.2 26 April 2024 Email from resident RE: Scott Avenue traffic concerns

Refer to the Works and Utilities Committee

5.3.1 29 April 2024 Email from resident RE: Request for sidewalk on Iona Avenue

5.3.2 29 April 2024 Email from resident RE: Request for sidewalk on Iona Avenue

Refer to the Works and Utilities Committee

6. CORRESPONDENCE - FOR INFORMATION

6.1 9 April 2024 Thank you email from KV Girls Softball Association (KVGSA)

6.2 30 April 2024 Thank you card from the KV Food Basket

7. REPORTS

7.0 May 2024 Report from Closed Session

7.1 22 February 2024 Fundy Regional Service Commission (FRSC) meeting minutes

7.2 17 January 2024 Kennebecasis Public Library (KPL) Board meeting minutes

21 February 2024 KPL Board meeting minutes

February 2024 KPL Librarian’s Report

ROTHESAY

Regular Council Meeting

Agenda

-2-

13 May 2024

- 7.3 21 February 2024 Kennebecasis Valley Fire Department (KVFD) Board meeting minutes
 31 December 2023 KVFD Statement of Expense with budget variance
 15 February 2024 KVFD Compliance Report
 21 February 2024 KVFD Chief's Report
 November 2023 KVFD Response Report
 December 2023 KVFD Response Report
 31 December 2023 KVFD Audited Financial Statements
- 7.4 27 March 2024 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) meeting minutes
 27 March 2024 KRJBPC Chief's Report
- 7.5 31 March 2024 Draft unaudited Rothesay General Fund Financial Statements
 31 March 2024 Draft unaudited Rothesay Utility Fund Financial Statements
 31 March 2024 Donation Summary
 18 April 2024 Draft Finance Committee meeting minutes
 ➤ Seniors Resource Centre
 ➤ KV3C
- 7.6 16 April 2024 Draft Age Friendly Advisory Committee meeting minutes
- 7.7 17 April 2024 Draft Works and Utilities Committee meeting minutes
 ➤ Traffic Light for Isaac Street
- 7.8 22 April 2024 Draft Ice Fishing Committee Notes
- 7.9 6 May 2024 Draft Planning Advisory Committee meeting minutes
 ➤ 45 Marr Road/6 Old Mill Lane PIDs 00245415 & 00118067 (*see Item 8.5*)
- 7.10 April 2024 Monthly Building Permit Report
- 7.11 10 May 2024 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 Marr Road/Chapel Road signalization** (Tabled April 2024)*No action at this time*

8.5 45 Marr Road & 6 Old Mill Lane PIDs 00245415 & 00118067 (Tabled January 2024)

9 May 2024

Memorandum from Town Manager Jarvie

8 May 2024

Recommendation from the Planning Advisory Committee (PAC)

3 May 2024

Staff Report to PAC with attachments

ROTHESAY

Regular Council Meeting

Agenda

13 May 2024

9. NEW BUSINESS

9.1 BUSINESS ARISING FROM DELEGATIONS

9.1.1 KV EMO – Kennebecasis Valley Fire Department

| | |
|---------------|--|
| DRAFT | KV EMO By-law |
| July 2023 | Draft KV EMO Emergency Management Plan Introduction <i>(previously distributed)</i> |
| 18 April 2024 | Letter from Quispamsis to KVFD |

Refer to staff

ADMINISTRATION

9.2 Committee Appointment – Parks and Recreation Committee

| | |
|-------------|--------------------------------------|
| 10 May 2024 | Memorandum from Nominating Committee |
|-------------|--------------------------------------|

RECREATION

9.3 Recreation Master Plan

| | |
|-------------|---|
| 13 May 2024 | Report prepared by DRP Jensen |
| DRAFT | Recreation Master Plan (May 2024) <i>previously distributed and available on Town website</i> |

9.4 Tables for the Wells Building Patio

| | |
|-------------|-------------------------------------|
| 10 May 2024 | Memorandum from Town Manager Jarvie |
| 10 May 2024 | Report prepared by DRP Jensen |

OPERATIONS

9.5 Electric Boiler Installation – Master Drive Works Facility

| | |
|------------|------------------------------|
| 7 May 2024 | Report prepared by DO McLean |
|------------|------------------------------|

9.6 Contract T-2024-001 Asphalt Resurfacing and Microseal Placement

| | |
|------------|------------------------------|
| 8 May 2024 | Report prepared by DO McLean |
|------------|------------------------------|

9.7 Brock Court & Goldie Court Storm Drainage

| | |
|------------|------------------------------|
| 9 May 2024 | Report prepared by DO McLean |
|------------|------------------------------|

10. NEXT MEETING

| | |
|------------------------|------------------------------------|
| Regular meeting | Monday, June 10, 2024 at 7:00 p.m. |
|------------------------|------------------------------------|

11. ADJOURNMENT



On Saturday, October 05 Girl Guides from across Southern and Central NB will join together for Rally in the Valley! This epic day of hands on learning and Guiding Sisterhood will take place at the Arts and Culture Park in Quispamsis from 10:00am to 3pm. We are reaching out to our communities for your support of this event.

How you can support:

- We are actively seeking community groups to participate in this event by providing a station for the girls to visit.
- We are seeking support of local businesses (either financial or supply donations) to create a learning experience or activity station including:
 - Face painting
 - Craft station
 - Service project
 - Bubble Station
 - Game Station
 - Quiet Zone
- We are seeking a **Main Stage Sponsor** – the sponsorship would provide the sound equipment needed for our Main Stage.
- We are seeking performance groups to share their talents on our Main Stage!

If you are interested in participating and supporting this event, please let us know and we would be happy to share more information. All partners will be recognized in our advertising. Please reach out to our organizers at the following email nb-pcelect@girlguides.ca

Liz Hazlett

From: Liz Hazlett
Sent: Wednesday, May 1, 2024 9:51 AM
To: Liz Hazlett
Subject: FW:

From:
Sent: Friday, April 26, 2024 3:48 PM
To: Rothesay Info <rothesay@rothesay.ca>
Subject:

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

Good Afternoon Town of Rothesay,

I hope this email finds you well and I would like to bring this attention to you about the public eye on Scott Avenue area where Gavins Convenience is.

I have witnessed multiple times of people not paying attention and also drivers not paying attention of multiple accidents happening. I am simply suggesting to bring to the public attention to slow down especially in school zones. I care about the people in this community especially when. I live beside two schools that if people aren't paying attention someone will get hit by a vehicle.

I feel that there needs to be traffic walking lights in that area instead of a white walking sign. There was a time of 3 highschool students walking across that street where they have the right of way and a vehicle flooring past 50 km in a school zone. They almost hit those 3. That was 2 months ago.

I'm also noticing this more often along lately and I feel for everyone's safety in this community. I'm a very cautious driver and walker that pays attention continuously.

I also suggest this on the Marr road up on the hill.

Please take this into consideration for future meetings.

Liz Hazlett

From: Liz Hazlett
Sent: Wednesday, May 1, 2024 9:37 AM
To: Liz Hazlett
Subject: FW: Iona Ave Sidewalks

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

From:
Sent: Monday, April 29, 2024 11:52 AM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: Iona Ave Sidewalks

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

To whom it may concern,

I am currently a resident on Iona Avenue and for the past couple years I have been very concerned with the safety of my children and others walking on the upper portion of the road. Over the past few years traffic has increased on the road as many people use it as a shortcut to bypass traffic on Marr Road. They have increased police presence by times and have even installed a stop sign in hopes to slow people down. This may have worked short term, but is not a solution to the problem at hand.

I personally do not let my children walk to and from school anymore as they, along with myself, have had to jump into the ditch more than once to avoid being hit by speeding vehicles, and the risk increases dramatically in the winter months with snow banks etc.

I have not written before as I thought it was going to happen after the town installed sidewalks on the lower part of the road a few years ago, which did not end up happening. I write now because the number of young families living in the area has dramatically increased over the last five years and I fear that something is going to happen before the problem is fixed.

This is a vibrant neighbourhood and many people young and old are walking dogs, biking, running etc. daily and it is becoming more of a risk all the time. The numbers of commuters increases between 7-9 and 3-6 daily, so it is a significant safety risk for children walking to and from school.

We have seen many repairs/replacements being done to sidewalks in other less busy parts of Rothesay, which begs the question as to why we are still waiting for one? What has to be done to ensure the safe of Iona residents? Is it possible to put sidewalks on the upper portion? Who could we contact directly about our concerns?

Thank you so much for your time,

Liz Hazlett

From: Liz Hazlett
Sent: Wednesday, May 1, 2024 9:37 AM
To: Liz Hazlett
Subject: FW: Sidewalks on Iona please!

From:
Sent: Monday, April 29, 2024 10:03 AM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: Sidewalks on Iona please!

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

To whom it may concern:

I am a very concerned resident of Iona Avenue where the traffic is outrageous! It has become a very highly used short cut for people speeding through to avoid the Marr Road intersection. I have sent videos to town councilors documenting speeding vehicles zooming by while I need to jump into the ditch or driveway with my dogs! There are many school aged children who walk home on Iona when traffic is at its heaviest between 3 and 6!!! In fact, there are approximately 12 children on the upper portion of Iona and many dogwalkers!!!!

People speeding has become very dangerous for the residents of Iona. It's upsetting to see sidewalks being ripped up and replaced on streets like Kingswood where there is no traffic whatsoever, yet Iona has no sidewalks at all.

Thank you,

Liz Hazlett

From: Liz Hazlett
Sent: Wednesday, April 10, 2024 12:01 PM
To: Liz Hazlett
Subject: FW: Thank you!

From: Nancy Grant <NancyGrant@rothesay.ca>
Sent: Wednesday, April 10, 2024 11:26:58 AM
To: Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Subject: Fwd: Thank you!

For Council agenda please

Dr. Nancy Grant
Mayor

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

From: KVGSA President <president@kvsoftball.ca>
Sent: Tuesday, April 9, 2024 12:52 PM
To: Nancy Grant <nancygrant@rothesay.ca>; Matthew Alexander <mattalexander@rothesay.ca>; Tiffany Mackay French <tiffanymackayfrench@rothesay.ca>; Bill McGuire <billmcguire@rothesay.ca>; Dave Brown <davebrown@rothesay.ca>; Helen Boyle <helenboyle@rothesay.ca>; Peter Lewis <peterlewis@rothesay.ca>; Don Shea <donshea@rothesay.ca>; Charles Jensen <CharlesJensen@rothesay.ca>; Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Subject: Thank you!

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

Hi,
On behalf of Kennebecasis Valley Girls Softball Association, we want to thank you for allowing us to present to council last night. Your kind words, acknowledgement, and support of our program is sincerely appreciated.

We are beyond excited to start our official fundraising campaign and work with the Parks and Recreation group to allow all our members access to the Wells softball field!

Sincere thanks,
Stacy

--

Stacy Blois - KV Girls Softball President



We've taken the
RCM pledge
Nous avons signé
l'engagement MER

2024May13OpenSessionFINAL_024



2024May13OpenSessionFINAL_025



Thank you for your financial donation
to help those facing food insecurity.
Your generous contribution helps to
relieve hunger today for those in our
community.

Your support is truly appreciated.

Kennebecasis Valley Food Basket

E. Clafford
Co-ordinator



**Regular Meeting
February 22, 2024**

Meeting minutes of the Closed Session of the Board of Directors of Fundy Regional Service Commission held on Thursday, February 22, 2024, at the Quispamsis Town Hall, 12 Landing Ct, Quispamsis.

1. Call to Order

Chairperson Bedford called the meeting to order at 10:12 a.m.

2. Record of Attendance

| | |
|---------------------|--|
| Jim Bedford | Vice-Chair, Fundy St. Martins |
| John MacKenzie | Deputy Mayor, Saint John |
| Nancy Grant | Mayor, Rothesay |
| Brittany Merrifield | Mayor, Grand Bay-Westfield |
| Bruce Dryer | Alternate, Fundy Rural District Representative |
| Mike Biggar | Alternate, Quispamsis |
| Robert Doucet | Mayor, Hampton |

OTHERS

Phil Ouellette, Chief Executive Officer, FRSC
 Cassie Silhanek, Recording Secretary, FRSC
 Marc MacLeod, General Manager FRSC
 Brenda McCallum, Communications Manager, FRSC
 Catherine Paulin, Community Development Coordinator, FRSC
 Graeme Stewart-Robertson, Policy and Research Manager, FRSC

ABSENT

| | |
|--------------|-------------------------------------|
| Libby O’Hara | Chairperson, Quispamsis |
| Ray Riddell | Fundy Rural District Representative |

3. Approval of the Order of Business

Chairperson Bedford called for approval of the agenda with additions from closed being the CDC Committee Members reappointment as number 8 and the CEO Performance review as number 9.

Motion: THAT the Board approve the February 22, 2024, Agenda with additions from Closed Session.

Moved: Director Mackenzie
Seconded: Director Doucet
Vote: Motion Carried

4. Approval of the Minutes

a. Approval of the November 28, 2023, and December 21, 2023, January 25, 2024, meeting minutes

Motion: THAT the Board approve the November, December, and January minutes as presented, with a change to the attendance in each as Ray Riddell being the Fundy Rural District Representative.

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

5. Disclosure of Conflict of Interest

None.

6. Consent

Motion:

THAT the Board direct FRSC staff to capture and publish minutes from FRSC Board meetings consistent with the approach outlined in this February 22, 2024, report;

THAT the Board direct the Chief Executive Officer to apply to Infrastructure Canada's Rural Transit Solutions Fund Planning and Design Stream based on parameters outlined in this report;

THAT the Board receive and file the Envision Saint John Reporting on Health Practitioner Recruitment and Retention report;

THAT the Board direct FRSC staff to uphold the approach outlined in this February 22, 2024, report on requests for FRSC letters of support;

THAT the Board receive and file the November 2023 Planning & Building Inspection Monthly Report;

THAT the Board receive and file the December 2023 Planning & Building Inspection Monthly Report;

THAT the Board receive and file the January 2024 Planning & Building Inspection Monthly Report; AND

THAT the Board adopt the 2024 FRSC Board of Directors Team Charter as attached to the report on February 22, 2024.

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

7. Presentations

a. Procedural By-law

Graeme Stewart-Robertson, FRSC Policy and Research Manager, presented on the report in the Open Session kit.

Discussion included requests for alternative options for the election of the Executive Board members.

Motion: THAT the Board of Directors adopt the updated FRSC Procedural Bylaws as presented, with the exception of section “4.5.1 Election of Officers” where the Board requests that FRSC staff come back to the next meeting with alternative options for consideration.

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

b. Urban/Rural Rides

Brenda McCallum, FRSC, introduced Catherine Paulin, FRSC, who spoke to the update on the community transportation program Urban/Rural Rides.

Motion: THAT the Board receive and file this presentation.

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

c. FRSC 2024 Workplan

CEO Ouellette spoke to the report in the Open Session kit.

Motion: THAT the Board adopt the 2024 FRSC Work Plan, including the FRSC Board of Director’s 2024 Priority Focus, as presented in the February 22, 2024, FRSC Board of Directors report.

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

d. FRSC 2024 Budget Development Criteria

CEO Ouellette presented on the report provided in the Open Session kit.

Motion: THAT the Board adopt the seven FRSC Budget Evaluation Criteria and Timeline, as outlined in this February 22, 2024, FRSC report, to guide the development and decision-making associated with the 2025 FRSC budget.

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

8. Reappointment of Community Development Committee Members

Motion: THAT the Board reappoint the existing Committee members, Committee Chair and Vice Chair, of the Community Development Committee until March 1, 2025.

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

9. CEO Performance Evaluation

Motion: THAT the Board receive and file the 2023 CEO Performance Evaluation as completed.

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

10. Adjournment

Chairperson Bedford called for a motion to adjourn.

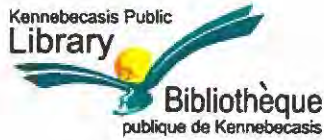
Motion: THAT the Board move to adjourn the Open Session at 11:18 a.m.

Moved: Director MacKenzie
Vote: *Motion Carried*

APPROVED (date) _____

Jim Bedford, Chairperson

Cassie Silhanek, Recording Secretary

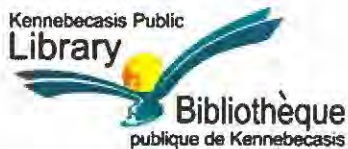


Agenda

Kennebecasis Public Library Board

Wednesday, January 17, 2023, 6:30 p.m.

- 1.) Call to Order
- 2.) Disposition of Minutes from Previous Meeting
- 3.) Communications
 - a. NBPLS statement on intellectual freedom, diversity & inclusion:
[Statement IntellectualFreedomDiversityInclusion \(gnb.ca\)](#)
- 4.) Report of the Librarian
- 5.) Committee Reports
 - a. Financial
 - b. Facilities Management
- 6.) New and Unfinished Business
 - a. Update on new staff member hiring process



A meeting of the Board of Trustees, Kennebecasis Public Library was held on January 17th, 2024 at 6:30pm.

In Attendance: Mr. A. Maxwell, Chair; Ms. C. Hansen, Vice Chair; Mrs. A. Watling, Treasurer; Ms. N. Emerson, Secretary; Mr. N. Donovan, Mr. P. Smith, Mrs. C. Millican, Mr. J. Clarke, Mr. D. Shea.

Regrets:

Absences:

Call to Order: Mr. Maxwell called the meeting to order at 6:30 pm.

Approval of Agenda

It was moved by Mrs. Millican to approve the agenda. Ms. Hansen seconded, and the motion carried.

Disposition of Minutes

Mrs. Watling moved to approve the minutes of the November 2023 regular meeting. Mr. Maxwell seconded, and the motion carried.

Communications

Ms. Emerson reviewed the Statement on Intellectual Freedom, Diversity & Inclusion released by NBPLS in November 2023.

Report of the Librarian

Ms. Emerson presented her report to the board, including updates on staffing, collections, and programming.

Financial Statement

Mrs. Watling presented the financial report, outlining the expenditures far in 2024. Discussion ensued.

Facilities Management

Ms. Emerson updated the library board on behalf of the facilities manager, Phil Shedd. Discussion ensued.

Mr. Shea moved to accept the committee reports as presented. Mr. Maxwell seconded, and the motion carried.

New and Unfinished Business

Ms. Emerson updated the board on the completion of the hiring process for the library's new full-time position.

Mr. Shea initiated a discussion of Little Free Libraries in the area, including discussion of the Kennebecasis Public Library's Little Free Library in the Quispamsis Arts & Culture Park, and the construction, maintenance, and management of the same.

Adjournment: As there was no other business, Mr. Maxwell moved that the meeting be adjourned at 6:59 pm.

Next Meeting: The next meeting is scheduled for Wednesday, February 21st, 2024 at 6:30pm, in person at the library.

Respectfully submitted,

Norah Emerson
Library Director and Secretary to the Board



A meeting of the Board of Trustees, Kennebecasis Public Library was held on February 21st, 2024 at 6:30pm.

In Attendance: Mr. A. Maxwell, Chair; Ms. C. Hansen, Vice-Chair; Treasurer; Ms. N. Emerson, Secretary; Mr. N. Donovan, Mr. P. Smith, Mrs. C. Millican, Mr. J. Clarke, Mr. D. Shea, Ms. G. Stairs (NBPLS Librarian Intern).

Regrets: Mrs. A. Watling

Absences:

Call to Order: Mr. Maxwell called the meeting to order at 6:32 pm.

Approval of Agenda

It was moved by Mrs. Millican to approve the agenda. Ms. Hansen seconded, and the motion carried.

Disposition of Minutes

Mrs. Millican moved to approve the minutes of the January 2024 regular meeting. Mr. Shea seconded, and the motion carried.

Communications

Ms. Emerson reviewed the newly released New Brunswick Public Library System 2024-2026 Strategic Plan.

Report of the Librarian

Ms. Emerson presented her report to the board, including updates on staffing, collections, and programming.

Financial Statement

Ms. Emerson presented the financial report, outlining the expenditures far in 2024. Discussion ensued.

Facilities Management

Ms. Emerson updated the library board on behalf of the facilities manager, Phil Shedd. Discussion ensued.

Mr. Smith moved to accept the committee reports as presented. Mr. Shea seconded, and the motion carried.

New and Unfinished Business

Ms. Emerson updated the board on the progress of the HVAC subcommittee.

Ms. Emerson initiated discussions of a congratulatory gift to Mrs. Watling and her family on the birth of their first child.

Adjournment: As there was no other business, Mr. Maxwell moved that the meeting be adjourned at 7:11 pm.

Next Meeting: The next meeting is scheduled for Wednesday, March 20th, 2024 at 6:30pm, in person at the library.

Respectfully submitted,

Norah Emerson
Library Director and Secretary to the Board



Librarian's Report February 2024

Staffing and Volunteers

Our new full-time position has been filled and the selected candidate, Emily Skov-Nielsen, began work on Feb. 13th. Emily's prior experience includes work in production and marketing for literary and academic journals as well as adult education, book sales, and performing arts.

KPL will continue to host Grace Stairs, a NBPLS Librarian Intern, three days a week till the end of April when her intern period ends. Grace will be shadowing the KPL staff to learn the various administrative and operational requirements for mid-sized libraries.

Programs

On Jan. 25th, KPL hosted a talk about International Holocaust Remembrance Day (Jan. 27th), which was attended by roughly 40 people.

The Canadian Mental Health Association's learning series continues through February and March, with sessions titled Making Wellness a Priority: Spiritual Wellness & Environmental Wellness.

The library's French Conversation group has expanded into two sessions: one for experienced speakers, and one for new speakers. Both are led by our volunteer Richard Duffy.

The library's March Break programming includes two STEAM programs (one led by Saint John Main Branch Children's Dept. staff, and one by a KPL patron), a sensory playtime, a movie afternoon, our usual Builders' Club, and a library-wide scavenger hunt. These programs will be promoted beginning in late February.

Collections

The library's annual weeding was completed on Jan. 29th, and a condensed list of highly popular titles discarded for wear is being compiled for repurchasing.

Promotions

Promotions continue as normal.

Respectfully Submitted,

Norah Emerson, Library Director and Secretary to the Board

**KENNEBECASIS VALLEY FIRE DEPARTMENT INC BOARD MEETING
FIRE STATION ONE, CAMPBELL DRIVE, ROTHESAY, NB
FEBRUARY 21, 2024**

Present: Chair Stéphane Bolduc
Vice Chair Kirk Miller
Treasurer Peter Lewis
Commissioner Patricia Murray

John Jarvie, Administrator
Chief Mike Boyle
Deputy Chief Shawn White
Division Chief John Codling
Division Chief Karen Trecartin
Carlene MacBean, Executive Assistant

Absent: Commissioner Dave Brown
Commissioner Noah Donovan

1.0 Call to Order

Chair Bolduc called the meeting to order at 6:25 pm.

2.0 Chair's Remarks

None

3.0 Approval of Agenda

Moved by P. Murray and seconded by P. Lewis, the agenda be approved with the following addition:

- Item 10.1 KV EMO By-Law

CARRIED

4.0 Conflict of Interest

None

5.0 Approval of Previous Minutes

5.1 November 8, 2023

Moved by P. Lewis and seconded by K. Miller, that the minutes of November 8, 2023 be approved as presented.

CARRIED

6.0 Unfinished Business

6.1 Station Two – Renovation Update

Deputy Chief White reported the project is nearing completion with minor deficiencies being completed and then the final walk through so the final payments can be made.

Moved by P. Lewis and P. Murray to receive and file.

CARRIED

6.2 CFAI Applicant Agency Status

In November of 2023, the department moved to the applicant agency, the second of three stages in the accreditation process. The stages include:

- Registered agency – period of three years: where the fire department is provided with the documentation and starts working on the process.
- Applicant agency – 18 months: during which the department must complete a strategic plan, community risk assessment/standards of cover and the self-assessment process.
- Candidate agency – three months: the documents of the department are reviewed by a peer team followed by a site visit by the team, usually lasting three days.

Throughout 2024, the department will continue to work on the required documents with a site visit planned for the Spring of 2025. With the strategic plan already approved by the Fire Board, the next part is the community risk assessment in June. This will be followed by the quality improvement part where we self-assess in various categories us answering about 100 – 150 questions. Division Chief Trecartin and Chief Boyle meet every two weeks to review progress.

Moved by P. Lewis and K. Miller to receive and file.

CARRIED

7.0 Correspondence

7.1 Letter from Quispamsis re: Extension of the Regional Fire Protection Agreement and Administration Agreement

Moved by K. Miller and P. Murray to receive and file.

CARRIED

7.2 Letter from Rothesay re: Extension - Regional Fire Protection Agreement

Moved by P. Lewis and K. Miller to receive and file.

CARRIED

7.3 Letter from Quispamsis re: Approval of 2024 Operating and Capital Budgets

Moved by K. Miller and P. Lewis to receive and file.

CARRIED

7.4 Letter from Fire Underwriters Survey re: Recognition for Fire Insurance Grading Received

Moved by P. Lewis and K. Miller to receive and file.

CARRIED

Administrator Jarvie left the meeting at 6:30 pm.

8.0 New Business

8.1 Superior Tanker Shuttle Service

In July of 2022, the department was assessed by a Fire Protection Specialist from the Fire Underwriters Survey (FUS). After a thorough assessment of the department and

the water supply systems in the Kennebecasis Valley, the department was awarded a grade of 3B. This is the highest rating the department can achieve without significant upgrades to the existing water / hydrant system.

In order to augment this rating, the department had the option to pursue the Superior Tanker Shuttle Service and after several months of planning and coordinating with FUS, the test was completed in November of 2023.

The Superior Tanker Shuttle Service is a recognized equivalency to hydrant protection; to be accredited, fire departments must commit to maintaining a high standard of organization and practice delivering the service regularly. Property owners in communities with Superior Tanker Shuttle Service are eligible for improved property insurance rates similar to those who live near fire hydrants.

Several area fire departments assisted with the water shuttle exercise and testing with a practice session taking place a week before the test. These departments included Hampton Fire Rescue, Simonds Fire Rescue, Nauwigewauk Fire Department, Long Reach Fire Department and the Peninsula Fire Department. During the test, Fire Protection Specialists from FUS evaluated the times and procedures completed by the department.

Completing the Superior Tanker Shuttle Service is a significant achievement for the department, as only 17.5% of fire stations in the Atlantic region have been STSS certified and only 3% in New Brunswick.

Moved by P. Lewis and seconded by P. Murray, to receive and file.

CARRIED

8.2 2023 Annual Report

Fire Prevention Officer Arthur Willins has once again put together the departments annual report. Due to the size of the document a link has been provided to the Fire Board members.

Moved by P. Lewis and seconded by P. Murray, to accept the 2023 Kennebecasis Valley Fire Department Annual Report and to send the electronic link to the Town Clerks of Quispamsis and Rothesay to be distributed to both councils.

CARRIED

9.0 Financial

9.1 Draft Financial Statements for the Month Ended December 31, 2023

Moved by P. Lewis and seconded by K. Miller to receive and file.

CARRIED

9.2 Budget Variance Analysis

Chief Boyle highlighted the following variances:

- Line 18 - Salaries Basic is considerably under due to the following factors:
 - Unaware that salaries for training were moved to Line 37 – Training
- Line 50 – New Equipment
 - slightly over as items were more expensive then expected. As well, we had the opportunity to purchase ice rescue equipment and an inflatable rescue craft from Havelock Fire Department; \$20,000 worth of equipment for \$4,500.
- Line 27 – Holiday Relief Wages & Overtime
 - Over by almost \$80,000 for coverage of a retirement and a WSNB claim (full year), these are part of the offset to Line 18 – Salaries Basic.

Moved by P. Lewis and seconded by P. Murray to receive and file.

CARRIED

9.3 Compliance Report

Moved by K. Miller and seconded by P. Lewis to receive and file.

CARRIED

10.0 Business Arising from Committee of the Whole

10.1 KV EMO By-Law

Moved by P. Lewis, the Fire Board recommend the adoption of the KV EMO By-Law to both councils.

CARRIED

11.0 Reports

11.1 Chief's Report

Moved by P. Lewis and seconded by P. Murray to receive and file.

CARRIED

11.2 Response Summary

Moved by P. Murray and seconded by P. Lewis to receive and file.

CARRIED

12.0 Adjournment

Moved by P. Murray that the meeting be adjourned at 6:49 pm.

Date of next meeting – April 10, 2024

Respectfully submitted,



CHAIR



SECRETARY / TREASURER

Kennebecasis Valley Fire Department Inc.
Statement of Expense with Budget Variance
For the 12 months ending December 31, 2023

| | BUDGET YEAR TO DATE | ACTUAL YEAR to DATE | VARIANCES YEAR TO DATE (Under Budget) | |
|----------------------------|--|------------------------|---|-------------------|
| Line REVENUE: | | | | |
| 1 | Members Contributions | \$5,779,791 | \$5,779,791 | \$0 |
| 2 | Rebate of Property Tax (Miscellaneous Rev) | \$62,667 | \$69,218 | \$6,551 |
| 3 | Local Service Districts | \$0 | \$0 | \$0 |
| 4 | Revenue Fee Structure | \$0 | \$0 | \$0 |
| 5 | Misc. Revenue | \$21,000 | \$72,305 | \$51,305 |
| 6 | Interest Income C/A | \$10,000 | \$29,067 | \$19,067 |
| 7 | Deficit 2nd previous year | \$241,189 | \$241,189 | \$0 |
| 8 | | <u>\$6,114,646</u> | <u>\$6,191,569</u> | <u>\$76,923</u> |
| EXPENSES: | | | | |
| ADMINISTRATION: | | | | |
| 9 | Admin. Wages and Benefits | \$662,299 | \$671,326 | \$9,027 |
| 10 | Convention/dues/training | \$24,000 | \$20,820 | (\$3,180) |
| 11 | Administrative Agreement | \$12,000 | \$12,000 | \$0 |
| 12 | Professional Services | \$55,000 | \$38,436 | (\$16,564) |
| 13 | CPSE Accreditation | \$10,000 | \$10,080 | \$80 |
| 14 | Office supplies/Copy Machine/ S/C | \$8,350 | \$7,796 | (\$554) |
| 15 | Computer hardware/software/IT | \$46,400 | \$30,318 | (\$16,082) |
| 16 | Telephone/ Internet | \$15,000 | \$15,515 | \$515 |
| 17 | | <u>\$833,049</u> | <u>\$806,290</u> | <u>(\$26,759)</u> |
| FIREFIGHTING FORCE: | | | | |
| 18 | Salaries Basic | \$3,002,700 | \$2,916,977 | (\$85,723) |
| 19 | Dedicated FP Salary | \$0 | \$0 | \$0 |
| 20 | Overtime | \$75,000 | \$39,101 | (\$35,899) |
| 21 | Vacation Pay on Retirement | \$0 | \$0 | \$0 |
| 22 | Force Benefits | \$712,800 | \$727,632 | \$14,832 |
| 23 | Career Uniforms and maintenance | \$29,500 | \$31,907 | \$2,407 |
| 24 | Medical and Fitness Testing | \$20,000 | \$19,464 | (\$536) |
| 25 | Employee Wellness | \$11,000 | \$2,934 | (\$8,066) |
| 26 | Career Recognition | \$3,000 | \$2,255 | (\$745) |
| 27 | Holiday Relief Wages and overtime | \$369,900 | \$449,243 | \$79,343 |
| 28 | Holiday Relief Benefits | \$124,300 | \$139,178 | \$14,878 |
| 29 | | <u>\$4,348,200</u> | <u>\$4,328,692</u> | <u>(\$19,508)</u> |

| | BUDGET | ACTUAL | VARIANCES |
|---------------------------------------|--------------|--------------|--------------|
| | YEAR TO DATE | YEAR to DATE | YEAR TO DATE |
| TELECOMMUNICATIONS: | | | |
| 30 Cellular Telephones | \$5,250 | \$5,975 | \$725 |
| 31 Communication Equipment | \$1,500 | \$0 | (\$1,500) |
| 32 Maintenance / Repairs | \$700 | \$83 | (\$617) |
| 33 Dispatch Service | \$226,156 | \$226,158 | \$2 |
| 34 | \$233,606 | \$232,217 | (\$1,389) |
| INSURANCE: | | | |
| 35 Insurance | \$61,185 | \$67,944 | \$6,759 |
| 36 | \$61,185 | \$67,944 | \$6,759 |
| PREVENTION AND TRAINING: | | | |
| 37 Firefighter / Co. Officer Training | \$61,000 | \$90,295 | \$29,295 |
| 38 Fire Prevention | \$7,000 | \$5,328 | (\$1,672) |
| 39 Public Education | \$3,600 | \$2,880 | (\$720) |
| 40 Training Supplies | \$5,000 | \$3,616 | (\$1,384) |
| 41 | \$76,600 | \$102,119 | \$25,519 |
| FACILITIES: | | | |
| 42 Station 1 Operating | \$209,800 | \$198,291 | (\$11,509) |
| 43 Station 2 Operating | \$58,200 | \$64,334 | \$6,134 |
| 44 Station Supplies | \$12,000 | \$15,490 | \$3,490 |
| 45 | \$280,000 | \$278,115 | (\$1,885) |
| FLEET: | | | |
| 46 Fuel Vehicle | \$30,000 | \$43,365 | \$13,365 |
| 47 Registration Vehicle | \$550 | \$402 | (\$148) |
| 48 Vehicle Maint. & Repairs | \$75,000 | \$91,365 | \$16,365 |
| 49 | \$105,550 | \$135,132 | \$29,582 |
| OPERATIONS: | | | |
| 50 New Equipment | \$24,000 | \$31,311 | \$7,311 |
| 51 Maint. & Repairs Equip. | \$25,000 | \$24,633 | (\$367) |
| 52 Maint. & Repairs Bunker Gear | \$4,000 | \$5,087 | \$1,087 |
| 53 Medical Supplies | \$10,000 | \$7,322 | (\$2,678) |
| 54 Fire Fighting Supplies | \$6,000 | \$4,534 | (\$1,466) |
| 55 H&S/Cause determination | \$2,000 | \$404 | (\$1,596) |
| 56 | \$71,000 | \$73,293 | \$2,293 |

2024May13OpenSessionFINAL_044

| | BUDGET | ACTUAL | VARIANCES |
|-------------------------------------|--------------|--------------|--------------|
| | YEAR TO DATE | YEAR to DATE | YEAR TO DATE |
| EMO: | | | |
| 57 EMO | \$0 | \$834 | \$834 |
| | \$0 | \$834 | \$834 |
| WATER COSTS: | | | |
| 58 Water Costs - Quispamsis | \$5,560 | \$5,560 | \$0 |
| 59 Water Costs - Rothesay | \$28,896 | \$28,896 | \$0 |
| 60 | \$34,456 | \$34,457 | \$1 |
| OTHER: | | | |
| 61 Miscellaneous | \$4,000 | \$3,462 | (\$538) |
| 62 Retirement Allowance | \$67,000 | \$67,000 | (\$0) |
| 63 | \$71,000 | \$70,462 | (\$538) |
| 64 Operating Cost Total | \$6,114,646 | \$6,129,555 | \$14,075 |
| 65 (DEFICIT) SURPLUS FOR THE PERIOD | \$1 | \$62,014 | \$62,848 |

Kennebecasis Valley Fire Department Inc.

Budget Variances Analysis greater than \$5,000
For the 12 months ending December, 2023

| Line # | Description | Budget YTD | Actual YTD | Variance (Under Budget) | Details |
|---------------------------|----------------------------------|--------------------|--------------------|-------------------------|--|
| 5 | Miscellaneous Revenue | \$21,000 | \$72,305 | \$51,305 | Surplus equipment sold |
| 6 | Interest Income | \$10,000 | \$29,067 | \$19,067 | Unbudgeted increase in interest rates |
| 18 | Salaries Basic | \$3,002,700 | \$2,916,977 | (\$85,723) | \$54K accrual to move 1/2 of first payroll back to 2022 when incurred/retirement/WSNB claim/Training wages moved to training account |
| 20 | Overtime | \$75,000 | \$39,101 | (\$35,899) | As required/Offset by higher HRFF costs |
| 12 | Professional Services | \$55,000 | \$38,436 | (\$16,564) | As required/Retirement account actuarial |
| 15 | Computer hardware/software/IT | \$46,400 | \$30,318 | (\$16,082) | RMS not yet subscribed |
| 22 | Force Benefits | \$712,800 | \$727,632 | \$14,832 | Group benefits rose more than budgeted |
| 25 | Employee Wellness | \$11,000 | \$2,934 | (\$8,066) | As required |
| 27 | Holiday Relief Wages & Overtime | \$369,900 | \$449,243 | \$79,343 | As required/Coverage for retirement & WSNB claim/Offset Career wage reduction |
| 28 | Holiday Relief Benefits | \$124,300 | \$139,178 | \$14,878 | Increased HRFF use increases CPP/EI/Pension costs/Stat pay costs/Group benefits rose more than budgeted |
| 35 | Insurance | \$61,185 | \$67,944 | \$6,759 | Actual cost greater than budgeted |
| 37 | Firefighter/Co. Officer Training | \$61,000 | \$90,295 | \$29,295 | As required/Wage cost moved Dec 31/23. Higher than budgeted |
| 42 | Station #1 Operating | \$209,800 | \$198,291 | (\$11,509) | Property tax rebate reduced account/Yard repair not completed |
| 43 | Station 2 Operating | \$58,200 | \$64,334 | \$6,134 | Property tax rebate reduced account/Budget numbers were best guesses of new design |
| 46 | Fuel Vehicle | \$30,000 | \$43,365 | \$13,365 | Unforeseen increase in fuel prices |
| 50 | New Equipment | \$24,000 | \$31,311 | \$7,311 | Havelock ice rescue suits/inflatable rescue craft (\$20K worth of equipment) for \$4,500 |
| Material Variances | | \$4,872,284 | \$4,940,730 | \$68,445 | |

Kennebecasis Valley Fire Department Inc.

Invoices over \$5,000
For the months of October - December 2023

| Non-Recurring Monthly Invoices | Amount | Description |
|-------------------------------------|-------------|---|
| 10-12-23 Cumings Fire and Safety | \$6,394.00 | Kracken EXO |
| 10-31-23 Apple | \$5,538.40 | New iPhones for Chief's (4) |
| 11-01-24 Safety Source | \$7,866.00 | Dewalt cordless fan |
| 11-09-23 Havelock Fire Department | \$5,000.00 | Rescue boats/Ice suits |
| 11-22-23 Lunenburg County Shipyards | \$36,540.33 | New Rescue boat deposit (2024 capital item) |
| 11-27-23 Centre for Public Safety | \$9,629.42 | CPSE Accreditation Agency Fee |
| 11-30-23 Sutphen | \$19,113.33 | Q1 cable replacement |
| 12-05-23 Action Car & Truck | \$18,593.65 | New Truck cap (2024 capital item) |
| 12-15-23 Homestar | \$5,435.20 | Snow clearing contract |
| 12-20-23 Apple | \$5,861.55 | New iPads (3) |



2024May13OpenSessionFINAL_046
Kennebecasis Valley Fire Department Inc.

Chief Michael Boyle

Deputy Chief Shawn White

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

TO: Finance Committee
FROM: Ron Catchick
DATE: February 15, 2024
RE: Compliance Report

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

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

HST rebate claim - remitted semi-annually – December 31, 2023 claim filed (next claim due June 30, 2024)

WHSCC – remitted monthly –payment remitted

A handwritten signature in black ink, appearing to read "Ron Catchick", is written over a horizontal line.

Ron Catchick
Finance Administrator



Kennebecasis Valley Fire Department

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

Significant Incidents

November 11th

One person was injured in an accident on Route 1 in Rothesay after losing control and striking the guardrail on the highway. The lone occupant sustained significant injuries and had to be extricated by firefighters and then was transported to the hospital by paramedics.



December 4th

With slippery conditions during a snow storm, a septic truck lost control and flipped on Route 1 in Quispamsis. Firefighters extricated the driver who sustained injuries during the accident. Hampton Fire Rescue was dispatched to assist at the accident.



December 11th and 18th

On December 11th, the Kennebecasis Valley was impacted by storm that involved rain and high winds. During the storm, the department responded to over 30 calls involving damage to power lines and poles that resulted in power outages throughout the community. A second storm with high winds occurred on December 18th with the department responding to six calls involving downed power lines.

December 15th

Around 7:40 am, firefighters were dispatched to a structure fire on Rockhaven Place in Rothesay. Firefighters discovered a fire in the ceiling of an upper apartment that had extended into the roof of the building. While attacking the fire upstairs firefighters also evacuated the building with assistance from Kennebecasis Regional Police Force officers. The building has significant damage however there were no injuries. Hampton Fire Rescue provided mutual aid with Ladder 4. Displaced residents were transported to the Kennebecasis Baptist Church to be assisted by the Canadian Red Cross.



During this incident, a bomb threat at Kennebecasis Valley High School resulted in the evacuation of students, also to the Kennebecasis Baptist Church. Upon investigation, it was determined that the threat was a hoax.

December 25th

At approximately 7 pm on Christmas Day, Hampton Fire Rescue was dispatched to a report of a fire on Route 845, near Whiting Lane. Upon arrival, crews were met with a fully involved house and garage which they were able to knock down quickly. Hampton Fire Rescue requested mutual aid from several area departments including the KVFD, who sent an engine and the on-duty chief.



February 11th

Around 3:30 pm on Sunday, firefighters were dispatched for an ice rescue on the Kennebecasis River for an ATV that went through the ice. With the victim several hundred meters from the shore, firefighters had to move across thin, unstable ice that kept breaking as they moved toward the area where the ATV had broken through. Firefighters located the victim, entered the water and removed them. A Canadian



Coast Guard helicopter assisted with scouting the location so a Canadian Armed Forces helicopter could retrieve the victim and airlift them to the hospital. We would like to thank the Saint John Fire Department, Simonds Fire Rescue, Ambulance New Brunswick, Canadian Coast Guard, Canadian Armed Forces, RCMP and the Kennebecasis Regional Police Force for their assistance during this incident. Details on the condition of the victim are not being released at this time.

Santa Claus Parade

During the 2023 KV Santa Claus Parade, the Kennebecasis Valley Fire Department and Kennebecasis Regional Police Force established a command post on the Pettingill Road in Rothesay to coordinate emergency services during the parade. This is the



result of increased cooperation among both departments to work more closely during significant events and emergencies that take place within KV. In addition to extra firefighters and police officers on duty, the command post was staffed by chief officers from police and fire who coordinated the response to the parade and were prepared to manage any emergencies which may have taken place.

**Saint John Fire Department
Certificate of Appreciation**

At the November meeting of the Saint John City Council, Fire Chief Mike Boyle and Deputy Chief White were presented a certificate of appreciation by Fire Chief Kevin Clifford of the Saint John Fire Department for the assistance the KVFD provided during the AIM fire.



Off-Road Rescue Training

During the first week of December, firefighters were in the woods in Shady Grove in Quispamsis training in technical rescue and off-road rescue. This training helps keep our firefighters prepared for any off-road-related incidents that occur in challenging terrain.



100th Anniversary

In 2024, the Kennebecasis Valley Fire Department will celebrate 100 years of serving and protecting our community. From our beginning as the Rothesay Fire Department in 1924, we have evolved and grown throughout the years with the continued purpose of being there when you needed us. Throughout this year, we will be recognizing and celebrating this anniversary with our firefighters and our community through social media posts and events.

CAFC Government Relations Week

Each December, fire chiefs from across the country travel to Ottawa to represent the Canadian Association of Fire Chiefs at meetings with members of Parliament and senators. Fire Chief Mike Boyle and Division Chief Karen Trecartin attended on behalf of the KVFD and had several meetings over the course of three days discussing issues that impact the fire service in Canada.



Aerial Operator Certification

Firefighter Tom Heffernan is our latest member to pass his tests and achieve certification to operate our ladder truck, Quint 1.

To be certified to operate a ladder truck, firefighters complete several weeks of theoretical and practical training and then must complete a written exam and practical tests.



Firefighter for a Day

Throughout October, firefighters presented to classrooms in Rothesay and Quispamsis to teach about the importance of home escape planning. This lesson is part of our annual 'Firefighter for a Day' program, which aims to teach about fire safety at an impressionable age. Each year, the department invites grade 3 students within the KVFD's district to submit a home escape plan for their family. These plans must indicate two ways out of every room, the locations of smoke alarms, and the family's designated meeting place.



Winners were selected, and last Friday Wyatt, Freja, Henry, and Peyton were picked up from school in a fire truck. Our contest winners took part in various activities, including navigating a maze, using extrication equipment, learning about firefighting gear, and sharing lunch with the crew. They visited our fire stations, met the teams, and got a firsthand experience of a firefighter's life.



Response Report

11.2

November 2023

| <u>Response Type Description</u> | 2020 | 2021 | 2022 | 3 Year Average | 2023 |
|--|-----------|-----------|-----------|----------------|------------|
| Alarm No Fire - accidental miscellaneous | 3 | 4 | 3 | 3.33 | 4 |
| Alarm No Fire - detector activated | 1 | 2 | 10 | 4.33 | 6 |
| Alarm No Fire - miscellaneous | 0 | 1 | 2 | 1 | 5 |
| Alarm No Fire - smoke or steam mistaken | 1 | 1 | 0 | 0.67 | 2 |
| Alarm No Fire - sprinkler surge or discharge | 0 | 0 | 0 | 0 | 0 |
| Alarm No Fire - unknown odours | 0 | 0 | 2 | 0.67 | 1 |
| Building Collapse | 0 | 0 | 0 | 0 | 0 |
| Chimney Fire | 0 | 1 | 0 | 0.33 | 1 |
| Explosion - no fire | 0 | 0 | 0 | 0 | 0 |
| False Alarm - miscellaneous | 0 | 1 | 1 | 0.67 | 1 |
| False Alarm - municipal alarm system | 0 | 0 | 0 | 0 | 0 |
| False Alarm - verbal report to fire station | 0 | 0 | 0 | 0 | 0 |
| Fire/explosion - dollar loss | 3 | 3 | 1 | 2.33 | 1 |
| Gas Leak - miscellaneous | 0 | 0 | 0 | 0 | 0 |
| Gas Leak - propane | 0 | 0 | 0 | 0 | 1 |
| Gas Leak - refrigerant | 0 | 1 | 0 | 0.33 | 0 |
| Gas Leak - response to carbon monoxide | 2 | 1 | 2 | 1.67 | 6 |
| Home Accident | 0 | 0 | 0 | 0 | 0 |
| Incident Situation Unclassified | 1 | 0 | 0 | 0.33 | 0 |
| Industrial Accident | 0 | 0 | 0 | 0 | 0 |
| Public Hazard - gasoline or fuel spill | 1 | 5 | 1 | 2.33 | 3 |
| Public Hazard - hazardous object removed | 0 | 0 | 0 | 0 | 0 |
| Public Hazard - miscellaneous | 0 | 2 | 1 | 1 | 2 |
| Public Hazard - power line down | 0 | 1 | 4 | 1.67 | 2 |
| Public Hazard - toxic chemical spill | 0 | 0 | 0 | 0 | 0 |
| Public Service - animal rescue | 1 | 0 | 0 | 0.33 | 0 |
| Public Service - assist police or other agency | 0 | 1 | 1 | 0.66 | 2 |
| Public Service - citizens locked in or out | 0 | 1 | 0 | 0.33 | 0 |
| Public Service - citizens trapped in elevators | 0 | 0 | 0 | 0 | 0 |
| Public Service - first aid | 15 | 29 | 41 | 29.33 | 49 |
| Public Service - Flooding | 0 | 0 | 1 | 0.33 | 0 |
| Public Service - mutual aid | 0 | 2 | 3 | 1.67 | 1 |
| Public Service- miscellaneous | 0 | 4 | 1 | 1.67 | 1 |
| Rescue - Miscellaneous | 0 | 1 | 0 | 0.33 | 1 |
| Resuscitation Call - dead on arrival | 0 | 0 | 0 | 0 | 1 |
| Rubbish/grass fire - no dollar loss | 5 | 2 | 3 | 3.33 | 7 |
| Rupture - water pipes | 0 | 0 | 0 | 0 | 0 |
| Vehicle Accident | 3 | 8 | 12 | 7.67 | 16 |
| Total | 36 | 71 | 89 | 65 | 113 |

December 2023

| <u>Response Type Description</u> | 2020 | 2021 | 2022 | 3 Year Average | 2023 |
|--|-----------|-----------|------------|----------------|------------|
| Alarm No Fire - accidental miscellaneous | 5 | 4 | 0 | 3 | 3 |
| Alarm No Fire - detector activated | 2 | 2 | 8 | 4 | 3 |
| Alarm No Fire - miscellaneous | 0 | 0 | 3 | 1 | 3 |
| Alarm No Fire - smoke or steam mistaken | 1 | 0 | 0 | 0.33 | 0 |
| Alarm No Fire - sprinkler surge or discharge | 0 | 1 | 0 | 0.33 | 0 |
| Alarm No Fire - unknown odours | 1 | 1 | 0 | 0.67 | 1 |
| Building Collapse | 0 | 0 | 0 | 0 | 0 |
| Chimney Fire | 1 | 0 | 0 | 0.33 | 1 |
| Explosion - no fire | 0 | 4 | 0 | 1.33 | 0 |
| False Alarm - miscellaneous | 0 | 0 | 0 | 0 | 1 |
| False Alarm - municipal alarm system | 0 | 0 | 0 | 0 | 0 |
| False Alarm - verbal report to fire station | 0 | 0 | 1 | 0.33 | 1 |
| Fire/explosion - dollar loss | 2 | 0 | 3 | 1.67 | 5 |
| Gas Leak - miscellaneous | 0 | 0 | 0 | 0 | 0 |
| Gas Leak - propane | 0 | 0 | 1 | 0.33 | 2 |
| Gas Leak - refrigerant | 0 | 0 | 0 | 0 | 0 |
| Gas Leak - response to carbon monoxide | 8 | 1 | 1 | 0 | 7 |
| Home Accident | 0 | 0 | 0 | 0 | 1 |
| Incident Situation Unclassified | 0 | 0 | 0 | 0 | 0 |
| Industrial Accident | 0 | 0 | 0 | 0 | 0 |
| Public Hazard - gasoline or fuel spill | 1 | 2 | 1 | 1.33 | 0 |
| Public Hazard - hazardous object removed | 0 | 0 | 0 | 0 | 0 |
| Public Hazard - miscellaneous | 0 | 1 | 2 | 1 | 4 |
| Public Hazard - power line down | 2 | 1 | 1 | 1.67 | 36 |
| Public Hazard - toxic chemical spill | 0 | 0 | 0 | 0 | 0 |
| Public Service - animal rescue | 0 | 0 | 0 | 0 | 0 |
| Public Service - assist police or other agency | 0 | 0 | 0 | 0 | 2 |
| Public Service - citizens locked in or out | 0 | 0 | 0 | 0 | 0 |
| Public Service - citizens trapped in elevators | 0 | 1 | 1 | 0.67 | 0 |
| Public Service - first aid | 28 | 45 | 77 | 50 | 53 |
| Public Service - Flooding | 2 | 0 | 0 | 0.67 | 0 |
| Public Service - mutual aid | 1 | 2 | 1 | 1.33 | 2 |
| Public Service- miscellaneous | 0 | 2 | 4 | 2 | 3 |
| Rescue - Miscellaneous | 0 | 1 | 1 | 0.67 | 0 |
| Resuscitation Call - dead on arrival | 0 | 0 | 0 | 0 | 0 |
| Rubbish/grass fire - no dollar loss | 2 | 0 | 2 | 1.33 | 0 |
| Rupture - water pipes | 0 | 0 | 1 | 0.33 | 0 |
| Vehicle Accident | 12 | 8 | 17 | 12.33 | 7 |
| Total | 68 | 76 | 125 | 89 | 135 |

2023 Totals

| <u>Response Type Description</u> | 2020 | 2021 | 2022 | 3 Year Average | 2023 |
|---|------------|------------|-------------|----------------|-------------|
| Fire/explosion - dollar loss | 37 | 36 | 33 | 35 | 29 |
| Rubbish/grass fire - no dollar loss | 66 | 28 | 30 | 41 | 32 |
| Chimney Fire | 3 | 2 | 2 | 2 | 4 |
| Explosion - no fire | 1 | 0 | 1 | 1 | 0 |
| Rupture - water pipes | 0 | 0 | 1 | 1 | 3 |
| Rescue - Miscellaneous | 11 | 6 | 9 | 9 | 6 |
| Vehicle Accident | 84 | 88 | 122 | 105 | 108 |
| Building Collapse | 0 | 0 | 2 | 1 | 0 |
| Industrial Accident | 1 | 1 | 0 | 1 | 0 |
| Home Accident | 0 | 0 | 1 | 1 | 1 |
| Resuscitation Call - dead on arrival | 1 | 0 | 0 | 1 | 1 |
| Public Hazard - hazardous object removed | 1 | 0 | 1 | 1 | 0 |
| Public Hazard - gasoline or fuel spill | 4 | 12 | 12 | 9 | 6 |
| Public Hazard - toxic chemical spill | 0 | 1 | 0 | 1 | 0 |
| Public Hazard - power line down | 21 | 10 | 45 | 25 | 55 |
| Public Hazard - miscellaneous | 10 | 10 | 9 | 10 | 14 |
| Gas Leak - propane | 2 | 10 | 9 | 10 | 6 |
| Gas Leak - refrigerant | 0 | 1 | 0 | 1 | 0 |
| Gas Leak - response to carbon monoxide detector alarm | 34 | 29 | 13 | 25 | 33 |
| Gas Leak - miscellaneous | 1 | 2 | 0 | 1 | 2 |
| Public Service - animal rescue | 1 | 0 | 1 | 1 | 1 |
| Public Service - assist police or other agency | 10 | 4 | 18 | 11 | 14 |
| Public Service - citizens locked in or out | 2 | 2 | 1 | 2 | 4 |
| Public Service - citizens trapped in elevators | 1 | 4 | 2 | 2 | 2 |
| Public Service - first aid | 471 | 492 | 644 | 536 | 548 |
| Public Service - Flooding | 3 | 3 | 5 | 4 | 3 |
| Public Service - mutual aid | 6 | 14 | 13 | 14 | 10 |
| Public Service- miscellaneous | 8 | 17 | 19 | 15 | 18 |
| Alarm No Fire - accidental miscellaneous | 39 | 48 | 40 | 42 | 39 |
| Alarm No Fire - smoke or steam mistaken | 6 | 6 | 10 | 7 | 5 |
| Alarm No Fire - sprinkler surge or discharge | 0 | 3 | 2 | 2 | 6 |
| Alarm No Fire - detector activated | 46 | 43 | 60 | 50 | 54 |
| Alarm No Fire - unknown odours | 4 | 6 | 10 | 7 | 5 |
| Alarm No Fire - miscellaneous | 15 | 7 | 24 | 15 | 26 |
| False Alarm - municipal alarm system | 0 | 0 | 1 | 1 | 0 |
| False Alarm - verbal report to fire station | 0 | 0 | 2 | 1 | 1 |
| False Alarm - miscellaneous | 2 | 5 | 2 | 4 | 10 |
| Incident Situation Unclassified | 3 | 2 | 0 | 2 | 1 |
| TOTAL INCIDENTS | 894 | 892 | 1144 | 977 | 1047 |

January 2024

| <u>Response Type Description</u> | 2021 | 2022 | 2023 | 3 Year Average | 2024 |
|---|-----------|-----------|-----------|----------------|------------|
| Alarm No Fire - accidental miscellaneous | 4 | 3 | 2 | 3 | 4 |
| Alarm No Fire - detector activated | 4 | 4 | 2 | 5 | 1 |
| Alarm No Fire - miscellaneous | 0 | 0 | 4 | 1 | 4 |
| Alarm No Fire - smoke or steam mistaken | 0 | 0 | 0 | 0 | 0 |
| Alarm No Fire - sprinkler surge or discharge | 0 | 2 | 0 | 1 | 0 |
| Alarm No Fire - unknown odours | 1 | 0 | 1 | 1 | 0 |
| Building Collapse | 0 | 0 | 0 | 0 | 0 |
| Chimney Fire | 1 | 0 | 1 | 1 | 1 |
| Explosion - no fire | 0 | 0 | 0 | 0 | 0 |
| False Alarm - miscellaneous | 1 | 0 | 1 | 0 | 0 |
| False Alarm - municipal alarm system | 0 | 0 | 0 | 0 | 0 |
| False Alarm - verbal report to fire station | 0 | 0 | 0 | 0 | 0 |
| Fire/explosion - dollar loss | 4 | 5 | 3 | 5 | 0 |
| Gas Leak - miscellaneous | 0 | 0 | 0 | 0 | 0 |
| Gas Leak - propane | 1 | 2 | 2 | 1 | 0 |
| Gas Leak - refrigerant | 0 | 0 | 0 | 0 | 0 |
| Gas Leak - response to carbon monoxide detector | 7 | 2 | 0 | 5 | 4 |
| Home Accident | 0 | 0 | 0 | 0 | 0 |
| Incident Situation Unclassified | 0 | 0 | 0 | 0 | 0 |
| Industrial Accident | 0 | 0 | 0 | 0 | 0 |
| Public Hazard - gasoline or fuel spill | 0 | 1 | 0 | 1 | 0 |
| Public Hazard - hazardous object removed | 0 | 0 | 0 | 0 | 0 |
| Public Hazard - miscellaneous | 0 | 0 | 2 | 0 | 1 |
| Public Hazard - power line down | 1 | 1 | 3 | 1 | 3 |
| Public Hazard - toxic chemical spill | 0 | 0 | 0 | 0 | 0 |
| Public Service - animal rescue | 0 | 0 | 0 | 0 | 0 |
| Public Service - assist police or other agency | 0 | 1 | 3 | 1 | 0 |
| Public Service - citizens locked in or out | 0 | 0 | 0 | 0 | 0 |
| Public Service - citizens trapped in elevators | 0 | 0 | 0 | 0 | 1 |
| Public Service - first aid | 39 | 57 | 44 | 48 | 64 |
| Public Service - Flooding | 1 | 0 | 0 | 0 | 0 |
| Public Service - mutual aid | 0 | 3 | 0 | 1 | 0 |
| Public Service- miscellaneous | 1 | 2 | 0 | 1 | 0 |
| Rescue - Miscellaneous | 0 | 1 | 1 | 1 | 4 |
| Resuscitation Call - dead on arrival | 0 | 0 | 1 | 0 | 0 |
| Rubbish/grass fire - no dollar loss | 0 | 0 | 1 | 0 | 0 |
| Rupture - water pipes | 0 | 0 | 0 | 0 | 0 |
| Vehicle Accident | 3 | 11 | 8 | 7 | 13 |
| Total | 68 | 95 | 79 | 80 | 100 |

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

FINANCIAL STATEMENTS

DECEMBER 31, 2023

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

2024 May 13 Open Session FINAL_058

DECEMBER 31, 2023

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors of Kennebecasis Valley Fire Department Inc.

Opinion

We have audited the financial statements of the Kennebecasis Valley Fire Department Inc., (the "Department") which comprise the statement of financial position as at December 31, 2023, and the statements of operations, changes in net debt and cash flows for the year then ended and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Kennebecasis Valley Fire Department Inc. as at December 31, 2023, and the results of its operations, changes in net debt and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

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

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

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

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

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

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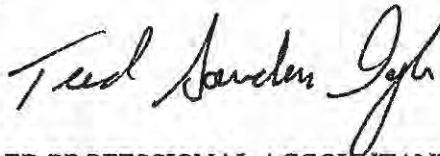
Independent Auditors' Report to the Board of Directors of Kennebecasis Valley Fire Department Inc.
(cont'd)

Auditors' Responsibilities for the Audit of the Financial Statements (cont'd)

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

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

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



CHARTERED PROFESSIONAL ACCOUNTANTS

Saint John, New Brunswick
April 10, 2024

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

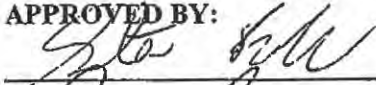
2024 May 13 Open Session FINAL_061

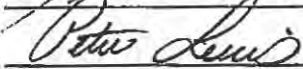
STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2023

| | <u>2023</u> | <u>2022</u> |
|---|---------------------|---------------------|
| FINANCIAL ASSETS | | |
| Cash (Note 4) | \$ 963,109 | \$ 988,234 |
| Accounts receivable | | |
| General | 3,700 | - |
| Due from member municipalities (Note 6) | 560,831 | 675,057 |
| Federal Government and its agencies (Note 5) | <u>141,822</u> | <u>165,532</u> |
| | <u>\$ 1,669,462</u> | <u>\$ 1,828,823</u> |
| LIABILITIES | | |
| Accounts payable and accrued liabilities | \$ 981,570 | \$ 1,010,173 |
| Accrued sick leave liability (Note 7) | 180,788 | 330,921 |
| Accrued liability for retirement pay allowance (Note 8) | 604,459 | 656,603 |
| Post employment benefits payable (Note 9) | <u>46,600</u> | <u>178,200</u> |
| | <u>1,813,417</u> | <u>2,175,897</u> |
| NET DEBT | <u>(143,955)</u> | <u>(347,074)</u> |
| NON-FINANCIAL ASSETS | | |
| Tangible capital assets (Note 11) | 11,887,878 | 9,265,750 |
| Accumulated amortization (Note 11) | <u>(4,246,930)</u> | <u>(3,954,572)</u> |
| | <u>7,640,948</u> | <u>5,311,178</u> |
| Prepaid expenses | <u>-</u> | <u>16,750</u> |
| ACCUMULATED SURPLUS | <u>\$ 7,496,993</u> | <u>\$ 4,980,854</u> |
| COMMITMENT (Note 10) | | |

APPROVED BY:


 _____ Chairperson


 _____ Treasurer

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

2024 May 13 Open Session FINAL_062

STATEMENT OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2023

| | <u>2023</u> <u>Budget</u> <u>(Note 13)</u> | <u>2023</u> <u>Actual</u> | <u>2022</u> <u>Actual</u> |
|--|--|------------------------------|------------------------------|
| REVENUE (Note 6) | | | |
| Contributions by member municipalities - operating | \$ 5,779,791 | \$ 5,779,791 | \$ 5,636,874 |
| Contributions by member municipalities - capital | - | 2,636,083 | 1,710,107 |
| Interest | 10,000 | 29,067 | 21,016 |
| Miscellaneous | <u>21,000</u> | <u>53,760</u> | <u>1,518</u> |
| | <u>5,810,791</u> | <u>8,498,701</u> | <u>7,369,515</u> |
| EXPENDITURE | | | |
| Administration | 812,455 | 785,695 | 765,158 |
| Firefighting force | 4,087,062 | 4,067,724 | 4,177,399 |
| Telecommunications (Note 6) | 233,606 | 232,217 | 212,302 |
| Insurance | 61,185 | 67,944 | 57,722 |
| Prevention and training | 76,600 | 102,119 | 53,129 |
| Facilities (Note 6) | 291,811 | 283,376 | 262,094 |
| Fleet | 289,069 | 319,485 | 291,381 |
| Operations | 140,191 | 141,564 | 133,568 |
| Water costs | 34,456 | 34,457 | 33,453 |
| Retirement allowance | (66,967) | (66,967) | 52,975 |
| Loss on disposal of tangible capital assets | - | 11,486 | - |
| Other | <u>4,000</u> | <u>3,462</u> | <u>2,451</u> |
| | <u>5,963,468</u> | <u>5,982,562</u> | <u>6,041,632</u> |
| ANNUAL SURPLUS (DEFICIT) FOR THE YEAR (Note 12) | <u>\$ (152,677)</u> | 2,516,139 | 1,327,883 |
| ACCUMULATED SURPLUS - BEGINNING OF YEAR | | <u>4,980,854</u> | <u>3,652,971</u> |
| ACCUMULATED SURPLUS - END OF YEAR | | <u>\$ 7,496,993</u> | <u>\$ 4,980,854</u> |
| Amortization included in the above expenditure | | <u>\$ 327,188</u> | <u>\$ 319,016</u> |

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

2024May13OpenSessionFINAL_063

STATEMENT OF CHANGES IN NET DEBT

AS AT DECEMBER 31, 2023

| | 2023 | 2022 |
|---|---------------------|---------------------|
| Annual surplus | \$ 2,516,139 | \$ 1,327,883 |
| Acquisition of tangible capital assets | (2,686,989) | (1,723,874) |
| Proceeds on disposal of tangible capital assets | 18,545 | - |
| Amortization of tangible capital assets | 327,188 | 319,016 |
| Loss on disposal of tangible capital assets | <u>11,486</u> | <u>-</u> |
| Acquisition of prepaid assets | - | (16,750) |
| Use of prepaid assets | <u>16,750</u> | <u>-</u> |
| Increase in net debt | 203,119 | (93,725) |
| Net debt - beginning of year | <u>(347,074)</u> | <u>(253,349)</u> |
| Net debt - end of year | <u>\$ (143,955)</u> | <u>\$ (347,074)</u> |

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

2024May13OpenSessionFINAL_064

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2023**

| | <u>2023</u> | <u>2022</u> |
|---|-------------------|-------------------|
| INCREASE (DECREASE) IN CASH | | |
| OPERATING TRANSACTIONS | | |
| Annual surplus | \$ 2,516,139 | \$ 1,327,883 |
| Loss on disposal of tangible capital assets | 11,486 | - |
| Amortization of tangible capital assets | 327,188 | 319,016 |
| Accounts receivable - General | (3,700) | - |
| Accounts receivable - Due from member municipalities | 114,226 | (475,960) |
| Accounts receivable - Federal Government and its agencies | 23,710 | (120,475) |
| Accounts payable and accrued liabilities | (28,603) | 856,130 |
| Accrued sick leave liability | (150,133) | (158,717) |
| Accrued liability for retirement pay allowance | (52,144) | 67,000 |
| Post employment benefits payable | (131,600) | 18,400 |
| Prepaid expenses | <u>16,750</u> | <u>-</u> |
| | 2,643,319 | 1,833,277 |
| CAPITAL TRANSACTIONS | | |
| Acquisition of tangible capital assets | (2,686,989) | (1,723,874) |
| Proceeds on disposal of tangible capital assets | <u>18,545</u> | <u>-</u> |
| NET (DECREASE) INCREASE IN CASH | (25,125) | 109,403 |
| CASH - BEGINNING OF YEAR | <u>988,234</u> | <u>878,831</u> |
| CASH - END OF YEAR | <u>\$ 963,109</u> | <u>\$ 988,234</u> |
| REPRESENTED BY: | | |
| Cash - operating | \$ 335,936 | \$ 373,970 |
| Cash - retirement allowance | <u>627,173</u> | <u>614,264</u> |
| | <u>\$ 963,109</u> | <u>\$ 988,234</u> |

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

2024May13OpenSessionFINAL_065

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2023

1. PURPOSE OF THE ORGANIZATION

The Kennebecasis Valley Fire Department Inc. (the "Department") provides fire prevention, fire protection, fire-fighting, fire investigation services and medical first response to the Towns of Quispamsis, Rothesay and certain outlying areas.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Department are the representations of management prepared in accordance with Canadian generally accepted accounting principles for local government, as recommended by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada.

The focus of Public Sector Accounting Standards ("PSAS") financial statements is on the financial position of the Department and the changes thereto. The Statement of Financial Position includes all of the assets and liabilities of the Department.

Significant aspects of the accounting policies adopted by the Department are as follows:

Financial Instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, equity instruments with actively traded markets are reported at fair value, with any unrealized gains and losses reported in annual surplus (deficit). All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

Cash and Cash Equivalents

Cash and cash equivalents include cash balances with financial institutions.

Revenue Recognition

The contributions from the member municipalities and the local service districts are recognized when the amount to be received can be reasonably estimated and collection is reasonably assured. Interest and other income are recorded on an accrual basis, when the amount to be received can be reasonably estimated and collection is reasonably assured.

Expenditure Recognition

Expenditures are recorded on an accrual basis.

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2023

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

Measurement Uncertainty

The preparation of the financial statements in conformity with Canadian public sector accounting standards requires management to make estimates that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenue and expenditure during the reporting period. These estimates are reviewed periodically, and as adjustments become necessary, they are reported in earnings in the period in which they become known. Actual results may differ from these estimates.

Examples of significant estimates include:

- providing for amortization of tangible capital assets;
- the estimated useful lives of tangible capital assets;
- the recoverability of tangible capital assets;
- accrued sick leave liability;
- accrued retirement pay allowance; and
- accrued post employment benefits.

Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to the acquisition, construction, development or betterment of the asset. The cost of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

| <u>Asset Type</u> | <u>Estimated Useful Life</u> |
|-------------------|------------------------------|
| Buildings | 20-40 years |
| Vehicles | 4-25 years |
| Equipment | 4-20 years |

Assets under construction are not amortized until the asset is available for productive use.

The Department regularly reviews its capital assets to eliminate obsolete items.

Post Employment Benefits

The Department recognizes its obligations under post employment benefit plans and the related costs, net of plan assets. The Department has a retirement pay allowance as documented in Note 8 and a pension plan as documented in Note 9.

Economic Dependence

The Department receives funding from Quispamsis and Rothesay, which accounts for a significant portion of revenues.

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.
2024May13OpenSessionFINAL_067

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2023

3. FINANCIAL INSTRUMENTS

The Department is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Department's risk exposure and concentration as of December 31, 2023:

Credit Risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Department is exposed to credit risk from its accounts receivable. The Department's credit risk is mitigated by the fact that its accounts receivable consist primarily of funds due from the Federal Government and the contributing municipalities.

Liquidity Risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Department is exposed to this risk mainly in respect of its receipt of funds from its accounts receivable, accounts payable and accrued liabilities and other obligations.

Currency Risk

Currency risk is the risk to the Department's earnings that arise from fluctuations of foreign exchange rates and the degree of volatility of these rates. The Department is not exposed to foreign currency risk as it does not hold foreign currencies.

Interest Rate Risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Department manages exposure through its normal operating activities. The Department is not exposed to significant interest rate risk as it does not have short term or long term debt.

4. CASH

| | <u>2023</u> | <u>2022</u> |
|---|-------------------|-------------------|
| Cash - operating | \$ 335,936 | \$ 373,970 |
| Restricted cash - retirement allowance (Note 8) | <u>627,173</u> | <u>614,264</u> |
| | <u>\$ 963,109</u> | <u>\$ 988,234</u> |

5. DUE FROM FEDERAL GOVERNMENT AND ITS AGENCIES

| | <u>2023</u> | <u>2022</u> |
|------------------------------------|-------------------|-------------------|
| Canada Revenue Agency (HST refund) | <u>\$ 141,822</u> | <u>\$ 165,532</u> |

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.
 2024May13OpenSessionFINAL_068

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2023

6. RELATED PARTY TRANSACTIONS

The Department is related to Quispamsis and Rothesay, as the two Municipalities jointly control the Department. The Department received a property tax rebate in the amount of \$55,987 (2022 - \$56,322) from Rothesay, which is netted against the property tax expenditure. The Department also has a dispatch agreement with the Municipalities, the amount paid was \$226,158 (2022 - \$206,210). During the year, the Department recognized the following contributions from the Municipalities as revenue:

| | <u>2023</u> | <u>2022</u> |
|------------------------|---------------------|---------------------|
| Quispamsis - Operating | \$ 3,424,988 | \$ 3,329,567 |
| Rothesay - Operating | <u>2,354,803</u> | <u>2,307,307</u> |
| | <u>\$ 5,779,791</u> | <u>\$ 5,636,874</u> |
| Quispamsis - Capital | \$ 1,562,062 | \$ 1,010,742 |
| Rothesay - Capital | <u>1,074,021</u> | <u>699,365</u> |
| | <u>\$ 2,636,083</u> | <u>\$ 1,710,107</u> |

7. ACCRUED SICK LEAVE LIABILITY

The Department provides every employee a sick leave entitlement that accumulates at a rate of 18 hours per month while the employee's sick bank is below 1,000 hours, and 13.5 hours per month while the sick bank is above 1,000 hours. All employees can accumulate to a maximum of 2,184 hours and can take a leave with pay by virtue of being sick or disabled, quarantined by a physician or Health Authority, or because of an accident or disease for which compensation is not payable under the Workplace Health, Safety and Compensation Commission Act or a long term disability plan. An employee is no longer entitled to accumulate sick leave if the employee has been off active duty, for any reason, for 120 consecutive calendar days or longer. All employees have 12 hours per year taken from their accumulated sick days and moved to a group sick bank until contributions collectively result in an accumulation of 3,000 working hours. For the purpose of the actuarial valuation described below, the group sick bank has been ignored since its use has been minimal in the past and its impact on the actuarial liability and normal cost is expected to be negligible.

An actuarial valuation was performed by LifeWorks as at December 31, 2020 on the 37 employee plan in accordance with PSA 3255. The actuarial method used was the projected unit credit prorated on service to expected usage. The valuation was based on a number of assumptions about future events, such as interest rates, wage and salary increases and employee turnover and retirement. The assumptions used reflect the Department's best estimates. The following summarizes the major assumptions in the valuation:

- annual salary increase is 2.25%;
- the discount rate used to determine the accrued benefit obligation is 1.99% (2018 - 3.07%);
- retirement age is 60; and
- estimated net excess utilization of rate of sick leave is independent of age.

The sick leave is an unfunded benefit and as such, there are no applicable assets. Benefits are paid out of revenue as they come due. The calculated unfunded liability as at December 31, 2023 is \$180,788 (2022 - \$330,921).

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.
 2024May13OpenSessionFINAL_069

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2023

8. ACCRUED LIABILITY FOR RETIREMENT PAY ALLOWANCE

Retiring employees are entitled to four weeks' regular salary for every five years of employment to a maximum of 26 weeks salary based on a minimum of ten years service. This benefit only applies to employees who have reached the age of 50 years. Upon the death of a full-time employee prior to retirement, a prorated benefit equal to four weeks' regular salary for every five years of employment shall be paid to the employee's named beneficiary or estate.

An actuarial valuation was prepared by LifeWorks as at December 31, 2022 for the Department's 38 members in accordance with PSA 3250 & 3255. The actuarial method used was the projected unit credit method. The present value of the accrued liability as at December 31, 2023 is estimated to be \$604,459 (2022 - \$656,603).

The following summarizes the major assumptions in the valuation:

- Discount rate used was 4.52% (2019 - 2.69%);
- Salary increases 3.00% per annum (2019 - 2.50%); and
- retirement age of 60 years old.

The activity for the year is as follows:

| | <u>2023</u> | <u>2022</u> |
|---|-------------------|-------------------|
| Balance at beginning of year | \$ 656,603 | \$ 572,853 |
| Add: Benefit expense | 67,000 | 67,000 |
| Prepaid benefit | - | 16,750 |
| Interest earned | <u>31,573</u> | <u>14,025</u> |
| | 755,176 | 670,628 |
| Less: Retirement benefits paid | <u>(68,914)</u> | <u>-</u> |
| | 686,262 | 670,628 |
| Change in liability based on PSAS requirements | <u>(81,803)</u> | <u>(14,025)</u> |
| Accrued liability for retirement pay allowance at end of year | <u>\$ 604,459</u> | <u>\$ 656,603</u> |

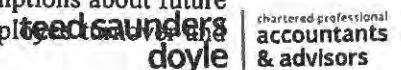
The Department has restricted \$627,173 (2022 - \$614,264) in cash towards the funding of this liability (Note 4).

9. POST EMPLOYMENT BENEFITS PAYABLE

The Department and its employees participate in the New Brunswick Municipal Employees Pension Plan ("NBMEPP"). The NBMEPP is a multiple-employer defined benefit pension plan administered by a board elected by the members under the provisions of the Municipalities Act of New Brunswick. The NBMEPP provides pensions based on length of service and best average earnings.

Actuarial valuations for funding purposes are performed either annually or triennially depending on the financial position of the NBMEPP (currently annually). In turn, the actuarial valuations for accounting purposes are based on these figures (with adjustments). The most recent actuarial valuation was prepared as at December 31, 2021 and resulted in an overall NBMEPP accrued benefit obligation of 140,299,800 based on the accounting basis.

The actuarial valuation for accounting purposes was based on a number of assumptions about future events, such as inflation rates, interest rates, wage and salary increases and employee mortality. The assumptions used reflect management's best estimates.


 feedsaundersdoyle
 chartered professional accountants & advisors

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2023

9. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

The following summarizes the major assumptions in the valuation as at December 31, 2022:

- the expected inflation rate is 2.10% (prior 2.10%);
- the discount rate used to determine the accrued benefit obligation is 6.15% (prior 5.70%);
- the expected rate of return on assets is 6.15% (prior 5.70%);
- retirement age varies by age and employment category; and
- estimated average remaining service life (EARSL) is 14.0 years (prior 14.0 years).

The actuarial valuation prepared as at December 31, 2021 indicated that the market value of the net assets available for the accumulated plan benefits were less than the present value of these benefits. The pension plan has been granted a solvency deficiency exemption by the Province of New Brunswick.

On a going concern valuation basis, the actuarial valuation indicated a plan surplus of \$1,294,100, a change of \$2,127,600 from the December 31, 2020 deficit of \$833,500. Based on the assumptions as at December 31, 2021, the actuary expected the level of employer and employee contributions to be sufficient to fund the current service cost and going concern special payments, as required by the Pensions Benefits Act.

As at December 31, 2021, the NBMEPP provides benefits for 310 retirees. Total benefit payments to retirees and terminating employees during 2023 are estimated to be approximately \$5,210,400 (actual 2022 - \$6,836,300) in totality for the NBMEPP.

Employees make contributions using rates that vary by earnings level and employment category, with an overall average contribution rate of approximately 7.95%. Each participating body contributes an amount that equals their employees' contribution amounts. Pension Fund Assets are invested in Short Term Securities, Bonds, Canadian Equities and Foreign Equities. Combined employees and municipalities contributions for 2023 are estimated to be approximately \$7,978,000 (actual 2022 - \$7,988,500) in totality for the NBMEPP.

The following summarizes the NBMEPP data as it relates to the Department:

- The average age of the 43 active employees covered by the NBMEPP is 44.3 (2022 - 43.3);
- Benefit payments were \$557,200 in 2022 and were estimated to be \$549,100 in 2023; and
- Combined contributions were \$669,400 in 2022 and were estimated to be \$689,400 in 2023.

In addition to determining the position of the NBMEPP as it relates to the Department as at December 31, 2021 and December 31, 2022, NBMEPP's actuary performed an extrapolation of the December 31, 2022 accounting valuation to determine the estimated position as at December 31, 2023. The extrapolation assumes assumptions used as at December 31, 2023 remain unchanged from December 31, 2022. The extrapolation also assumes assets return of 6.15%, net of all fees and expenses. If experience is different than assumed, amounts will be adjusted to reflect actual experience.

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.
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NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2023

9. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

Results of the extrapolation are as follows:

| | Estimated Jan 1, 2023 to Dec 31, 2023 | Jan 1, 2022 to Dec 31, 2022 |
|--|--|--|
| Accrued Benefit Liability | | |
| Accrued benefit liability at beginning of period | \$ 178,200 | \$ 159,800 |
| Adjustment to actual | (96,400) | 48,000 |
| Pension expense for the year | 309,500 | 258,200 |
| Employer contributions | <u>(344,700)</u> | <u>(287,800)</u> |
| Accrued benefit liability at end of period | <u>\$ 46,600</u> | <u>\$ 178,200</u> |

In summary, the accrued benefit liability as it related to the Department is estimated to be \$46,600 as at December 31, 2023. This compares to \$159,800 as at January 1, 2022 and \$178,200 as at December 31, 2022. The December 31, 2022 liability was estimated in the prior year. The actual liability was calculated to be \$81,800. The difference of \$96,400 has been recorded in the current year.

The financial position as it relates to the accrued benefit liability is shown as follows and illustrates the unamortized amounts being recognized in pension expense over time:

| | Estimated Jan 1, 2023 to Dec 31, 2023 | Jan 1, 2022 to Dec 31, 2022 |
|---|--|--|
| Reconciliation of Funded Status at End of Period | | |
| Accrued benefit obligation | \$ 14,730,900 | \$ 13,937,600 |
| Plan assets | <u>13,508,900</u> | <u>12,590,000</u> |
| Plan deficit | 1,222,000 | 1,347,600 |
| Adjustment to 2022 actual | - | 96,400 |
| Unamortized experience losses | <u>(1,175,400)</u> | <u>(1,265,800)</u> |
| Accrued benefit liability at end of period | <u>\$ 46,600</u> | <u>\$ 178,200</u> |

The following illustrates the reconciliation of accrued benefit obligation from the beginning of period to the end of period:

| | Estimated Jan 1, 2023 to Dec 31, 2023 | Jan 1, 2022 to Dec 31, 2022 |
|---|--|--|
| Reconciliation of Accrued Benefit Obligation | | |
| Accrued benefit obligation at beginning of period | \$ 13,937,600 | \$ 14,080,400 |
| Current service cost | 487,100 | 522,200 |
| Benefit payments | (549,100) | (557,200) |
| Interest for period | 855,300 | 801,600 |
| Experience gain during period | <u>-</u> | <u>(909,400)</u> |
| Accrued benefit obligation at end of period | <u>\$ 14,730,900</u> | <u>\$ 13,937,600</u> |

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.
 2024May13OpenSessionFINAL_072

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2023

9. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

The following illustrates the reconciliation of plan assets from the beginning of period to the end of period:

| | Estimated Jan 1, 2023 to Dec 31, 2023 | Jan 1, 2022 to Dec 31, 2022 |
|--------------------------------------|--|--|
| Reconciliation of Plan Assets | | |
| Plan assets at beginning of period | \$ 12,590,000 | \$ 13,767,500 |
| Employer contributions | 344,700 | 334,700 |
| Employee contributions | 344,700 | 334,700 |
| Benefit payments | (549,100) | (557,200) |
| Return on plan assets during period | <u>778,600</u> | <u>(1,289,700)</u> |
| Plan assets at end of period | <u>\$ 13,508,900</u> | <u>\$ 12,590,000</u> |

Total expense related to pensions include the following components:

| | Estimated Jan 1, 2023 to Dec 31, 2023 | Jan 1, 2022 to Dec 31, 2022 |
|--|--|--|
| Pension Expense | | |
| Employer current service cost | \$ 142,400 | \$ 187,500 |
| Interest on accrued benefit obligation | 855,300 | 801,600 |
| Expected return on assets | (778,600) | (787,900) |
| Experience loss | <u>90,400</u> | <u>7,500</u> |
| Pension expense | <u>\$ 309,500</u> | <u>\$ 208,700</u> |

The pension expense is included in the Statement of Operations. The 2022 pension expense was estimated to be \$258,200. The difference between the 2022 estimated and actual expense has been recorded as an expense of the current period.

10. COMMITMENT

Office Equipment Lease

The Department has entered into a lease agreement with Xerox Canada Ltd. to provide use of a photocopier. In 2023, the Department committed to \$542 per quarter payable over 60 months commencing on November 21, 2023. The future minimum annual payments over the next five years are:

| | |
|------|----------|
| 2024 | \$ 2,168 |
| 2025 | 2,168 |
| 2026 | 2,168 |
| 2027 | 2,168 |
| 2028 | 1,626 |

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.
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NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2023

11. SCHEDULE OF TANGIBLE CAPITAL ASSETS

| | <u>Land</u> | <u>Buildings</u> | <u>Vehicles</u> | <u>Equipment</u> | <u>2023 Total</u> | <u>2022 Total</u> |
|--|-------------------|---------------------|---------------------|-------------------|-----------------------|-----------------------|
| COST | | | | | | |
| Balance - beginning of year | \$ 100,049 | \$ 4,892,543 | \$ 3,531,456 | \$ 741,702 | \$ 9,265,750 | \$ 7,541,876 |
| Add: Net additions during the year | - | 2,231,389 | 50,904 | 404,696 | 2,686,989 | 1,723,874 |
| Less: Disposals during the year | - | - | - | (64,861) | (64,861) | - |
| Balance - end of year | <u>100,049</u> | <u>7,123,932</u> | <u>3,582,360</u> | <u>1,081,537</u> | <u>11,887,878</u> | <u>9,265,750</u> |
| ACCUMULATED AMORTIZATION | | | | | | |
| Balance - beginning of year | - | 1,651,567 | 1,852,938 | 450,067 | 3,954,572 | 3,635,556 |
| Add: Amortization during the year | - | 74,478 | 183,519 | 69,191 | 327,188 | 319,016 |
| Less: Accumulated amortization on disposals | - | - | - | (34,830) | (34,830) | - |
| Balance - end of year | <u>-</u> | <u>1,726,045</u> | <u>2,036,457</u> | <u>484,428</u> | <u>4,246,930</u> | <u>3,954,572</u> |
| NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS | <u>\$ 100,049</u> | <u>\$ 5,397,887</u> | <u>\$ 1,545,903</u> | <u>\$ 597,109</u> | <u>\$ 7,640,948</u> | <u>\$ 5,311,178</u> |

KENNEBEC VALLEY FIRE DEPARTMENT INC.

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2023

12. RECONCILIATION OF ANNUAL SURPLUS

| | <u>Operating Fund</u> | <u>Capital Fund</u> | <u>Total</u> |
|---|---------------------------|-------------------------|---------------------|
| 2023 annual surplus - PSAS | \$ 237,276 | \$ 2,278,863 | \$2,516,139 |
| Adjustments to annual surplus for funding requirements | | | |
| Second previous year's surplus | 241,189 | - | 241,189 |
| Accumulated amortization on disposal of tangible capital assets | - | (34,830) | (34,830) |
| Amortization expense | - | 327,188 | 327,188 |
| Provision for vested retirement benefits - pension | (131,600) | - | (131,600) |
| Change in amount recorded under PSAS sick leave accrual | (150,133) | - | (150,133) |
| Change in retirement allowance liability | <u>(133,967)</u> | <u>-</u> | <u>(133,967)</u> |
| Total adjustments to 2023 annual surplus | <u>(174,511)</u> | <u>292,358</u> | <u>117,847</u> |
| 2023 annual surplus for funding requirements | <u>\$ 62,765</u> | <u>\$ 2,571,221</u> | <u>\$ 2,633,986</u> |

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

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NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2023

13. OPERATING BUDGET TO PSAS BUDGET

| | <u>Operating Budget General</u> | <u>Amortization and Long Term Accruals</u> | <u>Transfers</u> | <u>Total</u> |
|--|---|--|---------------------|---------------------|
| REVENUE | | | | |
| Contributions by member municipalities - operating | \$ 5,779,791 | \$ - | \$ - | \$ 5,779,791 |
| Miscellaneous | 21,000 | - | - | 21,000 |
| Interest | 10,000 | - | - | 10,000 |
| Surplus of second previous year | <u>241,189</u> | <u>-</u> | <u>(241,189)</u> | <u>-</u> |
| | <u>6,051,980</u> | <u>-</u> | <u>(241,189)</u> | <u>5,810,791</u> |
| EXPENDITURE | | | | |
| Administration | 833,050 | (20,595) | - | 812,455 |
| Firefighting force | 4,348,200 | (261,138) | - | 4,087,062 |
| Telecommunications | 233,606 | - | - | 233,606 |
| Insurance | 61,185 | - | - | 61,185 |
| Prevention and training | 76,600 | - | - | 76,600 |
| Facilities | 217,333 | 74,478 | - | 291,811 |
| Fleet | 105,550 | 183,519 | - | 289,069 |
| Operations | 71,000 | 69,191 | - | 140,191 |
| Water costs | 34,456 | - | - | 34,456 |
| Retirement allowance | 67,000 | (133,967) | - | (66,967) |
| Other | <u>4,000</u> | <u>-</u> | <u>-</u> | <u>4,000</u> |
| | <u>6,051,980</u> | <u>(88,512)</u> | <u>-</u> | <u>5,963,468</u> |
| Deficit | <u>\$ -</u> | <u>\$ 88,512</u> | <u>\$ (241,189)</u> | <u>\$ (152,677)</u> |



**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
BOARD MEETING OF MARCH 27, 2024 @ 3:00 PM**

**MINUTES
REGULAR MEETING**

Held by Zoom

In Attendance:

| BOARD MEMBER | POSITION |
|--------------------------------|--------------------------------------|
| Kevin Darling | Chair/Provincial Representative |
| Kerrie Luck | Vice Chair/Quispamsis Representative |
| Vibhuti Harquail | Secretary/Quispamsis Representative |
| Donald Shea | Rothesay Representative |
| Robert Simonds (Zoom) | Rothesay Representative |
| John Buchanan | Rothesay Representative |
| Mike Biggar | Quispamsis Representative |
| Robert (Bob) McLaughlin (Zoom) | Quispamsis Representative |
| | |
| Chief Steve Gourdeau | KRPF Chief of Police |
| Insp. Anika Becker | KRPF OIC Operations |
| A/Insp. Evan Scott | KRPF OIC Administration |
| Rebecca Moore | KRJBPC Secretary |
| ABSENT | |
| Tiffany Mackay French | Rothesay Representative |

Chairperson Kevin Darling called the meeting to order at 3:43 PM and opened the Regular Meeting.

1. APPROVAL OF AGENDA:

Chairperson Kevin Darling asked for an approval of the agenda.

It was moved by Don Shea and seconded by Vibhuti Harquail that the Agenda for the Regular Meeting of March 27th, 2024, be approved as presented. All in Favour. MOTION CARRIED.

2. LAND ACKNOWLEDGEMENT:

Chief Gourdeau read the Land Acknowledgement.

3. APPROVAL OF MINUTES OF FEBRUARY 28, 2024, MEETING:

Chairperson Kevin Darling asked for a motion to approve the Minutes of the February 28, 2024, Regular Meeting.

It was moved by Don Shea to accept the Minutes of the February 28, 2024, Regular Meeting as presented. All in Favour. MOTION CARRIED.

4. DECLARATION OF CONFLICT OF INTEREST:

None.

5. PRESENTATION – Kelly Peters of Polytech

Presentation by Kelly Peters of Polytech who has been awarded the position of Project Manager for the building expansion. Kelly provided an overview of his role during the project. He is the quarterback between KRPF and the contractor and will provide reports to the board, coordinating inspections and review monthly progress claims, etc.

Kelly provided an update on the status of the building project.

6. CHIEFS REPORT:

Chief Gourdeau let his report stand as presented and highlighted the following areas and answered questions as they arose:

- Encouraged members to read the extra details included in the Regular Chief Report specifically under Excellence in Investigations.
- Highlighted work done by the Traffic Section during the Super Bowl and Saint Patrick's Day initiatives.
- Insp. Becker provided a summary on a Bitcoin Fraud investigation.
- Insp. Becker advised we are continuing our work with Community Partners in relation to Equity, Diversity, and Inclusion. She was on an Anti-Racism panel on the International Day for the Elimination of Racial Discrimination at the Saint John Newcomers Centre and conveyed some of our messages and our relationship with communities.
- It was requested there be a presentation at a future board meeting on impaired driving tests and how they work. A/Insp. Scott provided some clarity on types of tests and impairments. The presentation will be scheduled for the May meeting.

*It was moved by John Buchanan and seconded by Mike Biggar to receive and file the Chief's Report as presented. All in favour. **MOTION CARRIED.***

8. COMMITTEE REPORTS:

Kevin Darling passed chair of the meeting to Kerrie Luck.

Finance Committee

- Kevin Darling presented report on behalf of Finance Committee
 - **FINANCIAL STATEMENTS**
 - A meeting will be called to approve financial statements so that they are submitted in time for the Towns to include in their statements.
 - We are in good shape overall on the budget YTD.
 - **RESOLUTION 1 – BORROWING RESOLUTION**
 - Authorizing us to borrow the interim financing.
 - No questions or concerns
 - **RESOLUTION 2 – INCREASING GLOBAL LIMIT ON EXPENSE CARDS FROM \$100,000 TO \$150,000**
 - No questions or concerns
 -
 - **RESOLUTION 3 – AMENDMENT OF SIGNING OFFICERS**
 - No questions or concerns
 - **MOTION FOR A DELEGATED AUTHORITY TO THE BUILDING COMMITTEE**
 - *It was moved by Kevin Darling that we delegate a spending authority to the Building Committee as long as they do not exceed \$25,000 per instance for change orders approved by the Project Manager. Second Bob. All in favour.*
MOTION CARRIED.

Questions/Comments:

Discussion on how standard it is to give a value to change orders without requiring full board approval. John Buchanan and Kevin Darling advised that it is very common to prevent delays. John Buchanan advised that if a change came up and the Building Committee was not sure or comfortable they would not exercise that delegation and would take it to the board.

Discussion on the post addendum projects and whether they need to go back to council for approval. Kevin Darling advised that the Councils approve their support for the borrowing for the project. If there is something out of the project scope the Board may decide to go back to Councils for their concurrence. Current proposed changes relate to the addition and would be work that would need to be done anyway because of the expansion of the building. Since there is significant room with our approved borrowing

limit it would make sense to include them and capitalize them with the building expansion costs rather than request additional operating funding from the Towns to complete. It was also the Building Committee's opinion that it would be less expensive to have them completed while the contractors were on site, as opposed to doing the work post construction. Chief Gourdeau presented the building drawings and post addendum projects to the board.

A special meeting will be held to look at post tender addendum items.

Kerrie Luck passed chair back to Kevin Darling

- **Policy Committee**
 - Vibhuti Harquail explained the discussion the Policy Committee had in relation to changing the name of the Committee of the Whole meeting to help reduce redundancies and make it clear what is public and not public. The Committee of the Whole meeting will now be called Closed Meeting.
 - 3:00 PM -3:30 PM will be the Closed Meeting
 - 3:30 PM onward will be a general meeting and at the end of general meeting will be an in camera for board members only.
 - Policy to be updated.
 - Going to complete a full review/edit of the Board Governance policy.
- **Building & Grounds/Transportation**
 - John Buchanan provided update on Building & Grounds/Transportation Committee meeting on March 13, 2024, and provided minutes of that meeting to the Board.

9. CORRESPONDENCE:

None

10. OLD BUSINESS:

None

11. NEW BUSINESS:

Canadian Association of Police Governance holding meeting in Halifax in August 8-11, 2024. Kevin suggested it is a good year to have board members attend to gain information on changes that will be coming. There will also be a virtual option to attend. Kevin will send out the program to members.

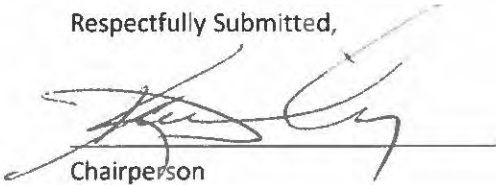
12. MOTION TO ADJOURN:

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

*It was moved by John Buchanan and seconded by Mike Biggar to adjourn the Regular Meeting. **MOTION CARRIED.***

Adjourned 5:11 PM

Respectfully Submitted,



Chairperson
Kevin Darling



Executive Assistant to the Board
Rebecca Moore



KENNEBECASIS REGIONAL JOINT BOARD OF
POLICE COMMISSIONERS

CHIEF OF POLICE REPORT
MARCH 27, 2024 @ 1500hrs

REGULAR MEETING

Training Report March 2024

| | Course | Location | Member |
|--------------|-------------------------------|-------------------------|--|
| March 5 | Magnet Talk | Dartmouth, NS | Christian Brideau |
| March 1 - 15 | K9 Training Program | Fredericton, NB | Cst. Chris McLeod PSD Sammy |
| March 4-14 | Drug Investigative Techniques | Canadian Police College | Cst. Jonathan MacEachern |
| March 18-19 | ETS Training | Saint John | Cpl. Aaron Haines Cpl. Mark Roberts Cst. Nick Dupuis |

2024 Crime Statistics - General

| Reported Occurrences | | | | | | | | | | | | |
|-------------------------------------|-----|-----|--------|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Crime Type | Jan | Feb | Mar 19 | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| TOTAL COMPLETED CALLS | 388 | 417 | 242 | | | | | | | | | |
| TOTAL FILES CREATED | 216 | 202 | 136 | | | | | | | | | |
| POPA/M Tickets/E Tickets | 91 | 123 | 58 | | | | | | | | | |
| Bylaw Tickets | 14 | 15 | 0 | | | | | | | | | |
| Crimes Against Persons | 18 | 11 | 9 | | | | | | | | | |
| Property Crime | 24 | 27 | 19 | | | | | | | | | |
| Other CC | 6 | 6 | 13 | | | | | | | | | |
| Traffic Collisions (Non-Injury) | 40 | 27 | 13 | | | | | | | | | |
| Fatal and Injury Traffic Collisions | 0 | 2 | 1 | | | | | | | | | |
| Intimate Partner Violence Files | 20 | 18 | 9 | | | | | | | | | |
| Impaired Driving (All categories) | 5 | 4 | 10 | | | | | | | | | |
| Mental Health Calls | 8 | 11 | 8 | | | | | | | | | |

OUR STRATEGIC PRIORITIES

COMMUNITY SAFETY & CRIME PREVENTION

Due to a shortage of front-line resources on patrol, the position of Community Relations is vacant and will remain as such until further notice. Key tasks usually performed by this unit are assigned to designated officers on each of the platoons.

- Officers continue to do regular foot patrols in area schools
- Breakfast Program at QES continues
- Recent presentations include:
 - “Pink Shirt Day”, anti-bullying (Elementary)
 - Career pathing (High School)
 - Internet safety and cyber bullying (Elementary)
 - Identification of secondary intimate partner violence file reviewer

TRAFFIC INITIATIVES

Operation Super Bowl – JFO with SJPD and JPS

- 821 Vehicles through our checkpoints
- 141 Mandatory Breath Tests conducted
- 1 Seven Day Suspension issued
- 2 arrested for impaired, on which blew 250mgs% (3 times legal limit)
- 3 vehicles towed

St. Patrick’s Day Weekend – JFO with SJPD and JPS

- 775 vehicles through our checkpoints
- 104 mandatory breath tests conducted
- 2 seven day suspensions issued
- 0 arrested for impaired
- 2 vehicles towed

National Impaired Driving Awareness Week (March 17-23)

Social Media Campaign on X (Formerly Twitter and Facebook)

Impaired driving related offences: 14

Tickets Issued: 188 (96 Traffic Services) (92 Patrol Services)

Collisions: 52

EMPLOYEE ENGAGEMENT AND WELL-BEING

Working on Post Addendum proposal for an outside wellness structure.

Workplace Procedures and Practices: Nothing to report

EXCELLENCE IN INVESTIGATIONS AND CRIME REDUCTION

CID completed their investigation into the following files:

- **23-3622-** Theft of \$4,452 worth of property from Shoppers Drug Mart in August of 2023. The file was investigated and concluded with lack of information on suspects (caught on camera) in September of 2023. In November of 2023, Cst Curren received a bulletin from Halton Regional Police with travelling criminals identified. Cst Curren immediately recognized the suspects listed in the bulletin as the suspects in her theft file from month previous. As a result, Cst Curren worked with CBSA who had the suspects in custody for illegally crossing the border. Our file has been submitted to the Crown and approved for Charges and will be dealt with while the suspects are in custody with CBSA.
- **24-741-** CID investigated an incident where "hate" material was posted in Quispamsis targeted towards Wayne Long. Cst Lisson worked with the town and Wayne Long and it was determined that nothing criminal was posted and was covered under free speech with no direct threat.

Members began investigations into the following new files:

- **24-935,** Assisted SJPF with the arrest of a sexual assault suspect in our area.
- **23-851,** Request for assistance from Waterloo Police on a Fraud Investigation. CID to investigate suspect in our area.
- **24-987,** Sexual Assault investigation, screening to take place.
- **24-1029,** Sexual Assault Investigation, assist Woodstock Police with the investigation. Victim lives in our area.
- **24-1027,** Break and Enter into trailers at RV Canada. Working with patrol at the initial stages.
- **24-1024,** Break and Enter into trailers at RV Canada. Working with patrol at the initial stages.

Members continue investigation into the following files:

- Historical Sexual assault x2
- Luring a Child over a computer
- Bomb Threat
- Fraud by cheque
- Sextortion
- 3D scan assist another agency
- 1.3 Million Dollar fraud (Bitcoin) still under investigation

Members continue their work/involvement with the Atlantic Meth Strategy project and our Local Intel project; however, efforts are becoming more Fentanyl focused.

Cst Curren has prepared and presented to 2 classes at KV high Adult Living 101 a Internet safety presentation.

Cst Lisson and Sgt Flynn attended Fredericton Police station and Cst Lisson presented a Major Case Management presentation at their request.

Integrated Enforcement Unit

The Integrated Enforcement Unit began Operation Snow 2.0 with several days of physical surveillance corroborating the ongoing reporting from Confidential Sources.

On January 22, 2024, Lynn Amanda WHITE plead guilty to several drug charges and was released "to get her affairs in order" until she is to be sentenced on March 21, 2024 (joint recommendation 6 years).

On February 29, 2024 warrants were executed and WHITE was arrested again and was in possession of:

14.5 Grams of Fentanyl - Street Value \$5800.00

7.5 Grams of Cocaine - \$600.00

1.5 grams of crack cocaine - \$150.00

4 meth pills (UFC brand) - \$20.00

8 20mg methylphenidate pills - \$160.00

Total street value: **\$6730.00**

K9 Unit

Successful completion of K9 Narcotics Detection Training

Diversity, Equity and Inclusion:

- Anti-racism panel (Saint John Newcomer Centre) on International Day for the Elimination of Racial Discrimination
- International Women's Day post with all female KRPF staff pictured to support PRUDE's #InspireInclusion campaign.
- Staff attendance to International Women's Day Celebration at the QPlex

IT Update:

Nothing to report

Miscellaneous

Labor Management:

- We are in the final stages of the negotiations.

Human Rights and Office Language Complaints:

Nothing to report

Town of Rothesay

General Fund Financial Statements

March 31, 2024

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-G7 |
| Variance Report | G8 |
| Capital Summary | G9 |

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Town of Rothesay
 Balance Sheet - Capital General Fund
 3/31/2024

ASSETS

| | |
|---|---------------|
| Capital Assets - General Land | 4,559,420 |
| Capital Assets - General Fund Land Improvements | 9,589,049 |
| Capital Assets - General Fund Buildings | 9,637,827 |
| Capital Assets - General Fund Vehicles | 4,409,167 |
| Capital Assets - General Fund Equipment | 4,292,506 |
| Capital Assets - General Fund Roads & Streets | 46,412,337 |
| Capital Assets - General Fund Drainage Network | 21,775,730 |
| Capital Assets - Under Construction - General | 889,415 |
| | 101,565,450 |
| | |
| Accumulated Amortization - General Fund Land Improvements | (5,460,336) |
| Accumulated Amortization - General Fund Buildings | (3,206,373) |
| Accumulated Amortization - General Fund Vehicles | (3,303,261) |
| Accumulated Amortization - General Fund Equipment | (2,704,325) |
| Accumulated Amortization - General Fund Roads & Streets | (24,153,596) |
| Accumulated Amortization - General Fund Drainage Network | (8,411,195) |
| | (47,239,088) |
| | \$ 54,326,363 |

LIABILITIES AND EQUITY

| | |
|---|---------------|
| Gen Capital due to/from Gen Operating | 329,500 |
| Total Long Term Debt | 5,267,000 |
| | \$ 5,596,500 |
| | |
| Investment in General Fund Fixed Assets | 48,729,863 |
| | \$ 54,326,363 |

Town of Rothesay

Balance Sheet - General Fund Reserves
3/31/2024

ASSETS

| | |
|---------------------------------------|---------------------|
| BNS Gas Tax Interest Account | 4,608,689 |
| BNS General Operating Reserve #214-15 | 969,382 |
| BNS General Capital Reserves #2261-14 | 1,937,694 |
| | <u>\$ 7,515,764</u> |

LIABILITIES AND EQUITY

| | |
|---|---------------------|
| Def. Rev - Gas Tax Fund - General | 3,817,004 |
| Invest. in General Capital Reserve | 1,768,837 |
| General Gas Tax Funding | 791,684 |
| Invest. in General Operating Reserve | 969,382 |
| Invest. in Land for Public Purposes Reserve | 168,857 |
| | <u>\$ 7,515,764</u> |

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Town of Rothesay

Balance Sheet - General Operating Fund

3/31/2024

CURRENT ASSETS

| | |
|--|-------------------------|
| Cash | 890,394 |
| Receivables | 137,398 |
| HST Receivable | 400,519 |
| Inventory | 142,001 |
| Gen Operating due to/from Util Operating | 1,676,276 |
| Total Current Assets | <u>3,246,589</u> |
| Other Assets: | |
| Projects | <u>299,870</u> |
| TOTAL ASSETS | <u><u>3,546,458</u></u> |

CURRENT LIABILITIES AND EQUITY

| | |
|---------------------------------------|-------------------------|
| Accounts Payable | 1,099,599 |
| Other Payables | 635,465 |
| Gen Operating due to/from Gen Capital | (329,500) |
| Accrued Sick Leave | 22,100 |
| Accrued Pension Obligation Y/E | (31,900) |
| Accrued Retirement Allowance | 493,887 |
| Def. Rev-Quispamsis/Library Share | 17,710 |
| TOTAL LIABILITIES | <u><u>1,907,361</u></u> |

EQUITY

| | |
|----------------------------------|-------------------------|
| Retained Earnings | 168,036 |
| Surplus/(Deficit) for the Period | <u>1,471,062</u> |
| | <u><u>1,639,097</u></u> |
| | <u><u>3,546,458</u></u> |

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Town of Rothesay

Statement of Revenue & Expenditure

3 Months Ended 3/31/2024

| | CURRENT MONTH | BUDGET FOR MONTH | CURRENT Y-T-D | BUDGET Y-T-D | VARIANCE Better(Worse) | NOTE # | ANNUAL BUDGET |
|--------------------------------------|--------------------|---------------------|--------------------|--------------------|---------------------------|-----------|---------------------|
| REVENUE | | | | | | | |
| Warrant of Assessment | 1,855,199 | 1,855,199 | 5,565,597 | 5,565,597 | 0 | | 22,262,389 |
| Sale of Services | 63,916 | 40,675 | 176,729 | 138,025 | 38,704 | | 474,300 |
| Services to Province of New Brunswic | 27,467 | 27,467 | 27,467 | 27,467 | 0 | | 80,000 |
| Other Revenue from Own Sources | 69,569 | 16,150 | 97,415 | 39,033 | 58,382 | | 142,008 |
| CORE Equalization | 6,549 | 6,549 | 19,646 | 19,646 | 0 | | 78,583 |
| Conditional Transfers | 0 | 0 | 231,058 | 0 | 231,058 | | 51,500 |
| Other Transfers | 795,719 | 45,719 | 1,016,001 | 266,001 | 750,000 | | 677,470 |
| | <u>\$2,818,418</u> | <u>\$1,991,758</u> | <u>\$7,133,913</u> | <u>\$6,055,769</u> | <u>\$1,078,144</u> | | <u>\$23,766,250</u> |
| EXPENSES | | | | | | | |
| General Government Services | 225,377 | 401,846 | 823,996 | 1,090,524 | 266,529 | | 2,923,971 |
| Protective Services | 816,856 | 866,850 | 1,783,369 | 1,833,349 | 49,980 | | 6,623,274 |
| Transportation Services | 476,111 | 542,258 | 1,285,134 | 1,428,828 | 143,694 | | 4,210,726 |
| Environmental Health Services | 85,586 | 82,363 | 262,755 | 247,090 | (15,665) | | 1,032,360 |
| Environmental Development | 34,566 | 131,604 | 146,333 | 276,812 | 130,479 | | 753,090 |
| Recreation & Cultural Services | 228,694 | 259,523 | 609,413 | 647,379 | 37,966 | | 2,884,957 |
| Fiscal Services | 750,665 | 500 | 751,851 | 1,500 | (750,351) | | 5,337,872 |
| | <u>\$2,617,855</u> | <u>\$2,284,945</u> | <u>\$5,662,851</u> | <u>\$5,525,484</u> | <u>(137,368)</u> | | <u>\$23,766,250</u> |
| Surplus (Deficit) for the Year | <u>\$200,563</u> | <u>(293,187)</u> | <u>\$1,471,062</u> | <u>\$530,285</u> | <u>\$940,776</u> | | <u>\$ (0)</u> |

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Town of Rothesay

Statement of Revenue & Expenditure
3 Months Ended 3/31/2024

| | 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 | 11,050 | 2,083 | 17,536 | 6,250 | 11,286 | 1 | 25,000 |
| Wells Canopy revenue | 1,875 | 0 | 3,125 | 0 | 3,125 | | 0 |
| Town Hall Rent | 9,402 | 8,333 | 28,207 | 25,000 | 3,207 | | 100,000 |
| Community Garden revenue | 0 | 0 | 0 | 0 | 0 | | 900 |
| Fox Farm Rental revenue | 1,950 | 1,750 | 5,850 | 5,250 | 600 | | 21,000 |
| Arena Revenue | 37,085 | 26,433 | 109,930 | 95,300 | 14,630 | 2 | 214,900 |
| Recreation Programs | 2,553 | 2,075 | 12,081 | 6,225 | 5,856 | | 112,500 |
| | 63,916 | 40,675 | 176,729 | 138,025 | 38,704 | | 474,300 |
| Other Revenue from Own Sources | | | | | | | |
| Licenses & Permits | 16,604 | 6,875 | 27,388 | 20,625 | 6,763 | | 82,500 |
| KVFD Admin Penalties | 0 | 0 | 1,225 | 0 | 1,225 | | 0 |
| Recycling Dollies & Lids | 83 | 67 | 261 | 200 | 61 | | 800 |
| Interest & Sundry | 7,087 | 2,667 | 20,449 | 8,000 | 12,449 | 3 | 32,000 |
| Miscellaneous | 40,087 | 833 | 40,384 | 2,500 | 37,884 | 4 | 10,000 |
| Fire Dept. Administration | 1,000 | 1,000 | 3,000 | 3,000 | 0 | | 12,000 |
| Local Improvement Levy Mulberry Lane | 4,708 | 4,708 | 4,708 | 4,708 | 0 | | 4,708 |
| | 69,569 | 16,150 | 97,415 | 39,033 | 58,382 | | 142,008 |
| Conditional Transfers | | | | | | | |
| Canada Day Grant | 0 | 0 | 0 | 0 | 0 | | 1,500 |
| Grant - Other | 0 | 0 | 231,058 | 0 | 231,058 | 5 | 0 |
| Grant - Students | 0 | 0 | 0 | 0 | 0 | | 50,000 |
| | 0 | 0 | 231,058 | 0 | 231,058 | | 51,500 |
| Other Transfers | | | | | | | |
| Surplus of 2nd Previous Year | 0 | 0 | 128,845 | 128,845 | 0 | | 128,845 |
| Utility Fund Transfer | 45,719 | 45,719 | 137,156 | 137,156 | 0 | | 548,625 |
| Transfer from Capital Reserve | 750,000 | 0 | 750,000 | 0 | 750,000 | 6 | 0 |
| | 795,719 | 45,719 | 1,016,001 | 266,001 | 750,000 | | 677,470 |
| EXPENSES | | | | | | | |
| General Government Services | | | | | | | |
| Legislative | | | | | | | |
| Mayor | 5,008 | 5,000 | 13,848 | 15,000 | 1,152 | | 60,000 |
| Councillors | 15,672 | 12,999 | 43,214 | 38,996 | (4,218) | | 155,983 |
| Regional Service Commission 9 | 2,326 | 2,326 | 6,979 | 6,979 | 0 | | 27,915 |
| Other | 600 | 1,958 | 1,375 | 5,875 | 4,500 | | 23,500 |
| | 23,607 | 22,283 | 65,416 | 66,850 | 1,434 | | 267,398 |

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| | | | | | | | |
|--|-----------------------|-----------------------|-------------------------|-------------------------|-----------------------|----|-------------------------|
| Administrative | | | | | | | |
| Administration - Wages & Benefits | 85,979 | 88,109 | 258,813 | 263,327 | 4,514 | | 1,193,550 |
| Office Building | 57,996 | 62,681 | 78,461 | 84,743 | 6,282 | | 180,871 |
| Supplies | 6,492 | 9,333 | 44,140 | 47,334 | 3,194 | | 184,000 |
| Solicitor | 1,557 | 0 | 1,557 | 50,000 | 48,443 | 7 | 50,000 |
| Professional Fees | 0 | 85,000 | 0 | 85,000 | | 8 | 110,000 |
| Other | 21,659 | 19,898 | 47,334 | 46,195 | (1,139) | | 122,779 |
| | <u>173,684</u> | <u>265,022</u> | <u>430,305</u> | <u>576,599</u> | <u>146,294</u> | | <u>1,841,200</u> |
| Other General Government Services | | | | | | | |
| Website/Other | 918 | 1,000 | 918 | 1,000 | 82 | | 3,000 |
| Community Communications (Team) | 64 | 55,708 | 1,797 | 57,125 | 55,328 | 9 | 63,500 |
| Civic Relations | 64 | 83 | 134 | 250 | 116 | | 1,000 |
| Insurance | 0 | 0 | 297,635 | 330,201 | 32,566 | 10 | 330,201 |
| Donations | 7,472 | 35,750 | 8,222 | 36,500 | 28,278 | 11 | 36,500 |
| Cost of Assessment | 0 | 0 | 0 | 0 | 0 | | 359,172 |
| Property Taxes - L.P.P. | 18,618 | 18,000 | 18,618 | 18,000 | (618) | | 18,000 |
| Fox Farm Rental Expenses | 950 | 4,000 | 950 | 4,000 | 3,050 | 12 | 4,000 |
| | <u>28,086</u> | <u>114,542</u> | <u>328,275</u> | <u>447,076</u> | <u>118,801</u> | | <u>815,373</u> |
| Total General Government Services | <u>225,377</u> | <u>401,846</u> | <u>823,996</u> | <u>1,090,524</u> | <u>266,529</u> | | <u>2,923,971</u> |
| Protective Services | | | | | | | |
| Police | | | | | | | |
| Police Protection | 281,066 | 281,066 | 843,197 | 843,197 | 0 | | 3,372,789 |
| Crime Stoppers | 0 | 0 | 2,800 | 2,800 | 0 | | 2,800 |
| | <u>281,066</u> | <u>281,066</u> | <u>845,997</u> | <u>845,997</u> | <u>0</u> | | <u>3,375,589</u> |
| Fire | | | | | | | |
| Fire Protection | 200,576 | 200,576 | 601,727 | 601,727 | 0 | | 2,860,185 |
| Water Costs Fire Protection | 335,000 | 335,000 | 335,000 | 335,000 | 0 | | 335,000 |
| | <u>535,576</u> | <u>535,576</u> | <u>936,727</u> | <u>936,727</u> | <u>0</u> | | <u>3,195,185</u> |
| Emergency Measures | | | | | | | |
| EMO Director/Committee | 0 | 50,000 | 0 | 50,000 | 50,000 | 13 | 50,000 |
| | <u>0</u> | <u>50,000</u> | <u>0</u> | <u>50,000</u> | <u>50,000</u> | | <u>50,000</u> |
| Other | | | | | | | |
| Animal & Pest Control | 215 | 208 | 645 | 625 | (20) | | 2,500 |
| | <u>215</u> | <u>208</u> | <u>645</u> | <u>625</u> | <u>(20)</u> | | <u>2,500</u> |
| Total Protective Services | <u>816,856</u> | <u>866,850</u> | <u>1,783,369</u> | <u>1,833,349</u> | <u>49,980</u> | | <u>6,623,274</u> |

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Transportation Services

Common Services

| | | | | | | | |
|-----------------------------------|----------------|----------------|----------------|----------------|---------------|----|------------------|
| Administration (Wages & Benefits) | 114,011 | 127,030 | 353,704 | 381,090 | 27,386 | 14 | 1,648,000 |
| Workshops, Yards & Equipment | 120,310 | 109,469 | 222,361 | 233,286 | 10,925 | 15 | 824,261 |
| Engineering | 0 | 7,500 | 0 | 7,500 | 7,500 | | 7,500 |
| | <u>234,322</u> | <u>243,999</u> | <u>576,065</u> | <u>621,876</u> | <u>45,811</u> | | <u>2,479,761</u> |

| | | | | | | | |
|-----------------------------|----------------|----------------|----------------|----------------|---------------|----|------------------|
| Roads & Streets | 1,269 | 4,167 | 2,154 | 5,340 | 3,186 | | 77,000 |
| Crosswalks & Sidewalks | 3,992 | 4,465 | 4,968 | 5,335 | 367 | | 35,570 |
| Culverts & Drainage Ditches | 9,057 | 9,000 | 15,064 | 15,000 | (64) | | 100,000 |
| Street Cleaning & Flushing | 7,354 | 10,000 | 7,354 | 10,000 | 2,646 | | 10,000 |
| Snow & Ice Removal | 186,874 | 233,000 | 600,125 | 691,500 | 91,375 | 16 | 1,172,000 |
| | <u>208,545</u> | <u>260,632</u> | <u>629,665</u> | <u>727,175</u> | <u>97,510</u> | | <u>1,394,570</u> |

| | | | | | | | |
|-----------------|--------|--------|--------|--------|---------|--|---------|
| Street Lighting | 12,963 | 12,500 | 38,726 | 37,500 | (1,226) | | 150,000 |
|-----------------|--------|--------|--------|--------|---------|--|---------|

Traffic Services

| | | | | | | | |
|---------------------|--------------|--------------|---------------|---------------|------------|--|---------------|
| Street Signs | 0 | 800 | 4,662 | 4,800 | 138 | | 15,000 |
| Traffic Lanemarking | 0 | 0 | 0 | 0 | 0 | | 35,000 |
| Traffic Signals | 767 | 1,667 | 9,197 | 9,233 | 36 | | 20,000 |
| Railway Crossing | 259 | 228 | 5,105 | 5,395 | 290 | | 25,000 |
| | <u>1,026</u> | <u>2,695</u> | <u>18,965</u> | <u>19,428</u> | <u>464</u> | | <u>95,000</u> |

Public Transit

| | | | | | | | |
|--------------------------------|---------------|---------------|---------------|---------------|--------------|--|---------------|
| Public Transit - Comex Service | 19,110 | 22,224 | 21,275 | 22,224 | 948 | | 88,895 |
| Public Transit - Other | 146 | 208 | 438 | 625 | 187 | | 2,500 |
| | <u>19,256</u> | <u>22,432</u> | <u>21,713</u> | <u>22,849</u> | <u>1,135</u> | | <u>91,395</u> |

Total Transportation Services

| | | | | | | | |
|--|-----------------------|-----------------------|-------------------------|-------------------------|-----------------------|--|-------------------------|
| | <u>476,111</u> | <u>542,258</u> | <u>1,285,134</u> | <u>1,428,828</u> | <u>143,694</u> | | <u>4,210,726</u> |
|--|-----------------------|-----------------------|-------------------------|-------------------------|-----------------------|--|-------------------------|

Environmental Health Services

| | | | | | | | |
|--|----------------------|----------------------|-----------------------|-----------------------|------------------------|----|-------------------------|
| Solid Waste Disposal Land Fill garbage | 17,762 | 20,697 | 56,845 | 62,090 | 5,245 | | 248,360 |
| Solid Waste Disposal Landfill Compost | 2,252 | 3,333 | 6,339 | 10,000 | 3,661 | | 40,000 |
| Solid Waste Collection Fero | 63,487 | 58,333 | 194,773 | 175,000 | (19,773) | 17 | 700,000 |
| Solid Waste Recycling bins | 0 | 0 | 0 | 0 | 0 | | 4,000 |
| Clean Up Campaign | 0 | 0 | 521 | 0 | (521) | | 40,000 |
| Food Cyler | 2,086 | 0 | 4,276 | 0 | (4,276) | | 0 |
| Total Environmental Health Services | <u>85,586</u> | <u>82,363</u> | <u>262,755</u> | <u>247,090</u> | <u>(15,665)</u> | | <u>1,032,360</u> |

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Environmental Development Services

| | | | | | | | |
|---|---------------|----------------|----------------|----------------|----------------|----|----------------|
| Planning & Zoning | | | | | | | |
| Administration (Wages and benefits) | 22,195 | 58,847 | 110,132 | 173,540 | 63,408 | 18 | 535,000 |
| Administration | 781 | 26,167 | 1,291 | 33,500 | 32,209 | 19 | 44,000 |
| Planning Projects | 0 | 25,000 | 100 | 25,000 | 24,900 | 20 | 25,000 |
| Heritage Committee | 0 | 5,000 | 0 | 5,000 | 5,000 | 21 | 5,000 |
| | <u>22,975</u> | <u>115,013</u> | <u>111,523</u> | <u>237,040</u> | <u>125,517</u> | | <u>609,000</u> |
| Envision Saint John | 11,591 | 11,591 | 34,773 | 34,772 | (0) | | 139,090 |
| Tourism | 0 | 5,000 | 38 | 5,000 | 4,963 | 22 | 5,000 |
| | <u>11,591</u> | <u>16,591</u> | <u>34,810</u> | <u>39,772</u> | <u>4,962</u> | | <u>144,090</u> |
| Total Environmental Development Services | 34,566 | 131,604 | 146,333 | 276,812 | 130,479 | | 753,090 |

Recreation & Cultural Services

| | | | | | | | |
|--|----------------|----------------|----------------|----------------|---------------|----|------------------|
| Administration (wages and benefits) | 30,566 | 29,844 | 96,266 | 89,531 | (6,734) | 23 | 384,000 |
| Administration | 37,255 | 24,500 | 47,811 | 37,500 | (10,311) | 24 | 55,500 |
| Rothesay Arena | 42,879 | 44,645 | 109,150 | 112,146 | 2,996 | | 380,500 |
| Parks & Gardens | 41,999 | 48,670 | 125,716 | 136,310 | 10,594 | 25 | 868,000 |
| Playgrounds and Fields | 2,710 | 4,583 | 8,795 | 13,750 | 4,955 | | 134,000 |
| Rothesay Common Rink | 9,456 | 14,617 | 47,655 | 62,950 | 15,295 | 26 | 96,150 |
| Memorial Centre | 15,229 | 13,883 | 26,608 | 24,550 | (2,058) | | 72,850 |
| Train Station | 0 | 29,600 | 0 | 29,600 | 29,600 | 27 | 29,600 |
| Wells Building | 2,095 | 3,292 | 16,525 | 9,875 | (6,650) | 28 | 44,500 |
| Beaches | 0 | 0 | 727 | 0 | (727) | | 64,000 |
| Summer Programs | 31 | 42 | 501 | 125 | (376) | | 98,000 |
| The Hive expenses | 953 | 1,208 | 2,618 | 3,625 | 1,007 | | 14,500 |
| Regional Facilities Commission | 27,890 | 27,890 | 83,670 | 83,669 | (1) | | 334,675 |
| Kennebecasis Public Library | 8,250 | 8,250 | 24,749 | 24,749 | 0 | | 98,994 |
| Regional Facilities Commission Capital | 0 | 0 | 0 | 0 | 0 | | 157,688 |
| Special Events | 1,882 | 1,000 | 11,124 | 11,000 | (124) | | 44,000 |
| PRO Kids | 7,500 | 7,500 | 7,500 | 7,500 | 0 | | 7,500 |
| Rothesay Living Museum | 0 | 0 | 0 | 500 | 500 | | 500 |
| Total Recreation and Cultral Services | 228,694 | 259,523 | 609,413 | 647,379 | 37,966 | | 2,884,957 |

Fiscal Services

| | | | | | | | |
|--------------------|------------|------------|--------------|--------------|--------------|--|----------------|
| Debt Charges | | | | | | | |
| Interest | 665 | 500 | 1,851 | 1,500 | (351) | | 223,872 |
| Debenture Payments | 0 | 0 | 0 | 0 | 0 | | 714,000 |
| | <u>665</u> | <u>500</u> | <u>1,851</u> | <u>1,500</u> | <u>(351)</u> | | <u>937,872</u> |

Transfers To:

| | | | | | | | |
|---------------------------------------|----------------|----------|----------------|----------|------------------|----|------------------|
| Capital Fund for Capital Expenditures | 0 | 0 | 0 | 0 | 0 | | 4,250,000 |
| Capital Projects Funded by reserves | 750,000 | 0 | 750,000 | 0 | (750,000) | 29 | 0 |
| Reserve Funds | 0 | 0 | 0 | 0 | 0 | | 150,000 |
| | <u>750,000</u> | <u>0</u> | <u>750,000</u> | <u>0</u> | <u>(750,000)</u> | | <u>4,400,000</u> |

Total Fiscal Services

| | | | | | | |
|----------------|------------|----------------|--------------|------------------|--|------------------|
| 750,665 | 500 | 751,851 | 1,500 | (750,351) | | 5,337,872 |
|----------------|------------|----------------|--------------|------------------|--|------------------|

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Town of Rothesay

Variance Report - General Fund

| Note # | | Actual | month ending Budget | 3/31/2024 Better/(Worse) | Description of Variance |
|---|-------------------------------------|------------|------------------------|-----------------------------|---|
| Revenue | | | | | |
| 1 | Bill McGuire Memorial Centre | \$ 17,536 | \$ 6,250 | \$ 11,286 | Budget allocated over year |
| 2 | Arena Revenue | \$ 109,930 | \$ 95,300 | \$ 14,630 | Revenue higher than budgeted |
| 3 | Interest & Sundry | \$ 20,449 | \$ 8,000 | \$ 12,449 | Conservative budget estimate |
| 4 | Miscellaneous | \$ 40,384 | \$ 2,500 | \$ 37,884 | Sale of sweeper \$40k |
| 5 | Grant - Other | \$ 231,058 | \$ - | \$ 231,058 | Wells building |
| 6 | Transfer from Capital Reserve | 750,000 | 0 | 750,000 | Reserve funds for vacuum truck |
| Expenses | | | | | |
| <i>General Government</i> | | | | | |
| 7 | Solicitor | 1,557 | 50,000 | \$ 48,443 | Expenses not yet incurred |
| 8 | Professional Fees | 0 | 85,000 | \$ 85,000 | \$75K Head hunter fees |
| 9 | Community Communications (Team) | 1,797 | 57,125 | \$ 55,328 | \$55K budgeted for communications study |
| 10 | Insurance | 297,635 | 330,201 | \$ 32,566 | Budget higher than actual |
| 11 | Donations | 8,222 | 36,500 | \$ 28,278 | Donation budget remaining |
| 12 | Fox Farm Rental Expenses | 950 | 4,000 | \$ 3,050 | Annual Budget for antipated expenses if required |
| <i>Protective Services</i> | | | | | |
| 13 | Police Protection | 0 | 50,000 | \$ 50,000 | EMO Plan |
| <i>Transportation</i> | | | | | |
| 14 | Administration (Wages & Benefits) | 353,704 | 381,090 | \$ 27,386 | Vacant position |
| 15 | Workshops, Yards & Equipment | 222,361 | 235,886 | \$ 13,525 | Budget allocated equally thru the year, expenses still to be incu |
| 16 | Snow & Ice Removal | 600,125 | 691,500 | \$ 91,375 | Budget set by past usage, 2024 less storms |
| <i>Environmental Health</i> | | | | | |
| 17 | Solid Waste Collection Fero | 194,773 | 175,000 | \$ (19,773) | Fuel escalation |
| <i>Environmental Development</i> | | | | | |
| 18 | Administration (wages and benefits) | 110,132 | 173,540 | \$ 63,408 | Vacant positions |
| 19 | Adminsitration | 1,291 | 33,500 | \$ 32,209 | Annual budget for bylaw enforcement \$30K |
| 20 | Planning Projects | 100 | 25,000 | \$ 24,900 | Annual budget for planning projects |
| 21 | Heritage Committee | - | 5,000 | \$ 5,000 | Annual budget for Heritage Committee |
| 22 | Tourism | 38 | 5,000 | \$ 4,963 | Annual budget for Tourism |
| <i>Recreation & Cultural Services</i> | | | | | |
| 23 | Administration (wages and benefits) | 96,266 | 89,531 | \$ (6,734) | Pay raise after annual budget |
| 24 | Administration | 47,811 | 37,500 | \$ (10,311) | Ppty tax higher than budgeted by \$11K |
| 25 | Parks & Gardens | 125,716 | 136,310 | \$ 10,594 | Vacant position in of \$8K, |
| 26 | Rothesay Common Rink | 47,655 | 62,950 | \$ 15,295 | Casual wages lower than anticipated and shorter season |
| 27 | Train Station | 0 | 29,600 | \$ 29,600 | Annual budgt for train station |
| 28 | Wells Building | 16,525 | 9,875 | \$ (6,650) | 2023 YE no accrual was set up for cleaning, supplies and hydro |
| <i>Fiscal Services</i> | | | | | |
| 29 | Capital Projects Funded by reserves | \$ 750,000 | \$ - | \$ (750,000) | Reserve funds for vacuum truck |

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Town of Rothesay

Capital Projects 2024

General Fund

3 Months Ended 3/31/2024

| | ANNUAL BUDGET | CURRENT Y-T-D | Remaining Budget |
|---|---------------------|-------------------|---------------------|
| General Government | | | |
| G 202* 00* IT | 15,000 | 0 | 15,000 |
| G-2024-00* Train Station building | 350,000 | 0 | 350,000 |
| Total General Government | 365,000 | 0 | 365,000 |
| Protective Services | | | |
| P-202*-0** Protective Serv. Equipment Pur | 200,000 | 69,466 | 130,534 |
| Total Protective Services | 200,000 | 69,466 | 130,534 |
| Transportation | | | |
| T-2024-001 Asphalt | 3,395,000 | 97,756 | 3,297,244 |
| T-202*-00* Fleet Replacement | 1,875,000 | 875 | 1,874,125 |
| Wijac improvements | 2,500,000 | 0 | 2,500,000 |
| T-2024-00* Grove building | 60,000 | 0 | 60,000 |
| Unassigned: | | | |
| Total Transportation | 7,830,000 | 98,631 | 7,731,369 |
| Recreation | | | |
| R-202*-00* Recreation Equipment | 145,000 | 75,409 | 69,591 |
| R-2022-004 Wells Bldg | 50,000 | 4,134 | 45,866 |
| R-202*-00* Arena Renovation | 105,000 | 0 | 105,000 |
| R-2024-00* Wells parking lot | 500,000 | 0 | 500,000 |
| R-2024-00* Cathodic protection | 75,000 | 0 | 75,000 |
| R-2024-00* Zamboni | 140,000 | 0 | 140,000 |
| Total Recreation | 1,015,000 | 79,543 | 935,458 |
| Carryovers | | | |
| T-2023-004 Intersection Improvement (Gon | 0 | 35,772 | (35,772) |
| R-2022-002 Recreation Pickle Ball | 0 | 164 | (164) |
| R-202*-00* Recreation Master Plan | 0 | 16,294 | (16,294) |
| | 0 | 52,230 | (52,230) |
| Total | \$ 9,410,000 | \$ 299,870 | \$ 9,110,130 |

2024 Budget and Funding Allocation

| Funding | 2024 | Operating | Reserve | Gas Tax | Borrow | Grant |
|---------------------|------------------|------------------|------------------|------------------|------------------|----------|
| General Government | 365,000 | 15,000 | 350,000 | | | |
| Protective Services | 200,000 | 200,000 | | | | |
| Transportation | 7,830,000 | 3,600,000 | 800,000 | 930,000 | 2,500,000 | |
| Recreation | 1,015,000 | 785,000 | 125,000 | 105,000 | | |
| Total | 9,410,000 | 4,600,000 | 1,275,000 | 1,035,000 | 2,500,000 | - |

Town of Rothesay

Utility Fund Financial Statements

March 31, 2024

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 3/31/2024

ASSETS

Assets:

| | |
|---|-------------------|
| Capital Assets - Under Construction - Utilities | 878,012 |
| Capital Assets Utilities Land | 119,970 |
| Capital Assets Utilities Buildings | 2,003,612 |
| Capital Assets Utilities Equipment | 813,621 |
| Capital Assets Utilities Water System | 29,927,286 |
| Capital Assets Utilities Sewer System | 27,631,288 |
| Capital Assets Utilities Land Improvements | 42,031 |
| Capital Assets Utilities Roads & Streets | 220,011 |
| Capital Assets Utilities Vehicles | 113,001 |
| | <u>61,748,834</u> |

| | |
|---|---------------------|
| Accumulated Amortization Utilites Buildings | (987,689) |
| Accumulated Amortization Utilites Water System | (10,089,626) |
| Accumulated Amortization Utilites Sewer System | (10,343,511) |
| Accumulated Amortization Utilites Land Improvements | (42,031) |
| Accumulated Amortization Utilites Vehicles | (54,277) |
| Accumulated Amortization Utilites Equipment | (466,112) |
| Accumulated Amortization Utilites Roads & Streets | (27,861) |
| | <u>(22,011,108)</u> |

| | |
|--------------|--------------------------|
| TOTAL ASSETS | <u><u>39,737,726</u></u> |
|--------------|--------------------------|

LIABILITIES

Current:

| | |
|---|----------------|
| Util Capital due to/from Util Operating | <u>515,000</u> |
| Total Current Liabilities | <u>515,000</u> |

Long-Term:

| | |
|-------------------|------------------|
| Long-Term Debt | <u>7,416,558</u> |
| Total Liabilities | <u>7,931,558</u> |

EQUITY

Investments:

| | |
|----------------------------|-------------------|
| Investment in Fixed Assets | <u>31,806,168</u> |
| Total Equity | <u>31,806,168</u> |

| | |
|----------------------------|--------------------------|
| TOTAL LIABILITIES & EQUITY | <u><u>39,737,726</u></u> |
|----------------------------|--------------------------|

Town of RothesayBalance Sheet - Utilities Fund Reserves
3/31/2024**ASSETS**

| | |
|--|---------------------|
| BNS Utility Capital Reserve # 00241 12 | 1,395,264 |
| Util Reserves due to/from Util Oper | 11,786 |
| | <u>\$ 1,407,050</u> |

LIABILITIES AND EQUITY

| | |
|--------------------------------------|---------------------|
| Invest. in Utility Capital Reserve | 922,326 |
| Invest. in Utility Operating Reserve | 115,200 |
| Invest. in Sewerage Outfall Reserve | 369,524 |
| | <u>\$ 1,407,050</u> |

Town of Rothesay
 Utilities Fund Operating Balance Sheet
 As at 3/31/2024

ASSETS

Current assets:

| | |
|--------------------------------------|-----------|
| Accounts Receivable Net of Allowance | 3,149,407 |
| Total Current Assets | 3,149,407 |

Other Assets:

| | |
|----------|---------|
| Projects | 566,697 |
| | 566,697 |

| | |
|--------------|--------------|
| TOTAL ASSETS | \$ 3,716,103 |
|--------------|--------------|

LIABILITIES

| | |
|-------------------------------|-----------|
| Accrued Payables | 16,263 |
| Due from General Fund | 1,676,276 |
| Due to Capital Fund | (515,000) |
| Due to (from) Utility Reserve | 11,786 |
| Deferred Revenue | 10,677 |
| Total Liabilities | 1,200,003 |

EQUITY

Surplus:

| | |
|---------------------------|-----------|
| Opening Retained Earnings | 40,521 |
| Profit (Loss) to Date | 2,475,579 |
| | 2,516,101 |

| | |
|----------------------------|--------------|
| TOTAL LIABILITIES & EQUITY | \$ 3,716,103 |
|----------------------------|--------------|

Town of Rothesay
Utilities Operating Income Statement
3 Months Ended 3/31/2024

| | CURRENT MONTH | BUDGET FOR MONTH | CURRENT YTD | BUDGET YTD | VARIANCE Better(Worse) | NOTE # | ANNUAL BUDGET |
|---|------------------|---------------------|------------------|------------------|---------------------------|--------|------------------|
| RECEIPTS | | | | | | | |
| Sale of Water | 307,956 | 297,750 | 315,180 | 297,750 | 17,430 | 1 | 1,165,000 |
| Meter and non-hookup fees | 17,165 | 15,875 | 17,177 | 15,875 | 1,302 | | 63,500 |
| Water Supply for Fire Prot. | 335,000 | 335,000 | 335,000 | 335,000 | 0 | | 335,000 |
| Local Improvement Levy | 58,881 | 59,000 | 58,881 | 59,000 | (119) | | 59,000 |
| Sewerage Services | 2,189,980 | 2,154,283 | 2,189,980 | 2,154,283 | 35,697 | 2 | 2,154,283 |
| Connection Fees | 200 | 6,250 | 2,900 | 12,017 | (9,117) | 3 | 75,000 |
| Interest Earned | 8,232 | 7,500 | 24,947 | 22,500 | 2,447 | | 90,000 |
| Misc. Revenue | 463 | 769 | 1,763 | 2,306 | (544) | | 9,224 |
| Surplus - Previous Years | 0 | 0 | 33,993 | 33,993 | 0 | | 33,993 |
| TOTAL RECEIPTS | 2,917,876 | 2,876,427 | 2,979,820 | 2,932,724 | 47,097 | | 3,985,000 |
| WATER SUPPLY | | | | | | | |
| Share of Overhead Expenses | 18,288 | 18,288 | 54,863 | 54,863 | 0 | | 219,450 |
| Wages | 16,174 | 16,831 | 48,039 | 50,493 | 2,454 | | 240,000 |
| Audit/Legal/Training | 0 | 167 | 1,156 | 1,000 | (156) | | 8,500 |
| Other Water | 0 | 625 | 0 | 1,875 | 1,875 | | 7,500 |
| Purification & Treatment | 47,447 | 37,417 | 95,929 | 91,250 | (4,679) | | 568,000 |
| Transmission & Distribution | 30,494 | 7,917 | 38,239 | 23,750 | (14,489) | 4 | 130,000 |
| Power & Pumping | 5,518 | 4,667 | 16,362 | 14,000 | (2,362) | | 56,000 |
| Billing/Collections | 59 | 117 | 1,408 | 1,650 | 242 | | 5,000 |
| Water Purchased | 218 | 200 | 376 | 400 | 24 | | 1,200 |
| Misc. Expenses | 2,379 | 3,667 | 4,001 | 8,000 | 3,999 | | 32,000 |
| McGuire Road Operating | 327 | 1,667 | 3,177 | 5,000 | 1,823 | | 20,000 |
| TOTAL WATER SUPPLY | 120,904 | 91,560 | 263,551 | 252,280 | (11,271) | | 1,287,650 |
| SEWERAGE COLLECTION & DISPOSAL | | | | | | | |
| Share of Overhead Expenses | 27,431 | 27,431 | 82,294 | 82,294 | 0 | | 329,175 |
| Wages | 30,000 | 30,000 | 90,000 | 90,000 | 0 | | 360,000 |
| Audit/Legal/Training | 0 | 750 | 548 | 2,250 | 1,703 | | 15,000 |
| Collection System Maintenance | 0 | 14,250 | 1,902 | 20,500 | 18,598 | 5 | 85,000 |
| Sewer Claims | 0 | 0 | 5,411 | 5,000 | (411) | | 20,000 |
| Lift Stations | 6,721 | 7,667 | 24,805 | 21,000 | (3,805) | | 82,500 |
| Treatment/Disposal | 16,438 | 22,000 | 35,499 | 40,000 | 4,501 | | 121,000 |
| Misc. Expenses | 0 | 2,333 | 232 | 7,000 | 6,768 | | 28,000 |
| TOTAL SWGE COLLECTION & DISPC | 80,590 | 104,431 | 240,690 | 268,044 | 27,353 | | 1,040,675 |
| FISCAL SERVICES | | | | | | | |
| Interest on Bank Loans | 0 | 0 | 0 | 0 | 0 | | 2,026 |
| Interest on Long-Term Debt | 0 | 0 | 0 | 0 | 0 | | 263,941 |
| Principal Repayment | 0 | 0 | 0 | 0 | 0 | | 565,708 |
| Transfer to Reserve Accounts | 0 | 0 | 0 | 0 | 0 | | 75,000 |
| Capital Fund Through Operating | 0 | 0 | 0 | 0 | 0 | | 750,000 |
| TOTAL FISCAL SERVICES | 0 | 0 | 0 | 0 | 0 | | 1,656,675 |
| TOTAL EXPENSES | 201,494 | 195,991 | 504,241 | 520,324 | 16,083 | | 3,985,000 |
| NET INCOME (LOSS) FOR THE PER | 2,716,382 | 2,680,435 | 2,475,579 | 2,412,400 | 63,180 | | (0) |

Town of Rothesay

Variance Report - Utility Operating

3/31/2024

| Note # | Account Name | Actual YTD | Budget YTD | Variance Better(worse) | Description of Variance |
|------------------------|-------------------------------|------------|------------|------------------------|--|
| Revenue | | | | | |
| 1 | Sale of Water | 315,180 | 297,750 | 17,430 | Amt owing from 2023 \$7k, Sprinkler fees budget wasn't updated for new rate |
| 2 | Sewerage Services | 2,189,980 | 2,154,283 | 35,697 | New Apartment buildings not factored into budget , temp suite credits not ye |
| 3 | Connection Fees | 2,900 | 12,017 | (9,117) | Budget smoothed for year |
| Expenditures | | | | | |
| Water | | | | | |
| 4 | Transmission & Distribution | 38,239 | 23,750 | (14,489) | Fire hydrant repairs |
| Sewer | | | | | |
| 5 | Collection System Maintenance | 1,902 | 20,500 | 18,598 | timing |
| Fiscal Services | | | | | |

Town of Rothesay

Capital Projects 2024
Utility Fund
3 Months Ended 3/31/2024

| | Original BUDGET | Council Approval | CURRENT Y-T-D | Remaining Budget |
|--|---------------------|---------------------|------------------|---------------------|
| WATER | | | | |
| W-2022-003 Filtration Bldg Water | 775,000 | - | 0 | 775,000 |
| W-2024-00* Production Wells TH90-1 | 65,000 | - | 0 | 65,000 |
| W-2024-00* Storage bldg renovations | 55,000 | - | 0 | 55,000 |
| W-2024-00* Shadowhill water line | 250,000 | - | 0 | 250,000 |
| W-2024-00* Treatment effluent tank re-lining | 30,000 | - | 0 | 30,000 |
| W-2024-00* Filter Bldg heat system upgrade | 40,000 | - | 2,397 | 37,603 |
| W-2024-00* Transfer switch VDF Wells 1 & 2 | 50,000 | - | 0 | 50,000 |
| W-2024-00* Large scale tapping machine | 40,000 | - | 0 | 40,000 |
| | <u>\$ 1,305,000</u> | <u>\$ -</u> | <u>\$ 2,397</u> | <u>\$ 1,302,603</u> |

| | | | | |
|---|------------------|----------|--------------|------------------|
| SEWER | | | | |
| T-202*-001 Sewer work in Asphalt contract | 100,000 | \$ - | 0 | 100,000 |
| S-2023-004 WWTP Plant | 3,500,000 | \$ - | 5,582 | 3,494,418 |
| W-2024-00* Frances Ave lift station replacement | 120,000 | \$ - | 0 | 120,000 |
| Unbudgeted items: | | | | |
| Unbudgeted Capital Items - Utilities | 0 | \$ - | 2,811 | (2,811) |
| | <u>3,720,000</u> | <u>-</u> | <u>8,392</u> | <u>3,711,608</u> |

| | | | | |
|-----------------------|------------------|----------|---------------|------------------|
| Total Approved | <u>5,025,000</u> | <u>-</u> | <u>10,789</u> | <u>5,014,211</u> |
|-----------------------|------------------|----------|---------------|------------------|

| | | | | |
|----------------------------------|------------------|----------|----------------|------------------|
| Carryovers | | | | |
| Funded from Reserves | | | | |
| S-2021-008 WWTP Design Phase II | - | - | 79,187 | (79,187) |
| S-2021-001 Turnbull Court Design | - | - | 476,720 | (476,720) |
| | <u>0</u> | <u>0</u> | <u>555,908</u> | <u>(555,908)</u> |
| | <u>5,025,000</u> | <u>-</u> | <u>566,697</u> | <u>4,458,303</u> |

| Funding: | Total | Operating | Reserves | Borrow | Gas Tax | Grants |
|----------|---------------------|-------------------|--------------|---------------------|-------------------|-------------------|
| Water | 1,305,000 | 630,000 | \$ 250,000 | 425,000 | | |
| Sewer | 3,720,000 | 120,000 | \$ 2,625,000 | 100,000 | | 875,000 |
| | <u>\$ 5,025,000</u> | <u>\$ 750,000</u> | <u>\$ -</u> | <u>\$ 2,875,000</u> | <u>\$ 525,000</u> | <u>\$ 875,000</u> |

Town of Rothesay

2024-03-31

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 | 2,000.00 |
| Fairweather Scholarship | 1,000.00 | |
| Saint John Theatre Company | 1,000.00 | |
| Symphony NB | 2,500.00 | |
| sub | <u>17,000.00</u> | <u>7,000.00</u> |

| | | |
|--------------------|------------------|-----------------|
| Other: | 19,500.00 | |
| Portage | | 500.00 |
| KVBA U14 | | 250.00 |
| Police/Fire Hockey | | 472.00 |
| sub | <u>19,500.00</u> | <u>1,222.00</u> |

| | | |
|--|------------------|-----------------|
| | <u>36,500.00</u> | <u>8,222.00</u> |
|--|------------------|-----------------|

| | | |
|-------------|--|-----------------|
| G/L Balance | | <u>8,222.00</u> |
|-------------|--|-----------------|

| | | | |
|----------------------------|------------------|------------------|--------------|
| Other: | | | |
| Kennebecasis Crimestoppers | 2,800.00 | 2,800.00 | Protective S |
| PRO Kids | 7,500.00 | 7,500.00 | Recreation |
| | <u>10,300.00</u> | <u>10,300.00</u> | |

TOWN OF ROTHESAY

FINANCE COMMITTEE

April 18, 2024

In attendance:

Mayor Nancy Grant

Deputy Mayor Matt Alexander, Chairman

Councillor Helen Boyle (virtual)

Councillor Don Shea

Town Manager John Jarvie

Treasurer Doug MacDonald

Financial Officer Laura Adair

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

The agenda was accepted (DS/HB)

Review of Minutes

The minutes of March 27, 2024 were accepted as presented (NG/DS)

March Internal Financial statements

General – Treasurer MacDonald informed finance committee pg 7 Capital General Fund has been updated to reflect the 2023 audited financial statement. General Fund Capital Reserves has decreased by \$750K from the previous month which is reflected on the Operating Fund revenue and expense. These funds were moved to the reserve in 2023 and out when the vacuum truck was acquired. The sale of the street sweeper of approximately \$40K is included in the miscellaneous revenue and #4 on the variance report. Fuel escalation is higher than budgeted resulting in negative variance.

The format for annual budgeted items listed in February on the variance report has been changed and now the total annual amount has been entered which results in a positive variance (ie professional fees, etc). These items have unspecified dates of when the expenses might be incurred therefore the total amount was entered to avoid large variance at year end if funds aren't spent.

Mayor, Nancy Grant wanted clarification of what variance explanation “budgeted allocated over the year” meant. Treasurer, Doug MacDonald explained because we are uncertain of when revenue or expenses might be incurred the total budgeted is allocated on an equal monthly basis. Bill McGuire rental is called Memorial Centre for expenses.

Councillor, Don Shea inquired about the Wells building grant \$231k, Treasurer, Doug MacDonald explained that the grant wasn't accrued for the 2023 year end. Wells building to date received ACOA grants of approx. \$500k and RDC of \$483k.

Utilities – Sewer revenue has been incurred and the positive variance is due to the budget using 2023 equivalent users and not including the new apartment buildings. A minor decrease in the variance is expected due to credits to those with temporary suites attached.

Transmission and Distribution variance is fire hydrant invoices that weren't received until 2024 for work done in 2023. Utility managers will factor in the variance as not to be over budget at year end.

Pg 25 \$400k for Turnbull Court Phase I will be offset by additional grant money to be received under previous grant issued for lift station and pumps repairs. The scope of the grant was modified to include Turnbull Court station lift expenses as well.

It was agreed **the financial statements for both funds should be referred to Council for approval (NG/DS).**

Donation Requests

KV Food Basket Renovation/Expansion

Treasurer, Doug MacDonald requested KV Food Basket for their financial statements and will circulate to the committee when received.

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

MOVED Senior Resource Centre approve donation request of \$300 (DS/NG)

DEFEATED

Rothesay already provides services to Seniors thru the Hive.

MOVED to approve team sponsorship **to Under par and IWK of \$1,000** (DS/HB)

DEFEATED

Mayor Nancy Grant is unable to make time commitment. The event is on May 4/5th which is prior to the next council meeting. Committee were uncertain what % of the sponsorship would be allocated to the IWK. If Rothesay was interested in making donation, it would be best to donate directly to the IWK which is done with donations made to St Josephs or Saint John Regional Hospital.

MOVED to approve the usage of the Bill McGuire Centre by **KV3C** for one morning per week for a-hour period as an in-kind donation for a year 2024/2025 with and option to continue with new request. (NG/DS)

CARRIED

Softball Field lights

Town Manager John Jarvie informed the committee that Recreation Director Charles Jensen has indicated Blue Jays are willing to grant approximately \$50K towards the cost installing lights on the ball fields in Wells. Although no quote has been received, the estimate cost of this project would be \$350K. Discussion surrounding who and how funding for this project, the energy efficiency and controls over the lighting and whether it's a priority capital item compared to other capital projects identified.

Committee agreed more information would be required prior to any decisions being finalized.

For Information

Communication of Audit Results - TSD

Treasurer, Doug MacDonald explained this letter is standard requirement of the auditor to communicate with those charged with governance the auditors' independence and that they have fulfilled the other ethical responsibilities for the audit.

Compliance report – all items filed.

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

Next Meeting

The next meeting is set for May 23, 2024.

The meeting adjourned at 9:25am.

Deputy Mayor Matt Alexander, Chairman

Laura Adair, Recording Secretary



ROTHESAY

MEMORANDUM



TO : Mayor and Council
FROM : Finance Committee
DATE : may 7, 2024
RE : Donation Recommendation

The finance committee recommends the following motion re donation requests:

Council approve the request for advertising sponsorship from the Seniors Resource Centre.

Information: the Finance Committee recommends denying this request.



Seniors' Resource Centre

Brunswick Square, Level 3
39 King Street, Saint John, NB
E2L 4W3

Tel: 506.633.8781

April 11, 2024

Fax: 506.693.6052

seniorsresourcecenter@nb.aibn.com

Mayor Nancy Grant and Members of Common Council
70 Hampton Road
Rothesay, NB
E2E 5L5



Dear Mayor Grant and Members of Common Council:

The 50+ Friendship Games will be celebrating our 31st anniversary from June 1-8, 2024. The communities that take part in the games are Grand Bay-Westfield, Rothesay, Quispamsis, and Saint John. We are planning for approximately two hundred participants. Over the years, these games have brought joy to thousands of seniors by beginning new friendships, renewing old ones, and having a wonderful week or socialization and fun.

As part of our fundraising this year, we are compiling a fifteen-month calendar, where businesses will have the opportunity to purchase a month of advertising at the cost of \$300.00. With your sponsorship of these games, you will have your logo and advertisement displayed at an event and be publicly recognized at our Opening Ceremony and Awards Banquet. The calendars will be given to all participants to enjoy. Each business will receive a calendar to thank you for your support.

For further information, please contact Carol Field, President of the 50+ Friendship Games, 506 647-8872, or the Seniors' Resource Centre, 506-633-8781.

Sincerely,

A handwritten signature in blue ink that reads "Carol Field".

Carol Field

President,

50+ Friendship Games



ROTHESAY
INTEROFFICE MEMORANDUM



TO : John Jarvie
FROM : Charles Jensen
DATE : April 17/2024
RE : KV3C Referral from Council(April meeting)

Background.

KV3C is a local registered charity with a mandate to provide resources and support to ensure the lifelong learning of all children in the community. Rothesay has been a partner for the past 20+ years by providing space in kind at the Bill McGuire Centre for 4 hours per week.

Discussions have taken place over the past two weeks between town staff and KV3C board members and it has been agreed that they will continue to operate from the Bill McGuire Centre for one morning per week (4 hours) In addition the equipment storage space that was used in the past by KV3C is no longer required.

Recommendation

That Council approve the usage of the Bill McGuire Centre by KV3C for one morning per week for a 4-hour period as an in kind donation. The value is \$250 per week or approximately \$10,000 - 12,000 per year

Respectfully Submitted,

Charles Jensen
Director of Parks and Recreation



ROTHESAY
AGE FRIENDLY ADVISORY COMMITTEE
Rothesay Town Hall Common Room
& Webex Virtual Meeting
Tuesday, April 16, 2024, at 10 am



PRESENT: COUNCILLOR HELEN BOYLE (online)
DIANE O'CONNOR, CHAIRPERSON
NANCY HASLETT
DR. SHAWN JENNINGS (online)
JILL JENNINGS (online)
DIANNE TAYLOR

DRAFT

MAYOR DR. NANCY GRANT, *ex-officio member*
RECREATION & COMMUNICATIONS COORDINATOR KERI FLOOD
AGE-FRIENDLY & COMMUNICATIONS COORDINATOR KIRSTIN DUFFLEY

ABSENT: WILLA MAVIS, VICE CHAIRPERSON
ANGELA MORSE
DOAA HIGAZY
ROBERT TAYLOR
TOWN MANAGER JOHN JARVIE
HIGH SCHOOL REPRESENTATIVE (Vacant)

Chairperson O'Connor called the meeting to order at 10:02 am.

1. APPROVAL OF AGENDA

MOVED by N. Haslett and seconded by D. Taylor, the agenda be approved as circulated.

CARRIED.

2. APPROVAL OF MINUTES

2.1 Meeting minutes of March 19, 2024

MOVED by N. Haslett and seconded by J. Jennings, the minutes of March 19, 2024, be adopted as circulated.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

N/A

4. DELEGATIONS

N/A

5. REPORTS AND PRESENTATIONS

N/A

6. CORRESPONDENCE FOR ACTION

N/A

7. CORRESPONDENCE FOR INFORMATION

N/A

8. UNFINISHED BUSINESS

8.1 2024 Rothesay Age-Friendly Community Designation Renewal - Draft Community Survey

K. Duffley presented the draft survey to the committee. She noted that some of the questions are based off a rubric that includes a scoring chart to give more credibility to the survey. K. Duffley reviewed the last two surveys to create this year's survey. The committee was asked to provide feedback. Rothesay's senior staff will also be asked if they would like to include anything in the survey for their department.

The committee discussed the survey including the benefit of having open-ended and closed-ended questions, the committee liked having both options included. The committee also liked having the questions broken into categories. D. Taylor noted that question two and three under housing require rewording. The committee discussed various changes to these questions. K. Duffley will update the question to read "My house is accessible to people of all abilities.". Mayor Grant noted that there may be negative feedback regarding transportation as we still have a lot to do. However, this is something that the Regional Service Commission has been tasked with improving. N. Haslett added that negative feedback is still good feedback to help us improve.

D. O'Connor asked how we plan to distribute the survey. K. Duffley noted that the plan for distribution was brought to the committee at the last meeting, but all communications tools will be used including email, online, posters in the community, etc. The committee discussed that it is too expensive to mail the survey. Ability New Brunswick can help get this out to people within the community who are their clients. The plan is to launch the survey in time for the Wellness Fair so that the survey can be promoted at the event. Attendees who are Rothesay residents can fill it out there or take it home. N. Haslett asked if there was a response rate that the committee was hoping to achieve. K. Duffley noted that the first survey had around 250 responses and the second survey had about 50 responses. The more responses received the more accurate the data. K. Duffley asked the committee to provide any feedback before the next meeting in May.

9. NEW BUSINESS

9.1 Age-Friendly Programming Update

Rothesay Hive Programming

- Exercise classes remain to be popular, with most classes full, including Sittercise. Keeping in mind a waitlist is kept and most people who are on a waitlist get into the class through cancellations.
- Triva with Winnie was cancelled in April. There were a few registration cancellations, only one person was registered in the end, and there was a storm that day. We are thinking of new ways to make these two programs work better.
- Two presentations in April, Nursing Home without Walls and CMHA NB Depression in Older Adults and Seniors. In May, there will be a presentation on Retirement Planning.
- The Garden Club will meet for the first time in 2024 on April 30th.
- In May, there will also be a Potluck to celebrate the Rothesay Hive's 5th Birthday.

The committee discussed having decorations and party games at the Potluck. As well as potentially inviting Future Engage participants. K. Duffley noted that registration will be required for the event as there is a limited capacity for the Potluck.

Rothesay Hive Members

Rothesay Hive Facebook Group: 890 members

Rothesay Hive Members as of now in 2024: 132 members

Rothesay Hive Members in 2023: 162 members

Rothesay Hive Members in 2022: 126 members

Age-Friendly Wellness Fair

Planning for the Wellness Fair is well underway, currently there are 26 booths confirmed. The deadline for the booths is on Friday, April 19th. Once all the information is confirmed, promotions of the event will begin.

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 in Balance (formerly called Zoomers on the Go)

UNB CELLAB continue to offer Zoomers in Balance program at the Bill McGuire Centre on Tuesday and Friday mornings. There are two sessions of classes to help meet the demand for the program.

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 10am-12pm. They also have their Conversational English Chats on Wednesdays from 3pm-4pm.

D. O'Connor shared that Future Engage will have the class from RHS come over to play crib this week. At the end of the month there will be a session on "Travel Through My Eyes" with someone coming to talk about Morocco. May is Asian Heritage Month and Daisy is going to speak about Asian Heritage. There will also be a Mother's Day Craft. During the summer, they will plan some picnics. There will be presentations about Gardening and Sailing. The Future Engage Coordinator, Hiba, is very busy with the planning and organizing of these events. They are hoping to get another person to help Hiba with Future Engage.

D. Taylor noted that the English Conversation group seems to be struggling a bit. Hiba is attempting to boost attendance by newcomers by sending information about the program through the schools. Two issues with the program are that newcomers are not available during the day, or they do not have

transportation. K. Duffley suggested that perhaps they reach out to partner with the KV Library as they have adult learning rooms available and are open on Saturdays. D. O'Connor noted that there is a French program in the City and they have a waitlist for that program.

Canadian Health Solutions Wellness55

The program is still ongoing. They are using space in Rothesay Town Hall for meetings on Tuesdays until the end of August.

Speed Chatting Event: On May 30th at 1:30 pm with Touchstone Academy. The kids will make up their own questions to ask the seniors and they will bring cookies and sweets. It will be a grade 3 class with 11 students that are coming. 11 older adults will be able to register for the event. On the tables there will be things that will encourage conversation, such as a rotary phone, cassette tape, VHS tape, etc. Afterwards, there will be time for a social.

D. O'Connor spoke about how important the Hive is for connections. D. Taylor mentioned how some women are now widows who come to the Hive and feel like they belong and are beginning the next chapter of their lives. It is an atmosphere of absolutely no judgment. D. Taylor complimented K. Duffley for creating a safe space. D. O'Connor noted that when you arrive there is no ageism, and it doesn't matter how old you are. The committee discussed the positives of ageing, such as experience, life experience, character, and value you can give back.

Nursing Home without Walls: D. O'Connor updated the committee on the program in the Valley. The program is a government grant project that started a few years ago as a research project. The project was so successful that the government has expanded it to communities across the province. It's all about bringing information and services to the people who are in their homes and can't get out. The coordinator is looking into using the bus from the YMCA. There is a telephone check-in program as well. Mayor Grant mentioned there are businesses that are offering similar at home services that should get connected with Nursing Home without Walls.

9 DATE OF NEXT MEETING

The next meeting is tentatively scheduled for Tuesday, May 21st at 10 am.

10 ADJOURNMENT

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

CARRIED.

The meeting adjourned at 10:49 am.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY
WORKS AND UTILITIES COMMITTEE MEETING
Rothesay Town Hall Common Room
Wednesday, April 17th, 2024
5:30 p.m.



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

DRAFT

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

ABSENT: SHAWN CARTER, VICE CHAIRPERSON
GEORGE THAMBI

Chairperson Alexander called the meeting to order at 5:31 p.m.

1. APPROVAL OF AGENDA

MOVED by S. Rosenberg and seconded by D. Brown the agenda be approved.

CARRIED.

2. APPROVAL OF MINUTES

2.1 Regular Works and Utilities Committee meeting of March 20th, 2024.

MOVED by D. Brown and seconded by S. Richards, the minutes of March 20th, 2024, 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 Capital Projects Summary
RECEIVED FOR INFORMATION.

6.2 Solid Waste Tonnage Report
RECEIVED FOR INFORMATION.

ROTHESAY

Works and Utilities Committee
Minutes

17 April 2024

6.3 Speed Radar Signs Report

- A speed radar sign was added to Elizabeth Parkway/Broadway Street intersection.

7. CORRESPONDENCE FOR ACTION

7.1 25 March 2024

Email from resident RE: Traffic Light for Isaac Street

DO McLean stated the traffic situation on Gondola Point Road and the area around Isaac Street is congested twice a day due to children being dropped off and picked up during school hours. The Town will do a traffic study in this area and having other traffic measures in the future may remediate some of the issues. The Committee agreed, noting it is a problematic area – the school zone speed limit and nearby pedestrian crosswalk do provide some relief to the intersection.

MOVED by D. Brown and seconded by S. Rosenberg to send a letter to resident regarding a traffic study which will be done in the area to determine the best form of traffic control.

CARRIED.

8. NEW BUSINESS

N/A

9. CORRESPONDENCE FOR INFORMATION

9.1 Discussion – Private Lanes

- Private Lanes Policy
- 07 July 2022 Memorandum from Town Manager Jarvie

Town Manager Jarvie noted the following:

- Private lanes are characterized by the fact they have not been constructed to Town standards and are not owned by the municipality. This means some private lanes are narrow, unpaved, lack sufficient municipal right-of-way for potential expansion, or are in a condition unsuitable for garbage collection, or snow removal, without potential damage to the road or equipment.
- The Town development control processes require new development to be served by streets built to municipal standards and vested in the Town, otherwise these services are not provided unless an agreement is in place.
- Town Manager Jarvie stated the importance of informing property owners that garbage/recycling collection will continue if receptacles are brought to the nearest intersection of a public road.

Town Manager Jarvie stated notification letters will be sent within the next 6 weeks to property owners. The letters will be tailored to the circumstances of each property in order to allow sufficient time and permit an adjustment period. The letter will state the Private Lane policy will take effect in the fall 2024.

S. Richards left the meeting.

ROTHESAY

Works and Utilities Committee
Minutes

-3-

17 April 2024

9.2 Discussion – Marr Road/Chapel Road signalization as referred from Council.

The Committee discussed the possibility of extending the sidewalk on Lacey Drive for residents who live close to the amenities. By giving residents the option to walk instead of drive, it can help reduce traffic congestion.

DO McLean mentioned the Town will have a third party traffic engineer do an updated traffic count for the intersection and produce a report.

9.3 Discussion – Circular Material

Town Manager Jarvie stated Circular Materials will begin service on May 1st, 2024. Curbside pickup will be the same as FERO, same time and picking up the same materials with the same limitations. Schools in the area will be added eventually, along with new apartment buildings. Some materials which are not recyclable such as styrofoam, glass, soft plastics can be dropped off at nearby redemption centres.

9.4 Update – Sagamore Point Lagoon

DO McLean explained the costs for the project has escalated, resulting in a need to complete the project in phases. All work is currently on hold until approval from the Provincial government is received related to the second round of Indigenous Consultation. It's the provincial portion that is contained within the environmental impact assessment (EIA) that needs to be completed. The province has rules, when doing an EIA, it includes the need to do additional Indigenous Consultation on top of what the Town has already done. The requirement sits with the province, not with the Town. The Town was told by Regional Development Corporation (RDC), that no money can be spent on the project until the second round of Indigenous Consultation is complete. RDC spoke with Infrastructure Canada who has accepted the Town's position that desludging of the lagoon is not construction, it is a maintenance activity and therefore does not require the completion of the Indigenous Consultation in order to move forward. Given the opinion from Infrastructure Canada, RDC has approved the Town to go ahead with the desludging.

DO McLean explained the centrifuge for the desludging will be delivered on Monday April 22nd, 2024.

10. DATE OF NEXT MEETING:

The next meeting is scheduled for Wednesday, May 22nd, 2024.

11. ADJOURNMENT

MOVED by S. Rosenberg and seconded by D. Brown the meeting be adjourned.

CARRIED.

The meeting adjourned at 6:55 p.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY MEMORANDUM



TO : Mayor and Council
FROM : Works & Utilities Committee
DATE : April 17th, 2024
RE : Traffic Lights on Isaac Street

Background:

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, April 17th, 2024:

MOVED ... and seconded ...:

MOVED by D. Brown and seconded by S. Rosenberg to send a letter to resident regarding a traffic study which will be done in the area to determine the best form of traffic control.

CARRIED.

Liz Hazlett

From: Mary Jane Banks
Sent: Monday, March 25, 2024 10:58 AM
To:
Cc: Liz Hazlett
Subject: RE: Traffic light for Isaac St

Good morning and thank you for your email.

It will be forwarded to Council for consideration at its next meeting on Monday, April 8, 2024.

Mary Jane

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

p (506)848-6664

f (506)848-6677

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

From:
Sent: Monday, March 25, 2024 10:45 AM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: Traffic light for Isaac St

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

Mayor Grant and counsel

My name is _____ and I live at 33 Isaac St. I attended the meeting in regards to the new development on School Rd a couple of months ago. At that time, there was a discussion of putting a traffic light in so we can get out of our street (especially in the mornings). I am writing to follow up on that discussion, to see what the plan is.

The traffic trying to leave Isaac St in the morning has become significantly worse since Covid, with more parents driving their kids to school. There have been days where it has actually taken 10 minutes just to get onto the Gondola Point Rd. due to the business of the street, all the traffic turning onto Issac and the buses coming and going.

I know there have been others who have addressed this matter. It was brought up as a major concern for the previously mentioned development plan, but is something that needs to be addressed now. When we briefly discussed it at that meeting, we were told it was currently under investigation to see where

would be most beneficial location. ~~The way I was some mention of putting it at the end of the Vincent Rd, but that won't resolve the ongoing issue on Issac St, seeing as most of the traffic comes from the Vincet Rd.~~

I am writing to you to ask for a light to be installed at the end of Isaac, preferably a sensor/pressure one (sorry, I don't know the proper name for them). Can you please update me with where things stand on this situation?

Sincerely,

33 Isaac St

Sent from my Galaxy



ROTHESAY
Ice Fishing Committee Meeting
Rothesay Town Hall Common Room
Monday, April 22, 2024 at 6:00 p.m.



PRESENT: COUNCILLOR BILL MCGUIRE, CHAIRPERSON
COUNCILLOR DAVE BROWN
COUNCILLOR HELEN BOYLE
MARY HENDERSON- KRPF
KAREN TRECARTIN- KVFD
CINDY BERGERON
HENRI BERGERON
DUANE HILCHIE
BILL LEROY

TOWN MANAGER JOHN JARVIE
DIRECTOR OF PARKS AND RECREATION CHARLES JENSEN

Chairperson McGuire called the meeting to order at 6:00p.m.

- General discussion that the status quo with respect to debris and shacks not being cleaned up is not acceptable.
- Need to establish what can be done
- Town does not have jurisdiction on the river/ice.
- Province(public safety) was invited to the meeting but were unable to attend.
- Parking is also an issue on James Renforth Drive
- Storing of shacks at the McGuire Centre after they are removed from the ice in the spring is also an issue. Once they come off the ice they need to be removed to the owners property.
- There are on going issues with garbage left on the ice.
- Concerns over debris that ends up in the swimming area and the danger it could pose to swimmers.
- Discussion around the formation of a committee.
- Duane Hilchie spoke and said his son is working with Gary Gower to try and get a committee started(Gary was chair of the Renforth ice fishing group a few years ago)
- Lots of discussion around who was responsible for enforcing the rules.(identification on shacks, shacks on skids, disposal of garbage)
- The Province(Public Safety) needs to be part of the solution.
- There was some discussion around only allowing tents to be used and no wooden structures. Some felt this would lead to more issues with garbage.
- General discussion around safety and ice thickness and how that can be monitored to ensure it is safe to be on the ice.
- Mary Henderson will provide John J contact info for public safety so they can be notified and attend the next meeting

Meeting adjourned at 7:00pm

Charles Jensen
Director of Parks and Recreation



ROTHESAY

2024 May 13 Open Session FINAL_123

PLANNING ADVISORY COMMITTEE MEETING
Rothesay Town Hall Common Room
Monday, May 6, 2024 at 5:30 p.m.



PRESENT: COUNCILLOR DON SHEA, CHAIRPERSON
COUNCILLOR TIFFANY MACKAY FRENCH (*arrived at 5:32 p.m.*)
TYLER DAVIS
RALPH FORTE
MATTHEW GRAHAM, VICE-CHAIRPERSON
CHRISTIANE VAILLANCOURT

DRAFT

TOWN MANAGER JOHN JARVIE
TOWN CLERK MARY JANE BANKS (*left the meeting at 6:40 p.m.*)
URBAN PLANNER PETER JOHNSTON
RECORDING SECRETARY LIZ HAZLETT

ABSENT: KELLY ADAMS
TRACIE BRITTAIN

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

1. APPROVAL OF THE AGENDA

MOVED by R. Forte and seconded by M. Graham the agenda be approved as circulated.

CARRIED.

Counc. Mackay French arrived at the meeting.

2. ADOPTION OF MINUTES

2.1 Regular Meeting of April 2, 2024

MOVED by C. Vaillancourt and seconded by M. Graham the Minutes of April 2, 2024 be adopted as circulated.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

Chairperson Shea and Counc. Mackay French declared conflicts of interest for Item 5.1 45 Marr Road and 6 Old Mill Lane (PIDs 00245415 & 00118067).

4. NEW BUSINESS

N/A

Chairperson Shea and Counc. Mackay French declared conflicts of interest and left the meeting.

M. Graham assumed the Chair.

5. OLD BUSINESS**5.1 45 Marr Road****Mike Maloney**

OWNER:

Patrick Maloney

PID:

00245415 & 00118067

PROPOSAL:

Rezoning (46-unit apt bldg./6-unit Townhomes)

The applicant Mike Maloney was in attendance with Bryce Tayes of Don-More Surveys and Engineering, and Andrew Costin of Costin and Associates. Town Manager Jarvie explained that the purpose of the meeting is to discuss the application and make a recommendation to Council. At the May 13th Council meeting, a recommendation will be made for continuation of the public hearing on May 27th. Following the public hearing, Council would then discuss the proposal further at its regular June meeting.

A presentation was given by Mr. Maloney, highlighting the following:

- An existing housing and rental crisis
 - o Rental vacancies have been the lowest on record since tracking began 30 years ago
- The project is targeted toward seniors/retirees that wish to downsize but remain in the community
- The proposal:
 - o 46-unit apartment building
 - 1100-1500 sq. ft. units
 - 1, 2, and 3 bedrooms
 - 8 affordable units
 - 3 barrier-free units
 - Underground parking
 - Inset top floor
 - Building located on lowest point of the property to offset height
 - o 6 townhomes
 - One barrier-free unit
 - Units are similar size to apartment units
 - o Greenspace (50% of property), lots of trees, hedges
 - o Access from Marr Road not Old Mill Lane
 - o Existing structures removed, and placement of townhouses to aid with privacy and sun exposure

Mr. Maloney and Mr. Tayes addressed stormwater concerns, noting that currently water runoff flows through properties on Old Mill Lane and Robinson Street. This will change with a new stormwater management system that will direct water into four sub-catchment areas (including the roof) and drain into an underground tank built to handle a 1 in 100-year event +20%. The water will then be released into a new storm sewer pipe that will naturally flow downhill toward Old Mill Lane. There will not be a retention pond, and instead, the greenspace between the apartment building and townhouses (marked on the plan by three trees) will provide more space to pile snow which will then melt into sub-catchment areas. Underground storage will be provided to detain runoff from the roof and parking areas.

The Committee appreciated the work done to address stormwater management concerns. Questions were raised about the following: the roof sub-catchment; implied easements; risk of well contamination; and a municipal water connection.

Mr. Maloney responded with the following: the roof sub-catchment is not intended to retain water but to direct the flow from the roof/terraces into the underground retention structure; implied easements will not be used, only existing easements that the Town has access to; precautions will be taken during construction, and efforts will be made to construct the stormwater management system first which has filtration measures to avoid groundwater contamination; and the project will be connected to municipal water.

T. Davis asked if staff believe the stormwater management plan presented is sufficient. Town Manager Jarvie noted it is unclear how the public will respond to the plan, but staff are satisfied it works. Staff were not satisfied with the existing quality of nearby infrastructure, therefore the proposal involves a new pipe, to an open ditch system downstream eventually leading to the river. He added a stormceptor or other filtration system will also be required.

Further questions were raised pertaining to: rezoning, the traffic study, privacy, snow removal, the locations of the stormwater retention structure and new pipe, and the shadow study.

Town Manager Jarvie advised the area is designated commercial in the Municipal Plan, but it allows for high density residential use. Additionally, there is still quite a bit of land available for commercial use in the town, but lately trends suggest residential use is the main focus. High density residential projects are best suited in walkable areas, especially if targeted towards seniors.

Mr. Maloney addressed the following:

Traffic: the traffic study used national data and considered several factors including the number of units, and the target market for tenants (seniors). The findings align with Mr. Maloney's survey of a similar project on Magnolia Lane (at the bottom of Marr Road) targeted toward seniors. This demographic is not typically associated with morning commutes during peak hours nor are they known for online shopping/deliveries. Evening commutes may reflect that individuals usually share common dinner times. He added in his experience as a nearby resident on Clark Road, most delays in traffic are school bus related, and he does not anticipate a long wait time to exit the property.

Privacy: a Transport Canada certified drone photographer was hired to obtain aerial views around the property. Photographs were taken when trees were bare in winter and indicate that the location of the building, the tree line, and depth of properties on Robinson Road mean privacy will not be a concern for tenants or neighbouring property owners.

Snow Removal: snow will be piled in a greenspace area (marked by three trees on the new stormwater plan) to melt into the stormwater catchment system. Snow will not be pushed to the back of the property. When questioned, he noted snow would only need to be trucked out in extraordinary circumstances.

Stormwater Infrastructure: Mr. Teyes relayed that the underground retention structure will be located near the underground parking entrance, and the line of continuous arrows showcases the new stormwater pipe.

Shadow Study: the shadow study also now includes the winter months.

MOVED by T. Davis and seconded by M. Graham the Planning Advisory Committee recommends approval of the rezoning of 45 Marr Road and 6 Old Mill Lane (PIDs 00245415 & 00118067) from the Single Family Residential R1B zone to the Multi-Unit Residential Zone [R4] subject to an agreement setting out details of the development and conditions related to the approval.

ON THE QUESTION:

R. Forte prefaced by stating he likes the project but cannot support the apartment building's proximity/height in relation to the properties on Old Mill Lane. He acknowledged that there is a housing crisis, but it is not fair to citizens to put buildings of that height next to single-family homes. As an example, he mentioned a development in Milledgeville, Saint John that constructed a four-storey building next to bungalows. When questioned, Mr. Maloney noted the project would not be feasible if a floor was removed to reduce the height.

Town Manager Jarvie explained that the mixed layout of housing in Rothesay makes it challenging to find a suitable location that is not near single-family properties. R. Forte mentioned that the Hillside Secondary Plan involves a variety of housing but is organized in a way that creates transitional density. He acknowledged that it is unreasonable to believe that buildings taller than two storeys will not be constructed next to single-family homes. However, consideration should be given to protecting existing residents—something that he found should have been more prominent in the Municipal Plan. M. Graham contended that the area is suitable, as Marr Road is predominantly commercial properties. Town Manager Jarvie expanded on this, noting towns must evolve. Since trends are focusing on higher density residential projects, the intent is to integrate these projects into suitable areas.

R. Forte spoke of a 2011 proposal—for two 8-unit apartment buildings—that was defeated by Council, citing the same concerns raised today, including but not limited to: elevation, stormwater management, and a blind knoll. He clarified that he does not think sightlines are a concern. He added it is unlikely that the Committee would want this in their backyards. Town Manager Jarvie advised the public will have an opportunity to speak at the continuation of the public hearing. Surprisingly, prior concerns did not focus much on building height but more on drainage. He added these are not uncommon public concerns with other projects that have been approved.

There was discussion on suggestions to flip the townhomes and apartment building to opposite sides. Mr. Costain asked if the rationale for the suggestions related to the shadow study or windows as an intrusion, cautioning that substantive reasons are required to deny the proposal. In response, it was noted the apartment building would abut other apartment buildings on Kingsview Court, and only six units would border Old Mill Lane. Mr. Maloney noted there is not enough space to do so without impacting turnaround space for fire trucks and building height/visibility. He added only 10-12 apartment units are facing Old Mill Lane. T. Davis appreciated the transitional nature of the current plan and the efforts made to address stormwater management – the prominent issue.

YEA votes recorded from: T. Davis, M. Graham, and C. Vaillancourt

NAY vote recorded from: R. Forte

CARRIED.

The group was thanked for their presentation and informed that a recommendation will be made to Council for continuation of the public hearing on May 27th. The group thanked the Committee and left the meeting.

C. Vaillancourt asked why 40 units was chosen as the Town's maximum number of units permitted, and why density bonuses can exceed the maximum allowable. She expressed concern that additional units can impact traffic, privacy, greenspace, and livability, even if they are barrier-free or affordable. She worried that the vision for the Town is confusing and there is risk Rothesay could be heading towards a similar growth pattern as Mississauga. Town Manager Jarvie noted the maximum number of units may need to be revisited with more consideration for larger plots of land. He added 40 units may sound like a lot but is a modest density compared to other communities. Additionally, the growth rate between Mississauga and Rothesay differs considerably. He spoke of municipal adaptation to changing trends and the importance of balance.

Discussion ensued on the importance of walkability for seniors without driver's licenses, and considerable costs for development infrastructure.

Chairperson Shea and Counc. Mackay French returned to the meeting. Chairperson Shea resumed the Chair.

Town Clerk Banks left the meeting.

There was further discussion about traffic on Marr Road. C. Vaillancourt suggested traffic studies should be prepared with the worst-case scenario in mind rather than target tenants.

5.2 Zoning By-law (Cluster Residential Zone)

3 May 2024

Report prepared by Urban Planner Johnston

Cluster Residential Zones (CRZ) and the following questions were discussed:

- 1) Should the proposed Cluster Residential Zone come with a broad set of design guidelines?
- 2) What kinds of on-site amenities should the Town create provisions for in this zone?
- 3) On average building area and height: Should the Town dictate a maximum building height, area across the Cluster Residential zone or rely on the Floor Area Ratio zoning tool?

The following comments were made:

- CRZs are also known as Cottage Clusters, Pocket Neighbourhoods, or Dwelling Groups
- Examples provided:
 - o Low Wood Estates in Rothesay
 - o Turnbull Place in Saint John
 - o Greenwood Avenue in Shoreline, Washington
- Benefits:
 - o Lower land/material costs
 - o Greenspace
 - o Communal feel
 - o Mid-density
 - o Shared infrastructure and maintenance costs
 - o Opportunity for affordable housing
 - o Shared lots, utilities
 - o Creates opportunities to downsize or homeownership for younger generations
 - o Projects typically have covenants for appearance/maintenance
 - o Helps with transitional density

- Design guidelines should help create aesthetically pleasing projects but not be a deterrent (cost)
- Not all have their own driveways, but it is preferable in Rothesay owing to limited public transit
- Property assessments and taxes are applied to individual units but consider both the unit and land – assessments impacted by attributed building permit values
- Collectively responsible for private snow removal and garbage collection services (private road)
- The decommissioned Scribner Crescent Ball Field is suitable land for such a project
 - o Access to municipal services (extension of water line, sidewalk, and realignment of sanitary sewer required)
 - o Communal amenities (playground, garden)
 - o Walkable area
 - o Envision Saint John could provide assistance, or opportunity for a design/build competition
- Liability for communal amenities lies with property ownership/corporation
- Rothesay has suitable areas for these projects, but it is a property owner decision
- Lands can be rezoned once applications are submitted and approved
- Amenities may be largely dependent on target tenants and dictated by the market
 - o Need to look at other communities for examples of common permitted uses
 - o Compliance is mostly self-policed by tenant group or corporation
 - o Examples: Playgrounds, Pools, Gardens, Gazebos, BBQs, Greenhouses, Accessory buildings (sheds), Clotheslines, Electric vehicle charging stations, Fountains, Canopies, Decks or extensions (ex. Chapel Hill Estates)
- Examples were provided of municipalities (Saint John, Fredericton, and Halifax) that have provisions for cluster housing
- No recommendation for building height/area at this time
 - o Uniformity or diversity (design and cost)
 - o Consideration should be given to maximum building height in the Town (four storeys)

TABLED ITEMS

N/A

6. CORRESPONDENCE FOR INFORMATION

N/A

7. DATE OF NEXT MEETING(S)

The next meeting will be held on Monday, June 3, 2024.

8. ADJOURNMENT

MOVED by R. Forte and seconded by Counc. Mackay French the meeting be adjourned.

CARRIED.

The meeting adjourned at 7:30 p.m.

CHAIRPERSON

RECORDING SECRETARY



2024May13OpenSessionFINAL_129

BUILDING PERMIT REPORT

4/1/2024 to 4/30/2024

| Date | Building Permit No | Property Location | Nature of Construction | Value of Construction | Building Permit Fee |
|-------------|---------------------------|--------------------------|-------------------------------|------------------------------|----------------------------|
| 04/16/2024 | BP2024-00006 | 175 RENSHAW RD | FENCE | \$5,200.00 | \$43.50 |
| 04/29/2024 | BP2024-00009 | 41 FRANCES AVE | SINGLE FAMILY | \$485,000.00 | \$3,516.25 |
| 04/17/2024 | BP2024-00011 | 2 CAMPBELL DR | SIDING | \$4,000.00 | \$29.00 |
| 04/23/2024 | BP2024-00012 | 5 BRITTAIN LANE | SINGLE FAMILY | \$759,000.00 | \$5,502.75 |
| 04/05/2024 | BP2024-00013 | 9 PARKDALE AVE | DECK | \$14,000.00 | \$101.50 |
| 04/09/2024 | BP2024-00015 | 84 HAMPTON RD | RENOVATION | \$16,000.00 | \$116.00 |
| 04/04/2024 | BP2024-00016 | 2646 ROTHESAY RD | WINDOWS | \$5,000.00 | \$36.25 |
| 04/04/2024 | BP2024-00019 | 5 GOLDIE CRT | WINDOWS | \$16,200.00 | \$123.25 |
| 04/17/2024 | BP2024-00020 | 2316 ROTHESAY RD | DETACHED GARAGE | \$19,600.00 | \$145.00 |
| 04/16/2024 | BP2024-00021 | 27 CORTLAND PL | WINDOWS | \$10,100.00 | \$79.75 |
| 04/11/2024 | BP2024-00023 | 43 GONDOLA POINT RD | DEMOLITION | \$0.00 | \$500.00 |
| 04/19/2024 | BP2024-00024 | 32 IONA AVE | STORAGE SHED | \$8,000.00 | \$58.00 |
| 04/19/2024 | BP2024-00025 | 9 EDGEMONT LN | FENCE | \$39,900.00 | \$290.00 |



2024May13OpenSessionFINAL130

BUILDING PERMIT REPORT

4/1/2024 to 4/30/2024

| Date | Building Permit No | Property Location | Nature of Construction | Value of Construction | Building Permit Fee |
|----------------------------------|--------------------|---------------------|------------------------|-----------------------|---------------------|
| 04/26/2024 | BP2024-00028 | 88 MARR RD | DECK | \$2,000.00 | \$20.00 |
| 04/22/2024 | BP2024-00029 | 59 GIBBON RD | FENCE | \$9,000.00 | \$65.25 |
| 04/29/2024 | BP2024-00030 | 85 GREEN RD | DECK | \$4,000.00 | \$29.00 |
| 04/25/2024 | BP2024-00032 | 6 PRINCE ALBERT CRT | DECK | \$1,000.00 | \$20.00 |
| 04/26/2024 | BP2024-00034 | 9 MARK AVE | SIDING AND WINDOWS | \$27,000.00 | \$195.75 |
| 04/26/2024 | BP2024-00036 | 14 ROTHESAY PARK RD | RENOVATION | \$20,000.00 | \$145.00 |
| 04/30/2024 | BP2024-00040 | 30 MARR RD | SIDING AND WINDOWS | \$75,000.00 | \$543.75 |
| Totals: | | | | \$1,520,000.00 | \$11,560.00 |
| Summary for 2024 to Date: | | | | \$5,226,262.00 | \$38,450.25 |

2023 Summary

| | <u>Value of Construction</u> | <u>Building Permit Fee</u> |
|------------------|------------------------------|----------------------------|
| Monthly total: | \$264,557.00 | \$2,446.75 |
| Summary to Date: | \$7,621,307.00 | \$57,792.25 |



ROTHESAY

INTEROFFICE MEMORANDUM



TO : Mayor Grant & Council
 FROM : John Jarvie
 DATE : 10 May 2024
 RE : Capital Project – Status Report

The following is a list of 2024 capital projects, holdover 2019 and 2023 capital projects and the status of each along with a continuing project from 2016.

| | PROJECT | BUDGET | \$ TO 31/03/24* | COMMENTS |
|-----------------|-------------------------------------|---------|---------------------------|--|
| 2016 | General Specification for Contracts | 40,000 | 40% | Draft document under review by staff |
| 2019 | Trail & sidewalk connector Wells | \$2.5M | - | Subject to grants; estimate revised to current – land acquisition with Province underway |
| 2023 | Hillsview water line replacement | 50,000 | | Preliminary design complete, consultation with stakeholders underway |
| | Recreation Master Plan | 60,000 | 35% | To be considered for acceptance at Council Meeting |
| | Water Treatment Train expansion | 630,000 | 30% | Purchased and on order – Mid-May 2024 delivery expected |
| 2024 | WWTP Phase II design | \$4M | | Waiting for signatures |
| | 2024 Street Resurfacing inc C&S | \$3.5M | 3% | Included on May Council agenda for approval |
| | Wijac Improvements | \$2.5M | | Maybe phased |
| | Arena Condenser | 100,000 | | Installation in off-season |
| | Shadow Hill Court water | 250,000 | | Preliminary design and cost estimates complete, consultation with stakeholders underway |
| | Lagoon Dredging | \$1.32M | | Work underway |
| | Water quantity | 60,000 | | Project completion expected July 1, 2024 |
| | Frances Avenue Lift Stn | 100,000 | | Staff reviewing options |
| | Utility Building Renovations | 100,000 | | Storage bldg. 30,000 & heating system 40,000 |
| | IT plan | 15,000 | | new equipment and phones |
| | KVFD Capital | 203,700 | 35% | (Fleet -118,400, Equip -44,600, Facilities -40,700) |
| | Town Hall | 37,000 | | HVAC, Windows, painting doors, etc. |
| | Train Station | 350,000 | | Renewed offers to vendors |
| | Upgrade to water treatment plant | 405,000 | | Building & plumbing for expanded treatment train |
| | Grove Bldg. Security Fence | 60,000 | | Approved, waiting for contractor to complete |
| | Works Fleet | \$1.13M | | Tandem plow, Loader & sidewalk plow ordered |
| | Recreation Facilities | 500,000 | | Wells Parking, Wells Shed, Pickleball Screening, |
| Parks Equipment | 140,000 | 50% | Zamboni ordered and Mower | |

* Funds paid to this date.



ROTHESAY MEMORANDUM



TO : Mayor Grant and Council
FROM : John Jarvie
DATE : 9 May 2024
RE : 45 Marr Road/6 Old Mill Lane
PIDs 00245415 & 00118067

Recommendation:

It is recommended Council reconvene the public hearing for 45 Marr Road/6 Old Mill Lane (PIDs 00245415 & 00118067) on **Monday, May 27, 2024 at 6:00 p.m.** and notify area residents.

Background

The public hearing was tabled on January 29th:

MOVED by Deputy Mayor Alexander and seconded by Council.
McGuire to table the public hearing until a future date when additional information is available and can be presented to Council and the public on such issues as traffic (sightlines) and stormwater management (details on downstream infrastructure).

The May 3rd PAC report attempts to address the key issues raised in the first public hearing and PAC meeting, based on further information and engineering design provided by the developer. Additional graphics are included illustrating the design measures intended to address surface drainage concerns.

Attachments:

8 May 2024 Recommendation from PAC
3 May 2024 Staff Report to PAC with attachments



2024 May 130 Open Session FINAL_133

ROTHESAY

MEMORANDUM



TO : Mayor and Council
FROM : Town Clerk Mary Jane Banks
DATE : 8 May 2024
RE : 45 Marr Road & 6 Old Mill Lane (PIDs 00245415 & 00118067)

Background:

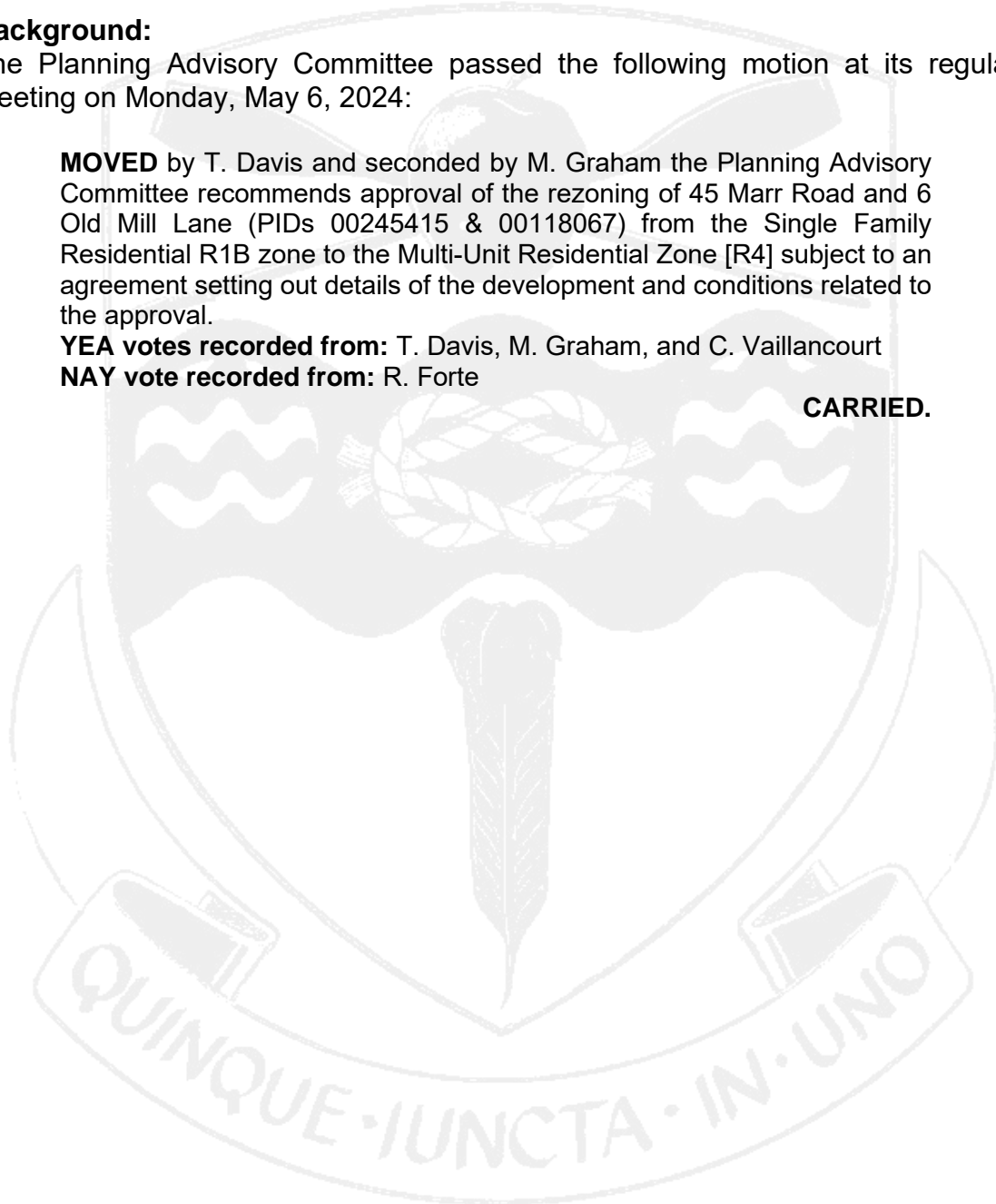
The Planning Advisory Committee passed the following motion at its regular meeting on Monday, May 6, 2024:

MOVED by T. Davis and seconded by M. Graham the Planning Advisory Committee recommends approval of the rezoning of 45 Marr Road and 6 Old Mill Lane (PIDs 00245415 & 00118067) from the Single Family Residential R1B zone to the Multi-Unit Residential Zone [R4] subject to an agreement setting out details of the development and conditions related to the approval.

YEA votes recorded from: T. Davis, M. Graham, and C. Vaillancourt

NAY vote recorded from: R. Forte

CARRIED.





To: Chair and Members of Rothesay Planning Advisory Committee
From: John Jarvie, RPP, MCIP
Town Manager
Date: Friday, May 03, 2024
Subject: Rezoning 45 Marr Road/6 Old Mill Lane – (PIDs 00245415 & 00118067)

| | | | |
|----------------------------------|--|-------------------------|---|
| Applicant: | Mike Maloney | Property Owner: | Patrick Maloney |
| Mailing Address: | 34 Sprucewood Ave Rothesay, N.B. E2E 2H3 | Mailing Address: | 182 Elliot Road Quispamsis, N.B. E2G 2B8 |
| Property Location: | 45 Marr Road/6 Old Mill Lane | PID: | 00245415 & 00118067 |
| Plan Designation: | Mixed Residential | Zone: | Single Family Residential R1B |
| Application For: | Rezoning for a 1 four storey (46 Unit) Apartment Building & 6 Townhouses | | |
| Input from Other Sources: | Operations, KVFD, KRPF, Polling | | |

ORIGIN

This the second staff report on an application from Mike Maloney on behalf of Patrick Maloney, to consider rezoning land located off Marr Road and Old Mill Lane (PIDs 00245415 & 00118067) from Single Family Residential [R1B] to Multi-Unit Residential (R4) to allow for the development of a 46-unit apartment building and a 6-Units in the form of townhouses, subject to the terms of a Development Agreement.

BACKGROUND

The initial report was discussed at the January Committee meeting and is attached for reference. Also attached is an except from the minutes of that meeting extracting the discussion on the application. The proposal went to a public hearing on January 29, 2024. Concerns were raised regarding a lack of detail within the submitted drainage plan and Council elected to table the hearing until the proponents brought more information forward. Staff intend to recommend Council reconvene the public hearing on May 27th, 2024.

This report attempts to address the key issues raised first public hearing and PAC meeting based on further information and engineering design provided by the developer. Additional graphics are included illustrating the design measures intended to address surface drainage concerns.

The properties are 8,643.56 square meters (2.14 acres) and currently zoned Single Family - Residential Standard zone (R1B). The property is designated COMMERCIAL in the Future Land Use map. The proposed use as a residential apartment building is not listed as a permitted use within the R1B zone. However, the Municipal Plan By-law 1-20 does contain policy direction (see Policy HDR-4) that would allow Council to consider the application.



Figure 1 – Site plan of Proposed Marr Road Apt. Building and Townhouses.

ANALYSIS:

Polling Results

As standard procedure with all rezoning applications letters were sent to nearby residents to inform them of the application and soliciting their comment or feedback. The results of the PAC polling were included in the original staff report.

Traffic Impacts

CBCL Ltd. Looked at trip generation rates by relying on the *Institute for Transportation Engineers Trip Generation Manual*, which uses empirical data based on the land-use, number of units, and demographics of the proposed development to model vehicular trips in and out of the site after occupancy. Trips during peaks hours during weekday mornings and evenings.

| Table 1: ITE Trip Generation Summary | | | | | | | |
|---|---|------|---------|----------|----------|-----------|-------------|
| ITE Land Use Code 252 (Senior Adult Housing – Multifamily) | | | | | | | |
| 46 | Dwelling Unit | Rate | Inbound | Outbound | Trips In | Trips Out | Total Trips |
| | AM Peak Hour of Adjacent Street Traffic | 0.20 | 34% | 66% | 4 | 7 | 11 |
| | PM Peak Hour of Adjacent Street Traffic | 0.25 | 56% | 44% | 7 | 6 | 13 |
| ITE Land Use Code 251 (Senior Adult Housing – Single-Family) | | | | | | | |
| 6 | Dwelling Unit | Rate | Inbound | Outbound | Trips In | Trips Out | Total Trips |
| | AM Peak Hour of Adjacent Street Traffic | 0.24 | 33% | 67% | 1 | 1 | 2 |
| | PM Peak Hour of Adjacent Street Traffic | 0.30 | 61% | 39% | 2 | 1 | 3 |

Figure 3 – CBCL Ltd. summary table

Site Distance

During the previous review questions were raised about site distances for traffic leaving the project. Attached is a report from CBCL analyzing the site distances and reporting them as satisfactory.

Sewer and Stormwater

A new stormwater management plan has been reviewed by staff to ensure post-development level will not exceed pre-development levels. The original plan involved a detention pond and a controlled release into the neighbouring storm sewer system capacity of which was not confirmed. The new plan as shown on the Post Development Stormwater Management Plan divides the site surface water into four areas the smaller of which (20%) is largely landscaped and drains primarily to the rear of the site abutting the Robinson Road properties. The storm water analysis indicates 47% of the site drains in that direction at present. Precipitation landing on the paved surface of the site and the building make up two thirds of the area and are captured in a stormwater system with underground storage and controlled release into an upgraded pipe system on Old Mill Lane. The strip of land between the building and the abutting properties on old Mill Lane represents 7% of the total site area drains to these abutting properties.

RECOMMENDATION:

It is recommended the Planning Advisory Committee recommends:

- approval of the rezoning of 45 Marr Road and 6 Old Mill Lane (PIDs# 00245415 & 00118067) from the Single Family Residential R1B zone to the Multi-Unit Residential Zone [R4] subject to an agreement setting out details of the development and conditions related to the approval.

ATTACHMENTS:

Minutes from the January 2nd, 2024 PAC meeting

Original Staff Report including attachments

Attachment 1 Stormwater Review

Attachment 2 Trip Generation Statement

Attachment 3 Polling Results

Preliminary Grading Plan

Plan & Profile Old Mill Lane Storm Sewer

Pre-Development Stormwater Management Plan

Post Development Stormwater Management Plan

Site Distance Assessment – CBCL

Report Prepared by: John Jarvie, RPP, MCIP

Date: Friday, May 03, 2024



ROTHESAY
2024 May 13 Open Session FINAL_137
PLANNING ADVISORY COMMITTEE MEETING
Rothesay Town Hall Common Room
Tuesday, January 2, 2024 at 5:30 p.m.



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

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

The meeting was called to order by Town Manager Jarvie at 5:30 p.m.

1. ELECTION OF OFFICERS

Town Manager Jarvie called three times for nominations from the floor for Chairperson. Counc. Mackay French nominated Counc. Don Shea as Chairperson. There being no other nominations, Counc. Shea was elected Chairperson by acclamation.

Town Manager Jarvie called three times for nominations from the floor for Vice Chairperson. Counc. Shea nominated Matthew Graham. There being no other nominations, Matthew Graham was elected Vice Chairperson by acclamation.

2. APPROVAL OF THE AGENDA

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

3. ADMINISTRATION

3.1 Code of Ethics

All members were asked to review the document, sign the Member Statement and return it to Town Hall.

3.2 Committee Mandate

3.3 2024 Meeting Schedule

MOVED by M. Graham and seconded by T. Brittain the Code of Ethics, Committee Mandate, and 2024 Meeting Schedule be received for information.

CARRIED.

4. ADOPTION OF MINUTES

4.1 Regular Meeting of December 4, 2023

MOVED by R. Forte and seconded by C. Vaillancourt the Minutes of December 4, 2023 be adopted as circulated.

CARRIED.

5. DECLARATION OF CONFLICT OF INTEREST

N/A

6. NEW BUSINESS

6.1 25 Meadow Drive

John Daares

OWNER:

John Daares

PID:

00232983

PROPOSAL:

Side Yard Setback Variance for Single Family Dwelling

The applicant, John Daares, was in attendance. Town Manager Jarvie advised the request is to permit an attached garage with a living space above and a side-yard setback of 0.91 metres (3ft) – a 4 meter variance is required.

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

- a. Grant a variance from the Rothesay By-law 2-10 to allow for a reduced minor setback of 0.91 metres (3 feet) for a proposed attached two-storey garage.

- a. Accordingly, the applicant is required to submit the following:

- i. A Surveyor’s **Location Certificate** to confirm compliance with the building’s required setbacks, the certificate shall:

- 1. Be based on an actual site inspection and measurements;
 - 2. Verify the siting of the building foundation wall, setback from property boundary(s) for the four corners of the proposed building; and
 - 3. Be prepared by personnel qualified to practice Land Surveying in New Brunswick.
 - 4. The Surveyor’s **Location Certificate** shall be provided to the Development Officer prior to any back-filling of the foundation excavation.

ON THE QUESTION:

Counc. Mackay French noted she is happy to see three individuals wrote in favour of the proposal. C. Vaillancourt mentioned the 82% variance, and asked if the neighbour next door raised any objections, or if there are any fire related concerns (access). Town Manager Jarvie advised no objections were received, and space still remains on either side of the property. In response to an inquiry, Mr. Daares confirmed that the second floor will be used for a bedroom master suite.

CARRIED.

6.2 45 Marr Road

Mike Maloney

OWNER:

Patrick Maloney

PID:

00245415 & 00118067

PROPOSAL:

Rezoning (46-unit apt bldg./6-unit Townhomes)

The applicant Mike Maloney and his wife Sheila Golez were in attendance. Town Manager Jarvie advised: the request is to rezone the rear portion of the property from Single Family – Residential (R1B) to Multi-Unit Residential (R4) for an apartment building, and the front portion from R1B to R3 (Attached Residential Zone) for townhomes; the land is designated Commercial in the Municipal Plan which permits high density residential use; the current Zoning By-law is under review for updates, therefore a rezoning process is required; and 45 Marr Road and 6 Old Mill Lane will be reconfigured to form the property.

C. Vaillancourt mentioned that letters were received with concerns regarding polling letters sent during the holiday season – some did not receive the notification until after the deadline for comments; and drainage for water runoff (including melting snow). She asked if rescheduling was an option. Furthermore, she expressed concern that the trip generation study may be misleading. The study focuses on seniors or retirees – which are the target audience for the project – but does not consider that other demographics may apply as tenants. She added traffic congestion in the area is already problematic and is expected to worsen with another nearby project under construction. She asked why the study did not present a “worst case” scenario.

Town Manager Jarvie advised: standard application and polling processes were followed; the Committee can choose to postpone the discussion until February if there is interest; public attendance at tonight’s meeting suggests notification efforts were successful; a detailed design plan for stormwater management is expected, in the meantime the consultant has provided a letter outlining the intended approach; at this point staff have flagged that drainage needs to be addressed/questions should be directed to the developer; and occupancy is at the discretion of the property owner. With respect to traffic, he noted: the study was provided by professional traffic consultants; Marr Road is a collector road, which by definition, is busier than other streets in the community; and as the application process proceeds there will be more information available on the traffic impact.

R. Forte requested clarification on: the purpose of tonight’s discussion – public hearing recommendation or in depth discussion; Policy HDR-4 (b) “the maximum density does not exceed 100 square meters of land per apartment unit”; and Policy HDR-4 (d) “the subject lands do not exceed 1 acre in total area (or 40 apartment units)”.

Town Manager Jarvie explained that a recommendation for a public hearing suggests the application has enough merit to warrant further discussion by the public and Council. To establish this, there are opportunities for the Committee and public to ask questions – to clarify the nature of the project, rather than present opinions – at the Committee level and again at a public hearing. The applicant is also available to explain and answer questions.

Town Manager Jarvie explained that Policy HDR-4 (b) sets the maximum density per square meter of land (100 sq. m. per apartment unit); and (d) 40-units are permitted per acre of land. In this case, the area for the apartment building is roughly 6300 sq. m. (137 sq. m. per unit), which is sufficient for a 46-unit apartment building. He suggested questions related to rationale for the number of buildings/units are better suited for the applicant. In response to an inquiry, it was noted a sign was put on the property to announce the rezoning application; however, it was just installed today.

Mr. Maloney briefly explained the vision for the project, noting it is intended to provide housing in a highly walkable area that allows individuals – like his parents – to remain in the community without the hassles of homeownership. When questioned, Mr. Maloney confirmed the townhomes will be rented, not owner-occupied, and one will be a barrier-free unit.

M. Graham asked if density requirements are the same for apartment buildings and townhomes. Town Manager Jarvie advised different calculations are used which is why there are two zonings proposed R3 (townhomes) and R4 (apartment building). The proposal complies with by-law requirements for each zone.

Counc. Shea mentioned he used to own property on Robinson Street and asked if water runoff will be collected in that area. Mr. Maloney and Mrs. Golez addressed stormwater management, highlighting that they have engaged civil engineers to develop a stormwater management plan. The intent is to control the flow of water (rain and melted snow) by redirecting it to areas where it can be naturally absorbed, or retained until it can be released at a controlled rate into municipal infrastructure on Marr Road. Land preparation for stormwater management must be completed before a foundation is built. It is expected the project will improve the drainage situation related to the property's current state. T. Brittain mentioned that there are stormwater management requirements included in development agreements. Town Manager Jarvie confirmed this, adding that a detailed drainage plan is required, and post-development runoff cannot exceed pre-development conditions.

Mr. Maloney answered Committee inquiries, noting: the apartment building will have mostly 2-bedroom units (sizes have yet to be finalized); there will be 6 affordable units; the project is targeted towards seniors; rent for the affordable units will be 30% below market value; marketing efforts will be explored once the project is approved – for now interest has been spread through word of mouth; the Shadow Study shows the buildings may cast shadows onto neighbouring properties around 8:00 a.m. (March 21-September 21) but only for a short period of time – the 12:00 p.m. image shows the shadows have retreated significantly from the property line; the Shadow Study can be updated to show results in the winter; the tree barrier will be maintained as much as possible to maintain privacy for all properties; property owners, directly behind on Robinson Street, should not be able to see much of the apartment building (and vice versa) owing to long lot depth and significant tree buffers; the proposal complies with by-law requirements for parking; and the project does not include specialized plug-ins for electric vehicles in the underground parking lot.

Members of the public were invited to speak. The following people spoke: Terry McKee, 4 Old Mill Lane; Mike Vienneau, 26 Robinson Street; Nathan Blais, 10 Old Mill Lane; Sue Crozier, 43 Marr Road; Pat Shea, 24 Robinson Street; and Steve Cooper, 11 Old Mill Lane.

The following comments were made: if approved, 4 Old Mill Lane will be fenced in on three sides; the group in attendance tonight was gathered by word of mouth because the polling notice – during the holiday season – was ineffective; other proposals for the property were unsuccessful; a single-family home is preferred; the height of the building will impact privacy for surrounding properties and tenants; drainage is a significant concern, water runoff will increase to surrounding properties which also includes relocated – and melting – snow; and relocated snow is not expected to melt until the spring, owing to minimal sunlight in the winter, which could worsen drainage issues for surrounding properties.

There was a lengthy discussion regarding Mr. Vienneau's concern that snow will be pushed towards his property and the drainage plan will not be sufficient to handle runoff. Mr. Maloney and Mrs. Golez noted as the property owners, snow removal is their responsibility. A contractor will be hired and instructed to relocate snow near the center of the property to melt into designated retention areas, and released into municipal infrastructure at a controlled rate. It was noted a flat roof will also be utilized in the stormwater management plan. Mr. Maloney and Mrs. Golez reiterated that there are no current drainage controls on the property, therefore the proposal is expected to vastly improve the situation by adding retention areas to control runoff, and greenery/vegetation for natural absorption. Mr. Vienneau disagreed, noting he is familiar with drainage through his employment and experience on his property and does not believe the measures will be adequate to prevent impact to his property.

ROTHESAY

Planning Advisory Committee 2024 May 13 Open Session FINAL_141

Minutes

-5-

2 January 2024

Chairperson Shea called for order. He noted it is unlikely issues will be resolved tonight – the intent for tonight’s meeting is to hear public concerns/comments.

Public comments continued with the following: neighbouring properties will be impacted by shadows, loss of privacy – thin tree buffer and height of buildings (apartment and townhomes), drainage – surrounding properties cannot handle more saturation; shallow wells may be impacted by contaminated runoff from the above-ground parking lot; water runoff is expected to worsen existing conditions; housing is needed but should not impact the quality of life for surrounding properties; and public notification and information availability was lacking.

Counc. Shea stated that the recommendation is that Council schedule a public hearing to provide another opportunity for public comments.

MOVED by T. Brittain and seconded by Counc. Mackay French the Planning Advisory Committee recommends that Council schedule a public hearing to consider the rezoning of 45 Marr Road and 6 Old Mill Lane (PIDs 00245415 & 00118067) from Single Family Residential R1B zone to the Multi-Unit Residential Zone [R4].

ON THE QUESTION:

R. Forte asked if the Committee will have another opportunity to discuss the application before a public hearing. Town Manager Jarvie noted it depends on when the public hearing is scheduled. C. Vaillancourt asked if recommending the public hearing means that the Committee supports the application. Town Manager Jarvie noted it does not. He explained that a recommendation for a public hearing informs Council that there is enough substance to the application to warrant presenting the proposal to Council and the public.

CARRIED.

Town Manager Jarvie acknowledged that the timing of the polling letters was not ideal, but a standard process is used to create balance for developers and the public. He explained the next steps noting the recommendation will be brought to Council, and if a public hearing is scheduled public notification will occur, and the developer will have an opportunity to address the comments raised tonight. Council will discuss setting a date at its next meeting, however, in accordance with the Community Planning Act the earliest the public hearing can be held is January 29th.

Town Clerk Banks advised Council will discuss the matter at its next meeting on January 8th at 7:00 p.m. She noted members of the public can watch the meeting through a livestream or a recording (available the following day). She added the next Committee meeting will be February 5th at 5:30 p.m.

Chairperson Shea thanked Mr. Maloney and Mrs. Golez.

ROTHESAY

Planning Advisory Committee [2024May13OpenSessionFINAL_142](#)

Minutes

-6-

2 January 2024

6.3 Dobbin Street

Rick Turner

OWNER:

A.E. McKay Builders Ltd.; Andrew & Cathy McKay

PID:

30354955 & 30354963

PROPOSAL:

Amendment to Development Agreement (increased density)

The applicant Rick Turner and property owner Andrew McKay were in attendance. Town Manager Jarvie advised: a development agreement was executed in 2015; the land was transferred to a new owner (McKay), but the development agreement is attached to the land; the request is to increase the number of units on Lot 2 (PID 30354955) from 48 units in three buildings to 56 units in a single building and on Lot 3 (PID 30354963) from a 24 unit building to a 29-unit building; the proposal aligns with the need for housing, especially affordable units, and the new Municipal Plan enacted in 2021; and the proposed amendments to the development agreement were included for the Committee's review.

Mr. Turner, of Hughes Surveys & Consultants, stated the staff report clearly shows the intent of the proposal. He noted: the increase in units aligns with the Municipal Plan; the difference is 13 units; the amendments requested still bring the total density below the property's maximum permitted density; the proposal creates an opportunity for more greenspace (three buildings condensed to one, and underground vs. surface parking) thereby improving space for the stormwater management pond; and if approved, the intent is to begin construction as soon as possible.

The Committee inquired about: construction currently underway, Lot 3, options, project timeframe, and access/egress for Dobbin Street. The following responses were provided: construction is currently underway for a 24-unit building on Lot 1 (original agreement) and the road base; the proposed amendments do not impact Lot 1; the proposed change to Lot 3 is within the parameters of the Zoning By-law but still requires an amendment to the development agreement; it is at Council's discretion whether to approve one, none, or all changes proposed; the project completion deadline will likely require an extension to accommodate the changes; the intent is to begin work as soon as possible; when the project is completed Dobbin Street will have two access points; and traffic signals were recently installed on Clark Road which will improve traffic conditions to the entrance near Lennox Drive and Salmon Crescent (sidewalk will also be installed).

R. Forte raised concerns, noting he is uncomfortable with non-committal wording throughout the report, for example "seems consistent", "appears", and "generally complies". He stated Council expects details and due diligence from the Committee. Town Manager Jarvie explained that staff are confident in their understanding of the proposal but the wording is necessary as final designs, for instance for Lot 3, have not been provided.

MOVED by T. Brittain and seconded by Counc. Mackay French the Planning Advisory Committee recommend Council schedule a public hearing to consider amending the development agreement of the Dobbin Street property particularly with respect to Lot 2 (PID 30354955) and Lot 3 (PID 30354963); and Council consider amending the development agreement registered as document 34727207 to increase the total unit count by 13.

ON THE QUESTION:

In response to an inquiry, Town Manager Jarvie noted the two recommendations do not need to be separate as a public hearing would involve both matters.

CARRIED.

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

ROTHESAY

7. OLD BUSINESS

7.1 7 Scott Avenue

Elena Zeifer

OWNER:

Elena and Maxim Zeifer

PID:

00064105

PROPOSAL:

Rezoning R1B to R2

The applicant Elena Zeifer was not in attendance. Town Manager Jarvie advised the application: addresses a need for housing; is consistent with the character of the neighbourhood (proximity to multi-unit residential and commercial); creates a gradual density transition between single-family homes and nearby multi-unit residential properties; and requires no external additions to the building. He informed the Committee that the project must adhere to Building Code and Fire Code requirements to become a 2-unit building. He added there is also a condition that the applicant must provide sufficient parking to prevent on-street parking. He shared that these comments may be brought up at the public hearing on January 15th. C. Vaillancourt mentioned the item was discussed at the last Committee meeting. Town Manager Jarvie noted discussion at the previous meeting revolved around a recommendation for the public hearing.

MOVED by T. Brittain and seconded by Counc. Mackay French the Planning Advisory Committee support the application by Elena Zeifer to rezone 7 Scott Avenue (PID 00064105) from Single-Family Residential – Standard (R1B) to R2 – Two Family Residential for a 2-unit duplex and recommend Council enact By-law 2-10-37.

ON THE QUESTION:

R. Forte asked if the public will be able to comment on the proposal. Town Manager Jarvie advised there will be an opportunity for public comments at the public hearing on January 15th. He referenced a prior question, advising that the property will not be owner-occupied.

NAY vote recorded from M. Graham.

CARRIED.

TABLED ITEMS

N/A

8. CORRESPONDENCE FOR INFORMATION

N/A

9. DATE OF NEXT MEETING(S)

The next meeting will be held on Monday, February 5, 2024.

10. ADJOURNMENT

MOVED by R. Forte and seconded by Counc. Mackay French the meeting be adjourned.

CARRIED.

The meeting adjourned at 7:00 p.m.

CHAIRPERSON

RECORDING SECRETARY



To: Chair and Members of Rothesay Planning Advisory Committee
From: Darcy Hudson
Assistant Development Officer
Date: Thursday, December 28, 2023
Subject: Rezoning 45 Marr Road/6 Old Mill Lane – (PIDs 00245415 & 00118067)

| | | | |
|----------------------------------|--|-------------------------|---|
| Applicant: | Mike Maloney | Property Owner: | Patrick Maloney |
| Mailing Address: | 34 Sprucewood Ave Rothesay, N.B. E2E 2H3 | Mailing Address: | 182 Elliot Road Quispamsis, N.B. E2G 2B8 |
| Property Location: | 45 Marr Road/6 Old Mill Lane | PID: | 00245415 & 00118067 |
| Plan Designation: | Mixed Residential | Zone: | Single Family Residential R1B |
| Application For: | Rezoning to allow for a 1 four story (46 Unit) Apartment Building & a 6 Unit Townhouse | | |
| Input from Other Sources: | Operations, KVFD, KRPF, Polling | | |

ORIGIN

An application from Mr. Mike Maloney on behalf of Dr. Patrick Maloney, to consider rezoning land located off Marr Road and Old Mill Lane (PIDs 00245415 & 00118067) from Single Family Residential [R1B] to Multi-Unit Residential (R4) to allow for the development of a 46-unit apartment building and a 6 Unit townhouse subject to the terms of a Development Agreement.

BACKGROUND

The properties are 8,643.56 square meters (2.14 acres) and currently zoned Single Family - Residential Standard zone (R1B). The property is designated COMMERCIAL in the Future Land Use map. The proposed use as a residential apartment building is not listed as a permitted use within the R1B zone. However, the Municipal Plan By-law 1-20 does contain policy direction (see Policy HDR-4 follows) that would allow Council to consider the application.



Figure 1 – Site plan of Proposed Marr Road Apt. Building and Townhouses.

*The commercial areas in Rothesay are focal points for residents, whether they are shopping or socializing. Council recognizes this function of commercial space as potential opportunity sites where **higher density residential may be added** as a means of providing people with better access to the Town's services, to reduce sprawl, to permit a livelihood that allows for walkability and less car dependence, and to increase density in and around the Town's commercial areas.*

COUNCIL SHALL:

Policy HDR-4 High-density Residential:

Consider that High-density Residential (R6) development may be appropriate **throughout the Commercial Designation**, and may consider multi-unit dwellings through the re-zoning and development agreement process where such development demonstrates compliance with the following requirements:

- a) Subject lands are adjacent to or in close proximity to collector or arterial streets and transit routes;
- b) The maximum density does not exceed 100 square metres of land per apartment unit;
- c) Subject lands are adequate in size relative to the intensity and scale of the proposed land development;
- d) The subject lands do not exceed 1 acre in total area (or 40 apartment units);
- e) Underground parking is provided;
- f) Require the developer provide a technical wind and shadow study, to be completed by a certified professional, to ensure the proposed development does not generate excessive wind or cast a shadow on abutting properties or public road right-of-way that would detract from the quality, enjoyment, or use of the space.
- g) Require the developer to complete a traffic impact assessment for the proposed development on the surrounding area completed by a qualified transportation engineer or other technical specialist;
- h) Excellence in site design best practices addressing features such as Crime Prevention through Environmental Design (CPTED) principles, urban design, and high quality landscaping; and
- i) A building design of high quality that is consistent with community values and architectural best practices.



Figure 2 – Property at 45 Marr Road/6 Old Mill Lane

ANALYSIS:

| Policy HDR-4 High-density Residential | Staff Comment |
|--|--|
| Subject lands are adjacent to or in close proximity to collector or arterial streets and transit routes; | The proposed building is located 140 meters from Marr Road. A traffic impact statement is being prepared to determine any additional traffic enhancement or requirements. |
| The maximum density does not exceed 100 square meters of land per apartment unit; | The property is 8,643.53 square meters in area and proposed density at 46 units does not exceed the 100 square meters of land per apartment unit. |
| Subject lands are adequate in size relative to the intensity and scale of the proposed land development; | The proposed 4-story building would be located in a mixed-use development area containing single-family residential, High Density Residential, Commercial and Light Industrial uses. |
| The subject lands do not exceed 1 acre in total area (or 40 apartment units); | The density of 46 units would exceed the 40-apartment unit limit on density. However, the applicant also intends to make use of POLICY R-1 and R-2 that permit Council to consider an increase in density by 2 percent for every apartment unit meeting affordability standards or constructed as an accessible unit. The applicant is proposing affordable and barrier free units and |

| Policy HDR-4 High-density Residential | Staff Comment |
|--|---|
| | therefore would be eligible for an increase in density (6 additional units). |
| Underground parking is provided; | The proposal includes underground parking for 45 vehicles and 18 surface parking spaces for 63 parking spaces. The total number of parking spaces complies with the zoning by-law calculated at 1.25 spaces per apartment unit. |
| Require the developer provide a technical wind and shadow study, to be completed by a certified professional, to ensure the proposed development does not generate excessive wind or cast a shadow on abutting properties or public road right-of-way that would detract from the quality, enjoyment, or use of the space. | A Shadow Study has been completed and indicates that the shadows will not cast shadows on abutting properties or public road right-of-way that will detract from the quality, enjoyment, or use of space. |
| Require the developer to complete a traffic impact assessment for the proposed development on the surrounding area completed by a qualified transportation engineer or other technical specialist; | The developer is preparing a traffic impact assessment. Staff intend to review the study by understanding how the apartment building development adheres to good planning principles to ensure safe and equal access to the transportation system by all users, including vehicles of residents and their guests, foot traffic of residents and their guests to and from the building to a public sidewalk or other destination (bank/restaurant), cyclists, and the loading and unloading commercial trucks (garbage, moving vans, delivery vehicles, etc.). |
| Excellence in site design best practices addressing features such as Crime Prevention through Environmental Design (CPTED) principles, urban design, and high quality landscaping; and | One of the key features of CPTED is the placement of physical features, activities and people in a way that maximizes visibility as a key concept directed toward keeping intruders easily observable, and therefore less likely to commit criminal acts. Features that maximize the visibility of people, parking areas and building entrances are unobstructed doors and windows, pedestrian-friendly sidewalks and streets, front porches and appropriate nighttime lighting. |
| A building design of high quality that is consistent with community values and architectural best practices. | Good design responds and contributes to the neighbourhood context. Staff review the building design based on the natural and built features of the local neighbourhood, and the relationship and the character they create when combined with the proposed building. |

| Policy HDR-4 High-density Residential | Staff Comment |
|---------------------------------------|--|
| | <p>The area has some challenges in that the NB Power infrastructure does not create an attractive view for residents; however, the proposed building will be an attractive enhancement for the area.</p> <p>Staff believe that the proposed building in this mixed-use neighbourhood achieves good design as the scale, bulk and height of the building is appropriate to the existing or desired future character of Marr Road and surrounding buildings.</p> |

Polling Results

As standard procedure with all rezoning applications letters were sent to nearby residents to inform them of the application and soliciting their comment or feedback. As of Thursday, December 28, 2023 several emails were received by the Town in opposition to the application. One telephone call was received in support of the application.

RECOMMENDATION:

It is recommended THAT the Planning Advisory Committee:

- A. Recommend that Rothesay Council schedule a **PUBLIC HEARING** to consider the rezoning of 45 Marr Road and 6 Old Mill Lane (PIDs# 00245415 & 00118067) from the Single Family Residential R1B zone to the Multi-Unit Residential Zone [R4].

ATTACHMENTS:

- Map 1 Aerial Photo Location Map
- Map 2 Land Use Designation
- Attachment 1 Stormwater Review
- Attachment 2 Trip Generation Statement
- Attachment 3 Polling Results



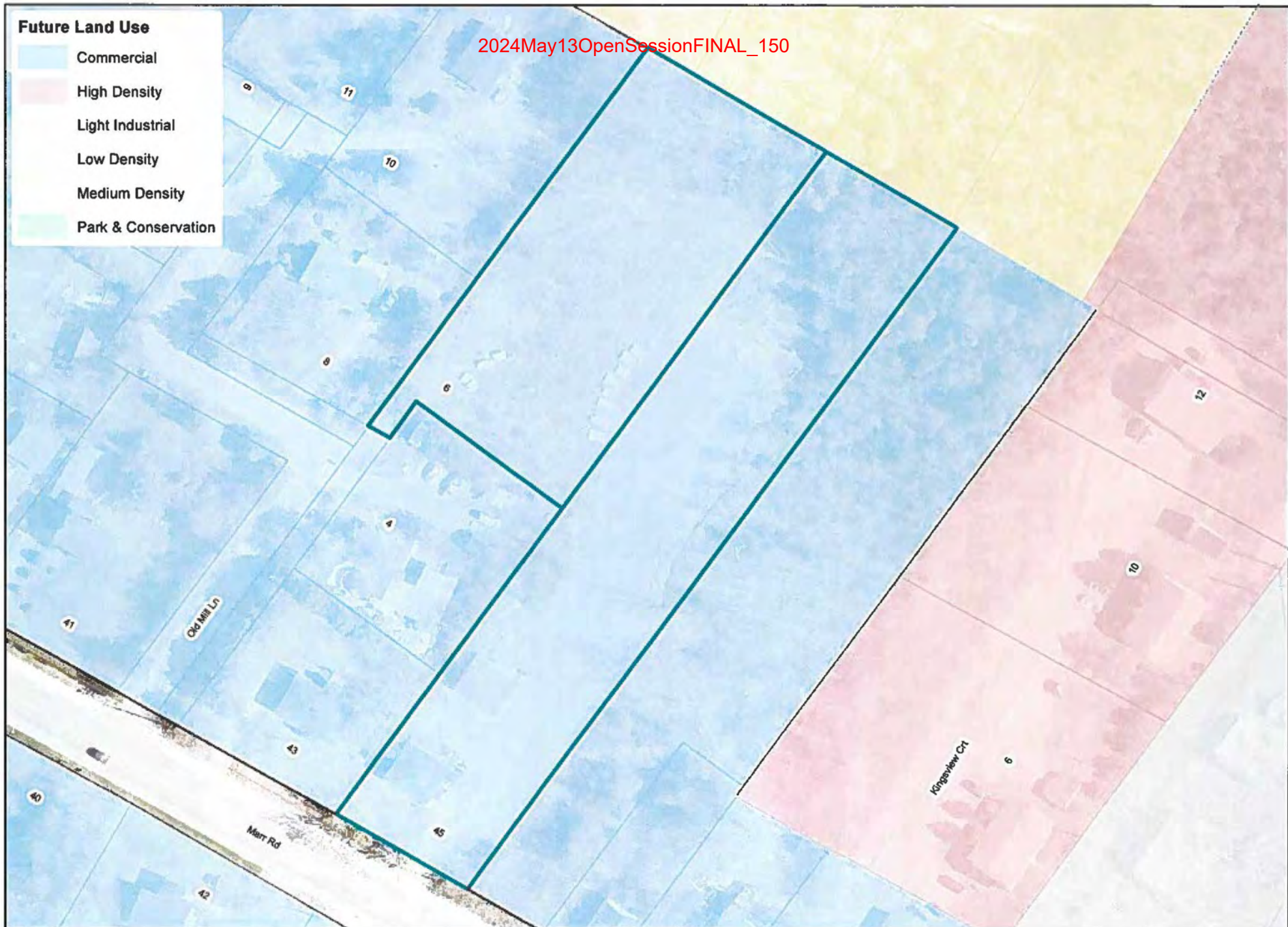
Report Prepared by: Darcy Hudson, Assistant Development Officer
Date: Thursday, December 28, 2023



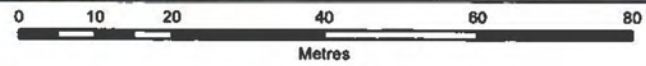
Future Land Use

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

2024May13OpenSessionFINAL_150



Future Land Use Map



Ref: 23387-StormwaterReview

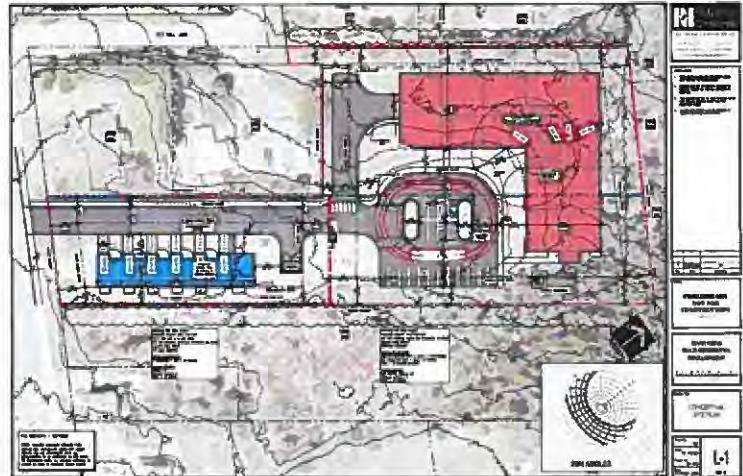
December 6, 2023

Mr. McLean,

Re: 45 Marr Road - Multi-Residential Development - Stormwater Review

Don-More Surveys & Engineering Ltd. (Don-More) has been engaged to perform a high level review of a proposed development at the above address relative to a stormwater management strategy.

We have been provided with a conceptual site plan prepared by Polyline Designs dated October, 2023 and this review is limited to details shown on this site plan.



Existing Site

The existing site is composed of two PIDs 00118067 and 00245415. The site is currently occupied by a single family home with a detached garage and a large laydown area towards the rear of the site.

The front portion of the site slopes away from Marr Road and to the west. This portion of the site sheet drains onto the adjacent property to the west.

The rear portion of the site sheet drains to the adjacent properties to the west and north

Stormwater Management Approach

The new site would be designed to perform stormwater management to limit peak flows to pre development levels. Water draining from the parking areas would be directed to a Stormscepter to provide treatment of water quality. Below are preliminary design ideas for how this will be achieved.

The proposed site plan shows townhouses located along the front portion of site. We would likely incorporate a swale along the rear of these to intercept flows from upstream, as well as

collecting the rear portion of the buildings. The street area could be collected in a storm sewer system.

Between the garbage enclosure area and the parking area for the larger building there is an area of undeveloped land. We would likely incorporate a storm pond in this area.

The parking lot would be designed as parking lot ponds by installing ICD's in the catch basins from this area so water ponds in the parking lot for a brief period of time.

The building has a flat roof. We would plan to detain water on the roof of the building using flow controllers on the roof drains. Typically we design this system to pond the equivalent of 100mm of water in a 100 year event.

Flow from the site would be discharged to the existing storm system on Old Mill Lane via the Local Government Services Easement through the adjacent property.

Following detailed design and once modelling of these approaches has been completed, if additional measures are required to reduce peak flows we would look at either additional traditional stormwater management ponds or underground storage under the parking areas.

Closing

We trust this is sufficient for your present needs. Please feel free to contact the undersigned at 506.636.2136 or at at@dmse.ca for any additional information or clarification.

Yours truly,

Don-More Surveys & Engineering Ltd.

Andrew Toole

Andrew Toole, NBLs, P.Eng.

December 21, 2023

Mike Maloney, BBA, BPR, CPF
Right Hook PR + Strategic Planning
34 Sprucewood Avenue
Rothesay, NB, E2E 2H3
Email: mike@righthookpr.com

Dear Mr. Maloney:

RE: Trip Generation Statement - 45 Marr Road, Rothesay

Project Understanding

We understand a trip generation statement is required by the town of Rothesay for the proposed residential development located at 45 Marr Road, Rothesay. The development is planned to include one, 46-unit apartment building and six townhouses, for a total of 52 residential units, as illustrated in **Figure 1**, and will be marketed towards seniors/retirees.

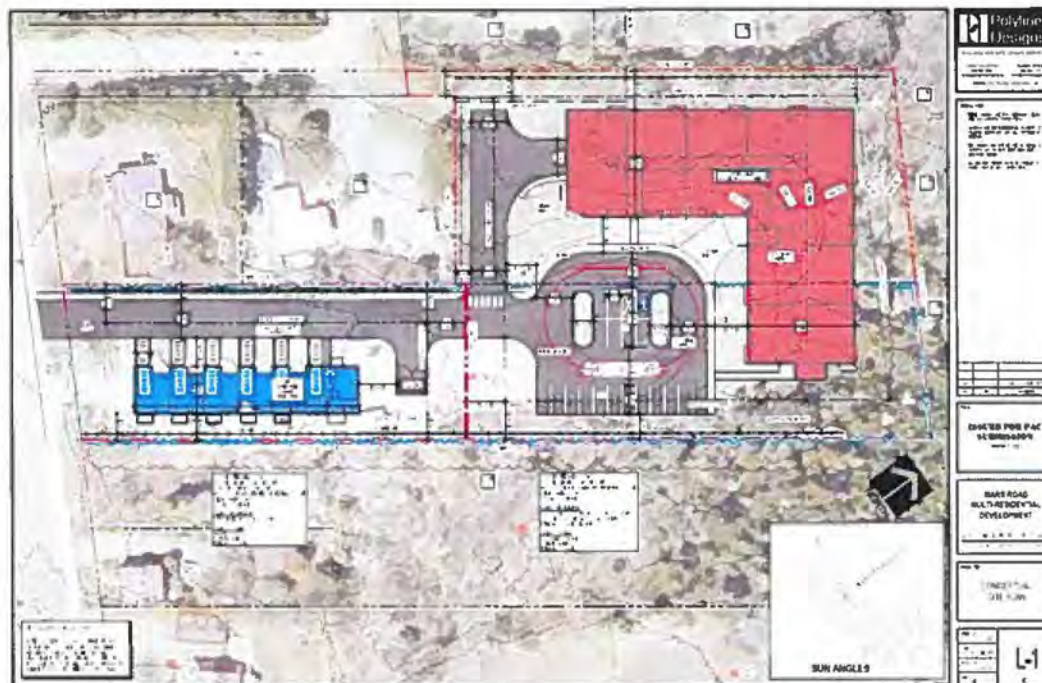


Figure 1: Proposed Site Plan

Mike Maloney
December 21, 2023

Trip Generation

To estimate the new morning (AM) and afternoon (PM) peak hour traffic generated by the proposed development, trip generation rates from the *Institute of Transportation Engineers (ITE) Trip Generation Manual, 11th Edition*, were used. Rates published in this manual are widely accepted by the traffic engineering community, as they are based on empirical data.

Since the proposed development will include both apartment units and townhouses marketed towards an older demographic profile (i.e., seniors/retirees), the following land use codes were selected from ITE's Trip Generation Manual to best reflect the proposed land uses:

- ▶ ITE LU Code 252 for "Senior Adult Housing – Multifamily (Apartment)
- ▶ ITE LU Code 251 for "Senior Adult Housing – Single-Family (Townhouses)

The trip generation rates include all vehicular movements entering and exiting the site. Trip generation rates were reviewed for both the weekday AM and PM peak hours of the adjacent road, as this would represent the peak traffic loading on the adjacent street (i.e., Marr Road). The location setting for "General Urban/Suburban" was selected as it generally reflects the setting of the development site. The estimated numbers of new AM and PM peak hour trips based on the proposed number of dwelling units are summarized in **Table 1**, and a summary of new site trips is provided in **Table 2**.

Table 1: ITE Trip Generation Summary

| ITE Land Use Code 252 (Senior Adult Housing – Multifamily) | | | | | | | |
|---|---|-------------|----------------|-----------------|-----------------|------------------|--------------------|
| 46 | Dwelling Unit | Rate | Inbound | Outbound | Trips In | Trips Out | Total Trips |
| | AM Peak Hour of Adjacent Street Traffic | 0.20 | 34% | 66% | 4 | 7 | 11 |
| | PM Peak Hour of Adjacent Street Traffic | 0.25 | 56% | 44% | 7 | 6 | 13 |
| ITE Land Use Code 251 (Senior Adult Housing – Single-Family) | | | | | | | |
| 6 | Dwelling Unit | Rate | Inbound | Outbound | Trips In | Trips Out | Total Trips |
| | AM Peak Hour of Adjacent Street Traffic | 0.24 | 33% | 67% | 1 | 1 | 2 |
| | PM Peak Hour of Adjacent Street Traffic | 0.30 | 61% | 39% | 2 | 1 | 3 |

Mike Maloney
December 21, 2023

Table 2: Summary of New Site Trips

| Time Period | Trips In | Trips Out | Total Trips |
|--------------|----------|-----------|-------------|
| AM Peak Hour | 5 | 8 | 13 |
| PM Peak Hour | 9 | 7 | 16 |

Based on the trip generation for the proposed site, a total of 13 and 16 new trips are expected during the weekday AM and PM peak hours, respectively.

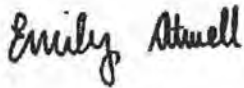
Closing

Thank you for the opportunity to complete this Trip Generation Statement for your proposed development at 45 Marr Road.

We trust this information satisfies your current requirements, but if you have any comments or questions that arise from the review, please reach out to us at your earliest convenience.

Yours very truly,

CBCL Limited



Prepared by:
Emily Atwell, EIT
Transportation EIT & Urban Planner
Direct: (506) 639-6559
E-Mail: eatwell@cbcl.ca



Reviewed by:
Brendan McPhee, M.Sc.E., P.Eng.
Transportation Engineer
Direct: (506) 633-6650
E-Mail: bmcphoe@cbcl.ca

CC: Brian Moreau, P.Eng.

Report No: 232936.00

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Darcy Hudson

From: [REDACTED]
Sent: December 25, 2023 8:49 PM
To: Darcy Hudson
Subject: Fwd: Rezoning Application - 45 Marr Rd / 6 Mill lane

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

Please disregard the first email sent in error.

Mr. Hudson,

My name is [REDACTED] and I live at [REDACTED] in Rothesay with my wife [REDACTED]. I would like to register my opposition to the proposed bylaw change for 45 Marr Rd and 6 Old Mill Lane.

In 1987 we bought this land and built our house in the summer of 1988. The area behind our home is fairly heavily forested with lots of humps and hollows that help control the flow of water which naturally moves downhill. This natural setting, along with landscape work completed in our backyard has worked well at keeping water moving around the house in severe rain events.

This land for the most part, belongs to the home owners on the west side Robinson Street so there's little chance of any changes there.

The issue for me is this land in question.

Several years ago, another development was proposed for this same site. The neighbours were given a satisfactory time frame to respond to this and I'm aware of some, including myself, who opposed. Eventually the application, as I understand it, was denied.

Unfortunately for me, some site work had been done and at some point, a large parking lot was created on this land. The winter plowing pushed all the snow to the back of the lot.

During winter rain storms, usually in February, March and April, the rain, along with added snow melt, flow too fast and in too much volume, for the natural forest land and my initial landscaping to handle. This was a very noticeable change resulting in a wet basement a few times.

In 2019 I removed my back deck and reshaped my backyard to assist with this added water during these very common events. My yard is no longer flat but has a swale running through it and around the house. So be it, if it worked, I would have been happy. Unfortunately, some of the storms still created problems with water running up against my foundation and into the basement through the windows. As a last ditched effort to keep water out of the house, I had the 2 basement windows bricked in, removing all natural light from the basement.

I'm also concerned about the added noise these units will bring to the area. You are talking about adding 52 residential spaces in my backyard. The noise of construction and then, everyday life for those living there will become what we hear in our backyard.

Another point is that there are at least 7 other large units either recently completed, under construction or already approved, within 2kms of this address. Once all are up and running the traffic in the area, which has already had a noticeable increase, will be even worse.

The last point I will make is the apparent strategic timing of all this. I received my letter, that was dated December 19th, on Friday December 22, 2023. The letter advised that submissions had to be received by end of day on Wednesday December 27th. Given the Christmas Holiday that has given people one working day, Wednesday the 27th, to ask any questions of staff or any other research they may want to undertake, and then make their submission. That doesn't even account for the folks who may be away for the holidays unaware of what is happening in their backyard. Interesting.

Respectfully submitted,

----- Forwarded message -----

From

Date: Mon, Dec 25, 2023 at 2:58 PM

Subject: Rezoning Application - 45 Marr Rd / 6 Mill lane

To: <darcyHUDSON@rothesay.ca>

Mr. Hudson,

My name is [redacted] I live at [redacted] in Rothesay with my wife [redacted] would like to register my opposition to the proposed bylaw for the A/N address.

In 1987 we bought this land and built our house in the summer of 1988. The area behind our home is fairly heavily forested with lots of humps and hollows that help control the flow of water which naturally moves down hill. This natural setting, along with landscape work completed in our backyard has worked well at keeping water moving around the house in severe rain events.

Darcy Hudson

From: -
Sent: December 27, 2023 3:55 PM
To: Darcy Hudson
Subject: 45 Marr road

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

Hi I live at 4 Old Mill Lane . I Am rejecting this proposal.

I do not want fenced in on 2 Sides of property.It zoned single family a 6 Old lane and we want that to stay that way or green space . As on the last proposal it was deemed they could put a garage or warehouse on 45 Marr road this project is far more that that .We take 10 to 15 minutes to get onto Marr now in morning. So how a minimum 50 cars going to get to the Marr Road on that blind hill . And there moving driveway closer to crest of hill . There all ready been Deaths an accident there because of it . And the 25 days a year you are totally blinded by the sun coming up that crest of hill . And if the next property add the New apartment buildings on the homestar property.It going to be worst again.

Get [Outlook for iO](#)

Darcy Hudson

From:
Sent: December 27, 2023 4:00 PM
To: Darcy Hudson
Cc:
Subject: RE: Rezoning of 45 Marr Rd and 6 Old Mill Lane

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

Attn: Darcy Hudson
Assistant Development Officer

Darcy,

I am writing you at this time to state my objection regarding the proposed development of 45 Marr Rd and 6 Old Mill Lane Rothesay, NB.

Here are some of my concerns:

- We are close to apartments now, this will mean increased noise levels
- Water drainage concerns
- New Apartments and town houses on these parcels of land will definitely mean a significant increased level of traffic
- Marr Road is busy enough now and really can't handle any further traffic
- No Greenspace in this area now, this would eliminate the very little bit we currently have left
- Privacy
- Property values and appearances of property not pleasing to residential living
- Potential for increased Theft or crime activity

Where this rezoning application was requested at an already busy time of year for families and business, it feels like this process is being pushed through quickly and perhaps in a way to avoid the publics opportunity to express their concerns.

I understand a meeting is being held Tuesday January 2nd, 2024, at which time I understand the area residents should be given an opportunity to express their concerns.

Thank You,

8 Old Mill Lane
Rothesay NB
E2E 3K8

Darcy Hudson

From:
Sent: December 27, 2023 3:28 PM
To: Darcy Hudson
Subject: Rezoning on Old Mill -

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

Hi Darcy,

Firstly, thank you for bringing this rezoning application to my attention.

I will start by saying this process appears rushed, as your letter was written on December 19th and was delivered after the 21st. I had checked my mailbox after 5pm that day, and was surprised to find your letter with the timeline in my mail today, Dec 27th after the Christmas holiday.

Having received this letter during the holiday, and being left with very limited time to respond, I can't guarantee that my thoughts will be complete, as I am writing to you from my vehicle outside the mailbox at 3:01pm on December 27th.

My preliminary concerns are as follows:

1. Water - I have a shallow well. The construction of the building may (likely) contaminate the aquifer/reservoir from which we draw our water.

-how can this risk be mitigated or eliminated? I should not carry the financial cost of resolving this issue should it occur.

2. Flooding - Given the proximity of the building to my home, I think it is likely that run off from the roof and parking lot will drive water downhill and against the foundation of my home. The saturation of my yard, as well as my foundation is a concern to me, as I do not have significant issues with water ingress currently. As you know, pavement and steel/shingles do not absorb water. During the Winter and Spring, I have noticed the sewer system struggling to deal with the existing water runoff.

-how can this risk be eliminated or mitigated? So far, I have taken some steps to prevent water ingress to my home and have been successful. However, the construction of such a building will undoubtedly cause issues which may overwhelm my ability to deal with the water. I should not carry the financial burden for dealing with the water issues which may arise as a result of the buildings construction.

3. Privacy - a 5 story building will completely overshadow my home. The plans place the building extremely close to my yard such that it will dwarf the trees I rely on for privacy. As a result, my privacy will be significantly impacted, which will in turn reduce the value of my property.

-what precautions will be taken to preserve the integrity of my yard?

In short, my access to clean, drinkable water may be impacted, my home and yard may sustain damage (primarily from flooding or water flow running down from the apartment building), and my privacy and home security may be impacted as the building will not only be one of the tallest buildings in the town, but will also be a large housing complex.

Darcy Hudson

From:
Sent: December 27, 2023 4:01 PM
To: Darcy Hudson
Subject: Re: Rezoning on Old Mill - 10 Old Mill Lane

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Additionally, theft and vandalism are a concern. Theft and vandalism in the case of increased traffic and visibility.

As well, fire poses a risk in the case of fire from smoke damage or the spread of fire across the boundary of my lot. A medium sized apartment building which was under construction caught fire in Fredericton a few years ago, it was located in a residential area downtown and the heat and smoke damaged nearby homes.

On Wed, Dec 27, 2023 at 3:27 PM,

Hi Darcy,

Firstly, thank you for bringing this rezoning application to my attention.

I will start by saying this process appears rushed, as your letter was written on December 19th and was delivered after the 21st. I had checked my mailbox after 5pm that day, and was surprised to find your letter with the timeline in my mail today, Dec 27th after the Christmas holiday.

Having received this letter during the holiday, and being left with very limited time to respond, I can't guarantee that my thoughts will be complete, as I am writing to you from my vehicle outside the mailbox at 3:01pm on December 27th.

My preliminary concerns are as follows:

1. Water - I have a shallow well. The construction of the building may (likely) contaminate the aquifer/reservoir from which we draw our water.

-how can this risk be mitigated or eliminated? I should not carry the financial cost of resolving this issue should it occur.

2. Flooding - Given the proximity of the building to my home, I think it is likely that run off from the roof and parking lot will drive water downhill and against the foundation of my home. The saturation of my yard, as well as my foundation is a concern to me, as I do not have significant issues with water ingress currently. As you know, pavement and steel/shingles do not absorb water. During the Winter and Spring, I have noticed the sewer system struggling to deal with the existing water runoff.

-how can this risk be eliminated or mitigated? So far, I have taken some steps to prevent water ingress to my home and have been successful. However, the construction of such a building will undoubtedly cause issues which may overwhelm my ability to deal with the water. I should not carry the

Darcy Hudson

From:
Sent: December 27, 2023 11:51 AM
To: Darcy Hudson
Subject: Rezoning Application-45 Marr Road/6 Old Mill Lane

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

Hi Darcy,

I am the owner of the residence on 11 Old Mill Lane which is on a downward slope from the proposed building construction.

My intention is not to oppose new construction or the rights of a landowner but I do have some concerns with this proposed building.

The water run-off and potential for flooding on lower grade properties is of concern to me as is the possible contamination and

functionality of my well. I would like assurance that the existing infrastructure is capable of handling a building project of this scale.

A berm or a raised area of green space in a vertical way may be necessary for proper drainage.

Thank You

Darcy Hudson

From:
Sent: December 27, 2023 2:36 PM
To: Darcy Hudson
Subject: Rezoning...45 Marr, 6 Old Mill.

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

Hi Darcy, I have several concerns about this rezoning application and the subsequent construction activity.

1. Surface water drainage. As the land above my property at 22 Robinson has been developed steadily over the years since I moved in, there has been a significant increase in surface water flooding on my property. This has necessitated landscaping and earth berms to be applied to my property to keep water away from the house. This further conversion of woodland to hard standing will only add to my problems unless serious attention is paid to surface water handling at this new development.
2. Noise. Over the past few years, the noise from the ongoing construction between Robinson and Marr, as well as the apartments on Chapel has been a nuisance which has become more evident since I retired. I can no longer enjoy a peaceful afternoon on my deck due to the construction equipment and activity continuously in progress. This development is closer than any others and needs to be controlled for noise.
3. Population growth. I'm no expert on urban development, but I see an extremely rapid increase in local population and population density in the last few years. I can think of at least 6 major high density projects already completed or in progress, and I am concerned that we do not have the infrastructure in place to deal with this rapid growth. Our police, fire and ambulance services are already very busy, along with all the other social and domestic needs of the community. Thanks for the opportunity to comment. I trust my time has been well spent.

Regards

22 Robinson St.

Sent from my iPad

Darcy Hudson

From: ---
Sent: December 26, 2023 10:25 PM
To: Darcy Hudson
Cc:
Subject: REZONING APPLICATION - 45 MARR ROAD/6OLD MILL LANE

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

Dear Mr. Hudson

My wife and I just received your letter dated on Dec 19, 2023 regarding the rezoning application at 45 Marr Rd & 6 Old Mill Lane.

This email is a response to that letter since I am strongly opposed to this rezoning.

First of all, we live at 26 Robinson St and this rezoning would be directly in my back yard. Since we moved in, approximately 7 years ago, each spring we have experienced a lot of water run off in our back yard because the area in which you are talking about is at a higher elevation than our property. The winter snow and heavy rain falls build up in that area (and the area above it) and because we are slightly below that grade (level), all of that water runs downhill and into my backyard. This is not a slow trickle of water, but it runs quite rapidly for months because there is sooooo much water/snow melting. My home has come close to having my basement flooded a few times because the water could not drain fast enough. Because of this water buildup, I was forced to build up a portion of my backyard in order for the water to run AWAY from my home. My, and my neighbor's, backyard is usually saturated with water for the entire spring and into early summer. It us usually June or July (and sometimes August) before the water has dried up enough to go onto the lawn in my backyard. This water is the result of all of the water which is accumulating in the woods and along that stretch of Marr Rd.

I had to build similar to a "French drain" in order to keep the water from building up between my neighbor and I and to prevent basement flooding.

Now, if you are to build a 46 unit apartment building and a 6 unit Garden home area, I know EXACTLY where all of that snow (and water) will be plowed.....directly into the woods in my backyard. Now I will have even more snow and run off water in my backyard forcing me to do something more in order to keep my basement from flooding.

Secondly, if you are to allow this rezoning and a 46 unit apartment complex to be built, you are forcing an even more dangerous traffic pattern on Marr Rd. The extra traffic that will hit Marr Rd at peak times of the day will be even more dangerous on Marr Rd. May I remind you of where this area is.....it's at the top of a blind hill where oncoming traffic (in both directions) will have trouble seeing the traffic trying to enter Marr Rd.

May I also remind you that the town of Rothesay allowed an apartment complex to be built at the west end of Chapel Rd, which is still under construction but almost completed. When the developer asked for this permit, traffic pattern issues were brought up at that time as well. The developer said that they would install a traffic light at the corner of Marr Rd and Chapel Rd. THIS HAS NOT HAPPENED. I am not looking forward to the extra traffic jams and "close calls" that will occur when the extra traffic from the new unit on Chapel Rd hits this corner. Now, the town of Rothesay is inviting an even more serious safety concern (the extra traffic at 45 Marr Rd). What is the solution, another traffic light, that doesn't exist?

I certainly can understand that the town of Rothesay and all surrounding areas are in a struggle to find housing for MANY individuals and I am certainly onboard with the cause. However, to build a 46 unit complex on one of the busiest streets in Rothesay is NOT the solution. Building the units on another street which is less busy, more room to build, and not causing more flooding to existing properties makes much more sense. The developers are taking advantage of this

area because they can retrieve MAXIMUM rent since it is on a "high traffic area". This makes PERFECT BUSINESS SENSE but NOT AT THE COST OF FLOODING OTHER PROPERTIES AND CREATING A TRAFFIC SAFETY CONCERN.

In my opinion, the town of Rothesay does not have the infrastructure to handle the extra water run off (as my backyard shows) AND you are introducing another serious traffic safety concern by allowing this rezoning to happen.

I look forward to seeing you and others at your town hall meeting on Tuesday January 2, 2024. I promise you, I will be there.

thanks

Darcy Hudson

From:
Sent: December 27, 2023 11:33 PM
To: Darcy Hudson
Cc:
Subject: Rezoning Application - 45 Marr Road / 6 Old Mill Lane

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

Hello Mr. Hudson,

I'm writing in response to the letter that I received this evening for the rezoning application for 45 Marr Road / 6 Old Mill Lane.

I see from the correspondence that concerns were supposed to be submitted to you by 4:00 today (Wednesday, December 27). I know I missed the deadline but I'm reaching out to share my concerns over this rezoning application anyway.

I live at 43 Marr Road. My husband and I purchased our house four years ago and find this residential, single family home area to be relatively quiet, even with the traffic on Marr Road. We purchased this property because of the proximity to all of our favourite things in Rothesay, but also because of the privacy and green spaces our lot gives us.

This proposal is going to add more volume of noise to this area, as well as take away a lot of the green space(s) we currently enjoy. While the zoning proposal you mailed to us doesn't include the plans from the developer, we are aware that the rendering shows a new driveway placed at 45 Marr Road, immediately adjacent to our property line. Old Mill Lane will presumably need to be widened to handle increased traffic as well, impacting the other side of our property.

We are concerned with what this change will do to our property line, on both sides of our property, not to mention the loss of the two beautiful maple trees that are currently at 45 Marr Road. The landscape will be changed dramatically if this proposal is approved.

The proposed garden homes and apartment complex are going to have these structures towering over top of us, which will greatly impact our privacy. Based on the rendering we have, I assume 46 apartments will require four stories; and the garden homes including lower level garage space will be two or three stories. (Is a four story building in an existing residential area even allowed?)

I would be remiss if I didn't mention the concerns over drainage, water and sewage lines.

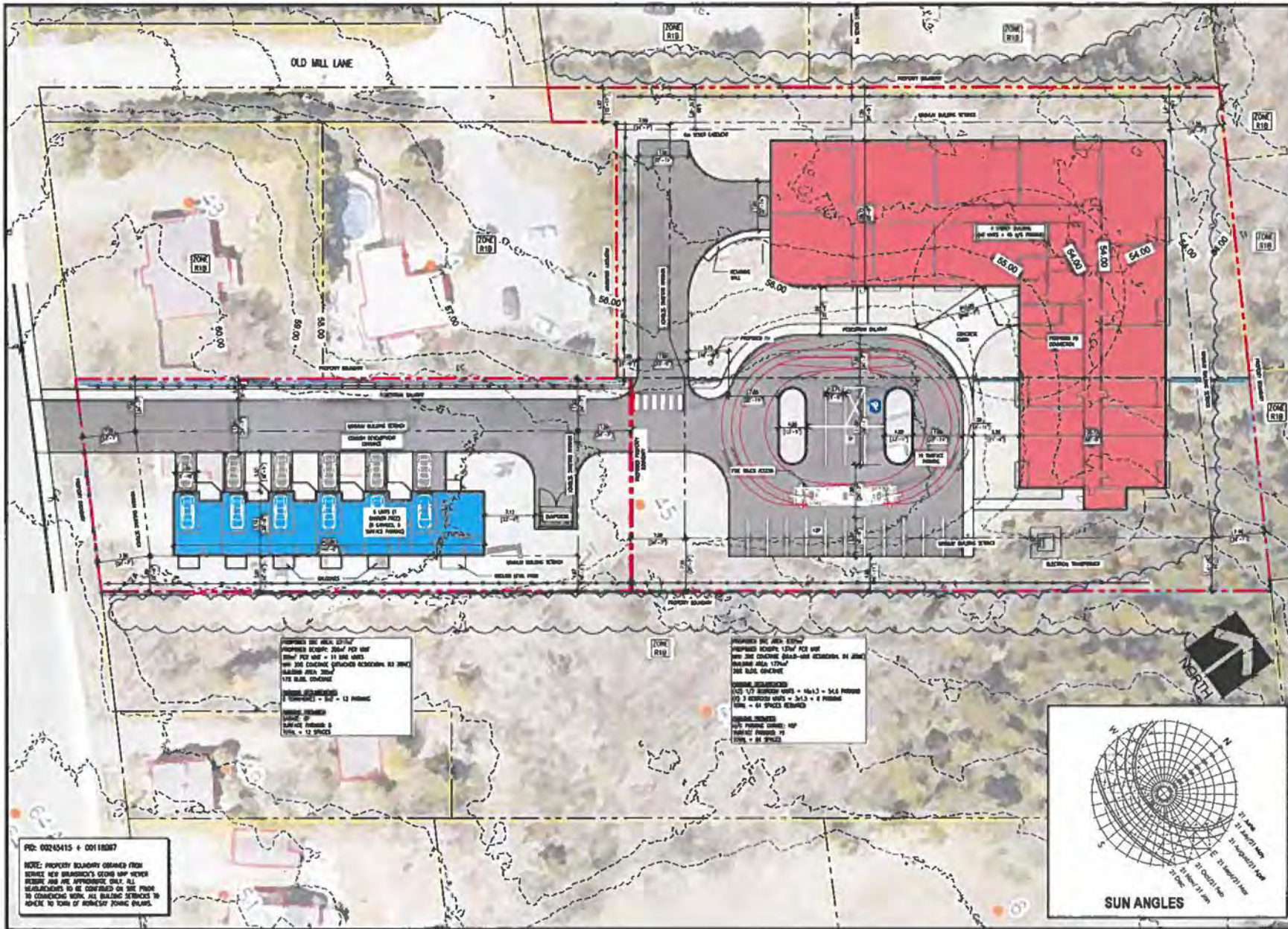
What is their plan for snow removal? Where are the piles of snow going to be on their property? With the garden homes right beside our lot and apartment complex behind - we have concerns about the runoff (water, salt & sand) in the spring.

What will happen to the natural stream that is between 45 and 47 Marr Road? If that stream is interfered with, we may see groundwater moving our way.

How will this impact our property taxes?

And on top of all of that of course, is increased truck traffic, noise and dust & debris associated with a project of this scale.

Thank you for forwarding our concerns to the Rothesay Planning Advisory Committee.



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| J | 12/12/2023 | PAC SUBMISSION |

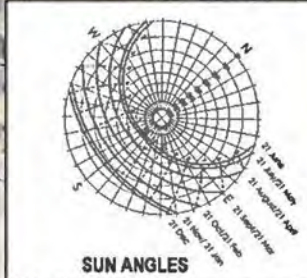
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November 13, 2023

MARR ROAD MULTI-RESIDENTIAL DEVELOPMENT
45 MARR ROAD
ROTHESAY, NEW BRUNSWICK

Drawn By: **CONCEPTUAL SITE PLAN**

Drawn By: JD
Scale: AS SHOWN
Project No: 23-142
Date: DEC. 2023

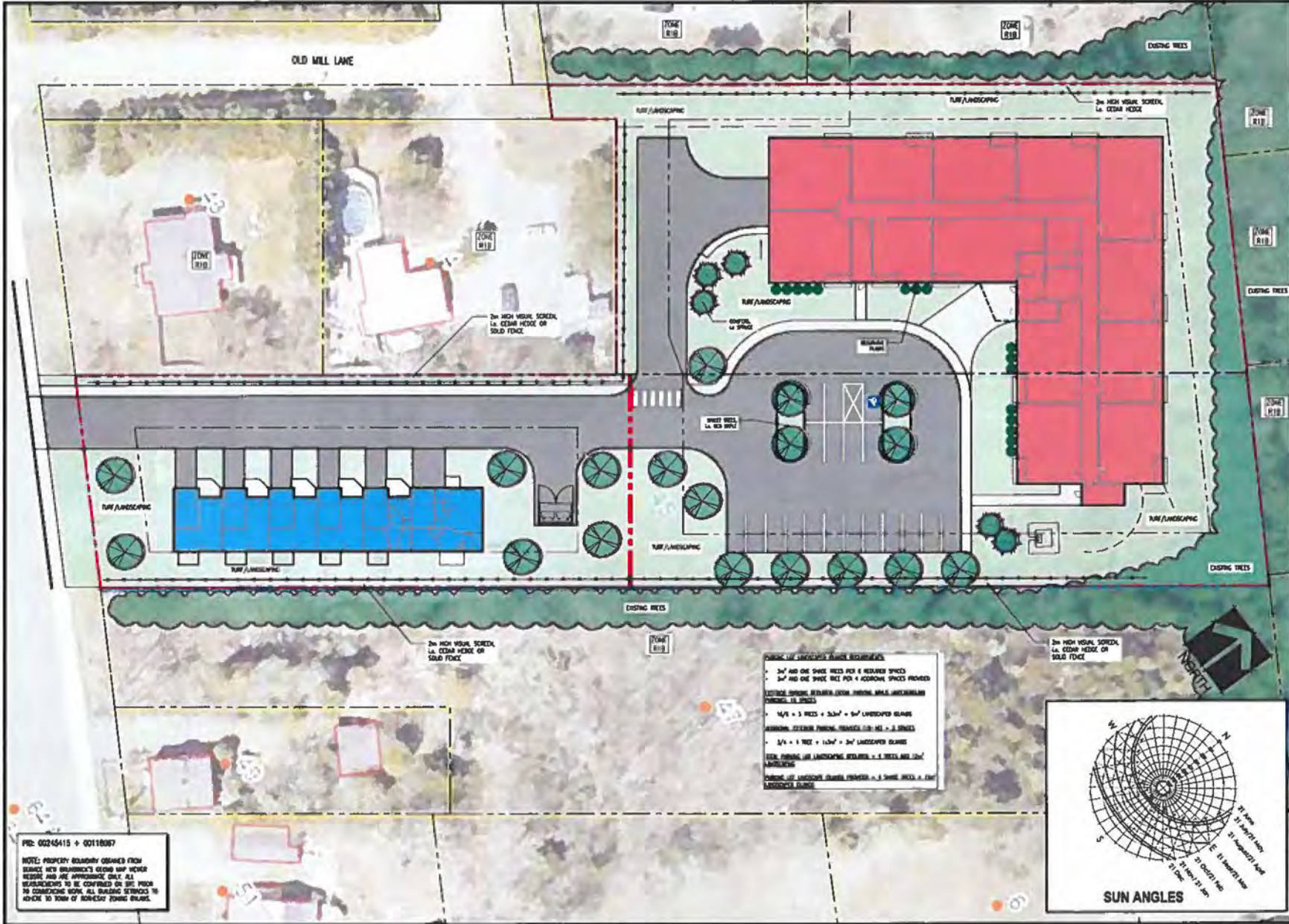
L-1
REV 0



PROPOSED NEW AREA 2024
PROPOSED SCOPE: 2000 SQ FT NEW
NEW 200 CONCRETE DRIVEWAY CONNECTION TO EXISTING
EXISTING AREA 2024
175 SQ. FT. CONCRETE
TOTAL AREA 2024 = 2000 + 175 = 2175 SQ. FT.

PROPOSED NEW AREA 2023
PROPOSED SCOPE: 1200 SQ FT NEW
NEW 100 CONCRETE DRIVEWAY CONNECTION TO EXISTING
EXISTING AREA 2023
1700 SQ. FT. CONCRETE
TOTAL AREA 2023 = 1200 + 1700 = 2900 SQ. FT.

PO: 00240415 + 00118087
NOTE: PROPERTY BOUNDARY OBTAINED FROM
SATellite AND AIR PHOTOGRAPHY ONLY. ALL
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| A | 12/12/2023 | PAC SUBMISSION |

ISSUED FOR PAC SUBMISSION
December 12, 2023

MARR ROAD MULTI-RESIDENTIAL DEVELOPMENT
45 MARR ROAD
ROTHEWAY, NEW SAUGUS, CA

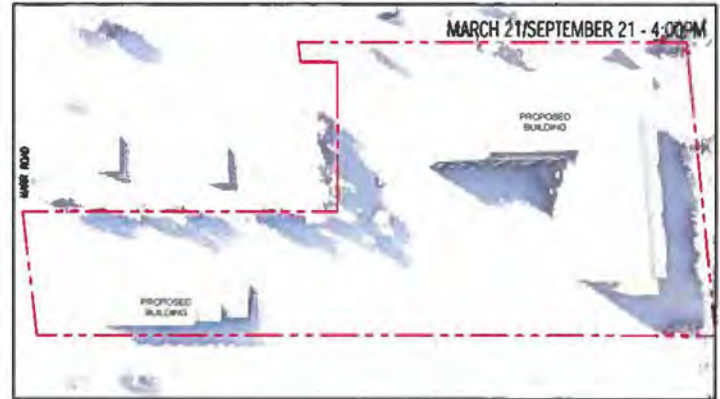
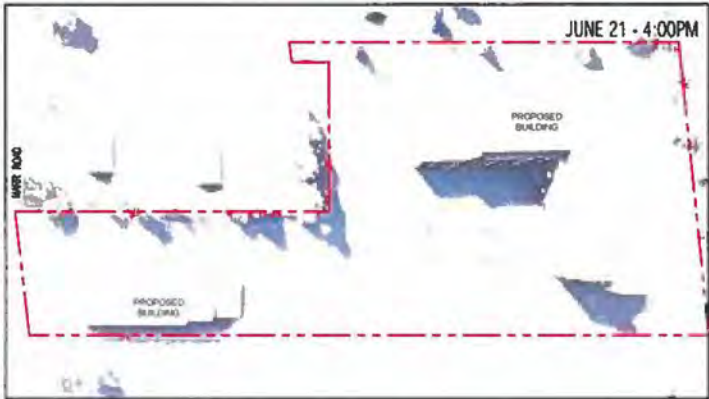
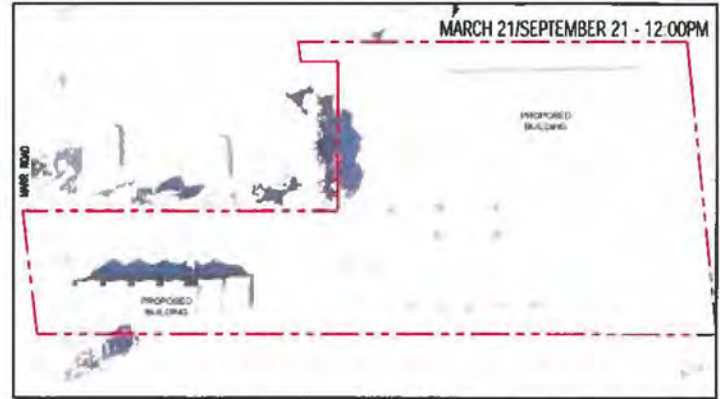
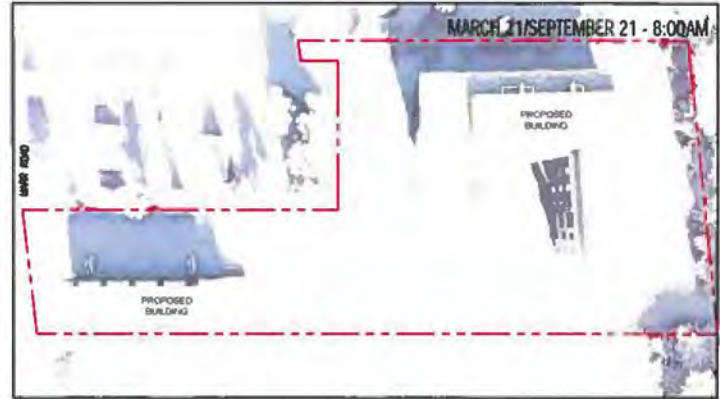
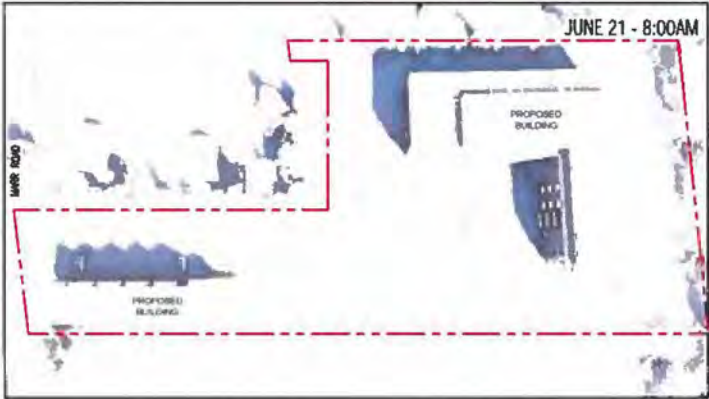
CONCEPTUAL LANDSCAPE PLAN

| | |
|--------------|-----------|
| Drawn By: | MD |
| Scale: | AS SHOWN |
| Project No.: | 23-162 |
| Date: | DEC. 2023 |
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PID: 00245415 + 00118087
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- PLANTING AND LANDSCAPING SCHEDULE RECOMMENDATIONS**
- 3" x 4" AND ONE SHRUB PER TREE & SHROUB SPACES PROVIDED
 - 3" x 4" AND ONE SHRUB PER TREE & SHROUB SPACES PROVIDED
 - 1 1/2" x 3" TREE = 50/50' = 60' LANDSCAPED SPACES
 - 1 1/2" x 3" TREE = 50/50' = 60' LANDSCAPED SPACES
 - 1 1/2" x 3" TREE = 50/50' = 60' LANDSCAPED SPACES
 - 2 1/2" x 4" TREE = 100/100' = 30' TREE AND 120' LANDSCAPED SPACES
 - 2 1/2" x 4" TREE = 100/100' = 30' TREE AND 120' LANDSCAPED SPACES





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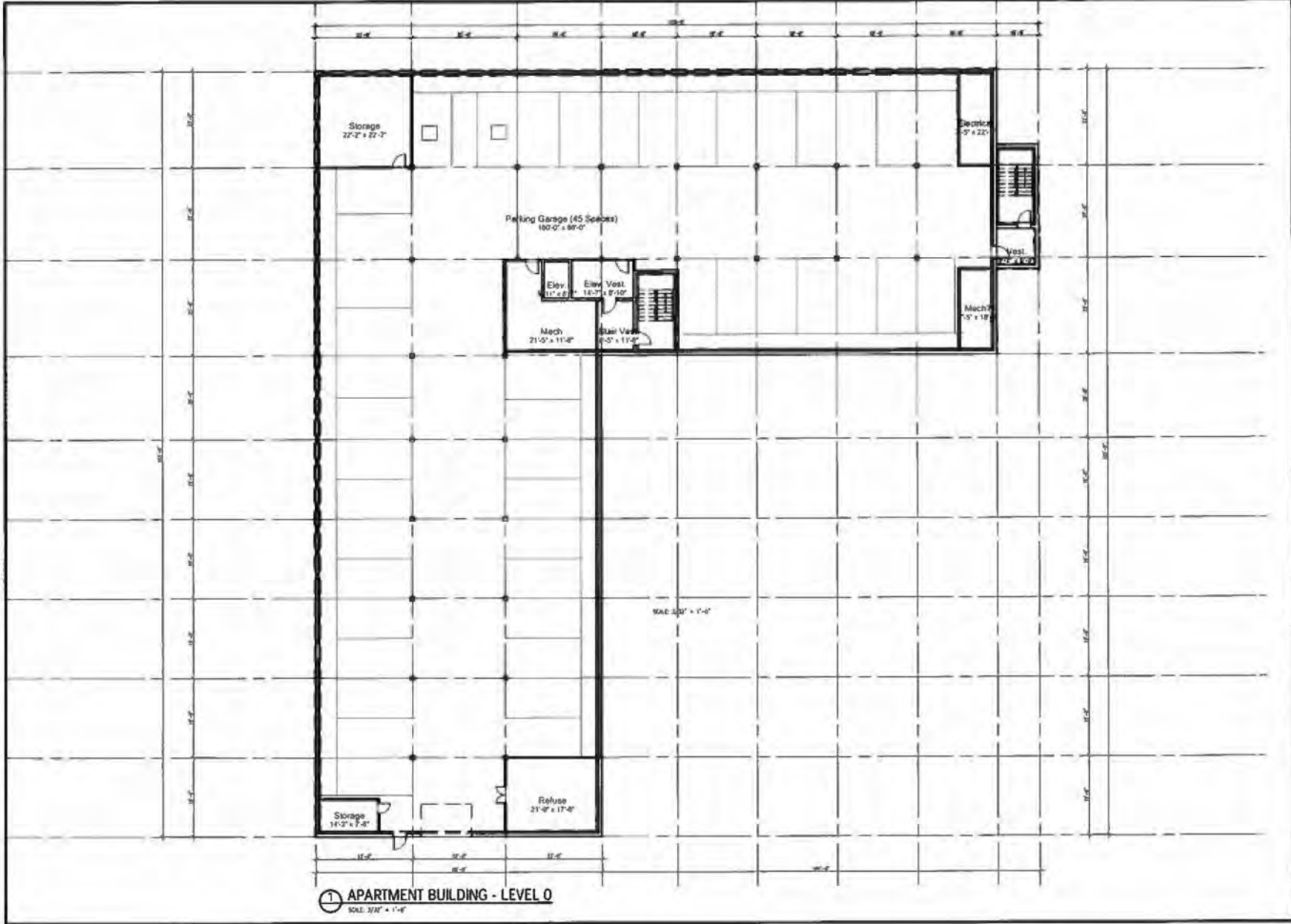
ISSUED FOR PAC SUBMISSION
 December 12, 2023

**MARR ROAD
 MULTI-RESIDENTIAL
 DEVELOPMENT**
 45 MARR ROAD
 BETHESDA, NEW BRUNSWICK, NJ

Project Title:
SHADOW STUDY

| | | |
|--------------|-----------|------------|
| Drawn By: | MD | L-3 |
| Scale: | AS SHOWN | |
| Project No.: | 23-182 | |
| Date: | DEC. 2023 | |

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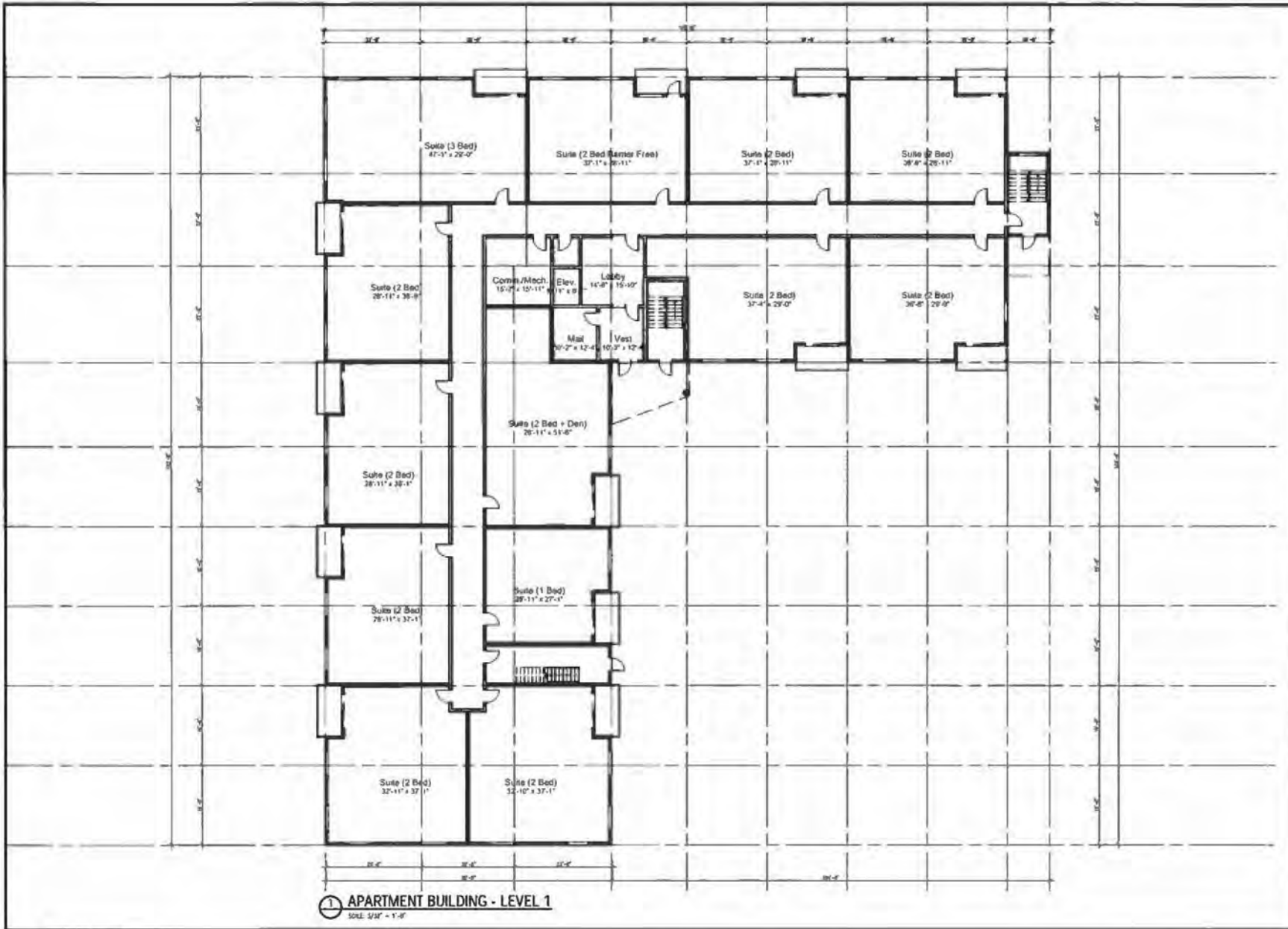
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| A | 12/12/2023 | PAC SUBMISSION |

ISSUED FOR PAC SUBMISSION
December 12, 2023

MARR ROAD MULTI-RESIDENTIAL DEVELOPMENT
45 MARR ROAD
ROSELAND, NEW BRUNSWICK

4 STOREY
46 UNIT APARTMENT BUILDING

| | | |
|--------------|-----------|------------|
| Drawn By: | MD | A-1 |
| Scale: | AS SHOWN | |
| Project No.: | 25-152 | |
| Date: | DEC. 2023 | |
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| A | 12/11/2023 | PAC SUBMISSION |
| Rev. | Date | Description |

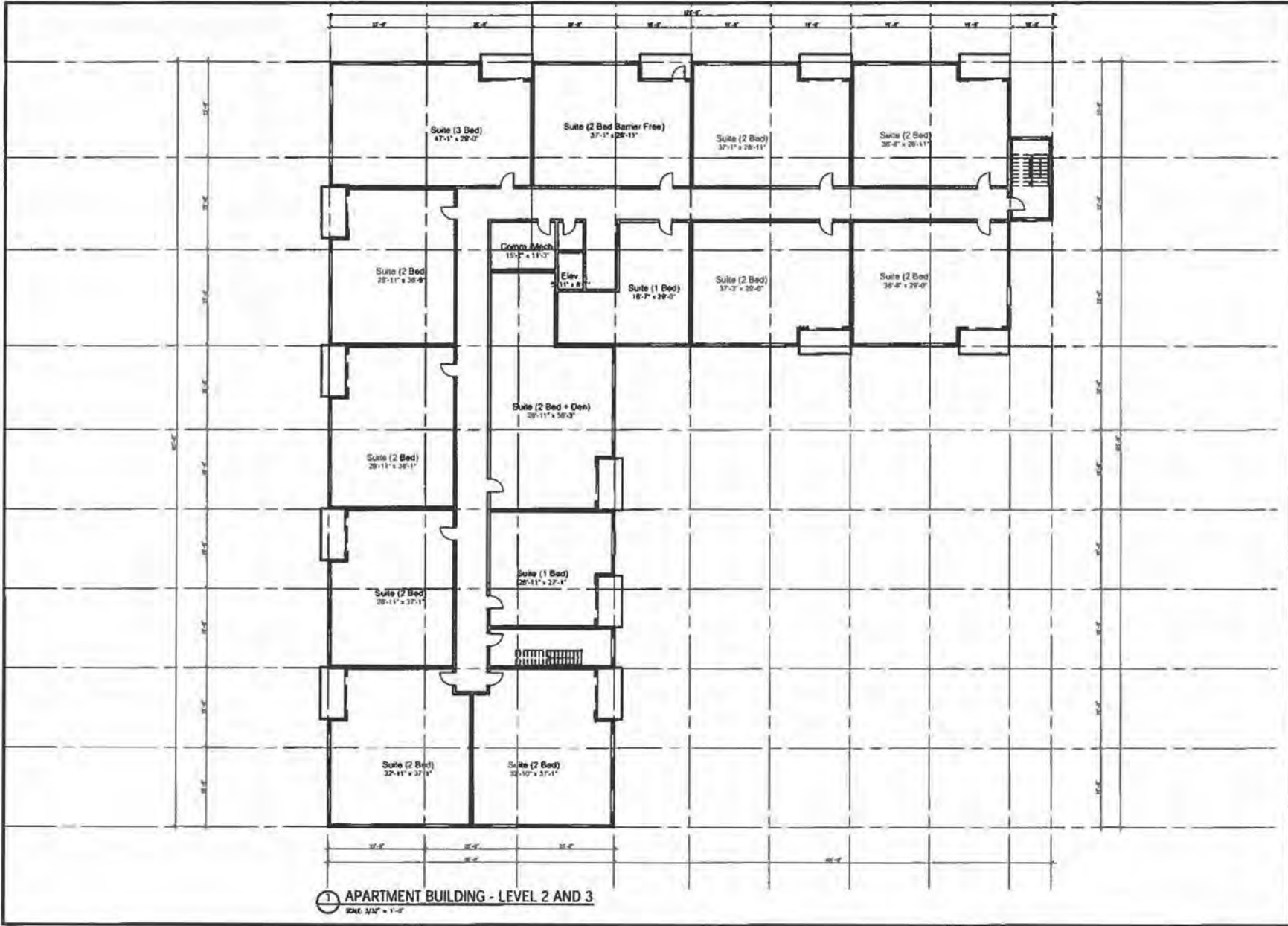
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November 12, 2023

MARR ROAD MULTI-RESIDENTIAL DEVELOPMENT
45 MARR ROAD
ROTHESAY NEW BRUNSWICK

Building Description:
**4 STOREY
46 UNIT APARTMENT BUILDING**

Sheet No: MD
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Project No: 23-182
Date: DEC. 2023

A-2
REV 0



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December 12, 2023

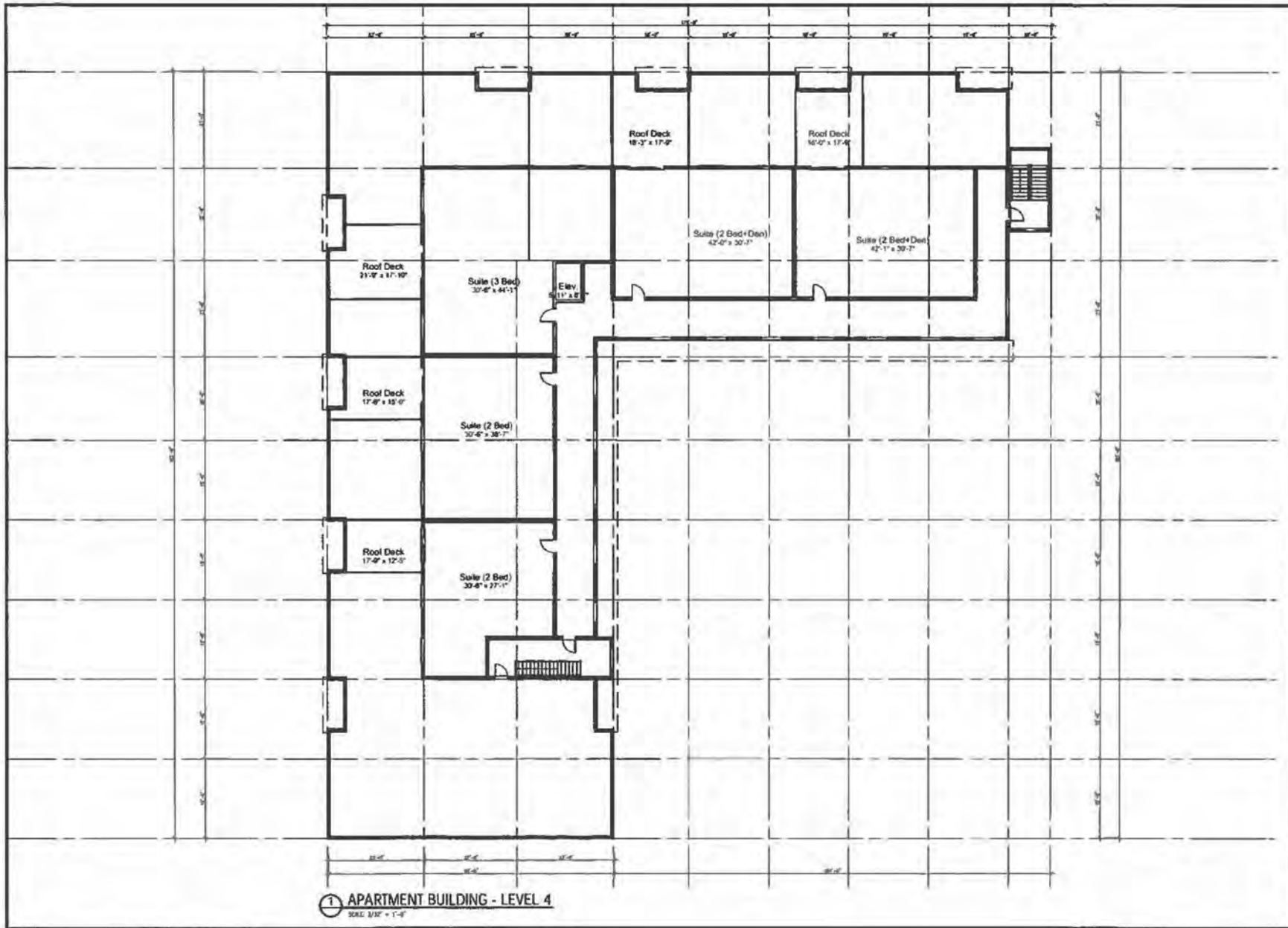
MARR ROAD MULTI-RESIDENTIAL DEVELOPMENT
45 MARR ROAD
HOUSTON, TEXAS 77057

Project No: 4 STOREY 46 UNIT APARTMENT BUILDING

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| Drawn By: | MD |
| Scale: | AS SHOWN |
| Project No: | 23-162 |
| Date: | DEC. 2023 |

A-3

REV 0



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| A | 12/12/2023 | PAC SUBMISSION |

ISSUED FOR PAC SUBMISSION
November 12, 2023

MARR ROAD
MULTI-RESIDENTIAL
DEVELOPMENT
45 MARR ROAD
ROTHESAY NEW BRUNSWICK

4 STOREY
46 UNIT APARTMENT
BUILDING

Drawn By: MD
Scale: AS SHOWN
Project No: 23-162
Rev: DEC. 2023

A4
REV 0



② APARTMENT BUILDING - NORTH ELEVATION
SCALE: 1/8" = 1'-0"



① APARTMENT BUILDING - SOUTH ELEVATION
SCALE: 1/8" = 1'-0"

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| A | 12/12/2023 | PAC SUBMISSION |

ISSUED FOR PAC SUBMISSION
December 12, 2023

MARR ROAD MULTI-RESIDENTIAL DEVELOPMENT
45 MARR ROAD
ROTHESAY, NEW BRUNSWICK

4 STOREY
46 UNIT APARTMENT BUILDING

Drawn By: MD
Scale: AS SHOWN
Project No: 23-162
Date: DEC. 2023

A-5
REV 0



② APARTMENT BUILDING - EAST ELEVATION
SCALE: 1/32" = 1'-0"



① APARTMENT BUILDING - WEST ELEVATION
SCALE: 1/32" = 1'-0"

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| No. | Date | Revision |
|-----|------------|----------------|
| 1 | 12/11/2023 | PAC SUBMISSION |

ISSUED FOR PAC SUBMISSION
October 12, 2023

MARR ROAD MULTI-RESIDENTIAL DEVELOPMENT
45 MARR ROAD
DOTHAM, NEW BRUNSWICK

Project No: 4 STOREY 46 UNIT APARTMENT BUILDING

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|--------------------|-----|
| Drawn By: MD | A-6 |
| Scale: AS SHOWN | |
| Project No: 23-182 | |
| Date: OCT. 2023 | |
| REV 0 | |



APARTMENT BUILDING - 3D VISIALS

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| A | 12/12/2023 | PAC SUBMISSION |

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ISSUED FOR PAC SUBMISSION
 December 12, 2023

MARR ROAD MULTI-RESIDENTIAL DEVELOPMENT
 45 MARR ROAD
 ROSELAND, NEW BRUNSWICK

Project Size:
**4 STOREY
 46 UNIT APARTMENT BUILDING**

| | |
|--------------|-----------|
| Drawn By: | MD |
| Scale: | AS SHOWN |
| Project No.: | 23-162 |
| Date: | DEC. 2023 |

A-7

REV #



APARTMENT BUILDING - 3D VISIALS

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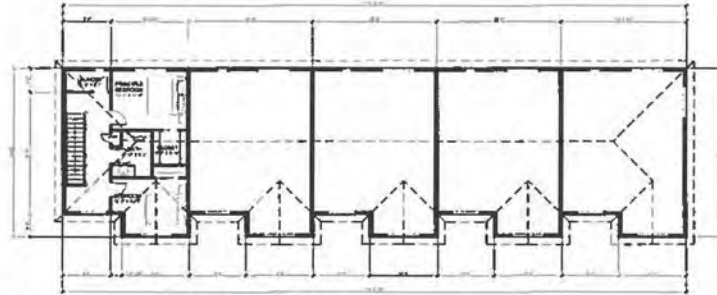
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| A | 12/12/2023 | PAC SUBMISSION |
| Rev. | Date | Description |

ISSUED FOR PAC SUBMISSION
 December 12, 2023

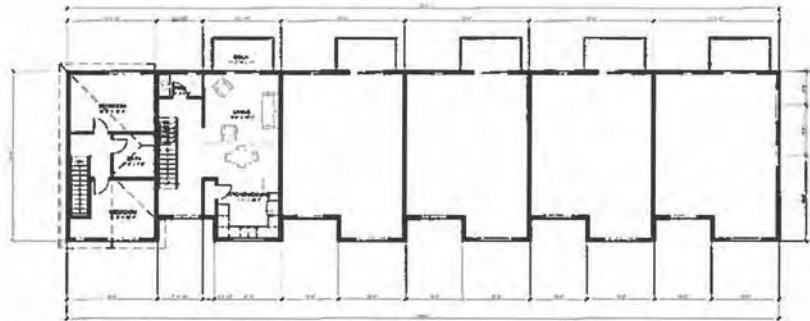
MARR ROAD
 MULTI-RESIDENTIAL
 DEVELOPMENT
 45 MARR ROAD
 NOTHESBAY, NEW BRUNSWICK

Study Title:
 4 STOREY
 46 UNIT APARTMENT
 BUILDING

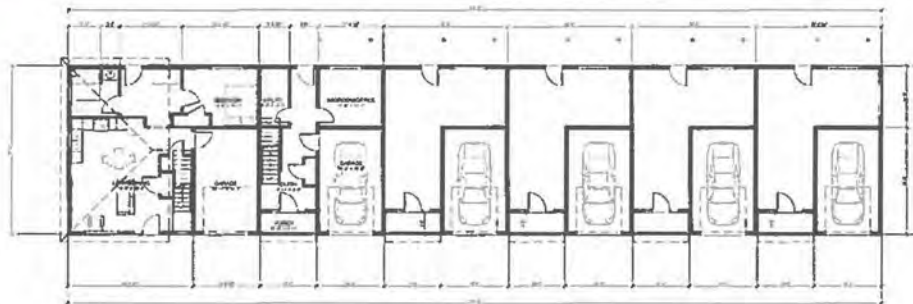
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| Drawn By: | MD |
| Scale: | AS SHOWN |
| Project No.: | 23-182 |
| Date: | DEC. 2023 |
| A-8 | |
| REV 0 | |



③ TOWNHOUSE - PRELIMINARY THIRD FLOOR PLAN
SCALE: 3/32" = 1'-0"



② TOWNHOUSE - PRELIMINARY SECOND FLOOR PLAN
SCALE: 3/32" = 1'-0"



① TOWNHOUSE - PRELIMINARY MAIN FLOOR PLAN
SCALE: 3/32" = 1'-0"

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ISSUED FOR PAC SUBMISSION
December 17, 2023

MARR ROAD MULTI-RESIDENTIAL DEVELOPMENT
45 MARR ROAD
ROTHESAY, NEW BRUNSWICK

6 UNIT TOWNHOUSE FLOOR PLANS/ RENDERINGS

Drawn By: MD
Scale: AS SHOWN
Project No: 23-182
Date: DEC. 2023

A-9
REV 0



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|-----|------------|----------------|
| A | 10/12/2023 | PAC SUBMISSION |
| Rev | Date | Description |

Stamp
ISSUED FOR PAC SUBMISSION
 December 12, 2023

MARR ROAD MULTI-RESIDENTIAL DEVELOPMENT
 4.5 MARR ROAD
 PORTHURST, NEW BRUNSWICK

Stamp Title
6 UNIT TOWNHOUSE ELEVATIONS

Drawn By: MD
 Scale: AS SHOWN
 Project No: 23-162
 Date: DEC. 2023

A-10
 REV 0



④ TOWNHOUSE - NORTH ELEVATION
 SCALE: 3/32" = 1'-0"



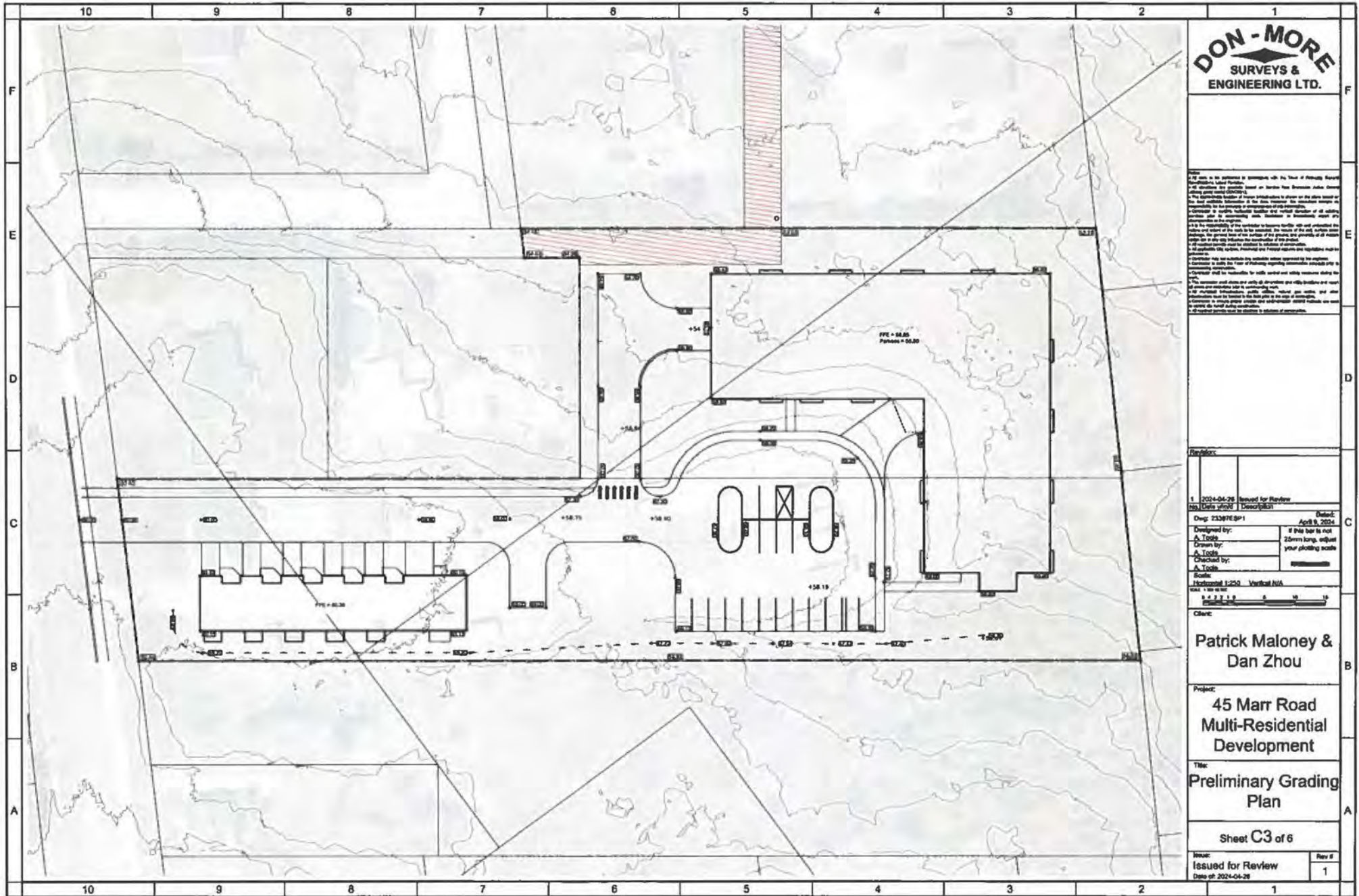
② TOWNHOUSE - EAST ELEVATION
 SCALE: 3/32" = 1'-0"



③ TOWNHOUSE - SOUTH ELEVATION
 SCALE: 3/32" = 1'-0"



① TOWNHOUSE - WEST ELEVATION
 SCALE: 3/32" = 1'-0"



DON - MORE
SURVEYS &
ENGINEERING LTD.

1. This plan is to be prepared in accordance with the Code of Practice for Surveyors' Professional Practice.
2. All dimensions are metric, based on the International System of Units (SI).
3. The horizontal location of proposed structures to be shown on the plan shall be based on the best available information. It is the responsibility of the client to provide accurate information.
4. The client shall be responsible for obtaining all necessary permits and approvals from the relevant authorities.
5. The client shall be responsible for obtaining all necessary information from the relevant authorities.
6. The client shall be responsible for obtaining all necessary information from the relevant authorities.
7. The client shall be responsible for obtaining all necessary information from the relevant authorities.
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9. The client shall be responsible for obtaining all necessary information from the relevant authorities.
10. The client shall be responsible for obtaining all necessary information from the relevant authorities.

| | |
|---------------|-------------------|
| Revised: | |
| 1. 2024-04-26 | Issued for Review |
| 2. 2024-04-26 | Designation |

| | | | |
|--------------|--|-------------|-------------------------------|
| Drawn by: | A. Toth | Checked by: | A. Toth |
| Designed by: | A. Toth | Scale: | Horizontal 1:250 Vertical N/A |
| Project: | 45 Marr Road Multi-Residential Development | Scale: | Horizontal 1:250 Vertical N/A |
| Client: | Patrick Maloney & Dan Zhou | Scale: | Horizontal 1:250 Vertical N/A |

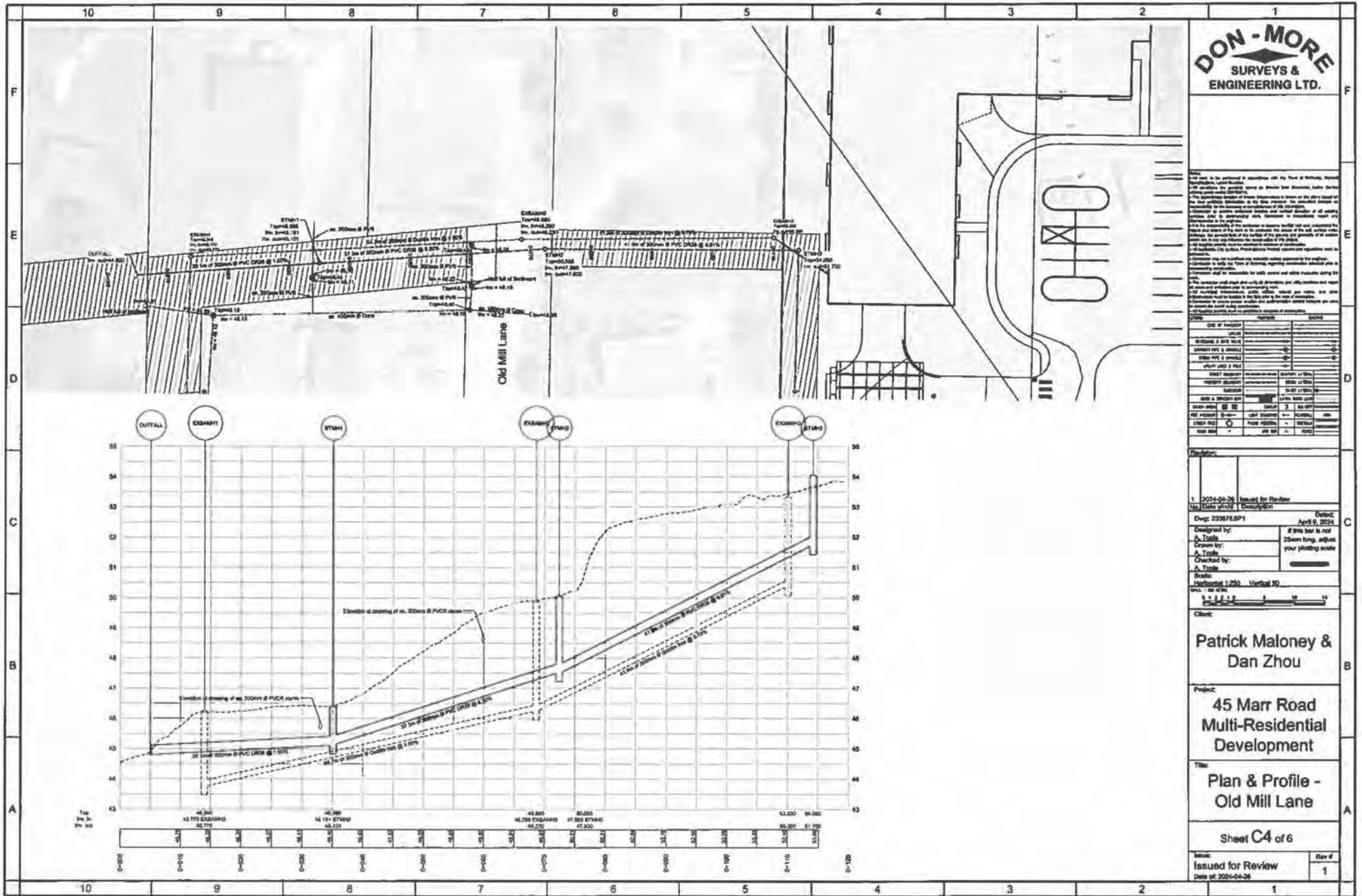
Client:
**Patrick Maloney &
Dan Zhou**

Project:
**45 Marr Road
Multi-Residential
Development**

Title:
**Preliminary Grading
Plan**

Sheet **C3** of 6

| | | | |
|--------|-------------------|-------|---|
| Issue: | Issued for Review | Rev # | 1 |
| Date: | 2024-04-26 | | |



Work to be performed in accordance with the Town of North York Building Department, Local Building Code and the Ontario Building Code, unless otherwise specified. The Engineer's liability is limited to the design of the sewer system and does not extend to the construction or maintenance of the sewer system. The Engineer is not responsible for the design of any other sewer system or for the design of any other sewer system which may be connected to the sewer system. The Engineer is not responsible for the design of any other sewer system which may be connected to the sewer system. The Engineer is not responsible for the design of any other sewer system which may be connected to the sewer system.

| DATE | DESCRIPTION | BY | CHECKED |
|------------|-------------------|---------|---------|
| 2024-04-26 | ISSUED FOR REVIEW | A. TOLE | |
| 2024-05-13 | OPEN SESSION | A. TOLE | |

1 2024-04-26 Issued for Review
 2024-05-13 Open Session

Design: 22027EASP1 Date: April 9, 2024
 Drawn by: A. Toile
 Checked by: A. Toile

Scale: Horizontal 1:250 Vertical 5:1
 Date: 2024-04-26

Client:
Patrick Maloney & Dan Zhou

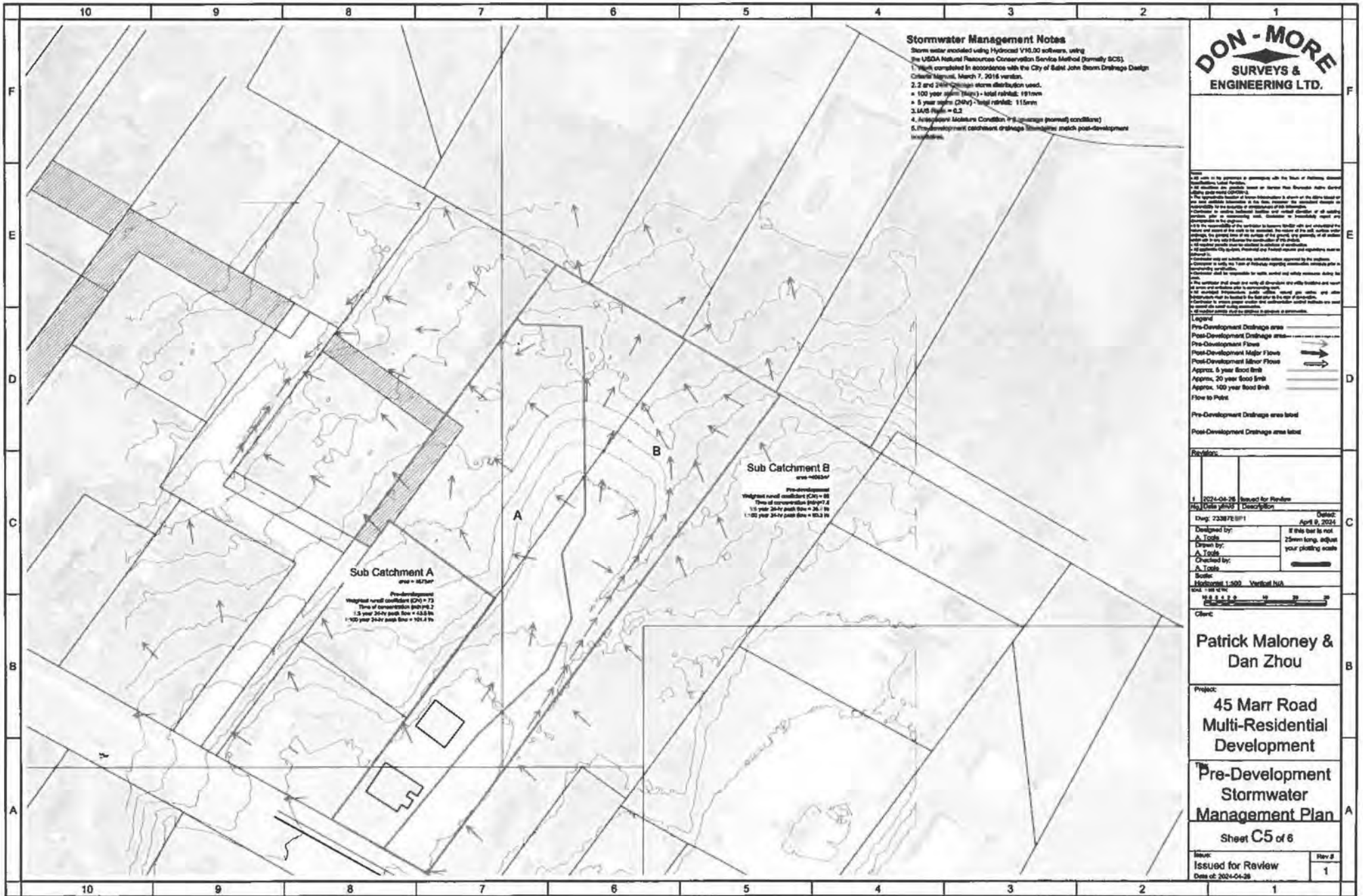
Project:
45 Marr Road Multi-Residential Development

Title:
Plan & Profile - Old Mill Lane

Sheet C4 of 6

Issue:
 Issued for Review
 Date: 2024-04-26

Rev #
 1



Stormwater Management Notes
 Storm water modeled using Hydrocast V10.00 software, using the USDA Natural Resources Conservation Service Method (formerly SCS).
 1. High completed in accordance with the City of Saint John Storm Drainage Design Criteria Manual, March 7, 2016 version.
 2.2 and 24hr design storm distribution used.
 * 100 year storm (24hr) - total rainfall: 191mm
 * 5 year storm (24hr) - total rainfall: 115mm
 3. SWS Ratio = 0.3
 4. Antecedent Moisture Condition 1.8 (average storm) condition
 5. Pre-development catchment drainage (downslope) match post-development conditions.



I warrant to the best of my knowledge and belief that the information contained herein is true and correct and that I am a duly licensed Professional Engineer in the Province of New Brunswick. I warrant that the information contained herein is true and correct and that I am a duly licensed Professional Engineer in the Province of New Brunswick. I warrant that the information contained herein is true and correct and that I am a duly licensed Professional Engineer in the Province of New Brunswick.

Legend
 Pre-Development Drainage area
 Post-Development Drainage area
 Pre-Development Flow
 Post-Development Major Flow
 Post-Development Minor Flow
 Approx. 5 year flood limit
 Approx. 20 year flood limit
 Approx. 100 year flood limit
 Flow to Point
 Pre-Development Drainage area label
 Post-Development Drainage area label

Revisions:

| No. | Date | By | Description |
|-----|------------|---------------------|-------------|
| 1 | 2024-04-26 | Revised by: Patrick | |

Dwg: 2328/F/S/11 Date: April 9, 2024
 Designed by: A. Toth
 Drawn by: A. Toth
 Checked by: A. Toth
 Scale: Horizontal 1:500 Vertical N/A
 Unit: mm
 0 5 10 15 20 25

Client:
Patrick Maloney & Dan Zhou

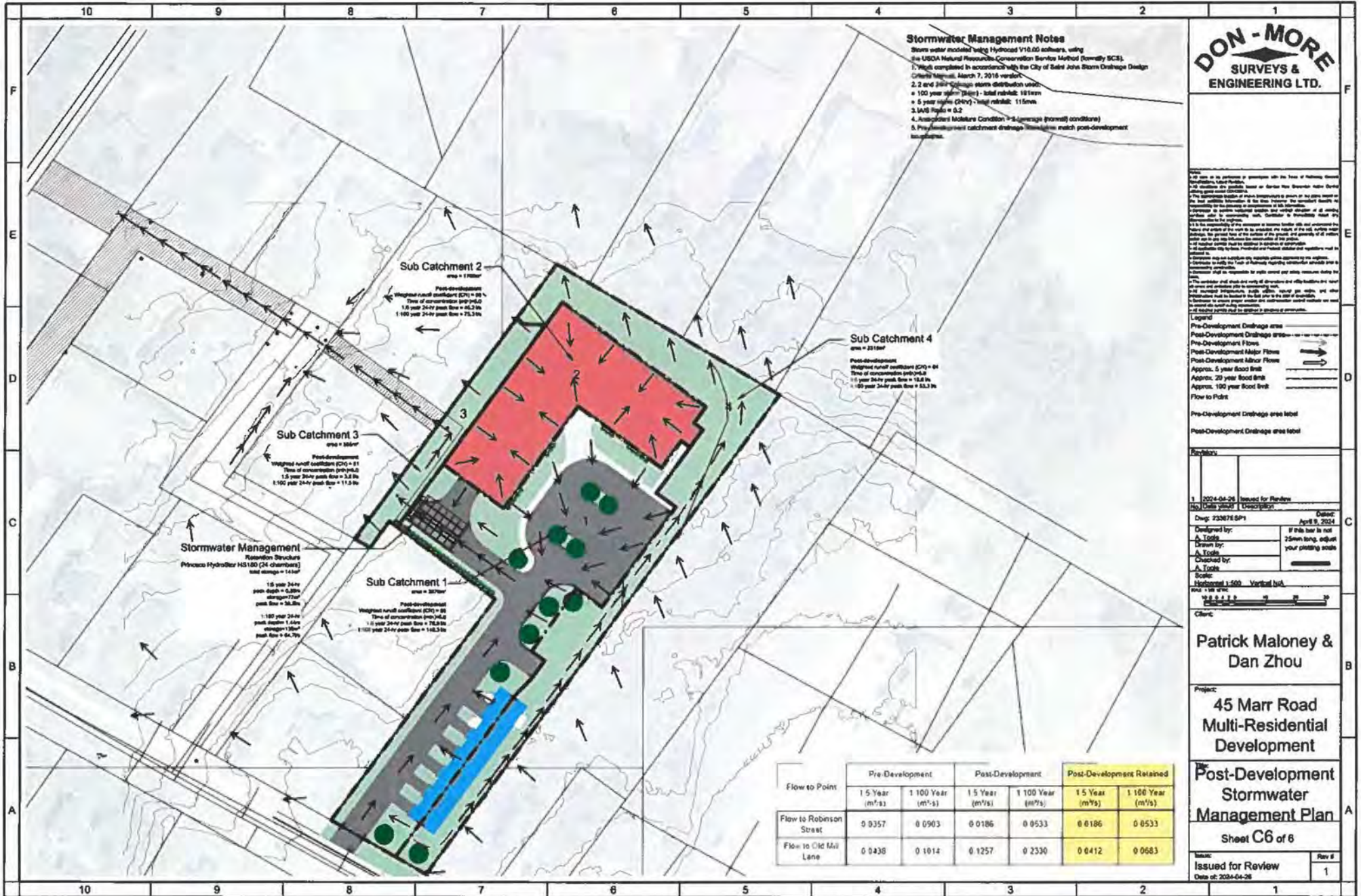
Project:
45 Marr Road Multi-Residential Development

Title:
Pre-Development Stormwater Management Plan

Sheet C5 of 6

Issue:
 Issued for Review
 Date of 2024-04-26

Rev #
 1



Stormwater Management Notes
 Storm water model using HydroCAD V10.00 software, using the USDA Natural Resources Conservation Service Method (formerly SCS).
 1. Model completed in accordance with the City of Salt Lake Storm Drainage Design Criteria Manual, March 7, 2016 version.
 2. 2 area (P) - HydroCAD storm distribution model.
 = 100 year storm (24hr) - total runoff: 181mm
 = 5 year storm (24hr) - total runoff: 115mm
 3. IAWB Ratio = 0.2
 4. Assumed Inlet Condition = S (average normal conditions)
 5. Post-development catchment drainage times shown match post-development topography.



All work is to be performed in accordance with the Terms of Reference. Client shall retain the right to request any clarification or further information from the Engineer. The Engineer shall be responsible for the design and construction of the stormwater management system. The Engineer shall be responsible for the design and construction of the stormwater management system. The Engineer shall be responsible for the design and construction of the stormwater management system.

Legend
 Pre-Development Drainage area
 Post-Development Drainage area
 Pre-Development Flow
 Post-Development Major Flow
 Post-Development Minor Flow
 Approx. 5 year flood limit
 Approx. 25 year flood limit
 Approx. 100 year flood limit
 Flow to Point
 Pre-Development Drainage area label
 Post-Development Drainage area label

Revisions

| | | |
|---|------------|-------------------|
| 1 | 2024-04-24 | Issued for Review |
| 2 | 2024-04-24 | Design |

Drawn by: A. Toole
 Checked by: A. Toole
 Scale: Horizontal 1:500 Vertical 1:100
 Date: April 9, 2024

Patrick Maloney & Dan Zhou

Project: **45 Marr Road Multi-Residential Development**

| Flow to Point | Pre-Development | | Post-Development | | Post-Development Retained | |
|-------------------------|-----------------|-----------------|------------------|-----------------|---------------------------|-----------------|
| | 1.5 Year (m³/s) | 100 Year (m³/s) | 1.5 Year (m³/s) | 100 Year (m³/s) | 1.5 Year (m³/s) | 100 Year (m³/s) |
| Flow to Robinson Street | 0.9357 | 0.0903 | 0.0186 | 0.0533 | 0.0186 | 0.0533 |
| Flow to Old Mill Lane | 0.0438 | 0.1014 | 0.1257 | 0.2330 | 0.0412 | 0.0683 |

Post-Development Stormwater Management Plan
 Sheet C6 of 6

Issued for Review
 Date: 2024-04-24

Rev # 1

February 15, 2024

Mike Maloney, BBA, BPR, CPF
Right Hook PR + Strategic Planning
34 Sprucewood Avenue
Rothesay, NB, E2E 2H3
Email: mike@righthookpr.com

Dear Mr. Maloney:

RE: Sight Distance Assessment – 45 Marr Road, Rothesay

CBCL Limited (CBCL) was engaged to complete a sight distance assessment for a proposed residential development on Marr Road. This letter summarizes our findings from the study.

Project Understanding

We understand a sight distance assessment is required by the town of Rothesay for the proposed residential development to be located at 45 Marr Road in Rothesay, NB. It is planned to include one, 46-unit apartment building and six townhouses, for a total of 52 residential units, as illustrated in **Figure 1**. It will be marketed towards seniors/retirees.

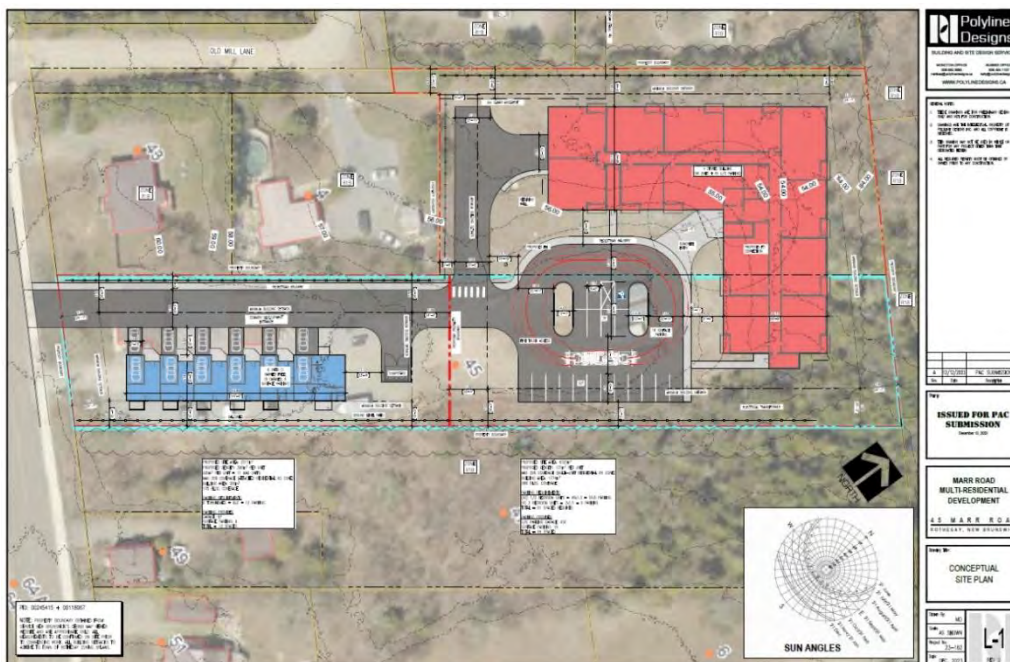


Figure 1: Proposed Site Plan

Sight Distance Assessment

An assessment of both Stopping Sight Distance (SSD) and Intersection Sight Distance (ISD) were completed to determine if there are adequate sight lines for both traffic approaching the proposed site driveway and for a stopped vehicle attempting to turn onto Marr Road from the proposed driveway. SSD and ISD are defined as follows:

- ▶ Stopping Sight Distance (SSD) – is the required distance between an object on the road and an oncoming vehicle, such that the driver can recognize the object and come to an abrupt stop.
- ▶ Intersection Sight Distance (ISD) – is the required distance to the left and right of a stopped vehicle on a minor road (driveway) to recognize oncoming traffic before executing a turning maneuver onto a major road.

Sight Distance Requirement

Guidance for determining sight distance is provided at both a national and provincial level through the following documents:

- ▶ Transportation Association of Canada's (TAC) *Geometric Design Guide for Canadian Roads* (GDG), 2017 Edition - National
- ▶ New Brunswick Department of Transportation and Infrastructure's (NB DTI) *Minimum Standards for the Construction of Subdivision Roads and Streets* (May 2017) - Provincial

The posted speed limit on Marr Road is 50 km/h near the proposed driveway; the corresponding minimum sight distances for SSD and ISD, based on this posted speed limit are:

- ▶ SSD = 65m
- ▶ ISD = 105m for a left turning vehicle
- ▶ ISD = 95m for a right turning vehicle

Available Sight Distance

A site visit was conducted by CBCL on February 6, 2024, to determine the available sight distance for SSD and ISD at the proposed driveway location on Marr Road. In accordance with TAC's *GDG*, the following field parameters were used to conduct the assessment:

- ▶ Driver eye height of 1.05m, located 4.4m from the edge of the nearest travel lane
- ▶ Object height of 0.38m for SSD¹
- ▶ Object height of 1.30m for ISD

¹An object height of 0.38m was conservatively selected as it is the more constraining object height as specified by NB DTI, rather than TAC that permits an object height of 0.60m.

The results of the sight distance assessment are summarized in Table 1.

Table 1: Summary of Sight Distance Evaluation

| Sight Distance | Minimum (m) | Available (m) | Result |
|------------------|-------------|---------------|------------|
| SSD (Left Turn) | 65 | 67 | Sufficient |
| SSD (Right Turn) | 65 | 119 | Sufficient |
| ISD (Left Turn) | 105 | 136 | Sufficient |
| ISD (Right Turn) | 95 | 153 | Sufficient |

Based on assessment, **there was no concern identified with sight distances for either approach on Marr Road, as both the minimum SSD and ISD are available at the proposed driveway.**

Closing

Thank you for the opportunity to complete this sight distance assessment for your proposed development at 45 Marr Road.

We trust this information satisfies your current requirements, but if you have any comments or questions that arise from the review, please reach out to us at your earliest convenience.

Yours very truly,

CBCL Limited



Prepared by:
Brendan McPhee, M.Sc.E., P.Eng.
Transportation Engineer
Direct: 506-633-6650 ext. 3236
Email: bmcphée@cbcl.ca



Reviewed by:
Mark MacDonald, P.Eng.
Senior Transportation Engineer
Direct: 902-892-0303 ext. 3408
Email: markmacd@cbcl.ca

Report No: 232936.01

This document was prepared for the party indicated herein. The material and information in the document reflect CBCL Limited's opinion and best judgment based on the information available at the time of preparation. Any use of this document or reliance on its content by third parties is the responsibility of the third party. CBCL Limited accepts no responsibility for any damages suffered as a result of third party use of this document.

BYLAW NO. XX

BYLAW OF THE MUNICIPALITY OF ROTHESAY

RESPECTING THE KENNEBECASIS VALLEY EMERGENCY MEASURES ORGANIZATION

- 1. TITLE.....
- 2. DEFINITIONS.....
- 3. COMMITTEES.....
- 4. STATE OF LOCAL EMERGENCY.....
- 5. GENERAL.....
- 6. POWERS
- 7. INDEMNITY
- 8. PENALTIES
- 9. SEVERABILITY
- 10. ENFORCEMENT
- 11. BYLAWS REPEALED
- 12. EFFECTIVE DATE.....

1. TITLE

a) This bylaw may be cited as the “Emergency Measures Organization ByLaw”.

2. DEFINITIONS

In this bylaw, unless the context otherwise requires,

- a) “KV EMO Director” means a person appointed by the Town to prepare and coordinate an Emergency Measures Plan for the Town and to fulfill other duties as may be prescribed by Council;
- b) "Emergency" means a present or imminent event in respect of which the Minister or the Town, as the case may be, believes prompt co-ordination of action or regulation of persons or property must be undertaken to protect property, the environment or the health, safety or welfare of the civil population;
- c) “Emergency Measures Plan” means any plan, program or procedure prepared by the Province of New Brunswick, or the Town of Rothesay, as the case may be, that is intended to mitigate the effects of an emergency or disaster and to provide for the safety, health or welfare of the civil population and the protection of property and the environment in the event of such occurrence;
- d) “Emergency Measures Organization Committee” means a committee established pursuant to Section 3(e) which advises the KV EMO on the development of an Emergency Measures Plan;
- e) “Emergency Preparedness Team” means a team established pursuant to Section 3 (f) which mitigates, plans for and responds to emergencies or disasters within the municipality;

- f) "Emergency Operations Centre" means a building, structure, or place designated by the KV EMO as being the operations centre for administering, planning and coordinating emergency measures;
- g) "Minister" means the Minister of Public Safety for the Province of New Brunswick;
- h) "State of Local Emergency" means a state of local emergency declared by the Town pursuant to Section 10(2) of the Emergency Measures Act of New Brunswick or renewed pursuant to Section 18(2) of the Emergency Measures Act of New Brunswick;
- i) "Town" means the Town of Rothesay, a municipality in the county of Kings and the Province of New Brunswick;
- j) "State of Emergency" means a state of emergency declared by the Minister under subsection 10(1) or renewed under subsection 18(2) of the Emergency Measures Act of New Brunswick;
- k) "Disaster" means any real or anticipated occurrence such as disease, pestilence, fire, flood, tempest, explosion, enemy attack or sabotage, which endangers property, the environment or the health, safety or welfare of the civil population.
- l) "Kennebecasis Valley Emergency Measures Organization" means the joint Municipal Emergency Measures Organization established pursuant to the Emergency Measures Plan and Section 9.a) of the Emergency Measures Act of New Brunswick.
- m) "KV EMO Deputy Director" means the person responsible for managing the municipal emergency preparedness team and assuming KV EMO director duties in their absence.

3. GENERAL

- a) The Town agrees to the formation of the KV Emergency Measures Organization (KV EMO) in cooperation with the Town of Quispamsis.
- b) Responsibility for the management of municipal emergency operations rests with the Mayor and Council. During an emergency, the Town is responsible for the direction and control of the municipal emergency response unless the incident would be better managed as a coordinated KV EMO event.
- c) The Fire Chief shall act as the KV EMO Director.
- d) The KV EMO Director may appoint a KV EMO Deputy Director for the Town.
- e) The Town shall appoint a minimum of two (2) staff members to the KV EMO Committee with obligations outlined in the KV EMO Emergency Management Program.
- f) The Town shall form and maintain an Emergency Preparedness Team who will collaborate on emergency preparedness strategies and initiatives designed to enhance preparedness, improve the ability to respond to emergencies, and mitigate the effects of an emergency or disaster within the town.
- g) In addition to its other duties and powers under this bylaw, the Emergency Preparedness Team shall be responsible for other duties listed in the KV EMO Emergency Management Program.
- h) Subject to the approval of Council, the Emergency Preparedness Team may recommend to Council, the Town enter into agreements with other municipalities, with the Government of the Province, with

the Government of Canada, or with other agencies, or with any or all of them, all within the terms of the Emergency Measures Plan, for the purpose of:

- i) mutual aid; or
 - ii) the formation of joint organizations; or
 - iii) the employment of their members or resources;
- i) The Town shall provide a secure location for an Emergency Operations Centre (EOC) with back-up power and internet access to be used under the direction of the KV EMO Director, KV EMO Committee or Emergency Preparedness Team.
- j) The Town shall provide funding on an annual basis to support training, exercises and operations.
- k) The Town shall maintain a roster of qualified personnel with appropriate training to prepare for and respond to emergencies.

4. STATE OF LOCAL EMERGENCY

- a) Before or upon the event of an emergency, the Mayor, or Deputy Mayor, or in their absence, any two (2) Councillors may immediately call members of Council, upon verbal notice, to meet anywhere in the town for the purpose of declaring a state of local emergency and of carrying out business pertaining thereto. A quorum shall consist of a simple majority of all the members of Council. As soon as a quorum is present, the meeting may be called to order. At such meeting only matters directly pertaining to the emergency may be considered by Council and business will be conducted according to the Town's Procedural Bylaw, where it does not conflict with this bylaw.
- b) The Council may, when satisfied that an emergency exists, or may exist, in all or any part of the Town, declare by resolution, a state of local emergency.
- c) In case a quorum can not be reached, in section 4(a), the senior elected official present shall contact the New Brunswick Provincial Emergency Measures Organization through the KV EMO Director or designate requesting the Minister of Public Safety to declare a state of emergency in the Town.
- d) When a state of local emergency has been declared, the Town shall immediately cause the details of the declaration to be communicated or published by such means as it considers the most likely to make the contents of the declaration known to the civil population of the Town, and immediately forward a copy of the declaration to the Minister of Public Safety.
- e) For the purposes of this bylaw only, once a state of local emergency or a state of emergency has been declared and during the continuation of a state of local emergency or a state of emergency, any four (4) members of Council shall constitute a quorum.
- f) A state of local emergency ends or may be renewed as described in sections 18(1), 18(2) and 18(3) of the Emergency Measures Act of New Brunswick.
- g) In the event of a state of local emergency being declared, the Emergency Measures Plan will be implemented by the KV EMO in full or in part according to the procedures outlined herein:
- i) the KV EMO, if it has not already done so, shall designate an Emergency Operations Centre;

ii) the Council may meet from time to time during the continuance of a state of local emergency as circumstances require, upon the call of the Mayor or the Deputy Mayor or any two members of the Council;

iii) each member of Council shall be advised by the KV EMO when a state of local emergency has been declared and he or she shall endeavour to advise the Emergency Operations Centre of his or her whereabouts during the continuation of the state of local emergency.

h) In the event that a state of local emergency has been declared, all employees, servants and agents of the Town will advise the Emergency Operations Centre of their whereabouts and will be required to carry out duties as ordered by the Director of the KV EMO. In this circumstance, unless Council otherwise stipulates, for services performed during the continuation of the emergency:

i) department heads will receive no additional remuneration;

ii) salaried persons, other than department heads, will receive a pro-rata hourly rate for each hour worked;

iii) hourly paid employees will receive time and one-half their regular hourly rate for time worked in excess of regular working hours;

iv) employees covered by a collective agreement will receive remuneration according to the terms of the collective agreement;

v) casual employees, as required during the emergency, will be paid the usual set rate per hour.

i) When a state of local emergency is declared, the KV EMO may forthwith procure food, clothing, medicines, equipment, goods and services of any nature or kind for use therein.

6. POWERS

a) The Town may, during the state of local emergency, do everything necessary for the protection of property, the environment and the health or safety of persons therein, including, but not limited to, any or all of the following:

i) to cause an Emergency Measures Plan to be implemented;

ii) to acquire or utilize or cause the acquisition or utilization of any personal property by confiscation or any means considered necessary;

iii) to authorize or require any qualified person to render aid of such type as that person may be qualified to provide;

iv) to control or prohibit travel to or from any area or on any road, street or highway;

v) to provide for the maintenance and restoration of essential facilities, the distribution of essential supplies and the maintenance and co-ordination of emergency medical, social and other essential services;

vi) to cause the evacuation of persons and the removal of livestock and personal property threatened by a disaster or emergency, and make arrangements for the adequate care and protection thereof;

vii) to authorize any person properly identified as authorized by the Town to enter into any building or upon any land without warrant;

viii) to cause the demolition or removal of any building, structure, tree or crop where the demolition or removal is necessary or advisable for the purposes of reaching the scene of a disaster, of attempting to forestall its occurrence or of combating its progress;

ix) to procure or fix prices for food, clothing, fuel, equipment, medical or other essential supplies and the use of property, services, resources or equipment; and

x) to order the assistance, with or without remuneration, of persons needed to carry out the provisions mentioned in this section.

b) For the duration of the state of local emergency Council may authorize:

i) the Kennebecasis Regional Police Chief to appoint auxiliary police persons; and

ii) the Kennebecasis Valley Fire Chief to appoint auxiliary fire persons; and

iii) the appointment of any other persons as it deems necessary.

c) When this bylaw is silent as to any action to be taken during the course of a local state of emergency, then the provisions of the Emergency Measures Act of New Brunswick shall apply.

7. INDEMNITY

a) No person shall have any claim against the Town or its agents for any claims for damages of whatsoever nature or kind, which may be caused at any time in the carrying out of the provisions of this bylaw.

8. PENALTIES

a) Any person found violating any provisions of this bylaw or who suffers or permits any act or thing to be done in contravention or violation of any provisions herein, or neglects or fails to do any act or thing herein required, or obstructs the Town or any person in the performance of any action, matter or thing authorized by this bylaw, or violates or fails to comply with any direction, order or requirement made pursuant to this bylaw, commits an offence punishable under Part II of the Provincial Offences Procedures Act as a category 'F' offence.

9. SEVERABILITY

a) If any part of this bylaw shall be held invalid, such part shall be deemed severable and the invalidity thereof shall not affect the remaining parts of this bylaw.

10. ENFORCEMENT

a) When implementing an emergency measures plan pursuant to this bylaw, any person properly identified as authorized by the Minister, by the New Brunswick Measures Organization or by the town has the right at any time to enter on any property.

11. BYLAWS REPEALED

12. EFFECTIVE DATE

KV EMO EMERGENCY MANAGEMENT PROGRAM

Prepared by Chief Mike Boyle

DRAFT July 2023



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Purpose and Profile

Abstract

In 2022, with the hiring of a new fire chief, this position was also assigned the role of director of “KV EMO”, an organization which did not formally exist prior to the development of this program. Besides the main goal of identifying, mitigating, responding to and recovering from disasters and significant incidents, this program is intended to formalize the relationship between the two municipalities, the fire department and the police department in jointly managing emergency measures in the Kennebecasis Valley.

While this program identifies and measures risk, it is cumbersome and unrealistic to attempt to identify every possible risk a community faces. Likewise, it is difficult to develop a plan for every type of event that could happen and it is important to avoid the trap of overplanning; there is an old military saying that goes “no plan survives contact with the enemy”.

The response portion of this program is generic; the approach to a flood, fire, storm or train derailment are all the same, just the variables change. However, this does not mean that each stakeholder in this document should not plan and train to manage different types of events and emergencies. Emergencies and disasters can be sudden, dynamic and scary and following a rigid plan can paradoxically make things worse. Solid training in incident command and emergency management is how emergencies are managed effectively. This program also assumes that each stakeholder is an expert in their field; the program does not dictate how the police, works departments, water departments, fire department or others should manage their operations.

This program has been written with the capacity of the towns in mind; it is unlikely that the KV EMO could support a fully functional and robust emergency operations centre that large municipalities could manage. It should also be noted that while this program will be implemented in 2023, it may take several years of testing, revision and practice for it to evolve into a fully functional program.

This program has been developed with the Canadian Standards Association (CSA) Z-6100 *Emergency and Continuity Management Standard* used as a starting point. This standard was developed in conjunction with Public Safety Canada and other stakeholders and is based on the National Fire Protection Association (NFPA) 1600 *Standard on Continuity, Emergency, and Crisis Management*.

This document represents the first portion of a comprehensive document that will be presented at a later date.

Michael Boyle
KV EMO Director

Introduction

The development of the Kennebecasis Valley Emergency Measures Organization (KV EMO) is a joint effort between Rothesay and the Town of Quispamsis to identify, prevent and if needed, respond to large-scale emergency events that occur within the communities. The primary mission of the KV EMO is to keep people safe through preparation for, response to and recovery from emergencies and disasters that can impact the Kennebecasis Valley. This collaborative approach to emergency management aligns with the existing model of providing protective services and allows the participating municipalities to program, coordinate and pool resources on a regional basis in order to enable more effective responses to emergency situations. The emergency management model is situated between the provincial and municipal levels of emergency management and allows for the development of emergency protocols which may specify mutual assistance agreements between communities, provide assistance in developing and maintaining local emergency measures programs and facilitating training initiatives for emergency responses. It also facilitates a better coordinated response in emergencies affecting more than one municipality.

The concept of emergency management for the KV EMO is one of a progressive and scalable approach:

- The individual has a primary responsibility to protect their life and property and to prepare for and manage events and emergencies that impact their home and personal safety
- When circumstances exceed the ability of the individual, the public safety agencies and municipalities have a responsibility to intervene
- When the public safety agencies and/or municipalities are unable to cope with an event or emergency independently, the KV EMO takes over management and coordination of the event or emergency and finally
- When the KV EMO is overwhelmed, the provincial EMO engages

The mission of the KV EMO is:

- To keep people safe
- To fully understand the risks and hazards that could impact the Kennebecasis Valley
- To prevent or lessen the impact of natural and human caused events
- To provide for the earliest possible coordinated response in the event of an emergency or disaster which impacts or has the potential to impact both municipalities
- To align emergency management with the collaborative approach to providing protective services

“There are risks and costs to a program of action. But they are far less than the long-range risks and costs of comfortable inaction.” – John F. Kennedy

Program Management

CSA Z1600 Emergency and Continuity Management

This standard is applicable, in whole or in part, regardless of an organization's size or purpose. This standard provides requirements for a continual improvement process to develop, implement, evaluate, maintain, and improve an emergency and continuity management program that addresses the components of prevention and mitigation, preparedness, response, and recovery.

Canadian public and private sector stakeholders have an interest in ensuring that emergency and continuity management programs evolve to be consistent and have the potential to be international in scope and application. This standard, adapted from the NFPA 1600, *Standard on Disaster/Emergency Management and Business Continuity Programs*, remains consistent with the Government of Canada's, *An Emergency Management Framework for Canada*. This standard grew out of the strong commitment of both CSA Group and the NFPA to work collaboratively to promote awareness, knowledge, and application of standards and industry best practices in the community and the workplace.

Collaborative Approach

All municipalities in New Brunswick have the potential to be affected by any number of both natural and human caused disasters or emergencies and that is the same for the Kennebecasis Valley. With the region's substantial transport network, susceptibility to river freshets and floods and abundant forested areas, both Rothesay and the Town of Quispamsis have agreed to a collaborative approach for their responses to disasters and emergencies. The coordinated approach allows for effective sharing of essential information with internal and external stakeholders, the community and the media to have a successful response and organized recovery from the disaster or emergency.

This Emergency Management Program was solely developed for the Kennebecasis Valley Emergency Measures Organization and is not intended, created or intended to replace protocols or procedures for managing the normal day to day common occurrences that are managed routinely by emergency services and/or municipal departments. The program does, however, outline the responsibilities, designates duties and directs the actions of key personnel.

Emergency Management Legislation

Federal

Public Safety Canada is responsible for the national emergency management system and in the event that there is a nationally declared emergency, the federal government may or will activate its Federal Emergency Response Plan and it will coordinate emergency management activities among government institutions and in cooperation with the provinces and territories through their regional offices.

Provincial

The Province of New Brunswick is responsible for provincial emergency management that ensures the safety of all New Brunswickers through the Emergency Measures Act. The Act provides the Minister of Public Safety the authority over all matters respecting emergency

planning, preparedness, response, mitigation, recovery for emergencies in the province. Subject to the approval of the Minister, the Emergency Measures Organization may do the following:

- (a) review and approve, or require modification to, Provincial and municipal emergency measures plans;
- (b) make surveys and studies to identify and record actual and potential hazards which may cause an emergency or disaster;
- (c) make surveys and studies of resources and facilities to provide information for the effective preparation of emergency measures plans;
- (d) conduct public information programs related to the prevention and mitigation of damage by disaster;
- (e) conduct training and training exercises for the effective implementation of emergency measures plans;
- (f) procure food, clothing, medicines, equipment and goods of any nature or kind for the purposes of emergencies and disasters; and
- (g) authorize or require the implementation of an emergency measures plan.

Additionally, the Minister may:

- (a) divide the province into districts and subdistricts for the purposes of this Act;
- (b) after consultation with a municipality, designate the boundaries of the municipality to include areas adjacent to it for the purposes of this Act;
- (c) require municipalities to prepare emergency measures plans, including mutual assistance programs, and to submit them to the Emergency Measures Organization for review for adequacy and integration with the Provincial emergency measures plans;
- (d) establish procedures for the prompt and efficient implementation of emergency measures plans; and
- (e) require any person to develop emergency measures plans in conjunction with the Emergency Measures Organization or the municipalities to remedy or alleviate any hazard to persons, property or the environment that is or that may be created by
 - (i) a condition that exists or may exist on the person's property,
 - (ii) the person's use of property,
 - (iii) an operation in which the person is or may be engaged, or
 - (iv) a process that the person is or may be utilizing.

Municipal

Within the Provincial Emergency Measures Act, each municipality:

- (a) shall establish and maintain a municipal emergency measures organization,

(b) shall appoint a director of the municipal emergency measures organization and prescribe his or her duties, which shall include the preparation and coordination of emergency measures plans for the municipality,

(c) shall appoint a committee consisting of members of its council to advise it on the development of emergency measures plans,

(d) shall prepare and approve emergency measures plans,

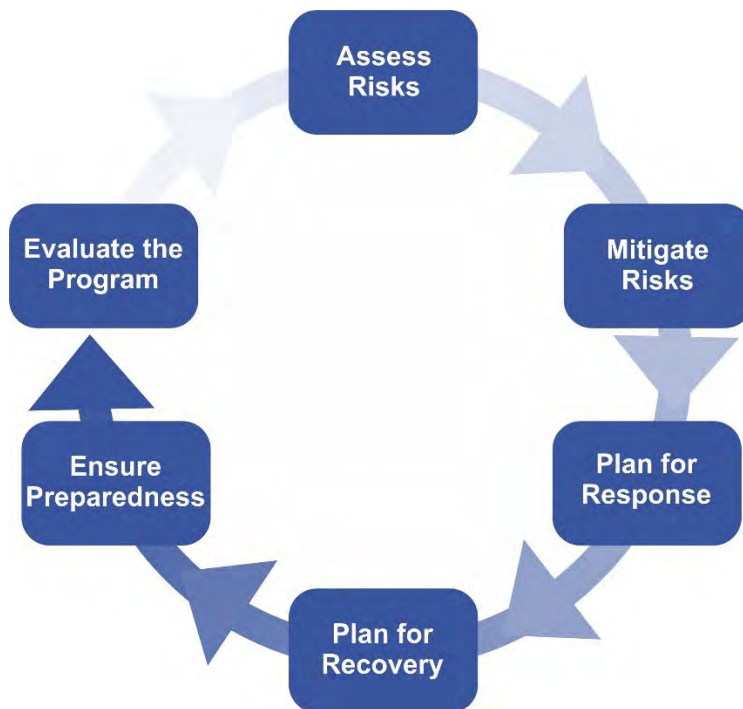
(e) may pay the expenses of members of the committee appointed under paragraph (c),

(f) may enter into agreements with and make payments to persons and organizations for the provision of services in the development and implementation of emergency measures plans, and

(g) may appropriate and expend sums approved by it for the purposes of this section.

Objectives of Emergency Management

In establishing and maintaining the Emergency Response Program, six core objectives have been identified.



Objective 1 – Assess Risks

The objective of assessing risks through the risk assessment process helps to assess the potential risk of hazards with the capacity to cause a disaster. The risk assessment helps set

priorities for prevention, mitigation, preparedness, response, and recovery, as well as it directs the greatest effort to the greatest need.

To determine what resources are critical to the delivery of essential municipal services, it is required that a basic Business Impact Analysis (BIA) be conducted. In the event a piece of infrastructure required for the delivery of critical municipal services is lost due to an emergency, the BIA will provide some guidance in determining the municipality's response.

Objective 2 – Mitigate Risks

Mitigation measures are designed to prevent or reduce the consequences of emergencies. Measures include:

- Building codes
- Land use management
- Public education
- Insurance incentives
- Policy/guideline development

These measures fall generally under responsibilities of various legislative bodies and public safety agencies. Recent municipal flood mitigation programs may have lessened flooding effects, but they along with weather extremes cannot be prevented and demand efforts in mitigation, response, and recovery.

Objective 3 – Plan for Response

In addition to developing the emergency programs there are other planning tasks that need to be considered:

- Identification of vulnerable populations
- Identifying and designating emergency support facilities

Planning for response includes:

- Establishing an emergency coordination centre
- Identifying resources
- Preparing to issue warnings
- Planning for evacuation

Primary measures are the development of emergency programs and resources inventories.

Objective 4 – Program for Recovery

Recovery includes the physical restoration and reconstruction following a disaster. Actions may include:

- The re-introduction of displaced persons

- Economic impact estimates
- Counselling
- Financial assistance programs
- Temporary housing
- Health and safety information

Objective 5 – Ensure Preparedness

Preparedness actions ensure that individuals and both public and private agencies will be ready to react effectively in an emergency utilizing the below measures:

- Gathering equipment required to provide site support
- Individual and collective training
- Ensuring programs are current

Objective 6 – Evaluate and Renew the Program

The EMO Committee will periodically evaluate the entire Emergency Management Program, by measuring the performance of selected actions and the achievement of desired results.

Emergency Program Structure

Scope

The goal of the KV EMO Emergency Management Program (EMP) is to provide the context within which extraordinary measures can be taken to protect the health, safety, and welfare of the residents, prevent or minimize property damage or loss, protect the environment, and minimize economic disruption when faced with an emergency.

For the program to be effective, it is necessary for staff to take advantage of emergency management courses to understand the Incident Command System (ICS) and the roles and responsibilities of staff working in the Emergency Coordination Centre. ICS training will be coordinated by the KV EMO Director in cooperation with the NB EMO Region 9 Regional Emergency Management Coordinator

Purpose

The KV EMO Emergency Management Program merges the efforts of the Kennebecasis Valley and neighbouring resources for a comprehensive approach in responding to and lessening the impacts of an emergency. It is intended to increase the emergency response capacity across the Kennebecasis Valley by establishing a program of action to deploy required resources effectively and efficiently.

The purpose of this program is to provide for the needs our citizens whenever they are threatened or experience a catastrophic severe weather event or an incident resulting from flood, fire, spill or other emergency that places our citizens in danger.

Authority

The KV EMO Emergency Management Program was designed and developed in accordance with best practices provided by New Brunswick EMO and with assistance from the Colchester Emergency Measures Organization.

The Fire Chief (or designate) shall perform the role of Director of the KV EMO and fulfill the duties of the position in accordance with the position description attached as Appendix D.

When the KV EMO is activated, coordination of emergency response is assigned to the EMO director. The director or designate will act on behalf of both municipalities as coordinator of all emergency services and resources used in the emergency.

The KV EMO will maintain an EMO committee that will be comprised of members from the Kennebecasis Valley Fire Department, Kennebecasis Regional Police Force and from each municipality. Each municipality will provide a deputy director and at minimum one additional committee member. Committee members will serve for two years as part of the committee with the terms of reference for the committee to be developed upon the formation of the committee.

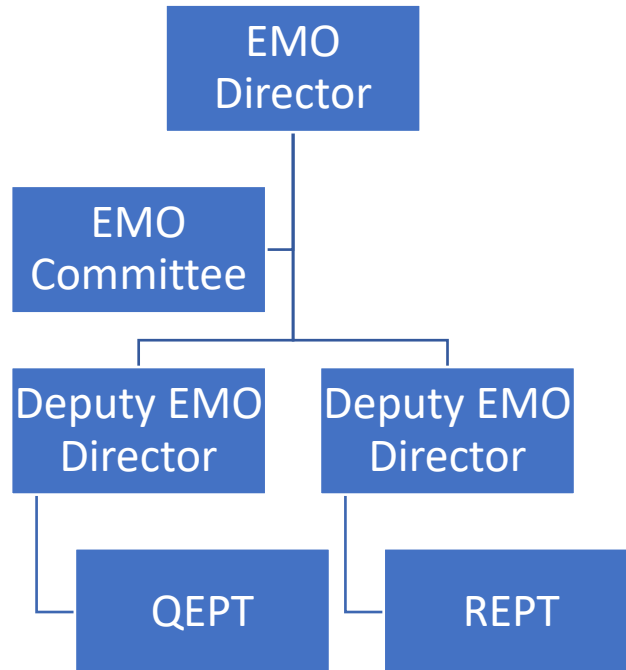
Under this program, each municipality shall:

- a) Be responsible for the direction and control of the municipal emergency response unless the incident would be better managed as a coordinated EMO event;
- b) Appoint a deputy director as part of the KV EMO;
- c) Approve the emergency management program developed by KV EMO for their municipality;
- e) Jointly establish, equip and maintain an Emergency Operations Centre (EOC);
- f) Maintain an emergency preparedness team reporting to the deputy director of KV EMO for their municipality;
- g) Provide funding on an annual basis to support training, exercises and operations.

Each municipality, the Kennebecasis Regional Police Force and Kennebecasis Valley Fire Department shall:

- h) Maintain a roster of qualified personnel with appropriate training;
- i) Develop a business impact analysis;
- j) Follow a hazard mitigation program;
- k) Develop a continuity of operations program.

Organizational Structure and Roles



EMO Director

- Fire Chief of KVFD; responsible for the overall management of KV EMO

Deputy EMO Director

- Responsible for managing their municipal emergency preparedness team; assuming EMO director duties in their absence

EMO Committee – (Governance, Oversight and Long-Term Planning)

- Assist with evaluation of program
- Participate in ICS/EMO structure
- Responsible for continuously analyzing risks which expose the towns to the potential for extensive disruption of activities such as natural, technological, or human-caused or other
- Provide recommendations/updates to emergency preparedness and response programs
- Review emergency response program every two years

Emergency Preparedness Team – (Preparation, Program Implementation)

- Collaborate on emergency preparedness strategies and initiatives designed to enhance preparedness, improve the ability to respond to emergencies, and mitigate the effects of an emergency or disaster within the towns
- Review existing policies and procedures and implement changes to mitigate emergencies and disasters
- Prepare and annually review contingency programs and procedures
- Assist with hazard mitigation identification
- Develop and follow hazard mitigation project program

Conclusion

This document represents the first portion of the KV EMO Emergency Management Program document. The full document includes a community risk assessment, operational planning, hazard mitigation, emergency communications, sheltering, evacuation, training and quality improvement. It is the intent of the EMO Director that this program be implemented through the approval of an updated emergency management bylaw with a recommended draft included below.

April 18, 2024

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

Dear Chief Boyle:

RE: KV EMO EMERGENCY MANAGEMENT PROGRAM

On behalf of the Quispamsis Town Council, I would like to thank you for your recent attendance at the April 16, 2024 Regular Meeting and your submission of the report titled, "KV EMO Emergency Management Program" dated July 2023, and the associated KV EMO By-law.

Council is pleased that the position of Director of the KV EMO is now being formally assigned to the Fire Chief position through the new KV Emergency Management Program and the associated by-law.

At the April 16, 2024 Regular Meeting, the Quispamsis Town Council gave first and second reading to Proposed By-law No. 067; A By-law of the Municipality of Quispamsis Respecting the Kennebecasis Valley Emergency Measures Organization. Third and final reading of the proposed by-law will be considered at the May 7, 2024 Regular Meeting.

Council recognizes the KV EMO Program is a collaborative effort amongst our protective services and the two Towns and appreciates the work that has been done to help keep people safe through preparation for, response to and recovery from emergencies and disasters that can impact the Kennebecasis Valley.

All the best,



Catherine Snow
Town Clerk

cc: Mayor & Council, Town of Rothesay





ROTHESAY MEMORANDUM

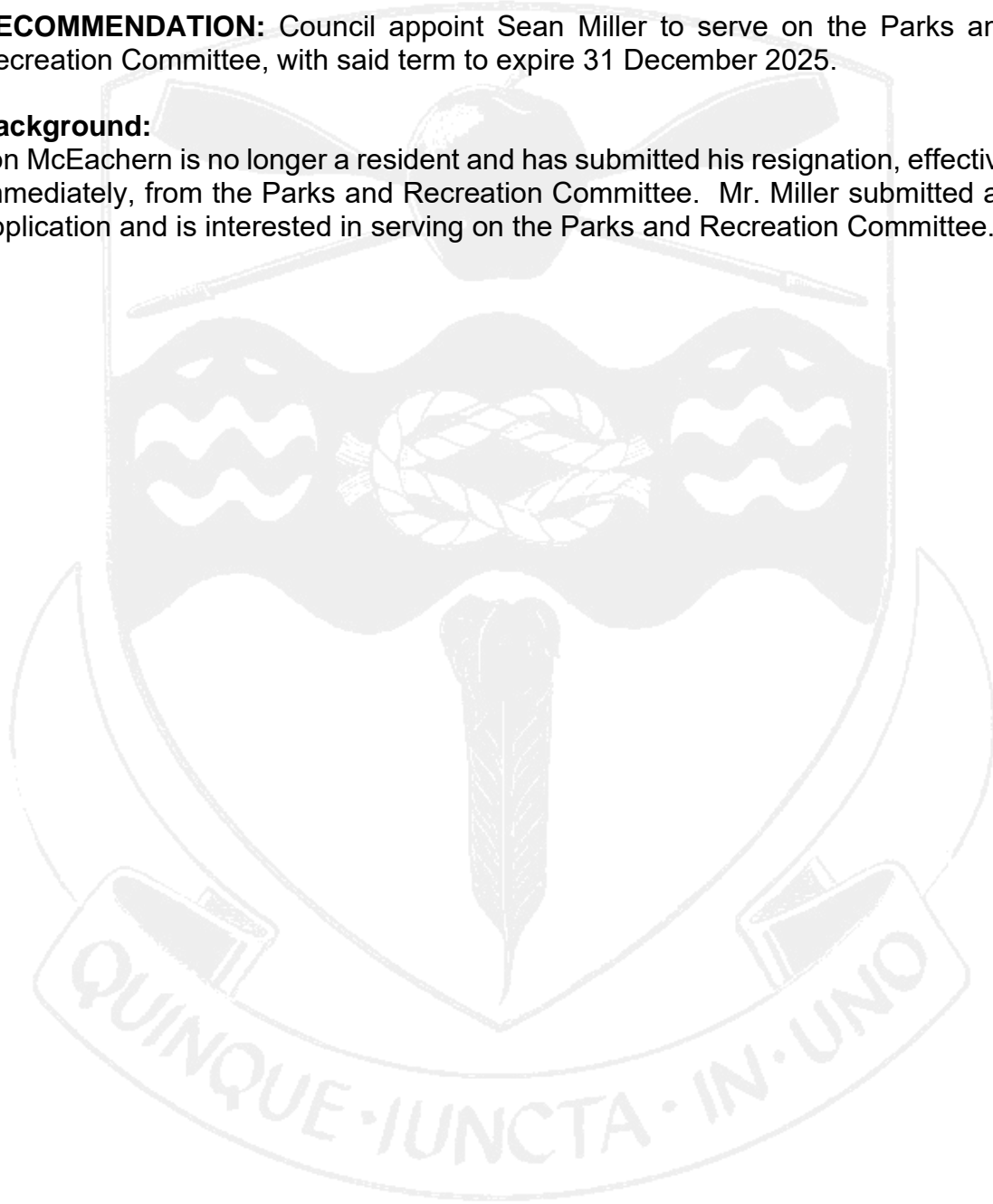


| | | |
|------|---|-----------------------|
| TO | : | Mayor and Council |
| FROM | : | Nominating Committee |
| DATE | : | 10 May 2024 |
| RE | : | Committee Appointment |

RECOMMENDATION: Council appoint Sean Miller to serve on the Parks and Recreation Committee, with said term to expire 31 December 2025.

Background:

Jon McEachern is no longer a resident and has submitted his resignation, effective immediately, from the Parks and Recreation Committee. Mr. Miller submitted an application and is interested in serving on the Parks and Recreation Committee.





70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
May 13, 2024

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



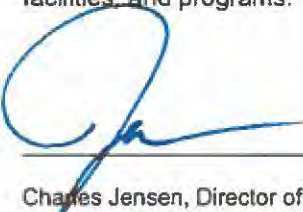
John Jarvie, Town Manager

DATE: May 13, 2024

SUBJECT: Rothesay Recreation Master Plan

RECOMMENDATION

It is recommended that Council adopt as a guide the 2024 Recreation Master Plan that was prepared by Trace Planning and Design. This plan will effectively guide the decision making of the municipality over the course of the next ten years addressing the long-term needs of residents in terms of administration, facilities, and programs.



Charles Jensen, Director of Parks and Recreation

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



ROTHESAY

INTEROFFICE MEMORANDUM



TO : Mayor Grant & Council
FROM : John Jarvie
DATE : 10 May 2024
RE : Tables for the Wells building patio

Recommendation:

It is recommended Council receive this memorandum for information..

Background

There has been some discussion about the concept of a unique circular table for the area under the canopy at the Wells building. So far the cost has been seen as excessive. Staff have moved to purchase tables for the area in at least an interim measure. Should a more iconic piece of furniture be identified in the future, these new tables can be relocated to another Town park area.

Attached is a memorandum from the Director of Recreation and Parks for your information.



ROTHERSAY
INTEROFFICE MEMORANDUM



TO : John Jarvie
FROM : Charles Jensen
DATE : May 10, 2024
RE : Wells Canopy Exterior Picnic Tables

For Information:

After discussions with staff and considering the information submitted last week by council an alternative to the design provided by the architect has been sourced and a PO has been submitted for the purchase of two picnic tables (see attached). These tables are expected to arrive within the next two weeks and will be installed by staff. If these tables are satisfactory and are received well by users of the park an additional two tables may be considered.

Total cost for two tables-\$ \$5067.66

Respectfully Submitted,

Charles Jensen
Director of Parks and Recreation

ROTHESAY

TO:
FROM:
RE:

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(DATE)



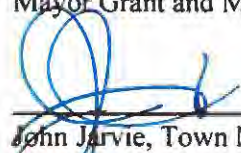


70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
May 13, 2024

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: May 7, 2024

SUBJECT: Electric Boiler Installation – Master Drive Works Facility

RECOMMENDATION

It is recommended that Council accept the submission from Black & MacDonald for the installation of an electric boiler unit for the Master Drive Public Works Facility in the amount of \$38,100.00 plus HST and further that the Director of Operations be authorized to issue a purchase order in that regard.

ORIGIN

The 2024 General Fund Operating Budget includes funds to replace the oil fired heating system at the Master Drive Works Facility with an electric boiler system.

BACKGROUND

The Master Drive Works Facility was built in 2004. The building is currently heated with an oil-fired hot water in-floor system and cooled with a separate electric air handling system. The oil fired boiler, chimney and some of the associated piping have reached the end of their useful life. The stand-alone cooling system has recently been replaced. Staff have recommended, and Council included in the budget, a plan to eliminate the oil component of the heating system and replace the boiler with an in-floor heating system that runs off electricity.

QUOTATIONS

Quotes for installation of the electric fired boiler system were received from qualified suppliers as follows:

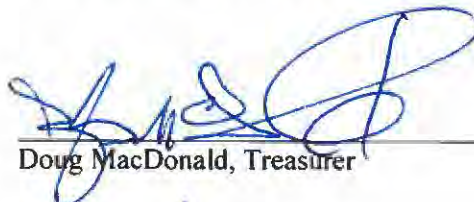
Black & MacDonald \$38,100.00 plus HST
Leroy's Heating Service \$39,997.00 plus HST

FINANCIAL IMPLICATIONS

The 2024 General Fund Operating Budget includes a combined line item in the amount of \$75,000.00 for the installation of the new heating system and resurfacing of the workshop floor at the Master Drive Works Facility. The workshop floor project was awarded by Council at their meeting of April 8, 2024. Assuming award of the heating system project, the completed cost of the two projects included in the combined line item will be as follows:

| Item | Total including HST | HST rebate | Subtotal | Budget | Remaining Budget |
|------------------------|---------------------|------------|-----------|-----------|------------------|
| Workshop floor | 34,460.90 | 3,209.96 | 31,250.94 | | |
| Electric Boiler system | 43,815.00 | 4,081.28 | 39,733.72 | | |
| Total | 78,275.90 | 7,291.24 | 70,984.66 | 75,000.00 | + 4,015.34 |


Report Prepared by: Brett McLean, Director of Operations


Report Reviewed by: Doug MacDonald, Treasurer

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
May 13, 2024

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: May 8, 2024

SUBJECT: Contract T-2024-001
Asphalt Resurfacing and Microseal Placement

RECOMMENDATION

It is recommended that Rothesay Mayor and Council award Contract T-2024-001: Asphalt Resurfacing and Microseal Placement to the low tenderer, Debly Enterprises Ltd., at the tendered price of \$3,546,832.88 (including HST), as calculated based on estimated quantities and further that the Mayor and Town Clerk be authorized to execute the necessary contract documents.

ORIGIN

The 2024 General Fund Capital Budget includes funding for the resurfacing of asphalt streets and the construction of an expanded parking lot at the Wells Recreation Park.

BACKGROUND

Engineering by Houghton (EBH) has designed and issued a public tender for asphalt resurfacing of the following streets:

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

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

TENDER RESULTS

The public tender was advertised on the New Brunswick Opportunities Network (NBON). The tender closed on April 29, 2024 and three (3) bids were submitted. All three (3) submitted bids were deemed compliant by the Tender Opening Committee. The results were as follows:

| | |
|--|-----------------|
| 1. Deby Enterprises Ltd., Saint John, NB | \$ 3,546,832.88 |
| 2. NRB Construction Company, Saint John, NB | \$ 3,666,528.90 |
| 3. Galbraith Construction Ltd., Saint John, NB | \$ 5,148,550.00 |

The engineer’s estimate was \$4,217,925.13

The tenders were reviewed by staff and all tenders were found to be formal in all respects. Staff is of the opinion that the low tenderer has the necessary resources and expertise to perform the work and recommend acceptance of their tender.

FINANCIAL IMPLICATIONS


The 2024 General Fund Capital Budget included \$3,325,000 for asphalt resurfacing related work and \$500,000.00 for the expansion of the parking area at the Wells Recreation Park for a total project budget of \$3,825,000.00. The tendered price for asphalt was less than estimated, creating a significant positive variance in the overall project budget. Staff propose adding one additional resurfacing street, Turnbull Court, to take further advantage of the tendered asphalt price. The anticipated completion cost of the project, including the additional street, is as follows:

| | Total incl HST | HST rebate | Subtotal | Budget | Budget Variance |
|-------------------|---------------------|-------------------|---------------------|---------------------|--------------------|
| Engineering | 237,227.06 | 22,097.19 | 215,129.87 | | |
| Tender Price | 3,546,832.88 | 330,379.77 | 3,216,453.11 | | |
| Additional Street | 80,000.00 | 7,451.83 | 72,548.17 | | |
| Total | 3,864,059.94 | 359,928.79 | 3,504,131.15 | 3,825,000.00 | +320,868.85 |

The budgeted total expenditure includes an allocation from the “Canada Community-Building Fund” (ie Gas Tax) in the amount of \$860,000. The current five year plan (2019-2023), as approved by the Province, includes \$450,000 of available funds. We have not received information as to the allocation of the next plan (2024 to 2028), however we anticipate funds will be available to meet this obligation. Should this change we have sufficient funds available in reserves, debentures, and/or by submitting a revision to the previous five year plan, to fund the expenditure.



Report Prepared by: Brett McLean, Director of Operations



Report Reviewed by: Doug MacDonald, Treasurer



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
May 13, 2024

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: May 9, 2024

SUBJECT: Brock Ct / Goldie Ct Storm Drainage

RECOMMENDATION

It is recommended that Mayor and Council authorize to the Director of Operations to solicit quotations, not to exceed \$100,000 including rebateable HST, for the installation of new storm sewer lines and ditching between Goldie Court and Hampton Road along the existing municipal services easement over PID 30332613 and the recently approved municipal services easement over PID 00258863.

ORIGIN

The recent subdivision of a property that formerly connected Brock Court with Goldie Court has brought about the demand for additional drainage infrastructure in that area.

BACKGROUND

The owners of the three newly created properties that, together, connect Brock Court to Goldie Court along with one longtime property owner along Goldie Court have raised concerns about local drainage.

The opportunity to install storm sewer piping and eliminate the local drainage concerns has been under review for some time. The nearest point for a storm sewer to outlet from this area would be Hampton Road near ScotiaBank. The limiting factor to completing such a project has been lack of access to the outlet point along Hampton Road. Recently an easement has been secured over property owned by ScotiaBank (PID 00258863) to allow access to the Hampton Road drainage outlet. The project, though under review for

several years, has not been included in past or current budgets as the timeframe for securing the necessary easement was unknown.

Established properties along Brock Court will also benefit from this proposed storm sewer project as well as the newly created properties. The established properties have had longstanding issues with water in rear yards with no viable option to allow the water to drain. This new storm sewer will provide an outlet for that standing water.

DISCUSSION

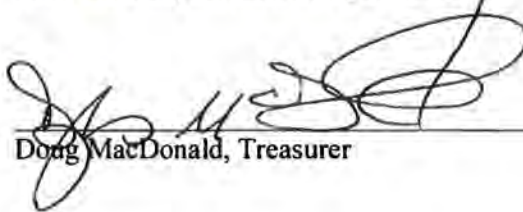
Securing the easement over property owned by ScotiaBank is the final step in moving this storm sewer project forward. The project would consist of storm sewer piping over the property identified as PID 30332613 and open ditching over the property identified as PID 00258863 on the attached plan. The storm sewer pipe portion of the project would be completed by a private contractor and the ditching portion of the project would be completed by Town Forces.

FINANCIAL IMPLICATIONS

The 2024 General Fund Capital budget does not include funding for such a project, however staff are of the opinion that the project is necessary and, if approved, will be funded from the General Fund Capital Reserve. The anticipated completion cost of this project is \$100,000. The project will be advertised for pricing and a resulting recommendation for award will be brought back to Council for approval at a later date. Council, by approving this recommendation, is not committing the Town to spend the estimated \$100,000 at this time.



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).



Grove Ave

Drainage Pipe

Open Ditch

Open Ditch

Open Ditch

Hampton Rd

Gaskie Cr



Metres

