



Order of the Day
Quispamsis Town Council
Regular Meeting
Council Chambers, Quispamsis Town Hall

May 3, 2022, 7:00 pm

	Pages
1. <u>Approval of Agenda</u>	
2. <u>Mayor's Comments</u>	
3. <u>Treaty Acknowledgement - Moment of Reflection</u>	1 - 1
4. <u>Disclosures of Interest</u>	
5. <u>Presentations</u>	
a. MDB Insight - Town of Quispamsis Strategic Plan - Final Presentation	2 - 21
In Attendance: (Remotely) Trudy Parsons, Managing Director, Deloitte Canada; and Clark Hoskin, Senior Manager, Deloitte Canada (formerly MDB Insight)	
b. Town of Quispamsis 2021 Financial Audit Presentation - Teed Saunders Doyle - Peter Logan, CA, In Attendance	22 - 58
6. <u>Public Hearings</u>	
a. (Mar.15/22) Rezoning Application – Maple Ridge Estates – PID No. 231928 – Rugged Residential Inc. - Proposed Bare Land Condo Cluster Development off Corduroy Road – Rural Residential to Multiple Residential	59 - 97
In Attendance: Mr. Andrew Toole, P. Eng., Don Moore Surveys, and Rob Viger, Owner, Rugged Residential	

1.	Planning Advisory Committee's Written Views (To be Read)	98 - 99
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7.	<u>Minutes of Previous Meetings</u>	
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8.	<u>Unfinished Business</u>	
a.	(Apr. 5/22) Rezoning Application – Andrew Dunn – George Queen Property – 160 Pettingill Road – PID No. 251462 – Single and Two Family Residential to Multiple Residential– Proposed Mixed Use Residential Development In Attendance: Andrew Dunn, Applicant	111 - 126
9.	<u>Correspondence</u>	
a.	Bill McIlwraith - Ritchie Lake Sediment	127 - 133
b.	Councillor Noah Donovan - Request for Investigation of A By-law to Regulate Rideshare Services such as Uber and Lyft	134 - 162
10.	<u>By-laws</u>	
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12.	<u>Reports</u>	
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b.	Thank You - Saint John Track & Field Club for Borrowed Bleachers - Canadian Masters & Athletics Canada Championships and U Sports Track & Field	183 - 183
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- f. Darrel and Doreen Earle - Sewer User Fee Associated with Rental Apartment Unit

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13. Business Arising from Committee of the Whole

14. Adjournment

Town of Quispamsis Treaty Acknowledgement/Moment of Reflection

We would like to respectfully acknowledge that Quispamsis exists on the traditional territory of the Wolastoqiyik (Wool-las-two-wi-ig), Maliseet (Mal-i-seet) and Mi'Kmaq (Mik-mak) people whose ancestors along Passamaquoddy Tribes signed Peace and Friendship Treaties with the British Crown in the 1700s.

We would like to take this moment to pay respect to the elders, past and present and the descendants of this traditional territory.

We would also like to take this moment to reflect on our solidarity and support for the people of Ukraine, acknowledging that Canada has the third largest Ukrainian population in the world, behind Ukraine itself and Russia.

And, may we remind ourselves of the important work we have before us tonight. May we make good decisions without prejudice or bias and always in the best interests of our community, which we are here to serve.

(March 2022)



Town of Quispamsis Strategic Plan

Final Presentation

Presented By:
Trudy Parsons, Managing Director, Deloitte Canada
Clark Hoskin, Senior Manager, Deloitte Canada
(formerly MDB Insight)

May 3, 2022

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Agenda

- **Progress to date**
 - Project Overview
 - Stakeholder feedback completed
- **Final Presentation**
 - Vision, Mission, and Guiding Principles
 - Strategic Themes, Goals and Objectives
 - Action Plan
 - Implementation and Performance Measurement



Phase 1: Project Initiation & Background Research (October – November 2021)

Launch Meeting	Project Charter & Workplan	Introductory Meeting with Council	Needs Assessment / Environmental Scan	Common Threads Analysis	Community Profile
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Phase 2: Stakeholder Engagement (December 2021 – January 2022)

Conversations with Council, Senior Management [15]	Front Line Staff Survey [31]	Workshop with Council #1	Business & Community Survey [568]	Key Informant Interviews [14]
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Phase 3: Moving Forward (February 2022)

SOARR Development	Input Summary Report	Council Input Session #2
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Phase 4: Strategy Development (March – April 2022)

Draft Final Report (Mission, Vision, Guiding Principles)	Management Input Session	Council Input Session #3	Feedback from External Stakeholders	Final Submission
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Stakeholder Feedback

- Draft Town of Quispamsis Community Strategy document was circulated to the stakeholder interview subjects with a request for feedback
- Feedback was positive:
 - “Good set of Guiding Corporate Principles that will guide decision-making and prioritization”
 - “Strategic themes are strong, focused”
 - “Goals and Objectives are well laid out and measurable.”
 - “I like how several sub plans like the Rec, Municipal Development, Transportation and Asset Management plans are to be clearly tied to the Strategic Plan”



- 14 community stakeholder interviews



- 31 front-line staff survey responses
- 568 community & business survey responses



- Council and Management conversations

Mission
Vision
Guiding Principles





Mission Statement for the Town of Quispamsis:

Council, management, and staff collectively provide community-focused service excellence and a forward-thinking commitment to sustainable growth, responsible governance, and engaged, connected residents..



Vision Statement for the Town of Quispamsis:

Quispamsis is proud to be a vibrant, active community surrounded by natural beauty, offering a quality of life driven by exceptional services, amenities, and programs.



Guiding Principles for the Town of Quispamsis:

Transparency and Integrity

- We are open and honest in all our transactions, acting ethically with integrity and respect

Informed Decision Making

- Our decisions are influenced and informed through evidence-driven and legislative considerations

Equity and Inclusion

- We foster a sense of belonging, acceptance, and inclusion for all

Service Excellence

- We strive to be responsive, community-focused, with a commitment to continuous improvement

Fiscal Responsibility

- We lead with good governance ensuring efficiencies and fiscal prudence



Strategic Themes, Goals & Objectives



Strategic Themes

Infrastructure
Management

Commitment
to Community

Economic
Development

Capacity
Building



Infrastructure Management

GOAL: The Town of Quispamsis strives to ensure fiscal and operational integrity while developing responsible plans to address climate change, water service expansion, recreation, and active transportation.

- a) Adopt plans that ensure fiscal and operational soundness (including but not limited to Recreation Master Plan, Long-term Financial Plan, Asset Management, Transportation Master Plan, Comprehensive Watershed and Stormwater Management Plan, etc.)
- b) Investigate feasible strategies to address water expansion
- c) Optimize utilization of assets/infrastructure that contribute to being a community of choice
- d) Develop a responsible growth strategy incorporating climate change considerations to improve physical infrastructure and multi-modal transportation (roads, sidewalks, land, pedestrian pathways, cycling, public transportation, waterways, etc.)



Commitment to Community

GOAL: The Town of Quispamsis demonstrates its commitment to the community by enhancing citizen engagement, building upon the natural strengths of the area, and ensuring policies and by-laws are relevant.

- a) Implement strategies and methods that enhance citizen communication and engagement, promoting a sense of belonging within the community
- b) Expand trails and active transportation options to improve connectivity
- c) Create an environment that encourages developers to increase the number of affordable and accessible housing units and types available
- d) Identify by-laws and policies that need to be created or reviewed to remain relevant, current, and are being effectively implemented



Economic Development

GOAL: The Town of Quispamsis endeavours to be recognized as an excellent place to invest due to a positive business environment and regional collaboration to diversify the economy.

- a) Create an environment that supports the attraction of commercial development
- b) Collaborate with regional growth agency to promote and support innovation among local businesses to fuel a diverse economy
- c) Collaborate to promote the Town as a destination



Capacity Building

GOAL: The Town of Quispamsis ensures it is ready for growth by improving internal communications, enhancing interdepartmental cooperation, implementing efficiencies, and conducting capacity reviews.

- a) Enhance internal communication channels to maximize staff engagement, and promote cross-departmental collaboration
- b) Conduct an internal review of staffing levels and organizational structure, capacity, capabilities, corporate succession planning, and physical workspaces to ensure readiness for growth
- c) Support Council's capacity to communicate effectively with the public

Action Plan





Community Strategy's place within the Municipal Corporation



- Community Strategy is one component in the integrated implementation of the overall corporate organizational system
- Other plans and strategies align with the Community Strategy, including subject-specific plans and other internal documents
- High-level guidelines that help Council and Staff identify actions, create new services, and enhance programs under the Town's mandate
- Each Department must align its work with the strategic themes and goals
- Existing services should be reviewed to determine their priority within the context of the new organization-wide direction

Implementation and Performance Measurement





Implementation

- Prior to acting on specific activities, programs, and activities, decisions will need to be made based on whether there is value in relation to the Community Strategic Plan or subordinate municipal plans.
- Resources must be put in place, staff reporting structures confirmed, and new policies created to provide a reference for decision making.
- Tools such as decision trees provide examples of how the Town of Quispamsis may prioritize the implementation of any matters, existing or new.
- Decision-making tools can be activated by management in assisting Council to make decisions.

Performance Measurement

- The Town of Quispamsis should monitor progress on the Community Strategic Plan annually, preferably in advance of the budget review process.
- Performance measurement is a diagnostic tool that focuses on energy, attention, and effort, helping to support the Strategic Plan.

Congratulations!



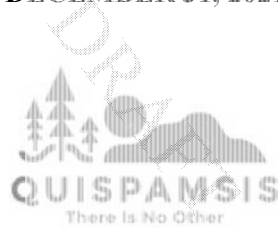
THANK YOU!

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MUNICIPALITY OF QUISPAMSIS
CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021



MUNICIPALITY OF QUISPAMSIS

DECEMBER 31, 2021

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DRAFT

INDEPENDENT AUDITORS' REPORT

To Her Worship The Mayor and Members of Council
Municipality of Quispamsis, New Brunswick

Opinion

We have audited the consolidated financial statements of the Municipality of Quispamsis, which comprise the consolidated statement of financial position as at December 31, 2021, and the consolidated statements of operations, changes in net debt and cash flows for the year then ended and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, these consolidated financial statements present fairly, in all material respects, the financial position of the Municipality as at December 31, 2021, and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Municipality in accordance with the ethical requirements that are relevant to our audit of the consolidated 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 Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated 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 consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Municipality'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 Municipality or to cease operations, or has no realistic alternative but to do so.

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

Auditors' Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated 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 consolidated financial statements.

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Auditors' Responsibilities for the Audit of the Consolidated 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 consolidated 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 Municipality'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 Municipality'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 consolidated 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 Municipality to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated 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, NB
May 3, 2022

MUNICIPALITY OF QUISPAMISIS

CONSOLIDATED STATEMENT OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2021

	<u>2021</u> Budget (Note 22)	<u>2021</u> Actual	<u>2020</u> Actual
REVENUE (Note 23)			
Property tax warrant	\$ 24,853,968	\$ 24,853,968	\$ 24,180,624
Unconditional grant	115,092	115,092	114,312
Other own source (Note 23)	1,033,108	1,246,082	908,056
Conditional government transfers (Note 23)	28,800	3,269,440	2,128,298
Services to other governments	60,595	53,239	47,265
Water and sewer user fees	3,113,500	3,156,231	2,957,348
Public donations and sponsorships	83,815	60,938	55,572
Sundry income	<u>345,844</u>	<u>509,582</u>	<u>417,765</u>
	<u>29,634,722</u>	<u>33,264,572</u>	<u>30,809,240</u>
EXPENDITURE (Note 23)			
General government services	2,847,021	2,590,088	2,481,299
Protective services	7,994,588	7,968,028	7,916,310
Transportation services	7,718,215	7,515,594	7,426,172
Environmental health services	1,117,405	1,129,009	1,081,598
Environmental development services	561,263	586,515	391,946
Community services	6,367,121	6,496,479	5,418,340
Utility services	<u>3,371,159</u>	<u>3,312,181</u>	<u>3,103,234</u>
	<u>29,976,772</u>	<u>29,597,894</u>	<u>27,818,899</u>
ANNUAL SURPLUS (DEFICIT) FOR THE YEAR	\$ <u>(342,050)</u>	3,666,678	2,990,341
ACCUMULATED SURPLUS - BEGINNING OF YEAR		92,184,217	89,192,987
CHANGE IN PERCENTAGE OWNERSHIP OF CONTROLLED ENTITIES		(383)	889
ACCUMULATED SURPLUS - END OF YEAR		<u>\$ 95,850,512</u>	<u>\$ 92,184,217</u>

MUNICIPALITY OF QUISPAMISIS

CONSOLIDATED STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2021

	<u>2021</u>	<u>2020</u>
FINANCIAL ASSETS		
Cash and cash equivalents (Note 4)	\$ 10,463,514	\$ 7,475,959
Accounts receivable		
General	848,395	805,404
Federal Government and its agencies (Note 5)	487,843	577,534
Province of New Brunswick (Note 6)	152,742	1,038,636
Investments (Note 7)	434,246	561,727
Accrued pension asset (Note 11)	<u>149,393</u>	<u>-</u>
	<u>\$ 12,536,133</u>	<u>\$ 10,459,260</u>
LIABILITIES		
Accounts payable and accrued liabilities	\$ 4,344,907	\$ 4,317,141
Deferred revenue	2,177,323	1,148,149
Long term debt (Note 8)	21,089,985	22,658,634
Accrued pension obligation (Note 11)		18,980
Accrued sick leave (Note 10)	574,381	552,537
Accrued retirement allowance (Note 11)	<u>835,624</u>	<u>804,515</u>
	<u>29,022,220</u>	<u>29,499,956</u>
NET DEBT	<u>(16,486,087)</u>	<u>(19,040,696)</u>
NON-FINANCIAL ASSETS		
Tangible capital assets (Note 16)	196,382,774	191,787,074
Accumulated amortization (Note 16)	<u>(84,434,950)</u>	<u>(80,927,214)</u>
	111,947,824	110,859,860
Inventory	113,989	89,081
Prepaid expenses	50,495	55,898
Unamortized debenture costs	<u>224,291</u>	<u>220,074</u>
	<u>112,336,599</u>	<u>111,224,913</u>
ACCUMULATED SURPLUS	<u>\$ 95,850,512</u>	<u>\$ 92,184,217</u>

CONTINGENT LIABILITY (Note 12)

COMMITMENTS (Note 13)

APPROVED BY:

_____ Mayor

_____ Treasurer

MUNICIPALITY OF QUISPAMSIS

CONSOLIDATED STATEMENT OF CHANGES IN NET DEBT

AS AT DECEMBER 31, 2021

	<u>2021</u>	<u>2020</u>
Annual surplus	\$ 3,666,678	\$ 2,990,341
Acquisition of tangible capital assets	(7,107,117)	(7,081,879)
Proceeds on disposal of tangible capital assets	46,870	485,000
Amortization of tangible capital assets	6,005,242	5,992,902
Change in percentage ownership of tangible capital assets	(77)	(1,700)
Loss (gain) on disposal of tangible capital assets	<u>(32,882)</u>	<u>(38,648)</u>
	2,578,714	2,346,016
Acquisition of inventories	(113,989)	(89,081)
Acquisition of prepaid assets	(50,495)	(55,898)
Acquisition of unamortized debenture costs	(224,291)	(220,074)
Consumption of inventories	89,081	129,233
Use of prepaid assets	55,898	45,771
Consumption of unamortized debenture costs	<u>220,074</u>	<u>228,852</u>
	2,554,992	2,384,819
Change in percentage ownership	<u>(383)</u>	<u>889</u>
Decrease in net debt	2,554,609	2,385,708
Net debt - beginning of year	<u>(19,040,696)</u>	<u>(21,426,404)</u>
Net debt - end of year	<u>\$ (16,486,087)</u>	<u>\$ (19,040,696)</u>

APPROVED BY:

_____ Mayor

_____ Treasurer

MUNICIPALITY OF QUISPAMSIS

CONSOLIDATED STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED DECEMBER 31, 2021

	<u>2021</u>	<u>2020</u>
INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS		
OPERATING TRANSACTIONS		
Annual surplus	\$ 3,666,678	\$ 2,990,341
Loss (gain) on disposal of tangible capital assets	(32,882)	(38,648)
Amortization of tangible capital assets	6,005,242	5,992,902
Accounts receivable - General	(42,991)	228,025
Accounts receivable - Federal Government and its agencies	89,691	(84,595)
Accounts receivable - Province of New Brunswick	885,894	(751,672)
Accounts payable and accrued liabilities	27,766	998,308
Deferred revenue	1,029,174	(240,475)
Change in accrued sick leave	21,844	(61,438)
Change in accrued pension obligation	(168,373)	(376,190)
Change in accrued retirement allowance	31,109	57,131
Change in inventory/prepaid expenses/unamortized debenture costs	<u>(23,722)</u>	<u>38,803</u>
	<u>11,489,430</u>	<u>8,752,492</u>
CAPITAL TRANSACTIONS		
Acquisition of tangible capital assets	(7,107,117)	(7,081,879)
Change in percentage ownership of capital assets	(77)	(1,700)
Proceeds on disposal of tangible capital assets	<u>46,870</u>	<u>485,000</u>
	<u>(7,060,324)</u>	<u>(6,598,579)</u>
FINANCING TRANSACTION		
Long term debt	<u>(1,568,649)</u>	<u>(151,161)</u>
INVESTING TRANSACTION		
Decrease (increase) in investments	<u>127,481</u>	<u>(30,799)</u>
CHANGE IN PERCENTAGE OWNERSHIP	<u>(383)</u>	<u>889</u>
NET INCREASE IN CASH AND CASH EQUIVALENTS	2,987,555	1,972,842
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	<u>7,475,959</u>	<u>5,503,117</u>
CASH AND CASH EQUIVALENTS - END OF YEAR	<u>\$ 10,463,514</u>	<u>\$ 7,475,959</u>

MUNICIPALITY OF QUISPAMSIS

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

1. PURPOSE OF THE ORGANIZATION

Quispamsis ("the Municipality") was incorporated as a Municipality by the Province of New Brunswick Municipalities Act on January 1, 1998 and was approved for status as a Municipality effective January 1, 1998 by an amendment of New Brunswick Regulation 85-6 under the Municipalities Act. As a municipality, Quispamsis is exempt from income tax under section 149(1)(c) of the Canadian Income Tax Act.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Municipality 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 Municipality and the changes thereto. The consolidated statement of financial position includes all of the assets and liabilities of the Municipality and its jointly controlled entities.

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

Reporting Entity

The consolidated financial statements reflect the assets, liabilities, revenues, expenditures and changes in net debt and cash flows of the reporting entity. The reporting entity is comprised of all organizations and enterprises accountable for the administration of their affairs and resources to the Municipality and which are owned or jointly controlled by the Municipality.

The entities included in the consolidated financial statements are as follows:

- Municipality of Quispamsis;
- Kennebecasis Regional Joint Board of Police Commissioners ("KRJBPC");
- Kennebecasis Valley Fire Department Inc. ("KVFD"); and
- Kennebecasis Public Library ("KPL").

Interdepartmental and organizational transactions and balances are eliminated.

The jointly controlled entities have been proportionately consolidated at the following rates:

	<u>2021</u>	<u>2020</u>
Kennebecasis Regional Joint Board of Police Commissioners	59.92%	59.86%
Kennebecasis Valley Fire Department Inc.	59.23%	59.26%
Kennebecasis Public Library	61.01%	61.01%

MUNICIPALITY OF QUISPAMSIS

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

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

Budget

The budget figures contained in these consolidated financial statements were approved by Council on November 17, 2020 and the Minister of Local Government on November 27, 2020.

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. 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 on hand, balances with banks and short term deposits with original maturities of three months or less.

Revenue Recognition

Unrestricted revenue is recorded on an accrual basis and is recognized when collection is reasonably assured. Restricted contributions are recognized as revenue in the year in which the related expenditures are incurred.

Other revenue is recorded when it is earned.

Expenditure Recognition

Expenditures are recorded on an accrual basis.

Measurement Uncertainty

The preparation of the consolidated 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 revenues and expenditures 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 those estimates.

Examples of significant estimates include:

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

Inventory

Inventories are valued at the lower of cost and net realizable value with cost being determined on the first in, first out basis.

MUNICIPALITY OF QUISPAMSIS

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

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

Capital Reserves

The use of the Capital Reserve Funds is restricted to capital acquisitions. The intention is to use these funds for future capital acquisitions and reduce future borrowing requirements.

Operating Reserves

The use of these funds is restricted to payment of operating expenditures.

Tangible Capital Assets

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

<u>Asset Type</u>	<u>Estimated Useful Life</u>
Land improvements	10-25 years
Buildings and leasehold improvements	20-40 years
Vehicles	3-25 years
Machinery and equipment	3-20 years
Furniture and fixtures	5-20 years
Roads and streets	5-75 years
Treatment facilities	25-60 years
Water and wastewater networks	30-60 years

Assets under construction are not amortized until the asset is available for productive use. Capital assets are subject to the half year rule of amortization in the year of acquisition.

Segmented Information

The Municipality is a diversified municipal unit that provides a wide range of services to its residents. For management reporting purposes, the Municipality's operations and activities are organized and reported by function. This presentation was created for the purpose of recording specific activities to attain certain objectives in accordance with special regulations, restrictions or limitations. Municipal services are provided by departments as follows:

General Government Services

This department is responsible for the overall governance and financial administration of the Municipality. This includes council functions, general and financial management, legal matters and compliance with legislation, as well as civic relations.

Protective Services

This department is responsible for the provision of policing services, fire protection, emergency measures, animal control and other protective measures.

Transportation Services

This department is responsible for common services, roads and streets maintenance, street lighting, traffic services, parking and other transportation related functions.

MUNICIPALITY OF QUISPAMSIS

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

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

Segmented Information (cont'd)

Environmental Health Services

This department is responsible for the provision of waste collection and disposal, and a climate change program.

Environmental Development Services

This department is responsible for planning and zoning, community development, tourism and other municipal development and promotion services.

Community Services

This department is responsible for the maintenance and operation of recreational and cultural facilities including the swimming pool, arenas, parks and playgrounds and other recreational and cultural facilities and community programs.

Utility Services

This department is responsible for the provision of water and sewer services including the maintenance and operation of the underground networks, treatment plants, reservoirs and lagoons.

The Municipality has documented a schedule of segmented disclosure in Note 18.

Post Employment Benefits

The Municipality recognizes its obligations under post employment benefit plans and the related costs, net of plan assets. The Municipality has a sick leave benefit as documented in Note 10 and a pension plan and retirement allowance as documented in Note 11.

3. FINANCIAL INSTRUMENTS

The Municipality 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 Municipality's risk exposure and concentration as of December 31, 2021:

Credit Risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Municipality is exposed to credit risk from its accounts receivable. The Municipality minimizes credit risk through ongoing credit management.

Liquidity Risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Municipality is exposed to this risk mainly in respect of its receipt of funds from its customers and other related sources, long term debt, accounts payable and accrued liabilities and other obligations.

MUNICIPALITY OF QUISPAMISIS

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

3. FINANCIAL INSTRUMENTS (cont'd)

Currency Risk

Currency risk is the risk to the Municipality's earnings that arise from fluctuations of foreign exchange rates and the degree of volatility of these rates. The Municipality 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 Municipality manages exposure through its normal operating and financing activities. The Municipality is not exposed to interest rate risk as its long term debt does not have a variable interest rate.

4. CASH

	<u>2021</u>	<u>2020</u>
Unrestricted	\$ 3,627,554	\$ 3,820,937
Restricted - reserve funds (Note 20)	6,382,871	3,355,575
Restricted - controlled entities	<u>453,089</u>	<u>299,447</u>
	<u>\$ 10,463,514</u>	<u>\$ 7,475,959</u>

5. DUE FROM FEDERAL GOVERNMENT AND ITS AGENCIES

	<u>2021</u>	<u>2020</u>
Canada Revenue Agency (HST refund)	\$ 471,783	\$ 517,616
Clean Water Wastewater	-	11,471
Small Communities Fund	16,060	14,379
RCMP Secondments	<u>-</u>	<u>34,068</u>
	<u>\$ 487,843</u>	<u>\$ 577,534</u>

6. DUE FROM PROVINCE OF NEW BRUNSWICK

	<u>2021</u>	<u>2020</u>
Clean Water Wastewater	\$ -	\$ 5,736
Regional Development Corporation	18,597	-
Small Communities Fund	16,060	14,379
Safe Restart	-	216,900
Department of Transportation and Infrastructure	12,231	677,859
Community Development Fund	-	25,902
Department of Finance and Treasury Board	7,355	-
NB Emergency Measures Organization - Disaster Recovery	<u>91,425</u>	<u>97,860</u>
	<u>\$ 152,742</u>	<u>\$ 1,038,636</u>

MUNICIPALITY OF QUISPAMSIS

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

7. INVESTMENTS

The investments represent the Municipality's proportionate share of the investments of the KRJBPC. The investments consist of short term notes, Canadian equities and foreign equities and are recorded at fair market value. The unrealized gain (loss) on the investments at December 31, 2021 was \$39,211 (2020 - \$31,072). The investments are restricted for future payment of retirement benefits.

8. LONG TERM DEBT

(a) General Capital Fund

	Balance January 1, <u>2021</u>	Issued during <u>year</u>	Redeemed during <u>year</u>	Balance December 31, <u>2021</u>
New Brunswick Municipal Financing Corporation				
Debtures:				
CA18 0.9% - 2.8%, due November 2036, OIC # 19-0047	\$ -	\$ 1,049,000	\$ -	\$ 1,049,000
BZ18 0.3% - 1.35% due June, 2026, OIC # 09-0040	-	4,637,000	-	4,637,000
BE14 1.65% - 4.25%, due May 2021, OIC # 00-43, 09-40, 09-72	5,498,000	-	5,498,000	-
BF19 1.35% - 3.45%, due December 2026, OIC # 11-39	457,000	-	457,000	-
FCM 10092 1-2012 2%, due May 2027, OIC # 09-75	1,008,000	-	135,000	873,000
BJ21 1.25% - 4.4%, due November 2033, OIC # 11-83	2,348,000	-	192,000	2,156,000
BL23 1.20% - 3.70%, due December 2034, OIC # 11-83	304,000	-	18,000	286,000
BP18 1.2% - 2.45%, due December 2023, OIC # 16-39	190,000	-	62,000	128,000
BR19 1.65% - 3.2%, due December 2032, OIC # 17-50	<u>621,000</u>	<u>-</u>	<u>45,000</u>	<u>576,000</u>
BX16 0.9% - 2.65%, due May 2035, OIC # 19-0037	1,016,000	-	61,000	955,000
BY21 0.5% - 2.30%, due November 2035, OIC # 20-0012	<u>700,000</u>	<u>-</u>	<u>43,000</u>	<u>657,000</u>
	<u>12,142,000</u>	<u>5,686,000</u>	<u>6,511,000</u>	<u>11,317,000</u>

MUNICIPALITY OF QUISPAMSIS

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

8. LONG TERM DEBT (cont'd)

(a) General Capital Fund (cont'd)

	Balance January 1, <u>2021</u>	Issued during year	Redeemed during year	Balance December 31, <u>2021</u>
Capital leases:				
Caterpillar Financial Services Ltd, 4.45%, due May 2021, secured by equipment.	<u>3,198</u>	-	<u>3,198</u>	-
	<u>\$ 12,145,198</u>	<u>\$ 5,686,000</u>	<u>\$ 6,514,198</u>	<u>\$ 11,317,000</u>

Principal payments required during the next five years for the General Capital Fund are as follows:

2022 - \$1,544,000; 2023 - \$1,565,000; 2024 - \$1,452,000; 2025 - \$1,472,000; 2026 - \$1,494,000

(b) Utility Capital Fund

	Balance January 1, <u>2021</u>	Issued during year	Redeemed during year	Balance December 31, <u>2021</u>
New Brunswick Municipal Financing Corporation				
Debtentures:				
BE15 1.65% - 4.25%, due May 2021, OIC # 00-43, 01-11	68,000	-	68,000	-
BF20 1.35% - 3.45%, due December 2021, OIC # 09-68	20,000	-	20,000	-
BI19 1.35% - 4.0%, due June 2033, OIC # 09-93	1,239,000	-	77,000	1,162,000
BJ22 1.25% - 4.4%, due November 2033, OIC # 11-83	1,983,000	-	121,000	1,862,000
BK10 1.15% - 4.15%, due May 2034, OIC # 12-0079, 12-0091	2,932,000	-	130,000	2,802,000
BL24 1.2% - 3.7%, due December 2034, OIC # 14-0009	1,639,000	-	66,000	1,573,000
BO18 1.45% - 2.9%, due June 2026, OIC # 04-0015	814,000	-	128,000	686,000
BR20 1.65% - 3.3%, due Dec 2037, OIC # 15-0091	912,000	-	31,000	881,000
BX17 0.9% - 2.95%, due May 2040, OIC # 19-0037	<u>\$ 500,000</u>	<u>\$ -</u>	<u>\$ 16,000</u>	<u>\$ 484,000</u>
	<u>\$ 10,107,000</u>	<u>\$ -</u>	<u>\$ 657,000</u>	<u>\$ 9,450,000</u>

Principal payments required during the next five years for the Utility Capital Fund are as follows:

2022 - \$585,000; 2023 - \$601,000; 2024 - \$619,000; 2025 - \$640,000; 2026 - \$660,000

MUNICIPALITY OF QUISPAMISIS

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

8. LONG TERM DEBT (cont'd)

(c) Jointly Controlled Entity - KRJBPC (proportionate share)

	Balance January 1, 2021	Issued during year	Redeemed during year	Balance December 31, 2021
New Brunswick Municipal Financing Corporation				
Debtures:				
BN 35 1.05% - 3.15%, due 2025, OIC # 03-0053	\$ 280,235	\$ -	\$ 53,127	\$ 227,108
BL 45 1.2% - 3.1%, due 2024, OIC# 02-66, 03-53	<u>126,201</u>	<u>-</u>	<u>30,324</u>	<u>95,877</u>
	<u>\$ 406,436</u>	<u>\$ -</u>	<u>\$ 83,451</u>	<u>\$ 322,985</u>

Principal payments required during the next four years are as follows:

2022 - \$85,690; 2023 - \$84,788; 2024 - \$90,484; 2025 - \$62,023

Total Long Term Debt:

	2021	2020
General Capital Fund	\$ 11,317,000	\$ 12,145,198
Utility Capital Fund	9,450,000	10,107,000
Jointly Controlled Entity - KRJBPC	<u>322,985</u>	<u>406,436</u>
	<u>\$ 21,089,985</u>	<u>\$ 22,658,634</u>

Approval of the Municipal Capital Borrowing Board has been obtained for the long term debt. There was no approval of the Municipal Capital Borrowing Board obtained for the capital leases.

9. SEWER OUTFALL RESERVE

In accordance with an agreement with Rothesay, the Municipality and Rothesay are required to fund, on an annual basis, an amount to cover the operating and maintenance costs associated with the shared sewer effluent line and outfall pipe. The contributions are made on a per unit basis, with Rothesay contributing \$1 per unit and the Municipality of Quispamsis contributing \$2 per unit.

MUNICIPALITY OF QUISPAMISIS

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

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10. ACCRUED SICK LEAVE

Quispamsis provides sick leave that accumulates at a rate of one and one-half days per month. All employees can accumulate a maximum of 200 days and can take leave with pay for an amount of time equal to the accumulated sick leave.

KVFD provides sick leave that accumulates at a rate of 18 hours per month while the employees sick bank is below 1,000 hours, and at 13.5 hours per month while the sick bank is above 1,000 hours. All employees can accumulate to a maximum of 2,184 sick leave hours and can take leave with pay for an amount of time equal to the accumulated sick leave.

An actuarial valuation in accordance with PSAS 3255, was performed for each plan, December 31, 2021 for the Municipality and December 31, 2020 for KVFD, the 88 employee plan for Quispamsis and the 37 employee plan for KVFD. The actuarial method used was the Projected Unit Credit pro-rated 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 Municipality's and KVFD's best estimates.

The following summarizes the major assumptions in the valuation:

- annual salary increase is 3.5% for the Municipality and 2.25% for the KVFD;
- the discount rates used to determine the accrued benefit obligations are 2.54% for the Municipality and 1.99% for KVFD;
- retirement age is 65 for the Municipality and 60 for KVFD;
- estimated net excess utilization of rate of sick leave is independent of age; and
- Municipal members are assumed to terminate from employment at a rate of 2.5% per annum for all ages.

The sick leave is an unfunded benefit and as such, there are no applicable assets. Benefits are paid out of general revenue as they come due.

The consolidated unfunded liability consist of:

	<u>2021</u>	<u>2020</u>
Quispamsis	\$ 275,200	\$ 140,073
KVFD	290,013	403,306
KRJBPC	<u>9,168</u>	<u>9,158</u>
	<u>\$ 574,381</u>	<u>\$ 552,537</u>

MUNICIPALITY OF QUISPAMISIS

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

11. POST EMPLOYMENT BENEFITS

Retirement Allowance Program

KVFD's retiring employees are entitled to four weeks' regular salary for every five years of employment to a maximum of 24 weeks based on a minimum of ten years service. This benefit is available to all employees who have reached the retirement age of 55.

The accrued liability is based on an actuarial valuation as at December 31, 2019, which used a discount rate of 2.69% and an annual salary increase rate of 2.5%.

KRJBPC's retiring employees are entitled to accumulate the greater of fifty percent of unused sick leave credits or one month's standard salary for every five years, or any part thereof, of service to a maximum of 6 months.

The accrued liability is based on an actuarial valuation as at December 31, 2019, which used a discount rate of 2.69% and an annual salary increase rate of 3.0% for four years and 2% thereafter.

Both organizations have internally restricted funds for these liabilities. The balance at December 31, 2021 consists of:

	<u>2021</u>	<u>2020</u>
KVFD	\$ 339,301	\$ 299,768
KRJBPC	<u>496,323</u>	<u>504,747</u>
Balance at end of year	<u>\$ 835,624</u>	<u>\$ 804,515</u>

Pension Obligation

Employees of Quispamsis, KVFD and KRJBPC 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 Local Governance 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, 2019 and resulted in an overall NBMEPP accrued benefit obligation of \$135,126,100 based on the accounting basis.

MUNICIPALITY OF QUISPAMSIS

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

11. POST EMPLOYMENT BENEFITS (cont'd)

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 turnover and mortality. The assumptions used reflect management's best estimates. The following summarizes the major assumptions in the valuation as at December 31, 2019:

- the expected inflation rate is 2.10% (prior 2.10%);
- the discount rate used to determine the accrued benefit obligation is 5.55% (prior 5.75%);
- the expected rate of return on assets is 5.55% (prior 5.75%);
- retirement age varies by age and employment category; and
- estimated average remaining service life (EARSL) is 13 years (prior 14 years).

The actuarial valuation prepared as at December 31, 2019 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 deficit of \$641,800, a change of of \$6,896,200 from the December 31, 2018 deficit of \$7,538,000. Based on the assumptions as at December 31, 2019, the actuary expected the level of employer and employee contributions to be sufficient to fund the deficit in less than fifteen years, as allowed by the Pensions Benefits Act.

As at December 31, 2019, the NBMEPP provides benefits for 277 retirees. Total benefits payments to retirees and terminating employees during 2021 are estimated to be approximately \$4,641,200 (actual 2020, \$5,662,100) 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 8.00%. Each municipality contributes an amount that equals their employees contributions amounts. Pension fund assets are invested in short term securities, bonds, Canadian equities and foreign equities. Combined employees and municipalities contributions for 2021 are estimated to be approximately \$7,136,800 (actual 2020, \$6,929,400) in totality for the NBMEPP.

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

- The average age of the 86 active employees covered by the NBMEPP is 47.5 (2020 - 47.0);
- benefit payments were \$388,300 in 2020 and were estimated to be \$284,600 in 2021; and
- combined contributions were \$792,000 in 2020 and were estimated to be \$815,800 in 2021.

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

- The average age of the 42 active employees covered by the NBMEPP is 42.7 (2020 - 42.9);
- benefit payments were \$531,900 in 2020 and were estimated to be \$531,900 in 2021; and
- combined contributions were \$587,600 in 2020 and were estimated to be \$605,200 in 2021.

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

- The average age of the 44 active employees covered by the NBMEPP is 44 (2020 - 43.1);
- benefit payments were \$449,900 in 2020 and were estimated to be \$432,700 in 2021; and
- combined contributions were \$796,600 in 2020 and were estimated to be \$820,400 in 2021.

MUNICIPALITY OF QUISPAMSIS

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

11. POST EMPLOYMENT BENEFITS (cont'd)

In addition to determining the position of the NBMEPP as it relates to Quispamsis and the other controlled entities as at December 31, 2019 and December 31, 2020, NBMEPP's actuary performed an extrapolation of the December 31, 2020 accounting valuation to determine the estimated position as at December 31, 2021. The extrapolation assumes assumptions used as at December 31, 2021 remain unchanged from December 31, 2020. The extrapolation also assumes assets return 5.55%, net of all fees and expenses. If experience is different than assumed, amounts will be adjusted to reflect actual experience. Results of the extrapolation are as follows:

	Estimated	
	Jan 1, 2021 to	Jan 1, 2020 to
	<u>Dec 31, 2021</u>	<u>Dec 31, 2020</u>
Accrued Benefit Liability (Asset)		
Accrued benefit liability at beginning of period	\$ 18,980	\$ 432,170
Change in ownership percentage	61	321
Adjustment to actual	20,013	(18,564)
Pension expense for the year	644,487	423,322
Employer contributions	<u>(832,934)</u>	<u>(818,269)</u>
Accrued benefit liability (asset) at end of period	<u>\$ (149,393)</u>	<u>\$ 18,980</u>

In summary, the consolidated accrued benefit asset is estimated to be \$149,393 as at December 31, 2021. The December 31, 2020 liability was estimated in the prior year. The actual liability was calculated to be \$38,993. The difference of \$20,013 has been recorded in the current year. This amount is included in the post employment benefits payable on the consolidated statement of financial position.

	Estimated	
	Jan 1, 2021 to	Jan 1, 2020 to
	<u>Dec 31, 2021</u>	<u>Dec 31, 2020</u>
Quispamsis	\$ (277,600)	\$ (254,000)
KVFD	94,650	86,283
KRJBPC	<u>33,557</u>	<u>186,697</u>
	<u>\$ (149,393)</u>	<u>\$ 18,980</u>

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, 2021 to	Jan 1, 2020 to
	<u>Dec 31, 2021</u>	<u>Dec 31, 2020</u>
Reconciliation of Funded Status at End of Period		
Accrued benefit obligation	\$ 34,691,686	\$ 32,394,580
Plan assets	<u>(33,817,855)</u>	<u>(31,247,296)</u>
Plan deficit	873,831	1,147,284
Unamortized experience losses	<u>(1,023,224)</u>	<u>(1,108,291)</u>
Accrued benefit liability (asset) at end of period	<u>\$ (149,393)</u>	<u>\$ 38,993</u>

MUNICIPALITY OF QUISPAMSIS

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

11. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

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

	Estimated Jan 1, 2021 to Dec 31, 2021	Jan 1, 2020 to Dec 31, 2020
Reconciliation of Accrued Benefit Obligation		
Accrued benefit obligation at beginning of period	\$ 32,394,580	\$ 29,214,829
Change in ownership percentage	6,954	10,472
Current service cost	1,337,526	1,195,556
Benefits payments	(858,931)	(972,805)
Interest for period	1,811,557	1,686,913
Experience gain during period	<u> -</u>	<u>1,259,615</u>
Accrued benefit obligation at end of period	<u>\$ 34,691,686</u>	<u>\$ 32,394,580</u>

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

	Estimated Jan 1, 2021 to Dec 31, 2021	Jan 1, 2020 to Dec 31, 2020
Reconciliation of Plan Assets		
Plan assets at beginning of period	\$ 31,247,296	\$ 28,531,008
Change in ownership percentage	6,701	10,213
Employer contributions	832,934	808,520
Employee contributions	832,934	808,520
Benefit payments	(858,931)	(972,805)
Return on plan assets during period	<u>1,756,921</u>	<u>2,061,840</u>
Plan assets at end of period	<u>\$ 33,817,855</u>	<u>\$ 31,247,296</u>

Total expense related to pensions include the following components:

	Estimated Jan 1, 2021 to Dec 31, 2021	Jan 1, 2020 to Dec 31, 2020
Pension Expense		
Employer current service cost	\$ 504,592	\$ 387,036
Interest on accrued benefit obligation	1,811,557	1,686,913
Expected return on assets	(1,756,920)	(1,659,660)
Amortization of unrecognized balances		
Experience gain	<u>85,259</u>	<u>19,298</u>
Pension expense	<u>\$ 644,488</u>	<u>\$ 433,587</u>

The pension expense is included in the statement of operations.

MUNICIPALITY OF QUISPAMSIS

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

12. CONTINGENT LIABILITY

In the normal course of operations, the Municipality becomes involved in various claims and legal proceedings. While the final outcome with respect to claims and legal proceedings pending at December 31, 2021 cannot be predicted with certainty, it is the opinion of management and council that resolution of these matters will not have a material adverse effect as the Municipality maintains insurance coverage in amounts considered appropriate.

13. COMMITMENTS

Dalhousie School of Medicine

In 2012, the Municipality committed \$50,000 payable over 10 years to the Dalhousie School of Medicine. During the year, a payment of \$5,000 (2020 - \$5,000) was made. The commitment was completed during 2021.

Fero Waste & Recycling Inc.

The Municipality has entered into a long-term agreement for services to collect and transport residential waste, Municipal generated waste and recyclable materials for all areas of Quispamsis. The contract expires on December 31, 2023. The future minimum payments over the next two years are estimated as follows:

2022	\$716,900
2023	\$759,914

14. SHORT TERM BORROWING

Operating Borrowing

As prescribed in the Local Governance Act, borrowing to finance General Operating Fund operations is limited to 4% of the Municipality's budget. Borrowing to finance Water and Sewer Fund operations is limited to 50% of the operating budget for the year. In 2021, the Municipality has complied with these restrictions.

Interim Borrowing Capital Funds

The Municipality has arranged a revolving operating facility bearing interest at BMO prime minus 1% for the Capital Funds. The facility is used to provide interim financing for capital expenditures. At December 31, 2021, the Municipality had no funds (2020 - nil) borrowed from the facility.

MUNICIPALITY OF QUISPAMSIS

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

14. SHORT TERM BORROWING (cont'd)

Inter-fund Borrowing

The Municipal Financial Reporting Manual requires that short term inter-fund borrowings be repaid in the next year unless the borrowing is for a capital project. The amounts payable between Funds are in compliance with the requirements.

Amounts outstanding at year end are inter fund regular payables or in some cases, a short term loan may exist from the reserve account. Where a loan is in place, interest is paid to the reserve account at a rate that equates what the account would have earned had it been in the bank. These loan amounts are paid off within the following year and council is given a summary at year end to be fully informed of these transactions.

At December 31, 2021, the Municipality has remaining outstanding authority for short-term borrowings as follows: M019-0047 \$709,000 and M021-0034 \$2,081,000.

15. WATER AND SEWER FUND SURPLUS

The Local Governance Act requires Water and Sewer Fund surplus amounts to be absorbed into one or more of four Operating Budgets commencing with the second next ensuing year. The balance of the surplus at the end of the year consists of:

	<u>2021</u>	<u>2020</u>
2021 Surplus	\$ 2,092	\$ -
2020 Surplus	42,082	42,082
2019 Surplus	<u>-</u>	<u>25,947</u>
	<u>\$ 44,174</u>	<u>\$ 68,029</u>

MUNICIPALITY OF QUISPAMIS

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

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16. SCHEDULE OF TANGIBLE CAPITAL ASSETS

	Land	Land Improvements	Buildings and Leasehold Improvements	Furniture and Fixtures	Vehicles	Machinery and Equipment	Infrastructure			Subtotal	Assets Under Construction	2021 Total	2020 Total
							Roads and Streets	Treatment Facilities	Water and Sewer				
COST													
Balance - beginning of year	\$ 3,522,188	\$ 8,500,839	\$ 35,001,098	\$ 1,026,335	\$ 4,120,370	\$ 7,826,956	\$ 74,551,072	\$ 19,710,249	\$ 35,265,804	\$ 189,524,911	\$ 2,262,163	\$ 191,787,074	\$ 186,706,576
Change in percentage ownership	96	36	587	129	(553)	160	-	-	-	455	-	455	3,404
Add: Net additions during the year	-	418,691	1,949,005	176,094	214,415	434,579	4,155,407	123,138	38,651	7,509,980	1,204,597	8,714,577	7,859,781
Less: Disposals during the year	-	-	-	-	(169,175)	(149,640)	(2,193,057)	-	-	(2,511,872)	(1,607,460)	(4,119,332)	(2,782,687)
Balance - end of year	<u>3,522,284</u>	<u>8,919,566</u>	<u>36,950,690</u>	<u>1,202,558</u>	<u>4,165,057</u>	<u>8,112,055</u>	<u>76,513,422</u>	<u>19,833,387</u>	<u>35,304,455</u>	<u>194,523,474</u>	<u>1,859,300</u>	<u>196,382,774</u>	<u>191,787,074</u>
ACCUMULATED AMORTIZATION													
Balance - beginning of year	-	4,334,919	11,502,828	591,416	2,260,557	5,112,892	41,274,034	6,375,813	9,474,755	80,927,214	-	80,927,214	76,491,050
Change in percentage ownership	-	29	222	91	(152)	188	-	-	-	378	-	378	1,704
Add: Amortization during the year	-	399,180	1,047,696	112,540	305,770	526,359	2,432,265	593,444	587,988	6,005,242	-	6,005,242	5,992,902
Less: Accumulated amortization on disposals	-	-	-	-	(155,187)	(149,640)	(2,193,057)	-	-	(2,497,884)	-	(2,497,884)	(1,558,442)
Balance - end of year	<u>-</u>	<u>4,734,128</u>	<u>12,550,746</u>	<u>704,047</u>	<u>2,410,988</u>	<u>5,489,799</u>	<u>41,513,242</u>	<u>6,969,257</u>	<u>10,062,743</u>	<u>84,434,950</u>	<u>-</u>	<u>84,434,950</u>	<u>80,927,214</u>
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS													
	<u>\$ 3,522,284</u>	<u>\$ 4,185,438</u>	<u>\$ 24,399,944</u>	<u>\$ 498,511</u>	<u>\$ 1,754,069</u>	<u>\$ 2,622,256</u>	<u>\$ 35,000,180</u>	<u>\$ 12,864,130</u>	<u>\$ 25,241,712</u>	<u>\$ 110,088,524</u>	<u>\$ 1,859,300</u>	<u>\$ 111,947,824</u>	<u>\$ 110,859,860</u>
Consists of:													
General Fund Assets	\$ 2,268,627	\$ 4,113,678	\$ 20,635,903	\$ 459,642	\$ 393,199	\$ 1,958,006	\$ 35,000,180	\$ -	\$ -	\$ 64,829,235	\$ 131,185	\$ 64,960,420	\$ 63,805,255
Utility Fund Assets	872,064	-	-	11,122	84,514	351,318	-	12,864,130	25,241,712	39,424,860	1,728,118	41,152,978	41,058,427
Jointly Controlled Entities	381,593	71,760	3,764,041	27,747	1,276,356	312,929	-	-	-	5,834,426	-	5,834,426	5,996,178
	<u>\$ 3,522,284</u>	<u>\$ 4,185,438</u>	<u>\$ 24,399,944</u>	<u>\$ 498,511</u>	<u>\$ 1,754,069</u>	<u>\$ 2,622,253</u>	<u>\$ 35,000,180</u>	<u>\$ 12,864,130</u>	<u>\$ 25,241,712</u>	<u>\$ 110,088,521</u>	<u>\$ 1,859,303</u>	<u>\$ 111,947,824</u>	<u>\$ 110,859,860</u>

The Municipality has tangible capital assets under capital leases as follows, included in the amounts listed above:

	Historical Cost	Accumulated Amortization	Net Book Value
Machinery and equipment	\$ 429,000	\$ 235,950	\$ 193,050

MUNICIPALITY OF QUISPAMIS

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

17. SCHEDULE OF TANGIBLE CAPITAL ASSETS FOR JOINTLY CONTROLLED ENTITIES

	<u>Land</u>	<u>Land Improvements</u>	<u>Buildings</u>	<u>Furniture and Fixtures</u>	<u>Vehicles</u>	<u>Machinery and Equipment</u>	<u>Assets Under Construction</u>	<u>2021 Total</u>	<u>2020 Total</u>
COST									
Balance - beginning of year	\$ 381,497	\$ 186,316	\$ 6,186,904	\$ 118,751	\$ 2,509,443	\$ 1,062,096	\$ -	\$ 10,445,007	\$ 9,995,460
Change in percentage ownership	96	36	587	129	(553)	160	-	455	3,404
Add: Net additions during the year	-	-	137,469	-	137,340	52,817	-	327,626	738,648
Less: Disposals during the year	-	-	-	-	(95,761)	(8,000)	-	(103,761)	(292,505)
Balance - end of year	<u>381,593</u>	<u>186,352</u>	<u>6,324,960</u>	<u>118,880</u>	<u>2,550,469</u>	<u>1,107,073</u>	<u>-</u>	<u>10,669,327</u>	<u>10,445,007</u>
ACCUMULATED AMORTIZATION									
Balance - beginning of year	-	102,795	2,338,810	85,098	1,193,606	728,520	-	4,448,829	4,261,766
Change in percentage ownership	-	29	222	91	(152)	188	-	378	1,704
Add: Amortization during the year	-	11,768	221,887	5,944	162,432	73,436	-	475,467	478,569
Less: Accumulated amortization on disposals	-	-	-	-	(81,773)	(8,000)	-	(89,773)	(293,210)
Balance - end of year	<u>-</u>	<u>114,592</u>	<u>2,560,919</u>	<u>91,133</u>	<u>1,274,113</u>	<u>794,144</u>	<u>-</u>	<u>4,834,901</u>	<u>4,448,829</u>
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	<u>\$ 381,593</u>	<u>\$ 71,760</u>	<u>\$ 3,764,041</u>	<u>\$ 27,747</u>	<u>\$ 1,276,356</u>	<u>\$ 312,929</u>	<u>\$ -</u>	<u>\$ 5,834,426</u>	<u>\$ 5,996,178</u>

MUNICIPALITY OF QUISPAMIS

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

18. SCHEDULE OF SEGMENT DISCLOSURE

	<u>General</u>	<u>Protective</u>	<u>Transportation</u>	<u>Environmental Health</u>	<u>Environmental Development</u>	<u>Community Services</u>	<u>Utility Services</u>	<u>2021 Consolidated</u>	<u>2020 Consolidated</u>
REVENUE									
Property tax warrant	\$ 3,031,349	\$ 9,135,678	\$ 5,306,652	\$ 1,243,690	\$ 636,847	\$ 5,499,752	\$ -	\$24,853,968	\$24,180,624
Services provided to other governments	-	-	53,239	-	-	-	-	53,239	47,265
Other own source	88,766	258,439	-	-	-	898,877	-	1,246,082	908,056
Unconditional grant	14,037	42,305	24,574	5,759	2,949	25,468	-	115,092	114,312
Conditional government transfers	766,205	-	664,601	-	-	427,194	1,411,440	3,269,440	2,128,298
Water and sewer user fees	-	-	-	-	-	-	3,156,231	3,156,231	2,957,348
Contributions from public donations and sponsorship	-	-	-	-	-	60,938	-	60,938	55,572
Sundry	<u>41,930</u>	<u>347,613</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>12,226</u>	<u>107,813</u>	<u>509,582</u>	<u>417,765</u>
	<u>3,942,287</u>	<u>9,784,035</u>	<u>6,049,066</u>	<u>1,249,449</u>	<u>639,796</u>	<u>6,924,455</u>	<u>4,675,484</u>	<u>33,264,572</u>	<u>30,809,240</u>
EXPENDITURE									
Salaries and benefits	1,259,610	6,545,479	2,534,274	-	320,850	2,328,013	909,553	13,897,779	13,080,744
Goods and services	1,207,278	1,065,066	2,031,870	1,129,009	265,665	2,486,055	782,469	8,967,412	7,948,087
Interest	8,491	24,259	27,898	-	-	314,169	354,871	729,688	858,842
Other	-	(4,235)	(8,290)	-	-	-	-	(12,525)	(61,677)
Amortization	<u>114,709</u>	<u>337,459</u>	<u>2,929,842</u>	<u>-</u>	<u>-</u>	<u>1,368,242</u>	<u>1,265,288</u>	<u>6,015,540</u>	<u>5,992,903</u>
	<u>2,590,088</u>	<u>7,968,028</u>	<u>7,515,594</u>	<u>1,129,009</u>	<u>586,515</u>	<u>6,496,479</u>	<u>3,312,181</u>	<u>29,597,894</u>	<u>27,818,899</u>
Surplus (deficit) for the year	<u>\$ 1,352,199</u>	<u>\$ 1,816,007</u>	<u>\$ (1,466,528)</u>	<u>\$ 120,440</u>	<u>\$ 53,281</u>	<u>\$ 427,976</u>	<u>\$ 1,363,303</u>	<u>\$ 3,666,678</u>	<u>\$ 2,990,341</u>

MUNICIPALITY OF QUISPAMIS

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19. RECONCILIATION OF ANNUAL SURPLUS

	General Operating Fund	General Capital Fund	Utility Operating Fund	Utility Capital Fund	General Operating Reserve Fund	General Capital Reserve Fund	Utility Operating Reserve Fund	Utility Capital Reserve Fund	Land Trust Fund	Jointly Controlled Entities	Total
2021 annual surplus (deficit)	\$ 3,112,494	\$(1,536,764)	\$ 1,699,335	\$ (288,871)	\$ 9,386	\$ 12,596	\$ 4,225	\$ 8,921	\$ 8,337	\$ 637,019	\$ 3,666,678
Adjustments to annual surplus for funding requirements											
Second previous year's surplus	49,230	-	25,947	-	-	-	-	-	-	86,320	161,497
Transfers between funds											
Transfer elimination	(9,500)	-	-	-	9,500	-	-	-	-	-	-
Transfer elimination	(371,897)	-	-	-	-	371,897	-	-	-	-	-
Transfer elimination	(457,000)	-	-	-	-	457,000	-	-	-	-	-
Transfer elimination	(481,500)	-	-	-	-	481,500	-	-	-	-	-
Transfer elimination	-	-	(102,222)	-	-	-	-	102,222	-	-	-
Transfer elimination	-	-	(925,000)	-	-	-	-	925,000	-	-	-
Transfer elimination	-	-	(19,500)	-	-	-	19,500	-	-	-	-
Transfer elimination	-	-	(46,438)	-	-	-	-	46,438	-	-	-
Transfer elimination	-	-	12,883	-	-	-	-	(12,883)	-	-	-
Long term debt principal repayment	(1,877,198)	1,877,198	(657,000)	657,000	-	-	-	-	-	-	-
Provision for pension liability	(20,620)	-	(2,981)	-	-	-	-	-	-	(144,932)	(168,533)
Provision for sick leave accrual	118,059	-	17,068	-	-	-	-	-	-	(115,221)	19,906
Provision for retirement allowance	-	-	-	-	-	-	-	-	-	(2,243)	(2,243)
Proceeds from disposal of tangible											
Accumulated amortization on disposal of tangible capital assets	-	(2,408,111)	-	-	-	-	-	-	-	(89,773)	(2,497,884)
Unrealized gains on investments	-	-	-	-	-	-	-	-	-	(39,211)	(39,211)
Amortization expense	-	4,264,487	-	1,265,288	-	-	-	-	-	475,467	6,005,242
Total adjustments to 2021 annual surplus (deficit)	<u>(3,050,426)</u>	<u>3,733,574</u>	<u>(1,697,243)</u>	<u>1,922,288</u>	<u>9,500</u>	<u>1,310,397</u>	<u>19,500</u>	<u>1,060,777</u>	<u>-</u>	<u>(180,581)</u>	<u>3,478,774</u>
2021 annual surplus (deficit) for funding requirements	<u>\$ 62,068</u>	<u>\$ 2,196,810</u>	<u>\$ 2,092</u>	<u>\$ 1,633,417</u>	<u>\$ 18,886</u>	<u>\$ 1,322,993</u>	<u>\$ 23,725</u>	<u>\$ 1,069,698</u>	<u>\$ 8,337</u>	<u>\$ 456,438</u>	<u>\$ 6,794,464</u>

MUNICIPALITY OF QUISPAMIS

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

20. STATEMENT OF RESERVES

	<u>General Operating Reserve</u>	<u>General Capital Reserve</u>	<u>Utility Operating Reserve</u>	<u>Utility Capital Reserve</u>	<u>Land Trust Fund</u>	<u>2021 Total</u>	<u>2020 Total</u>
ASSETS							
Cash and short term investments	\$1,101,884	\$2,623,589	\$ 157,312	\$2,360,044	\$ 140,042	\$ 6,382,871	\$ 3,355,576
Accounts receivable from other funds	<u>148,244</u>	<u>352,969</u>	<u>3,195</u>	<u>298,745</u>	<u>7,461</u>	<u>810,614</u>	<u>1,394,270</u>
	<u>\$1,250,128</u>	<u>\$2,976,558</u>	<u>\$ 160,507</u>	<u>\$ 2,658,789</u>	<u>\$ 147,503</u>	<u>\$ 7,193,485</u>	<u>\$ 4,749,846</u>
ACCUMULATED SURPLUS	<u>\$1,250,128</u>	<u>\$2,976,558</u>	<u>\$ 160,507</u>	<u>\$ 2,658,789</u>	<u>\$ 147,503</u>	<u>\$ 7,193,485</u>	<u>\$ 4,749,846</u>
REVENUE							
Lot fees	\$ -	\$ -	\$ -	\$ -	\$ 8,099	\$ 8,099	\$ 4,500
Transfers from General Operating Fund	9,500	1,310,397	-	-	-	1,319,897	1,189,500
Transfers from Utility Operating Fund	-	-	19,500	1,073,660	-	1,093,160	365,573
Interest	<u>9,386</u>	<u>12,596</u>	<u>4,225</u>	<u>8,921</u>	<u>1,064</u>	<u>36,192</u>	<u>37,752</u>
	<u>18,886</u>	<u>1,322,993</u>	<u>23,725</u>	<u>1,082,581</u>	<u>9,163</u>	<u>2,457,348</u>	<u>1,597,325</u>
EXPENDITURES							
Transfers to Funds	<u>-</u>	<u>-</u>	<u>-</u>	<u>12,883</u>	<u>826</u>	<u>13,709</u>	<u>414,119</u>
ANNUAL SURPLUS	<u>\$ 18,886</u>	<u>\$ 1,322,993</u>	<u>\$ 23,725</u>	<u>\$ 1,069,698</u>	<u>\$ 8,337</u>	<u>\$ 2,443,639</u>	<u>\$ 1,183,206</u>

MUNICIPALITY OF QUISPAMSIS

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

20. STATEMENT OF RESERVES (cont'd)

Council Resolutions regarding transfers to and from reserves:

Moved By Councillor Donovan
Seconded By Councillor Miller

BE IT RESOLVED that \$9,500 be transferred from the General Operating Fund to the General Operating Reserve Fund for future expenditures.

Motion Carried

Moved By Councillor Donovan
Seconded By Councillor Thompson

BE IT RESOLVED that \$371,897 be transferred from the General Operating Fund to the General Capital Reserve Fund as per the 2021 budget.

Motion Carried

Moved By Councillor Donovan
Seconded By Councillor Olsen

BE IT RESOLVED that \$457,000 be transferred from the General Operating Fund to the General Capital Reserve Fund for future expenditures.

Motion Carried

Moved By Councillor Olsen
Seconded By Councillor Donovan

BE IT RESOLVED that \$481,500 be transferred from the General Operating Fund to the General Capital Reserve Fund for future use.

Motion Carried

Moved By Councillor Olsen
Seconded By Councillor Donovan

BE IT RESOLVED THAT \$102,222 be transferred from the Utility Operating Fund to the Utility Capital Reserve Fund as per the 2021 budget.

Motion Carried

Moved By Councillor Donovan
Seconded By Councillor Thompson

BE IT RESOLVED that \$925,000 be transferred from the Utility Operating Fund to the Utility Capital Reserve Fund for future use on 2021 capital projects carries forward and planned 2022 projects.

Motion Carried

Moved By Councillor Donovan
Seconded By Councillor Olsen

MUNICIPALITY OF QUISPAMSIS

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

20. STATEMENT OF RESERVES (cont'd)

BE IT RESOLVED that \$19,500 be transferred from the Utility Operating Fund to the Utility Operating Reserve Fund for future use.

Motion Carried

Moved By Councillor Miller
Seconded By Councillor Donovan

BE IT RESOLVED that \$46,438 be transferred from the 2021 Utility Operating Fund to the Utility Capital Replacement Reserve Fund to pay for future costs of replacement of capital items for the Wastewater System Upgrades.

Motion Carried

Moved By Councillor Donovan
Seconded By Councillor Luck

BE IT RESOLVED that \$12,883.08 be transferred from the 2021 Utility Capital Replacement Reserve Fund to the 2021 Utility Operating Fund to pay for the Longwood Treatment Plant Aerator project.

Motion Carried

I hereby certify that the above are true and exact copies of resolutions adopted at a meeting of Council on December 22, 2021.

Town Clerk,
Town of Quispamsis

Date

MUNICIPALITY OF QUISPAMISIS

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

21. STATEMENT OF JOINTLY CONTROLLED ENTITIES OPERATIONS

	<u>KVFD</u>	<u>KRJBPC</u>	<u>Library</u>	<u>2021 Total</u>	<u>2020 Total</u>
ASSETS	\$ <u>2,978,857</u>	\$ <u>2,019,698</u>	\$ <u>2,451,888</u>	\$ <u>7,450,443</u>	\$ <u>7,514,117</u>
LIABILITIES	\$ <u>815,203</u>	\$ <u>1,079,896</u>	\$ <u>41,568</u>	\$ <u>1,936,667</u>	\$ <u>2,276,249</u>
ACCUMULATED SURPLUS	\$ <u>2,163,653</u>	\$ <u>939,802</u>	\$ <u>2,410,320</u>	\$ <u>5,513,775</u>	\$ <u>5,245,018</u>
REVENUE	\$ 3,386,023	\$ 4,533,712	\$ 151,252	\$ 8,070,987	\$ 8,549,847
EXPENDITURES	<u>3,266,863</u>	<u>4,219,606</u>	<u>270,031</u>	<u>7,756,500</u>	<u>7,696,049</u>
	119,160	314,106	(118,779)	314,487	853,798
CHANGE IN PERCENTAGE OWNERSHIP	<u>(1,038)</u>	<u>655</u>	<u>-</u>	<u>(383)</u>	<u>889</u>
ANNUAL SURPLUS (DEFICIT)	\$ <u>118,122</u>	\$ <u>314,761</u>	\$ <u>(118,779)</u>	\$ <u>314,104</u>	\$ <u>854,687</u>

The above noted entities are included in the consolidated financial statements. The above figures do not include the eliminating adjustments and represent Quispamsis' proportionate share.

MUNICIPALITY OF QUISPAMIS

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

22. OPERATING BUDGET TO PSAS BUDGET

	<u>Operating Budget General</u>	<u>Operating Budget Water and Sewer</u>	<u>Amortization and Long Term Accruals</u>	<u>Controlled Entities</u>	<u>Transfers</u>	<u>Total</u>
REVENUE						
Property tax warrant	\$ 24,853,968	\$ -	\$ -	\$ -	\$ -	\$ 24,853,968
Unconditional transfers from other governments	115,092	-	-	-	-	115,092
Conditional transfers from Federal or Provincial governments	28,800	-	-	-	-	28,800
Services other governments	60,595	-	-	-	-	60,595
Other own source	1,007,867	25,241	-	-	-	1,033,108
Public donations and sponsorships	83,815	-	-	-	-	83,815
Other transfers	131,500	203,452	-	-	(334,952)	-
Water and sewer user fees	-	3,113,500	-	-	-	3,113,500
Sundry income	24,140	73,700	-	248,004	-	345,844
Surplus of second previous year	<u>49,230</u>	<u>25,947</u>	<u>-</u>	<u>-</u>	<u>(75,177)</u>	<u>-</u>
	<u>26,355,007</u>	<u>3,441,840</u>	<u>-</u>	<u>248,004</u>	<u>(410,129)</u>	<u>29,634,722</u>
EXPENDITURES						
General government services	2,715,945	-	131,076	-	-	2,847,021
Protective services	8,208,039	-	330,357	7,262,842	(7,806,650)	7,994,588
Transportation services	4,767,813	-	2,958,692	-	(8,290)	7,718,215
Environmental health services	1,117,405	-	-	-	-	1,117,405
Environmental development services	1,250,390	-	5,032	-	(694,159)	561,263
Community services	4,270,698	-	1,402,264	141,774	552,385	6,367,121
Fiscal services						
Long term debt repayments	1,874,198	657,000	-	-	(2,531,198)	-
Interest	438,063	412,329	-	-	(850,392)	-
Transfer from General Operating Fund to Utility Operating Fund	91,923	-	-	-	(91,923)	-
Transfer from General Operating to General Capital Reserve Fund	116,000	-	-	-	(116,000)	-
Transfer from Utility Operating Fund to Utility Capital Replacement Reserve Fund	-	148,056	-	-	(148,056)	-
Transfer from General Operating Fund to General Capital Fund	1,248,636	-	-	-	(1,239,155)	-
Transfer from Utility Operating Fund to Utility Capital Fund	-	545,000	-	-	(35,000)	-
Transfer from General Operating Fund to General Operating Reserve Fund	255,897	-	-	-	(255,897)	-
Utility services	<u>-</u>	<u>1,679,455</u>	<u>1,279,375</u>	<u>-</u>	<u>412,329</u>	<u>3,371,159</u>
	<u>26,355,007</u>	<u>3,441,840</u>	<u>6,106,796</u>	<u>7,404,616</u>	<u>(12,812,006)</u>	<u>29,976,772</u>
Surplus (deficit)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (6,106,796)</u>	<u>\$ (7,156,612)</u>	<u>\$ 12,401,877</u>	<u>\$ (342,050)</u>

MUNICIPALITY OF QUISPAMISIS

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

23. REVENUE AND EXPENDITURES SUPPORT

	<u>2021</u> Budget	<u>2021</u> Actual	<u>2020</u> Actual
REVENUE			
Other own source			
Permits and fines	\$ 146,000	\$ 258,439	\$ 230,044
Connection fees	-	-	43,610
Developers infrastructure contribution	-	35,713	67,096
Rental revenue	862,968	898,877	522,103
Miscellaneous	<u>24,140</u>	<u>53,053</u>	<u>45,203</u>
	<u>\$ 1,033,108</u>	<u>\$ 1,246,082</u>	<u>\$ 908,056</u>
Conditional government transfers			
Government of Canada			
Student Grant Canadian Parks	\$ -	\$ 28,730	\$ -
Small Communities Fund	-	1,680	110,543
Canada Summer Jobs	19,800	56,737	32,643
Province of New Brunswick			
Small Communities Fund	-	1,681	110,543
Department of Tourism	-	40,000	-
PNB CIF	-	38,597	-
Regional Development Corporation	-	249,098	60,753
Safe Restart	-	990,447	216,900
P-GAP	-	240,769	-
Employment & Social Dev	-	-	94,043
SEED Grant	9,000	6,021	7,074
Canada Community Building Fund	-	1,607,680	1,480,799
Other	<u>-</u>	<u>8,000</u>	<u>15,000</u>
	<u>\$ 28,800</u>	<u>\$ 3,269,440</u>	<u>\$ 2,128,298</u>
EXPENDITURE			
General government services			
Legislative			
Mayor	\$ 61,331	\$ 54,352	\$ 45,842
Councillors	<u>199,976</u>	<u>174,325</u>	<u>149,610</u>
	<u>261,307</u>	<u>228,677</u>	<u>195,452</u>
Administrative			
Administration	1,222,501	1,189,864	1,159,551
Office building	197,010	162,095	157,850
Solicitor	150,000	130,810	133,618
Professional fees	-	-	(3,228)
Other	<u>311,889</u>	<u>179,588</u>	<u>207,121</u>
	<u>1,881,400</u>	<u>1,662,357</u>	<u>1,654,912</u>
Financial management			
External audit	<u>29,308</u>	<u>29,005</u>	<u>22,338</u>

MUNICIPALITY OF QUISPAMSIS

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

23. REVENUE AND EXPENDITURE SUPPORT (cont'd)

	<u>2021</u> Budget	<u>2021</u> Actual	<u>2020</u> Actual
General government services (cont'd)			
Other			
Civic relations	55,160	40,490	52,455
Marketing	1,500	1,656	2,060
Insurance	128,000	129,266	111,492
Cost of assessment	359,070	359,070	349,350
Other	200	-	-
Interest	-	8,491	10,974
Pension expense (recovery)	(3,464)	(3,464)	(18,629)
Sick leave expense	19,831	19,831	(4,810)
Amortization	<u>114,709</u>	<u>114,709</u>	<u>105,705</u>
	<u>675,006</u>	<u>670,049</u>	<u>608,597</u>
	<u>\$ 2,847,021</u>	<u>\$ 2,590,088</u>	<u>\$ 2,481,299</u>
Protective services			
Fire			
Administration	\$ 469,800	\$ 448,715	\$ 413,711
Firefighting force	2,280,561	2,209,403	2,066,477
Telecommunications	122,649	121,004	-
Insurance	29,615	31,014	21,909
Prevention and training	34,650	19,427	20,734
Facilities	107,832	104,052	133,035
Fleet	62,517	48,072	44,549
Operations	37,611	34,854	39,065
Water costs	19,237	19,239	18,686
Retirement allowance	24,291	37,440	36,932
Other	1,777	-	1,518
Loss (gain) on disposal of tangible capital assets	(10,154)	(10,154)	(21,884)
Amortization	<u>204,875</u>	<u>204,875</u>	<u>204,088</u>
	<u>3,385,261</u>	<u>3,267,941</u>	<u>2,978,820</u>
Police			
Crime control	2,947,122	3,029,948	2,977,857
Vehicle fleet	117,097	107,743	101,299
Property	126,557	131,924	131,930
Administration	631,076	641,199	706,172
Retirement allowance	47,615	52,037	51,496
Communications	196,917	169,338	257,008
Labour relations	-	-	127,392
Loss on disposal of tangible capital assets	5,919	5,919	(1,145)
Amortization	<u>126,583</u>	<u>126,583</u>	<u>133,111</u>
	<u>4,198,886</u>	<u>4,264,691</u>	<u>4,485,120</u>

MUNICIPALITY OF QUISPAMSIS

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

23. REVENUE AND EXPENDITURE SUPPORT (cont'd)

	<u>2021</u> Budget	<u>2021</u> Actual	<u>2020</u> Actual
Protective services (cont'd)			
Other			
Emergency measures	94,573	134,400	156,408
Animal control	64,742	50,132	58,224
Building inspection	231,949	207,208	196,930
Crosswalk guards	10,305	10,525	7,867
Interest	-	24,259	31,355
Pension expense (recovery)	(608)	(608)	(3,509)
Sick leave expense (recovery)	3,479	3,479	(906)
Amortization	<u>6,001</u>	<u>6,001</u>	<u>6,001</u>
	<u>410,441</u>	<u>435,396</u>	<u>452,370</u>
	<u>\$ 7,994,588</u>	<u>\$ 7,968,028</u>	<u>\$ 7,916,310</u>
Transportation services			
Common			
Workshop, yard and equipment maintenance	\$ 72,523	\$ 71,996	\$ 77,515
Engineering	<u>551,627</u>	<u>519,505</u>	<u>481,266</u>
	<u>624,150</u>	<u>591,501</u>	<u>558,781</u>
Roads and streets			
Culverts and drainage ditches	73,000	72,610	73,067
Summer maintenance	1,412,344	1,389,883	1,435,463
Snow and ice removal	2,233,165	2,119,752	2,058,636
Street lighting	158,000	149,037	146,566
Street signs	37,800	30,043	31,448
Traffic lane marking	38,000	40,078	33,302
Traffic signals and signs	8,166	10,362	11,777
Railway crossing signals	10,100	9,529	9,528
Public transit - Comex Service	173,088	124,499	161,775
Pension expense (recovery)	(8,284)	(8,284)	(43,875)
Sick leave expense	47,431	47,431	(11,328)
Interest	-	27,898	36,058
Gain on disposal of tangible capital assets	(8,290)	(8,290)	(38,648)
Amortization	<u>2,919,545</u>	<u>2,919,545</u>	<u>2,963,622</u>
	<u>7,094,065</u>	<u>6,924,093</u>	<u>6,867,391</u>
	<u>\$ 7,718,215</u>	<u>\$ 7,515,594</u>	<u>\$ 7,426,172</u>
Environmental health services			
Waste collection and disposal	\$ 1,113,405	\$ 1,125,307	\$ 1,081,233
Climate protection	<u>4,000</u>	<u>3,702</u>	<u>365</u>
	<u>\$ 1,117,405</u>	<u>\$ 1,129,009</u>	<u>\$ 1,081,598</u>

MUNICIPALITY OF QUISPAMSIS

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

23. REVENUE AND EXPENDITURE SUPPORT (cont'd)

	<u>2021</u> Budget	<u>2021</u> Actual	<u>2020</u> Actual
Environmental development services			
Administration	\$ 353,131	\$ 350,729	\$ 280,047
Municipal plan	27,500	55,154	(7)
Enterprise Saint John	-	-	112,133
Envision Saint John: The Regional Growth Agency	168,000	168,000	-
Regional Services Commission	7,600	7,600	5,227
Pension expense (recovery)	(1,065)	(1,065)	(4,335)
Sick leave expense	<u>6,097</u>	<u>6,097</u>	<u>(1,119)</u>
	<u>\$ 561,263</u>	<u>\$ 586,515</u>	<u>\$ 391,946</u>
Community services			
Administration	\$ 185,540	\$ 168,918	\$ 174,112
Facilities maintenance	602,530	561,971	454,774
Parks office	92,031	91,587	83,375
Beaches	72,940	77,413	37,062
Quispamsis Arena	337,548	303,750	278,618
Qplex	1,832,057	1,762,103	1,044,214
Parks and playgrounds	983,832	974,230	772,582
Civic Centre	-	-	46,211
Recreation programs	77,295	56,642	6,850
Regional Facilities Commission	532,253	555,239	610,282
Library	161,906	148,901	149,798
Warehouse	13,975	11,594	9,429
Food bank building	10,115	8,787	7,494
Beach house	62,835	58,911	34,273
Pension expense (recovery)	(7,199)	(7,199)	(31,481)
Sick leave expense	41,221	41,221	(8,128)
Interest	-	314,169	406,064
Amortization	<u>1,368,242</u>	<u>1,368,242</u>	<u>1,342,811</u>
	<u>\$ 6,367,121</u>	<u>\$ 6,496,479</u>	<u>\$ 5,418,340</u>
Utility services			
Water System			
Treatment	\$ 46,400	\$ 41,532	\$ 41,717
Wellfields	6,250	13,414	3,239
Pump	47,268	41,849	35,905
Infrastructure	169,421	175,626	165,060
Pension expense (recovery)	(458)	(458)	(2,440)
Interest and bank charges	25,625	26,281	26,662
Sick leave expense	<u>2,623</u>	<u>2,623</u>	<u>(630)</u>
	<u>297,129</u>	<u>300,867</u>	<u>269,513</u>

MUNICIPALITY OF QUISPAMISIS

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

23. REVENUE AND EXPENDITURE SUPPORT (cont'd)

	<u>2021</u> Budget	<u>2021</u> Actual	<u>2020</u> Actual
Sewer System			
Sewer collection system	155,912	178,289	170,859
Sewer lift stations	305,098	337,561	296,150
Treatment and disposal	262,511	262,293	263,328
Pension expense (recovery)	(1,095)	(1,095)	(5,720)
Sick leave expense	6,269	6,269	(1,477)
Interest and bank charges	386,714	354,871	374,390
Loss (gain) on disposal of tangible capital asset	-	(20,357)	-
Amortization	<u>1,265,288</u>	<u>1,265,288</u>	<u>1,227,268</u>
	<u>2,380,697</u>	<u>2,383,119</u>	<u>2,324,798</u>
Administration			
Administration	686,585	621,447	516,862
Pension expense (recovery)	(1,428)	(1,428)	(6,310)
Sick leave expense	<u>8,176</u>	<u>8,176</u>	<u>(1,629)</u>
	<u>693,333</u>	<u>628,195</u>	<u>508,923</u>
	<u>\$ 3,371,159</u>	<u>\$ 3,312,181</u>	<u>\$ 3,103,234</u>

DRAFT



TOWN OF QUISPAMISIS – REZONING SCHEDULE

Select Applicable Boxes:

- AMEND A SECTION 59 COMMUNITY PLANNING ACT AGREEMENT
- AMEND ZONING BY-LAW \$1500 fee paid/March 8/22
- AMEND MUNICIPAL PLAN BY-LAW & ZONING BY-LAW

APPLICANT AND PROPERTY INFORMATION	
Applicant's Contact Information:	Name: Rob Viger, Rugged Residential Inc. Address: 15 Corduroy Rd., Quispamsis, NB Telephone No.: 780-239-2546 Email: robviger77@hotmail.com
Name & Contact of other Agent representing applicant, (if different from above):	Name: Andrew Toole, P. Eng., Don-More Surveys & Engineering Address: 16 Fulton Ln., Saint John, NB E2H 2W4 Telephone No.: 506-652-1522 Email: info@dmse.ca
Identification of Property:	A portion of PID No.: 231928, (8.1 hectares of 13 hectare parcel), off Corduroy Road Property Description: Maple Ridge Estates – Cargo Lane –
Current Zoning Status:	Rural Residential (RU)
Proposed Zoning Status:	Multiple Residential (R2)
Proposed Use:	To develop a Bare Land Condo clustered development to be registered under the <i>Condominium Act</i> , consisting of 19 separate units on 8.1 hectares (approx. 20 acres), off Corduroy Road, (which is off Elliot Road)
PROPOSED AMENDMENT SCHEDULE	
Council's Receipt of Application:	April 5, 2022
Public Presentation (Only required when a Municipal Plan Amendment is involved)	N/A
Refer to PAC:	April 5, 2022
Issue Notice to landowners within 100m radius of property proposed for change:	April 5, 2022
Public Hearing:	May 3, 2022
Consideration of 1 st & 2 nd Reading:	May 3, 2022
Consideration of 3 rd & Final Reading (Pending finalization of developer's agreement)	May 17, 2022
RECOMMENDATION for Council Motion – At the May 3, 2022 Regular Meeting, following the Public Hearing, consideration of 1 st and 2 nd reading.	

Date: April 28, 2022

From: Dwight Colbourne, P/Tech –Planning (Development) Officer

Subject:

Rugged Residential Inc. – Request to Amend Zoning By-law No. 038 – Rezoning of PID 00231928 from Rural (Ru) or Multiple Residential (R2) – Bare-Land Condominium Development Public Hearing.

Background and Discussion:

Rugged Residential Inc. (Mr. Rob Vigor) is requesting an amendment to Zoning By-law 038 for a proposed Bare-Land Condominium residential development on the lands identified by PID 00231928 (herein also referred to as Maple Ridge Estates Condo).

Rugged Residential Inc. has been developing the Maple Ridge Estates residential subdivision for over 5 years as conventional residential development (i.e., 1-acre lots) and is now looking to undertake a different approach to develop the more topographically challenging part of the land. Using the Sustainable Community Design model to undertake a cluster style development with a Bare-Land Condominium ownership model.

PID 00231928 is currently zoned Rural (RU); therefore, to allow a condominium residential style the property must be rezoned from RU to R2, as per the Municipal Plan By-law and Zoning By-law, and conducted per the Community Planning Act (CPA).

As stated in the Rezoning Application and supporting documentation, Rugged Residential Inc. is proposing a Bare-Land Condominium residential neighbourhood style of development (as depicted by the red blocks in the image) with:

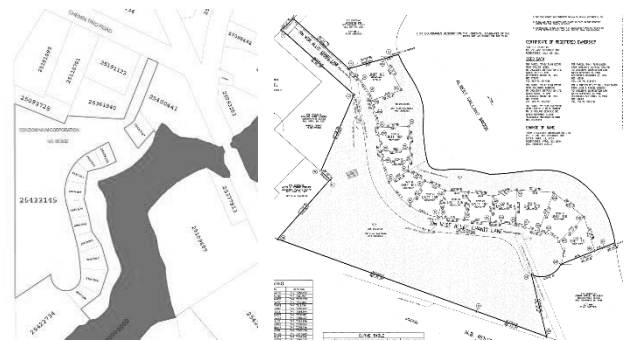
- 19 dwelling units on 8.1 hectares (19.9 acres) of the 13 hectares (32.1 acres) total lot area of PID 00231928.
- The remainder of PID 00231928 will be developed as typical one acre lot single dwelling units – being located to the north of the bare-land condominium development.
- Eco-friendly buildings and amenities with the aim to reducing the neighborhoods carbon footprint
- This will be a two-phase project



As the development will be a condominium style ownership, each dwelling unit, and the land on which they directly occupy, is distinctly owned with a condominium corporation owning the shared areas, the access from the public street and infrastructure servicing the units. The condominium must be registered with the province and subject to the provincial Condominium Act and regulations. This means the Developer, in collaboration with the provincial Manger of Condominiums must establishment of a Condominium By-law for the development that will govern the operation of the condominium corporation and ensure the upkeep and maintenance of shared areas and entities, as well as maintaining a standard of upkeep for the distinctly owned properties.

As stated in the Condominium Act Section 4(2), in addition to the requirements set out in the Act and this Regulation, a declaration and description for a bare-land condominium property shall be accompanied by a letter from the relevant local government or regional service commission, as the case may be, confirming that the bare-land condominium property is in compliance with any zoning by-law or regulation. At this stage, the current zoning of the land does not permit the condominium development; therefore, a rezoning must be enacted by Council for compliance as required by the province.

Bare-Land condominium exist in other locations in the province, with a similar one in Grand -Digue (image to the right). The proposed Maple Ridge Estates Condo development is of a similar layout. The proposed layout for Maple Ridge is referred to as a “Cluster” development is based on the Sustainable Community Design as promoted by the province. The conventional typical subdivision design would see 19 one-acre parcels developed on the subject property; however, given topographic constraints there are significant challenges to support conventional design. Bring the dwelling units closer supports the same level of density development (1unit/acre); however, there is a reduction in the overall impacts on the land as much of the land stays undeveloped.



The Municipal Plan provides policy statements for residential development in the Rural Zone based on conventional subdivision design – 4047 sq. metres (1 acre) per building lot. The 1-acre lot density is to provide sufficient land for the dwelling unit, individual onsite sewage disposal system and drilled well. The proposed development applies the same level of density with 19 units per 19 acres; however, it eliminates the individual sewage disposal system and drilled well per unit with the installation of communal systems; as such it is not a higher density level of development but a clustering of the development.

Rugged Residential Inc.’s proposed Bare-Land Condo development and request to amend the Zoning By-law is in keeping with the Municipal Plan as adopted by the Council in 2018. Council through the Municipal Plan established policies aimed at fostering more sustainable development through innovative approaches for mixed and compact developments, diversification of house-styles and options for all ages and family types while continuing to a sense of community and neighbourhoods. The proposed development aims to achieve that goal in a Rural setting based on proven and acceptable land development practices.

Rugged Residential Inc.’s application for the proposed Zoning By-law amendment is now at the Public Hearing Stage. The Public Hearing is required as per the Community Planning Act and is an opportunity for Council to hear and consider the public’s views on the proposed

development. The Council is to consider the view's received through written correspondence as well as those hear expressed at the Public Hearing.

When considering the concerns expressed by the public it is important to use the conditions established in the Municipal Plan as the reference when determining if sufficient information has been provided to demonstrate the conditions can be or will be meet and in doing mitigate the concerns to the satisfaction of the Town, and the development of the lands in the manner proposed is reasonable, desirable and keeping with the intent of the Municipal Plan and Zoning By-law.

In considering the proposed development it would be reasonable for the Council to apply the conditions established in the Municipal Plan for higher density residential uses (3 units or more) being consider for approval through an amendment process as per Section 59 of the Community Planning Act. Although the proposed development is not a "higher density" development, the conditions established in the Municipal Plan are the reasonable framework when consider conditions that must be satisfied to mitigate potential impacts on existing properties and municipal infrastructure, the safety of the public and the quality of life in the area. The conditions to be considered are as follows:

1. The development be located on, or adjacent to, a designated arterial or collector street, so that higher traffic generated will not pass-through lower density residential streets.
2. The lot size, yard requirements, building height, number of units and parking requirements be subject to the conditions as outlined in the Zoning By-law.
3. The development will not exceed capacities of existing municipal services.
4. If the proposed site is not serviced by a municipal water system, then the proponent must undertake a hydrogeological study to demonstrate that the local well yield is of sufficient quality and quantity to support the density of development proposed and existing wells will not be adversely affected by the proposed development.
5. There are adequate landscaped buffer areas on the lot periphery to screen the buildings and parking areas from adjacent low density residential development.

Whereas the rezoning of lands must be completed as per the requirements of Section 59 of the Community Planning Act, notice was provided directly to all property owners within 100 metres of the subject lands, as well as general notice was given to the public through posting on the Town website. No concerns were received regarding the proposed development.

The application was also forward to the Planning Advisory Committee for their written comments. The PAC supported the proposed project unanimously and provided specific conditions the committee believe reasonable to included in the Development Agreement.

Financial Implications:

No expected financial implications to the 2022 municipal budget

Attachment(s):

1. Rugged Residential Inc. Rezoning Application
2. Maple Ridge Estates Condo Development Brief from Don-More Surveys and Engineering Ltd.
3. Maple Ridge Estates Condo Overview Site Plan

4. Maple Ridge Estates Condo Exterior Building Views and Floor Plans
5. Sustainable Community Design Information Session – Mr. Daniel Savard

Recommendation:

Council gives first and second readings to the proposed Zoning By-law amendment with consideration of third and final reading pending the execution of a Section 59 Development Agreement.

Maple Ridge Estates

April 5, 2022

Currently zoned Rural

1 acre lots

Matches what has already been done in
Maple Ridge (Corduoy Road, Khaki Court)

New development area:

Development area is 20 acres outside of roads - in traditional development this translates to 20 lots.

Looking to do the same density (19 lots), but in a much more sustainable way.

Challenges

Steep slopes

Transmission lines

Environmental setbacks



Cluster of 19 units
Bare Land
condominium
Private streets
Shared sanitary
treatment and
wells



CLARUS[®]

ENVIRONMENTAL



Fusion[®] Series Treatment Systems

Small Scale Residential & Commercial Treatment Units

Clarus Environmental Overview

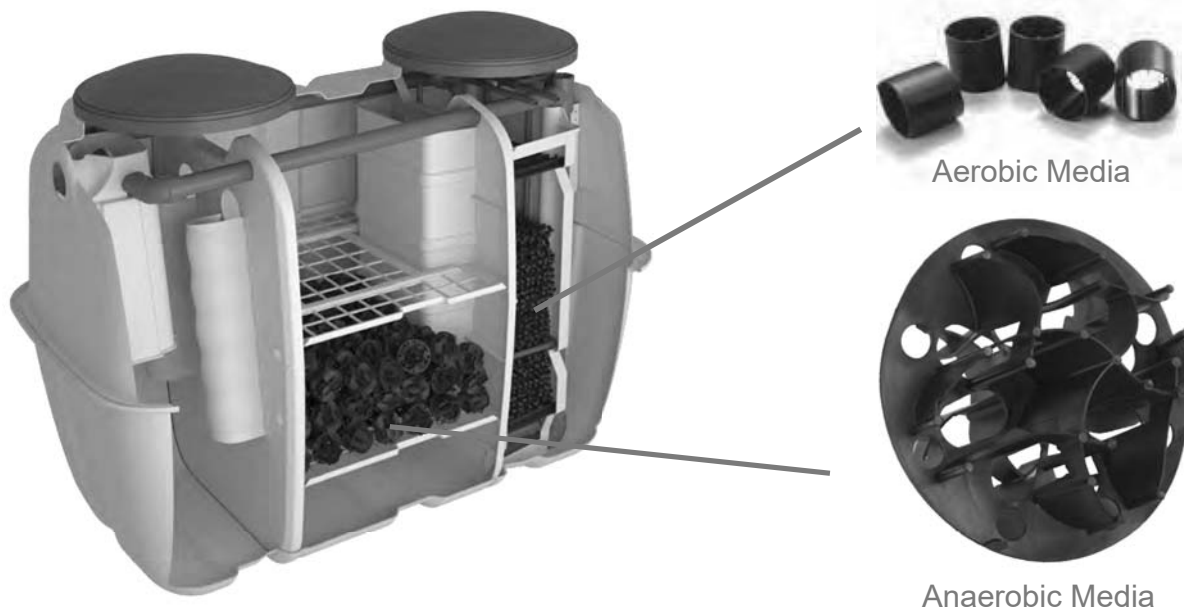
Clarus Environmental is a division of the Zoeller Company, an industry leader in pumps and pumping systems since 1939. Our objective is to meet the growing demand for solutions, products, and services in the fields of environmental protection and wastewater treatment. We seek to provide our customers with environmentally friendly solutions by offering high quality products and proven technology. When it comes to wastewater treatment systems and products, Clarus Environmental has the solutions for you.

Fusion® Series Overview

The Fusion® Series Treatment Systems combine the best elements of anaerobic and aerobic digestion to provide superior wastewater treatment. The system readily and consistently meets the secondary treatment standards of 9 mg/L CBOD₅, and 9 mg/L TSS. Because the Fusion® is equipped with built-in pretreatment, no additional septic tank is needed unless required. The system's two types of media provide a stable environment to ensure that strong bacterial colonies remain even after high flow events that may impede the performance of a normal septic tank.

The anaerobic chamber uses fixed media to improve the efficiency of traditional primary treatment. The aerobic chamber employs suspended media in two zones to enhance secondary treatment. The upper zone provides a stable home for beneficial bacteria to colonize. The packed lower zone provides a filtration mechanism while a sludge return process enables the efficient reduction of suspended solids in the effluent. Additionally, an automatic backwash routine stirs the media with air, twice daily, to thoroughly break up accumulated solids. These solids are then returned to the sedimentation chamber. Denitrification is achieved by returning nitrified effluent to a carbon-rich anoxic environment in the first chamber.

The use of media within the Fusion® yields extremely reliable treatment. Although wastewater constituents and flow rates can vary from day to day, the Fusion® will continue to perform consistently, effectively, and efficiently. The system can even sustain low or no flow periods for several months with little or no disruption of effluent quality.

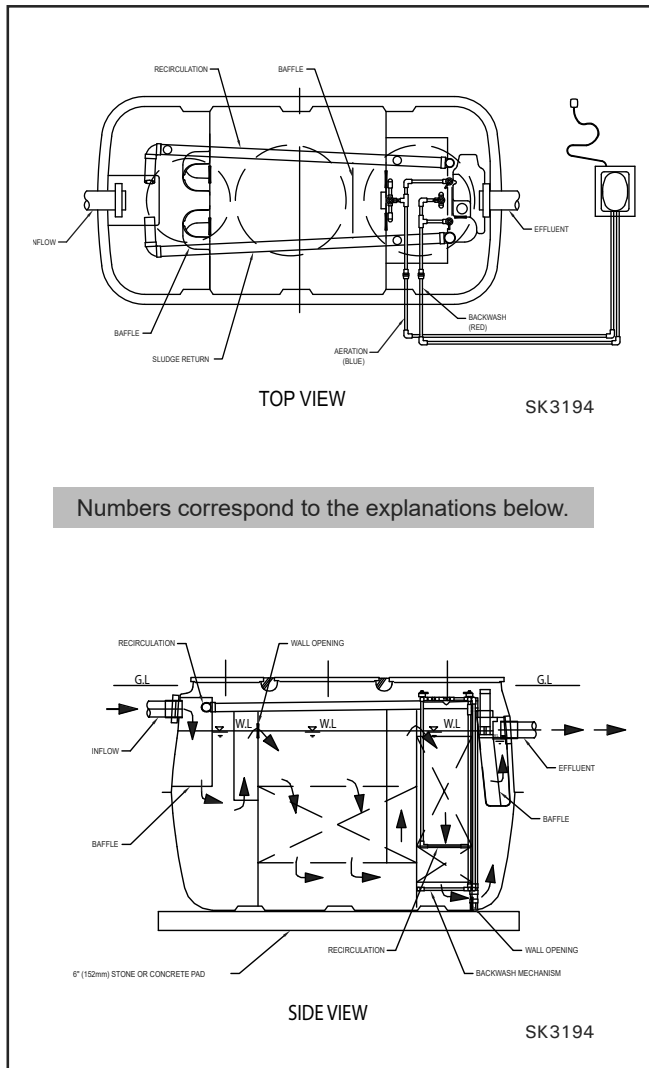


PROCESS DESCRIPTION

How the **Fusion**[®] system works



Certified to
NSF/ANSI
Standard 40
Class 1
Performance
Designation



Numbers correspond to the explanations below.

1. Sedimentation Chamber

This chamber is designed to physically separate solids (sludge) and floating materials (scum) from the incoming water.

2. Anaerobic Chamber

This chamber contains a spherical-skeleton type of filter media (4.3 inch diameter). Through fixed film processes on the surface of the filter media, biological anaerobic treatment thrives while suspended solids are captured. Furthermore, the microorganisms in this chamber convert nitrates in the recirculated effluent returning from the aerobic chamber to gaseous nitrogen. The nitrogen then escapes to the atmosphere.

3. Aerobic Filter Media Chamber

The aerobic floating and circulating filter media chamber consists of an aeration upper section and a filter media lower section. The chamber is filled with hollow, cylindrical filter media (0.6 inch diameter and 0.55 inches long). Biological treatment takes place with the help of the fixed film growth on the filter media surface. Aeration is continuous. Residual suspended solids are captured by the filter media circulating in this section.

The filter media in the Aeration chamber are backwashed regularly (5 or 10 minute cycle, twice a day) by the backwash system located at the bottom of the chamber. The backwashed effluent is transferred by air lift back into the sedimentation chamber for further digestion.

4. Treated Water Storage Chamber

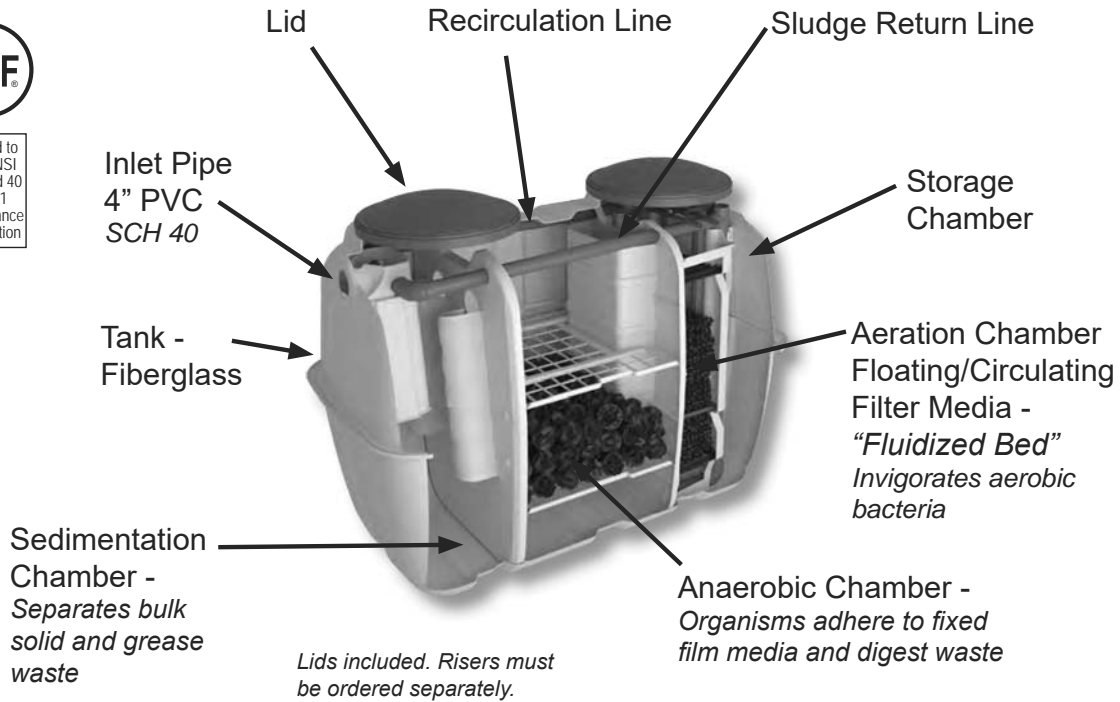
During normal operation, a recirculation line transfers a portion of the treated effluent back into the sedimentation chamber by way of an air lift. This chamber is designed to temporarily store treated effluent coming out of the aerobic filter media chamber. The treated effluent in the storage chamber is ready for discharge.

All Clarus Environmental products must be installed and maintained in accordance with all applicable codes.

Product information presented here reflects conditions at time of publication. Consult factory regarding discrepancies or inconsistencies.



Certified to
NSF/ANSI
Standard 40
Class 1
Performance
Designation



Application:

Residential/commercial wastewater secondary treatment

Treatment Unit Types:

- 5250-0001 → 450 GPD
- 5250-0003 → 800 GPD

Waste strength reduction*:

- 9 mg/l CBOD₅
- 9 mg/l TSS

*Based upon residential strength waste and NSF/ANSI Std 40 performance evaluation.

Material:

Materials will not corrode in the septic environment.
Media never needs to be removed or replaced.

Easy to install or retrofit:

Fusion® Series Treatment Systems are compact, efficient, and designed to be installed in a typical residential/commercial environment.

Maintenance:

The system requires semiannual maintenance and will be provided with maintenance contract information. Maintenance provider is dependent upon geographical location.

Chambers	Actual Values	
	Volumes (gallons)	
Model Number	ZF450	ZF800
Sedimentation Chamber	130	258
Anaerobic Chamber	262	526
Aeration Chamber	80	132
Storage Chamber	73	129.5
Total	545	1046
Inflow in gallons/day	450	800
Size: Width in inches	44	56
Length in inches	85	99
Height in inches	62	74
Weight in pounds	504	882

Versatility

Fusion® Series Treatment Systems are easily installed in both new construction and retrofit applications.

Other applications in which Fusion® Systems are beneficial include:

- high water tables
- shallow bedrock
- shallow soil restrictive horizons
- heavy clay soils
- small lots
- renovation of failed systems
- environmentally sensitive areas
- surface discharge applications
- reuse applications

Always consult your state and local regulations for specific design & installation requirements.

Fusion® Discharge Options

Treated effluent from the Fusion® system is suitable for discharge into either a soil absorption system or to the surface. Discharge options are dependent upon the site/soil conditions as well as the state and local regulations.

Soil Absorption Systems

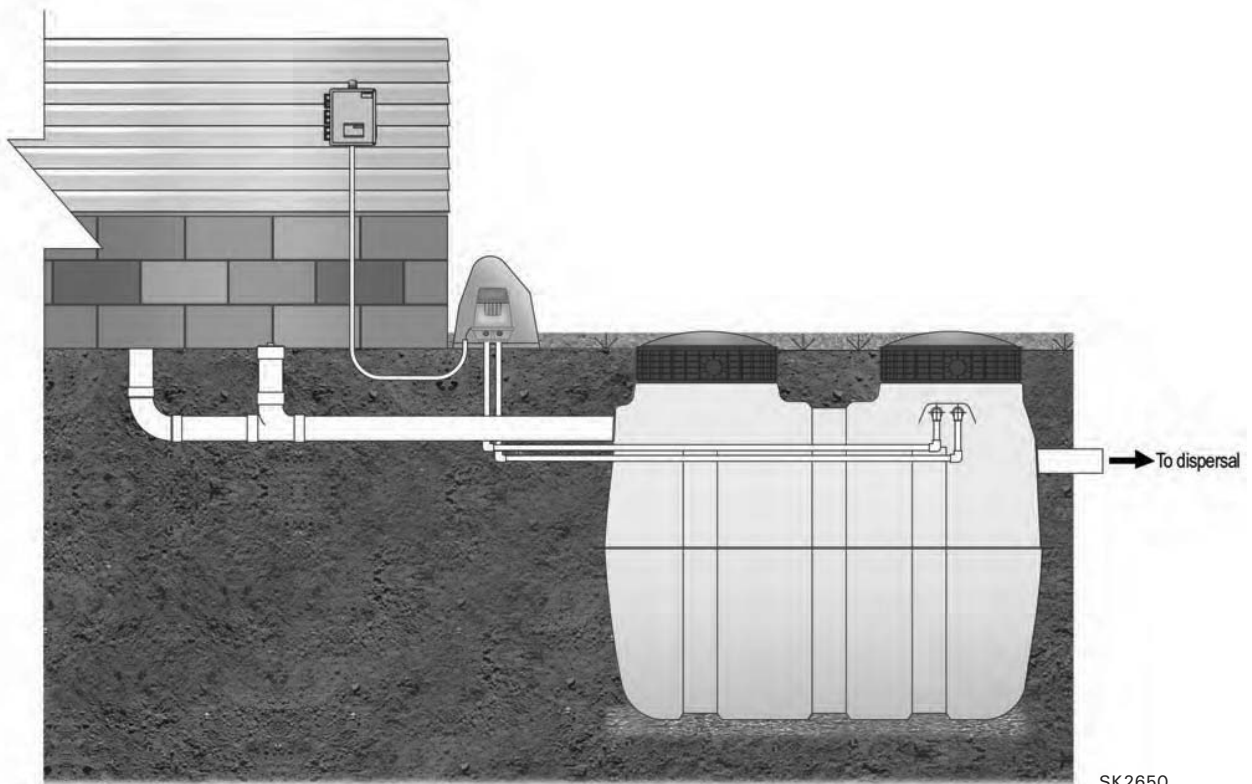
Since the Fusion® system treats effluent to such a high level, many state and local regulations allow a reduction in the size of the soil absorption system compared to soil absorption systems receiving conventional septic tank effluent. This is based upon the fact that the bulk of the treatment occurs within the Fusion® system, rather than in the soil. Finished Fusion® effluent can be dispersed into nearly all available soil absorption options. Conventional gravel trench systems, leaching chamber systems, drip irrigation systems, and various gravelless pipe technologies are all examples of common dispersal technologies following Fusion® treatment.

Surface Discharge Systems

Surface discharge options typically include either direct/indirect stream discharge or surface irrigation systems. The treated effluent normally requires disinfection by chlorination or ultraviolet light to reduce coliform bacteria to acceptable levels. In addition, a post-treatment aeration device may be required to increase dissolved oxygen levels, depending upon state and local regulations.

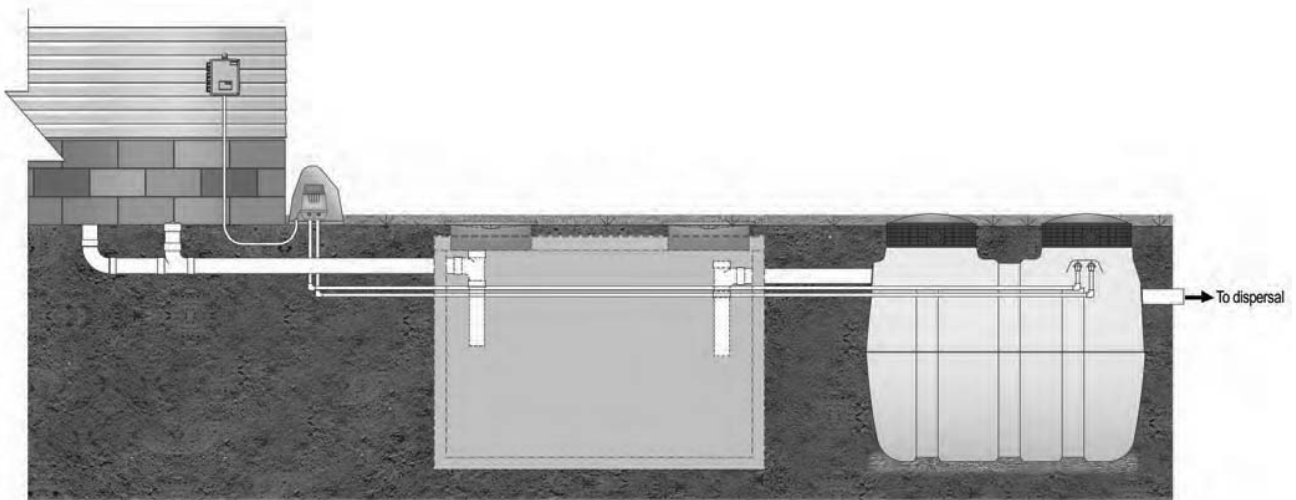
For additional information or assistance with discharge options, please contact Clarus Environmental.

Typical Gravity Flow Fusion® Installation



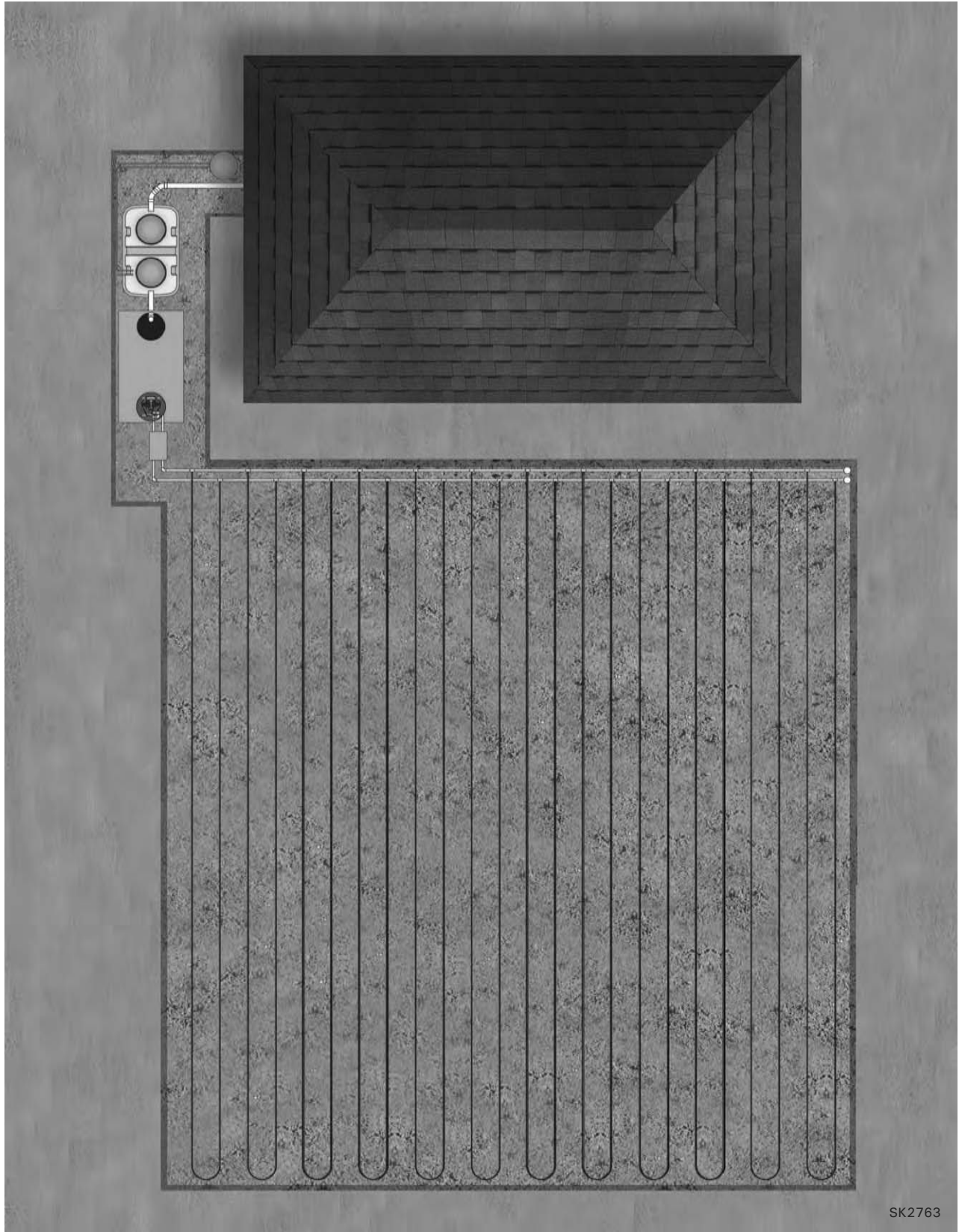
SK2650

Fusion® with Optional Septic Tank



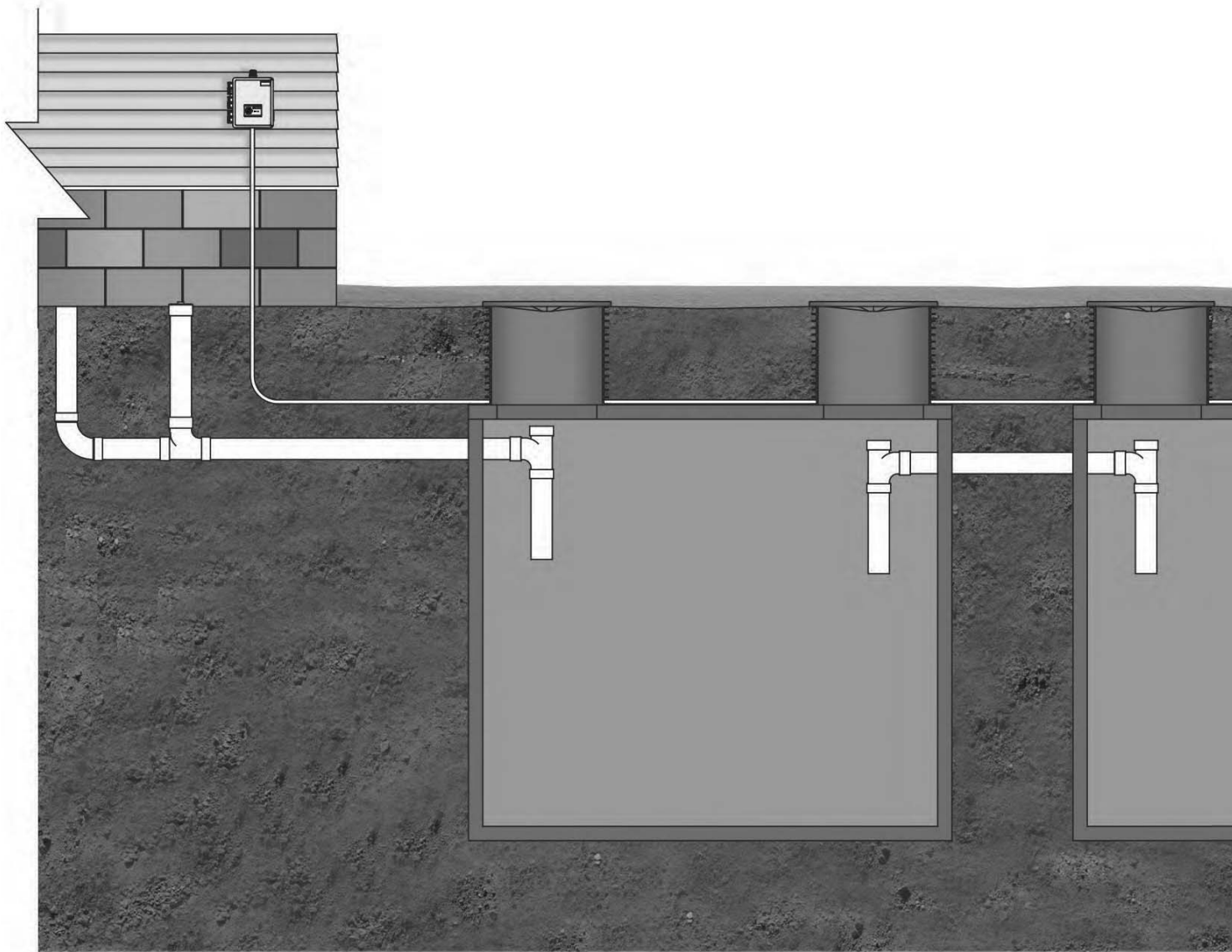
SK2650

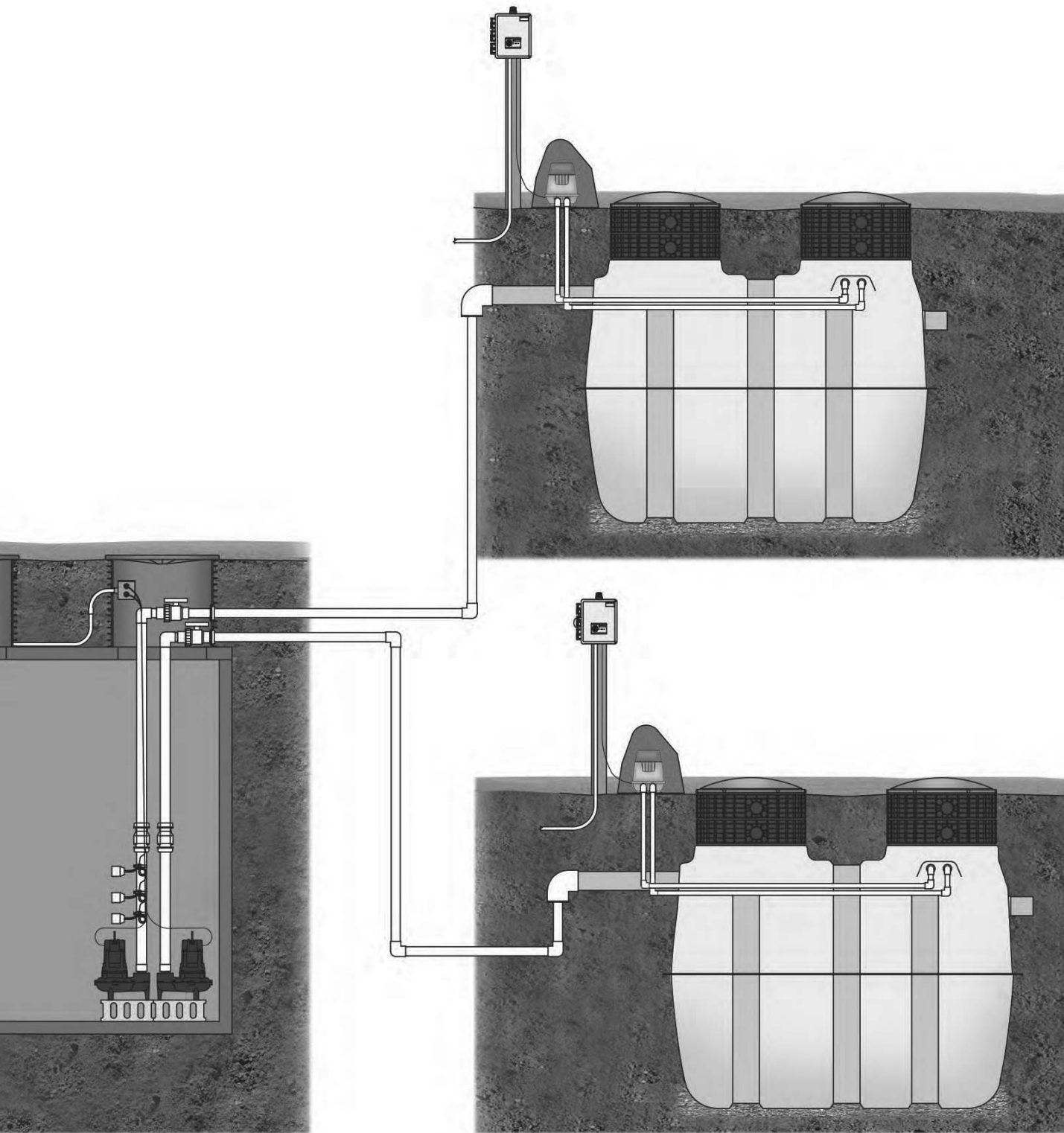
Fusion® Layout with Drip Dispersal



SK2763

Pumping to Multiple Fusion® Units





FUSION® UNITS & ACCESSORIES

Fusion® Series Treatment Systems

P/N 5250-0001 ZF450 Fusion®
P/N 5250-0003 ZF800 Fusion®

Economy 20" and 24" Riser Systems*

P/N 5085-0001 20" X 6" Riser
P/N 5085-0002 20" Cover
P/N 5086-0001 24" X 6" Riser
P/N 5086-0002 24" Cover

- Injection molded, exceptionally strong
- HDPE is noncorrodible in a septic environment
- Watertight
- Simple to install
- Stackable
- Economical



*All Fusion® Systems come with lids. Risers can be added to bring lids to grade.
ZF450 has 2 - 24" diameter openings
ZF800 has 2 - 24" diameter openings and 1 - 20" diameter opening.

UV Disinfection Unit #3G

P/N 5250-0004

The Salcor Model 3G Ultraviolet Disinfection Unit is designed to disinfect the effluent from advanced treatment units. It couples directly to the discharge pipe and is permanently installed below grade.



FUSION® SERVICE PARTS

Blower Assembly

P/N 5250-0050
Model Duo 80

Programmable compressor that feeds oxygen to the aeration chamber and powers recirculation/sludge return.

- 115V, 1 PH, 71 watt/hr
- 80L/min



Fusion® Alarm Panel

P/N 10-2148

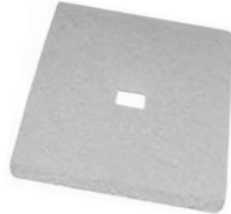
- 120V, 1 PH, 10 Amp
- Alarm float w/30' cord
- Audible and visual alarm



Blower Air Filter

P/N 152950

- Fits Duo 80 blower



Blower Diaphragm Kit

P/N 152949

- Fits Duo 80 blower



Blower Air Filter

P/N 018849

- Fits MX80, MX80N and MX80NZ blowers



Blower Diaphragm Kit

P/N 018848

- Fits MX80N and MX80NZ blowers



Fusion® Service Kit (Full version)

P/N 5250-0007

Kit contains 250 mL ladle, 60cm transparency tube, tool box, sludge judge w/ case (not shown), 1 box of latex gloves, 1000 mL graduated plastic beaker, O&M Fusion manual, maintenance check sheet and Fusion door hanger (not shown).

Fusion® Service Kit (Compact version)

P/N 5250-0035

Kit includes all items listed in the full version, except for the tool box and latex gloves.



SECTION: C3.10.120

CL0052

0120

Supersedes

0218



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clarusenvironmental.com



APPLICATION FOR A MUNICIPAL PLAN BY-LAW, AND/OR ZONING BY-LAW OR DEVELOPMENT AGREEMENT AMENDMENT

To: Mayor & Council
c/o Town Clerk
Town of Quispamsis
12 Landing Court
Quispamsis, NB E2E 4R2

Email: csnow@quispamsis.ca

OFFICE USE ONLY	
Date:	March 9, 2022
Fee Received: Yes	<input checked="" type="checkbox"/>
No	<input type="checkbox"/>
Copy to Planning Dept	<input checked="" type="checkbox"/>

To be completed by Applicant following pre-consultation with Planning Department.

Select Applicable Boxes:

- AMEND A DEVELOPMENT AGREEMENT (SECTION 59 COMMUNITY PLANNING ACT) – Fee, \$850
- AMEND ZONING BY-LAW ONLY – Fee, \$1,500
- AMEND MUNICIPAL PLAN BY-LAW & ZONING BY-LAW – Fee \$1,800

1. Date of Pre-Consultation with Planning Staff (if one was held):

late 2021
(Month/Day/Year)

2. The undersigned hereby applies to the Council of the Town of Quispamsis under Section 59 of the Community Planning Act for an amendment to a Section 59 Development Agreement, or an amendment to the Municipal Plan By-law and/or Zoning By-law as described in this application:

Registered Owner(s): Rugged Residential Inc. Cell Phone No.: 780 239 525
(Rob Wiger) Home No.: _____

Mailing Address: _____ Business No. _____
15 Coudry Rd, Quispamsis, NB Email: robwiger77@hotmail.

3. If the application will be represented by someone other than the registered owner(s) and/or the application is prepared and submitted by someone other than the registered owner(s), please specify:

Name of Agent or Solicitor: Don More Surveys & Engineering Inc. Cell Phone No.: 506 666 126
Home No.: _____

Mailing Address: 16 Fulton Ln, Saindubois, NB Business No. _____
Email: at@dmsea.ca

4. Legal Description of Property:

PIN: **PID000231928** Civic Address: _____

Subdivision Plan No. _____

Reference Plan No. _____

Other: _____

5. Current Zoning Designation: **R1** _____

6. Proposed Zoning Designation: **R2** _____

7. Dimensions in metric units of the land to be rezoned:

See attached plans

Frontage: _____

Depth: _____

Area: _____

8. Describe the existing use(s) on the subject land:

Currently vacant lands being developed as single family one acre lots (Maple Ridge Estates)

9. Why is the amendment being requested? Provide details of the proposed change in land use development?

See attached document:

Due to site constraints a sustainable community design makes much more sense for this site than the traditional 1 acre lot layout and attempting to "fix" all the natural site constraints.

10. Are any of existing buildings proposed to be demolished or removed? Yes No

a. If "Yes", identify which buildings are to be demolished or removed?

11. Identify the street name that the land to be rezoned will be accessed by?

Cargo - this will be developed as a public street

12. What types of water supply and sewage disposal are available to the land proposed for rezoning?

Municipally owned and operated water system

Municipally owned and operated sanitary sewage system

Individual Well

Individual Septic System

Other Shared wells and shared septic treatment systems (see attached documents)

13. How will storm drainage be provided?

Storm Sewers

Ditches

Swales

Other Overall site (this development plus remaining 1 acre lot area of Cargo) will be c

14. Supporting material to be attached:

- a. If available, a survey of the property.
- b. A sketch drawn to scale showing in metric units, the following:
 - the boundaries and dimensions of the subject land;
 - the location, size and type of all existing and proposed buildings and structures, landscaping and parking areas on the subject land, indicating their distance from the front lot line, rear lot line and sidelot lines;
 - the approximate location of all natural and artificial features - (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that:
 - i. are located on the subject land and on land that is adjacent to it, and
 - ii. in the applicant's opinion, may affect the application.
 - the current uses of land that are adjacent to the subject land;

- the location, and name of any roads within or abutting the subject land, and;
- the location and nature of any easement affecting the subject land.

15. If there is any additional information which may be relevant to your proposal and which should be considered by any of the departments reviewing this application, please describe below or attach a schedule outlining the particular of same.

OWNER ACKNOWLEDGEMENT AND CONSENT

I/We, Robert Viger (please print all names), the registered owner(s) of the property described as Rugged Residential Inc.

In the Town of Quispamsis, County of Kings, New Brunswick.

Dated this 9 March day of 2022


Signature of Owner(s)

AUTHORIZED AGENT CONFIRMATION

I/We, _____ (please print all names), are acting on behalf of the registered owner(s) as the authorized agent of the property described as _____

In the town of Quispamsis, County of Kings, New Brunswick.

Dated this _____ day of _____ 20 _____



Signature of Authorized Agent(s)

Attachments

Clear Form

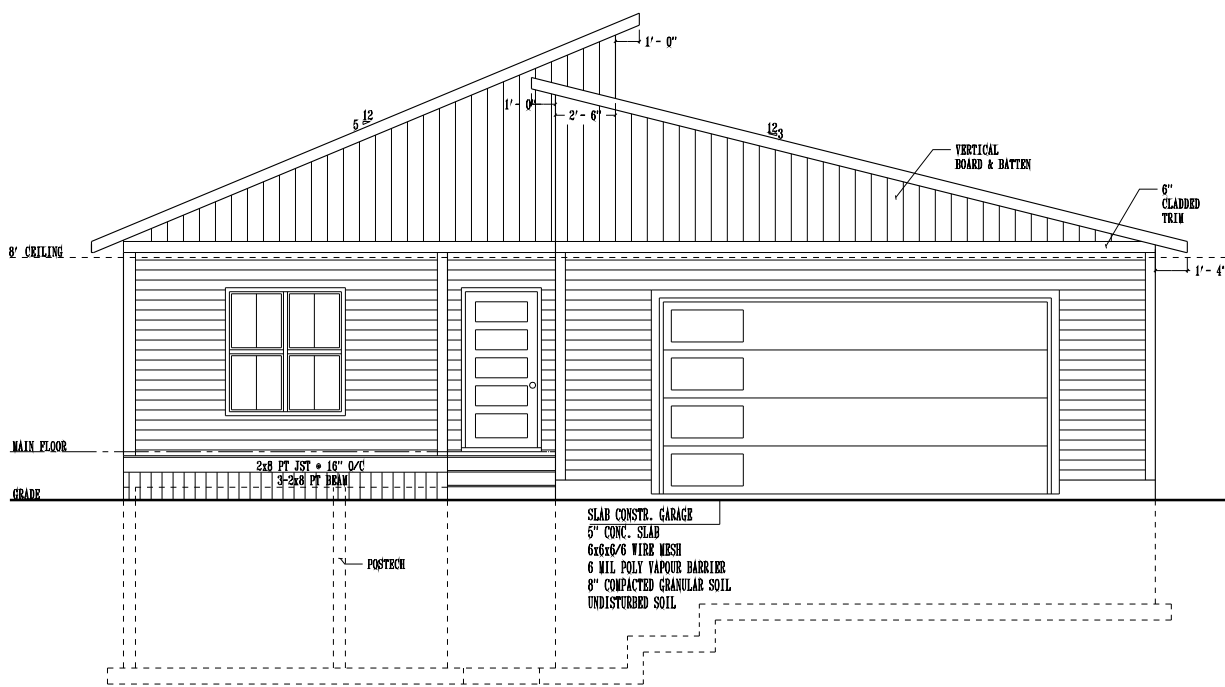
Print

Submit



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 Architectural Drafting & Design
 steve.leblanc@progers.com
 1(506)863-7254

NOTE:
 ALL LAYOUT TO BE IXL DESIGN BY
 OTHERS



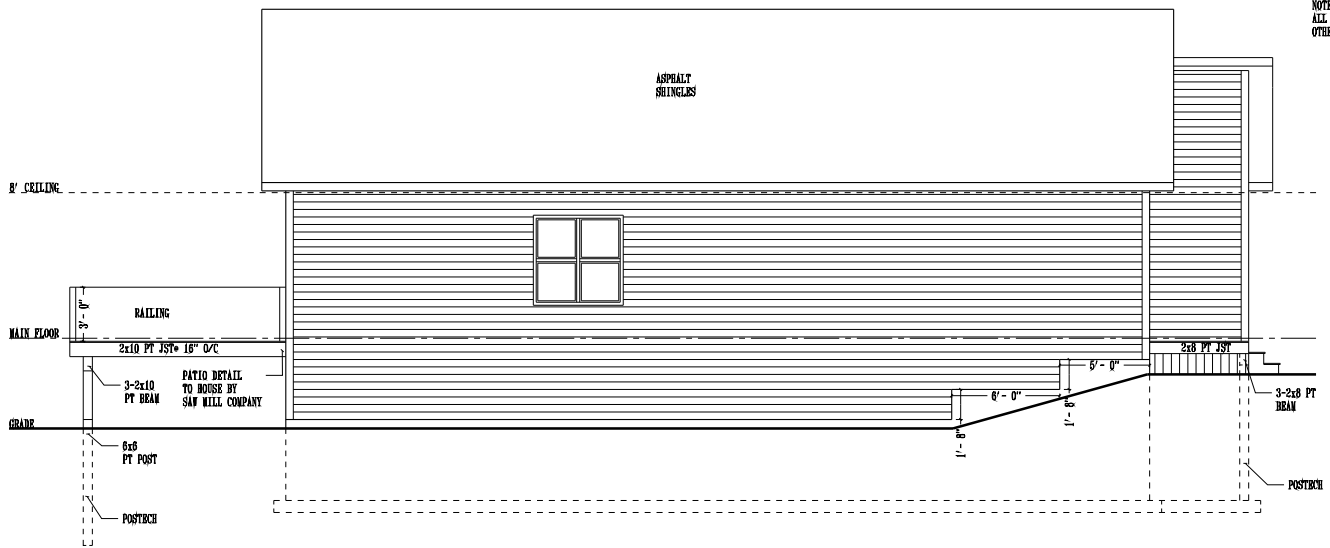
FRONT ELEVATION
 SCALE 1/4" = 1'-0"

PROJECT:	
PROPOSED HOUSE FOR ROB VIGER	
TITLE: FRONT ELEVATION	
DATE:	DRAWN BY:
DEC 20/21	SPL
CAD FILE:	JOB NO.
41-20REV2	41-20
SCALE:	ENG. NO.
1/4" = 1'-0"	A1



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 Architectural Drafting & Design
 steve.leblanc@progers.com
 1(505)863-7254

NOTE:
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 OTHERS



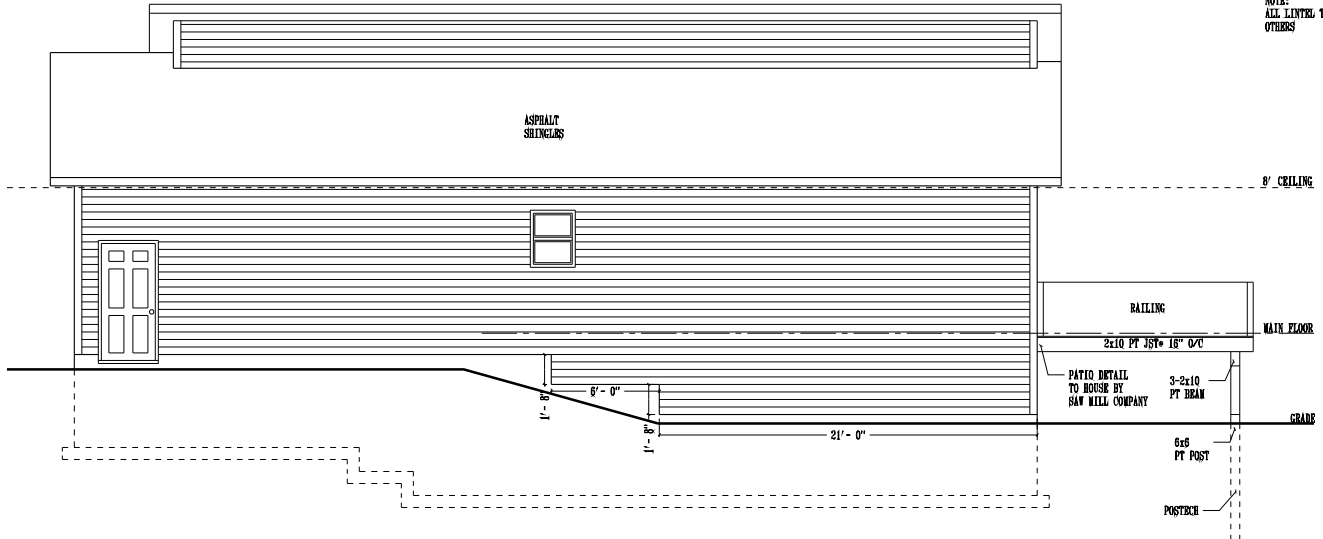
LEFT ELEVATION
 SCALE 3/16"=1'-0"

PROJECT: PROPOSED HOUSE FOR ROB VIGER	
TITLE: LEFT ELEVATION	
DATE: DEC 20/21	DRAWN BY: SPL
CAD FILE: 41-20REV2	JOB NO: 41-20
SCALE: 3/16"=1'-0"	ENG. NO: A2



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 Architectural Drafting & Design
 steve.leblanc@progers.com
 1 (505) 963-7254

NOTE:
 ALL DIMENSIONS TO BE IXL DESIGN BY OTHERS



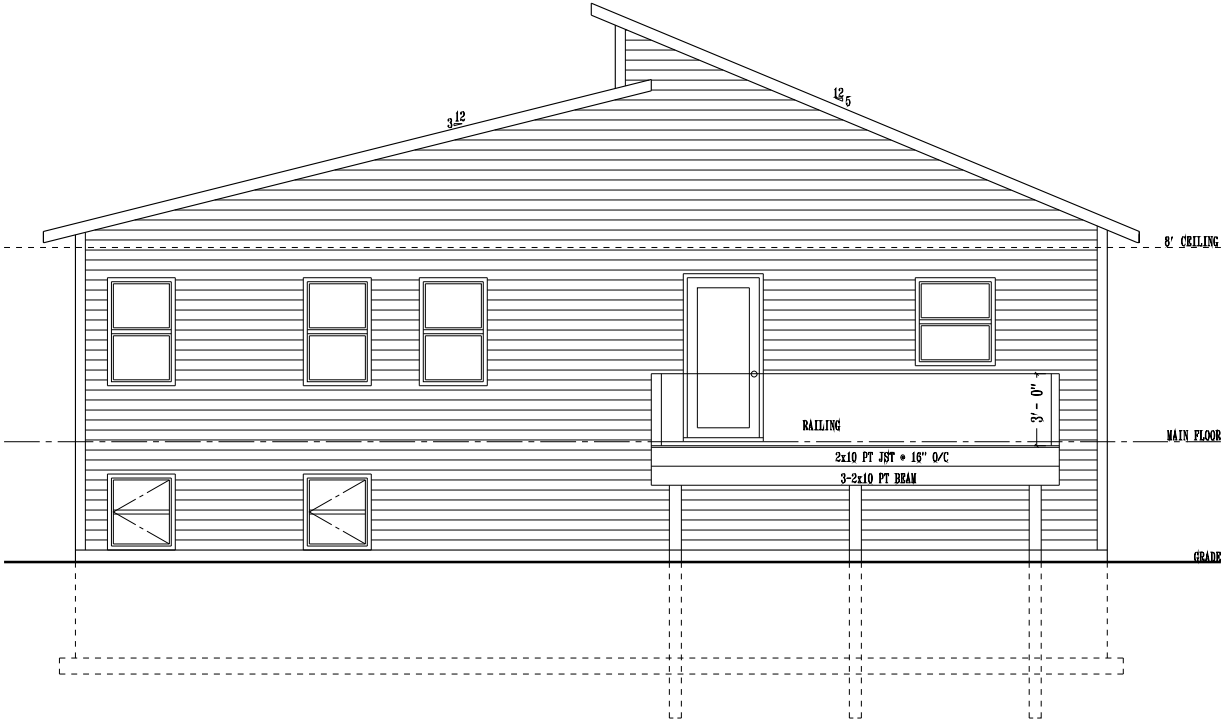
RIGHT ELEVATION
 SCALE 3/16"=1'-0"

PROJECT:	
PROPOSED HOUSE FOR ROB VIGER	
TITLE: RIGHT ELEVATION	
DATE:	DRAWN BY:
DEC 20/21	SPL
CAD FILE:	JOB NO.
41-20REV2	41-20
SCALE:	ENG. NO.
3/16"=1'-0"	A3



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 1(506)863-7254

NOTE:
 ALL DIMENSIONS TO BE I.V.L. DESIGN BY
 OTHERS

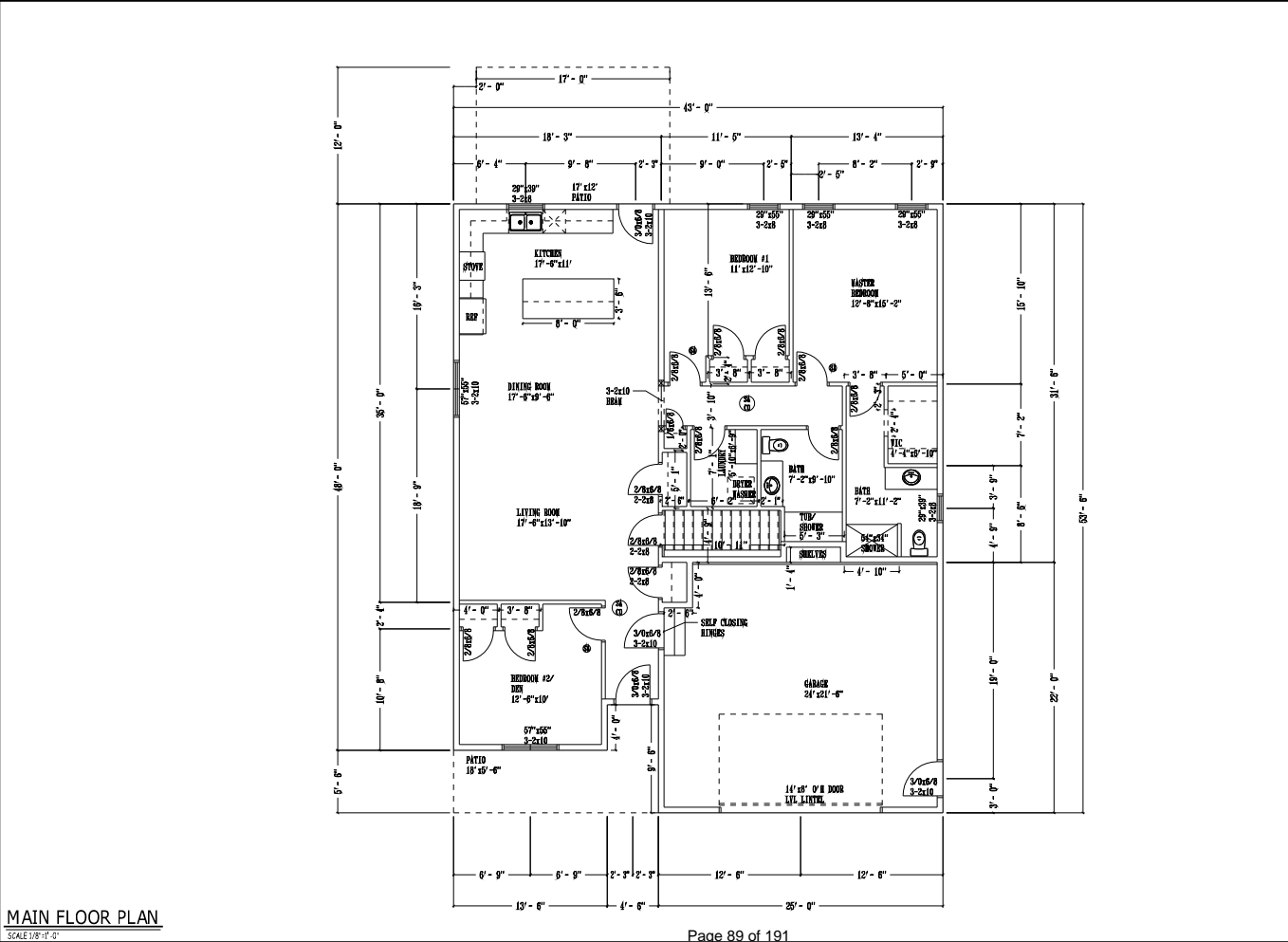


REAR ELEVATION
 SCALE 1/4" = 1' - 0"

PROJECT:
 PROPOSED HOUSE FOR
 ROB VIGER

TITLE: REAR ELEVATION

DATE: DEC 20/21	DRAWN BY: SPL
CAD FILE: 41-20REV2	JOB NO: 41-20
SCALE: 1/4" = 1' - 0"	ENG. NO: A4



MAIN FLOOR PLAN
SCALE 1/8" = 1'-0"



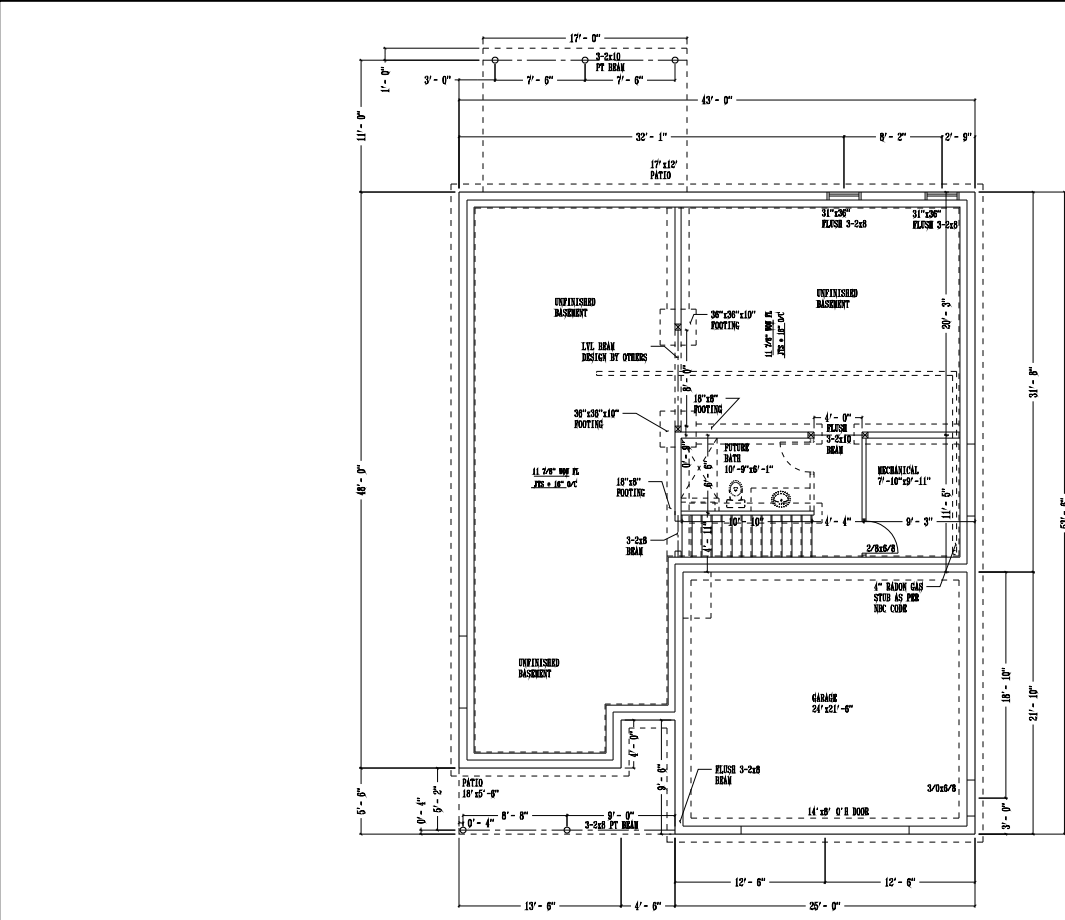
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Architectural Drafting & Design
steve.leblanc@progers.com
1(505)863-7254

NOTE: ALL LICENSE TO BE IXL DESIGN BY OTHERS

NOTE: BEFORE STARTING CONSTRUCTION, THE BUILDER MUST REVIEW AND BE RESPONSIBLE FOR ALL DETAILS AND DIMENSIONS AND ENSURE THAT THIS PLAN MEET ALL CONSTRUCTION CODES IN YOUR AREA. ANY ERRORS OR OMISSIONS TO BE REPORTED TO MULTIPROSSON BEFORE CONSTRUCTION

MAIN FLOOR SQUARE FOOT 1649

REV	DESCRIPTION	DATE
PROJECT:		
PROPOSED HOUSE FOR ROB VIGER		
TITLE: MAIN FLOOR PLAN		
DATE:	DEC 20/21	DRAWN BY: SPL
CAD FILE:	41-20REV2	JOB NO: 41-20
SCALE:	1/8" = 1'-0"	ENG. NO: A6



FOUNDATION PLAN
SCALE 1/8" = 1'-0"



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1(505)863-7254

NOTE: ALL LAYOUT TO BE IXL DESIGN BY OTHERS

NOTE: BEFORE STARTING CONSTRUCTION, THE BUILDER MUST REVIEW AND BE RESPONSIBLE FOR ALL DETAILS AND DIMENSIONS AND ENSURE THAT THIS PLAN MEET ALL CONSTRUCTION CODES IN YOUR AREA. ANY ERRORS OR OMISSIONS TO BE REPORTED TO JBLPT@PROGERS BEFORE CONSTRUCTION

REV	DESCRIPTION	DATE
PROJECT:		
PROPOSED HOUSE FOR ROB VIGER		
TITLE: FOUNDATION PLAN		
DATE:	DEC 20/21	DRAWN BY: SPL
CAD FILE:	41-20REV2	JOB NO: 41-20
SCALE:	1/8" = 1'-0"	ENG. NO: A7



Concept Plan
**Maple Ridge
Estates**
Overall View
Corduroy Lane,
Town of Quispamsis,
Kings County, NB



DON - MORE
SURVEYS &
ENGINEERING LTD.

Dwg: 19059OVA5
Dated: March 2, 2022

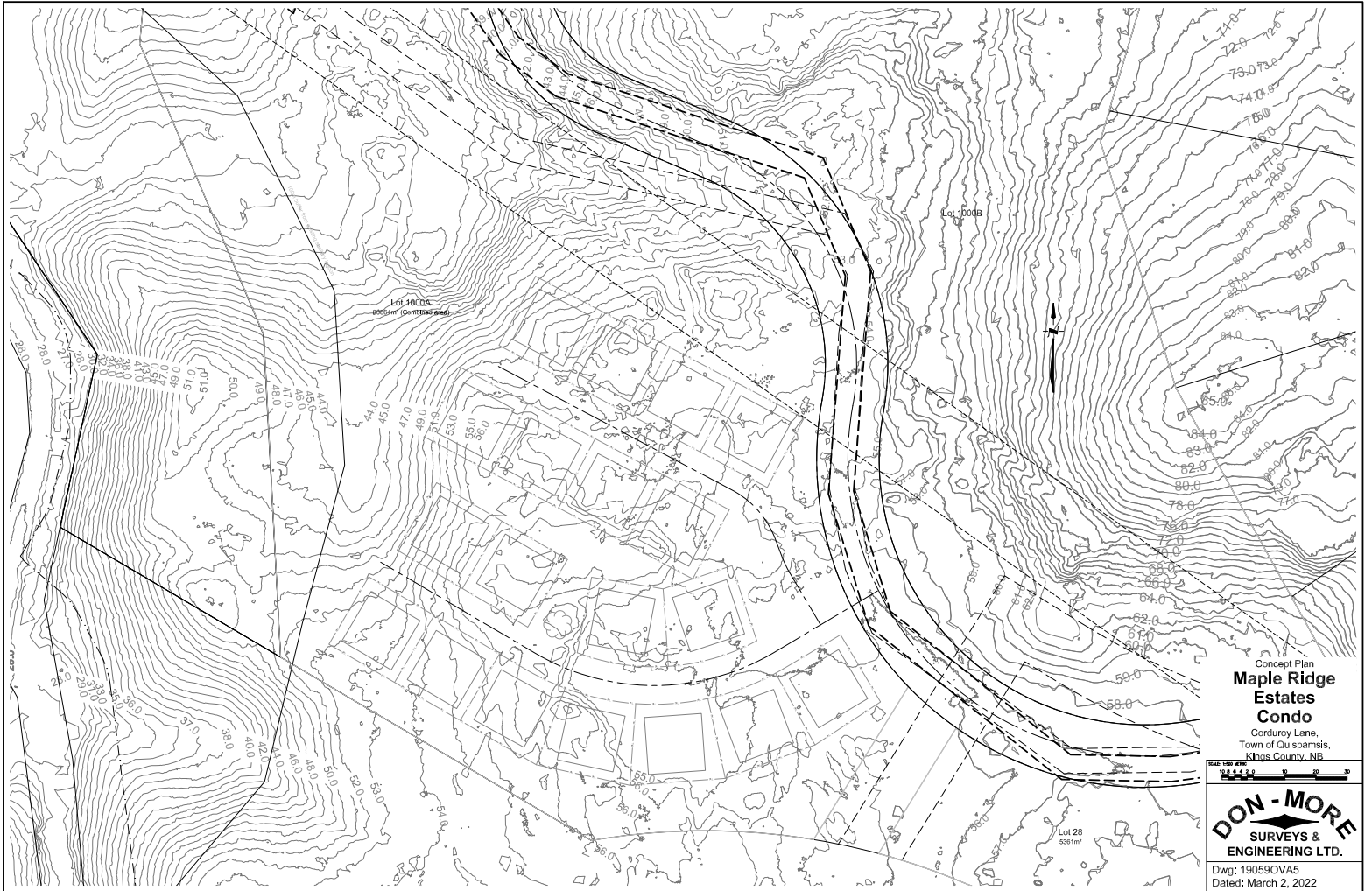


Concept Plan
**Maple Ridge
Estates**
Cargo Lane
Century Lane,
Town of Quispamsis,
Kings County, NB

DATE: 19050VA5
SCALE: 1:1000

DON - MORE
SURVEYS &
ENGINEERING LTD.

Dwg: 19059OVA5
Dated: March 2, 2022





March 2, 2022

Dwight Colbourne

Town of Quispamsis
1 Landing Court,
Quispamsis, NB E2E 4R2

VIA E-Mail: dcolbourne@quispamsis.ca

Re: Maple Ridge Estates - Cargo Lane

Don-More Surveys and Engineering Ltd. has been engaged by Rugged Residential Inc. to support the development of the next phase of Maple Ridge Estates adjacent to Corduroy Road which will consist of the extension of Cargo Lane through the remainder of the property as generally illustrated on the attached concept plan. This road extension will support the existing lots which have been created on a private access by converting them to access to a public street, as well as servicing new areas for future development.

The development will be composed of two types of development. The initial section that Cargo Lane passes through is a very challenging section in terms of development in that there are significant rock outcrops, steep slopes, a transmission line, and various site constraints that limit where development can take place. In this area we are proposing a modified approach following design guidelines based on Sustainable Community Design. https://www2.gnb.ca/content/gnb/en/departments/elg/environment/content/sustainable_communitydesign.html

The remainder of the site will be developed based on the traditional one acre lot style of development.

Sustainable Community Design

This area of the development will be developed at a similar density as the overall development, but developed as a cluster of residences concentrated in the relatively flat and more desirable area lying west of Cargo Lane. The actual mechanism used to support this development will be a bare land condominium.

The overall parcel comprises an area of about 8.1ha. This area will become the common area owned by the condominium corporation. 19 individual sites will be created linked by a private roadway system to support the development of the individual residences. Shared wells will be constructed to support the new residences. Shared on-site septic systems will be constructed to treat the effluent generated from the development. The condominium corporation will own

and maintain the private roadway system, wells and treatment systems.

This portion of the development will require a rezoning to the R2 zone to support clustered development.

Development density

The density of the proposed development is slightly less than what is allowed as-of-right using the traditional one acre lot style of development. The development footprint is approximately 8.1ha. A minimum lot using the current zoning requires 4050m². This would translate to 20 one acre lots.

The proposed approach results in the same overall density in the development, but clusters the dwellings in the more desirable and developable area of the site.

Traffic

Cargo Lane is currently a private access. This area will be upgraded to a public street standard, and extended through the development as a public street. Generally we should encourage higher density zones to be located closer to collector and arterial streets to discourage higher traffic volumes through low density residential developments.

In this case, Elliott Road is a collector street. Cargo Lane connects to Corduroy Road early in the development, resulting in the new street not passing through the existing residential area.

Even though R2 zoning is considered a higher density residential zone, in this case the resulting density following development will be similar to the existing residential development around it.

Water servicing

The new dwellings will be serviced using shared wells. As part of the detailed design process, a detailed hydrological assessment will be conducted. One of the outcomes of this will be a determination of the number of residential dwellings that can be serviced per well. Preliminary conversations indicate that we are likely to end up at a level of about 4 buildings per well.

Sanitary servicing

The new dwellings are clustered closely together. A small private collection system composed of a gravity sewer network complete with manholes and interconnected via sanitary sewer will be developed to collect and transport the sanitary from the residences to the treatment.

Treatment will be carried out using an on-site treatment solution. Partial treatment will take place using Clarus Environmental - Fusion Series Treatment System. Following treatment by this system, the effluent will pass into a drip field for final treatment.

A number of these systems are currently in use in New Brunswick and we have had

T 506.433.4427
T 506.652.7358

4-60 Maple Avenue, Sussex, NB E4E 2N5
16 Fulton Lane, Saint John, NB E2H 2W4

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info@dmse.com

preliminary discussions with both the supplier and an installer of prior systems here in New Brunswick. During detailed design, the final details of the system will be developed and approved by the Department of Public Safety.

These systems do require annual maintenance, and the condominium model is seen as a very positive benefit in helping ensure that this on-going maintenance actually happens. Part of the condominium creation and operation process is the development of a reserve fund to support activities like the on-going maintenance of this system, as well as the water wells and pumps, private roads in terms of plowing and garbage disposal, etc.

If you have any questions please contact the undersigned.

Yours truly,
Don-More Surveys & Engineering Ltd.

Andrew Toole

Andrew Toole, NBLS, P.Eng.

T 506.433.4427
T 506.652.7358

4-60 Maple Avenue, Sussex, NB E4E 2N5
16 Fulton Lane, Saint John, NB E2H 2W4

www.dmse.ca
info@dmse.com

NOTICE OF DECISION

TO: Rugged Residential Inc.
Attn: Rob Viger
15 Corduroy Road
Quispamsis, NB E2G 0K6

TAKE NOTICE that a decision of the Quispamsis Planning Advisory Committee was rendered in the matter of your request pursuant to the provisions of the *Community Planning Act of New Brunswick*.

1. Matter requested:

Council is seeking input from the Planning Advisory Committee in the Rezoning of an 8.1 hectare (19.9 acre) portion of the 13 hectare (32.1 acre) total lot area of PID 00231928 from Rural (Ru) or Multiple Residential (R2).

2. Date, Place of Consideration of Request:

Date: April 12, 2022

Planning Advisory Committee Meeting, Council Chambers

3. Decision of Committee:

That the Planning Advisory Committee support Council in the Rezoning of an 8.1 hectare (19.9 acre) portion of the 13 hectare (32.1 acre) total lot area of PID 00231928 from Rural (Ru) or Multiple Residential (R2) for a Bare-Land Condominium Development, subject to the following terms and conditions:

1. Cargo Road must be constructed to a Public street standard;
2. The private lane ways are to be designed as per the National Building Code to ensure sufficient access to all units by emergency service personnel;
3. The development must be registered with the Province as a Condominium Development under the Condominium Act;
4. The Onsite Sewage Disposal system must be designed by a professional engineer as per the New Brunswick Technical Guidelines for On-site Sewage Disposal Systems and Department of Public Safety;
5. The completion of a Comprehensive Water Source and Supply Assessment and undergo screening as it relates to the completion of Environmental Impact Assessment;

6. An engineered design Stormwater Management Plan and Drainage system stamped by a registered Professional Engineer licensed to practice in the Province of New Brunswick is to be completed and submitted for each phase of the development;
7. Street lighting installation at the entrance to the development shall be installed;
8. All building lights to be downward directed;
9. All materials and equipment ordered on site are the responsibility of the Developer;
10. The Developer is to enter into a Developer's Agreement with the Town of Quispamsis;
11. The lands shall be developed in accordance with the most recently dated Building and Development Plans filed with and approved by the Town for each phase;
12. The total number of units is nineteen (19) units for that portion being proposed for Condominium Development;
13. A review of the LPP credit is to be undertaken prior to final plan approvals to ensure LPP obligations as it relates to the proposed development is found to be in compliance with the Subdivision By-law. If additional LPP requirements need to be satisfied, the Developer is to submit a proposal to the PAC for review prior to final subdivision plan approval by the Council; and
14. If the Development does not substantially proceed within six (6) months of the date of approval for each phase, the Developer shall restore the lands to an attractive natural state, and such restoration is to be completed within sixty (60) days.

4. Other:

The Planning Advisory Committee (PAC) support is only for the Rezoning of portion of the 13 hectare property of PID 00231928 from Rural (Ru) or Multiple Residential (R2) for a Bare-Land Condominium Development as outlined in the received plans. Further review of the PAC may be required as the development proceeds.

DATED this 14th day of April A.D., 2022.

Cc: Building Inspection Department, Town of Quispamsis

Cc: Andrew Toole, Don-More Surveys & Engineering Ltd. 4-60 Maple Avenue, Sussex, NB E4E 2N5



Violet Brown, Secretary
Quispamsis Planning Advisory Committee

**AMENDMENT NO. 038-36
TO ZONING BY-LAW NO. 038
A BY-LAW OF THE MUNICIPALITY OF QUISPAMISIS RESPECTING ZONING**

BE IT ENACTED by the Council of the town of Quispamsis that Zoning By-Law No. 038, a By-law of the Municipality of Quispamsis Respecting Zoning, is hereby amended as follows:

By rezoning the following property from “Rural” (RU) to “Multiple Residential” (R2), subject to the property owner entering into a development agreement pursuant to the provisions of Section 59 of the *Community Planning Act, 2017, Ch. 19*:

A parcel of land, identified as PID No.: 231928, consisting of approximately 8.1 hectares of a 13 hectare parcel, off Corduroy Road, and further identified as Maple Ridge Estates – Cargo Lane.

READ FIRST TIME:

READ SECOND TIME:

READ THIRD TIME AND ENACTED:

S E A L

X

Elizabeth (Libby) O'Hara
Mayor

X

Catherine Snow
Town Clerk

Schedule "A"



Sources:
SNB Property Fabric February 2022
Quispamsis Orthophotography 2020

Maple Ridge Proposed Condo Development
Ortho

0 25 50
Meters
Date: 2022-04-01



QUISPAMISIS TOWN COUNCIL REGULAR MEETING MINUTES

**April 19, 2022, 7:00 pm
Council Chambers
Quispamsis Town Hall**

Present: Mayor Libby O'Hara
Deputy Mayor Mary Schryer (Electronic Attendance)
Councillor Mike Biggar
Councillor Noah Donovan
Councillor Kerrie Luck
Councillor Kirk Miller
Councillor Emil T. Olsen
Councillor Beth Thompson

Brandon, Krista; Treasurer
Colbourne, Dwight; Municipal Planning Officer
Kennedy, Aaron; Acting CAO
Losier, Gary; Director of Engineering & Works
MacInnis, Lisa; Assistant Clerk
Purton Dickson, Dana; Director of Community Services

Absent: Snow, Catherine; Town Clerk (out of town)

1. **Approval of Agenda**

Moved By Councillor Thompson
Seconded By Councillor Donovan

The Agenda be approved as presented.

Motion Carried

2. Mayor's Comments

Comex Public Transit – Mayor O'Hara referenced the rising gasoline costs and invited people to take advantage of the Comex Bus Service, noting it is an excellent opportunity to increase ridership as well as to reduce GHG emissions.

NB Power Program – Mayor O'Hara made note that the Town of Quispamsis' Climate Change Committee has partnered with NB Power in a Community Outreach Program. Quispamsis residents, who are a senior on a fixed income, a tenant of a rental property, or a homeowner unable to introduce more expensive energy retrofits at this time, will qualify for a free Energy Efficiency Kit.

Earth Day (Friday, April 22) – Mayor O'Hara encouraged residents to get out and help beautify the community by cleaning up litter from around each neighbourhood.

3. Treaty Acknowledgement - Ukraine Solidarity - Moment of Reflection

Councillor Luck read the Treaty acknowledgement – Moment of Reflection and – Acknowledgement of Solidarity for the People of Ukraine.

4. Disclosures of Interest

No disclosures were declared.

5. Presentations

5.1 2022 Volunteer Recognition Awards

Councillor Biggar read introductions for each of the following 2022 Volunteer Recognition recipients:

1. Arthur Cipryk – KV Food Basket
2. Denis Talbot – Fundy Gymnastics Club
3. Dr. Lisa Yang – Kennebecasis Valley Community Caring for Children (KV3C)
4. Sherry Kiervin – KV Pickleball Club
5. Dean MacLean – KV Minor Baseball
6. Karen Parker – KV Girls Softball Association
7. Amanda Rouse – Girl Guides of Canada – Kennebecasis Area
8. Tim Lowery – Parkland in the Valley

9. Shawn Toner (Constable) – Kennebecasis Regional Police Force
10. Tina Cooper – Hockey Ministries Atlantic
11. Nita Driscoll- Kings Way Care Centre
12. Romain Torrecilla- Fundy Soccer
13. Regeena Christie- Chris Saunders Memorial Elementary School
14. Mike Currie- Yamaji Dojo Martial Arts & Fitness Centre
15. Grace Anderson- Royal Canadian Sea Cadet Corps Bras d'Or

Moved By Councillor Donovan

Seconded By Councillor Thompson

Council congratulate and applaud the recipients of the 2022 Volunteer Recognition Awards in acknowledgement of their many dedicated contributions and service to the community.

Motion Carried

6. Public Hearings (none)

7. Minutes of Previous Meetings

7.1 April 5, 2022 - Regular Meeting

Moved By Councillor Donovan

Seconded By Councillor Biggar

Minutes be approved as prepared.

Motion Carried

8. Unfinished Business

8.1 (Feb. 15/22) Review of Council Code of Conduct By-law - Staff Report from Acting CAO and Copy of Current By-law Showing Proposed Changes

A Staff Report from the Acting CAO provided the current by-law with proposed changes as per Council's motion from the Feb. 15, 2022 Regular meeting.

Council members reviewed and discussed proposed changes to the Code of Conduct By-law No. 056, and highlighted the following sections for additions, changes or clarity:

1. Section 3.g. Conflict of Interest - reference section on Conflict of Interest in *Local Governance Act*;
2. Section 3.i. Use of Municipal Assets and Services – clarification regarding political activity.
3. Section 4.d. Complaints - strengthen this section to provide greater clarity on procedure.

Moved By Councillor Olsen

Seconded By Councillor Biggar

This item be tabled pending further information from Staff reflecting the discussions and proposed changes recommended by the Acting CAO and Council members.

Motion Carried

8.2 (Oct 2021 - Budget Mtg) Hammond River Park - Driveway Resurfacing - Staff Report from Director of Community Services

The Director of Community Services' Staff Report indicated the Town is using \$384,000 in Canada Community-Building Funding (CCBF), formerly known as the Gas Tax Fund, to upgrade the entrance and greenspace at Hammond River Park.

In addition, as part of the 2022 Budget, the street leading to the park, Reynar Drive, is being paved as part of our 2022 Street Capital program and requested Council consider paving the driveway and parking lot to the Hammond River Park.

Moved By Councillor Biggar

Seconded By Councillor Thompson

That Council add paving the driveway and parking lot at Hammond River Park to the 2022 Street Capital Program, with funding for this additional work coming from the Canada Community-Building Fund/interest, operational savings within Community Services or capital reserves if needed.

Motion Carried

8.3 (Apr. 5/22) Request from Canada Games Aquatic Centre – CRA Liability for Wage Subsidy - Staff Report from Town Treasurer, Krista Brandon

A Staff Report from the Town Treasurer provided an update concerning the Covid Relief Funding for the Canada Games Aquatic Centre that was presented to Council at the April 5, 2022 Regular Meeting. The Regional Facilities Commission 2022 Budget request noted that the Canada Games Aquatic Centre had a \$325,000 deficit, relating to CRA liability for Wage Subsidy that was received but that the Aquatic Centre did not qualify for. The Commission voted not to fund the deficit at that time hoping that the CRA would reverse their decision and the liability would be removed.

Further, Ms. Brandon noted, unfortunately this is not the case, and the Town has received a formal request dated April 7, 2022 from the Canada Games Aquatic Centre to fund Quispamsis' portion of the liability plus the interest owing, the Town's portion of the deficit is \$56,346.30 plus \$4,320.11 in interest for a total of \$60,666.41.

Moved By Councillor Olsen

Seconded By Councillor Luck

Council approve the request for additional funding for the Canada Games Aquatic Centre due to their unfunded liability plus interest that is now due in the amount of \$60,666.41 with funding coming from any 2022 surplus or the General Operating Reserve.

Motion Carried

9. **Correspondence** (none)

10. **By-laws**

10.1 (Feb.15/22) KV Custom Homes - Rezoning Application - Proposed Zoning By-law Amendment No. 038-35 - Residential (R1) Single & Two Family to Residential (R3) - Terrace Dwellings - Property Identified as 124 Pettingill Road - PID No.'s 30216527 and PID No. 00251694

In Attendance: Andrew McIntyre, Proponent

Mr. Andrew McIntyre was in attendance to answer any question on his rezoning application to rezone approximately 4.7 hectares, (11.32 acres), of land with access off the Pettingill Road and Heritage Way from Residential (R1) to Terrace Dwelling (R3). The proposed three phased Terrace Dwelling Development will consist of a total of 44 Distinct Ownership units contained in 15 separate buildings.

Moved By Councillor Donovan

Seconded By Councillor Biggar

Council give third and final reading to Zoning By-law Amendment No. 038-35 to permit the following property to be rezoned from “Single & Two Family Residential (R1)” to “Terrace Dwelling Residential, (R3)”, subject to the property owner entering into a development agreement pursuant to the provisions of Section 59 of the *Community Planning Act, 2017, Ch. 19*:

A parcel of land, identified as PID No.: 30216527 and PID No.: 00251694, with Civic No.: 124 Pettingill Road, consisting of approximately 4.7 Hectares, (11.32 Acres), of land with access off the Pettingill Road and Heritage Way. Read First Time - March 15, Read Second Time March 15; and Read Third and Final Time April 19, 2022.

Motion Carried

10.2 Proposed By-law Amendment No. 036-05; A By-law of the Municipality of Quispamsis Respecting Signs - Staff Report from Municipal Planning Technologist - Jennifer Jarvis (Virtual Attendance)

(Consideration of 3rd and Final Reading)

Moved By Councillor Thompson

Seconded By Councillor Miller

Whereas a notice has been published on the town of Quispamsis website pursuant to Section 15(3) and 15(4) of the *Local Governance Act*;

And Whereas the proposed By-law Amendment No. 036-05 received first and second reading at the April 5, 2022 Regular Meeting;

And further proposed By-law Amendment No. 036-05 is hereby summarized as follows:

To provide definitions for traffic control devices and feather signs;

To restrict the location of political signs in relation to any traffic control device;

To make civic numbering on freestanding signs mandatory;

To provide provisions regarding the use of feather signs within the municipal boundary;

To improve the provisions to regulate the display of sandwich boards; and t

To restrict the placement of all signs within one (1) metre of any Town owned property, with the exception of traffic control devices and signs placed by or for the Town.

NOW THEREFORE BE IT RESOLVED That the Council of the town of Quispamsis give Third and Final Reading to Proposed Amendment No. 036-05; An Amendment to the Municipality of Quispamsis Sign By-law incorporating the aforementioned changes.

Motion Carried

- 10.3 Proposed Zoning By-law Amendment No. 038-37; A By-law of the Municipality of Quispamsis Respecting Zoning - Regulating Apiary (Hobby Beekeeping) Operations

Moved By Councillor Biggar

Seconded By Councillor Miller

Council refer the proposed Zoning By-law Amendment No. 038-37 to the Planning Advisory Committee for its written views, and set a Public Hearing date for May 17, 2022 to hear and consider those wishing to speak for or against the proposed Zoning By-law Amendment.

Motion Carried

11. New Business

- 11.1 Proposed Earlier Start Time for Council Meetings - Staff Report from Acting CAO Aaron Kennedy

Moved By Councillor Olsen

Seconded By Councillor Thompson

Council agrees to change the Regular Meeting start time indicated in Section 7. B. of the Council Procedural By-law No. 033 for the months of June, July and August from 7:00 p.m. to 6:00 p.m.

Motion Carried

- 11.2 Tender No. 2022TQ03-7; Works Dept. - New Heavy Duty One Ton Crew Cab - Staff Report from Director of Engineering and Works

Moved By Councillor Miller

Seconded By Councillor Olsen

Based on staff review and information it is recommended that Council authorize staff to directly purchase a new 2022 - 4x4 Crew Cab from Dobson Chrysler Dodge to Lounsbury Automotive Limited for the bid price of \$74,585 (exclusive of HST, licensing & Tire Levy). Additional costs for the truck purchase will be assigned from any 2022 surplus if any are realized or as a reallocation of Capital reserves.

Motion Carried

- 11.3 Award of Tender No. 2022TQ03-10 - Street Capital Program 2022

Moved By Councillor Biggar

Seconded By Councillor Olsen

It is recommended Council award Tender 2022TQ03-10, 2022 Street Upgrading to the low bid from Debly Enterprises Ltd., and to enter negotiations with the low bidder to structure the tender value remove a portion of Meenan's Cove Road, as well as Sylvia Dr, Swanton Dr and Muriel Ct in their entirety from the project scope in order to adjust the project costs to \$2,199,000 (exclusive of HST). Once final project costs are accounted, any project cost beyond the current allocated budget will be redirected from any budget surplus in 2022 or be redirected from Capital reserve funds.

Motion Carried

12. Reports

- 12.1 Town of Quispamsis - Building Report As At March 30, 2022
- 12.2 Planning Advisory Committee Meeting of March 8, 2022
- 12.3 CN Rail - Vegetation Program 2022
- 12.4 Kennebecasis Valley Fire Department Inc. - February 9, 2022 - Minutes, Financials & Reports

Moved By Councillor Olsen
Seconded By Councillor Donovan

Reports be received and filed.

Motion Carried

13. **Business Arising from Committee of the Whole** (none)

14. **Adjournment**

Moved By Councillor Olsen
Seconded By Councillor Donovan

Meeting adjourn.

Motion Carried

Meeting adjourned at 8:45 p.m.

X

Elizabeth (Libby) O'Hara
Mayor

X

Lisa MacInnis
Assistant Town Clerk



TOWN OF QUISPAMISIS – REZONING SCHEDULE

Select Applicable Boxes:

AMEND A SECTION 59 COMMUNITY PLANNING ACT AGREEMENT

AMEND ZONING BY-LAW

AMEND MUNICIPAL PLAN BY-LAW & ZONING BY-LAW

APPLICANT AND PROPERTY INFORMATION	
Applicant's Contact Information:	Name: George Queen Address: 11 Kensington Ave Quispamsis, NB E2E 2T8 Telephone No.: 506-847-8572 Email: queenhomes@gmail.com
Name & Contact Information of Registered Property Owner (if different from above):	Name: Andrew Dunn Address: 62 Chamberlain Road Quispamsis, NB E2G 1C1 Telephone No.: 506-870-0797 Email: andrew.dunn76@yahoo.ca
Identification of Property:	PID No.: 251462 - Civic No.: 160 Pettingill Road Property Description: Property situated off Pettingill Road, across from Southwood Drive, and adjacent to Heritage Way – 8.9 Hectares (21.9 acres)
Current Zoning Status:	Single & Two Family Residential (R1)
Proposed Zoning Status:	Multiple Residential (R2) – Multi-Use
Proposed Use:	To construct a Mixed-Use Residential Development consisting of 18 Single Detached Dwelling Lots and 4 low-rise multiple dwelling buildings, each containing 12 low rise apartment units. Total of 66 Units
PROPOSED AMENDMENT SCHEDULE	
Council's Receipt of Application:	April 5, 2022
Public Presentation (Only required when a Municipal Plan Amendment is involved)	N/A
Refer to PAC:	May 3, 2022
Issue Notice to landowners within 100m radius of property proposed for change:	May 3, 2022
Public Hearing:	June 21, 2022
Consideration of 1 st & 2 nd Reading:	June 21, 2022
Consideration of 3 rd & Final Reading (Pending finalization of developer's agreement)	July 19, 2022 pending receipt of a Finalized Development Agreement
RECOMMENDATION for Council Motion – At the <u>May 3, 2022 Regular Meeting</u> , a motion of Council would be in order to set a Public Hearing date for June 21, 2022, refer the proposed application to the PAC, and notify property owners within a 100 m radius of the property proposed for rezoning./cps	

April 6, 2022

Mr. Andrew Dunn
62 Chamberlain Road
Quispamsis, NB E2G 1C1
Andrew.dunn76@yahoo.ca

Dear Mr. Dunn:

**RE: REZONING APPLICATION – 160 PETTINGILL ROAD; PID NO. 251462
PROPOSED MIXED-USE RESIDENTIAL DEVELOPMENT - 18 SINGLE
DETACHED DWELLING LOTS & FOUR (4) LOW-RISE MULTIPLE DWELLING
BUILDINGS EACH CONTAINING 12 APARTMENT UNITS**

This will acknowledge and thank you for your above referenced rezoning application dated March 31, 2022; and your further attendance at the April 5, 2022 Regular Meeting of the Quispamsis Town Council.

Please be informed, following your presentation, Council passed a motion to defer your application to the April 19, 2022 Regular Meeting to allow you an opportunity to submit more specific details concerning the proposed Mixed-Use Multiple Residential development you are proposing to construct at 160 Pettingill Road.

The Municipal Planning Officer will be following up with you in the near future to explain the more detailed information that is required to move your rezoning application forward to the Public Hearing stage. I have enclosed a Guideline sheet on the rezoning application process for your reference.

Trusting the above meets with your approval, and we look forward to seeing you at the April 19, 2022 Regular Meeting.

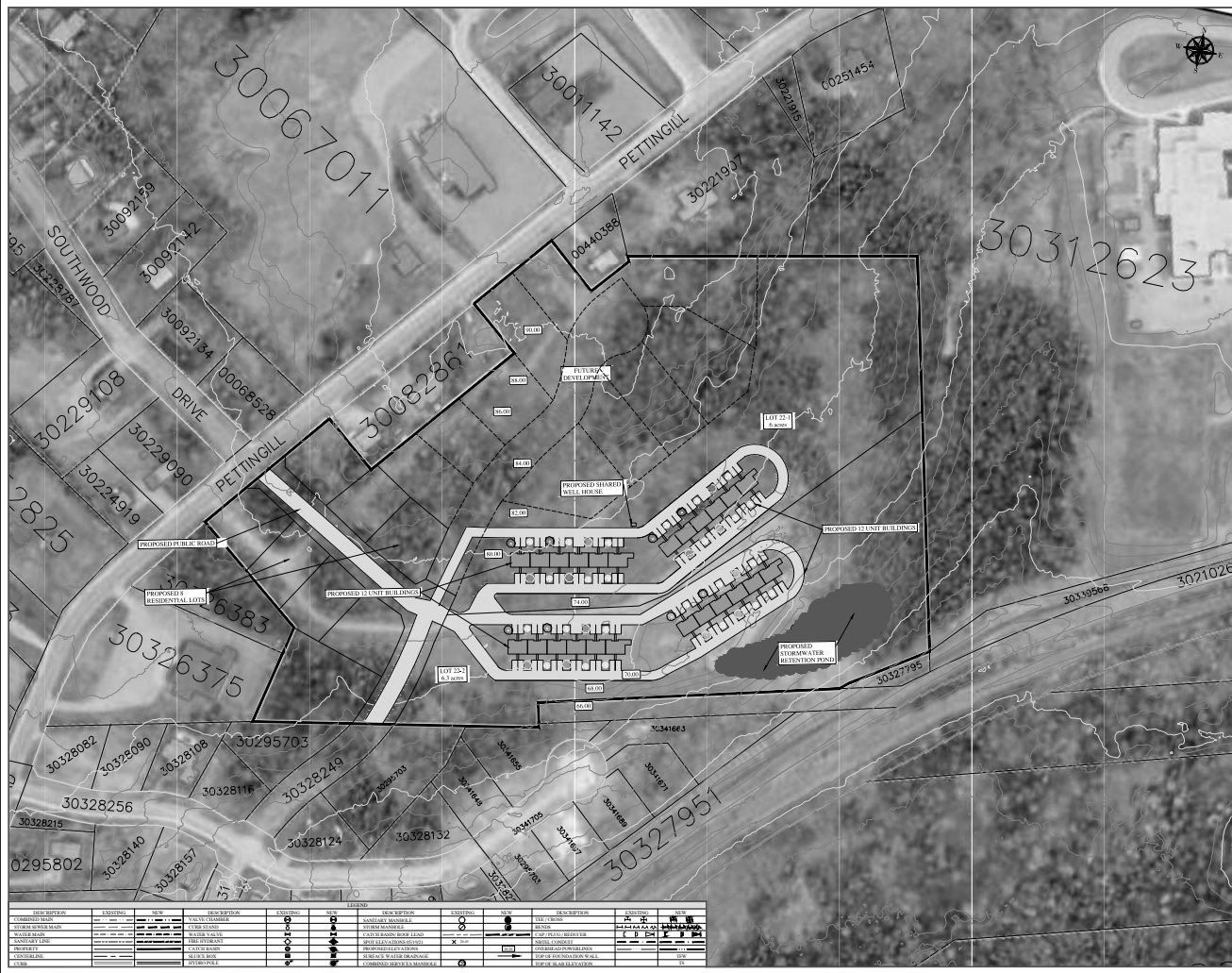
Yours truly,

Catherine Snow
Town Clerk

Enclosure

cc: George Queen, 11 Kensington Avenue, Quispamsis, NB E2E 2T8 queenhomes@gmail.com
Dwight Colbourne, Municipal Planning Officer, dcolbourne@quispamsis.ca





SITE LOCATION SCALE - METERS 1:10,000

Notes:
 - Subject Property: PID 00251462.
 - All proposed development shall conform with applicable zoning and subdivision regulations.
 - All proposed development shall conform with applicable zoning and subdivision regulations.
 - All proposed development shall conform with applicable zoning and subdivision regulations.
 - All proposed development shall conform with applicable zoning and subdivision regulations.

No.	Date	Revised
1		
2		
3		



Project Name:
**PROPOSED TOWNHOUSE DEVELOPMENT
 PID 00251462
 PETTINGILL ROAD,
 QUISPAMIS, N.B.**

Drawing Title:
SITE PLAN

Project No.: **DS421**

Sheet No.: **DS42102** of **1**



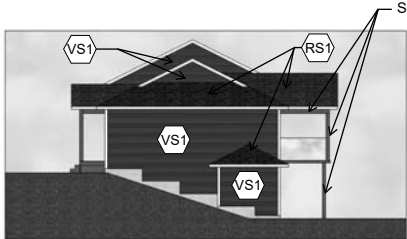
Drawn By:	ACB
Checked By:	MFJ
Scale:	MFJ
Revision:	C-1



FRONT ELEVATION
 VERTICAL TRIM TO MATCH FINISH/PROFILE OF CORNERS (TYP.)



REAR ELEVATION
 SEE NOTE 4 (TYP.)
 HORIZONTAL TRIM TO MATCH FINISH/PROFILE OF CORNERS & TO LINE UP WITH DECKS AS SHOWN (TYP.)



RIGHT ELEVATION



LEFT ELEVATION

GENERAL NOTE: GENERAL CONTRACTOR TO VERIFY ALL DIMENSIONS, QUANTITIES, ETC. PRIOR TO ORDER & INSTALLATION OF MATERIALS.

FINISHES LEGEND	
NOTE 1: 9'-0" +/- ; ENSURE FULL BOARD & BATTEN UNIT WIDTHS	
NOTE 2: ACCENT SIDING, VS2, ON 3 WALLS (RETURNS NOT ILLUSTRATED)	
NOTE 3: STAIN DECKS, POSTS, ETC. TO MATCH DORMER GABLES, VS3 (TYP.)	
NOTE 4: ALL SOFFIT & FASCIA TO BE WHITE ALUMINUM (TYP.)	
VS1	MITTEN SENTRY DOUBLE 4" HORIZONTAL VINYL SIDING COLOUR: HURON BLUE
VS2	MITTEN SENTRY BOARD & BATTEN VINYL SIDING (7"W x 10' LENGTHS) COLOUR: STRATUS
VS3	MITTEN NOVIKSHAKE 8.45" x 8' POLYMER SIDING COLOUR: CEDAR BLEND
RS1	IKO CAMBRIDGE ARCHITECTURAL ROOF SHINGLE COLOUR: DUAL BLACK

TOSS:APPLE ESTATES EXT. FINISHES – OP.2

Date: March 31, 2022

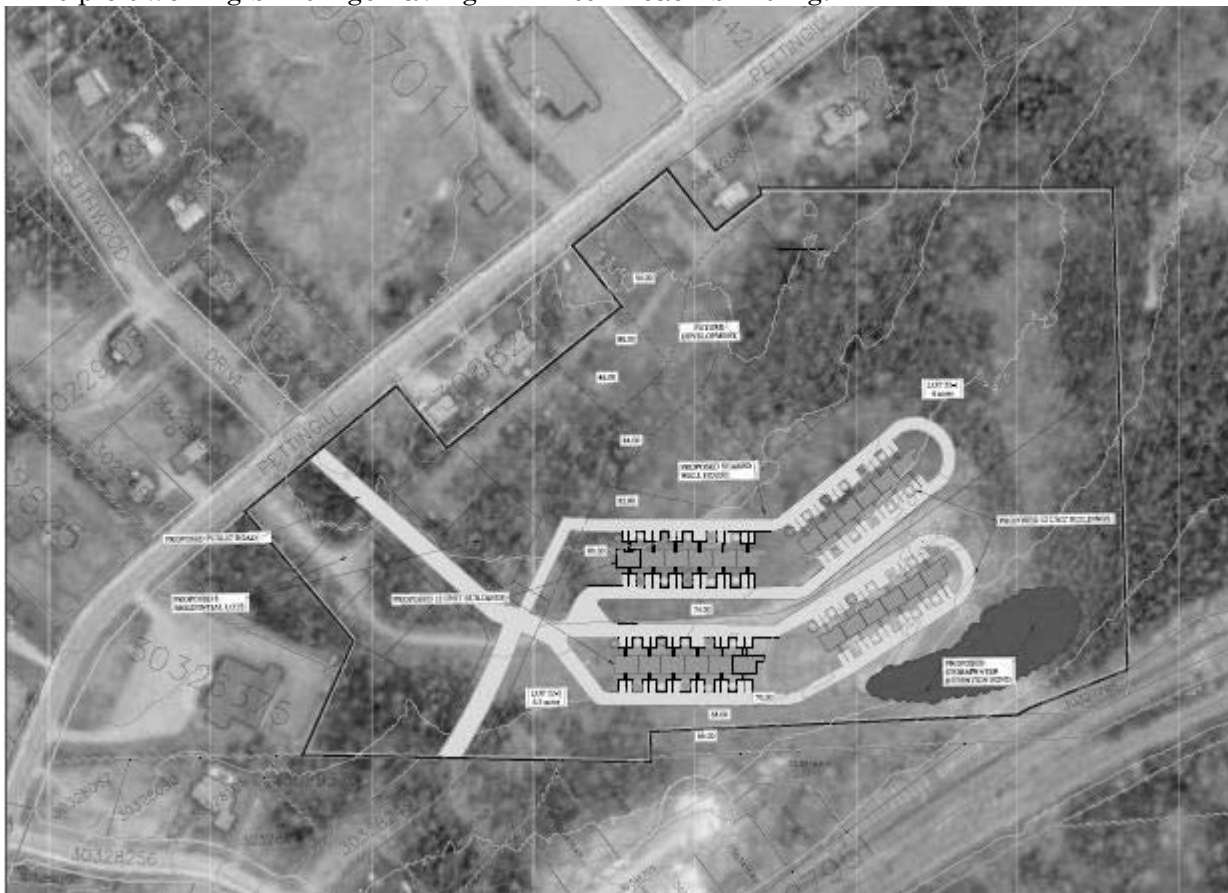
From: Dwight Colbourne, P/Tech –Planning (Development) Officer

Subject:

Andrew Dunn – Request to Amend Zoning By-law No. 038 – Rezoning of PID 251462 (160 Pettingill Road) from Single- or Two-Family Dwelling (R1) to Multiple Residential (R2) – Mixed Use Multiple Dwelling and Single Detached Dwelling Development

Background and Discussion:

Mr. Andrew Dunn is requesting an amendment to Zoning By-law 038 for a proposed mixed use residential development consisting of 18 Single Detached Dwelling Lots and four (4) low-rise multiple dwelling buildings having 12 units in each building.



The multiple unit buildings are proposed to be two -storey with the dwelling units on both levels having ground-level entrance as well as driveway access from a private lane. The units are self-contained two bedrooms, two baths and open concept living and dining. Similar

developments are under construction in Hampton and Grand Bay-Westfield. The images below show the proposed building style.

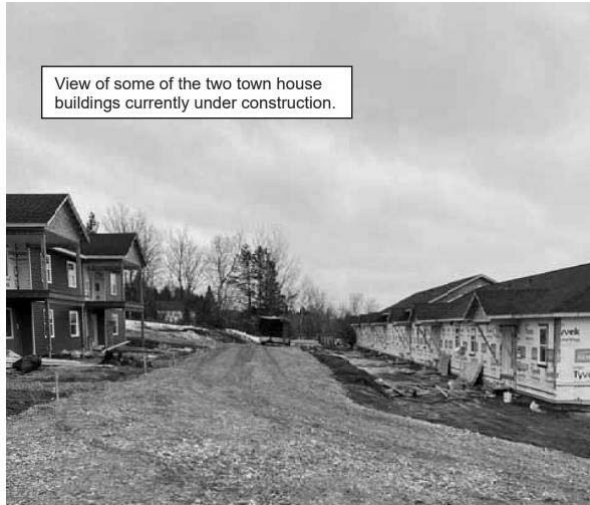


Image 1: Hampton, NB



Image 2: Grand Bay-Westfield, NB

The 18 Single Detached Dwelling lots are proposed to be located to the north and west of the multiple residential development – along the rear of the existing Pettingill Road residents and the lands adjacent to the funeral home property.

In total the development proposes 66 units on 8.9 hectares (21.9 acres) of land, which is approximately 3 units/acre. The same lands have been considered to conventional subdivision development, proposing 43 units or 2 units/ acre. While the proposed Dunn development is slightly higher density, it is considered low density development.

160 Pettingill Road is currently zoned Single or Two Residential Dwelling (R1); therefore, to allow a mixed-use development of multiple residential and single detached dwellings unit, the property must be rezoned from R1 to R2, as per the Municipal Plan By-law and the Community Planning Act (CPA).

As stated in the Rezoning Application and shown on the supporting documentation, Andrew Dunn proposes a mixed-use development for the property with:

- 48 dwelling units in 4 low-rise buildings with each building containing 12 units, and 18 Single detached dwellings on individual distinctly owned lots. The 48 units will be rental units and the property managed and maintained by Mr. Dunn's property management company.
- Access to the developments will be public streets for the single detached dwelling units and private lanes for the multi-unit buildings. The public streets will connect to the Pettingill Road and Windsor Boulevard, off Heritage Way, as well a cul-de-sac to provide access to the single detached dwellings along the rear of the Pettingill Road properties. The street design will need to incorporate traffic calming measures to create a sense of neighbourhood, reduce vehicle speeds and the volume of cut through traffic from adjacent subdivisions. The road development and access will require a traffic study to determine the impacts at the Southwood Drive and Pettingill Road intersection.
- The development will be serviced by municipal sewage with the initial infrastructure to service the lands installed during the Ritchie Lake Capital Sewage Upgrade project. The

Developer will be responsible for all design and construction cost to extend the system through the lands.

- Potable water to the single detached dwellings will be private drilled wells. The multi-unit buildings will be serviced by a communal water system – an onsite pump and well system. This style of water servicing will require approval of the province through the completion of an Environment Impact Assessment as per the provincial Clean Water Act. The communal water system will be the responsibility of the property owner (Andrew Dunn) with operation subject to the terms of approval of the province.
- The development will require a comprehensive stormwater management plan to control the site runoff, the street drainage and mitigate downstream impacts. The site plan provided shows an onsite stormwater attenuation pond next to the QR trail, which is a sloped area and raises concerns about the design of the pond, its capacity, and the construction practices to be employed to ensure slope stability.
- The development will require the provision of Land for Public Purposes and greenspace, and access to the QR trail, which has not been shown on the site plan. The submitted site plan requires more information to determine the most suitable location for the lands and the land area must be shown on the plans prior to review by the Planning Advisory Committee and the public.

As Council is aware the Municipal Plan established that lands on the Future Land designated Residential would be considered for residential densification (3 units or more) by Council through an amendment process as per Section 59 of the Community Planning Act and subject to the following:

1. The development be located on, or adjacent to, a designated arterial or collector street, so that higher traffic generated will not pass-through lower density residential streets;
2. The lot size, yard requirements, building height, number of units and parking requirements be subject to the conditions as outlined in the Zoning By-law;
3. The development will not exceed capacities of existing municipal services;
4. If the proposed site is not serviced by a municipal water system, then the proponent must undertake a hydrogeological study to demonstrate that the local well yield is of sufficient quality and quantity to support the density of development proposed and existing wells will not be adversely affected by the proposed development; and
5. There are adequate landscaped buffer areas on the lot periphery to screen the buildings and parking areas from adjacent low density residential development.

Based on the rezoning application package submitted by Andrew Dunn and the feedback received during the initial review with other Town Departments, the Planning Department recommends the applicant provide additional information before the application move to the Public Hearing stage and review by the Planning Advisory Committee. While the Rezoning Application package provides general information regarding the proposed intended land use and development, the submission does not provide sufficient information for reasonable review by the Council, the PAC and public regarding street design, mitigating traffic impacts, the streetscape, greenspace and walkability, the approach to reducing water usage, stormwater management, the overall design of the buildings specific to this site (i.e., site specific building renderings).

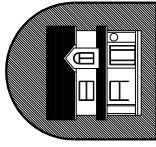
While the applicant wishes to start moving the proposed development forward through the rezoning process, as such the application is before Council, from a planning perspective it would be prudent to request more information and an update to the rezoning application package submitted to ensure the review process is fair and effective for all stakeholders.

Financial Implications:

No expected financial implications to the 2022 municipal budget

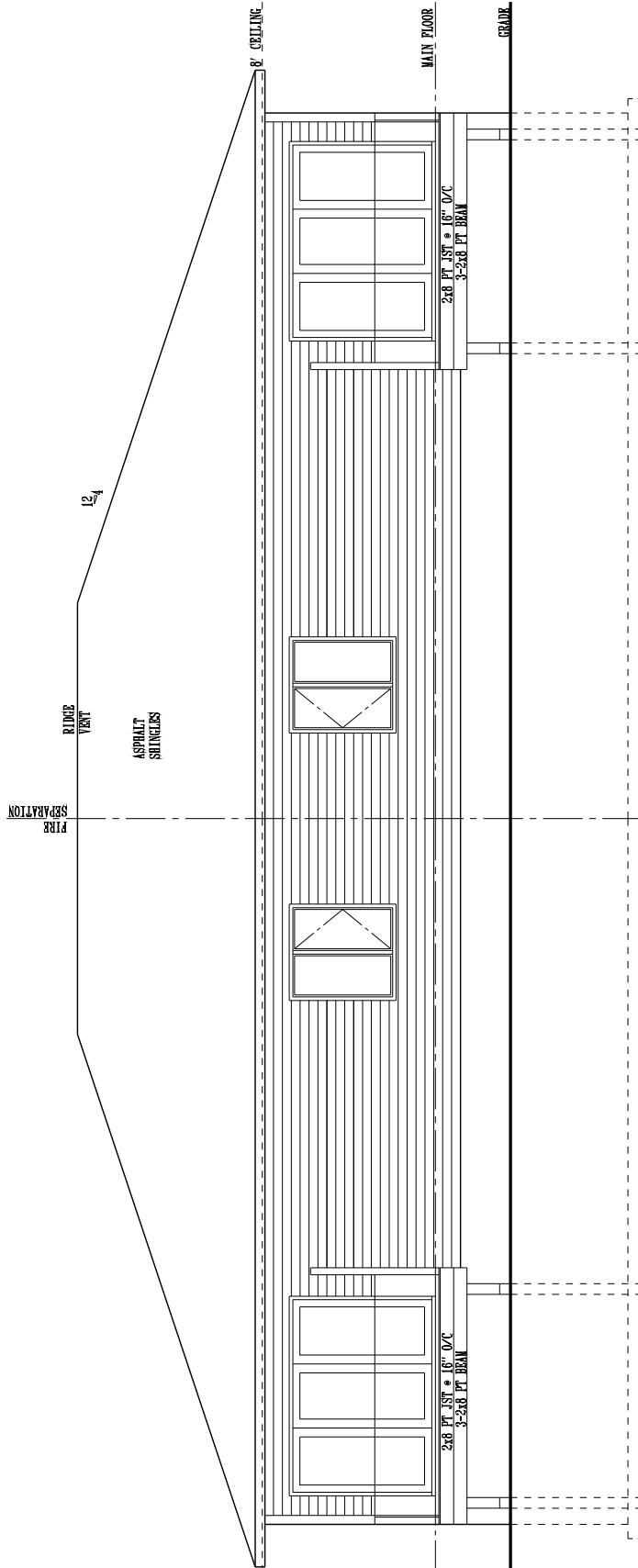
Attachment(s):

- 1. Rezoning Application – Andrew Dunn
- 2. Site Plan and General Exterior Building Views.



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 Architectural Drafting & Design
 leblancdesign95@aol.com
 1(508)863-7254

NOTE:
 ALL LAYOUT TO BE LVL DESIGN BY
 OTHERS



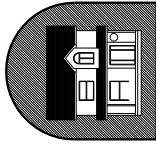
REV	DESCRIPTION	DATE

PROJECT:
 PROPOSED HOUSE FOR AMPED
 CONSTRUCTION

TITLE: REAR ELEVATION

DATE:	MAR 28/21	DRAWN BY:	SPL
CAD FILE:	41-46	JOB NO.:	41-46
SCALE:	3/16" = 1'-0"	DWG. NO.:	A4

REAR ELEVATION
 SCALE 3/16" = 1'-0"



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 leddesign95@aol.com
 1(508)863-7254

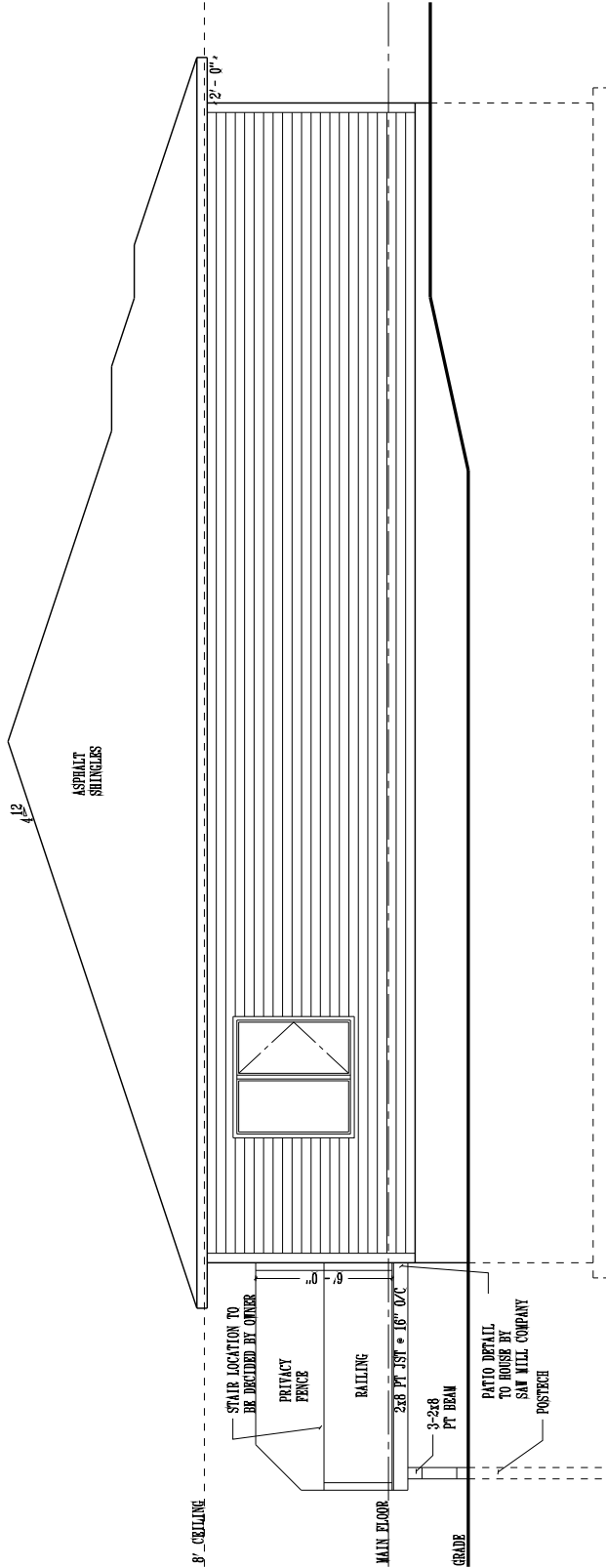
NOTE:
 ALL LINES TO BE BLD. DESIGN BY
 OTHERS

REV	DESCRIPTION	DATE

PROJECT:
 PROPOSED HOUSE FOR AMPED
 CONSTRUCTION

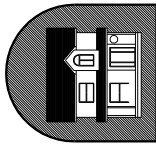
TITLE: LEFT ELEVATION

DATE:	MAR 28/21	DRAWN BY:	SPL
CAD FILE:	41-46	JOB NO.:	41-46
SCALE:	3/16" = 1'-0"	DWG. NO.:	A2



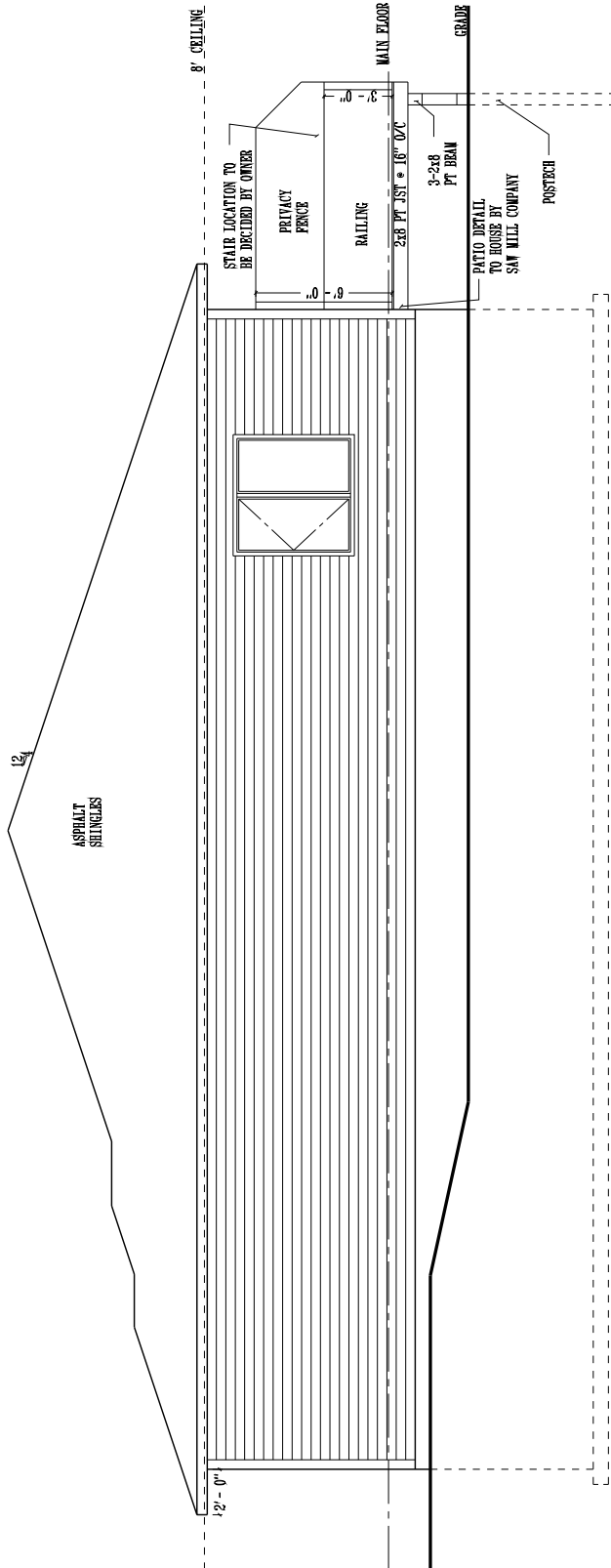
STAIR LOCATION TO
 BE DECIDED BY OTHER
 PRIVACY FENCE
 RAILING
 2x8 PT JST * 16" O/C
 3-2x8
 PT BEAM
 PATIO DETAIL
 TO HOUSE BY
 SAW MILL COMPANY
 POSTECH

LEFT ELEVATION
 SCALE 3/16" = 1'-0"



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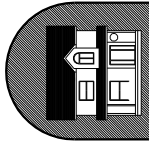


REV	DESCRIPTION	DATE

PROJECT:
 PROPOSED HOUSE FOR AMPED
 CONSTRUCTION

TITLE: RIGHT ELEVATION	
DATE: MAR 28/21	DRAWN BY: SPL
CAD FILE: 41-46	JOB NO: 41-46
SCALE: 3/16" = 1'-0"	ENG. NO: A3

RIGHT ELEVATION
 SCALE 3/16" = 1'-0"



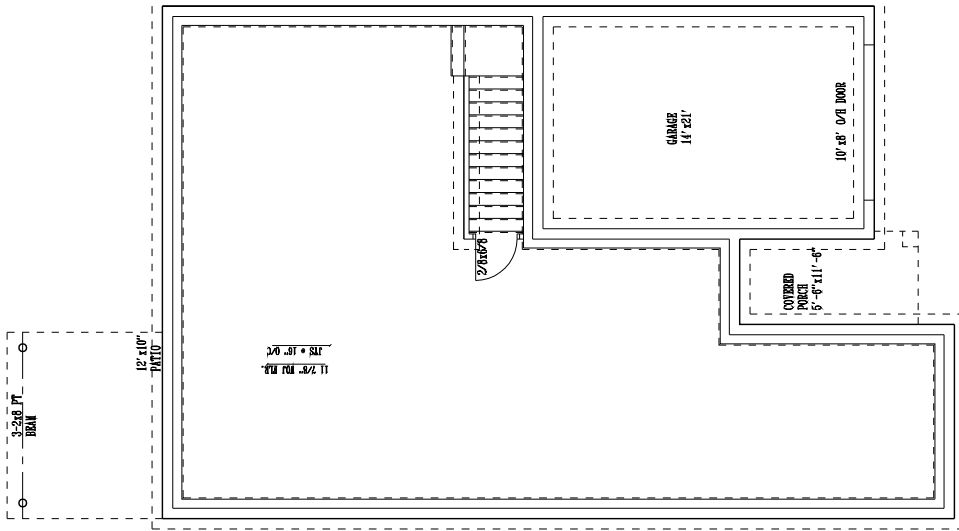
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NOTE:
 ALL LINES TO BE BLD. DESIGN BY
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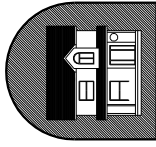
REV	DESCRIPTION	DATE

PROJECT:
 PROPOSED HOUSE FOR AMPED
 CONSTRUCTION

TITLE: FOUNDATION PLAN	
DATE:	MAR 28/21
DRAWN BY:	SPL
CAD FILE:	41-46
JOB NO.:	41-46
SCALE:	1/8" = 1'-0"
DWG. NO.:	A7

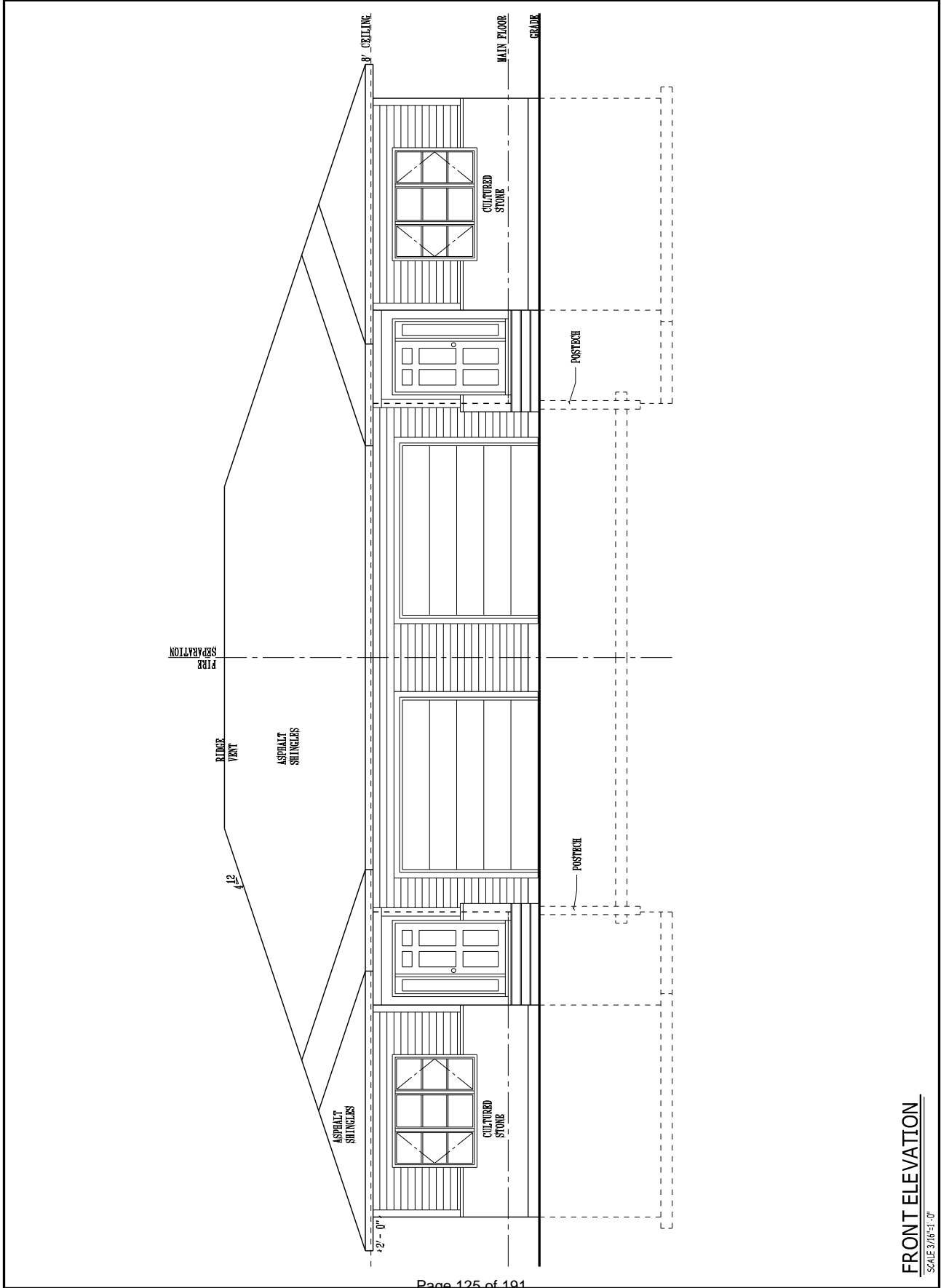


FOUNDATION PLAN
 SCALE 1/8" = 1'-0"



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NOTE:
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 OTHERS



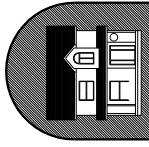
REV	DESCRIPTION	DATE

PROJECT:
 PROPOSED HOUSE FOR AMPED
 CONSTRUCTION

TITLE: FRONT ELEVATION

DATE:	MAR 28/21	DRAWN BY:	SPL
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SCALE:	3/16" = 1'-0"	DWG. NO.:	A1

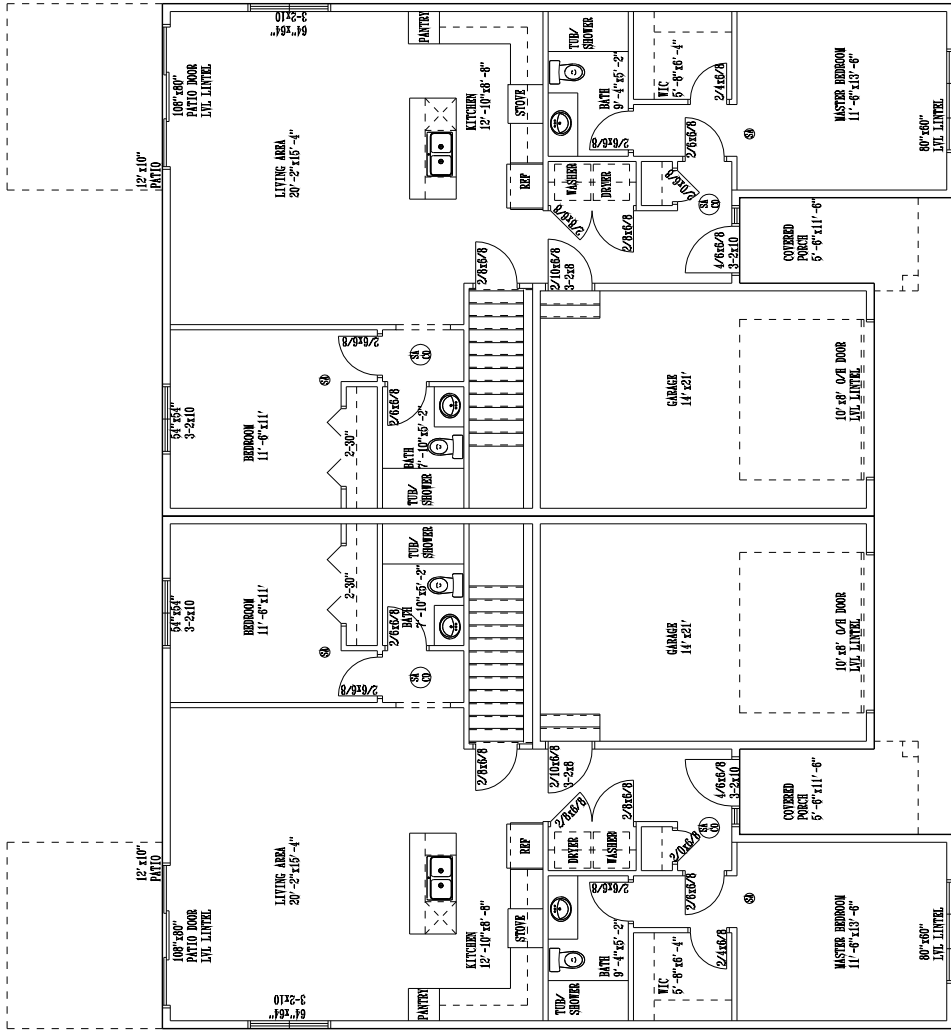
FRONT ELEVATION
 SCALE 3/16" = 1'-0"



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NOTE:
 ALL LINTELS TO BE INST. DESIGN BY
 OTHERS

MAIN FLOOR SQUARE FOOT 1203
 PER



REV	DESCRIPTION	DATE

PROJECT:
 PROPOSED HOUSE FOR AMPED
 CONSTRUCTION

TITLE: MAIN FLOOR PLAN

DATE:	MAR 28/21	DRAWN BY:	SPL
CAD FILE:	41-46	JOB NO.:	41-46
SCALE:	1/8" = 1'-0"	DWG. NO.:	A6

MAIN FLOOR PLAN

SCALE 1/8" = 1'-0"

From: [Quispamsis](#)
To: [Snow, Cathy](#)
Subject: FW: Ritchie Lake
Date: April 27, 2022 12:17:23 PM

From: Bill Mcillwraith [REDACTED]
Sent: April 27, 2022 12:03 PM
To: Quispamsis <quispamsis@quispamsis.ca>
Subject: Ritchie Lake

CAUTION: External Email- Check before you click!

Town Council

These are photos of the continuous silt being washed into Ritchie Lake . Every rain event that has happened since 2012 when the French school was started , sewage line and various subdivisions have been worked on along the Ritchie Lake water shed , the town has failed to protect erosion into the lake. Yes environmental cloth and some hay was placed in some areas , but no continuous effort to upkeep the preventative measures .

These failures are turning the lake into a wet land , hundreds of tons of silt in the last 10 or so years has turned the bottom of the lake from a gravel base in the back of my to a soft muddy soft bottom that is now just grass . Am I exaggerating the truth , don't think so . If a couple of inches of silt has reached my back yard then extrapolate the area its covered . Last summer the grass has made it impossible to swim in areas that previously very swimmable , the grass is now growing 10-20 long and is covering huge areas of the lake .

In the 80's the residents had to contact the federal government to get the town to correct the sewage problem on the lake road sewage pump , I hope it doesn't have to go back to them to correct a situation that should have been delt with 10 years ago . due diligence does not mean that because you installed or had installed environmental cloth that you can just walk away from the ongoing problem.

We need your help.

THX Bill Mcillwraith
[REDACTED]











Staff Report

to Council

Date: April 29, 2022

From: W. Gary Losier, P.Eng , Director of Engineering and Works

Subject:

Sediment Control – Ritchie Lake - Residents' Concerns

Background and Discussion:

The Town was contacted by residents with concerns regarding the infiltration of sediment into Ritchie Lake over the last few years, particularly during high rainfall events. Town staff does conduct regular site and stream inspections to monitor and report on potential causes for the discoloration in the lake.

During their development, the schools and subdivisions development did have, and do continue to have, erosion controls in place. Unfortunately, the most recent spring occurrences most likely were caused by a breach in the existing controls and by new erosion controls measures not being installed in a timely fashion as developers continued construction in their subdivisions. This investigation of evidence led staff to new areas of construction and existing sediment control measures that were not functioning as intended after the winter had collapsed them.

As a follow up, over the past few weeks the Town has been in contact with both Provincial Dept of Environment and the Federal Fisheries expressing our concerns with the sediment issues impacting Ritchie Lake. We have also been in contact with the developers and their consultant of the subdivisions above the lake.

Provincial Officials were on site of the new development conducting inspections and identifying remedial measures for the contractor to undertake to provide additional protection for sediment control.

The Town has requested updated developer's infrastructure plan which includes stormwater management, and we will continue to have our staff inspectors reviewing the area regularly and we will monitor any work undertaken by the developer to ensure they include appropriate sediment control methods. We have also requested updates from the Provincial and Federal agencies responsible for watercourse protection.

The three-tier approach for sediment and erosion protection relies on all the partners following up on their responsibility and unfortunately if one segment is not dedicated to the required roles then one visible and detrimental impact is the discoloration of the lake and undesired sediment build-up.

The developer must adhere to municipal and provincial regulations for their development by installing and maintaining in a timely fashion all measures required to control sediment and erosion. The Town inspects and approves initial submitted plans and site installations while the province inspects and approves ongoing site measures and introduces the ultimate enforcement should public stream and waterways become impacted.

With respect to enforcement the Town could either withhold or deny permits for development should there be incidents of non-compliance. The Province carries much more powerful enforcement tools from fines to mandatory remedial work as part of their control measures.

Financial Implications:

There are no immediate impacts to the Town as the ongoing inspections and developer compliance process is included in our regular operational budgets.

Attachment(s):

Identify attachments

Recommendation:

Town staff continue to monitor development impacts to Ritchie Lake and discuss with the respective Provincial and Federal enforcement agencies where increased erosion and sedimentation protection measures and standards should be considered and how would these measures be introduced.

NOAH DONOVAN

Councillor, Quispamsis

2022-04-20

cc: Aaron Kennedy, Acting CAO, Quispamsis.

RE/ Ridesharing Bylaws.

Mr Kennedy,

I am respectfully asking that you and your staff investigate the idea of amending, or drafting a bylaw to allow the use of rideshare services such as Uber and Lyft within the Town of Quispamsis.

At its April 19th 2022 meeting, Saint John City Council gave first and second reading to a new bylaw that would permit the use and operation of rideshare services within the city.

During this meeting, it was noted that for companies like Uber and Lyft to be attracted to our region, Saint John and the surrounding areas must be aligned on the bylaws aforementioned.

It is my belief that rideshare services would have a positive impact on our community, and that they would provide an extra, more modern layer of transportation that will be required for our growing town.

Noah

A handwritten signature in black ink, appearing to be 'Noah', written in a cursive style.

N. DONOVAN

12 Landing Court.
Quispamsis, NB E2E 4Z4
ndonovan@quispamsis.ca
1-506-349-8298

April 1, 2022

Mayor Donna Reardon, City of Saint John
Mayor Dr. Nancy Grant, Town of Rothesay
Mayor Libby O'Hara, Town of Quispamsis
Mayor Brittney Merrifield, Town of Grand Bay-Westfield
Mayor Robert Doucet, Town of Hampton
Mayor Bette Ann Chatterton, Village of St. Martins

cc. John Collin, CAO City of Saint John, John Jarvie, CAO Town of Rothesay,
Aaron Kennedy, Acting-CAO Town of Quispamsis, John Enns-Wind, CAO Town of Grand Bay-
Westfield, Richard Malone, CAO Town of Hampton

Re: Adoption of Ridesharing Bylaws

Dear Regional Mayors,

Envision Saint John: The Regional Growth Agency is the sales, marketing, and support engine for the region – we are inviting people to visit, study, live and invest. Aligned with this work is our strategic focus on Growth Readiness – preparing our region for an influx of new visitors as travel starts to rebound and more residents and students as more people become aware of the amazing opportunities in our region and province.

Ridesharing companies like Uber and Lyft are table stakes in larger cities offering a convenient, efficient option for visitors and residents alike. As we look to attract more visitors, students to the region, immigrants, repatriate and attract new residents, our region must offer ridesharing as a transportation option to remain competitive. To accomplish this, it is critical that we adopt ridesharing municipal bylaws across the region to demonstrate we are a cohesive region with people living, working, and playing across communities.

Cruise passengers coming from the US and Europe, where ridesharing has been available for years, would have a new way to explore the region. And passengers arriving at YSJ would have an alternate, arguably more reliable, transportation option to reach their destination, no matter the time of day.

As more people embrace the need for environmental sustainability, ridesharing is a choice we must offer to support our desire to be a progressive, modern location to visit and live.

Sincerely,



Paulette Hicks
CEO, Envision Saint John: The Regional Growth Agency

Legislation introduced to enable municipalities to regulate ride-sharing services

18 November 2020

Amendments to the *Motor Vehicle Act* that would allow ride-sharing services to operate in the province have been introduced in the legislative assembly.

The amendments define ride-sharing and, as it does for taxis, the legislation sets the standard for drivers and vehicles. Local governments would be required to create bylaws that set parameters for vehicle-for-hire services.

“Ride sharing will provide New Brunswickers more choices and flexibility in accessing transportation,” said Justice and Public Safety Minister Hugh J. Flemming. “The legislation we have brought forth will provide for a fair, safe and comprehensive ride -sharing system that could benefit communities in every part of the province.”

The amendments to the act would authorize the activity, but a vehicle-for-hire service will only be able to operate where a local government has enacted a bylaw. Drivers and services will need to meet the requirements of these local bylaws.

Under the amendments, ride-share drivers will need to:

- undergo a check of their driving record;
- upgrade to a Class 4 licence, the provisions of which include providing a medical fitness report; and
- have a clean driver’s abstract.

Drivers must work through a ride-sharing company authorized by a local government or municipality.

Vehicles used for ride-share services will require an annual inspection.

Other requirements, such as a criminal-records check and insurance requirements beyond what is required under the act, may be set out in a local bylaw.

Justice et de la Sécurité publique

Dépôt de mesures législatives pour permettre aux municipalités de réglementer les services de covoiturage 18 novembre 2020

Des modifications à la *Loi sur les véhicules à moteur* qui permettraient aux services de covoiturage d’exercer leurs activités dans la province ont été déposées à l’Assemblée législative.

Les modifications définissent le covoiturage et, comme pour les taxis, les mesures législatives établissent les normes pour les conducteurs et les véhicules. Les gouvernements locaux devraient adopter des arrêtés qui établissent les paramètres pour les services de transport rémunérés.

« Le covoiturage donnera aux gens du Nouveau-Brunswick plus de choix et de flexibilité en matière d’accès au transport », a déclaré le ministre de la Justice et de la Sécurité publique, Hugh J. Flemming. « Les mesures législatives que nous avons déposées permettront d’offrir un système de covoiturage équitable, sécuritaire et complet qui pourrait être avantageux pour les collectivités de l’ensemble de la province. »

Les modifications apportées à la loi autoriseraient ce type d’activité, mais un service de transport rémunéré pourrait seulement exercer ses activités dans les endroits où le gouvernement local a adopté un arrêté. Les conducteurs et les services devront respecter les exigences de ces arrêtés locaux.

En vertu de ces modifications, les conducteurs qui offrent des services de covoiturage devront :

- faire l’objet d’une vérification de leur dossier de conducteur;
- obtenir un permis de conduire de classe 4 et, par conséquent, fournir un rapport d’état de santé; et
- avoir un dossier du conducteur vierge.

Les conducteurs doivent travailler pour une entreprise de covoiturage autorisée par un gouvernement local ou une municipalité.

Les véhicules utilisés pour les services de covoiturage devront être inspectés chaque année.

D’autres exigences, telles qu’une vérification du casier judiciaire et l’obligation de détenir une assurance supplémentaire à celle exigée par la loi, peuvent être énoncées dans l’arrêté local.

Salutations,

Danielle

Danielle Charron, Executive Director/*Directrice générale*

| Association of Municipal Administrators of New Brunswick (AMANB) / *Association des administrateurs municipaux du Nouveau-Brunswick (AAMNB)*

| 20, rue Courtney Street | Douglas, NB E3G 8A1

Phone: 506-453-4229 / Cell 506-461-5455

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THE CITY OF SAINT JOHN NEW BRUNSWICK

**A By-law Respecting the
Regulation of Ridesharing
Companies in The City of
Saint John**

**Arrêté relatif à la
réglementation des
sociétés de covoiturage
dans The City of Saint
John**

By-law Number LG-18

Arrêté numéro LG-18

An uncertified copy of this by-law
is available online

Une copie non certifiée de l'arrêté
est disponible en ligne

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RECITALS

WHEREAS The City of Saint John deems it advisable to pass this by-law because it will establish standards to regulate, control, and collect fees for the licensing of ridesharing companies;

AND WHEREAS paragraph 10(1)(g) of the *Local Governance Act*, S.N.B. 2017, c. 18, authorizes a local government to enact by-laws respecting transport and transportation systems, including carriers of persons or goods, taxis and other forms of public transportation;

AND WHEREAS section 1 of the *Motor Vehicle Act*, R.S.N.B. 1973, c. M-17, defines a Vehicle-for-Hire Company and a Vehicle-for-Hire Service;

AND WHEREAS section 197.1 of the *Motor Vehicle Act* restricts a Vehicle-for-Hire Company from carrying on business or facilitating the offer of Vehicle-for-Hire Services within the territorial limits of a local government unless authorized to do so by the local government;

AND WHEREAS section 147 of the *Local Governance Act*, states that a local government may, by by-law, provide that a person who violates or fails to comply with any provision of a by-law commits an offence;

AND WHEREAS subsection 156(1) of the *Local Governance Act*, states that a local government may require administrative penalties to be paid in respect of a contravention of a provision of a by-law of the local government;

NOW THEREFORE the Common Council of The City of Saint John, enacts as follows:

Title

1 This By-law may be cited as the *Saint John Ridesharing By-Law* (hereinafter the "By-law").

PRÉAMBULE

ATTENDU QUE la Municipalité de Saint John juge opportun de prendre le présent arrêté destiné à réglementer, contrôler et percevoir des frais pour l'octroi de permis aux sociétés de covoiturage dans la Municipalité de Saint John;

ET ATTENDU QUE l'alinéa 10(1)g) de la *Loi sur la gouvernance locale*, L.N.-B. 2017, ch. 18, autorise un gouvernement local à prendre des arrêtés concernant le transport et les moyens de transport, y compris les transporteurs de personnes ou de marchandises, les taxis et les autres formes de transport public;

ET ATTENDU QUE l'article 1 de la *Loi sur les véhicules à moteur*, L.R.N.-B. 1973, ch. M-17, définit une Société de voiturage et un Voiturage;

ET ATTENDU QUE l'article 197.1 de la *Loi sur les véhicules à moteur* limite une Société de voiturage d'exercer ses activités ou de faciliter l'offre du Voiturage dans les limites géographiques d'un gouvernement local, à moins d'y être autorisée par celui-ci;

ET ATTENDU QUE l'article 147 de la *Loi sur la gouvernance locale*, prévoit que, par voie d'arrêté, un gouvernement local peut prévoir que commet une infraction quiconque contrevient ou omet de se conformer à quelque disposition que ce soit d'un arrêté;

ET ATTENDU QUE le paragraphe 156(1) de la *Loi sur la gouvernance locale*, prévoit qu'un gouvernement local peut exiger le paiement de pénalités administratives relativement à toute contravention à une disposition d'un arrêté du gouvernement local;

À CES CAUSES le Conseil communal de la Municipalité de Saint John édicte :

Titre

1 Le présent arrêté peut être cité sous le titre *Arrêté concernant le covoiturage à Saint John* (ci-après l'« Arrêté »).

Definitions

2(1) The words defined in section 1 of the *Motor Vehicle Act*, when used in this By-law, shall have the same meaning as the said Act.

2(2) The following definitions apply in this By-law:

“**By-Law Enforcement Officer**” means a by-law enforcement officer appointed pursuant to section 72 of the *Local Governance Act*, and designated by resolution by Common Council (*Agent chargé de l'exécution des arrêtés*);

“**Common Council**” means the elected municipal council of the City (*Conseil communal*);

“**City**” means The City of Saint John and includes the geographic bounds of The City of Saint John (*Municipalité*);

“**Driver**” means an individual who, in affiliation with a Vehicle-For-Hire Company, transports Passengers in a Ridesharing Vehicle (*Conducteur*);

“**Driver Identification Card**” means and includes a physical or electronic form approved by the City containing the following information:

- (a) The first and last name and photograph of the Driver;

Définitions

2(1) Lorsqu'ils sont utilisés dans le présent Arrêté, les termes définis à l'article 1 de la *Loi sur les véhicules à moteur* ont le sens qui leur est donné dans cette loi.

2(2) Les définitions qui suivent s'appliquent au présent Arrêté :

« **Agent chargé de l'exécution des arrêtés** » désigne un agent chargé de l'exécution des arrêtés nommé conformément à l'article 72 de la *Loi sur la gouvernance locale*, et désigné par résolution du Conseil communal (*By-law Enforcement Officer*);

« **Carte d'identification de conducteur** » désigne et inclut un formulaire physique ou électronique approuvé par la Municipalité contenant les renseignements suivants :

- a) Les nom et prénom ainsi qu'une photographie du Conducteur;
- b) La marque, le modèle et le numéro de plaque d'immatriculation du Véhicule de covoiturage utilisée par le Conducteur; et
- c) Le nom et les coordonnées de la Société de voiturage (*Driver Identification Card*);

« **Conducteur** » désigne un individu qui, en collaboration avec une Société de voiturage, transporte des Passagers dans un Véhicule de covoiturage (*Driver*);

« **Conseil communal** » désigne les membres élus du conseil municipal de la Municipalité (*Common Council*);

« **Identification de véhicule de covoiturage** » désigne un autocollant, un voyant de véhicule, ou autre identifiant, dans un format approuvé par la Municipalité de Saint John, contenant le nom et/ou le logo d'une Société de voiturage (*Ridesharing Vehicle Identifier*);

(b) The make, model and license plate number of the Ridesharing Vehicle operated by the Driver; and

(c) The name and contact information of the Vehicle-for-Hire Company (*Carte d'identification de conducteur*);

“Insurance Act” means the *Insurance Act*, R.S.N.B. 1973, c. I-12, and amendments thereto (*Loi sur les assurances*).

“License” means a Ridesharing Company License issued under section 4 of this By-law (*Permis*);

“Motor Vehicle Act” means the *Motor Vehicle Act*, R.S.N.B. 1973, c. M-17, and amendments thereto (*Loi sur les véhicules à moteur*);

“Passenger” means an individual transported by a Driver in a Ridesharing Vehicle in affiliation with a Vehicle-for-Hire Company (*Passager*);

“Private Passenger Vehicle” means a motor vehicle designed and used primarily for the transportation of persons without remuneration and does not include a bus or taxicab (*Voiture particulière*);

“Ride” means the transportation of one or more Passengers in a Ridesharing Vehicle from the pick-up location to the drop-off location (*Trajet*);

“Ridesharing Vehicle” means a Private Passenger Vehicle affiliated with a Vehicle-for-Hire Company used to provide a Vehicle-for-Hire Services (*Véhicule de covoiturage*);

“Ridesharing Vehicle Identifier” means a decal, vehicle light, or other identifier, in a form approved by The City of Saint John, which displays the name and/or logo of a Vehicle-For-Hire Company (*Identification du véhicule de covoiturage*);

« **Loi sur l'assurance** » désigne la *Loi sur l'assurance*, L.R.N-B 1973, ch. I-12 et les modifications afférentes (*Insurance Act*);

« **Loi sur les véhicules à moteur** » désigne la *Loi sur les véhicules à moteur*, L.R.N-B 1973, ch. M-17 et les modifications afférentes (*Motor Vehicle Act*);

« **Municipalité** » désigne The City of Saint John et inclut les limites géographiques de la Municipalité de Saint John (*City*);

« **Passager** » désigne un individu transporté pas un Conducteur dans un Véhicule de covoiturage en collaboration avec une Société de voiturage (*Passenger*);

« **Permis** » désigne un Permis de Société de voiturage délivré sous l'article 4 du présent Arrêté (*License*);

« **Plateforme technologique** » inclut les logiciels électroniques, téléphones cellulaires ou autres services technologiques utilisés par les Passagers pour obtenir un transport auprès d'un Voiturage ou d'une Société de voiturage (*Technology Platform*);

« **Société de voiturage** » s'entend d'une personne ou société qui utilise ou offre une Plateforme technologique pour faciliter l'offre du Voiturage (*Vehicle-for-Hire Company*);

« **Trajet** » désigne le transport d'un ou plusieurs Passagers dans un Véhicule de covoiturage du lieu de ramassage au lieu de déchargement (*Ride*);

“**Technology Platform**” includes any electronic-based software, cellphone, or other technological service which permits Passengers to obtain transportation from a Vehicle-for-Hire Service or Vehicle-for-Hire Company (*Plateforme technologique*);

“**Vehicle-for-Hire Company**” means a person or company who uses or offers a Technology Platform to facilitate the offer of Vehicle-for-Hire Services (*Société de voiturage*);

“**Vehicle-for-Hire Service**” means a service consisting of the prearranged transportation of Passengers for compensation offered by a Driver of a Ridesharing Vehicle through a Vehicle-for-Hire Company within the City of Saint John, but does not include any:

- (a) “Vehicle for Hire” that is already regulated by the *Vehicle-For-Hire By-law* of The City of Saint John; or
- (b) Bus transportation service or business (*Voiturage*);

Interpretation

3 Rules for interpretation of the language used in this By-law are contained in the lettered paragraphs as follows:

- (a) The captions, article and section names and numbers appearing in this By-law are for convenience of reference only and have no effect on its interpretation.
- (b) This By-law is to be read with all changes of gender or number required by the context.

« **Véhicule de covoiturage** » désigne une Voiture particulière affiliée à une Société de voiturage utilisée pour fournir le Voiturage (*Ridesharing Vehicle*);

« **Voiturage** » s’entend du service de transport pré-arrangé de passagers moyennant rémunération qu’offre le Conducteur d’un Véhicule de covoiturage par l’intermédiaire d’une Société de voiturage dans la Municipalité de Saint John, mais n’inclut pas :

- a) « Véhicule de location » qui est déjà réglementé par l’*Arrêté de Saint John réglementant les véhicules de location* de la Municipalité de Saint John; ou
- b) Les services ou entreprise de transport par autobus (*Vehicle-for-Hire Service*);

« **Voiture particulière** » désigne un véhicule à moteur conçu et utilisé principalement pour le transport gratuit de personnes et ne comprend pas un autobus ni un taxi (*Private Passenger Vehicle*);

Interprétation

3 Les règles d’interprétation suivantes s’appliquent au présent Arrêté :

- a) Les titres, intertitres et numéros des dispositions ne servent qu’à faciliter la consultation de l’Arrêté et ne doivent pas servir à son interprétation.
- b) Le genre ou le nombre grammaticaux doivent être adaptés au contexte.

- (c) Each reference to legislation in this By-law is printed in *Italic font*. The reference is intended to include all applicable amendments to the legislation, including successor legislation. Where this By-law references other by-laws of the City, the term is intended to include all applicable amendments to those by-laws, including successor by-laws.
 - (d) The requirements of this By-law are in addition to any requirements contained in any other applicable by-laws of the City or applicable provincial or federal statutes or regulations.
 - (e) If any section, subsection, part or parts or provision of this By-law, is for any reason declared by a court or tribunal of competent jurisdiction to be invalid, the ruling shall not affect the validity of the By-law as a whole, nor any other part of it.
 - (f) The Schedules attached to this By-law are included in and shall be considered part of this By-law.
- c) Les renvois législatifs paraissent en italique. Le renvoi à une loi vise également les modifications qui s’y appliquent, y compris toute législation de remplacement. Les renvois à d’autres arrêtés de la municipalité visent également les modifications qui s’y appliquent, y compris tout arrêté de remplacement.
 - d) Les obligations créées par le présent Arrêté s’ajoutent à celles découlant d’autres arrêtés applicables de la municipalité ou des lois ou règlements fédéraux ou provinciaux applicables.
 - e) Si une disposition quelconque est déclarée invalide par un tribunal compétent pour quelque motif que ce soit, la décision n’entache en rien la validité de l’Arrêté dans son ensemble ni de toute autre disposition.
 - f) Les annexes jointes au présent Arrêté sont incluses et doivent être considérées comme faisant partie du présent Arrêté.

Vehicle-for-Hire Company License

4(1) Every person who wishes to operate a Vehicle-for-Hire Company in the City shall apply for a Vehicle-for-Hire Company License under this By-law.

4(2) When applying for a License, an applicant shall submit the form attached as Schedule “A” hereto and provide the following information

- (a) The data security measures that the applicant has in place to protect the personal information of Drivers and Passengers affiliated with the Vehicle-for-Hire Company
- (b) Proof of the insurance requirement as required by this By-law.

Permis de société de voiturage

4(1) Toute personne qui souhaite exploiter une Société de voiturage dans la Municipalité doit demander un Permis de Société de voiturage conformément au présent Arrêté.

4(2) Pour toute demande de Permis de Société de voiturage, le demandeur doit remettre le formulaire joint en Annexe « A » et fournir les renseignements suivants :

- a) Les mesures de sécurité des données que le demandeur a mis en place pour protéger les renseignements personnels des Conducteurs et des Passagers affiliés à la Société de voiturage;
- b) La preuve d’assurance requise en vertu du présent Arrêté;

- | | |
|--|--|
| <p>(c) The number of Ridesharing Vehicles offering Vehicle-for-Hire Service affiliated with the applicant in the City;</p> <p>(d) Payment of all applicable fees required under this By-law, including:</p> <ul style="list-style-type: none">(i) The basic licensing amount; and(ii) All fees based on the number of Rides provided per month. | <p>c) Le nombre de Véhicules de covoiturage affiliés au demandeur dans la Municipalité;</p> <p>d) Le paiement de tous les frais applicables requis conformément au présent Arrêté, notamment :</p> <ul style="list-style-type: none">i) Le montant du permis de base; etii) L'ensemble des frais basés sur le nombre de Trajets effectués par mois. |
|--|--|

4(3) The categories of Vehicle-for-Hire Companies shall be: **4(3)** Les différentes catégories de Société de voiturage sont les suivantes:

- | | |
|---|--|
| <p>(a) Class A: one hundred vehicles or more (100+);</p> <p>(b) Class B: twenty-five (25) to ninety-ninety (99) vehicles; and</p> <p>(c) Class C: one (1) to twenty-four (24) vehicles.</p> | <p>a) Classe A : cent véhicules ou plus (100+);</p> <p>b) Classe B : vingt-cinq (25) à quatre-vingt-dix-neuf (99) véhicules; et</p> <p>c) Classe C : un (1) à vingt-quatre (24) véhicules.</p> |
|---|--|

4(4) Upon the initial application for a License under this By-law, an applicant shall pay the following fees to the City: **4(4)** Lors de sa demande initiale de licence d'exploitation de Société de voiturage conformément au présent Arrêté, le demandeur doit payer les frais suivants à la Ville :

- | | |
|---|---|
| <p>(a) Class A - \$7,253.00</p> <p>(b) Class B - \$2,469.00</p> <p>(c) Class C - \$807.00</p> | <p>a) Classe A - 7 253 \$</p> <p>b) Classe B - 2 469 \$</p> <p>c) Classe C - 807 \$</p> |
|---|---|

4(5) For renewal of License, the applicant shall pay the following fees to the City: **4(5)** Pour une demande de renouvellement de Permis de Société de voiturage, le demandeur doit payer les frais suivants à la Municipalité :

- | | |
|---|---|
| <p>(a) Class A - \$7,253.00 + \$0.20/Ride from January 1 to December 31 in the previous year.</p> <p>(b) Class B - \$2,469.00 + \$0.20/Ride from January 1 to December 31 in the previous year.</p> | <p>a) Classe A - 7 253 \$ + 0,20 \$/Trajet du 1 janvier au 31 décembre de l'année précédente.</p> <p>b) Classe B - 2 469 \$ + 0,20 \$/Trajet du 1 janvier au 31 décembre de l'année précédente.</p> <p>c) Classe C - 807 \$ + 0,20 \$/Trajet du 1 janvier au 31 décembre de l'année précédente.</p> |
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(c) Class C - \$807.00 + \$0.20/Ride from January 1 to December 31 in the previous year.

4(6) No person shall carry on a Vehicle-for-Hire Company within the City unless they hold a current License issued pursuant to this By-law.

4(7) Every License issued under this By-law shall expire one (1) year after first being issued.

Vehicle-for-Hire Company Licensees – Prohibitions

5 No Vehicle-for-Hire Company shall:

- (a) Breach any applicable prohibition or obligations of License holders under this By-law; or
- (b) Permit any of its Drivers to breach any prohibition or obligation of Drivers under this By-law.

Vehicle-for-Hire Company Licensees – Obligations

6(1) Every Vehicle-for-Hire Company licensee shall have a Technology Platform.

6(2) The Technology Platform shall:

- (a) At the time when transportation is being arranged, provide the Passenger requesting the transportation:
 - (i) The name and contact information of the Vehicle-for-Hire Company licensee;
 - (ii) The first name and photograph of the Driver who will provide the Ride;
 - (iii) The make, model, and license plate number of the Ridesharing Vehicle that will provide the Ride;

4(6) Toute personne qui souhaite exploiter une Société de voiturage dans la Municipalité doit détenir un Permis délivré conformément au présent Arrêté.

4(7) Tout Permis délivré en vertu du présent Arrêté expire un (1) an après avoir été délivré.

Société de voiturage titulaires d'un permis – Interdictions

5 Les Sociétés de voiturage ne peuvent :

- a) Enfreindre les interdictions ou obligations applicables des titulaires de Permis conformément au présent Arrêté; ou
- b) Autoriser l'un de ses Conducteurs à enfreindre les interdictions ou obligations des Conducteurs conformément au présent Arrêté.

Société de voiturage titulaires d'un permis – Obligations

6(1) Chaque titulaire d'un Permis de Société de voiturage doit disposer d'une Plateforme technologique.

6(2) La Plateforme technologique doit:

- a) Au moment où le transport est organisé, fournir à la personne qui demande le transport :
 - i) Le nom et les coordonnées du titulaire du Permis de Société de voiturage;
 - ii) Le prénom ainsi qu'une photographie du Conducteur chargé du Trajet;
 - iii) La marque, le modèle et le numéro de plaque d'immatriculation du Véhicule de covoiturage utilisé pour les Trajets en question;

- (iv) Any special surcharge that will be applicable for the Ride;
 - (v) An estimate of the total cost of the Ride; and
 - (vi) The current location of the Ridesharing Vehicle.
- (b) Permit a Passenger to accept or refuse arranged transportation before it begins and to record such acceptance or refusal;
- (c) Provide a secure payment mechanism that is compliant with Payment Card Industry Security Standards Council standards and guidelines;
- (d) Provide a printed or electronic receipt to the Passenger at the end of the Ride that includes the information confirming:
- (i) Fare rate and surcharges;
 - (ii) Total amount paid;
 - (iii) Date and time of pickup;
 - (iv) Location where the Passenger was picked up and dropped off; and
 - (v) First name of the Driver.
- (e) Provide a link where the Passenger may rate or provide comments upon the Vehicle-for-Hire Service or the Driver.
- iv) Tout supplément spécifique applicable au Trajet;
 - v) Une estimation du coût total du Trajet; et
 - vi) L'emplacement actuel du Véhicule de covoiturage.
- b) Permettre à une personne d'accepter ou de refuser un transport organisé avant qu'il ne commence et enregistrer l'acceptation ou le refus en question;
- c) Fournir un mécanisme de paiement sécurisé conforme aux normes et directives du Conseil des normes de sécurité de l'industrie des cartes de paiement;
- d) Fournir un reçu imprimé ou électronique au Passager à la fin du Trajet, incluant les renseignements confirmant :
- i) Le tarif et/ou les suppléments;
 - ii) Le montant total payé;
 - iii) La date et l'heure de ramassage;
 - iv) Le lieu de ramassage et de débarquement du Passager; et
 - v) Le prénom du Conducteur.
- e) Fournir un lien permettant au Passager de soumettre une évaluation et de publier des commentaires sur le Véhicule de covoiturage ou le Conducteur.

6(3) Every Vehicle-for-Hire Company licensee shall make available to the public on its Technology Platform, and by any other means of its choice, the following information:

- (a) The insurance coverage required to be maintained by the Vehicle-for-Hire Company and by each Driver;

6(3) Chaque titulaire d'un Permis de Société de voiturage doit mettre à disposition du public sur sa Plateforme technologique, et par tout autre moyen de son choix, les renseignements suivants :

- a) L'assurance obligatoire que ce titulaire et chaque Conducteur doivent détenir;

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| (b) The applicable screening process for Drivers and Ridesharing Vehicles; | b) Le processus de sélection applicable des Conducteurs et Véhicules de covoiturage; |
| (c) That Drivers may only provide Vehicle-for-Hire Service that are prearranged using the Technology Platform of the Vehicle-for-Hire Company and cannot accept Passengers by any other means, including street hails or taxicab stands; and | c) Que les Conducteurs ne peuvent fournir que des services de transport planifiés au préalable en utilisant la Plateforme technologique du titulaire du Permis de Société de voiturage, et qu'ils ne peuvent accepter d'auto-stopper ni prendre de Passagers aux arrêts pour taxis; et |
| (d) That Drivers cannot accept cash payment for Rides. | d) Que les Conducteurs ne peuvent accepter de paiement espèces pour des Trajets. |

6(4) Every License holder shall issue a Driver Identification Card to each of its Drivers.

6(4) Le titulaire d'un Permis doit remettre une Carte d'identification de conducteur à chacun de ses Conducteurs.

6(5) Every License holder shall issue a current Ridesharing Vehicle Identifier to each of its Drivers.

6(5) Le titulaire d'un Permis doit remettre une Identification de véhicule de covoiturage à chacun de ses Conducteurs.

6(6) Every License holder shall keep, in electronic format, a current list of all Drivers and Ridesharing Vehicles being used in Vehicle-for-Hire Service, which shall include:

6(6) Chaque titulaire d'un Permis doit conserver, en format électronique, une liste mise à jour de tous ses Conducteurs et Véhicules de covoiturage utilisés dans le cadre du Voiturage, qui doit inclure :

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| (a) The full name, address, and telephone number of each Driver; | a) Le nom complet, l'adresse et le numéro de téléphone de chaque Conducteur; |
| (b) The make, model, and license plate number of each Ridesharing Vehicle being used in Vehicle-for-Hire Service; and | b) La marque, le modèle et le numéro de plaque d'immatriculation de chaque Véhicule de covoiturage; et |
| (c) The Ridesharing Vehicle Identifier. | c) L'Identification de véhicule de covoiturage. |

Drivers

Conducteurs

7(1) License holders shall ensure that each Driver offering Vehicle-For-Hire Service meets the following requirements:

7(1) Le titulaire d'un Permis doit s'assurer que chacun des Conducteurs qui offrent le Voiturage :

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| (a) Is at least 19 years of age; | a) Est âgé de 19 ans ou plus; |
| (b) Has been issued a valid driver's license for the operation of a motor vehicle for the current year pursuant to the <i>Motor Vehicle Act</i> and regulations thereunder, and | b) Détient un permis de conduire valide pour l'utilisation d'un véhicule motorisé pour l'année en cours, conformément aux dispositions de la <i>Loi sur les véhicules à moteur</i> et aux règlements afférents; et |

(c) Has been advised and consents to the information under this section of this By-law being submitted to the City for the purposes of auditing or ensuring compliance with this By-law.

c) A été informé et consent à ce que les renseignements prévus au présent article soient soumis à la Municipalité aux fins de vérification et de conformité au présent Arrêté.

7(2) A License holder shall obtain a criminal record check that is less than ninety (90) days old and driver's record abstract less than thirty (30) days old for each Driver:

7(2) Le titulaire d'un Permis doit obtenir une vérification du casier judiciaire datant de moins de quatre-vingt-dix (90) jours et un dossier de conduite de moins de trente (30) jours pour chacun des Conducteurs :

(a) Prior to issuing a Driver Identification Card; and

a) Avant de délivrer une Carte d'identification de conducteur; et;

(b) Every twelve (12) months thereafter.

b) Chaque douze (12) mois par la suite.

7(3) Every License holder shall:

7(3) Chaque titulaire d'un Permis doit :

(a) Review the records contemplated at subsection 7(2) of this By-law;

a) Examiner les dossiers prévus au paragraphe 7(2) du présent Arrêté;

(b) Ensure that the Driver does not have any outstanding criminal charges; and

b) S'assurer que le Conducteur ne fait l'objet d'aucune procédure criminelle en instance; et

(c) Terminate the relationship with any Driver who is not suitable for providing Rides.

c) Mettre fin à la relation qui le lie à tout Conducteur non apte à fournir des Trajets.

7(4) Every License holder shall be responsible to ensure that every Driver to whom it has issued a Driver Identification Card complies with all obligations on Drivers imposed by section 12 of this By-law.

7(4) Chaque titulaire d'un Permis doit s'assurer que les Conducteurs auxquels il a délivré une Carte d'identification de conducteur respectent les obligations des Conducteurs prévues à l'article 12 du présent Arrêté.

7(5) Every License holder shall immediately terminate its affiliation with a Driver and cancel the Driver's Driver Identification Card if:

7(5) Chaque titulaire d'un Permis doit immédiatement mettre fin à sa collaboration avec un Conducteur et annuler la Carte d'identification du conducteur si:

(a) The Driver fails to satisfy any of the obligations imposed by section 12 of this By-law; or

a) Le Conducteur ne satisfait pas les obligations spécifiées à l'article 12 du présent Arrêté; ou

(b) If the City notifies the License holder that the Driver has acted in manner that is adverse to the public interest or public safety.

b) Si la Municipalité informe le titulaire d'un Permis que le Conducteur a agi d'une façon qui nuit à l'intérêt public ou à la sécurité publique.

7(6) Upon termination in accordance with section 7(5) of this By-law, the License holder shall ensure that the former Driver no longer has access as a Driver to the Technology Platform.

7(6) Dès la fin d'une collaboration conformément au paragraphe 7(5) du présent Arrêté, le titulaire d'un Permis doit s'assurer que l'ancien Conducteur en question n'a plus accès, en tant que Conducteur, à la Plateforme technologique.

Records

8(1) Every License holder shall create and maintain for two (2) years, records containing the following information:

- (a) The total number of Rides provided per year;
- (b) The total number of Drivers providing Rides per year;
- (c) The total number of Ridesharing Vehicles providing Rides per year;
- (d) The Driver and Vehicle-for-Hire Service information corresponding with each requested Ride, including:
 - (i) The full name of the Driver;
 - (ii) The license plate number of the Ridesharing Vehicles providing a Vehicle-for-Hire Service;
 - (iii) The date, time and duration of the Ride;
 - (iv) The location where each Passenger was picked up and dropped off; and
 - (v) Hours and minutes spent by the Vehicle-for-Hire Service in transporting each Passenger, including time spent en route to pick up the Passenger.

8(2) Upon request by the City, the License holder shall make the records listed at subsection 8(1) available electronically to the City within a reasonable time.

Dossiers

8(1) Le titulaire d'un Permis crée et tient à jour pendant deux (2) ans des dossiers contenant les renseignements suivants :

- a) Le nombre total de Trajets effectués par année;
- b) Le nombre total de Conducteurs fournissant des Trajets par année;
- c) Le nombre total de Véhicules de covoiturage utilisés pour les Trajets par année; et
- d) Les renseignements concernant le Conducteur et le Véhicule de covoiturage correspondant à chaque Trajet, notamment :
 - i) Le nom complet du Conducteur;
 - ii) Le numéro de plaque d'immatriculation du Véhicule de covoiturage offrant le Voiturage;
 - iii) La date, l'heure et la durée du Trajet;
 - iv) Les lieux approximatifs de ramassage et de débarquement de chaque Passager; et
 - v) Le nombre d'heures et de minutes de transport de chaque Passager dans le Véhicule de covoiturage, y compris le temps passé pour se rendre jusqu'au lieu de ramassage du Passager.

8(2) À la demande de la Municipalité, le titulaire d'un Permis fournit à la Municipalité les dossiers mentionnés au paragraphe 8(1) au format électronique dans un délai raisonnable.

8(3) The License holder shall keep all records in respect of each Driver for two (2) years after the Driver ceases to be affiliated with the Licensee.

8(3) Le titulaire d'un Permis doit conserver tous les dossiers concernant chacun des Conducteurs pour une durée de (2) ans suivant la cessation de la relation entre le Conducteur et le titulaire du Permis.

Insurance

Assurance

9(1) Every License holder shall obtain and maintain at all times, insurance coverage:

9(1) Tous les titulaires de Permis doivent obtenir et maintenir en tout temps une police d'assurance :

(a) Of at least two-million dollars (\$2,000,000.00) including public liability and property damage;

a) D'au moins deux millions de dollars (2 000 000,00 \$) couvrant la responsabilité civile et les dommages aux biens;

(b) From an insurer authorized to issue indemnity insurance policies in the Province of New Brunswick;

b) Délivrée par une société d'assurance autorisée à émettre des polices d'assurance et d'indemnisation dans la province du Nouveau-Brunswick;

(c) Against liability for damages resulting from injury to or death of one or more persons and property damage in any one incident that includes:

c) En responsabilité pour tout dommage en cas de blessure ou de décès d'une ou de plusieurs personnes et pour les dégâts matériels résultant d'un incident comprenant :

(i) Contingent employers' liability and personal injury;

i) La responsabilité éventuelle de l'employeur et les dommages corporels;

(ii) Broad form property damage and occurrence property damage; and

ii) La formule étendue de l'assurance dommages matériels et les dommages matériels causés par un événement; et

(iii) Employees as additional insurance, and cross-liability and severability of interest provision.

iii) Les employés désignés comme assurés supplémentaires, ainsi que la responsabilité croisée et une clause d'individualité d'intérêt;

(d) In the name of the License holder;

d) Au nom du titulaire de Permis;

(e) That names the City as an additional insured;

e) Qui désigne la Municipalité comme assuré supplémentaire;

(f) That contains Non-Owned Automobile Insurance, issued by a company authorized to issue indemnity insurance policies in the Province of New Brunswick,

f) Qui contient une assurance automobile des non-proprétaires délivrée par une société autorisée à émettre des polices d'assurance et d'indemnisation dans la province du Nouveau-Brunswick, avec une

with limits of not less than two million (\$2,000,000.00) inclusive, per occurrence for public liability, bodily injury, death and damage to property;

limite ne pouvant être inférieure à deux millions de dollars (2 000 000,00 \$) par événement, pour la responsabilité civile, les dommages corporels, le décès et les dommages aux biens;

(g) Permitting Drivers to carry Passengers for a Vehicle-for-Hire Company endorsement, or an equivalent endorsement acceptable to the City, included within an automobile liability insurance policy maintained on behalf of every Driver; and

g) Permettant de transporter, moyennant contrepartie, des passagers selon approbation d'une Société de voiturage, ou une approbation équivalente acceptable pour la Municipalité, y compris avec une police d'assurance responsabilité civile automobile souscrite pour le compte de chaque Conducteur; et

(h) Containing an endorsement requiring the insurer to provide the City with at least thirty (30) days prior written notice of any cancellation or variation of the policy.

h) Contenant une mention exigeant de l'assureur qu'il fournisse à la Municipalité une notification écrite préalable au moins trente (30) jours avant annulation ou modification de la politique.

9(2) Every License holder shall, upon request, provide the City with proof that each Ridesharing Vehicle offering a Vehicle-For-Hire Service affiliated with the License holder is covered by insurance required under this By-law.

9(2) Chaque titulaire d'un Permis fournit à la Municipalité, sur demande de celle-ci, la preuve que tous les Véhicules de covoiturage affiliés au titulaire du Permis en question sont couverts par une assurance, conformément au présent Arrêté.

9(3) If a License holder fails to comply with the insurance requirements as set out in this By-law, the City shall immediately suspend their License until such time as they provide proof, to the satisfaction of the City, that they are in full compliance with this By-law.

9(3) Si un titulaire de Permis ne respecte pas les obligations relatives à l'assurance telles que spécifiées dans le présent Arrêté, la Municipalité immédiatement suspend son Permis jusqu'à ce que le titulaire puisse prouver, à la satisfaction de la Municipalité, qu'il est en totale conformité avec le présent Arrêté.

Number of Ridesharing Vehicles

Nombre de Véhicules de covoiturage

10(1) Vehicle-for-Hire Companies shall be categorized according to the number of affiliated Ridesharing Vehicles offering Vehicle-for-Hire Services.

10(1) Les Sociétés de voiturage font l'objet d'un classement sur la base du nombre de Véhicules de covoiturage offrant le Voiturage.

10(3) When the number of Ridesharing Vehicles offering Vehicle-For-Hire Services affiliated with a License holder changes, the License holder shall immediately notify the City.

10(3) Lorsque le nombre de Véhicules de covoiturage offrant le Voiturage d'un titulaire de Permis change, ce dernier doit immédiatement en informer la Municipalité.

10(4) When the number of Ridesharing Vehicles offering Vehicle-for-Hire Services affiliated with a License holder change and affects the category in

10(4) Lorsque le nombre de Véhicules de covoiturage offrant le Voiturage affiliés à un titulaire de Permis change et que ceci affecte la

which the License was classified, the License holder shall immediately notify the City and, in the event of an increase, shall pay the corresponding fee under section 4 of this By-law within two (2) business days of such notification.

catégorie dans laquelle le titulaire de Permis était classé, le titulaire de Permis en informe immédiatement la Municipalité et, en cas d'augmentation, paie les frais correspondants conformément à l'article 4 du présent Arrêté dans les deux (2) jours ouvrables qui suivent une telle notification.

Drivers – Prohibitions

11(1) No person shall hold themselves out as a Driver unless they:

- (a) Have been authorized by a License holder to act as a Driver for the Vehicle-for-Hire Company; and
- (b) Possess a current Driver Identification Card issued by a License Holder.

11(2) No Driver shall:

- (a) Request payment for anything other than as permitted under this By-law;
- (b) Refuse a request for a Ride by an individual accompanied by a service animal;
- (c) Pick up any Passenger in response to a street hail or by any other means other than through the Technology Platform;
- (d) Operate a Ridesharing Vehicle in a Vehicle-for-Hire Service that resembles a taxicab in any manner, such as bearing external advertising or a roof sign;
- (e) Operate a Ridesharing Vehicle in a Vehicle-for-Hire Service without the insurance requirements under section 9 of this By-law;
- (f) Accept payment by cash for any Rides;

Conducteurs – Interdictions

11(1) Pour se présenter comme Conducteur, une personne doit remplir les conditions suivantes :

- a) Avoir reçu l'autorisation d'un titulaire de Permis d'agir en tant que tel pour la Société de voiturage;
- b) Posséder une Carte d'identification de conducteur en cours de validité délivrée par un titulaire de Permis.

11(2) Il est interdit à tout Conducteur de :

- a) Demander le paiement pour un service autre que ceux autorisés en vertu du présent Arrêté;
- b) Refuser une demande de Trajet pour un individu accompagné d'un animal de service;
- c) Prendre un Passager faisant de l'auto-stop ou par tout autre moyen que la Plateforme technologique;
- d) Conduire un Véhicule de covoiturage qui ressemble d'une quelconque manière à un taxi, par exemple en affichant une publicité externe ou une enseigne;
- e) Conduire un Véhicule de covoiturage sans respecter les exigences en matière d'assurance, prévues à l'article 9 du présent Arrêté;
- f) Accepter un paiement en espèces pour un service de transport;

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| <p>(g) Accept Passengers through any other method other than the Technology Platform;</p> <p>(h) Smoke or vape or permit any Passenger to smoke or vape in a Ridesharing Vehicle while being used for transportation as a Vehicle-for-Hire Service;</p> <p>(i) Transport more Passengers than there are effectively operating seat belt assemblies in the Ridesharing Vehicle operating the Vehicle-for-Hire Service; or</p> <p>(j) Breach any applicable obligations on Driver's imposed by this By-law.</p> | <p>g) Accepter des Passagers en utilisant une autre méthode que la Plateforme technologique;</p> <p>h) Fumer ou vapoter ou autoriser un Passager à fumer ou vapoter dans un Véhicule de covoiturage pendant un Trajet de Voiturage;</p> <p>i) Transporter un nombre de Passagers supérieur au nombre de sièges équipés d'une ceinture de sécurité opérationnelle dans le Véhicule de covoiturage exploitant le Voiturage; ou</p> <p>j) Ne pas respecter les obligations applicables aux Conducteurs prévues au présent Arrêté.</p> |
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Drivers – Obligations

12(1) Every Driver shall:

- (a) Advise and immediately deliver to the City at a location designated by the City any property of the Passenger lost or left in the Ridesharing Vehicle;
- (b) Keep their Driver Identification Card in plain sight in the Ridesharing Vehicle at all times when they are providing Rides;
- (c) Upon demand by the City, a By-law Enforcement Officer or any Police Officer, produce:
 - (i) Their Driver Identification Card;
 - (ii) Proof of insurance as required by this By-law; and
 - (iii) Any other relevant information pertaining to them or to their operation of the Ridesharing Vehicle;
- (d) Upon demand by the City, a By-law Enforcement Officer or any Police Officer, submit the Ridesharing Vehicle for

Conducteurs – Obligations

12(1) Tout Conducteur est tenu de :

- a) Informer et remettre immédiatement à la Municipalité, à un endroit désigné par la Municipalité, tout bien du Passager perdu ou laissé dans le Véhicule de covoiturage;
- b) Maintenir sa Carte d'identification de conducteur visible à tout moment dans le Véhicule de covoiturage lorsqu'il effectue des Trajets pour le compte de la Société de voiturage;
- c) Sur demande de la Municipalité, d'un Agent d'exécution des arrêtés ou d'un agent de police, produire :
 - i) Sa Carte d'identification de conducteur;
 - ii) La preuve de l'assurance requise par le présent Arrêté; et
 - iii) Tout autre renseignement pertinent le concernant ou concernant son utilisation du Véhicule de covoiturage;
- d) Sur demande de la Municipalité, d'un Agent d'exécution des arrêtés ou d'un agent de police, soumettre le Véhicule de

inspection at such time and place as specified;

- (e) Install the Ridesharing Vehicle Identifier as provided by the License holder, in the front bottom of the passenger's side of the windshield on the Ridesharing Vehicle in such a manner that it is clearly visible and identifiable from the exterior; and
- (f) Keep the Ridesharing Vehicle Identifier in its required location whenever they are providing transportation.

12(2) Every Driver shall ensure that the Ridesharing Vehicle being used in a Vehicle-For-Hire Service:

- (a) Is no more than eight (8) years old; and
- (b) Has a valid and current certificate of inspection showing that the vehicle has been inspected pursuant to the provisions of the *Motor Vehicle Act*, at the time the Driver begins to provide Rides and annually thereafter.

Enforcement

13 Common Council may, for the purposes of the administration and enforcement of this By-law appoint By-Law Enforcement Officers who may exercise such powers and perform such duties as set out under this By-law or in the *Local Governance Act*.

Offences

14 Every person who violates any provision of this By-law is guilty of an offence and liable upon summary conviction to a fine of not less than five hundred dollars (\$500.00) and not more than two thousand one hundred dollars (\$2,100.00).

Administrative Penalties

15(1) The City may require an administrative penalty to be paid with respect to a violation of a

covoiturage à une inspection à la date et au lieu spécifiés;

- e) Installer l'Identification de véhicule de covoiturage fourni par la Société de voiturage sur la partie inférieure du pare-brise, côté passager, du Véhicule de covoiturage, de sorte qu'il soit parfaitement visible et identifiable de l'extérieur; et
- f) Garder l'Identification de véhicule de covoiturage à l'emplacement requis, lors de chaque trajet.

12(2) Tout Conducteur est tenu de s'assurer que le Véhicule de covoiturage utilisé dans le cadre du Voiturage:

- a) N'a pas plus de huit (8) ans; et
- b) Dispose d'un certificat de contrôle en cours de validité, démontrant que le véhicule a été inspecté conformément aux dispositions de la *Loi sur les véhicules à moteur*, au moment où le Conducteur commence à fournir des Trajets, et annuellement, par la suite.

Exécution

13 Le Conseil communal peut, aux fins de l'administration et de l'exécution du présent Arrêté, nommer des Agents d'exécution des arrêtés qui peuvent exercer les pouvoirs et les fonctions prévus par le présent Arrêté ou dans la *Loi sur la gouvernance locale*.

Infractions

14 Toute personne qui contrevient à une disposition du présent Arrêté est coupable d'une infraction et est passible sur condamnation sommaire d'une amende d'au moins cinq cent dollars (500 \$) et d'au plus deux mille cent dollars (2 100 \$).

Pénalités administratives

15(1) La Municipalité peut exiger qu'une pénalité administrative soit payée relativement à une

provision of this By-law as set out in subsection 15(2).

infraction à une disposition de cet Arrêté, comme prévu au paragraphe 15(2).

15(2) A person who violates any provision of this By-law may pay to the City within 30 calendar days from the date of such violation an administrative penalty of two hundred and fifty dollars (\$250.00), and upon such payment, the person who committed the violation is not liable to be prosecuted therefor.

15(2) Toute personne qui contrevient à une disposition du présent Arrêté peut payer à la Municipalité dans un délai de 30 jours civils à compter de la date de ladite infraction, une pénalité administrative de deux cent cinquante dollars (250 \$), et une fois l'amende payée, la personne n'est plus susceptible de poursuites judiciaires.

IN WITNESS WHEREOF the City of Saint John has caused the Corporate Common Seal of the said City to be affixed to this By-law the ____ day of _____, 2022 and signed by:

EN FOI DE QUOI The City of Saint John a fait apposer son sceau municipal sur le présent Arrêté le _____ 2022, avec les signatures suivantes :

Mayor/Maire

Common Clerk/Greffier communal

First Reading -
Second Reading -
Third Reading -

Première lecture -
Deuxième lecture -
Troisième lecture -

Schedule A

Application for Vehicle-for-Hire Company License

To Be Completed By Applicant:

Applicant's Name: (Please Print)

Applicant's Address:

Telephone: _____ (Day)

Proposed Company Name:

Proposed Company Location:

Status: Individual Partnership Corporation

If the applicant is a partnership, a copy of the partnership agreement must be attached.

If the applicant is a corporation, a copy of the article of incorporation must be provided with certificate that the applicant is a corporation in good standing with Service New Brunswick Corporate Registry.

If the applicant is a partnership or corporation, list the members of the partnership or the officers and directors of the corporation.

Name	Date of Birth
------	---------------

_____	_____
_____	_____
_____	_____
_____	_____

Number of Ridesharing Vehicles: _____

List of Ridesharing Vehicles by License Plate Number (attach additional list if necessary):

Please outline the data security measures the applicant has in place to protect the personal information of Drivers and Passengers affiliated with the Vehicle-for-Hire Company (attach additional paper if necessary):

Do you or any of the officers, directors or partners, or the company have any convictions for any offences under the *Criminal Code of Canada*, the *Controlled Drug and Substances Act*, the *Food and Drug Act of Canada*, the *Young Offenders Act* or the *Liquor Control Act* within the last five years? If "YES" explain the

nature of the offence(s) in the space provided below. (Notwithstanding the foregoing, "criminal record" includes any pardons and criminal offences found within the Schedule to the *Criminal Records Act*.)

NO YES

Signature of Applicant: _____

To Be Reviewed By Applicant:

It is the responsibility of the applicant to complete the form correctly.

CHECKLIST:

Please complete all documents prior to submitting Application Package to the City of Saint John.

Check off boxes to ensure your Application can be processed.

- Applicant has attained the full age of 19 years.
- Application Form – completed by Applicant.
- Confirmation of insurance as identified under the *Saint John Ridesharing By-law*.
- Checklist – reviewed by Applicant.
- Present completed Application Package in person to the City of Saint John Customer Service Centre.

City of Saint John - Customer Service Centre
City Hall, 15 Market Square
Saint John, NB E2L 4L1

Telephone: (506) 658-4455
Hours of Operation:
Monday to Friday, 8:30AM – 4:30PM

- Payment for Vehicle-for-Hire Company License:

The following fees shall be paid to the City upon application for a Vehicle-for-Hire Company License under this By-law:

- (a) Class "A" - \$7253.00
- (b) Class "B"- \$2469.00
- (c) Class "C"- \$807.00

The following fees shall be paid to the City upon renewal for a Vehicle-for-Hire Company License under this By-law:

- (a) Class "A" - \$7253.00 + \$0.20/ trip (January 1 – December 31 previous year)
- (b) Class "B"- \$2469.00 + \$0.20/ trip (January 1 – December 31 previous year)
- (c) Class "C"- \$807.00 + \$0.20/ trip (January 1 – December 31 previous year)

(For payment by cheque: make cheque payable to the City of Saint John)

To be completed by the By-Law Enforcement Officer:

This application is: APPROVED DENIED

Reason(s) for denial

Signature: _____

Date:

By-law Enforcement Officer

Year/Month/Day

Annexe A

Demande de permis d'une Société de voiturage

À remplir par le requérant :

Nom du requérant : (Caractères d'imprimerie S.V.P.)

Adresse du requérant :

Téléphone: _____ (jour)

Nom commercial proposé :

Emplacement commercial proposé :

Statut: Un particulier Société de personne Corporation

Si le requérant est une société de personnes, une copie du contrat de société de personnes doit être jointe.

Si le requérant est une corporation, une copie du statut constitutif doit être fournie avec un certificat attestant que le requérant est une corporation en règle avec le Registre corporatif de Service Nouveau-Brunswick.

Si le requérant est une société de personnes ou une corporation, énumérez les membres de la société de personnes ou les dirigeants et administrateurs de la corporation.

Nom	Date de naissance
-----	-------------------

_____	_____
_____	_____
_____	_____
_____	_____

Nombre de Véhicules de covoiturage : _____

Liste des Véhicules de covoiturage par numéro de plaque d'immatriculation (joindre une liste supplémentaire si nécessaire) :

Veillez décrire les mesures de sécurité des données que le demandeur a mis en place pour protéger les renseignements personnels des Conducteurs et des Passagers affiliés à la Société de voiturage (joindre des renseignements supplémentaires au besoin) :

Est-ce que vous ou l'un des dirigeants, administrateurs ou associés, ou l'entreprise, avez été condamné pour une infraction au *Code criminel*, à la *Loi réglementant certaines drogues et autres substances*, à la *Loi sur les aliments et drogues du Canada*, à la *Loi sur les jeunes contrevenants* ou à la *réglementation des alcools* au cours des cinq dernières années? Si « OUI », expliquez la nature de l'infraction ou des infractions dans l'espace prévu ci-dessous. (Nonobstant ce qui précède, le « casier judiciaire » comprend toutes les réhabilitations et infractions criminelles figurant dans l'annexe de la Loi sur le casier judiciaire.)

NON OUI

Signature du requérant: _____

À examiner par le requérant:

Il incombe au requérant de remplir correctement le formulaire.

LISTE DE CONTRÔLE :

Veillez remplir tous les documents avant de soumettre le dossier de demande à la Ville de Saint John.

Cochez les cases pour vous assurer que votre demande peut être traitée.

- Le requérant a atteint l'âge de 19 ans.
- Formulaire de demande - rempli par le requérant.
- Confirmation d'assurance telle que définie dans le cadre de l'*Arrêté concernant le covoiturage à Saint John*.
- Liste de contrôle - examinée par le requérant.
- Présenter le dossier de demande dûment rempli en personne au centre du services à la clientèle de la Ville de Saint John.

La Ville de Saint John – Centre de service à la clientèle Hôtel de ville, 15 Market Square Saint John, N-B E2L 4L1	Téléphone : (506) 658-4455 Heures d'ouverture : Du lundi au vendredi, de 8:30 h à 16:30
--	---

- Paiement du permis d'une Société de voiturage :

Les frais suivants doivent être payés à la Ville lors de la demande d'un Permis d'une Société de voiturage conformément au présent arrêté:

- (a) Classe « A » - 7 253,00 \$
- (b) Classe « B » - 2 469,00 \$
- (c) Classe « C » - 807,00 \$

Les frais suivants doivent être payés à la Ville lors du renouvellement d'un Permis d'une Société de voiturage conformément au présent arrêté :

- (a) Classe « A » - 7 253,00 \$ + 0,11 \$/trajet (du 1er janvier au 31 décembre de l'année précédente)
- (b) Classe « B » - 2 469,00 \$ + 0,11 \$/trajet (du 1er janvier au 31 décembre de l'année précédente)
- (c) Classe « C » - 807,00 \$ + 0,11 \$/trajet (du 1er janvier au 31 décembre de l'année précédente)

(Pour le paiement par chèque : libeller le chèque à l'ordre de la Ville de Saint John)

À remplir par l'agent d'exécution des arrêtés :

Cette demande est : APPROUVÉE REFUSÉE

Raison(s) du refus

Signature: _____

Date:

Agent d'exécution des arrêtés

Année/mois/jour



Kennebecasis Valley Fire Department Inc.

Chief Michael Boyle

Deputy Chief Shawn White

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

RECEIVED APR 22 2022

April 22, 2022

TO: Cathy Snow, Town Clerk – Quispamsis
Mary Jane Banks, Town Clerk – Rothesay

FR: Carlene MacBean

RE: 2021 Audited Financial Statements

Attached is an original copy of the 2021 Kennebecasis Valley Fire Department Inc audited financial statements for the town records.

Carlene.



L. Carlene MacBean

Executive Assistant to the Fire Chief
Kennebecasis Valley Fire Department
7 Campbell Drive, Rothesay, NB E2E 5B6
Direct: (506) 848-6649
Fax: (506) 848-6608
Email: admin@kvfire.ca

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

FINANCIAL STATEMENTS

DECEMBER 31, 2021

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

DECEMBER 31, 2021

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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, 2021, 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, 2021, 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.

(continues)

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.



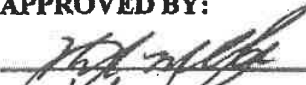
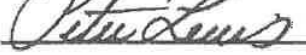
CHARTERED PROFESSIONAL ACCOUNTANTS

Saint John, New Brunswick
April 13, 2022

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2021

	<u>2021</u>	<u>2020</u>
FINANCIAL ASSETS		
Cash (Note 4)	\$ 878,831	\$ 835,398
Accounts receivable		
General	-	-
Due from member municipalities (Note 6)	199,097	63,334
Federal Government and its agencies (Note 5)	<u>45,057</u>	<u>132,678</u>
	<u>\$ 1,122,985</u>	<u>\$ 1,031,410</u>
LIABILITIES		
Accounts payable and accrued liabilities	\$ 154,043	\$ 180,179
Accrued sick leave liability (Note 7)	489,638	680,570
Accrued liability for retirement pay allowance (Note 8)	572,853	505,853
Post employment benefits payable (Note 9)	<u>159,800</u>	<u>145,600</u>
	<u>1,376,334</u>	<u>1,512,202</u>
NET DEBT	<u>(253,349)</u>	<u>(480,792)</u>
NON-FINANCIAL ASSETS		
Tangible capital assets (Note 11)	7,541,876	7,269,357
Accumulated amortization (Note 11)	<u>(3,635,556)</u>	<u>(3,336,775)</u>
	<u>3,906,320</u>	<u>3,932,582</u>
ACCUMULATED SURPLUS	<u>\$ 3,652,971</u>	<u>\$ 3,451,790</u>
COMMITMENT (Note 10)		
APPROVED BY:		
	_____	Chairperson
	_____	Treasurer

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

STATEMENT OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2021

	<u>2021</u> Budget (Note 13)	<u>2021</u> Actual	<u>2020</u> Actual
REVENUE (Note 6)			
Contributions by member municipalities - operating	\$ 5,419,084	\$ 5,419,084	\$ 5,349,446
Contributions by member municipalities - capital	-	274,243	1,142,455
Fee structure	-	276	420
Interest	5,000	5,989	6,256
Gain on disposal of tangible capital assets	-	17,144	36,928
Miscellaneous	<u>1,000</u>	<u>-</u>	<u>-</u>
	<u>5,425,084</u>	<u>5,716,736</u>	<u>6,535,505</u>
EXPENDITURE			
Administration	793,179	738,615	693,472
Firefighting force	3,853,947	3,730,210	3,487,136
Telecommunications	207,072	204,295	4,558
Insurance	50,000	52,362	36,971
Prevention and training	58,500	32,799	30,430
Facilities (Note 6)	280,753	274,372	315,463
Fleet	291,446	267,058	267,452
Operations	124,805	120,150	127,069
Water costs	32,478	32,482	31,533
Retirement allowance	41,012	63,212	62,322
Other	<u>3,000</u>	<u>-</u>	<u>2,562</u>
	<u>5,736,192</u>	<u>5,515,555</u>	<u>5,058,968</u>
ANNUAL SURPLUS (DEFICIT) FOR THE YEAR (Note 12)	<u>\$ (311,108)</u>	201,181	1,476,537
ACCUMULATED SURPLUS - BEGINNING OF YEAR		<u>3,451,790</u>	<u>1,975,253</u>
ACCUMULATED SURPLUS - END OF YEAR		<u>\$ 3,652,971</u>	<u>\$ 3,451,790</u>
Amortization included in the above expenditure		<u>\$ 345,898</u>	<u>\$ 344,395</u>

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

STATEMENT OF CHANGES IN NET DEBT

AS AT DECEMBER 31, 2021

	<u>2021</u>	<u>2020</u>
Annual surplus	\$ 201,181	\$ 1,476,537
Acquisition of tangible capital assets	(322,778)	(1,128,657)
Proceeds on disposal of tangible capital assets	20,286	32,642
Amortization of tangible capital assets	345,898	344,395
Gain on disposal of tangible capital assets	<u>(17,144)</u>	<u>(36,928)</u>
Decrease in net debt	227,443	687,989
Net debt - beginning of year	<u>(480,792)</u>	<u>(1,168,781)</u>
Net debt - end of year	<u>\$ (253,349)</u>	<u>\$ (480,792)</u>

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED DECEMBER 31, 2021

	<u>2021</u>	<u>2020</u>
INCREASE (DECREASE) IN CASH		
OPERATING TRANSACTIONS		
Annual surplus	\$ 201,181	\$ 1,476,537
Gain on disposal of tangible capital assets	(17,144)	(36,928)
Amortization of tangible capital assets	345,898	344,395
Accounts receivable - General	-	617
Accounts receivable - Due from member municipalities	(135,763)	(63,334)
Accounts receivable - Federal Government and its agencies	87,621	(46,531)
Accounts payable and accrued liabilities	(26,136)	64,226
Accrued sick leave liability	(190,932)	(53,274)
Accrued liability for retirement pay allowance	67,000	67,000
Post employment benefits payable	<u>14,200</u>	<u>(330,300)</u>
	345,925	1,422,408
CAPITAL TRANSACTIONS		
Acquisition of tangible capital assets	(322,778)	<u>(1,128,657)</u>
Proceeds on disposal of tangible capital assets	<u>20,286</u>	<u>32,642</u>
NET INCREASE (DECREASE) IN CASH	43,433	326,393
CASH - BEGINNING OF YEAR	<u>835,398</u>	<u>509,005</u>
CASH - END OF YEAR	<u>\$ 878,831</u>	<u>\$ 835,398</u>
REPRESENTED BY:		
Cash - operating	\$ 343,748	\$ 348,903
Cash - retirement allowance	<u>535,083</u>	<u>486,495</u>
	<u>\$ 878,831</u>	<u>\$ 835,398</u>

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2021

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.

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2021

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.

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2021

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, 2021:

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>2021</u>	<u>2020</u>
Cash - operating	\$ 343,748	\$ 348,903
Restricted cash - retirement allowance (Note 8)	<u>535,083</u>	<u>486,495</u>
	<u>\$ 878,831</u>	<u>\$ 835,398</u>

5. DUE FROM FEDERAL GOVERNMENT AND ITS AGENCIES

	<u>2021</u>	<u>2020</u>
Canada Revenue Agency (HST refund)	<u>\$ 45,057</u>	<u>\$ 132,678</u>

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2021

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 \$57,138 (2020 - \$46,755) from Rothesay, which is netted against the property tax expenditure. The Department also entered a new dispatch agreement with the Municipalities during the year, the amount was \$200,371 (2020 - nil). During the year, the Department recognized the following contributions from the Municipalities as revenue:

	<u>2021</u>	<u>2020</u>
Quispamsis - Operating	\$ 3,209,625	\$ 3,168,800
Rothesay - Operating	<u>2,209,459</u>	<u>2,180,646</u>
	<u>\$ 5,419,084</u>	<u>\$ 5,349,446</u>
Quispamsis - Capital	\$ 163,190	\$ 677,074
Rothesay - Capital	<u>111,053</u>	<u>465,381</u>
	<u>\$ 274,243</u>	<u>\$ 1,142,455</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 Morneau Shepell as at December 31, 2020 on the 37 employee plan in accordance with PSA 3255. The actuarial method used was the projected unit credit pro-rated 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, 2021 is \$489,638 (2020 - \$680,570).

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2021

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 24 weeks salary based on a minimum of ten years service. This benefit only applies to employees who have reached the age of 55 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 Morneau Shepell as at December 31, 2019 for the Department's 37 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, 2019 is estimated to be \$572,853 (2020 - \$505,853).

The following summarizes the major assumptions in the valuation:

- Discount rate used was 2.69%;
- Salary increases 2.5% per annum; and
- retirement age of 60 years old.

The activity for the year is as follows:

	<u>2021</u>	<u>2020</u>
Balance at beginning of year	\$ 505,853	\$ 438,853
Add: Benefit expense	67,000	67,000
Interest earned	<u>3,788</u>	<u>4,678</u>
	576,641	510,531
Less: Retirement benefits paid	<u>-</u>	<u>-</u>
	576,641	510,531
Change in liability based on PSAS requirements	<u>(3,788)</u>	<u>(4,678)</u>
Accrued liability for retirement pay allowance at end of year	<u>\$ 572,853</u>	<u>\$ 505,853</u>

The Department has restricted \$535,083 (2020 - \$486,495) 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, 2019 and resulted in an overall NBMEPP accrued benefit obligation of \$135,126,100 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 turnover and mortality. The assumptions used reflect management's best estimates.

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2021

9. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

The following summarizes the major assumptions in the valuation as at December 31, 2020:

- the expected inflation rate is 2.10% (prior 2.10%);
- the discount rate used to determine the accrued benefit obligation is 5.55% (prior 5.75%);
- the expected rate of return on assets is 5.55% (prior 5.75%);
- retirement age varies by age and employment category; and
- estimated average remaining service life (EARSL) is 13.0 years (prior 14.0 years).

The actuarial valuation prepared as at December 31, 2019 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 deficit of \$641,800, a change of \$6,896,200 from the December 31, 2018 deficit of \$7,538,000. Based on the assumptions as at December 31, 2019, 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, 2019, the NBMEPP provides benefits for 277 retirees. Total benefit payments to retirees and terminating employees during 2021 are estimated to be approximately \$4,641,200 (actual 2020 - \$5,662,100) 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 8.00%. 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 2021 are estimated to be approximately \$7,136,800 (actual 2020 - \$6,929,400) in totality for the NBMEPP.

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

- The average age of the 42 active employees covered by the NBMEPP is 42.7 (2020 - 41.9);
- Benefit payments were \$531,900 in 2020 and were estimated to be \$531,900 in 2021; and
- Combined contributions were \$587,600 in 2020 and were estimated to be \$605,200 in 2021.

In addition to determining the position of the NBMEPP as it relates to the Department as at December 31, 2019 and December 31, 2020, NBMEPP's actuary performed an extrapolation of the December 31, 2020 accounting valuation to determine the estimated position as at December 31, 2021. The extrapolation assumes assumptions used as at December 31, 2021 remain unchanged from December 31, 2020. The extrapolation also assumes assets return of 5.55%, 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.

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2021

9. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

Results of the extrapolation are as follows:

	Estimated Jan 1, 2021 to Dec 31, 2021	Jan 1, 2020 to Dec 31, 2020
Accrued Benefit Liability		
Accrued benefit liability at beginning of period	\$ 145,600	\$ 475,900
Adjustment to actual	127,000	(80,100)
Pension expense for the year	189,800	105,300
Employer contributions	<u>(302,600)</u>	<u>(355,500)</u>
Accrued benefit liability at end of period	<u>\$ 159,800</u>	<u>\$ 145,600</u>

In summary, the accrued benefit liability as it related to the Department is estimated to be \$159,800 as at December 31, 2021. This compares to \$475,900 as at January 1, 2019 and \$145,600 as at December 31, 2020. The December 31, 2020 liability was estimated in the prior year. The actual liability was calculated to be \$272,600. The difference of \$127,000 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, 2021 to Dec 31, 2021	Jan 1, 2020 to Dec 31, 2020
Reconciliation of Funded Status at End of Period		
Accrued benefit obligation	\$ 14,241,100	\$ 13,534,800
Plan assets	<u>14,135,500</u>	<u>13,320,900</u>
Plan deficit	105,600	213,900
Adjustment to 2020 actual	-	(127,000)
Unamortized experience losses	<u>54,200</u>	<u>58,700</u>
Accrued benefit liability at end of period	<u>\$ 159,800</u>	<u>\$ 145,600</u>

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

	Estimated Jan 1, 2021 to Dec 31, 2021	Jan 1, 2020 to Dec 31, 2020
Reconciliation of Accrued Benefit Obligation		
Accrued benefit obligation at beginning of period	\$ 13,534,800	\$ 12,639,100
Current service cost	488,200	462,700
Benefit payments	(531,900)	(531,900)
Interest for period	750,000	724,800
Experience gain during period	<u>-</u>	<u>240,100</u>
Accrued benefit obligation at end of period	<u>\$ 14,241,100</u>	<u>\$ 13,534,800</u>

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2021

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, 2021 to Dec 31, 2021	Jan 1, 2020 to Dec 31, 2020
Reconciliation of Plan Assets		
Plan assets at beginning of period	\$ 13,320,900	\$ 12,378,900
Employer contributions	302,600	293,800
Employee contributions	302,600	293,800
Benefit payments	(531,900)	(531,900)
Return on plan assets during period	<u>741,300</u>	<u>886,300</u>
Plan assets at end of period	<u>\$ 14,135,500</u>	<u>\$ 13,320,900</u>

Total expense related to pensions include the following components:

	Estimated Jan 1, 2021 to Dec 31, 2021	Jan 1, 2020 to Dec 31, 2020
Pension Expense		
Employer current service cost	\$ 185,600	\$ 168,900
Interest on accrued benefit obligation	750,000	724,800
Expected return on assets	(741,300)	(713,400)
Experience loss (gain)	<u>(4,500)</u>	<u>(9,700)</u>
Pension expense	<u>\$ 189,800</u>	<u>\$ 170,600</u>

The pension expense is included in the Statement of Operations. The 2020 pension expense was estimated to be \$105,300. The difference between the 2020 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 2018, the Department committed to \$478 per quarter payable over 60 months commencing on January 16, 2019. The future minimum annual payments over the next two years are:

2022	\$ 1,912
2023	1,912

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2021

11. SCHEDULE OF TANGIBLE CAPITAL ASSETS

	<u>Land</u>	<u>Buildings</u>	<u>Vehicles</u>	<u>Equipment</u>	<u>2021 Total</u>	<u>2020 Total</u>
COST						
Balance - beginning of year	\$ 100,049	\$ 2,984,262	\$ 3,473,931	\$ 711,115	\$ 7,269,357	\$ 6,575,843
Add: Net additions during the year	-	198,174	94,017	30,587	322,778	1,128,657
Less: Disposals during the year	-	-	(50,259)	-	(50,259)	(435,143)
Balance - end of year	<u>100,049</u>	<u>3,182,436</u>	<u>3,517,689</u>	<u>741,702</u>	<u>7,541,876</u>	<u>7,269,357</u>
ACCUMULATED AMORTIZATION						
Balance - beginning of year	-	1,474,606	1,534,959	327,210	3,336,775	3,431,809
Add: Amortization during the year	-	98,697	185,896	61,305	345,898	344,395
Less: Accumulated amortization on disposals	-	-	(47,117)	-	(47,117)	(439,429)
Balance - end of year	<u>-</u>	<u>1,573,303</u>	<u>1,673,738</u>	<u>388,515</u>	<u>3,635,556</u>	<u>3,336,775</u>
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	<u>\$ 100,049</u>	<u>\$ 1,609,133</u>	<u>\$ 1,843,951</u>	<u>\$ 353,187</u>	<u>\$ 3,906,320</u>	<u>\$ 3,932,582</u>

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2021

12. RECONCILIATION OF ANNUAL SURPLUS (DEFICIT)

	<u>Operating Fund</u>	<u>Capital Fund</u>	<u>Total</u>
2021 annual surplus - PSAS	\$ 275,978	\$ (74,797)	\$ 201,181
Adjustments to annual surplus for funding requirements			
Second previous year's surplus	145,730	-	145,730
Accumulated amortization on disposal of tangible capital assets	-	(47,117)	(47,117)
Amortization expense	-	345,898	345,898
Provision for vested retirement benefits - pension	14,200	-	14,200
Change in amount recorded under PSAS sick leave accrual	(190,932)	-	(190,932)
Change in retirement allowance liability	<u>(3,787)</u>	<u>-</u>	<u>(3,787)</u>
Total adjustments to 2021 annual surplus (deficit)	<u>(34,789)</u>	<u>298,781</u>	<u>263,992</u>
2021 annual surplus for funding requirements	<u>\$ 241,189</u>	<u>\$ 223,984</u>	<u>\$ 465,173</u>

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2021

13. OPERATING BUDGET TO PSAS BUDGET

	Operating Budget General	Amortization and Long Term Accruals	Transfers	Total
REVENUE				
Contributions by member municipalities - operating	\$ 5,419,084	\$ -	\$ -	\$ 5,419,084
Local service districts	-	-	-	-
Miscellaneous	1,000	-	-	1,000
Interest	5,000	-	-	5,000
Surplus of second previous year	<u>145,730</u>	<u>-</u>	<u>(145,730)</u>	<u>-</u>
	<u>5,570,814</u>	<u>-</u>	<u>(145,730)</u>	<u>5,425,084</u>
EXPENDITURE				
Administration	790,951	2,228	-	793,179
Firefighting force	4,032,907	(178,960)	-	3,853,947
Telecommunications	207,072	-	-	207,072
Insurance	50,000	-	-	50,000
Prevention and training	58,500	-	-	58,500
Facilities	182,056	98,697	-	280,753
Fleet	105,550	185,896	-	291,446
Operations	63,500	61,305	-	124,805
Water costs	32,478	-	-	32,478
Retirement allowance	44,800	(3,788)	-	41,012
Other	<u>3,000</u>	<u>-</u>	<u>-</u>	<u>3,000</u>
	<u>5,570,814</u>	<u>165,378</u>	<u>-</u>	<u>5,736,192</u>
Deficit	<u>\$ -</u>	<u>\$ (165,378)</u>	<u>\$ (145,730)</u>	<u>\$ (311,108)</u>

2022-04-16



Town of Quispamsis

Please accept our sincere thanks for your assistance as a supporter of the Canadian Masters & Athletics Canada Championships and U SPORTS Track & Field Championships at the Irving Oil Field House. The bleachers you allowed us to borrow expanded the capacity of seating for the event and added to the quality of the experience for all involved. It was an excellent example of sharing of equipment which can make events more successful.

With your help, we saw the Field House come alive with the largest indoor track & field events ever held in Atlantic Canada. The Canadian Masters & AC Championships saw over 360 athletes competing. U SPORTS was broadcast on CBC SPORTS, streaming to the entire country, and had over 500 athletes competing with the support of almost 200 coaches, officials, support staff and volunteers.

All who participated spoke glowingly of our communities, the facility, and all the friendly volunteers. During the week, our region saw a significant economic boost welcomed by the hotels, restaurants, and stores, bringing some needed sports tourism dollars to our community in the winter of 2022.

As a sponsor of the event, we thank you, as you were critical to that success. We hope you saw value in your involvement and welcome any feedback you have, so please feel free to contact me.

Thank you again for all your support.

Sincerely,

A handwritten signature in black ink, appearing to read "B. MacMackin".

Bill MacMackin

President, Saint John Track & Field Club

SaintJohnTrack@gmail.com / 506-647-4931

MAY 2022

ASIAN HERITAGE MONTH

CELEBRATIONS



**CELEBRATING CANADA'S
20TH ASIAN HERITAGE
MONTH SINCE 2002
COMMEMORATING ASIAN
CULTURE AND TRADITIONS
IN GREATER SAINT JOHN**



EVENTS CALENDAR (FREE FOR ALL)

OPENING CEREMONY

SUNDAY MAY 08, 2022, 2PM - 4PM
KENT THEATRE, 24 COBURG ST, SAINT JOHN

ASIAN ART WORKSHOP

SATURDAY MAY 14, 2022, 2PM - 4PM
YMCA OF GREATER SAINT JOHN, 191 CHURCHILL BLVD

ASIAN HERITAGE ART EXHIBITS

THROUGHOUT THE MONTH OF MAY 2022 - THE ART
WAREHOUSE, 120 PRINCE WILLIAM ST

ASIAN HERITAGE MULTICULTURAL GALA

SATURDAY MAY 28, 2022, 2PM - 4PM
SAINT JOHN HIGH SCHOOL AUDITORIUM, 200
PRINCE WILLIAM ST

AND MORE...

 WWW.AHSNB.ORG

 [WWW.HTTPS://WWW.FACEBOOK.COM/AHSNB.SAINTJOHN](https://www.facebook.com/AHSNB.SAINTJOHN)

Presented and Sponsored by: Asian Heritage Society of New Brunswick - Saint John Chapter



A meeting of the Board of Trustees, Kennebecasis Public Library was held on March 16, 2022 at 6:30pm via Zoom.

In Attendance: Mrs. L. Hansen, Chair; Ms. N. Emerson, Secretary; Mrs. Amy Watling, Treasurer; Mr. Don Shea, Mr. Noah Donovan, Mr. Allison Maxwell, Mrs. Susan Webber

Regrets: Mr. Kevin Winchester, Ms. E. Greer, Vice-Chair

Absences:

Call to Order: Mrs. Hansen called the meeting to order at 6:44 pm.

Approval of Agenda

It was moved by Mr. Shea to approve the agenda. Mr. Maxwell seconded, and the motion carried.

Disposition of Minutes

Mr. Donovan moved to approve the minutes of the February regular meeting. Mrs. Watling seconded, and the motion carried.

Communications

Report of the Librarian

Ms. Emerson presented her report to the board, including staff reassignments during the library flood repairs, and the temporary hold on volunteers, on-calls, and the return of student clerks.

Ms. Emerson updated the board about the state and storage of collections while repairs are ongoing.

As the library is currently closed, COVID protocols relating to public access are not applicable. When the library reopens, it will follow the COVID protocols in place at the time.

Mr. Shea moved to accept the Librarian's Report. Mr. Maxwell seconded, and the motion carried.

Financial Statement

Mrs. Watling presented the financial report, outlining the expenditures thus far in 2022. Ms. Emerson provided details on how insurance compensation payments are handled in relation to the flood. Discussion ensued.

Facilities Management

Ms. Emerson updated the library board on behalf of the facilities manager, Phil Shedd. Ms. Emerson shared a timeline of events and repairs since the February board meeting. Discussion ensued.

Discussion ensued on board involvement in communications surrounding the flood to improve frequency and clarity of updates to municipalities and the public.

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

New and Unfinished Business

Ms. Emerson provided an update on the state of the building, with particulars about the insulation installation in the area where the flood began. Discussion ensued.

Mrs. Hansen initiated discussion of staffing levels at the library and proposes future action to renegotiate these levels. Discussion ensued.

Mrs. Hansen moved to officially thank Ms. Emerson for her efforts in flood repairs. Mrs. Watling seconded.

Adjournment: As there was no other business, Mrs. Hansen moved that the meeting be adjourned at 7:49 pm.

Next Meeting: The next meeting is scheduled for April 20, 2022 at 6:30pm.

Respectfully submitted,

Norah Emerson
Library Director and Secretary to the Board



QUISPAMIS TOWN COUNCIL FINANCE COMMITTEE MINUTES

April 21, 2022, 9:30 am
Quispamsis Town Hall - Boardroom

Members Present: Councillor Kirk Miller, Chair
Mayor Libby O'Hara
Councillor Beth Thompson
Brandon, Krista; Town Treasurer
Kennedy, Aaron: Acting CAO
McLaughlin, Lia; Accountant
MacInnis, Lisa; Assistant Town Clerk
Young, Nancy; Senior Accountant

Members Absent: Deputy Mayor Mary Schyer (regrets)

1. Approval of Agenda

Moved By Councillor Miller
Seconded By Councillor Thompson

That the agenda items be approved as presented.

Motion Carried

2. Presentation by Peter Logan, CA, Teed Saunders & Doyle - Town of Quispamsis Draft Audited Financial Statements

Mr. Logan presented to the Finance Committee the draft 2021 Consolidated Audited Financial Statements.

Total Actual Revenues, \$33,264,572

Total Actual Expenditures, \$29,597,894

Resulting Consolidated Surplus, \$3,666,678—mainly due to operating and capital funds combined with capital grants being recorded as revenue when received but expenses amortized over time.

Operating surplus in General Fund \$62,068

Operating surplus in Utility Fund \$2,092

Reserve Funds – December 31, 2021 Balances

- General Operating Reserve Fund \$1,250,128
- General Capital Reserve Fund \$2,976,558
- Utility Operating Reserve Fund \$ 160,507
- Utility Capital Reserve Fund \$2,658,789
- Land Trust Fund \$ 147,503

Employees of Quispamsis, KVFD, and the KRJBPC participate in the NBMEPP, a multiple-employer defined benefit pension plan administered by a Board elected by the members under the provisions of the Municipalities Act. It provides pensions based on length of service and best average earnings.

Tangible capital assets are recorded at a cost which includes amounts directly attributable to acquisition, construction, development or betterment of the asset, and are amortized on a straight-line basis over the estimated useful life of the asset. Assets under construction are not amortized until the asset is available for productive use. The consolidated NET Book value of tangible assets as at December 31, 2021 is \$111,947,824.

Mr. Logan stated a Management Letter will be provided the date the statements are presented to Council. He has confirmed the Audit was done in accordance with Canadian generally accepted auditing standards, with no control issues nor concerns, and good cooperation from the Town's Finance Staff, as usual.

Moved By Councillor Thompson

Seconded By Mayor O'Hara

The draft 2021 Audited Financial Statements be presented to Council at the May 3, 2022 Regular Meeting.

Motion Carried

Councillor Miller thanked Mr. Logan for his presentation and the Finance Staff for all their work in assisting the Auditors in completing the 2021 Financial Audit. Mr. Logan left the meeting.

- 3. Discussion Re the Potential Approval of Two Year Capital Budget** - The Town Treasurer stated, due to COVID and the war in Ukraine, that the procurement of goods has become increasingly difficult, with increased costs and decreased availability.

To accompany the Strategic Plan, the Town Treasurer wanted the committee to consider a new financial approach to produce a two-year capital budget. Further stating that for planning purposes, with the lead time for procurement, ordering, build and delivery of vehicles and equipment currently being approximately 18 to 24 months, this would allow staff to get ahead of things.

After some discussion, it was the consensus of the Finance Committee that they supported this approach and further agreed that it demonstrates sound financial management for the Town's long term strategic planning.

- 4. Adjournment**

Moved By Councillor Thompson

Seconded By Mayor O'Hara

That the Finance Committee meeting be adjourned

Motion Carried

Meeting adjourned at 10:15 a.m.

Respectfully submitted,

Lisa MacInnis
Assistant Town Clerk

April 29, 2022

Darrel and Doreen Earle

[REDACTED]
Quispamsis, NB
E2G 1N2

Dear Mr. and Mrs. Earle:

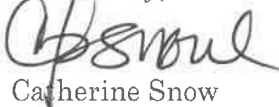
Thank you for your letter dated April 23, 2022 expressing concern about the additional cost associated with your sewer user fee as a result of your second unit apartment rental.

While the Town sympathizes with your concerns of rising costs and the limitations placed on landlords to increase rents, please note the sewer user fee you are being charged is in alignment with the Town's Sewerage Utility By-law No. 005. The Town uses the data from Service New Brunswick, and if a property is marked as more than a one unit dwelling, and it is not exempt from the additional taxes via the "Residential Property Tax Credit Statement", then the property owner is charged for the additional dwelling unit.

A dwelling unit is defined as "a room or a suite of rooms designated or intended for use by an individual or family in which culinary facilities and sanitary sewer conveniences are provided for the exclusive use of such individual or family", which fits the description of your apartment rental.

While I regret that our response can not be more favourable, I trust you understand the Town's position in that we are unable to deviate from the provisions of the By-law.

Yours truly,



Catherine Snow
Town Clerk

cc: Mayor & Council

Mayor and Council
Town of Quispamsis

RECEIVED APR 25 2022

April 23, 2022

Earlier this year we were informed by the Town, that since we have a rental apartment, we were being undercharged for our sewer service. They did spell out the extra amount, but unfortunately we did not pay attention to it as they mentioned the Provincial assessment office and we automatically assumed that the additional sewer charge would use the same basis as the Province for calculation. For property tax purposes the apartment represents 15% of the total assessment.

The apartment is just under 400 sq. feet and has one bedroom with a full bath and a small kitchen and sitting room, suitable for one person. This apartment does not have any laundry facilities. This apartment does not have a separate sewer line but joins onto the main house. No additional sewer pumps needed to be installed by the Town when the system was engineered.

Given the size of the apartment and the amount of sewer generated it seems that being charged the same amount as a home with two or more people and two or more bathrooms and full laundry facilities is a bit of an overcharge. We would ask that the Town reconsider this charge and set a more reasonable rate for situations like this.

We feel that the timing of this assessment should also be reconsidered. As you are no doubt aware the Provincial Government has recently legislated that notices of rent increases must be given six months in advance and the increase is limited to 3.8%. The lease with our tenant is effective January 1, in the amount of \$590.00 per mo. (a copy of the lease can be made available for your confirmation of the proceeding information). This will be a real financial hardship for us. The sewer rate is approximately 10% of the rent rate and since the lease states increases can only be implemented on the anniversary date, we will need to pay all of 2022 from our pocket. And only then are we allowed to increase the rent by a maximum of \$22.00. So it will take three years of rent increases to get back to our 2021 level of income, and this does not take into consideration other cost increase that will come our way.

We would ask that the Council and appropriate departments reconsider this rate and come up with a rate that takes the above information into consideration

Darrel and Doreen Earle

