

7.0	December 2018	Report from Closed Session
7.1	17 October 2018	Kennebecasis Public Library (KPL) Board Meeting Minutes
	October 2018	KPL Librarian's Report

ROTHESAY

Regular Council Meeting

Agenda

-2-

10 December 2018

- | | | |
|-----|-------------------|--|
| | 30 September 2018 | KPL Comparative Income Statement |
| | October 2018 | KPL Building Maintenance Report |
| 7.2 | 10 October 2018 | Kennebecasis Valley Fire Department (KVFD) Board Meeting Minutes |
| | 31 August 2018 | KVFD Statement of Expense with Budget Variance |
| | 10 October 2018 | KVFD Chief's Report |
| | 30 September 2018 | KVFD Response Report |
| 7.3 | 31 October 2018 | Draft unaudited Rothesay General Fund Financial Statements |
| | 31 October 2018 | Draft unaudited Rothesay Utility Fund Financial Statements |
| | 29 November 2018 | Draft Finance Committee Meeting Minutes |
| | ➤ | Insurance renewal (see Item 9.3) |
| | ➤ | Asset Management Plan (see Item 9.1.2) |
| 7.4 | 20 November 2018 | Draft Parks and Recreation Committee Meeting Minutes |
| | ➤ | Regatta Row Gate |
| | ➤ | Arthur Miller Fields Rates |
| | ➤ | Data collection for Rothesay Arena user groups |
| | ➤ | Bill McGuire Centre Rates |
| 7.5 | 21 November 2018 | Draft Works and Utilities Committee Meeting Minutes |
| | ➤ | Build sheets for vehicles (see Item 9.8) |
| 7.6 | 21 November 2018 | Draft Heritage Preservation Review Board Meeting Minutes |
| 7.7 | 3 December 2018 | Draft Planning Advisory Committee Meeting Minutes |
| 7.8 | November 2018 | Monthly Building Permit Report |
| 7.9 | 5 December 2018 | Capital Projects Summary |

8. UNFINISHED BUSINESS**8.1 By-law 2-18 A By-law Respecting the Remuneration of Council and Committee members**

- | | |
|-----------------|---|
| 4 December 2018 | Memorandum from Town Clerk Banks |
| DRAFT | By-law 2-18 |
| 15 October 2018 | Memorandum from Treasurer MacDonald |
| 6 November 2018 | Recommendation from Personnel Committee |

8.2 Water By-law 1-18***Remove from table***

- | | |
|-----------------|--|
| 4 December 2018 | Memorandum from Town Clerk Banks |
| 4 December 2018 | Concordance table prepared by L. Pomeroy |
| DRAFT | By-law 1-18 "Water By-law" |

8.3 Rothesay Arena

- | | |
|-----------------|---|
| 7 December 2018 | Memorandum from Town Manager Jarvie RE: November 13 arena motion (<i>with attachments</i>): |
| 6 Nov 2018 | <i>Memo - Counc. Shea</i> |
| 6 July 2018 | <i>Memo - Town Mgr Jarvie RE: Wellness Centre</i> |
| 4 Dec 2018 | <i>Memo - Town Mgr Jarvie RE: Process for New Rothesay 'Wellness Centre'</i> |

ROTHESAY

Regular Council Meeting

Agenda

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10 December 2018

9. NEW BUSINESS

9.1 BUSINESS ARISING FROM DELEGATIONS

9.1.1 KV Oasis

26 November 2018

KV Oasis Application for Rothesay Municipal Grant

30 June 2018

Kennebecasis Valley Oasis Youth Centre Inc. Financial Statements

See item 9.2.2

9.1.2 Capital Asset Management Plan

29 November 2018

Memorandum from Treasurer MacDonald

December 2018

DRAFT Phase 1 Asset Management Plan prepared by CBCL

FINANCE AND ADMINISTRATION

9.2 2019 Rothesay Budget

9.2.1 General Fund

5 December 2018

Memorandum from Treasurer MacDonald RE: Motions

2019 General Fund Master Budget

9.2.2 Donation Request Motions

5 December 2018

Memorandum from Treasurer MacDonald

9.2.3 Utility Fund

4 December 2018

Memorandum from Treasurer MacDonald RE: Motions

2019 Utility Fund Capital Budget

2019 Utility Fund Operating Budget

9.2.4 Reserve Motions

8 December 2018

Memorandum from Treasurer MacDonald RE: General Fund

4 December 2018

Memorandum from Treasurer MacDonald RE: Utility Fund

9.3 Insurance Coverage

27 November 2018

Memorandum from Treasurer MacDonald

9.4 Committee Appointments

3 December 2018

Memorandum from the Nominating Committee

DEVELOPMENT SERVICES

9.5 Universal Design Policy for Rothesay

5 December 2018

Report prepared by DPDS White

OPERATIONS

9.6 2019 Asphalt Resurfacing and Microseal Placement Program

4 December 2018

Report prepared by DO McLean

ROTHESAY

Regular Council Meeting

Agenda

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10 December 2018

- 9.7 Engineering Design and Construction Management Services:
Hillsview Crescent & Shadow Hill Court Watermain Replacement**
5 December 2018 Report prepared by DO McLean

- 9.8 One Ton Truck Purchase – Works Department**
5 December 2018 Report prepared by DO McLean

- 9.9 Solid Waste Collection Contract – Extension**
7 December 2018 Memorandum from Town Manager Jarvie

- 10. NEXT MEETING**
Regular meeting Monday, January 14, 2019
Public Hearing (Bridlewood Estates) **TBD**

- 11. ADJOURNMENT**

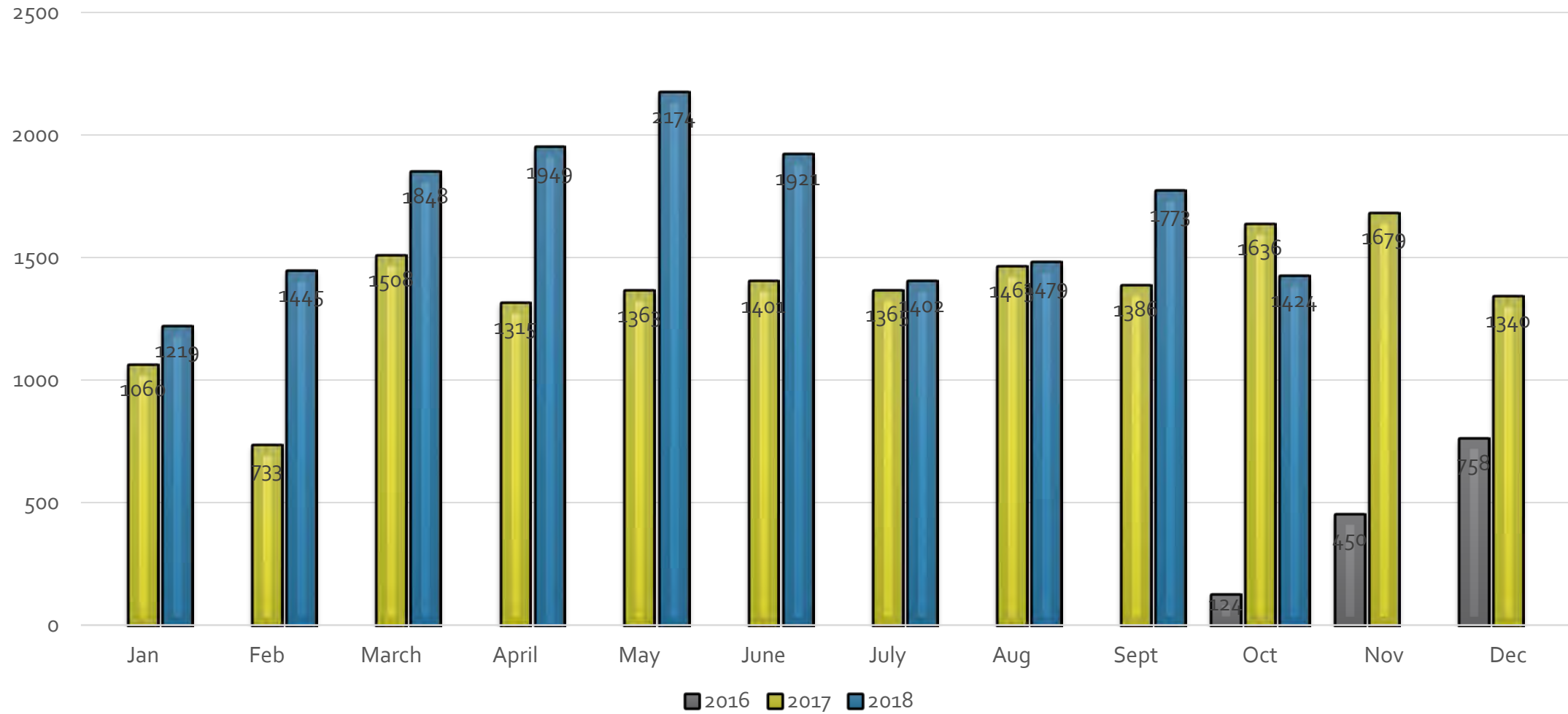
KV OASIS YOUTH CENTRE

2019

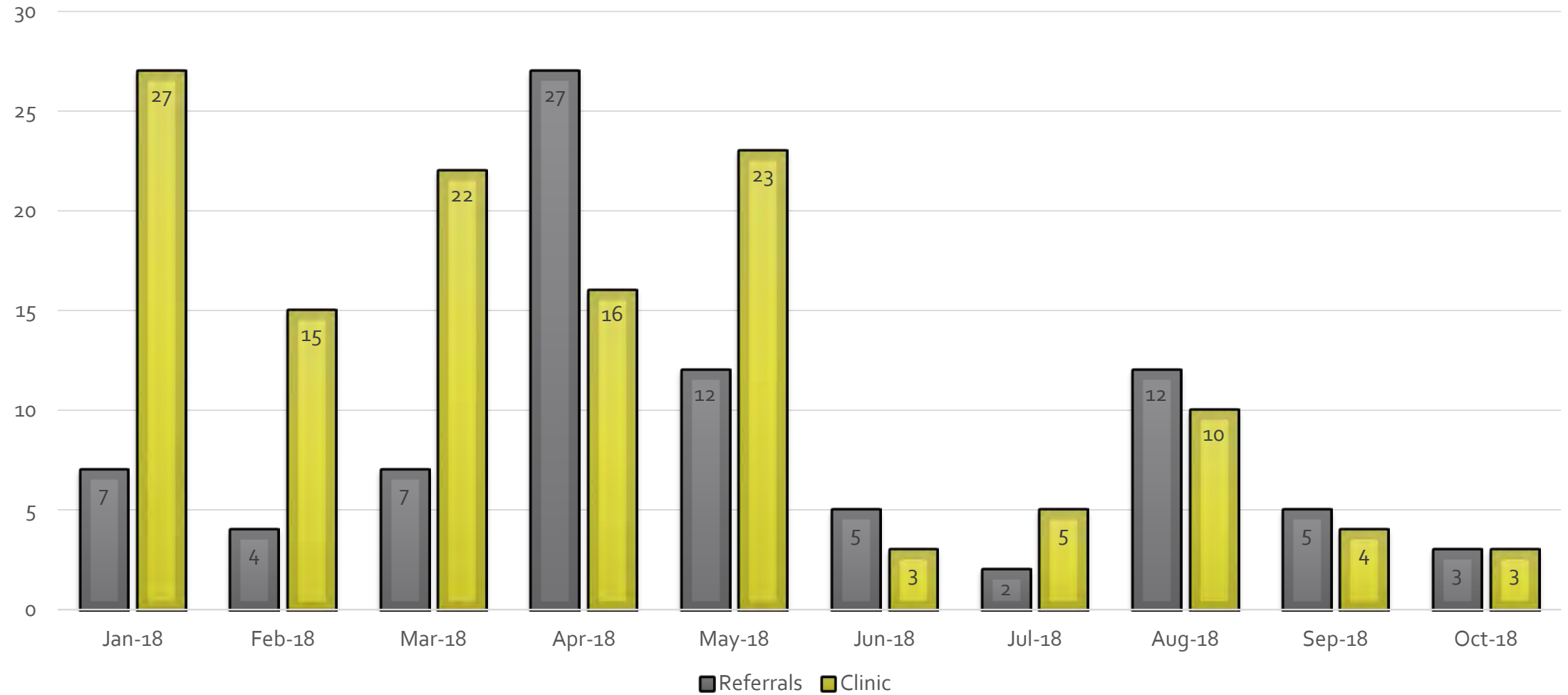
2018 Statistics

- # of Centre visits 2018 – 16,773
- # of Program Participants 2018– 2,898
- # of youth referred to a counsellor 2016-2018 – 116
- # of youth referred to a counsellor in 2018 – 47
- # of youth who have visited the Nurse Practitioner in 2018 – 128
- # of youth in attendance from Rothesay - 221
- # of youth in attendance from Quispamsis – 381
- # of youth in attendance from Greater Saint John Area - 78

Youth Visits 2016-2018



Medical Centre 2018



Supper Club

- Since Feb 2018 we have served 544 youth meals



The Hub

Youth activities in the Hub



2018December10OpenSessionFINAL_032

The Hub

Youth activities in the Hub



Request

- KV Oasis is requesting \$10,000 from the Town of Rothesay to help cover the cost of memberships for the youth. Members of the Centre are youth between the ages of 12-25 who use any of our services. In order to continue to be inclusive and barrier-free, youth are not required to pay any fee for using the Centre. In order to continue to do so, we need assistance covering the costs associated with memberships. Every member has access to the space, health services, programming held within it and a homecooked meal every evening.



2018December10OpenSessionFINAL_034

Asset Management Plan

Phase 1





Background

- GNB – Department of Environment and Local Government
 - Gas Tax Funding Agreements
 - Guide to Asset Management Planning for Local Governments (July 2017)
 - Minimum Requirements
- Federation of Canadian Municipalities Funding
- CBCL Limited



2016 December 10 Open Session FINAL_036

Minimum Requirements

- Governance
- Level of Service
- Inventory of Assets
- Risk Assessment
- Climate Change
- Condition Assessment
- Cost Analysis
- Financial Planning
- Priority Setting



Level of Service

- Description of services provided by the municipality
- Later phases to determine the performance expectations for services provided



2018December10OpenSessionFINAL_038

Risk Assessment

- Identify Core and High Value assets
- Core assets includes those where the consequences of failure are high
- Figures 5.1 to 5.4



Condition Assessment

- Asset repair and replacement determined based on the condition assessment AND the risk assessment
- Street surface – regular condition assessments
- Other assets based on age and estimated useful life



Cost Analysis

- Figure 7.1
- 50 year replacement cost estimates



Financial Planning

- Figure 8.1
- Current annual internal capital spending of approximately \$3 million



Policy

- Documents
 - Roles
 - Responsibilities
 - Review timelines



Next Steps

- Adopt the Asset Management Policy
- Refine Levels of Service (what does the community want and what can it afford)
- Upgrade condition assessments and related cost analysis (I&I study; storm water project)
- Lobby funding partners



CPA

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AGRÉÉS
NOUVEAU-BRUNSWICK

2018December10OpenSessionFINAL_044

CPA New Brunswick

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Media Advisory

Attention: All Media
For Immediate Release
MONCTON, November 20, 2018

CPA New Brunswick Providing Free Financial Literacy Education Sessions Province's Star Accountants Give Back to their Communities by Sharing their Expertise

In recognition of Financial Literacy Month, the **Chartered Professional Accountants of New Brunswick** (CPA New Brunswick) invites New Brunswickers to request a free financial literacy session for their workplace, community group, or school.

The program offers a choice of 40 unbiased educational sessions, all delivered free of charge by Chartered Professional Accountants in an effort to improve the overall state of financial literacy in New Brunswick.

"Improved financial literacy is crucial to giving all citizens of our province the knowledge and confidence they need to make financial decisions and take charge of their fiscal future," says **Rock Lefebvre**, President and Chief Executive Officer of CPA New Brunswick. "As individuals are empowered to achieve personal prosperity, we will see positive impacts reverberate through our communities, solidifying the future of our province".

Sessions are aimed at a variety of audiences (schools, seniors, new Canadians, small & medium business owners, etc.) and may be requested via CPA Canada's [website](#). They are delivered by a local CPA and are available in both English and French.

"The top priority of CPAs – the leaders of the accounting and finance industry in New Brunswick – is to protect the public interest," explains Rock. "Volunteering to deliver objective educational sessions to our fellow New Brunswickers enables individuals to make responsible choices with their money; facilitates smarter business decisions by enterprises; and takes solid action to solve the high-profile social problem of low financial literacy levels".

While this enhanced financial literacy program is just launching in New Brunswick, the efforts of CPAs to contribute to social solutions in tangible ways are already being noticed.

"Opportunities NB is confident that CPAs will deliver a curriculum that will help New Brunswickers have better money management skills that lead to a better quality of life and a more secure economic future," says **Stephen Lund**, CEO of Opportunities NB.

Several other educational institutions, municipalities, and entities have also lent their endorsement to the program. CPA New Brunswick would like to thank the following collaborators for their support:

- City of Dieppe
- City of Saint John
- Crandall University
- Mount Allison University
- Fredericton Chamber of Commerce
- NBCC
- Opportunities New Brunswick
- Saint John Region Chamber of Commerce
- Town of Rothesay
- UNB Fredericton Business Administration
- UNB Saint John Business
- Université de Moncton Faculté d'Administration

Please visit CPA Canada's [website](#) to request a FREE Financial Literacy session for your community!

What We Do

Chartered Professional Accountants work in every sector in New Brunswick. We are involved in a wide range of complex disciplines, from financial reporting, finance, and taxation; to strategy and governance, assurance, performance management, compliance, and information technology.

We offer a strong set of accounting and managerial skills required for today's complex and evolving environment, and our opinions, insights and expertise are highly sought by business, government, and institutional clients as well as in the broader public domains.

Media Contacts

Jason Tasse
Manager, Communications and Public Relations
jtasse@cpanewbrunswick.ca
(506) 830-3300 ext. 108

Danielle Pieroni
Manager, Special Projects and Business Development
dpieroni@cpanewbrunswick.ca
(506) 830-3300 ext. 103



[REDACTED]
85 Green Road
Rothesay, NB
E2H 1T2
[REDACTED]

November 29, 2018

Dear Mayor Grant and Councilors:

We bought our home on Green Road in Rothesay in September 2017. One of the primary reasons we purchased in this area was because of the access to the green space and trail systems surrounding Spyglass Hill. We enjoy walking on the trails with our friends and family and consider it one of the best things about living here.

We were very concerned to hear of the potential for residential and other development in this area. While we do understand that this is private land that the owners have been generous in sharing the space with the public, we feel it would be in the interest of the Town of Rothesay to work with the developers to ensure that a significant part of this area be left 'as is' with little or no changes. This area provides habitat for a wide variety of plants and animals and needed passive activity green space. Many generations of Rothesay residents have a special connection to this area and it would be a shame to lose such a gem in our community.

The proposed green space in the plan, while maintaining the view from the top of Spyglass Hill, does not preserve the reasons for which people enjoy it in the current state. The vast trail system is what makes the entire area special and important to preserve. We equate this area to O'Dell Park in Fredericton as it is a large natural park space and not just an area to look out over the Saint John River. We feel that the residential development areas of Phase 1 and Phase 4 would not drastically change how people currently use Spyglass Hill. Phase 2 and Phase 3 would on the other hand, destroy many of the reasons people love Spyglass Hill in the first place. We propose that the entirety of Phase 2 and Phase 3 be set aside as a park for all citizens of Rothesay to enjoy. It would be the only space in Rothesay that is a natural park as Kinghurst, the Commons, etc. are curated, unnatural parks that are not conducive to the unstructured activities many people enjoy like hiking and mountain biking.

Sincerely,

[REDACTED]

From: [Liz Pomeroy](#)
To: [Liz Pomeroy](#)
Subject: FW: Secondary Plan
Date: December-03-18 9:36:10 AM

From: Don Shea
Sent: December 2, 2018 7:11 PM
To: Nancy Grant <NancyGrant@rothesay.ca>; Matthew Alexander <MatthewAlexander@rothesay.ca>; Miriam Wells <MiriamWells@rothesay.ca>; Tiffany Mackay French <TiffanyMackayFrench@rothesay.ca>; Bill McGuire <BillMcGuire@rothesay.ca>; Peter Lewis <PeterLewis@rothesay.ca>; Grant Brenan <GrantBrenan@rothesay.ca>; Don Shea <DonShea@rothesay.ca>
Cc: Mary Jane Banks <MaryJaneBanks@rothesay.ca>; John Jarvie <JohnJarvie@rothesay.ca>; Brian White <BrianWhite@rothesay.ca>
Subject: Fwd: Secondary Plan

See following comments the Secondary Plan from [REDACTED]

Don Shea, Councillor

From: Don Shea <donshea@rothesay.ca>
Sent: Sunday, December 2, 2018 7:06 PM
To: [REDACTED]
Subject: Re: Secondary Plan

[REDACTED] ... thank you for your email regarding the Secondary Plan. Your input is welcomed and will be provided to both council and relevant staff.

Don Shea, Councillor

From: [REDACTED]
Sent: Sunday, December 2, 2018 3:40 PM
To: Don Shea
Subject:

Hi Don, and thank you for allowing me to email you with my concerns and thoughts about the development and planning areas on the top of Jersey Lane and east of the golf course. In 2016 the planning meeting was a great presentation looking for feedback from the people who would care most about our wonderful town. I love it here and only want the best for it....to grow and thrive and be the town that everyone can enjoy. One of the main points that came out of the 2016 meeting was the desire for a collector road...and it was more than a desire by the residents, it was something they felt was mandatory. It seems that it was not taken seriously in my opinion. A feeder road that backtracks is just not sensible. Who

backtracks to go to the city...and how is it fair to ask a quiet street like Wiljac to become a main thorough fare? I realize that Riverside CC stands in the middle of all of this and its not feasible to go across it but neither are these two options.

It was pointed out that daily 12000 cars are on the rothesay road now...I barely can get out of my street in the morning or at suppertime so more traffic is just not a smart move. The walking trail which was a lovely idea should become a feeder road to the highway....and make a walking trail along side of it like in Grand Bay. It would be less private too which for walkers who find the present path a bit too private for safety reasons. As a woman I would never walk it alone.

The suggestion that the development of Kingshurst estates holding 10% as parkland to be spyglass hill is quite questionable. As a realtor for 28 years, and working with builders and developers like

neither would be as naïve to surrender their PRIME area to park land.

Spyglass offers the best vistas...the developer would gain the most per lot there. Lets face facts that opening up the area is going to be multi millions...any builder must maximize for profit.

It just seemed like these "experts" who we employed to study and help us were like most...they don't live here...they don't see what day to day life is like...You can take all the numbers, stats, topography and data but common sense has to prevail...it did not.

I am so open to discussion...more planning...more feedback...more opinions...please urge council to keep the dialogue open before moving forward. This may not affect you and I but years down the road, the fortunate citizens of our town deserve our best efforts.

Sincerely

December 3, 2019

Town of Rothesay

Mayor & Council:

Thank you for the information session on the secondary Municipal Planning Review held Thursday, November 15th at the Bill McGuire Community Center.

As a life-long resident of Renforth/Rothesay and my wife and I, 47 year residents of Wiljac Street, we offer the following comments for your consideration.

- 1) "Reconstruction of Wiljac Street to include sidewalks, curbs, gutters and fire hydrants" – Over the years the elevation of Wiljac Street has been raised a number of times, causing many of us on the Route 1 side, to have short and steep ramps up to the travelled portion of the street. This is particularly difficult in winter conditions and a safety hazard particularly with the projected 3000 cars per day. Any proposed sidewalks, etc. should be on the North West side of the street without increasing the overall street elevation.
- 2) "387 Dwellings – 2035 People – 3000 cars per day" . It was stated that the car count is the same as the count from the Kennebecasis Park Sub Division. I make the point that there are 8 or 9 streets on Park Drive alone, leading to the entrance of the Park at which point there are 3 or 4 houses located in Saint John. In the proposal, all traffic (3000 cars/day) will be directed to Wiljac Street to connect to the Fox Farm Road. This is unacceptable. I respectfully ask how you would like having to deal with that number of cars going by your front door within just several feet of your front steps? Please consider any and all alternatives.
- 3) At two previous information sessions, 2016 and a few years prior at the Riverside Country Club, as well as this one, it was stated the Provincial Government would not permit an on ramp to Route1, possibly in the middle of the two areas in question. The reasoning given was that it would be too close to the existing Fox Farm Road on ramp. This argument doesn't stand up. The on ramp located at the Rothesay Ave overpass is a very short distance away from the off ramp to Ashburn Lake Road. It could be possible, that an on ramp – say near the Golf Course , would be at an even greater distance apart from the Fox Farm than the existing Rothesay Ave and Ashburn Ramps. The other major advantage of a more central on ramp, would be the elimination of having to deal with the wetlands and the construction details they require.
- 4) "Municipal Water" –We missed the answer to the question "Is municipal water an option or an obligation". Would you please clarify this for us?

We trust you will consider the above comments and suggestion as you continue future municipal planning for the town.

Respectfully submitted

[REDACTED]



M-18-408



November 5, 2018

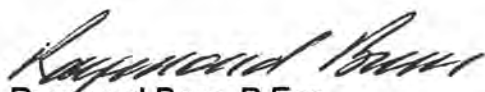
Mr. John Jarvie, Town Manager
Town of Rothesay
70 Hampton Road
Rothesay NB E2E 5L5

Re: Municipal Designated Highway Program 2019-2023

Dear Mr. Jarvie:

Thank you for your letter dated September 28, 2018, addressed to the Minister of Transportation and Infrastructure, regarding the Municipal Designated Highway Program 2019-2023. Your requests will be reviewed by department officials. Once the process is complete and projects are selected for funding, you will be notified accordingly.

Sincerely,


Raymond Brun, P.Eng.
Municipal Engineer



2018December10OpenSessionFINAL_051

370 French Village Road
Quispamsis, NB E2S 2V3

November 8, 2018

Mayor and Members of Council

Rothesay, NB

Dear Civic Leaders and Officials:

I am aware that you and your support staff are now engaged in preparing the budget for the next fiscal period. I consider it timely to submit "the ask" on behalf of the Canadian Peacekeeping Veterans Association, Southern NB/Sask Interprovincial Chapter.

With a virtual office centred in Kings County, our organization promotes veterans issues including commemoration, application to VAC assistance, and benevolent assistance to needy seniors, and single parents in our region. In fulfilling this mandate we rely on funds generated through membership fees and donations. We have contracted storage space to accommodate health care needs (wheel chairs, walkers, hospital beds, commodes etc). We also ensure that our inventory is kept in good repair and purchase items where there is a need. We loan this equipment to those in need at no cost and merely ask for a damage deposit in each case dependent upon the financial capability of each client.

Our works are conducted by volunteers and our costs in operations are many. Most particularly we must pay for rental of storage space, and equipment updates (last FY we purchased two walkers, two wheel chairs and repaired an electronic scooter).

Our ask is a grant of \$10,000 to assist us in operating costs. We look forward to your generosity.

Norman Gaillard

President, [REDACTED]



Norman Gaillard
President & Provincial Service Officer

Southern NB / SASK
Interprovincial Chapters

370 French Village Road
Quispamsis, N.B.
E2S 2V3





**Directors of the New
Brunswick Medical
Education Foundation
Inc.**

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PO Box 22061
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CRA No. 810513523RR0001

November 14, 2018

Mayor Nancy Grant & Council
Town of Rothesay
70 Hampton Road
Rothesay, N.B. E2E 5L5

RECEIVED

NOV 23 2018

Dear Mayor Grant & Council:

On behalf of the Directors of the New Brunswick Medical Education Foundation, I want to thank you for your continuing support of medical education in New Brunswick.

At this time, we are preparing to advertise for the applications for the **Town of Rothesay Medical Education Scholarship** for the 2019 academic year. Your scholarship will be awarded by the Grants Committee in June of 2019 and we will have our celebration of these successful young New Brunswick students in August 2019.

The Grants Committee has indicated to me that it is time for the Town of Rothesay to consider renewal of your commitment. Your previous commitment is an annual amount of \$5,000. We have enclosed an invoice in that amount.

We are deeply grateful for your continuing support as we strive to provide access to health care for all New Brunswick residents through the successful recruitment and retention of our best and brightest New Brunswick medical students.

Sincerely,

Dr. David R. Marr, Chair
New Brunswick Medical Education Foundation Inc.
cc: Mr. Doug MacDonald, Treasurer, Town of Rothesay
Ms. Mary Jane Banks, Town Clerk, Town of Rothesay
Encl



November 15, 2018



Her Worship Mayor Nancy Grant and Council
Town of Rothesay
70 Hampton Road
Rothesay, New Brunswick
E2E 5L5

Your Worship and Councillors:

On behalf of the Saint John Aquatic Center Commission, I want to thank the Town of Rothesay for their supplemental funding for the 2018 fiscal year. We appreciate the continued support that allows us to provide quality aquatic and fitness services to the residents of Greater Saint John.

We are committed to improving our operations to ensure the continued viability of our facility. This includes reducing our annual deficit and taking steps to identify efficiencies and improved service. To this end, we are in the process of implementing a formal continuous improvement program and the City of Saint John is conducting a review of our finances and procedures in an effort to better our operations.

We welcome any input that you may have, particularly if it will help improve our operations and our service to our patrons. Thank you for your continued support of our facility.

Sincerely,

Mike Hugenholtz
Chair

From: [Liz Pomeroy](#)
To: [Liz Pomeroy](#)
Subject: FW: ESJ - Transition
Date: November-22-18 3:08:51 PM

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

From: "**Ron Gaudet**" <rgaudet@enterprisesj.com>
Date: Thu, Nov 22, 2018 at 10:21 AM -0400
Subject: ESJ - Transition
To: "Nancy Grant" <NancyGrant@rothesay.ca>, "John Jarvie" <JohnJarvie@rothesay.ca>, "Gary Clark" <gclark@quispamsis.ca>, "sdeuville@quispamsis.ca" <sdeuville@quispamsis.ca>, "Grace Losier" <Mayor@towngbw.ca>, "Libby O'Hara" <eohara@quispamsis.ca>, "Sandra Gautreau" <sgautreau@towngbw.ca>
Cc: "Eleanor MacLean" <emaclean@enterprisesj.com>, "Sue Crozier" <scrozier@enterprisesj.com>, "Andrew Oland" <andrew.oland@moosehead.ca>

Good morning folks – Beginning in the January of 2019 – Enterprise Saint John will begin using an operating name of Economic Development Greater Saint John. Please see attached word mark. We wanted to accomplish two things – 1. To be very specific about our Mandate and 2. To be specific about the area in which we serve. This name we feel accomplishes these two things.

You are likely to hear a lot of conversation around the subject of Marketing in the coming months (and we hope that you have a voice in that conversation) – We believe strongly that regional marketing needs to happen. And - While we will work with other economic development groups in the region to attempt to have consistency of the external messages and a consistent look and feel around messaging - we think that this is a first important step that demonstrates our core values as an organization.

Sincerely;
Ron

Ron Gaudet | **Chief Executive Officer**

Enterprise Saint John

40 King Street | Saint John | NB | E2L 1G3

T +1 506 674 4171

E rgaudet@enterprisesj.com | W <http://www.enterprisesj.com>



ECONOMIC DEVELOPMENT

GREATER SAINT JOHN

From: [Liz Pomeroy](#)
To: [Liz Pomeroy](#)
Subject: FW: Thank you!
Date: November-26-18 12:12:09 PM

From: [REDACTED]
Sent: Monday, November 26, 2018 9:10 AM
To: Nancy Grant
Cc: Bill McGuire
Subject: Thank you!

Dear Mayor Grant & Rothesay Town Council,

As a follow up to my e-mail this past August, where I expressed my concern with the condition of the road leading into Kennebecasis Park, I would like to extend my sincere thanks and appreciation for a job well done. The repairs to the road, new guardrails and landscaping look fantastic. Thank you!

I can certainly appreciate the work that you must have done behind the scenes to pull this off so quickly, especially having to come to an agreement with the City of Saint John.

Projects such as this can sometimes become politically challenging, especially when there is a big expense to incur. I am however, pleased that you have worked as a team to see this necessary project, to completion.

Once again, thank you. Congratulations on a job well done.
Keep up the good work!

Sincerely,

[REDACTED]

28 Crescent Drive, Rothesay.

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Agenda

Kennebecasis Public Library Board

Wednesday, October 17th, 2018, 6:00p.m.

- 1.) Call to Order
- 2.) Disposition of Minutes from Previous Meeting
- 3.) Communications
- 4.) Report of the Librarian
- 5.) Committee Reports
 - a. Financial
 - b. Facilities Management
 - c. Marketing Advisory Committee
- 6.) New and Unfinished Business

A meeting of the Board of Trustees, Kennebecasis Public Library was held on October 17, 2018 at 6:00pm at the Library.

In Attendance: Mr. K Winchester, Chair; Mrs. Amy Watling, Treasurer; Ms. L. Corscadden; Mrs. L. Hansen; Ms. E. Greer; Ms. J. MacGillivray, Mr. Chuck McKibbin

Regrets: Councillor Mr. D. Shea; Councillor Mr. P. Rioux

Absences: N/A

Call to Order: Mr. Winchester called the meeting to order at 5:58pm.

Approval of Agenda

It was moved Ms. MacGillivray to approve the agenda as presented. Mrs. Watling seconded, and the motion carried.

Disposition of Minutes

It was moved Mrs. Hansen to approve the minutes of the September regular meeting, Ms. MacGillivray seconded, and the motion carried.

Communications

Ms. Corscadden had no new communications to present.

Report of the Librarian

Ms. Corscadden presented the Librarian's report for the month of October to the board. She spoke about the numerous volunteers working at the library this Fall, 33 in total. Ms. Corscadden also spoke about the many different programs being offered at the library this Fall. A special infant massage program has begun in October, and is being offered in partnership with Talk With Me. Discussion ensued.

Ms. Corscadden also spoke about the current artwork display in the library; a vast array of quilts provided by the Kennebecasis Valley Quilter's Guild. Discussion ensued.

Ms. Greer moved to accept the librarian's report as presented. Mrs. Watling seconded, and the motion carried.

Mrs. Watling presented the September financial statement to the library board. There is a slight surplus of funds in various budget lines, including the "small equipment and furniture", "building maintenance" and "professional development" lines. Ms. Corscadden explained how those funds would be spent by the end of the fiscal year; there are a few invoices that are not received until later in the fall. Discussion ensued.

Facilities Management

Ms. MacGillivray presented the facilities management report prepared by Mr. Phil Shedd. There have been continued spot repairs and painting throughout the library, and a few repairs to our HVAC system. Discussion ensued. Mrs. Watling asked what the repair to an LED drive involved. Ms. Corscadden explained that one of the streetlights in front of the library had to be repaired. Discussion ensued.

Marketing Advisory Committee

Ms. Greer spoke about how October is Canadian Library Month. She also outlined how each month the library has four or five themed book displays that Ms. Corscadden has begun to advertise on social media. Discussion ensued.

Mrs. Hansen moved to accept all committee reports. Mr. Winchester seconded, and the motion passed.

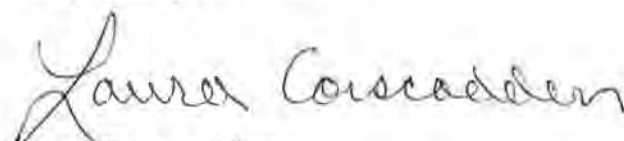
New and Unfinished Business

Ms. Corscadden spoke about the three-day meeting of the Fundy Library Region's managers and directors that she will be attending at the end of the month. It is an opportunity for managers and directors to be updated on what is happening in the region, and she will also be participating in various training sessions. Discussion ensued.

Adjournment: As there was no other business, Mrs. Hansen moved that the meeting be adjourned at 6:30 pm.

Next Meeting: The next meeting is scheduled for November 28th, 2018 at 6:00pm at the Library.

Respectfully submitted,



Laura Corscadden

Library Director and Secretary to the Board



Librarian's Report October 2018

Staffing and Volunteers

The library has started our new session of the Volunteens, and we had 13 participants. There are also 20 adult volunteers working at the library this fall.

Programs

Programs offered in September included:

- Scrabble Club, Mondays at 2pm
- Baby Wonders with KV3C, Mondays 10am – 12pm (started Sept. 17th)
- Board Game Café, Tuesdays at 2pm (until closing)
- Preschool Storytime, Wednesdays at 10:30am
- Wednesday Painter's Circle, Wednesdays at 10:00am
- Parlons Francais, Wed. mornings at 10:30am, and Thurs. evenings at 6:30pm
- Knit Wits, Thursdays at 7:00pm
- Toddler Storytime, Fridays at 10:30am
- Volunteens, Saturdays at 10am (starting Sept. 29th)
- Builder's Club, Saturdays at 2:30
- Valley Reader's Circle Bookclub, Thursday, Sept. 20th at 10:45am
- Crafternoon, Monday, Sept. 10th at 2:30pm (offered once a month)
- Evil Genius Club, Monday Sept. 17th at 2:30pm (offered once a month)
- Puppet Show Friday the 28th at 10:30am & 3:30pm

Ongoing programs that begin in October include:

- Infant Massage (Talk with Me), Wednesdays at 2:30pm (Babies in the Library will be in November).

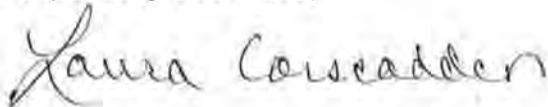
- Making Wellness a Priority (offered in partnership with the Canadian Mental Health Association) – Monday Oct. 15th at 3:30pm
- English Social (Offered in partnership with the Saint John Newcomers Resource Centre)

Collections and Spaces

For the months of September and October, the Kennebecasis Valley Quilter's Guild have their work on display in the library.

Ms. Corscadden and the staff at the library have been working hard to put together the silent auction being held October 13 – 20th. The library staff have also been hard at work putting together the Fall Family Fun Day event to be held on Saturday, October 20th at 2:30pm.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Laura Corscadden".

Laura Corscadden,

Library Director and Secretary to the Board

Kennebecasis Public Library Inc.	2018December10OpenSessionFINAL_062					
Comparative Income Statement (DRAFT)	OPERATING FUND					
Period ending September 30, 2018	a	b	c	b - c	d	b - d
	<u>Restricted Fund</u>	<u>Operating YTD Actual</u>	<u>Year To Date Budget</u>	<u>Year To Date Variance</u> <u>Better (Worse)</u>	<u>Annual Budget</u>	<u>Annual Budget Variance</u>
REVENUE						
Library service - Rothesay		63,724	63,724	0	84,965	(21,241)
Library service - Quispamsis		99,720	99,720	0	132,960	(33,240)
Room Rentals, Printer and copies		3,715	3,375	340	4,500	(785)
Grants		13,649	7,061	6,588	7,061	6,588
Donations	1,885	0	0			0
Donation from Friends of KPL	2,983	0	0			
Interest Income (Savings)		3	0	3	0	3
Miscellaneous Income		150	0	150	0	150
Previous Year's Surplus		153	153	0	204	(51)
TOTAL REVENUE	4,868	181,114	174,033	7,081	229,690	(48,576)
EXPENSE						
Operations Expenditures						
Other Expenditures - Restricted Fund	253					0
Books, restricted fund	2,285					0
Small Equipment and Furniture		1,079	6,199	5,120	8,265	7,186
Total Capital Expenditures	2,538	1,079	6,199	5,120	8,265	7,186
<u>Wages</u>						
Total Wages & Casual Labour		25,408	23,560	(1,848)	29,799	4,391
<u>General & Administration Expenses</u>						
Building Maintenance		43,379	53,660	10,281	71,546	28,167
Grounds Maintenance		13,516	14,447	931	20,000	6,484
Office		7,218	6,450	(768)	8,600	1,382
Utilities		35,009	40,070	5,061	53,634	18,625
Accounting, audit and legal		7,419	8,600	1,181	10,660	3,241
Professional Development		55	1,500	1,445	2,000	1,945
Insurance		5,544	5,544	0	7,392	1,848
Public Relations		296	2,250	1,954	3,000	2,704
Communications		4,225	6,971	2,746	9,294	5,069
Miscellaneous Expense		839	1,500	661	2,000	1,161
Program Exp		2,742	2,625	(117)	3,500	758
Total General & Admin Expenses		120,242	143,616	23,374	191,626	71,384
TOTAL EXPENSE	2,538	146,728	173,375	26,647	229,690	82,962
NET INCOME (Deficit)	\$ 2,330	\$ 34,386	658	33,728	0	34,386

Building Maintenance Report October 2018

Past months has seen the continuation of spot repairs and painting.

New LED drive arrived has been installed.

There have been a number of problems with the main AC plant this summer. We had to replace the electronic boards. I had some issue with the number of hours that was required to do the repair. I have talked with C+E and have had the number of hours reduced because of the wrong boards being installed. Later this summer one of the compressors had to be replaced.

The hot water circulate pump will be installed next week as there was a delay in getting all the parts to install it. The cost to replace is 1529.00 + HST.

Work on outside facade is now completed. The cause of the delimitation was the plywood that was used was not exterior grade.

Door handle on main lower door has been installed.

Lift station annual maintenance will take place this month.

Yours

Philip Shedd CET

**KENNEBECASIS VALLEY FIRE DEPARTMENT INC BOARD MEETING
TOWN OF QUISPAMSIS, 12 LANDING COURT, QUISPAMSIS
OCTOBER 10, 2018**

Present: Chair Kirk Miller
Vice Chair Grant Brenan
Commissioner Susan Deuville
Commissioner John Jarvie
Commissioner Peter Lewis
Commissioner Robert McIntyre
Commissioner Norah Soobratee

Chief Bill Ireland
Carlene MacBean, Executive Assistant

Regrets: Treasurer Sean Luck

1.0 Call to Order

Chair Miller called the meeting to order at 6:35 pm.

2.0 Chair's Remarks

Chair Miller noted the recent fire at the Irving Oil Refinery and was glad there were no casualties.

3.0 Approval of Agenda

Moved by G. Brenan and seconded by R. McIntyre, to approve the agenda with the addition of the following:

- Item 10.1 Draft Policy #1620-100 Response to Local Service District Policy

CARRIED

4.0 Conflict of Interest

None

5.0 Approval of Previous Minutes

5.1 September 12, 2018

Moved by P. Lewis and seconded by N. Soobratee, that the minutes of September 12, 2018 be approved as presented.

CARRIED

6.0 Unfinished Business

6.1 Strategic Plan Update

Chief Ireland reported the request for proposals was posted on the Opportunities Network in September with a due date for the end of October.

6.2 Fire Marque

Chief Ireland reported the towns are working on a bylaw and there is the possibility the Fire Marque will be in the province later in the month and we are looking to have a meeting with them.

6.3 Mutual Aid for Local Service District Formerly Covered by the Kennebecasis Valley Fire Department - Update

Upon discussion it was decided the letter should go to the current Minister of Environment and Local Government and copied to the following:

- The local MLA's – Blaine Higgs, Gary Crossman, Hugh Flemming and Glen Savoie
- Ryan Donaghy, Acting Deputy Minister, Environment and Local Government
- The two Fire Chiefs of the departments taking over the coverage area – Blair Wanamaker of Nauwigewauk Fire Department and Brian Hunter of Simonds Fire Department
- Town of Quispamsis and the Town of Rothesay

Moved by G. Brennan and seconded by N. Soobratee to send the letter with the requested changes.

CARRIED

6.4 Administrative Agreement

Commissioner McIntyre and Commissioner Soobratee expressed their frustration that they only became aware of this at the last Board meeting and their confusion as to where it is coming from.

Commissioner Brennan stated that in the past, each town did the administration of the department on a four year rotation but it then went to self-administration and done by the Fire Chief. With the infrequency of the Fire Board meetings, minutes needing to be approved and signed before going to the two towns it can be four months before council see the minutes from the meetings and know what is going. He stated his council has questions and felt no one was really watching where money is being spent and should go back to having an administrator who can oversee and advise councils of what is going on.

Once a copy has been signed and returned to the department, the policies and by-laws will need to be updated. Chair Miller apologized to the members for the way this was conveyed.

7.0 Correspondence

None

8.0 New Business

None

9.0 Financial

9.1 Draft Financial Statements for the Eight Months ended August 31, 2018

Moved by S. Deuville and seconded by N. Soobratee to receive and file the draft financial statements for the eight months ended August 31, 2018.

CARRIED

10.0 Business Arising from Committee of the Whole

10.1 Draft Policy #1620-100 Response to Local Service District Policy

Moved by N. Soobratee and seconded by G. Brennan to adopt Policy 1620-100 Response to Local Service District Policy and to send a copy to the Fire Chiefs of Nauwigewauk and Simonds Fire Departments.

CARRIED

11.0 Reports

11.1 Chief's Report

Moved by G. Brennan and seconded by P. Lewis to receive and file.

CARRIED

11.2 Response Summary

Moved by S. Deuville and seconded by R. McIntyre to receive and file.

CARRIED

12.0 Adjournment

Moved by N. Soobratee that the meeting be adjourned at 7:15 pm.

Date of next meeting – November 14, 2018

Respectfully submitted,


CHAIR


SECRETARY / TREASURER

Kennebecasis Valley Fire Department Inc.

2018December10OpenSessionFINAL_068

Statement of Expense with Budget Variance
For the 8 months ending August 2018

		BUDGET	ACTUAL	VARIANCES	BUDGET	Actual
		YEAR TO DATE	YEAR to DATE	YEAR TO DATE	2018	2017
				(Under Budget)		
EXPENSES:						
ADMINISTRATION:						
9	Admin. Wages and Benefits	\$402,464	\$396,238	(\$6,226)	\$605,500	\$377,980
10	Convention/ Dues/ Training	\$11,500	\$12,241	\$741	\$15,000	\$5,086
11	Professional Services	\$11,033	\$9,548	(\$1,485)	\$40,000	\$6,614
12	Office Supplies / Copy Machine/ S/C	\$5,333	\$4,377	(\$957)	\$8,000	\$3,412
13	Computer Hardware/Software/IT	\$11,912	\$12,118	\$206	\$16,700	\$4,787
14	Station Telephone/ Internet	\$7,875	\$7,655	(\$220)	\$13,500	\$7,657
16		\$450,118	\$442,177	(\$7,940)	\$698,700	\$405,537
FIREFIGHTING FORCE:						
17	Salaries Basic	\$1,648,573	\$1,565,538	(\$83,034)	\$2,519,484	\$1,571,035
18	Overtime	\$39,231	\$21,948	(\$17,283)	\$60,000	\$56,778
	Vacation Pay on Retirement	\$8,816	\$8,601	(\$215)	\$8,816	\$9,461
19	Force Benefits	\$428,554	\$413,813	(\$14,742)	\$595,700	\$413,452
20	Clothing/Uniform Maintenance	\$18,667	\$10,211	(\$8,456)	\$28,000	\$6,804
21	Medical and Fitness Training	\$12,000	\$12,733	\$733	\$21,000	\$11,036
22	Career Recognition	\$1,500	\$1,634	\$134	\$3,500	\$331
23	Holiday Relief Wages & Overtime	\$196,593	\$184,455	(12,138)	311,600	\$196,911
24	Holiday Relief Benefits	\$69,967	\$65,538	(\$4,429)	\$109,402	\$62,655
26		\$2,423,899	\$2,284,471	(\$139,430)	\$3,657,504	\$2,328,463
TELECOMMUNICATIONS						
27	Cellular Telephone	\$4,533	\$2,939	(\$1,594)	\$6,800	\$3,178
28	Communication Equipment	\$1,700	\$1,904	\$204	\$2,500	\$1,752
29	Maintenance/ Repairs	\$1,000	\$178	(\$822)	\$1,500	\$1,072
30		\$7,233	\$5,021	(\$2,212)	\$10,800	\$6,001
INSURANCE:						
31	Insurance	\$35,037	\$32,476	(\$2,561)	\$35,037	\$34,349
32		\$35,037	\$32,476	(\$2,561)	\$35,037	\$34,349
PREVENTION AND TRAINING						
33	Firefighter/Co. Officer Training	\$16,250	\$13,053	(\$3,197)	\$36,000	\$8,736
34	Fire Prevention and Public Education	\$4,660	\$1,856	(\$2,804)	\$10,000	\$3,199
35	Training Supplies	\$500	\$264	(\$236)	\$2,000	\$0
36		\$21,410	\$15,173	(\$6,237)	\$48,000	\$11,936
FACILITIES						
37	Station 1 Operating	\$147,748	\$152,146	\$4,398	\$172,810	\$140,135
38	Station 2 Operating	\$12,467	\$12,574	\$107	\$18,700	\$14,560
39	Station 2 Rent	\$33,249	\$33,249	\$0	\$49,874	\$32,605
40	Station Supplies	\$8,000	\$9,158	\$1,158	\$12,000	\$8,077
41		\$201,464	\$207,127	\$5,664	\$253,384	\$195,376
FLEET						
42	Vehicle Fuel	\$13,417	\$15,948	\$2,531	\$23,000	\$12,919
43	Vehicle Registration	\$550	\$342	(\$208)	\$550	\$361
45	Vehicle Maint & Repairs	\$43,333	\$74,548	\$31,215	\$65,000	\$39,500
46		\$57,300	\$90,838	\$33,538	\$88,550	\$52,781
OPERATIONS						
47	New Equipment	\$12,000	\$5,189	(\$6,811)	\$18,000	\$4,188
48	Maint & Repairs - Equipment	\$12,531	\$17,101	\$4,569	\$17,000	\$10,394
49	Maint & Repairs - Bunker Gear	\$2,000	\$1,740	(\$260)	\$7,000	\$1,084
50	Medical Supplies	\$3,333	\$3,412	\$79	\$5,000	\$3,235
51	Firefighter Supplies	\$2,333	\$1,555	(\$778)	\$3,500	\$2,331
52	Health & Safety	\$1,333	\$352	(\$982)	\$2,000	\$997
53	H&S Cause Determination	\$0	\$163	\$163	\$0	(\$14)
54		\$33,531	\$29,512	(\$4,020)	\$52,500	\$22,215
WATER COSTS:						
55	Water Costs - Rothesay	\$18,696	\$18,695	(\$0)	\$24,927	\$18,151
56	Water Costs - Quispamsis	\$3,598	\$3,598	(\$0)	\$4,797	\$3,378
57		\$22,294	\$22,293	(\$1)	\$29,724	\$21,529
OTHER:						
58	Miscellaneous	\$2,000	\$1,014	(\$986)	\$3,000	\$1,575
59	Retirement Allowance	\$39,867	\$39,871	\$4	\$59,800	\$39,871
60		\$41,867	\$40,884	(\$982)	\$62,800	\$41,445
61		\$3,294,152	\$3,169,972	(\$124,182)	\$4,936,999	\$3,119,631

Kennebecasis Valley Fire Department Inc.

Budget Variances Analysis greater than \$5,000

For the 8 months ending August 31, 2018

Line #	Description	Budget YTD	Actual YTD	Variance	Details
				(Under Budget)	
9	Admin. Wages and Benefits	\$402,464	\$396,238	(\$6,226)	Less hours for accounting: budget salaries vs actual less by .05%
17	Firefighting Force: Salaries	\$1,648,573	\$1,565,538	(\$83,034)	2018 Budget includes increase, union contract not finalized
18	Overtime	\$39,231	\$21,948	(\$17,283)	No Long-term illnesses year to date
19	Benefits	\$428,554	\$413,813	(\$14,742)	Benefit costs relate to wages
20	Clothing/Uniform Maintenance	\$18,667	\$10,211	(\$8,456)	Uniform replacement limited pending new CBA
23	Holiday Relief Wages & Overtime	\$196,593	\$184,455	(\$12,138)	replacement costs for force members as required
45	Vehicle Maint & Repairs	\$43,333	\$74,548	\$31,215	Engine 1 & 2
47	New Equipment	\$12,000	\$5,189	(\$6,811)	
	Material Variances	\$2,789,415	\$2,671,940	(\$117,475)	

Invoices over \$2,000

For the month of August 2018

Recurring Monthly Invoices		Amount	Description
08/01/18	Assumption Life	\$26,438	Group Benefits
08/01/18	Town of Quispamsis	\$4,156	Rent - Station 2
08/09/18	Receiver General	\$45,281	payroll liabilities
08/09/18	BMO	\$76,345	net wages 08/09/2018
08/23/18	Receiver General	\$43,934	payroll liabilities
08/23/18	BMO	\$75,515	net wage 08/23/2018
08/31/18	CIBC Mellon	\$42,982	Monthly pension contributions
08/31/18	I.A.F.F. Local 3591	\$7,175	Union Dues
08/31/18	Worksafe	\$3,724	Worksafe assessment
Non-Recurring Invoices		Amount	Description
08/21/18	Smith's Diesel & Power Systems	\$4,668	E2



Kennebecasis Valley Fire Department

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

October 10, 2018

Long Service Recognition Ceremony

On Friday, October 19th at 7:00 pm the Kennebecasis Valley Fire Department will be hosting the 2018 Long Service Recognition Ceremony for members of the department who have reached career milestones between January 1, 2016 and December 31, 2017. The department is recognizing the following personnel for their achievements:

Federal Fire Services Exemplary Service Awards

First Bar (30 years of service)

Captain James Leblanc
Lieutenant Robert MacLeod
Firefighter Daniel Richard

Service Medal (20 years of service)

Captain Douglas Barrett
Senior Firefighter Royden Chase

Provincial Fire Service Awards

Service Pin (15 years of service)

Senior Firefighter Matthew McCully
Firefighter Paul Spinks

Kennebecasis Valley Joint Board of Fire Commissioners Award

Gold Watch (for 25 Years of Paid Service)

Firefighter Eric Boyle

Structure Fire

On September 15, KVFD responded to a structure fire on Bradley Lake Road in Quispamsis. Upon arrival heavy smoke and flames were visible from the rear of the building. Crews confirmed that all occupants had evacuated and were accounted for and initiated a defensive fire attack on the fire which had started on the rear deck and had extended into the roof and a bedroom. There was a heavy fire load in the area of fire origin which included the large wood deck structure and piled firewood. A second alarm was called for additional manpower and mutual aid was requested for water supply. The fire was brought under control and crews continued to work at extinguishing remaining hot spots and salvaging the occupant's personal possessions. Crews remained on scene for approximately seven hours. The fire investigation determined that the fire was accidental in nature and the ignition source is still being investigated.

Cooperative Efforts

In September, Division Chief Kevin Clynick worked at the Saint John Fire Department Training Academy for one week delivering Hazardous Material Responder training to a class of SJFD fire cadets. In exchange for this service, the SJFD will be providing the KVFD with two, four-hour training sessions at their live-fire training facility later this fall (a \$5,000 value). This arrangement is a good example of the cooperative relationship we have with SJFD and represents a creative and cost effective way to exchange services and fill needs for both departments.

Fire Prevention Week



Fire Prevention Week this year is October 7th – 13th .

Our planned Fire Prevention Week activities include:

- Print ads in the KV Style for Fire Prevention Week and an ad in the weekend edition of the Telegraph-Journal;
- Social media messaging on Facebook and Twitter. Please consider liking and sharing our life safety messages;
- Static display at Sobey's Rothesay;
- Fire Department Open House October 6th 1100-1400.

Response Types Kennebecasis Valley Fire Department (01/01/2018-30/09/2018)		Jan	Feb	Mar	April	May	June	July	Aug	Sept	2018 YTD	2017 YTD
	Fire/explosion - dollar loss [10]	1	3	3	4	5	0	2	1	4	23	32
	Rubbish/grass fire - no dollar loss [12]	4	4	0	3	16	4	10	7	10	58	50
	Chimney Fire [13]	0	0	1	0	0	0	0	0	0	1	7
	Total Fire [10-19]	5	7	4	7	21	4	12	8	14	82	89
	Rescue - Miscellaneous [30]	0	0	1	0	1	0	1	1	0	4	4
	Vehicle Accident [31]	7	10	9	6	7	10	15	10	11	85	68
	Total Rescue or Resuscitation call [30-39]	7	10	10	6	8	10	16	11	11	89	72
	Public Hazard - gasoline or fuel spill [41]	1	0	0	0	2	0	1	0	0	4	3
	Public Hazard - power line down / utility pole hazard [43]	11	4	0	0	3	3	0	2	0	23	18
	Public Hazard - miscellaneous [49]	5	0	1	3	3	1	0	2	0	15	13
	Total Public hazard [40-49]	17	4	1	3	8	4	1	4	0	42	34
	Gas Leak - propane [51]	0	2	0	0	1	0	1	0	0	4	5
	Gas Leak - response to carbon monoxide detector alarm [53]	3	0	2	1	0	0	1	0	1	8	5
	Total Gas leak [50-59]	3	2	2	1	1	0	2	0	1	12	10
	Public Service - first aid [62]	51	56	67	64	51	47	48	45	41	470	455
	Public Service - assist police or other agency [63]	1	0	3	0	2	2	1	0	0	9	5
	Public Service - mutual aid [65]	0	1	1	1	1	2	0	0	0	6	6
	Public Service - animal rescue [66]	0	1	0	1	0	0	0	0	0	2	1
	Public Service - flooding [67]	4	0	0	0	5	0	0	0	1	10	1
	Public Service- miscellaneous [69]	3	0	0	0	3	3	2	0	2	13	7
	Total Public services [60-69]	59	58	71	66	62	54	51	45	44	510	475
	Alarm No Fire - accidental miscellaneous [70]	3	1	6	4	4	5	4	6	4	37	39
	Alarm No Fire - smoke or steam mistaken [71]	1	1	0	1	3	2	1	1	1	11	11
	Alarm No Fire - sprinkler surge or discharge [72]	1	0	1	1	0	0	0	0	1	4	1
	Alarm No Fire - detector activated [73]	2	0	1	1	1	9	2	9	10	35	46
	Alarm No Fire - unknown odours [75]	0	2	0	0	0	1	0	1	1	5	8
	Alarm No Fire - miscellaneous [79]	1	1	0	0	3	2	4	3	0	14	23
	Total Alarm no fire - No malicious intent [70-79]	8	5	8	7	11	19	11	20	17	106	128
	False Alarm (Mischief) - miscellaneous [89]	0	0	0	1	0	1	0	0	1	3	1
	Total False alarm - Mischief [80-89]	0	0	0	1	0	1	0	0	1	2	1
	Total Response Types Kennebecasis Valley Fire	99	86	96	91	111	92	93	88	88	843	809

Town of Rothesay

General Fund Financial Statements

October 31, 2018

Includes:

General Capital Fund Balance Sheet	G2
General Reserve Fund Balance Sheet	G3
General Operating Fund Balance Sheet	G4
General Operating Revenue & Expenditures	G5-G9
Variance Report	G10
Project Funding - October	G11
Project Funding - November - Draft	G12

Town of Rothesay

Balance Sheet - Capital General Fund 10/31/18

ASSETS

Capital Assets - General Land	4,405,176
Capital Assets - General Fund Land Improvements	7,807,424
Capital Assets - General Fund Buildings	5,201,476
Capital Assets - General Fund Vehicles	2,945,308
Capital Assets - General Fund Equipment	3,219,181
Capital Assets - General Fund Roads & Streets	38,084,963
Capital Assets - General Fund Drainage Network	18,927,550
Capital Assets - Under Construction - General	145,679
	<hr/>
	80,736,756

Accumulated Amortization - General Fund Land Improvements	(2,921,491)
Accumulated Amortization - General Fund Buildings	(2,188,162)
Accumulated Amortization - General Fund Vehicles	(1,397,604)
Accumulated Amortization - General Fund Equipment	(1,029,284)
Accumulated Amortization - General Fund Roads & Streets	(19,207,276)
Accumulated Amortization - General Fund Drainage Network	(6,497,499)
	<hr/>
	(33,241,316)

\$ 47,495,440

LIABILITIES AND EQUITY

Gen Capital due to/from Gen Operating	(682,000)
Total Long Term Debt	7,545,000

Total Liabilities \$ 6,863,000

Investment in General Fund Fixed Assets	40,638,645
Loss on Sale of Assets - General	(6,204)

\$ 47,495,440

Town of Rothesay
 Balance Sheet - General Fund Reserves
 10/31/18

ASSETS

BNS General Operating Reserve #214-15	809,250
BNS General Capital Reserves #2261-14	2,035,572
BNS - Gas Tax Reserves - GIC	97,966
Gen Reserves due to/from Gen Operating	4,383,260
	<u>\$ 7,326,048</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	4,632,820
Invest. in General Capital Reserve	1,479,827
General Gas Tax Funding	224,499
Invest. in General Operating Reserve	816,896
Invest. in Land for Public Purposes Reserve	119,812
Invest. in Town Hall Reserve	52,194
	<u>\$ 7,326,049</u>

Town of Rothesay
Balance Sheet - General Operating Fund
10/31/18

CURRENT ASSETS

Cash	4,277,391
Receivables	211,295
HST Receivable	403,378
Inventory	27,527
Gen Operating due to/from Util Operating	934,993
Total Current Assets	<u>5,854,584</u>
Other Assets:	
Projects	<u>3,103,162</u>
	<u>3,103,162</u>
TOTAL ASSETS	<u><u>8,957,746</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	923,334
Other Payables	396,175
Gen Operating due to/from Gen Reserves	4,383,260
Gen Operating due to/from Gen Capital	682,000
Accrued Sick Leave	15,700
Accrued Pension Obligation	66,300
Accrued Retirement Allowance	355,325
TOTAL LIABILITIES	<u><u>6,822,094</u></u>

EQUITY

Retained Earnings - General	(41,609)
Surplus/(Deficit) for the Period	<u>2,177,260</u>
	<u>2,135,652</u>
	<u><u>8,957,746</u></u>

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Town of Rothesay

Statement of Revenue & Expenditure
10 Months Ended 10/31/18

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Warrant of Assessment	1,292,771	1,292,771	12,927,708	12,927,708	0		15,513,249
Sale of Services	67,081	57,675	323,088	305,534	17,555		391,055
Services to Province of New Brunswick	5,000	5,000	50,000	50,000	0		60,000
Other Revenue from Own Sources	75,226	9,785	258,866	103,348	155,518		117,425
Unconditional Grant	10,133	10,133	101,331	101,328	3		121,594
Conditional Transfers	29,951	0	43,471	21,500	21,971		21,500
Other Transfers	0	0	815,177	815,177	(0)		1,050,177
	<u>\$1,480,162</u>	<u>\$1,375,364</u>	<u>\$14,519,641</u>	<u>\$14,324,595</u>	<u>\$195,046</u>		<u>\$17,275,000</u>
EXPENSES							
General Government Services	138,225	125,654	1,787,720	1,800,777	13,056		2,129,216
Protective Services	353,422	352,632	4,096,819	4,104,772	7,954		4,810,037
Transportation Services	256,720	230,312	3,171,988	2,792,550	(379,439)		3,405,473
Environmental Health Services	50,553	47,750	507,013	513,000	5,987		613,000
Environmental Development	35,567	47,852	461,518	542,417	80,899		638,122
Recreation & Cultural Services	267,278	201,434	1,752,421	1,771,301	18,880		1,999,348
Fiscal Services	305	827	564,901	565,592	690		3,679,803
	<u>\$1,102,069</u>	<u>\$1,006,461</u>	<u>\$12,342,380</u>	<u>\$12,090,408</u>	<u>-\$251,972</u>		<u>\$17,275,000</u>
Surplus (Deficit) for the Year	<u>\$378,092</u>	<u>\$368,903</u>	<u>\$2,177,260</u>	<u>\$2,234,187</u>	<u>-\$56,926</u>		<u>\$ (0)</u>

Town of Rothesay

Statement of Revenue & Expenditure
10 Months Ended 10/31/18

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Sale of Services							
Bill McGuire Memorial Centre	2,788	2,500	29,192	25,000	4,192		30,000
Town Hall Rent	15,750	4,167	53,105	41,667	11,438		50,000
Arena Revenue	42,179	44,200	173,662	169,200	4,462		238,200
Community Garden	0	0	1,620	1,300	320		1,300
Recreation Programs	6,364	6,808	65,509	68,367	(2,858)		71,555
	<u>67,081</u>	<u>57,675</u>	<u>323,088</u>	<u>305,534</u>	<u>17,555</u>		<u>391,055</u>
Other Revenue from Own Sources							
Licenses & Permits	6,546	7,917	128,118	84,661	43,457	1	95,000
Recycling Dollies & Lids	89	25	573	250	323		300
Interest & Sundry	2,569	1,083	26,585	10,833	15,752	2	13,000
Miscellaneous	66,022	760	103,589	7,604	95,985	3	9,125
	<u>75,226</u>	<u>9,785</u>	<u>258,866</u>	<u>103,348</u>	<u>155,518</u>		<u>117,425</u>
Conditional Transfers							
Canada Day Grant	0	0	1,250	1,500	(250)		1,500
Grant - Other	29,951	0	42,221	20,000	22,221	4	20,000
	<u>29,951</u>	<u>0</u>	<u>43,471</u>	<u>21,500</u>	<u>21,971</u>		<u>21,500</u>
Other Transfers							
Surplus of 2nd Previous Year	0	0	43,217	43,217	(0)		43,217
Utility Fund Transfer	0	0	705,000	705,000	0		940,000
PNB Financial Assistance	0	0	66,960	66,960	0		66,960
	<u>0</u>	<u>0</u>	<u>815,177</u>	<u>815,177</u>	<u>(0)</u>		<u>1,050,177</u>
EXPENSES							
General Government Services							
Legislative							
Mayor	3,436	3,092	27,354	30,917	3,563		37,100
Councillors	8,645	8,862	87,473	88,619	1,146		106,343
Regional Service Commission 9	0	1,535	4,461	6,138	1,677		6,138
Other	150	708	3,099	7,083	3,984		8,500
	<u>12,232</u>	<u>14,196</u>	<u>122,387</u>	<u>132,757</u>	<u>10,370</u>		<u>158,081</u>
Administrative							
Office Building	11,393	7,996	119,954	124,709	4,754		140,000
Solicitor	0	4,167	23,860	41,667	17,807		50,000
Administration - Wages & Benefits	85,837	71,625	791,856	789,250	(2,606)	5	1,013,400
Supplies	14,377	9,667	83,485	96,667	13,181		116,000
Professional Fees	7,026	3,687	81,491	42,625	(38,866)	6	50,000
Other	6,809	8,066	103,336	93,024	(10,312)	7	109,156
	<u>125,443</u>	<u>105,208</u>	<u>1,203,983</u>	<u>1,187,941</u>	<u>(16,042)</u>		<u>1,478,556</u>

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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Other General Government Services							
Community Communications	0	2,750	6,692	27,500	20,808		33,000
Civic Relations	0	333	388	3,333	2,945		4,000
Insurance	0	0	176,440	166,872	(9,568)	8	166,872
Donations	550	3,167	27,471	31,667	4,196		38,000
Cost of Assessment	0	0	242,707	242,707	0		242,707
Property Taxes - L.P.P.	0	0	7,654	8,000	346		8,000
	550	6,250	461,351	480,079	18,728		492,579
	138,225	125,654	1,787,720	1,800,777	13,056		2,129,216
Protective Services							
Police							
Police Protection	191,501	191,619	1,915,010	1,916,187	1,177		2,299,424
Crime Stoppers	0	0	2,800	2,800	0		2,800
	191,501	191,619	1,917,810	1,918,987	1,177		2,302,224
Fire							
Fire Protection	146,319	146,319	1,659,312	1,658,843	(469)		1,951,482
Water Costs Fire Protection	0	0	380,000	380,000	0		380,000
	146,319	146,319	2,039,312	2,038,843	(469)		2,331,482
Emergency Measures							
911 Communications Centre	11,819	11,819	118,193	118,193	0		141,831
EMO Director/Committee	80	1,250	799	12,500	11,701		15,000
	11,899	13,069	118,991	130,693	11,701		156,831
Other							
Animal & Pest Control	730	792	5,730	7,917	2,187		9,500
Other	2,972	833	14,975	8,333	(6,642)	9	10,000
	3,702	1,625	20,705	16,250	(4,455)		19,500
Total Protective Services	353,422	352,632	4,096,819	4,104,772	7,954		4,810,037

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G8

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Transportation Services							
Common Services							
Administration (Wages & Benefits)	123,036	139,108	1,451,890	1,564,942	113,052	10	1,860,563
Workshops, Yards & Equipment	45,291	39,563	474,696	452,479	(22,217)	11	537,500
Engineering	1,069	625	5,885	6,250	365		7,500
	<u>169,396</u>	<u>179,296</u>	<u>1,932,471</u>	<u>2,023,672</u>	<u>91,200</u>		<u>2,405,563</u>
Street Cleaning & Flushing							
Roads & Streets	6,808	3,333	16,051	33,333	17,283		40,000
Crosswalks & Sidewalks	6,401	5,667	54,879	56,667	1,788		68,000
Culverts & Drainage Ditches	609	1,724	15,157	15,961	804		19,410
Snow & Ice Removal	2,055	6,250	31,582	62,500	30,918		75,000
2018 Flood Costs	0	1,250	373,225	352,500	(20,725)	12	500,000
	<u>42,041</u>	<u>0</u>	<u>514,204</u>	<u>0</u>	<u>(514,204)</u>	13	<u>0</u>
	<u>57,913</u>	<u>18,224</u>	<u>1,005,098</u>	<u>520,961</u>	<u>(484,137)</u>		<u>702,410</u>
Street Lighting							
	11,589	12,167	113,111	121,667	8,555		146,000
Traffic Services							
Street Signs	14	1,250	5,769	12,500	6,731		15,000
Traffic Lanemarking	0	0	22,872	25,000	2,128		25,000
Traffic Signals	(885)	1,667	13,883	16,667	2,784		20,000
Railway Crossing	1,487	1,500	19,145	15,000	(4,145)		18,000
	<u>616</u>	<u>4,417</u>	<u>61,669</u>	<u>69,167</u>	<u>7,498</u>		<u>78,000</u>
Public Transit							
Public Transit - Comex Service	17,060	16,000	51,179	48,000	(3,179)		64,000
KV Committee for the Disabled	0	0	7,000	7,000	0		7,000
Public Transit - Other	146	208	1,460	2,083	623		2,500
	<u>17,206</u>	<u>16,208</u>	<u>59,639</u>	<u>57,083</u>	<u>(2,556)</u>		<u>73,500</u>
Total Transportation Services							
	<u>256,720</u>	<u>230,312</u>	<u>3,171,988</u>	<u>2,792,550</u>	<u>(379,439)</u>		<u>3,405,473</u>
Environmental Health Services							
Solid Waste Disposal Land Fill	18,362	16,083	162,711	160,833	(1,878)		193,000
Solid Waste Disposal Compost	2,762	2,083	21,069	20,833	(236)		25,000
Solid Waste Collection	21,864	21,667	218,636	216,667	(1,970)		260,000
Solid Waste Collection Curbside Recycling	7,566	7,917	75,656	79,167	3,511		95,000
Clean Up Campaign	0	0	28,940	35,500	6,560		40,000
	<u>50,553</u>	<u>47,750</u>	<u>507,013</u>	<u>513,000</u>	<u>5,987</u>		<u>613,000</u>
Environmental Development Services							
Planning & Zoning							
Administration	34,960	28,359	316,553	344,282	27,729	14	401,000
Planning Projects	607	12,083	76,638	120,833	44,195	15	145,000
Heritage Committee	0	208	381	2,083	1,702		2,500
	<u>35,567</u>	<u>40,651</u>	<u>393,572</u>	<u>467,199</u>	<u>73,626</u>		<u>548,500</u>
Economic Development Comm.							
Tourism	0	7,202	64,816	72,018	7,202		86,422
	<u>0</u>	<u>0</u>	<u>3,129</u>	<u>3,200</u>	<u>71</u>		<u>3,200</u>
	<u>0</u>	<u>7,202</u>	<u>67,945</u>	<u>75,218</u>	<u>7,273</u>		<u>89,622</u>
	<u>35,567</u>	<u>47,852</u>	<u>461,518</u>	<u>542,417</u>	<u>80,899</u>		<u>638,122</u>

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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
G9							
Recreation & Cultural Services							
Administration	19,361	18,071	219,028	217,575	(1,453)		253,717
Beaches	0	0	28,863	53,419	24,556	16	53,419
Rothsay Arena	36,742	27,872	254,274	270,236	15,962		329,680
Memorial Centre	2,690	4,083	53,091	48,834	(4,258)	17	57,000
Summer Programs	23	1,373	57,011	60,175	3,164		60,862
Parks & Gardens	43,987	37,438	473,385	506,823	33,438	18	581,700
Rothsay Common Rink	3,156	813	46,068	38,774	(7,294)	19	45,005
Playgrounds and Fields	18,174	9,167	104,137	91,667	(12,470)	20	110,000
Regional Facilities Commission	135,124	94,616	418,973	378,465	(40,508)	21	378,465
Kennebecasis Public Library	7,080	7,042	70,804	70,417	(388)		84,500
Special Events	818	833	26,456	33,667	7,211		36,000
PRO Kids	0	0	0	0	0		7,500
Rothsay Living Museum	123	125	331	1,250	919		1,500
	<u>267,278</u>	<u>201,434</u>	<u>1,752,421</u>	<u>1,771,301</u>	<u>18,880</u>		<u>1,999,348</u>
Fiscal Services							
Debt Charges							
Interest	305	827	117,901	118,592	690		227,303
Debenture Payments	0	0	447,000	447,000	0		1,009,000
	<u>305</u>	<u>827</u>	<u>564,901</u>	<u>565,592</u>	<u>690</u>		<u>1,236,303</u>
Transfers To:							
Capital Fund for Capital Expenditures	0	0	0	0	0		2,433,500
Town Hall Reserve Transfer	0	0	0	0	0		10,000
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>2,443,500</u>
	<u>305</u>	<u>827</u>	<u>564,901</u>	<u>565,592</u>	<u>690</u>		<u>3,679,803</u>

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10 months ending October 31, 2018

Note #	Revenue	Actual	Budget	Better/(Worse)	Description of Variance
1	Licenses & Permits	\$ 128,118	\$ 84,661	\$ 43,457	new homes
2	Interest & Sundry	\$ 26,585	\$ 10,833	\$ 15,752	Includes interest on Hillcrest receivable
3	Miscellaneous Revenue	\$ 103,589	\$ 7,604	\$ 95,985	Insurance proceeds, sale of used equipment
4	Grant - Other	\$ 42,221	\$ 20,000	\$ 22,221	Federal student grants received
				Total	\$ 177,415
				Variance per Statement	\$ 195,046
				Explained	90.96%
Expenses					
General Government					
5	Administration - Wages & Benefits	\$ 791,856	\$ 789,250	\$ (2,606)	Includes Union admin.: \$15,608
6	Professional Fees	\$ 81,021	\$ 42,625	\$ (38,396)	CAMP and actuarial review
7	Administrative - Other	\$ 103,336	\$ 93,024	\$ (10,312)	WHSCC high
8	Insurance	\$ 176,440	\$ 166,872	\$ (9,568)	Includes claim payments
Protective Services					
9	Protective Services - Other	\$ 14,975	\$ 8,333	\$ (6,642)	Hydrant repairs, Sentinel, incident report
Transportation					
10	Administration (Wages & Benefits)	\$ 1,451,890	\$ 1,564,942	\$ 113,052	Wages under budget, Safety Services not used yet
11	Workshops, Yards & Equipment	\$ 474,696	\$ 452,479	\$ (22,217)	Vehicle repairs, fuel over budget
12	Snow & Ice Removal	\$ 373,225	\$ 352,500	\$ (20,725)	Salt & Sand purchases, edges purchased
13	2018 Flood Costs	\$ 514,204	\$ -	\$ (514,204)	Majority to be reimbursed
Environmental Health					
				\$	-
Environmental Development					
14	Administration	\$ 316,553	\$ 344,282	\$ 27,729	By-law Enforcement, Software & Equipment under budget
15	Planning Project	\$ 76,638	\$ 120,833	\$ 44,195	Not used yet
Recreation & Cultural Services					
16	Beaches	\$ 28,863	\$ 53,419	\$ 24,556	Fewer lifeguards than expected
17	Memorial Centre	\$ 53,091	\$ 48,834	\$ (4,257)	Purchase of heat pumps, fridge
18	Parks & Gardens	\$ 473,385	\$ 506,823	\$ 33,438	Wages \$12,000, Trail Maint. \$6,000, Power & Greenhouse \$8,000 under budget
19	Common Rink	\$ 46,068	\$ 38,774	\$ (7,294)	Purchase of AED, Building Maint. higher than budget
20	Playgrounds & Fields	\$ 104,137	\$ 91,667	\$ (12,470)	Extra Weedman work
21	Regional Facilities Commission	\$ 418,973	\$ 378,465	\$ (40,508)	Extra payment for Aquatic Centre
Fiscal Services					
				\$	-
				Total	\$ (446,229)
				Variance per Statement	\$ (251,972)
				Explained	177.09%

2018December10OpenSessionFINAL_083

Town of Rothesay

Capital Projects 2018
General Fund
10 Months Ended 10/31/18

Original BUDGET	CURRENT Y-T-D	Remaining Budget
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General Government

12010560 General Gov't Equipment Purchases G-2018-006	47,000	54,349	-7,349
12010660 IT MS Office/Server/Laptops G-2018-002	90,000	45,459	44,541
12026160 Seniors' Project G-2018-010	0	-51,990	51,990
Total General Government	\$137,000	\$47,818	\$89,182

	Budget	Actual
Town Hall	47,000	54,349
	47,000	54,349

Protective Services

12011560 Protective Serv. Equipment Purchases P-2017-005	81,500	26,308	55,192
Total Protective Services	\$81,500	\$26,308	\$55,192

Transportation

12021360 Transportation Equipment Purchases T-2018-003	540,000	417,494	122,506
12023760 Eriskay Upgrade T-2018-001	503,000	824,797	-321,797
12025960 2018 Asphalt/Microseal T-2018-008	1,627,000	1,398,562	228,438
12025260 Trail Connector/Crossing T-2016-017	1,050,000	0	1,050,000
12023860 Engineering 2019 Streets T-2019-001	60,000	17,851	42,149
12013560 Land Aquisitions	0	59,471	-59,471
12026260 Fox Farm Retaining Wall & Railing T-2018-011	125,000	34,111	90,889
12026460 Salt Storage Facility T-2018-018	40,000	42,606	-2,606
Total Transportation	\$3,945,000	\$2,794,891	\$1,150,109

Transportation Equipment Purchases T-2018-003

	Budget	Actual
Trackless	190,000	164,840
Backhoe	200,000	189,736
One ton plow truck	100,000	
3/4 ton 4WD	50,000	62,918
	540,000	417,494

Recreation

12020860 Recreation Equipment Purchases R-2018-004	80,000	91,145	-11,145
12020760 Trail Development R-2018-007	140,000	11,997	128,003
12026360 Synthetic Turf Supply & Installation R-2018-012	0	2,390	-2,390
Total Recreation	\$220,000	\$105,532	\$114,468

	Budget	Actual
Recreation Equipment Purchases R-2018-004		
Tractor replacement	80,000	91,145
	80,000	91,145

Total

\$4,383,500	\$2,974,549	\$1,408,951
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Not yet assigned:

Designated Highway	400,000
Sundry Transportation	150,000
	550,000

Sundry Transportation	
Clark/Gondola Intersection	90,000
Strong Court Cul de Sac	20,000
Sunset Lane Cul de Sac	10,000
Various Curb, Gutter & Sidewalk Impri	20,000
	150,000

Carryovers

Funded from Reserves

12010060 2017 3/4 ton 4WD	40,241
12025360 Asphalt/Microseal T-2017-001	52,412
12025560 Underground Diesel Storage Tank T-2017-008	679
12025760 Picnic Shelter & Viewing Deck R-2017-014	33,839
12023360 Wells Trail R-2014-019	1,442
	128,613

Total

\$4,933,500	\$3,103,162	\$1,408,951
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Funding:

	Total	Reserves	Gas Tax	Grants	Borrow	Operating
General Government	137,000					137,000
Protective Services	81,500					81,500
Transportation	3,445,000	100,000	960,000	300,000		2,085,000
Recreation	1,270,000	490,000		700,000		80,000
	\$4,933,500	\$590,000	\$960,000	\$1,000,000	\$0	\$2,383,500

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Town of Rothesay

Capital Projects 2018

General Fund

11 Months Ended 11/30/18

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Original BUDGET	CURRENT Y-T-D	Remaining Budget
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General Government				
12010560	General Gov't Equipment Purchases G-2018-006	47,000	82,078	-35,078
12010660	IT MS Office/Server/Laptops G-2018-002	90,000	45,459	44,541
12026160	Seniors' Project G-2018-010	0	-51,990	51,990
Total General Government		\$137,000	\$75,547	\$61,453

Protective Services				
12011560	Protective Serv. Equipment Purchases P-2017-005	81,500	26,308	55,192
Total Protective Services		\$81,500	\$26,308	\$55,192

Transportation				
12021360	Transportation Equipment Purchases T-2018-003	540,000	417,494	122,506
12023760	Eriskay Upgrade T-2018-001	503,000	824,797	-321,797
12025960	2018 Asphalt/Microseal T-2018-008	1,627,000	1,828,237	-201,237
12025260	Trail Connector/Crossing T-2016-017	1,050,000	0	1,050,000
12023860	Engineering 2019 Streets T-2019-001	60,000	17,851	42,149
12013560	Land Aquisitions	0	59,471	-59,471
12026260	Fox Farm Retaining Wall & Railing T-2018-011	125,000	108,488	16,512
12026460	Salt Storage Facility T-2018-018	40,000	45,599	-5,599
Total Transportation		\$3,945,000	\$3,301,936	\$643,064

Recreation				
12020860	Recreation Equipment Purchases R-2018-004	80,000	91,145	-11,145
12020760	Trail Development R-2018-007	140,000	26,238	113,762
12026360	Synthetic Turf Supply & Installation R-2018-012	0	2,390	-2,390
Total Recreation		\$220,000	\$119,774	\$100,226

Total	\$4,383,500	\$3,523,565	\$859,935
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Not yet assigned:

Designated Highway	400,000
Sundry Transportation	150,000
	<u>550,000</u>

Carryovers

Funded from Reserves

12010060 2017 3/4 ton 4WD	40,241
12025360 Asphalt/Microseal T-2017-001	52,412
12025560 Underground Diesel Storage Tank T-2017-008	679
12025760 Picnic Shelter & Viewing Deck R-2017-014	33,839
12023360 Wells Trail R-2014-019	1,442
	<u>128,613</u>

Total	\$4,933,500	\$3,652,178	\$859,935
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	Budget	Actual
Town Hall	47,000	82,078
	<u>47,000</u>	<u>82,078</u>

Transportation Equipment Purchases T-2018-003		
	Budget	Actual
Trackless	190,000	164,840
Backhoe	200,000	189,736
One ton plow truck	100,000	
3/4 ton 4WD	50,000	62,918
	<u>540,000</u>	<u>417,494</u>

	Budget	Actual
Recreation Equipment Purchases R-2018-004		
Tractor replacement	80,000	91,145
	<u>80,000</u>	<u>91,145</u>

Sundry Transportation	
Clark/Gondola Intersection	90,000
Strong Court Cul de Sac	20,000
Sunset Lane Cul de Sac	10,000
Various Curb, Gutter & Sidewalk Impri	20,000
	<u>150,000</u>

Funding:	Total	Reserves	Gas Tax	Grants	Borrow	Operating
General Government	137,000					137,000
Protective Services	81,500					81,500
Transportation	3,445,000	100,000	960,000	300,000		2,085,000
Recreation	1,270,000	490,000		700,000		80,000
	<u>\$4,933,500</u>	<u>\$590,000</u>	<u>\$960,000</u>	<u>\$1,000,000</u>	<u>\$0</u>	<u>\$2,383,500</u>

Town of Rothesay

Utility Fund Financial Statements

October 31, 2018

Attached Reports:

Capital Balance Sheet	U1
Reserve Balance Sheet	U2
Operating Balance Sheet	U3
Operating Income Statement	U4
Variance Report	U5
Project Listing - October	U6
Project Listing - November - Draft!	U7

Town of Rothesay

Capital Balance Sheet

As at 10/31/18

ASSETS

Assets:

Capital Assets - Under Construction - Utilities	5,754,815
Capital Assets Utilities Land	119,970
Capital Assets Utilities Buildings	1,845,765
Capital Assets Utilities Equipment	150,881
Capital Assets Utilities Water System	26,760,973
Capital Assets Utilities Sewer System	16,780,304
Capital Assets Utilities Land Improvements	42,031
Capital Assets Utilities Roads & Streets	220,011
Capital Assets Utilities Vehicles	85,374
	<u>51,760,126</u>

Accumulated Amortization Utilites Buildings	(465,277)
Accumulated Amortization Utilites Water System	(6,621,615)
Accumulated Amortization Utilites Sewer System	(7,811,543)
Accumulated Amortization Utilites Land Improvement:	(42,031)
Accumulated Amortization Utilites Vehicles	(10,752)
Accumulated Amortization Utilites Equipment	(33,660)
Accumulated Amortization Utilites Roads & Streets	(10,272)
	<u>(14,995,151)</u>

TOTAL ASSETS	<u><u>36,764,975</u></u>
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LIABILITIES

Current:

Util Capital due to/from Util Operating	674,040
Total Current Liabilities	<u>674,040</u>

Long-Term:

Long-Term Debt	8,161,726
Total Liabilities	<u>8,835,766</u>

EQUITY

Investments:

Investment in Fixed Assets	27,929,208
Total Equity	<u>27,929,208</u>

TOTAL LIABILITIES & EQUITY	<u><u>36,764,974</u></u>
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Town of Rothesay

Utility Reserve Balance Sheet
As at 10/31/18

ASSETS

Assets:

Bank - Utility Reserve	881,269
Due from Utility Operating	10,855
TOTAL ASSETS	<u>\$ 892,124</u>

EQUITY

Investments:

Invest. in Utility Capital Reserve	556,917
Invest. in Utility Operating Reserve	102,297
Invest. in Sewage Outfall Reserve	232,910
TOTAL EQUITY	<u>\$ 892,124</u>

Town of Rothesay

Utilities Fund Operating Balance Sheet

As at 10/31/18

ASSETS

Current assets:	
Accounts Receivable Net of Allowance	653,422
Accounts Receivable - Misc.	181,200
Total Current Assets	<u>834,622</u>
Other Assets:	
Projects	1,020,042
	<u>1,020,042</u>
 TOTAL ASSETS	 <u>\$ 1,854,664</u>

LIABILITIES

Accrued Payables	47,201
Due from General Fund	934,993
Due from (to) Capital Fund	(674,040)
Due to (from) Utility Reserve	10,855
Deferred Revenue	18,685
Total Liabilities	<u>337,695</u>

EQUITY

Surplus:	
Opening Retained Earnings	11,808
Profit (Loss) to Date	1,505,161
	<u>1,516,970</u>
 TOTAL LIABILITIES & EQUITY	 <u>\$ 1,854,664</u>

Town of Rothesay
Utilities Operating Income Statement
10 Months Ended 10/31/18

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	0	0	819,255	753,625	65,630	1	1,000,000
Meter and non-hookup fees	0	0	34,732	26,250	8,482		35,000
Water Supply for Fire Prot.	0	0	380,000	380,000	0		380,000
Local Improvement Levy	0	0	59,073	59,000	73		59,000
Sewerage Services	462	0	1,622,486	1,610,000	12,486		1,610,000
Connection Fees	2,900	5,556	176,825	48,889	127,936	2	60,000
Interest Earned	8,114	4,167	74,995	41,667	33,328	3	50,000
Misc. Revenue	675	406	4,957	4,063	894		4,875
Infrastructure Grants	0	0	49,782	0	49,782	4	0
Surplus - Previous Years	0	0	21,125	21,125	(1)		21,125
TOTAL RECEIPTS	12,151	10,128	3,243,229	2,944,618	298,611		3,220,000
WATER SUPPLY							
Share of Overhead Expenses	0	0	281,500	281,000	(500)		374,000
Audit/Legal/Training	57	833	6,824	11,333	4,510		13,000
Purification & Treatment	10,575	26,333	317,494	283,334	(34,160)	5	336,000
Transmission & Distribution	13,832	8,000	88,155	80,000	(8,155)	6	96,000
Power & Pumping	3,527	3,583	36,896	35,833	(1,063)		43,000
Billing/Collections	211	417	1,126	4,167	3,041		5,000
Water Purchased	0	42	547	417	(131)		500
Misc. Expenses	0	1,542	5,637	15,417	9,780		18,500
TOTAL WATER SUPPLY	28,202	40,750	738,179	711,500	(26,679)		886,000
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	0	0	423,500	424,000	500		566,000
Audit/Legal/Training	0	1,500	4,553	22,000	17,447	7	25,000
Collection System Maintenance	532	9,667	10,671	44,667	33,995	8	64,000
Sewer Claims	0	1,667	985	16,667	15,682		20,000
Lift Stations	5,301	3,333	28,378	33,333	4,955		40,000
Treatment/Disposal	13,619	4,167	71,477	47,667	(23,811)	9	56,000
Infiltration Study	3,435	0	67,653	0	(67,653)	10	0
Misc. Expenses	703	397	9,220	6,637	(2,583)		7,431
TOTAL SWGE COLLECTION & DISPOSAL	23,590	20,730	616,437	594,970	(21,467)		778,431
FISCAL SERVICES							
Interest on Bank Loans	0	5,000	0	15,000	15,000	11	25,000
Interest on Long-Term Debt	0	0	195,100	195,100	0		286,217
Principal Repayment	0	11,000	188,352	199,352	11,000		547,352
Transfer to Reserve Accounts	0	0	0	0	0		60,000
Capital Fund Through Operating	0	0	0	0	0		637,000
TOTAL FISCAL SERVICES	0	16,000	383,452	409,452	26,000		1,555,569
TOTAL EXPENSES	51,792	77,481	1,738,068	1,715,923	(22,145)		3,220,000
NET INCOME (LOSS) FOR THE PERIOD	(39,641)	(67,352)	1,505,161	1,228,695	276,466		(0)

Town of Rothesay

Variance Report - Utility Operating
10 months ending October 31, 2018

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Sale of Water	\$ 819,255	\$ 753,625	\$ 65,630	Residential usage higher than budgeted
2	Connection Fees	\$ 176,825	\$ 48,889	\$ 127,936	New home starts
3	Interest Earned	\$ 74,995	\$ 41,667	\$ 33,328	Interest on accounts receivable
4	Infrastructure Grants	\$ 49,782	\$ -	\$ 49,782	Infiltration study
Water System Expenses					
5	Purification & Treatment	\$ 317,494	\$ 283,334	\$ (34,160)	Well re-hab
6	Transmission & Distribution	\$ 88,155	\$ 80,000	\$ (8,155)	Water leak repairs
Sewerage Collection and Disposal					
7	Audit/Legal/Training	\$ 4,553	\$ 22,000	\$ 17,447	Training not used yet
8	Collection Systems Maint.	\$ 10,671	\$ 44,667	\$ 33,996	Flushing not started
9	Treatment & Disposal	\$ 71,477	\$ 47,667	\$ (23,811)	Power use high
10	Infiltration Study	\$ 67,653	\$ -	\$ (67,653)	reimbursed by grants
Fiscal Services					
11	Interest on Bank Loans	\$ -	\$ 15,000	\$ 15,000	Not needed yet

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Town of Rothesay

Capital Projects 2018

Utility Fund

10 Months Ended 10/31/18

		Original BUDGET	CURRENT Y-T-D	Remaining Budget
WATER				
12043430	Well Development - Quality W-2018-003	100,000	44,026	55,974
12044330	Hillsview/Shadow Hill Watermain W-2018-002	450,000	0	450,000
12044530	Membranes W-2018-004	200,000	197,204	2,796
12042530	McGuire Drive Generator	-	3,050	-3,050
		<u>\$ 750,000</u>	<u>\$ 244,280</u>	<u>\$ 505,720</u>

SEWER				
12042330	Wastewater Treatment Plant - S-2014-016-A Grant Received	2,500,000	309,224 <u>960,342</u> 1,269,566	2,190,776
12044130	WWTP Design Phase 2 S-2017-001	1,400,000	0	1,400,000
12044430	Eriskay Upgrade - Sewer T-2018-001	300,000	332,860	-32,860
		<u>4,200,000</u>	<u>1,602,426</u>	<u>3,557,916</u>

Unassigned:

Hampton Rd Designated Highway	75,000
SCADA Changeover	35,000
Back Up Power	12,000
SCBA Equipment	15,000

 137,000

Total Approved	<u>5,087,000</u>	<u>1,846,706</u>	<u>4,063,636</u>
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Carryovers

Funded from Reserves

12043830	Water Plant Aux Building W-2016-002	107,975
12033530	Hampton Road Watermain W-2017-002	<u>25,702</u>
		<u>133,678</u>

 5,087,000 1,980,384 4,063,636

Funding:

	Total	Reserves	Gas Tax	Grants	Borrow	Operating
Water	852,000	250,000				602,000
Sewer	4,235,000		300,000	2,600,000	1,300,000	35,000
	<u>5,087,000</u>	<u>250,000</u>	<u>300,000</u>	<u>2,600,000</u>	<u>1,300,000</u>	<u>637,000</u>

Town of Rothesay

Capital Projects 2017

Utility Fund

11 Months Ended 11/30/18

Draft!

		Original BUDGET	CURRENT Y-T-D	Remaining Budget
WATER				
12043430	Well Development - Quality W-2018-003	100,000	44,026	55,974
12044330	Hillview/Shadow Hill Watermain W-2018-002	450,000	0	450,000
12044530	Membranes W-2018-004	200,000	197,204	2,796
12042530	Misc Water Projects 2018	-	3,050	-3,050
		<u>\$ 750,000</u>	<u>\$ 244,280</u>	<u>\$ 505,720</u>

SEWER				
12042330	Wastewater Treatment Plant - S-2014-016-A Grant Received	2,500,000	348,548 960,342 <u>1,308,890</u>	2,151,452
12044130	WWTP Design Phase 2 S-2017-001	1,400,000	0	1,400,000
12044430	Eriskay Upgrade - Sewer T-2018-001	300,000	332,860	-32,860
		<u>4,200,000</u>	<u>1,641,751</u>	<u>3,518,591</u>

Unassigned:

Hampton Rd Designated Highway
SCADA Changeover
Back Up Power
SCBA Equipment

75,000
35,000
12,000
15,000

137,000

-

-

Total Approved

5,087,000 1,886,031 4,024,311

Carryovers

Funded from Reserves

12043830	Water Plant Aux Building W-2016-002	107,975
12033530	Hampton Road Watermain W-2017-002	25,702
		<u>133,678</u>

5,087,000 2,019,708 4,024,311

Funding:

	Total	Reserves	Gas Tax	Grants	Borrow	Operating
Water	852,000	250,000				602,000
Sewer	4,235,000		300,000	2,600,000	1,300,000	35,000
	<u>5,087,000</u>	<u>250,000</u>	<u>300,000</u>	<u>2,600,000</u>	<u>1,300,000</u>	<u>637,000</u>

TOWN OF ROTHESAY

FINANCE COMMITTEE

November 29, 2018

In attendance:

Councillor Grant Brennan, Chairman

Mayor Nancy Grant

Deputy Mayor Matt Alexander

Councillor Don Shea

Town Manager John Jarvie

Treasurer Doug MacDonald

Financial Officer Ellen K. Steeves

The meeting was called to order at 8:20 a.m. The agenda was accepted with the addition of KV Oasis funding request. (DS/NG) The minutes of October 23, 2018 were accepted as presented. (MA/NG).

October Financial Statements

General Fund - Treasurer MacDonald noted the GIC normally held in Reserves is currently in the Operating account until we confirm how much of the Gas Tax Reserve will be used this year. There was a review of the debt ratio, currently well under the maximum of 20% debt payments to total budget. Treasurer MacDonald reviewed the status of the flood costs and related claims. We will still need to take some funds from the Operating Reserve, but still end up with a small surplus. Hopefully there will be no surprises from now until the end of the year. He reviewed the Capital Projects report, and suggested next year we show tender contract amounts as well. The statements were approved as presented (DS/MA)

Utility Fund – Treasurer MacDonald reviewed the variance report. The increase in power on the new lift stations is higher than we anticipated. There was a brief discussion on Accounts Receivable collections. The statements were approved as presented (DS/MA)

Insurance

Treasurer MacDonald reviewed the premium list showing property up 12%, due to new lift stations and a general increase in market rates for property coverage. There was a brief discussion on increasing the deductible, however it is not recommended as Treasurer MacDonald the saving for an increase from \$2,500 to \$10,000 was only \$3,000. It was agreed to **recommend to Council to accept the renewal from Cain Insurance.** (DS/MA)

Asset Management Plan

Treasurer MacDonald explained the plan submitted will need approval at the December 10th Council meeting, with some minor wording changes. He will add a paragraph explaining that other sources of funding will be required to complete all the work necessary. As this is an extensive report, it was requested it be sent ahead of the kit. It was agreed to **recommend to Council to accept the plan submitted by CBCL and the policy as well.** (MA/DS)

Donation Requests

Vocational Training Centre/KV Association for Community Living – The requested amount is for \$1,000/month. We have already given \$2,000 total for 2018. After a brief discussion, it was agreed to fund \$500/month for 2019.

Pro-Kids – It was agreed to fund \$7,500 for 2019 and noted the request for 2018 has not been paid.

NB Medical Education Trust – This is essentially half a scholarship. It was agreed to fund \$5,000.

Canadian Peacekeeping Veterans Association – request for \$10,000 be denied.

Seawolves Football – The policy lately has to not fund ads so it was agreed to deny this request.

KV Crimestoppers – It was agreed, as the police department depend on them, to fund \$2,800.

The Hive – The \$40,000 request is included in our capital budget. An agreement will be forth coming.

KV Oasis – Mayor Grant left the meeting. There was a brief discussion. The sustainability of the organization was questioned and our continued support. It was agreed to fund \$2,500 for 2019.

Compliance Report

Treasurer MacDonald noted we were in compliance with all remittance requirements, however the HST refund is not expected until Dec. 3.

Next Meeting

The next meeting is set for January 24th, 2019, 8:15 a.m. in the Sayre Room. The meeting adjourned at 9:15.



ROTHESAY

2018 December 10 Open Session FINAL 005
Parks and Recreation Committee Meeting

Tuesday, November 20, 2018
Rothesay Town Hall – Common Room
6:30 p.m.



DRAFT

PRESENT: COUNC. MIRIAM WELLS, CHAIRPERSON
COUNC. PETER LEWIS
JANE MacEACHERN
MAUREEN DESMOND
MARY ANN GALLAGHER
GARY MYLES (*arrived at 7:00 p.m.*)

TOWN MANAGER JOHN JARVIE
DIRECTOR OF PARKS AND RECREATION CHARLES JENSEN
FACILITIES COORDINATOR RYAN KINCADE
RECREATION COORDINATOR KERI FLOOD (*left the meeting at 7:40 p.m.*)
RECORDING SECRETARY LIZ POMEROY

RANDY MILLER, KENNEBECASIS ROWING CLUB
CHRIS FLOOD, KENNEBECASIS ROWING CLUB

DIRECTOR OF PLANNING AND DEVELOPMENT SERVICES BRIAN WHITE
TOWN PLANNER STIRLING SCORY

ABSENT: CHUCK MCKIBBON
NATHAN DAVIS
KATE GOODINE
BRENDAN KILFOIL

The meeting began at 6:36 p.m. Counc. Wells suggested since there is no quorum Item 4.1 be brought forward for discussion. The Committee agreed.

Item brought forward.

4. DELEGATIONS:

4.1 Kennebecasis Rowing Club

Counc. Wells welcomed Mr. Randy Miller and Mr. Chris Flood of the Kennebecasis Rowing Club (KRC). Mr. Miller and Mr. Flood noted due to theft and safety concerns the KRC is asking the Town to install a gate on Regatta Row to prevent vehicle access to the area. Mr. Miller reported since there is limited storage space some equipment must be stored outside and last spring a trailer was stolen. He noted a gate will prevent vehicle access reducing the risk of theft and improving safety for young club members and community members using the area. He further requested improvements be made to the concrete launch as it is in poor condition.

Counc. Wells commented that it is not standard practice to use public funds for initiatives that directly benefit private clubs. She inquired about the anticipated value for other residents and questioned if the organization is amenable to contributing to the initiative. Mr. Miller stated rowing has been a significant part of Rothesay's history and promotes a healthy activity for not only youth but all community members. He added the Club provides assistance to community events such as the Dragon Boat Festival, and maintenance costs of facilities such as Arthur Miller Fields and the Rothesay Arena are borne by the Town rather than other clubs. He further noted community

members are welcome to use the launch however the nature of the area creates difficulties for individuals to launch watercrafts larger than kayaks or boats used for rowing. Since these boats can be carried to the launch the need for vehicles in the area is minimal. He added the gate will only limit vehicles and not pedestrian access. In response to an inquiry, it was noted Regatta Row and the launch area is Town owned land. There was discussion with respect to possible gate designs, cost, and responsibility for operation of the gate. Mr. Miller noted the estimated cost for the proposed gate is \$5,000. The cost to repair the launch area is unclear however he estimates it may be close to \$5,000. It is expected the Town and the Club will both have keys to the gate. In response to an inquiry, Mr. Miller noted efforts have been made by the Club to deter vehicle access and improve the launch area; however the measures were unsuccessful as long-term solutions. Counc. Wells commented that the Rothesay Yacht Club utilizes a carpet-like material for their launch area. She questioned if the Club has investigated a similar solution. Mr. Flood advised to improve safety the Club has switched to larger watercrafts that require heavier trailers. The increased weight on the launch area has contributed to its poor condition. Counc. Wells commented on the cost of each request and questioned if there is one request that is of a higher priority. Mr. Miller noted both items are necessary however the priority is the gate.

There was further discussion with respect to the launch, more specifically public use and the existing state. It was suggested low water levels in the summer may provide ideal working conditions for repairs. Counc. Lewis suggested there is an opportunity for reducing the overall cost if the gate is sourced from a welding school. Mr. Miller clarified that the request is for the Town to incur the cost of the gate and launch improvements since both items are on Town property.

G. Myles arrived at the meeting and quorum was attained.

Town Manager Jarvie noted further investigation is required to determine if the gate constitutes a road closure or impedes access rights of property owners in the area. He added it is expected improvements to the launch will require a Watercourse and Wetland Alteration permit. DPDS White added Regatta Row is not recognized as a public road but rather an access route.

Mr. Flood commented that there is inadequate space to turn right onto James Renforth Drive with a trailer. He questioned if the stop sign on Regatta Row could be moved as this has resulted in damage to Club equipment. Town Manager Jarvie advised it is expected the sign could be moved as long as visibility of the sign is maintained.

Counc. Wells thanked Mr. Miller and Mr. Flood and noted the item will be discussed later on the agenda. Mr. Miller and Mr. Flood thanked the Committee and left the meeting.

1. APPROVAL OF AGENDA:

MOVED by J. MacEachern and seconded by Counc. Lewis the agenda be approved as circulated.

CARRIED.

2. APPROVAL OF MINUTES:

2.1 Meeting notes of October 17, 2018

MOVED by M.A. Gallagher and seconded by G. Myles the meeting notes of October 17, 2018 be approved as circulated.

CARRIED.

2.2 Regular meeting of September 18, 2018.

MOVED by Counc. Lewis and seconded by J. MacEachern the meeting minutes of September 18, 2018 be approved as circulated.

CARRIED.

3. 2019 MEETING DATE SCHEDULE

There was consensus to approve the meeting schedule as distributed.

4. DELEGATIONS:

4.1 Kennebecasis Rowing Club

Dealt with above.

5. REPORTS & PRESENTATIONS:

5.1 Municipal Plan Review

DPDS White

Town Planner Stirling Scory

DPDS White gave a brief overview of the Municipal Plan review process. Town Planner Scory advised the Municipal Plan review is used to determine opportunities for the future. A map was displayed identifying various recreational areas within Rothesay. Town Planner Scory noted the public consultation sessions were held at various locations throughout the Town to request feedback with respect to opportunities to improve Rothesay. He noted an online platform Co-Urbanize was launched to provide community members with an alternative method to submit comments or suggestions. The initiative was well received by community members citing 1300 visits resulting in 270 comments provided by 111 individuals. Individuals were able to mark areas on an interactive map with either comments regarding existing concerns or suggested improvements. He reviewed a list of comments/suggestions regarding recreation within the Town. There was discussion with respect to the possibility of establishing the Wells Recreation Park as a regional park, and Rothesay's population decline and aging population. Counc. Wells inquired about the benefit of establishing the Wells Recreation Park as a regional park. Town Planner Scory advised it would increase Rothesay's total green space. DPDS White added as a regional park the area can be improved in a way that protects its primary purpose as a source of water for the Town.

DPDS White reviewed a list of initiatives identified in the Town's Recreation Master Plan and the overall progress to date. He invited the Committee to identify any items that may require further action. The Committee requested a copy of the list prior to the next meeting to allow sufficient time to review and discuss. DPDS White agreed and asked the Committee to prioritize the items at the next meeting. It was noted due to the holiday season and few agenda items the December Committee meetings are typically cancelled. There was consensus the item be deferred to the January meeting.

DPDS White reported a public consultation session was held for the Secondary Plan on November 15, 2018 at the Bill McGuire Centre. The Secondary Plan will help propose a strategy for development in the north and south of the Hillside area. He noted the Secondary Plan proposes the Renforth Bog be classified as land for conservation and a regional park be created in the area of Spyglass Hill. He reported public feedback identified an interest in maintaining as much green space as possible in the area. He clarified the Spyglass Hill property is privately owned and use of the land is at the discretion of the property owner. Counc. Lewis requested clarification questioning how use of the Spyglass Hill property can be included in the Secondary Plan if the land is not owned by the Town. DPDS White

advised if the property owner submits an application to subdivide the property, land for public purposes is required. He added the Secondary Plan helps inform all developers of the overall plan for future development in the area. Counc. Lewis commented that the value of the land may deter property owners from offering the land for public purposes. DPDS White advised the Secondary Plan helps guide and protect land from development that may be contrary to public interest. M.A. Gallagher questioned if the creation of a regional park on the Spyglass Hill property is contingent upon the property owner taking action to develop the land. DPDS White advised this was correct. Counc. Lewis inquired as to how land for public purposes is chosen. DPDS White advised options are discussed between Town staff and property owners to determine land that is acceptable and complementary to Town priorities.

Counc. Wells thanked DPDS White and Town Planner Scory for their presentation.

6. UNFINISHED BUSINESS

6.1 Update on accessible swings

DRP Jensen advised he discussed the possibility of installing an accessible swing on the Common with Ability NB. He reported due to the existing layout it is not recommended a wheelchair platform swing be installed. He added modifications are required for the installation of an accessible swing without the platform, more specifically, the extension of the blue surface and moving a hedge. Concern was expressed placement of the hedge was intended as a safety measure to deter children from leaving the area. DRP Jensen added not all playground equipment on the Common is wheelchair accessible. There was general discussion with respect to alternative locations including Fairvale Elementary School, Renforth playground, and Rothesay Elementary School. It was noted there is public interest for improvements to the Fairvale Elementary School playground. It was suggested a letter be sent to the organizing group to notify of the Town's interest in providing accessible playgrounds and working collaboratively with the initiative. DRP Jensen agreed to follow up on the matter.

6.2 Update on Sittercise Workout Program

DRP Jensen advised RC Flood is working with the Age-Friendly Committee to discuss possible age-friendly programming including Sittercise. Counc. Wells added the Age-Friendly Committee is also working with the YMCA of Greater Saint John to discuss further age-friendly opportunities.

6.3 2019 Recreation Budget Discussion

- 2019 Parks and Recreation Capital Budget
- 2019 Parks, Playgrounds, and Fields Budget
- 2019 Arena Budget
- 2019 Recreation Budget

DRP Jensen advised a Public Budget Meeting is scheduled for November 26, 2018 8:00 p.m. at Town Hall.

There was discussion with respect to the requests from the KRC. The following was discussed: design of the gate, access to public land, public use of the area, responsibility for opening and closing the gate, improvements required for the launch area, possibility of extending the fence with a door rather than a gate, and cost. It was suggested the total cost be shared with the Club.

MOVED by Counc. Lewis and seconded by G. Myles the Parks and Recreation Committee recommend a gate be installed on Regatta Row at a maximum cost of \$5,000 to be cost shared with the Kennebecasis Rowing Club.

CARRIED.

DRP Jensen advised various companies have expressed interest in completing the replacement of the lower field at Arthur Miller Fields.

6.4 Artificial Turf Field Rate Analysis

MOVED by Counc. Lewis and seconded by J. MacEachern the Parks and Recreation Committee recommend the youth rate at Arthur Miller Fields starting in 2019 be increased to \$35/hour and the adult rate remain at \$60/hour.

CARRIED.

7. CORRESPONDENCE FOR ACTION:

7.1 31 October 2018 Email from Kennebecasis Rowing Club RE: Gate on Regatta Row
Dealt with above.

7.2 5 November 2018 Letter from resident RE: Request for lights at Wells Dog Park
DRP Jensen reported: the cost of a dusk to dawn light is approximately \$60/month; the park is closed at 10 p.m.; and the cost of a light on a timer may be initially higher than a dusk to dawn light. The following comments were made: a dusk to dawn light in the second parking lot may not provide sufficient light for the dog park; \$60 per month is not a considerable cost; and a dusk to dawn light in the area of the dog park may encourage activity outside of the park's operating hours. It was suggested a report be prepared comparing options and the matter be discussed further at the next meeting.

7.3 15 November 2018 Memorandum from N. Cameron RE: Regional Ice Strategy
9 November 2018 Memorandum from Town Manager Jarvie RE: Regional Ice Strategy
13 November 2018 Regional Ice Strategy Presentation to Council
DRAFT Fundy Region Ice Strategy

The following comments were made: typical minor hockey by-laws require members to reside within specified geographical boundaries; postal codes from typical user groups will not identify the geographic location of users that attend tournaments or competitions; the only facility in the area that charges a non-resident user fee is the QPlex swimming pool; use of Rothesay facilities by non-residents is not a concern; a regional funding formula based on assessment may result in Rothesay paying a disproportionate share since Rothesay has a high tax base per capita; it is unlikely penalties will be issued if the data is not obtained; the collection of postal codes is expected to confirm the majority of users are residents; typical registration forms include addresses of users thus it is expected the information is already available to user groups; mandating the information be provided will increase the workload of volunteers; and programs such as speed skating are not offered in the Kennebecasis Valley area.

MOVED by J. MacEachern and seconded by Counc. Lewis the Parks and Recreation Committee recommends against mandating the collection of postal codes for regular arena groups.

ON THE QUESTION:

Counc. Lewis stressed that the Committee's recommendation is to avoid downloading additional responsibilities on volunteers. Counc. Wells added non-resident use of the Rothesay arena is not a concern. J. MacEachern further noted it is unlikely penalties will be issued if user groups fail to provide the data.

CARRIED.

It was noted there was insufficient information provided regarding the regional funding formula. Counc. Lewis noted Mr. Cameron indicated an interest in returning to Council in the spring to discuss the regional funding formula in detail. The Committee agreed to defer discussion until further information is received from Mr. Cameron.

8. NEW BUSINESS:**8.1 Parks and Recreation Update**

DRP Jensen informed the Committee: staff are preparing for the Santa Claus Parade; lights are being hung, and the weather looks favourable; weather permitting, the plan is to open the Rothesay Common ice-rink December 3, 2018; grooming has begun for the Wells trails; staff are investigating the possibility of an off-leash trail in the Wells Park; preparations for Winterfest have begun; and the Mayor's tree-lighting ceremony will be held December 12, 2018.

G. Myles requested an update with respect to the Rothesay/Quispamsis trail. DRP Jensen advised discussions with home owners remains ongoing; however efforts to contact one property owner have been unsuccessful. Counc. Lewis requested an update regarding the lights at the East Riverside-Kingshurst Park. DRP Jensen advised work is underway for the installation of the lights.

8.2 Bill McGuire Centre Rate Increase

DRP Jensen advised interior and exterior renovations were completed over the past five years; there are plans to install a heat pump to provide air conditioning in the summer months; the building is in high demand; and staff are of the opinion the current rates are low and recommend a modest increase. It was noted the rates are reasonable compared to other facilities. Counc. Lewis agreed and noted there may be an opportunity to further increase the rates next year and remain a lower cost than other facilities. DRP Jensen advised since the facility is booked roughly a year in advance the increased rates are not expected to have an impact until the following year.

MOVED by Counc. Lewis and seconded by M. Desmond the Parks and Recreation Committee recommend the following change in rates for the Bill McGuire Centre:

SATURDAY RENTAL: 8 a.m. – 1 a.m. Sunday

This is for a full day rental. Facility is not available to rent on an hourly basis on Saturday

Non-Profit: ~~\$100~~ \$125

Fundraising Groups: ~~\$150~~ \$175

Commercial: ~~\$650~~ \$700

FRIDAY RENTAL: Noon – 1 a.m. Saturday (except summer months)

Non-Profit: ~~\$100~~ \$125

Fundraising Groups: ~~\$150~~ \$175

Commercial: ~~\$325~~ \$350

FRIDAY/SATURDAY COMBO RENTAL

From ~~5pm~~ 1 p.m. Friday – 1 p.m. Sunday (when Day Camp **is not** in session)

~~\$725 (\$650 for Saturday and \$75 for Friday)~~ \$850

From 7 p.m. Friday – 1 p.m. Sunday (when Day Camp **is** in session)

~~\$700 (\$650 for Saturday and \$50 for Friday)~~ \$800

CARRIED.**9. CORRESPONDENCE FOR INFORMATION:**

9.1 15 November 2018 Telegraph Journal Article RE: Rothesay Arena

RECEIVED FOR INFORMATION.**10. DATE OF NEXT MEETING:**

Counc. Wells noted because of the holiday season and few agenda items the December Committee meeting is typically cancelled. There was consensus the next Committee meeting be held in January 2019.

The next meeting is scheduled for Tuesday, January 22, 2018.

Counc. Wells reported J. MacEachern's term has expired on the Committee and thanked her for six years of commitment and contributions as a member. She noted N. Davis and K. Goodine will also not be returning in the new year, and extended appreciation for the contributions of both members.

11. ADJOURNMENT

MOVED by Counc. Lewis and seconded by M. Desmond the meeting be adjourned.

CARRIED.

The meeting ended at 8:32 p.m.

CHAIRPERSON

RECORDING SECRETARY



2018December100OpenSessionFINAL_102
ROTHESAY
MEMORANDUM



TO : Mayor and Council
FROM : Recording Secretary Parks and Recreation Committee
DATE : November 23, 2018
RE : Motion Passed at November 20, 2018 Meeting

Please be advised the Parks and Recreation Committee passed the following motion at its regular meeting on Tuesday, November 20, 2018:

MOVED ... and seconded ... the Parks and Recreation Committee recommend a gate be installed on Regatta Row at a maximum cost of \$5,000 to be cost shared with the Kennebecasis Rowing Club.

CARRIED.



2018December100pen3essionFINAL_103
ROTHSAY
MEMORANDUM



TO	:	Mayor and Council
FROM	:	Recording Secretary Parks and Recreation Committee
DATE	:	November 23, 2018
RE	:	Motion Passed at November 20, 2018 Meeting

Please be advised the Parks and Recreation Committee passed the following motion at its regular meeting on Tuesday, November 20, 2018:

MOVED ... and seconded ... the Parks and Recreation Committee recommend the youth rate at Arthur Miller Fields starting in 2019 be increased to \$35/hour and the adult rate remain at \$60/hour.

CARRIED.



2018December100OpenSessionFINAL_104
ROTHESAY
MEMORANDUM



TO	:	Mayor and Council
FROM	:	Recording Secretary Parks and Recreation Committee
DATE	:	November 23, 2018
RE	:	Motion Passed at November 20, 2018 Meeting

Please be advised the Parks and Recreation Committee passed the following motion at its regular meeting on Tuesday, November 20, 2018:

MOVED ... and seconded... the Parks and Recreation Committee recommends against mandating the collection of postal codes for regular arena user groups.

CARRIED.



2018December100pen3essionFINAL_105
ROTHERSAY
MEMORANDUM



TO : Mayor and Council
FROM : Recording Secretary Parks and Recreation Committee
DATE : November 23, 2018
RE : Motion Passed at November 20, 2018 Meeting

Please be advised the Parks and Recreation Committee passed the following motion at its regular meeting on Tuesday, November 20, 2018:

MOVED ... and seconded ... the Parks and Recreation Committee recommend the following change in rates for the Bill McGuire Centre:

SATURDAY RENTAL: 8 a.m. – 1 a.m. Sunday

This is for a full day rental. Facility is not available to rent on an hourly basis on Saturday

Non-Profit: ~~\$100~~ \$125

Fundraising Groups: ~~\$150~~ \$175

Commercial: ~~\$650~~ \$700

FRIDAY RENTAL: Noon – 1 a.m. Saturday (except summer months)

Non-Profit: ~~\$100~~ \$125

Fundraising Groups: ~~\$150~~ \$175

Commercial: ~~\$325~~ \$350

FRIDAY/SATURDAY COMBO RENTAL

From ~~5pm~~ 1 p.m. Friday – 1 p.m. Sunday (when Day Camp **is not** in session)

~~\$725 (\$650 for Saturday and \$75 for Friday)~~ \$850

From 7 p.m. Friday – 1 p.m. Sunday (when Day Camp **is** in session)

~~\$700 (\$650 for Saturday and \$50 for Friday)~~ \$800

CARRIED.



ROTHESAY

Works and Utilities Committee Meeting
2018 December 10 Open Session FINAL - 06
Wednesday, November 21, 2018
Rothesay Town Hall – Sayre Room
5:30 p.m.



DRAFT

PRESENT: DEPUTY MAYOR ALEXANDER, CHAIR
COUNCILLOR MIRIAM WELLS, VICE CHAIR
IVAN HACHEY
SCOTT SMITH
PETER GRAHAM
PAUL BOUDREAU
MARK McALOON

TOWN MANAGER JOHN JARVIE
DIRECTOR OF OPERATIONS BRETT McLEAN
RECORDING SECRETARY LIZ POMEROY (*left the meeting at 7:00 p.m.*)

ABSENT: BLAINE JUSTASON

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

1. APPROVAL OF AGENDA

MOVED by Counc. Wells and seconded by P. Boudreau the agenda be approved as circulated.

CARRIED.

2. APPROVAL OF MINUTES

MOVED by S. Smith and seconded by Counc. Wells the minutes of 17 October 2018 be adopted as circulated.

CARRIED.

3. 2019 MEETING DATE SCHEDULE

There was consensus to approve the meeting schedule as distributed.

4. DELEGATIONS

N/A

5. REPORTS & PRESENTATIONS

N/A

6. UNFINISHED BUSINESS

6.1 Capital Projects Summary

In response to an inquiry, DO McLean advised the lights and solar panel on the East Riverside-Kingshurst pavilion were installed. Counc. Wells questioned if winter conditions will impact the effectiveness of the solar panel. DO McLean advised concerns are not expected. Deputy Mayor Alexander commented that the guardrail was installed near the entrance to Kennebecasis Park. Counc. Wells noted she received positive feedback from residents regarding the work to the entrance of Kennebecasis Park. Town Manager Jarvie advised the materials used for the Fox Farm retaining wall were intended to block deer from the tree arboretum in Bicentennial Park however deer did not become an issue.

RECEIVED FOR INFORMATION.

6.2 Solid Waste Tonnage Report

Chairperson Alexander commented that weather conditions impacted the Fall Clean-up collection and delayed collection of the materials.

RECEIVED FOR INFORMATION.**6.3 Update on Bradley Lake guardrail**

DO McLean advised weather conditions delayed completion of the project. He noted it is expected the work will be completed after the Kennebecasis Park entrance work is finished.

6.4 Update on B.I.R.D initiatives (nest boxes)

DO McLean advised Mr. Scarth was put in contact with Utility Department staff and it is expected the nest boxes will be installed soon if they haven't already done so. He added it was also suggested the organization contact the city of Saint John as the request for the railing is located within the city boundary. He further noted flood repairs resulted in fixing the fence and developing a small trail for improved access around the lagoon.

6.5 Update on lighting for Hampton Road crosswalk (Town Hall)

DO McLean reported difficulties identifying the individual responsible for installing cat eye lights on Route 3. He noted further information is required regarding the installation process. He added he will continue to investigate.

6.6 Update on Station Road

There was a lengthy discussion with respect to the anticipated direction of traffic, and obtaining public feedback. It was agreed a report be prepared for next meeting detailing the initiative. In response to an inquiry, DO McLean advised installation of a traffic circle in the area was discussed by Council however the project was unsuccessful.

7. CORRESPONDENCE FOR ACTION

N/A

8. NEW BUSINESS**8.1 DRAFT 2019 Budget:**

- 2019 Utility Fund Operating Budget
- 2019 Utility Fund Capital Budget
- 2019 Transportation & Environmental Health Budget
- 2019 General Fund Capital Budget

The Committee reviewed the draft budgets on screen. The following was highlighted:

- Wages and Benefits remain unclear as a collective agreement has not been finalized
- Routes were added to the existing snow plowing contract (previously completed by casual Town staff)
- Blackline "Man Down" Safety devices are in use by Town staff
- Installation of a fence surrounding the Utility compound on McGuire Road
- Increase in expense for tires due to timing of replacement – expected to decrease in 2020
- Due to the high volume of catch basins there is a rotating plan for maintenance
- Traffic controller cabinets require replacement
- The timeline for recovery of flood related costs remains unclear

- Traffic lane markings have gradually increased due to the addition of bike lanes over the years
- The budget for public transit (Comex Service) has increased
- The price of salt has increased resulting in an increase for snow and ice removal – current Town practices create challenges for use of Urea
- The asphalt recycler has been beneficial to Town operations
- Review of Capital projects including: the lower field at Arthur Miller Fields, Fleet Replacement Plan, Asphalt and Microseal Program, Mulberry Lane/Cameron Road, Church Avenue, and Marr Road (asphalt, curb, and sidewalk)
- Secondary Plan roadway design

There was consensus to refer the budgets to the Finance Committee for the 2019 Budget deliberations.

There was general discussion with respect to electric vehicle charging stations, and smart meters for homes. Town Manager Jarvie advised NB Power is completing a set of trials to collect data regarding the use of smart meters. Committee members can submit their interest in participating to Town staff to relay to NB Power.

9. CORRESPONDENCE FOR INFORMATION

9.1 16 October 2018 Letter from Saint John RE: Flood Mitigation Plan

There was a brief discussion with respect to flood mitigation projects planned for the Town such as improvements to Park Drive, Cameron Road, and Mulberry Lane as well as development of a climate change adaptation plan. M. McAloon inquired if there was any discussion of a joint flood mitigation plan for the region. Town Manager Jarvie advised municipalities are implementing individual flood mitigation plans however there has not been discussion regarding a joint effort.

MOVED by Counc. Wells and seconded by P. Boudreau the letter from Saint John RE: Flood Mitigation Plan dated 16 October 2018 be received/filed.

CARRIED.

9.2 30 October 2018 Letter from resident RE: Iona Avenue/Eriskay Drive Asphalt

DO McLean advised the concern was addressed upon completion of the project; it was determined the asphalt was sufficient in all aspects but the uneven surface; repairs may result in a shorter life span of the asphalt; and it was recommended the asphalt remain as is and the Town be reimbursed for the discrepancy. DO McLean added the author of the correspondence was notified of the outcome.

MOVED by Counc. Wells and seconded by M. McAloon the letter from resident RE: Iona Avenue/Eriskay Drive Asphalt dated 30 October 2018 be received/filed.

CARRIED.

L. Pomeroy left the meeting.

9.3 DRAFT Disposal of Surplus Vehicles and Equipment

MOVED by Counc. Wells and seconded by S. Smith the draft policy be approved as circulated.

CARRIED.

9.4 8 November 2018 Report prepared by DO McLean RE: One Ton Truck Purchase – Works Department

MOVED by S. Smith and seconded by P. Boudreau the Works and Utilities Committee recommend an analysis be conducted where a basic truck is created using the ‘build sheets’ and compared with the build sheets for a truck with the equipment recommended by the Director of Operations (for each manufacturer) along with the benefits of the features recommended by the Director.

CARRIED.

9.5 8 November 2018 Report prepared by DO McLean RE: Environmental Trust Fund Application: Climate Change Adaption Plan

MOVED by P. Graham and seconded by I. Hachey the report prepared by DO McLean RE: Environmental Trust Fund Application: Climate Change Adaption Plan dated 8 November 2018 be received/filed.

CARRIED.

9.6 9 November 2018 The Globe and Mail Article RE: Community crosswalk flags spark controversy in Halifax

MOVED by Counc. Wells and seconded by I. Hachey the Globe and Mail Article RE: Community crosswalk flags spark controversy in Halifax dated 9 November 2018 be received/filed.

CARRIED.

9. DATE OF NEXT MEETING

The next meeting will be Wednesday, December 19, 2018.

10. ADJOURNMENT

MOVED by S. Smith and seconded by Counc. Wells the meeting be adjourned.

CARRIED.

The meeting adjourned at 7:10 p.m.

CHAIRPERSON

RECORDING SECRETARY



2018December100OpenSessionFINAL_110
ROTHESAY
MEMORANDUM



TO	:	Mayor and Council
FROM	:	Recording Secretary Works & Utilities Committee
DATE	:	November 26, 2018
RE	:	Motion Passed at November 21, 2018 Meeting

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, November 21, 2018:

MOVED ... and seconded ... the Works and Utilities Committee recommend an analysis be conducted where a basic truck is created using the 'build sheets' and compared with the build sheets for a truck with the equipment recommended by the Director of Operations (for each manufacturer) along with the benefits of the features recommended by the Director.

CARRIED.



ROTHESAY

2018 December 10 Open Session FINAL 111
Heritage Preservation Review Board Meeting
Wednesday, November 21, 2018
Rothesay Town Hall – Common Room
7:00 p.m.



DRAFT

PRESENT: GREG MURDOCK, CHAIRPERSON
COUNCILLOR TIFFANY MACKAY FRENCH
JAMES GALLAGHER
CATHARINE MACDONALD
RAHA MOSCA

TOWN MANAGER JOHN JARVIE (*arrived at 7:30 p.m.*)
DIRECTOR OF PLANNING/DEVELOPMENT (DPDS) BRIAN WHITE
RECORDING SECRETARY LIZ POMEROY

ABSENT: JON LEHEUP
LORRAINE FORBES

Chairperson Murdock called the meeting to order at 7:00 p.m.

1. APPROVAL OF AGENDA:

MOVED by Counc. Mackay French and seconded by J. Gallagher the agenda be approved as circulated.

CARRIED.

2. ADOPTION OF MINUTES:

2.1 Regular meeting of March 21, 2018.

MOVED by J. Gallagher and seconded by C. Murdock the minutes of March 21, 2018 be adopted as circulated.

ON THE QUESTION:

Chairperson Murdock clarified that his comment on page 2 of the minutes should read “He questioned if the dimensions of the windows in the original photograph could be used in the new design.” He further requested an addition to page 5 to reflect his concern regarding the inclusion of 2 Grove Avenue on the agenda without the inclusion of detailed elevation drawings, that specify the design of the front door, and the replacement of the building’s windows, specifically, the exact location and dimensions as requested previously by the Board during its November 22, 2017 meeting.

CARRIED.

3. 2019 MEETING SCHEDULE

MOVED by Counc. Mackay French and seconded by J. Gallagher the 2019 Meeting Schedule be approved as presented.

CARRIED.

4. DELEGATIONS:

N/A

5. REPORTS:

N/A

6. NEW BUSINESS:**6.1 2 Grove Avenue****Jeff Kitchen**

OWNER:

Jeff Kitchen

PID:

00257717

PROPOSAL:

Heritage Permit (Shed and Signage)

Mr. Kitchen was in attendance. DPDS White gave a brief summary of the application and displayed options for the proposed signage. DPDS White noted the shed is visually compatible with the main structure and will be located on the rear corner of the property and largely out of sight. He added it is common for signage to be located low to the ground in the Heritage zone however because of winter conditions it is recommended the signage be elevated.

The following comments were made: the location of the shed complies with setback requirements; concern the design of the shed does not visually match the house; the pitch of the roof and the windows on the shed differ from the design of the house; the shed was not custom built but purchased as is; the cedar shingles were stained the same colour as the main structure; the door of the shed will face Grove Avenue and the windows will face Hampton Road; and the shed is intended to hide the FERO bin. Mr. Kitchen noted the pre-designed shed is for storage; he expects to use the shed for five years, possibly longer, however it will not be a long-term permanent structure. Cedar trees were planted and a fence, roughly six feet in height, will be constructed to provide privacy to the neighbouring property.

There was general discussion with respect to options for signage. It was noted there are three signs 1. The entrance for Jeff Kitchen Real Estate/Vantage Build 2. The entrance for Garden Grove Café and 3. A hanging sign on the side of the building identifying both businesses. Two different options (vertical stacked, and horizontal) were presented for the hanging sign. It was noted the sign will hang perpendicular to Hampton Road. Mr. Kitchen noted he did not have a preference for the layout of the hanging sign however he is amenable to removing the decorative “twirly” portion of the metal bar. He added the signs are designed to be hand carved western cedar, sandblasted, and painted. The hanging sign will be double-sided to enable visibility from both directions of traffic. DPDS White clarified that ground signage does not comply with Town by-laws unless a minimum height of six feet is maintained from the bottom of the sign. This is to ensure visibility is maintained in winter conditions. In response to an inquiry, Mr. Kitchen noted the size of the hanging sign is expected to be roughly 12 inches by 16 inches.

There was further discussion with respect to the differences in design between the main structure and the shed including the pitch of the roof and the windows.

MOVED by J. Gallagher and seconded by Counc. Mackay French the Rothesay Heritage Preservation Review Board hereby issues a Heritage Permit (Certificate of Appropriateness) for a shed and commercial signage at 2 Grove Avenue subject to the following:

- a. The shed siding shall be wood shingle substantially matching the siding of the main building; and
- b. The commercial signage shall be painted wood with carved or raised lettering.

NAY vote recorded from G. Murdock**CARRIED.**

Chairperson Murdock thanked Mr. Kitchen. Mr. Kitchen thanked the Board and left the meeting.

6.2 Rothesay Common Donald Bangay, Knights of Columbus

OWNER:

Town of Rothesay

PID:

00441816

PROPOSAL:

Heritage Permit (Signage)

Mr. Don Bangay and Mr. Pat Palmer of the Knights of Columbus were in attendance. Mr. Palmer noted: the crèche has been placed on the Common for a number of years; there were no issues in the past; a letter was sent requesting approval as directed by Council and Town staff; and the organization is volunteer-led with a small operating budget.

DPDS White reported staff believe the nativity scene itself does represent a recognized cultural use of the Common that is in keeping with the character-defining elements listed on the New Brunswick Register of Historic Places. However, the signage and the trailer are subject to review. He added the Board in the past has chosen not to approve commercial metal or plastic light box signs (internal backlit) with the recent exception of the Town's request for electronic information kiosk on the Common. Approval of the kiosk was contingent on the design and construction of a decorative wooden structure to enclose the kiosk. The signage and trailer for the crèche does not reflect the cultural prominence of the Common and have been subject to public criticism.

Counc. Mackay French expressed concern that the request may set a precedent. She noted: the religious message is not reflective of the diversity of religions practiced in Rothesay; it is not standard practice to advertise individual organizations on public land; the trailer is not aesthetically pleasing; and nativity scenes are typically located on church property. She commented that the nativity scene without the signage and trailer is appealing and successfully conveys the "Keep Christ in Christmas" message. She stressed the importance of being considerate towards all religions.

J. Gallagher noted: Christmas is a Christian holiday and the crèche is a symbol of the holiday; the crèche has been on the Common for several years; placement is for a temporary period; and other symbols of the holiday such as Christmas trees and lights are also on the Common during the holiday season. R. Mosca commented on her personal experience as an immigrant and noted she came to Canada to embrace typical Canadian values including common holidays. She noted the crèche represents a symbol of a holiday commonly celebrated by the majority of residents.

C. MacDonald questioned if the organization had concerns with respect to staff's recommendation to cover the trailer in boughs. Mr. Bangay advised no issues are expected with the addition of boughs. He noted the main concern is the cost and short timeframe to redesign the sign. He reported the organization makes several donations to community initiatives and the small operating budget poses a challenge for redesigning the sign. He added the trailer is used to prevent the crèche from freezing to the ground and ensures removal is a simple process for volunteers. He indicated amenableness to reviewing the design of the sign in the future. He commented on the lengthy tradition of the crèche on the Common.

Counc. Mackay French noted she understood Council approved the request at the November meeting. There was general discussion about the timing of the request. Mr. Bangay noted he was not informed of a recommended timeline to submit the request. He requested guidelines be determined as to how to proceed with redesigning the sign. Mr. Bangay and Mr. Palmer stressed the importance of identifying the Knights of Columbus and keeping the "Keep Christ in Christmas" message.

DPDS White clarified that the request falls under the Provincial Heritage Conservation Act and Heritage Board approval is mandated.

C. MacDonald suggested, if there is preference for a wooden sign, the sign be painted not carved to reduce the overall cost. J. Gallagher noted he is in favour of approving the current signage with a stipulation the matter be reviewed in the new year. In response to an inquiry, Mr. Bangay and Mr. Palmer noted they were not in favour of placing the crèche without signage. Counc. Mackay French contended that the nativity scene depicts the message of “Keep Christ in Christmas” without the signage. There was further discussion with respect to setting a precedent, and the prior placement of the crèche on the Common.

MOVED by J. Gallagher and seconded by R. Mosca the Rothesay Heritage Preservation Review Board hereby issues a Heritage Permit (Certificate of Appropriateness) for a nativity scene at 24 Gondola Point Road subject to the following:

- a. The trailer hitch, wheels, and skirting shall be masked from public view using natural evergreen boughs; and
- b. An application be submitted to the Rothesay Heritage Board by the Knights of Columbus early in 2019 to review the content and aesthetic of signage for the request to place the nativity scene on the Common in December 2019.

ON THE QUESTION:

There was general discussion with respect to options for the signage. G. Murdock stressed the importance of ensuring the signage complies with Town by-laws and is complementary to the Heritage zone. He added a physical sign is not required only a proposed design.

CARRIED.

Mr. Bangay and Mr. Palmer left the meeting.

7. OLD BUSINESS:

N/A

8. CORRESPONDENCE FOR INFORMATION:

N/A

9. DATE OF NEXT MEETING:

It was noted the next meeting is tentatively scheduled for December 19, 2018.

CARRIED.

10. ADJOURNMENT

MOVED by J. Gallagher and seconded by Counc. Mackay French the meeting be adjourned.

CARRIED.

The meeting ended at 8:18 p.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY
PLANNING ADVISORY COMMITTEE MEETING
Rothesay Town Hall
Monday, December 3, 2018
5:30 p.m.



PRESENT: COLIN BOYNE, CHAIRPERSON
CRAIG PINHEY, VICE-CHAIRPERSON
HILARY BROCK
JOHN BUCHANAN
ELIZABETH GILLIS
COUNCILLOR BILL McGUIRE
ANDREW MCMACKIN

TOWN CLERK MARY JANE BANKS
DIRECTOR OF PLANNING/DEVELOPMENT (DPDS) BRIAN WHITE
RECORDING SECRETARY LIZ POMEROY

ABSENT: COUNCILLOR DON SHEA
TOWN MANAGER JOHN JARVIE

Chairperson Boyne called the meeting to order at 5:25 p.m.

Town Clerk Banks reported Counc. Shea declared a conflict of interest for Item 4.1 Home Occupation (14 Robinson Street) with the Clerk's office and will not be in attendance.

1. APPROVAL OF THE AGENDA

MOVED by Counc. McGuire and seconded by E. Gillis to approve the agenda as circulated.

CARRIED.

2. ADOPTION OF MINUTES

2.1 Regular Meeting of November 5, 2018

MOVED by C. Pinhey and seconded by Counc. McGuire the Minutes of 5 November 2018 be adopted as circulated.

CARRIED.

3. 2019 MEETING SCHEDULE

RECEIVED FOR INFORMATION.

4. NEW BUSINESS

4.1 14 Robinson Street

OWNER:

PID:

PROPOSAL:

Trevor Shea

Trevor Shea

00056556

Home Occupation (Counseling Office)

The applicant was not in attendance. DPDS White gave a brief summary of the report. He advised staff do not have concerns with respect to the application.

ROTHESAY

Planning Advisory Committee
Minutes

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3 December 2018

MOVED by Counc. McGuire and seconded by H. Brock the Planning Advisory Committee grant as a conditional use approval to operate a part-time counseling business from the residential dwelling located at 14 Robinson Street (PID 00056556) subject to Section 5.3 of By-law 2-10 Home Occupation Requirements.

CARRIED.

5. OLD BUSINESS

TABLED ITEMS (Tabled February 5, 2018) – *no action at this time*

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

6. CORRESPONDENCE FOR INFORMATION

N/A

7. DATE OF NEXT MEETING(S)

The next meeting will be held on **Monday, January 7, 2019.**

8. ADJOURNMENT

MOVED by A. McMackin and seconded by Counc. McGuire the meeting be adjourned.

CARRIED.

The meeting adjourned at 5:32 p.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY

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BUILDING PERMIT REPORT

01/11/2018 to 30/11/2018

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
11/02/2018	BP2018-00048	10 KINGSHURST LN	FENCE	\$30,000.00	\$217.50
11/02/2018	BP2018-00098	31 HOLIDAY DR	FENCE	\$17,000.00	\$123.25
11/14/2018	BP2018-00150	69 ELIZABETH PKWY	SINGLE FAMILY	\$1,540,000.00	\$11,165.00
11/02/2018	BP2018-00164	12 RYAN DR	SIDING AND WINDOWS	\$8,240.00	\$65.25
11/02/2018	BP2018-00167	8 WYNN ST	ELECTRICAL UPGRADE	\$1,600.00	\$20.00
11/02/2018	BP2018-00168	5 STATION RD	DECK	\$18,000.00	\$130.50
11/02/2018	BP2018-00170	60 HIGHLAND AVE	ADDITION	\$200,000.00	\$1,450.00
11/07/2018	BP2018-00173	6 MARK AVE	SIDING	\$10,000.00	\$72.50
11/02/2018	BP2018-00192	6 HOLDER ST	ELECTRICAL UPGRADE	\$1,000.00	\$20.00
11/02/2018	BP2018-00193	17 CAMERON RD	WINDOWS	\$10,000.00	\$72.50
11/07/2018	BP2018-00194	35 BIRCHVIEW TERR	RENOVATION	\$30,000.00	\$217.50
11/09/2018	BP2018-00196	41 MALISEET DR	ELECTRICAL UPGRADE	\$1,000.00	\$20.00
11/09/2018	BP2018-00197	4 ROTHESAY PARK RD	ELECTRICAL UPGRADE	\$1,400.00	\$20.00



ROTHESAY

2018 December 10 Open Session FINAL 118

BUILDING PERMIT REPORT

01/11/2018 to 30/11/2018

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
11/27/2018	BP2018-00201	252 BRADLEY LAKE RD	SINGLE FAMILY	\$40,000.00	\$290.00
11/30/2018	BP2018-00203	26 ISLAY DR	ELECTRICAL UPGRADE	\$1,840.00	\$20.00
Totals:				\$1,910,080.00	\$13,904.00
Summary for 2018 to Date:				\$18,933,398.00	\$133,646.25

2017 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$1,990,500.00	\$15,049.50
Summary to Date:	\$12,746,372.89	\$98,777.25



ROTHESAY

INTEROFFICE MEMORANDUM



TO : Mayor Grant & Council
 FROM : John Jarvie
 DATE : 5 December 2018
 RE : Capital Project – Status Report

The following is a list of 2018 capital projects and the current status of each along with continuing projects from 2016 and 2017.

PROJECT	BUDGET	\$ TO 30/09/18*	COMMENTS
Wastewater Collection Upgrade (broken down below)	\$7.5M		Project substantially complete, pumping stations commissioned
• WWTF Phase 1 – Forcemain	2,000,000	100%	Complete
• WWTF Phase 1 – lift stations (3)	1,600,000	90%	All stations are now commissioned
• WWTF Phase 1 – lift stations (2)	3,400,00	90%	Both stations are commissioned
Secondary Plan – Hillside area	52,000	63%	Concepts being developed;
General Specification for Contracts	40,000	40%	draft document under review by staff
2018 Resurfacing Design	60,000	87%	Contract awarded, project underway
Designated Highways	475,000	-	Funding denied
WWTP Phase II design	1.4M ¹	-	Funding application submitted
Fields & Trails	40,000	13%	Wells rustic trails underway
Water supply	300,000	100%	Membrane replacements complete
Hillsideview/Shadow Hill Court water	450,000	-	Water main replacement
Iona/Erisky upgrade	680,000	116%	Project substantially complete
2018 street resurfacing	1.79M	100%	Project substantially complete
Brock Court drainage study	20,000	100%	Completed
SCADA upgrade	35,000		New technology based on internet – in progress
Fox Farm Rd retaining wall	125,000	87%	Complete
Clark/Gondola Pt Rd intersection	90,000	-	Adjustments to grades
2019 Resurfacing design	60,000	30%	Survey complete, preliminary design complete
Town Hall repairs	47,000	90%	substantially complete
Salt shed repairs	40,000	100%	complete
IT upgrades	90,000	60%	MS Office upgraded
Fleet Replacement	620,000	83%	Sidewalk plow, Backhoe; ¾T plow truck & tractor received; 1T plow truck: on December agenda
Trail link R/Q	100,000	-	Partial estimate
Trail & sidewalk connector Wells	1,050,000	-	Subject to grants
Capital Asset Management Plan	65,200	60%	FCM grant – underway
Protective Services	81,500	32%	KVFD

* Funds paid to this date.

¹ Subject to Build Canada funding



ROTHESAY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Town Clerk Banks
DATE	:	4 December 2018
RE	:	Council remuneration By-law 2-18

RECOMMENDATIONS:

- Council give 2nd Reading, by title, to By-law 2-18, "Remuneration By-law"
- Council give Reading in its Entirety, to By-law 2-18, "Remuneration By-law"
- Council give 3rd Reading, by title, and Enactment to By-law 2-18, "Remuneration By-law"
- The remuneration for Rothesay Council, in accordance with By-law 2-18, "Remuneration By-law", be set as follows for January 1, 2019 to May 31, 2020:

Mayor	\$35,000
Deputy Mayor	\$18,900
Councillor	\$16,200

BACKGROUND:

Council gave 1st Reading, by title, to By-law 2-18 at its November Council meeting. Additional background information can be found in the attachments listed below (originally provided at November 13th Council meeting).

Mary Jane Banks

Attachments:

DRAFT

15 October 2018

6 November 2018

By-law 2-18

Memorandum from Treasurer MacDonald

Recommendation from Personnel Committee

A BY-LAW OF THE MUNICIPALITY OF ROTHESAY RESPECTING THE REMUNERATION OF COUNCIL MEMBERS AND COMMITTEE MEMBERS

The Council of Rothesay, under authority vested in it by the Local Governance Act (S.N.B. 2017, Chapter 18), Section 49(1) and amendments thereto enacts as follows:

TITLE

1. This by-law may be cited as the “Remuneration By-law”.

INTERPRETATION

DEFINITIONS

2. In this By-law:

- (a) “Act” means the Local Governance Act (S.N.B. 2017, Chapter 18), amendments thereto and regulations adopted thereunder;
- (b) “committee” means a group of persons appointed by the Mayor and/or Council in accordance with the Rothesay Procedural By-law, to whom matters are referred from time to time;
- (c) “Council” means the Mayor and Councillors of Rothesay;
- (d) “Councillor” means a Member of Council other than the Mayor;
- (e) “Member” or “Members of Council” means any person elected to the Council;
- (f) “remuneration” means the annual salary of members of Rothesay Council;
- (g) “Rothesay” means the town of Rothesay, as established by *New Brunswick Regulation 85-6*, under the Act (Section 196),
- (h) “Town” means the town of Rothesay, as established by *New Brunswick Regulation 85-6*, under the Act (Section 196),
- (i) “Treasurer” means the Treasurer of the municipality as appointed in accordance with the Act.

3. In this By-law where the context requires, the singular shall be taken to also mean the plural and references to the male or female gender shall be taken to include the other.

REMUNERATION – MEMBERS OF COUNCIL

4. The remuneration of Council shall be set by resolution of Council upon adoption of this By-law and subsequently at the October meeting prior to the quadrennial election. Such remuneration shall take effect with the swearing in of the newly elected Council or as otherwise specified in the resolution.

5. The remuneration shall be based on attendance of a minimum of ten regularly scheduled meetings of Council, with said attendance to mean continuous presence for at least one-half (1/2) of the duration of the meeting. Remuneration shall be pro-rated for any member who does not attend a minimum of ten regularly scheduled meetings of Council.
6. The remuneration of Council shall be made monthly in arrears, in the last pay period of the calendar month.

HONORARIUM – COMMITTEE MEMBER

7. In recognition of the work performed by citizens of the Town on various committees to which they are appointed by the Mayor and/or Council, the Town authorizes the Treasurer to pay to any person, subject to the conditions set out in section 8 of this By-law, an honorarium in the amount of twenty-five (\$25.00) per meeting of the committee to which they are appointed.

CONDITIONS NECESSARY FOR CLAIMING AN HONORARIUM

8. The honorarium set out in section 7 of the By-law shall be paid to the committee member (not an elected member of Council), subject to the following conditions:
 - a) the person be appointed by the Mayor and/or Council of the Town as a committee member;
 - b) the committee member attend the scheduled meeting of the committee to which they have been appointed;
 - c) the committee member not receive any other monies for attending the scheduled meeting of the committee to which they have been appointed;
 - d) the committee member presenting to the Treasurer a completed claim form, as set out in Schedule "A" hereto attached, no later than three (3) months after the meeting for which they are claiming the honorarium. When presenting the claim, the committee member must, to the satisfaction of the Treasurer, produce proof they attended the meeting for which they are claiming the honorarium. If there is any dispute as to the claim, the committee member may refer the matter to Council for a final determination.

PAYMENT OF HONORARIUM

9. The Treasurer shall pay all approved claims monthly.

EXCEPTIONS FOR COUNCIL MEMBERS

10. Honorariums shall not be paid to Council members for attending regular or special meetings of Council or for committee meetings.

BY-LAWS REPEALED

11. By-law 1-06, "A By-law of the Town of Rothesay Respecting the Remuneration of Council members and Committee Members" is hereby repealed.

EFFECTIVE DATE

12. This By-law comes into effect on the date of final enactment thereof.

FIRST READING BY TITLE	<u>13 November 2018</u>
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SECOND READING BY TITLE	<u></u>
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READ IN ITS ENTIRETY	<u></u>
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THIRD READING BY TITLE AND ENACTMENT	<u></u>
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<u>Nancy Grant, Mayor</u>	<u>Mary Jane E. Banks, Clerk</u>
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ROTHESAY

BY-LAW NO. 2-18

Schedule A



COMMITTEE MEMBER CLAIM FOR HONORARIUM

Name of Committee Member:

Name of Committee:

Date/Time of Committee Meeting:

Date Claim Made:

Signature – Committee Member

OFFICE USE

Date Claim Received:

Verification of Attendance (initial):

Method of Verification:

Claim Amount: \$ _____

Approved _____ Not Approved _____

Cheque issued: _____

Cheque #: _____

Authorizing Signature:
(Treasurer or Clerk)



ROTHESAY

INTEROFFICE MEMORANDUM



TO	:	Rothesay Council
FROM	:	Treasurer
DATE	:	October 15, 2018
RE	:	Council Remuneration

The remuneration of Council members is set out in By-Law No. 1-06 (to be amended).

The cost to the town of Rothesay to “gross-up” current remuneration levels as proposed is approximately \$25,500

Background

At the Council meeting of June 11, 2018 the following motion was passed:

MOVED by Counc. Shea and seconded by Counc. McGuire:

Whereas the 2017 federal budget contained a legislative change eliminating the tax exemption currently available to elected officials;

And whereas this change will come into effect on January 1, 2019;

And whereas said legislation will impact the take-home remuneration for councillors;

And, further, whereas said changes will impact Rothesay By-Law No. 1-06;

Be it resolved the necessary changes be made to By-law No. 1-06 to bring it into line with proposed legislative changes at the federal level;

Be it further resolved that staff be instructed to research the cost to the Town to “gross-up” current remuneration levels paid to councillors so as to ensure, come January 1, 2019, Rothesay councillors do not receive a reduction in their remuneration as a result of the 2017 federal budget.

CARRIED.

DISCUSSION

The current Council remuneration is as follows:

Mayor	\$29,600
Deputy Mayor	\$16,000
Councillor	\$13,700

One-third of the Council remuneration is an expense allowance. The expense allowance is not taxable and is not pensionable for Canada Pension Plan purposes or insurable for Employment Insurance purposes.

The remaining two-thirds is a stipend which is both taxable and pensionable for Canada Pension Plan purposes. The stipend is not insurable for Employment Insurance purposes.

The existing By-Law (1-06) needs to be amended whether or not there is any change to the remuneration due to the change in income tax treatment. Beginning January 1, 2019, 100% of Council remuneration will be taxable and pensionable for Canada Pension Plan purposes.

The personal income tax situation of each member of Council is unique. Not all members' income is subject to CPP and each person is subject to a different income tax rate depending upon their personal circumstances. 2019 marginal income tax rates in New Brunswick range from 25% to 53% of taxable income. Therefore, without access to the individual personal income tax returns, it is not possible to determine the exact amount necessary to ***“ensure come January 1, 2019, Rothesay councillors do not receive a reduction in their remuneration as a result of the 2017 federal budget”***.

For purposes of the estimate requested I have assumed an average marginal tax rate of 35%. Using this assumption, the remuneration required would be approximately as follows:

Mayor	\$35,000
Deputy Mayor	\$18,900
Councillor	\$16,200

The total additional cost to the Town, including additional CPP remittances, is approximately \$25,500



ROTHERHAM

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Personnel Committee
DATE	:	6 November 2018
RE	:	Council remuneration

MOVED by Counc. Wells the Personnel Committee recommends Council direct staff to assume an average marginal tax rate of 35% and to calculate Council remuneration as follows:

Mayor	\$35,000
Deputy Mayor	\$18,000
Councillor	\$16,200

CARRIED.



ROTHESAY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Town Clerk Mary Jane Banks
DATE	:	4 December 2018
RE	:	Water By-law 1-18

RECOMMENDATION:

- Council remove By-law 1-18 from the table
- Council give 1st Reading, by Title, to By-law 1-18, "Water By-law"
- Council schedule a Public Hearing for By-law 1-18, "Water By-law", for Monday, January 14, 2018 at 7 p.m., immediately prior to the Council meeting

BACKGROUND:

Council tabled 1st Reading of By-law 1-18 at the November Council meeting and requested a concordance table outlining the substantive changes from existing By-law 7-04. The table is attached for your information and review.

As noted in the November 8th memorandum from the Clerk's office, there is no legislative requirement to hold a public hearing with respect to the Water By-law. However, the previous Council chose to hold a public hearing in 2015 for a prior draft of the By-law, which generated public interest and led to a subsequent review by the Works and Utilities Committee.

Should Council decide to proceed with a public hearing, the public notice and draft By-law will be posted to the Town website **not less than 21 days** before the date of the public hearing, as outlined in the *Community Planning Act* (standard practice for municipal plan and zoning by-law amendments)

Mary Jane Banks

Attachments:

4 December 2018	Concordance table prepared by L. Pomeroy
DRAFT	By-law 1-18 "Water By-law"



ROTHESAY

MEMORANDUM



TO : Town Clerk Banks
FROM : Liz Pomeroy
DATE : December 4, 2018
RE : Water By-law Comparison

Water By-law 7-04	Draft Water By-law 1-18
<p>The Council of Rothesay, under authority vested in it by section 189 of the <i>Municipalities Act</i> R.S.N.B. (1973), Chapter M-22, and amendments thereto, hereby enacts as follows:</p>	<p>The Council of Rothesay, under authority vested in it by Section 117 of the <i>Local Governance Act</i> S.N.B. (2017), Chapter 18, and amendments thereto, hereby enacts as follows:</p>
<p><u>DEFINITIONS</u></p> <p>2. In this By-law, unless otherwise stated:</p> <p>b) “Committee” means the Water and Sewerage Committee of Rothesay, as appointed by the Mayor;</p> <p>f) “Equivalent User Units” means the rate at which non-single family residential users are charged for maintenance, construction and use of the water system; calculated with an average residential household as the base single unit;</p> <p>g) “Fire Department” means the Rothesay Regional Fire Department Inc.</p> <p>k) “Meter” means a cold water measuring device owned and operated by the Town;</p> <p>q) “Rothesay West Water” or “Rothesay West Water System” means the water system for that area within the municipal boundary having its source of water supply from the City of Saint John.</p>	<p><u>DEFINITIONS</u></p> <p>2. In this By-law, unless otherwise stated:</p> <p>b) “Committee” means the Works and Utilities Committee of Rothesay, as appointed by the Mayor;</p> <p>f) “Equivalent User Units” means the rate at which non-single family residential users and commercial users are charged for maintenance, construction and use of the water system; calculated with an average residential household as the base single unit;</p> <p>g) “Fire Department” means the Kennebecasis Valley Fire Department Inc.</p> <p>k) “Meter” means a cold water measuring device calibrated in cubic meters owned and operated by the Town;</p> <p>q) Removed</p>

ROTHESAY

TO: Town Clerk Banks

FROM: L. Pomeroy

RE: Water By-law Comparison

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4 December 2018

	<p>y) “Residential Apartment Complex” means any residentially zoned building which includes more than two separate dwelling units.</p>
<p>3. <u>COMMITTEE</u></p> <p>3.1 The Water and Sewerage Committee shall be appointed by the Mayor. Appointments to the Committee may include members of Council, who may be appointed for a term as determined by the Mayor, and others whose appointments shall be made for two years. Members are eligible for re-appointment.</p> <p>3.2 Council may refer any matter related to the water utility to the Water and Sewerage Committee for comment and the Committee shall provide Council with a written response to any matter referred by Council.</p>	<p>3. <u>COMMITTEE</u></p> <p>3.1 The Works and Utilities Committee shall be appointed in accordance with the Rothsay Procedural By-law.</p> <p>3.2 Council may refer any matter related to the water utility to the Works and Utilities Committee for comment and the Committee shall provide Council with a written response to any matter referred by Council.</p>
<p>4.9 No person shall open or in any way interfere with any hydrant in the Town without approval of the Engineer; or in the case of Fire Department use, the Fire Chief or his designate.</p>	<p>4.9 No person other than designated Town staff shall open or in any way interfere with any hydrant or valve in the Town; or in the case of Fire Department use, the Fire Chief or their designate.</p>
<p>4.15 The Owner of any building situated upon land abutting a street, right-of-way or public place wherein there is a water main shall install in such building, connections with such water main and such apparatus and appliances as may be required in the opinion of the Engineer, to ensure the proper sanitary conditions of the premises and surrounding or adjacent properties.</p>	<p>4.15 Any owner of a commercial property, institutional property or residential apartment complex situated on land abutting a street, right-of-way, or public place in which there is a watermain shall connect to the main in a manner approved by the Town and use such watermain as its sole source of water.</p>
<p>4.16 No person shall make a connection to any water main of the Town unless a permit has been issued pursuant to this By-law, in the form as set out in Schedule “A”. All installations shall be in accordance with the requirements of the “Specifications For Developers”.</p>	<p>4.16 No person shall make a connection to any water main of the Town unless a permit has been issued pursuant to this By-law, in the form as set out in Schedule “A”. All installations shall be in accordance with the requirements of the “Specifications For Developers” subject to inspection by the Engineer.</p>

ROTHESAY

TO: Town Clerk Banks

FROM: L. Pomeroy

RE: Water By-law Comparison

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4 December 2018

<p>4.19 When an Owner's water system is found to have been installed in an unworkmanlike manner or in a manner insufficiently strong to resist the pressure to which it may be subjected or where a person supplied with water has violated any provision of this By-law, the Engineer may direct that the water supply be discontinued until such Owner's water system is properly installed and approved and the person supplied has complied with the provisions of this By-law.</p>	<p>4.19 When an Owner's water system is found to have been installed in an unsatisfactory manner or in a manner insufficiently strong to resist the pressure to which it may be subjected or where water service pipes are not sufficiently protected from frost or where a person supplied with water has violated any provision of this By-law, the Engineer may direct that the water supply be discontinued until such Owner's water system is properly installed and approved and the person supplied has complied with the provisions of this By-law.</p>
<p>5.2 The rental of the water meter shall be a one-time charge, payable in one payment or quarterly for a period of three years, in accordance with the rates as outlined in Schedule "E".</p>	<p>5.2 The rental of the water meter shall be a one-time charge, payable in one payment or quarterly for a period of five years, in accordance with the rates as outlined in Schedule "E".</p>
<p>5.5 Every Owner shall provide a place for a water meter which place, in the opinion of the Engineer, is suitably located within the building at or near the point of entry of the water service pipe and on the Owner side of the shut-off valve, so the meter can be easily read and will not be exposed to freezing temperatures.</p>	<p>5.5 Every Owner shall provide a place for a water meter which place, in the opinion of the Engineer, is suitably located within the building at or near the point of entry of the water service pipe and on the Owner side of the shut-off valve, so the meter can be easily read and will not be exposed to freezing temperatures.</p>
<p>5.6 Every Owner shall provide a place for a remote meter reading device that shall be located on the exterior of the building. This remote meter reading device shall be connected to the meter by means of a wire conductor.</p>	<p>5.6 Every Owner shall provide a place for a remote meter reading device (outside register) that shall be located on the exterior of the building. This remote meter reading device shall be connected to the meter by means of a wire conductor.</p>
<p>5.13 Where an Owner requests a Town-owned water meter be tested for accuracy, a fee, as outlined in Schedule "E", shall be paid prior to the test being conducted. Such fee may be refundable only if the tested meter is found to register volumes higher by more than four percent (4%) of the standard test. The Owner may choose to be present during testing and the meter shall be tested in accordance with the "Statement of Standard Procedure, Settlement of Disputes", as set out in Schedule "D".</p>	<p>5.13 Where an Owner requests a Town-owned water meter be tested for accuracy, a fee, as outlined in Schedule "E", shall be paid prior to the test being conducted. Such fee may be refundable only if the tested meter is found to register volumes higher by more than four percent (4%) of the standard test. The meter shall be tested by an independent, certified testing service in accordance with the "Statement of Standard Procedure, Settlement of Disputes", as set out in Schedule "D"</p>

(d)The authorization of a payment schedule in accordance with Section 7.6.1 subsection (a) is merely an accommodation to an Owner by the Town and does not reduce or affect, except to the degree specifically stated in section 7.6.1, the rights of the Town including, without limitation, its rights to accrue and collect the charges and interest thereon due from an Owner to the Town under this By-law or to disconnect service to a property.

(d) For commercial properties, institutional properties and residential apartment complexes the following User Class Structure and payment schedule applies:

Class A) existing properties where water is available but not currently used:

- Connection to the water system required on or before _____, 20__ ;
- Connection permit fee due at the start of construction;
- Water system access fee payable in 40 equal quarterly instalments starting in the first quarter of water use but not later than _____, 20__;
- The Town is responsible for the cost and installation of service from the main line to the residents property line (i.e. to the “curb stop”)
- Water meter rental charges payable over 5 years

Class B) existing properties where water is not currently available but could be installed in future:

- Connection to the water system required on or before September 30 of the year *following installation of the water line (i.e. the end of the next construction season)*
- Connection permit fee due at the start of construction
- Water system access fee payable in 40 equal quarterly instalments starting in the first quarter of water use but not later than September 30th
- The Town is responsible for the cost and installation of service from the main line to the residents property line (i.e. to the “curb stop”)
- Water meter rental charges payable over 5 years

ROTHESAY

TO: Town Clerk Banks

FROM: L. Pomeroy

RE: Water By-law Comparison

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4 December 2018

	<p>Class C) new construction where water is available</p> <p>o No proposed changes (i.e. all fees are payable upon issuances of the connection permit)</p>
<p><u>SYSTEM ACCESS FEES</u></p> <p>7.11 Every person connecting to the water system shall pay a meter connection permit fee and water system access fee as outlined in Schedule “E.. The fees shall include all inspection fees and charges associated with processing of the application, control and enforcement of “Specifications for Developers” and shall be paid in full prior to the issuance of a building permit.</p>	<p><u>SYSTEM ACCESS FEES</u></p> <p>7.11 Every person connecting to the water system shall pay a meter connection permit fee and water system access fee as outlined in Schedule “E.. The fees shall include all inspection fees and charges associated with processing of the application, control and enforcement of “Specifications for Developers” and shall be paid in full prior to the issuance of a building permit water connection permit.</p>
<p><u>10. BY-LAWS REPEALED</u></p> <p>By-laws 2-00, 8-01 and 10-02 relating to the Rothesay water system are hereby repealed.</p>	<p><u>10. BY-LAWS REPEALED</u></p> <p>By-law 7-04 relating to the Rothesay water system is hereby repealed.</p>
<p><u>11. EFFECTIVE DATE</u></p> <p>This By-law comes into effect on the 1st day of January 2005.</p> <p>FIRST READING BY TITLE : 8 November 2004 SECOND READING BY TITLE : 10 January 2005 READ BY SECTION NUMBER : 14 February 2005 (Advertised as to content on the Rothesay website in accordance with <i>Municipalities Act</i> R.S.N.B. (1973) Chapter M-22) THIRD READING BY TITLE AND ENACTED : 14 February 2005</p>	<p><u>11. EFFECTIVE DATE</u></p> <p>This By-law comes into effect on the _____, 20</p> <p>FIRST READING BY TITLE : SECOND READING BY TITLE : READ BY SECTION NUMBER : (Advertised as to content on the Rothesay website in accordance with <i>Local Governance Act</i> S.N.B. (2017) Chapter 18) THIRD READING BY TITLE AND ENACTED :</p>



ROTHESAY

Rothesay Water System

FEES AND CHARGES, BY-LAW 1-18

Schedule "E"

**WATER METER RENTAL RATES** (Section 5.2)

Meter size	Total	Quarterly (over 5 years)
5/8 inch	\$150.00	\$ 10
3/4 inch	\$195.00	\$ 13
1 inch	\$243.00	\$ 16.20
1 1/2 inch	\$573.00	\$ 38.20
2 inch	\$810.00	\$ 54

WATER USER CHARGES (Section 7)***Fixed Charge Component:****ROTHESAY WATER SYSTEM**

Meter Size	Factor	Fixed Charge/qtr	Annual
5/8	1.00	\$ 50.00	\$ 200.00
3/4	1.44	\$ 72.00	\$ 288.00
1	2.56	\$ 128.00	\$ 512.00
1-1/2	5.76	\$ 288.00	\$ 1,152.00
2	10.24	\$ 512.00	\$ 2,048.00
4	40.96	\$ 2,048.00	\$ 8,192.00
6	92.16	\$ 4,608.00	\$ 18,432.00
8	163.84	\$ 8,192.00	\$ 32,768.00
Multi-units	0.75	\$ 200.00	Multiply by number of units

*Owners who choose not to connect to the water system, when access to the system is available, shall be invoiced the fixed charge component of the "water user charge".

INTEREST (Section 7)

1.25% per month, compounded monthly.

NSF CHEQUES (Section 7)

\$25.00 fee per occurrence

STAND-BY SPRINKLER CHARGES (Section 7)

Main Size	Annual Charge
4	\$1,000.00
6	\$1,250.00
8 or larger	\$1,500.00

PERMIT CONNECTION AND SYSTEM ACCESS FEES (Section 7)

- Meter connection permit (any size meter) \$ 100.00 (non-refundable)
- Water system Access Fee:
 - in areas subject to local improvement charges and for developers \$1,500.00
 - in all other areas \$2,500.00
- Water System Access Fee - Commercial:
 - Minimum Access Fee Charge (3 or less equivalent user units) \$5,000.00
 - Additional Access Fee Charge (more than 3 equivalent user units) \$1,500.00/equivalent user unit

DISCONNECTION/RECONNECTION FEES (Section 4.11.1)

Disconnection fee	\$25.00
Reconnection fee	\$25.00

DISPUTE SETTLEMENT (Section 5.13)

Accuracy Testing fee	\$25.00
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METER READING REQUEST (Section 5.14)

Meter reading fee	\$75.00
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2018December10OpenSessionFINAL_135

ROTHESAY

Rothesay Water System

FEES AND CHARGES, BY-LAW 1-18

Schedule “E”



ROTHESAY MAIN WATER SYSTEM CONSUMPTION CHARGES (Per quarter)

CHARGES PER QUARTER	up to 96 m ³	over 96 up to 800 m ³	above 800 m ³	up to 72 m ³ /unit	above 72 up to 600 m ³ per unit	above 600 m ³ /unit	up to 3250 m ³	above 3250 m ³
Single family residence	\$ 1.15	\$ 1.73	\$ 2.59					
Residence with rental or self contained unit	\$ 1.15	\$ 1.73	\$ 2.59					
Apt bldg - up to 3 units	\$ 1.15	\$ 1.73	\$ 2.59					
Apt. bldg - 4 units or more				\$ 1.15	\$ 1.73	\$ 2.59		
Townhouses - individual meters	\$ 1.15	\$ 1.73	\$ 2.59					
Townhouses - group meters				\$ 1.15	\$ 1.73	\$ 2.59		
Commercial	\$ 1.15	\$ 1.73	\$ 2.59					
Institutional (schools)							\$ 1.15	\$ 1.73

BY-LAW 1-18
WATER BY-LAW

The Council of Rothesay, under authority vested in it by Section 117 of the *Local Governance Act* S.N.B. (2017), Chapter 18, and amendments thereto, hereby enacts as follows:

TITLE

1. This By-law may be cited as the “Water By-law”.

DEFINITIONS

2. In this By-law, unless otherwise stated:
 - a) “Commercial unit” means a separate set of quarters used for other than residential purposes with a private entrance from outside the premises or from a common hallway or stairway inside;
 - b) “Committee” means the Works and Utilities Committee of Rothesay, as appointed by the Council;
 - c) “Council” means the Mayor and Council of Rothesay;
 - d) “Dwelling unit” means a separate set of residential quarters with a private entrance from outside the premises or from a common hallway or stairway inside;
 - e) “Engineer” means the Town Engineer or their designate;
 - f) “Equivalent User Units” means the rate at which non-single family residential users and commercial users are charged for maintenance, construction, and use of the water system; calculated with an average residential household as the base single unit;
 - g) “Fire Department” means the Kennebecasis Valley Fire Department Inc.;
 - h) “Industrial unit” means an area of land with or without buildings or structures on which activities take place pertaining to industry, manufacturing, commerce, trade, business, or institutions as distinguished from domestic dwellings;
 - i) “Institutional unit” means an area of land with or without buildings or structures on which activities take place pertaining to public or non-profit purposes, and without limiting the generality of the foregoing, may include such uses as schools, places of worship, indoor recreation facilities, community centres, public hospitals, and government buildings;
 - j) “May” is construed as permissive;

- k) “Meter” means a cold water measuring device calibrated in cubic metres owned and operated by the Town;
- l) “Owner” means the person in whose name the property is assessed under the *Assessment Act*, Chapter A-14, R.S.N.B. (1973) and amendments thereto, and includes executors, administrators, and assigns of such person;
- m) “Person” means any individual, partnership, company, public or private corporation, or agency of the Province of New Brunswick, agency or any other legal entity;
- n) “Premises” means a building, which may contain one or more dwelling unit, institutional unit, industrial unit, and/or commercial unit, connected to the water system of the Town by a single service connection to each system;
- o) “Roadway” means that portion of a Rothesay street between the curb lines or the travelled portion of a street designed for vehicular traffic and, except where the context indicates otherwise, includes a crosswalk;
- p) “Rothesay Main Water” or “Rothesay Main Water System” means the water system for that area within the municipal boundary having its source of water supply from the Carpenters’ Pond Watershed and such other sources as may be developed from time to time;
- q) “Service Connection” means any piping system that conveys water from a water main to any premises;
- r) “Shall” is construed as being mandatory;
- s) “Specifications for Developers” means the standards adopted by the municipality as a minimum standard for new construction of streets and services within the Town;
- t) “Street” means a Rothesay street, highway, road, lane, sidewalk, thoroughfare, bridge, square and the curbs, gutters, culverts, and retaining walls in connection therewith and, without restricting the generality of the foregoing, includes the full width of the right-of-way;
- u) “Town” means the town of Rothesay or the area contained within its municipal boundaries as the context requires;
- v) “Water” and “Water Supply” means the water supplied to consumers for the purposes herein specified;

- w) "Water System" means all of the property involved in the operation of the Rothesay water utility and watershed; including all land, wells, water lines and appurtenances, treatment plants, reservoirs, pumping stations, buildings and structures, and general property;
 - x) "Water User Charge" means the amount charged for maintenance, construction, and operation of the water system.
 - y) "Residential Apartment Complex" means any residentially zoned building which includes more than two separate dwelling units.
- 2.1 In this By-law where the context requires, the singular shall be taken to also mean the plural and references to the male or female gender shall be taken to include the other.
3. **COMMITTEE**
- 3.1 The Works and Utilities Committee shall be appointed in accordance with the Rothesay Procedural By-law
 - 3.2 Council may refer any matter related to the water utility to the Works and Utilities Committee for comment and the Committee shall provide Council with a written response to any matter referred by Council.
4. **WATER SYSTEM**
- 4.1 Water shall not be furnished for any purpose other than domestic and fire protection purposes when, in the opinion of Council or the Engineer, the quality or efficiency of the water supply for domestic and fire protection purposes within the Town would thereby be impaired.
 - 4.2 (a) The Town may, subject to the foregoing limitations, furnish water for purposes other than domestic and fire protection under an agreement in writing that the water supply may be discontinued temporarily or permanently by Council.

(b) When a development has been approved that includes a car wash facility, a recycle component shall be installed, operated, and maintained as part of the system, with a capacity to reclaim a minimum of 40 percent and further shall be subject to Town approval.
 - 4.3 Unless otherwise authorized by Council or the Engineer, the water supply to any premises shall be measured by a water meter, as regulated under Section 5 of this By-law.
 - 4.4 The water supply shall be regularly tested in accordance with the *Clean Water Act*, R.S.N.B. (1973) Chapter C-6.1 and amendments thereto, and Approvals to Operate issued from time to time.

- 4.5 The locations, elevations, materials, and methods of installation for all public and private water mains, service pipes, and appurtenances shall be approved by the Engineer prior and after construction.
- 4.6 The Owner shall use construction methods which safeguard the public and private property and work shall be carried out in strict compliance with the *Occupational Health and Safety Act*, R.S.N.B. (1983), Chapter O-0.2 as amended.
- 4.7 No person, being an Owner, tenant, or occupant of a house, building, or other place within the Town supplied with water by the Town shall, without permission of Council or the Engineer:
- (a) lend or sell the water;
 - (b) give water away or permit it to be taken or carried; or
 - (c) use or apply it to the use or benefit of any other person.
- 4.8 The Town shall not be liable for any damage or injury caused or done by reason of the interruption of water supply, water system operation, water pressure or its variation, or drawing of a vacuum on the water system.
- 4.9 No person other than designated Town staff shall open or in any way interfere with any hydrant or valve in the Town; or in the case of Fire Department use, the Fire Chief or their designate.
- 4.10 The Engineer shall have right of access to all parts of an Owner's property or premises at all reasonable hours for the purpose of inspecting any water pipes, fittings or appliances. The Town shall have the right to suspend water service to any Owner who refuses such access or does not respond to requests by the Engineer for such access.
- 4.11 Water supply may be refused or discontinued at any time for:
- a) non-payment of water user charges;
 - b) non-payment of a water connection charge;
 - c) non-payment of any repair or maintenance related charge;
 - d) failure, in the opinion of the Engineer, of the plumbing, pipes, fittings, vents, fixtures, or other related devices on the premises necessary to comply with the requirements of this By-law or if any part of the water system of such premises is in any way unsuitable, dirty, unsanitary, or in an inaccessible place;
 - e) violation of any provision of this By-law;
 - f) the convenience of, and at the request of, the Owner and occupier of the premises; or
 - g) use above quarterly limit of 800 cubic meters per quarter.

- 4.12 Where a water supply has been discontinued under Section 4.11, the Owner shall pay a disconnection fee, together with any amount in arrears and furthermore, a reconnection fee shall be paid before such supply will be restored. Said fees are outlined in Schedule "E".
- 4.13 No connection shall be made to the water system for the purpose of taking water therefrom except under the direct supervision of the Engineer.
- 4.14 Where maintenance of a sprinkler system or other fire fighting system requires the removal of unmetered water from the water system, the Owner shall obtain prior permission from the Engineer and shall notify the Fire Department dispatch personnel.
- 4.15 Any owner of a commercial property, institutional property or residential apartment complex situated on land abutting a street, right-of-way, or public place in which there is a watermain shall connect to the main in a manner approved by the Town and use such watermain as its sole source of water.
- 4.16 No person shall make a connection to any water main of the Town unless a permit has been issued pursuant to this By-law, in the form as set out in Schedule "A". All installations shall be in accordance with the requirements of the "Specifications For Developers" subject to inspection by the Engineer.
- 4.17 Water shall not be supplied from the water system to any Owner's water system unless the Owner's water system and related plumbing is protected from frost and is approved by the Engineer and all costs and expenses incident to the installation and connection to the water system shall be borne by the Owner.
- 4.18 Every service connection to a premise shall have a stop drain shut-off valve, of a type approved by the Engineer, in an accessible position immediately inside the wall of the premises at the service entrance.
- 4.19 When an Owner's water system is found to have been installed in an unsatisfactory manner or in a manner insufficiently strong to resist the pressure to which it may be subjected or where water service pipes are not sufficiently protected from frost or where a person supplied with water has violated any provision of this By-law, the Engineer may direct that the water supply be discontinued until such Owner's water system is properly installed and approved and the person supplied has complied with the provisions of this By-law.
- 4.20 Where an Owner's water system requires a pressure reducing valve to control excess pressures, such valve, installation, and related costs shall be the responsibility of the Owner, with said installation subject to approval of the Engineer.

- 4.21 No Owner or other person shall connect, cause to be connected, or allow to remain connected, any piping, fixture, fitting, container, or appliance, in a manner that, under any circumstances, could allow water, waste water, or any other substance to enter the Town's water system. The determination of whether or not such condition exists shall be made solely by the Engineer.
- 4.22 No person shall connect any of the following to a service connection, or a line connected to a service connection, without obtaining a permit from the Engineer:
- a) a booster pump;
 - b) a quick opening or quick closing valve;
 - c) a flush valve;
 - d) a heat pump;
 - e) a standpipe;
 - f) a large outlet which may occasion sudden large demands of short or long duration thereby requiring oversize pipe lines; or
 - g) any device which may affect the stability or regulation of water pressure in the water system.
- 4.23 An application for a permit to install a device such as described in Section 4.22 shall be made in the form as set out in Schedule "B" and shall be accompanied by plans and specifications and such other information as required by the Engineer to properly describe the work.
- 4.24 If a condition is found to exist which in the opinion of the Council or the Engineer, is contrary to Sections 4.21, 4.22, or 4.23 hereof, Council may either:
- a) shut off the service or services; or
 - b) give notice to the Owner to correct the fault within a specified period.
- 4.25 No person shall allow an alternate source of water supply to be connected to the water system.
- 4.26 In all new construction, where water hose connections are installed for purposes other than fire protection, such hose connections shall be fitted with atmospheric vacuum breakers.
- 4.27 Water services shall be discontinued by resolution of Council to any premises declared unfit for human occupation.

5. METERED WATER

- 5.1 All water meters installed by the Town or for the Town are and shall remain the property of the Town.
- 5.2 The rental of the water meter shall be a one-time charge, payable in one payment or quarterly for a period of five years, in accordance with the rates as outlined in Schedule "E".

- 5.3 All new construction within the Town, where services are available, shall be required to have a water meter installed prior to activation or delivery of any water to the premises. Said installation shall be in accordance with the Standards and Requirements as set out in Schedule "C".
- 5.4 Where the premises are connected to a private distribution system, the Owner shall provide for a metering vault.
- 5.5 Every Owner shall provide a place for a water meter which, in the opinion of the Engineer, is suitably located within the building at or near the point of entry of the water service pipe and on the Owner side of the shut-off valve, so the meter can be easily read and will not be exposed to freezing temperatures.
- 5.6 Every Owner shall provide a place for a remote meter reading device (outside register) that shall be located on the exterior of the building. This remote meter reading device shall be connected to the meter by means of a wire conductor.
- 5.7 Where the premises of an Owner are of such a nature that a meter cannot be properly installed in a building, or if the building is not sufficiently frost proof as to guarantee the safety of the meter, the Engineer may order the Owner to construct an approved frost proof chamber in which the meter can be installed.
- 5.8 Where the required meter is larger than 20 millimetres nominal pipe diameter, or services more than one above ground floor, it shall be valved on both sides. Where the required meter is larger than 20 millimetres nominal pipe diameter, or where the required meter is a turbine type, or compound type, the Owner shall provide a valved bypass arrangement, designed and installed to the satisfaction of the Engineer, to enable testing and servicing of the meter.
- 5.9 The Engineer shall have right of access to all parts of an Owner's property or premises at all reasonable hours for the purpose of installing, removing, repairing, reading, testing, or inspecting meters or outside registers. The Town shall have the right to suspend water service to any Owner who refuses such access or does not respond to requests by the Engineer for such access.
- 5.10 No person shall remove or in any way interfere with any water meter affixed to a water service of the Town without approval of the Engineer.

- 5.11 The Owner shall be responsible for the meter on their service pipe and shall protect such water meter. The Owner shall be liable for any damage to the meter or outside register resulting from carelessness, hot water, steam, or the action of frost or any other cause not the fault of the Town or its agents and employees. The cost to the Town occasioned by the damage to the water meter or outside register shall be paid by the Owner. If, after the rendering of an invoice by the Town to the Owner for the cost, the invoice is not paid within thirty (30) days from the date rendered, the supply of water to the premises may be suspended until all charges are paid.
- 5.12 Meters shall be read every quarter and the water user charge shall be invoiced in accordance with Section 7 of this By-law.
- 5.13 Where an Owner requests a Town-owned water meter be tested for accuracy, a fee, as outlined in Schedule "E", shall be paid prior to the test being conducted. Such fee may be refundable only if the tested meter is found to register volumes higher by more than four percent (4%) of the standard test. The meter shall be tested by an independent, certified testing service in accordance with the "Statement of Standard Procedure, Settlement of Disputes", as set out in Schedule "D".
- 5.14 Where an Owner, or an Owner's agent, requests that the water meter be read at any time other than the time that it is normally read, the Owner shall be liable to pay a fee, as outlined in Schedule "E".

6. MAINTENANCE AND BLOCKAGE

- 6.1 The main line of the water system shall be maintained and operated by the Town.
- 6.2 The service connection from and including the curb stop at the property line to the main line of the water system shall be maintained and operated by the Town.
- 6.3 The service connection from but NOT including the curb stop at the property line to the building, and all fixtures, piping, and appurtenances within the building shall be maintained and operated by the Owner.

7. RATES

- 7.1 Every Owner of land on which any building is situated that:
- (a) fronts on any street, right-of-way or highway in which a water line is situated;
 - (b) fronts on any right-of-way, which connects to a street or highway in which a water line is situated; or
 - (c) Council has ordered connected to a water system;
- shall pay to the Town a "Water User Charge" for the construction, operation, and maintenance of the water system of the Town, as outlined in Schedule "E".

- 7.2 The “Water User Charge” shall be comprised of:
- (a) a fixed charge that shall be billed to each Owner of property connected to, or who has access to the system;
 - (b) a consumption charge based on the volume of water recorded by the meter on the service or as estimated in a manner approved by Council; and
 - (c) an annual stand-by charge for such buildings that are connected to the Town water system and are equipped with water sprinkler systems.
- 7.3 The fixed charge portion of the “Water User Charge” shall be set in accordance with the meter size and shall be reviewed periodically and approved by Council. Consumption rates per cubic meter and the annual stand-by charge shall be as outlined in Schedule “E”.
- 7.4 The “Water User Charge” shall be invoiced quarterly, including the fixed charge and consumption charge.
- 7.5 Owners who choose not to connect to the water system, when access to the system is available, shall be invoiced the fixed charge portion of the “Water User Charge”.
- 7.6 The water user charge payable by the Owner shall be paid to the Town on or before the end of the calendar month next following the date the invoice is mailed to such Owner and shall be payable whether or not the invoice is received by the Owner. If the account is not paid in full, the amount owing to the Town shall bear interest at a rate as outlined in Schedule “E” and such rate of interest shall be set forth on the invoice. A fee shall be charged to the account for “NSF” cheques, as outlined in Schedule “E”.
- 7.6.1(a) Where recommended by the Committee, the Town Manager may authorize a payment schedule for any account with an outstanding balance that includes at least five hundred dollars that is in arrears for longer than one year.
- (i) Such payment schedule may be for a period of no longer than 24 months and shall provide for payment of the outstanding balance including interest accrued to the date of the payment schedule as well as estimates of the new charges that would accrue during the payment period. The payment schedule may provide that, should the Owner make all payments due in accordance with the payment schedule, interest that would otherwise accrue on the outstanding balance during the payment period will be waived.
 - (ii) In exceptional circumstances and with the approval of Council, a payment schedule may exceed 24 months.
- (b) Where the Owner fails to make any payment by the date specified in the payment schedule, the full amount will become due and payable forthwith, including interest compounded in the normal fashion as if no payment schedule had ever been approved.

(c) An Owner remains obligated to pay to the Town actual new charges incurred during the payment period and not merely estimates that may have been included in a payment schedule.

(d) For Commercial properties, Institutional properties and Residential Apartment Complexes the following User Class Structure and payment schedule applies:

Class A) existing properties where water is available but not currently used:

- connection to the water system required on or before _____, 20____;
- connection permit fee due at the start of construction;
- water system access fee payable in 40 equal quarterly instalments starting in the first quarter of water use but not later than _____, 20____
- the Town is responsible for the cost and installation of service from the main line to the residents property line (i.e. to the “curb stop”)
- water meter rental charges payable over 5 years.

Class B) existing properties where water is not currently available but could be installed in future:

- connection to the water system required on or before September 30 of the year *following installation of the water line (i.e. the end of the next construction season)*
- connection permit fee due at the start of construction
- water system access fee payable in 40 equal quarterly instalments starting in the first quarter of water use but not later than Sept. 30th
- the Town is responsible for the cost and installation of service from the main line to the residents property line (i.e. to the “curb stop”)
- water meter rental charges payable over 5 years

Class C) new construction where water is available:

- no proposed changes (ie. All fees are payable upon issuances of the connection permit)

7.7 If the account or any part thereof remains unpaid at the end of the period hereinbefore mentioned, the Town may sue in its own name to recover the balance owing, including interest, as if the said amount were a debt due from the Owner to the Town.

- 7.8 After ten days notice in writing has been given to an Owner who is in arrears, which notice may be given by registered mail addressed to the Owner, postage prepaid, and without prejudice to any other rights which the Town may have, the Town may disconnect service to the property until such time as the account and the entire cost of disconnecting and reconnecting the service have been paid in full or arrangements for payment satisfactory to Council and approved in writing by the Town Manager have been made by the Owner.
- 7.9 For the purposes of this By-law, a water line has been installed when the Engineer has certified to Council that the system or project of which the water line forms part is substantially complete.
- 7.10 Water user charges shall be levied on the Owners of all properties liable to pay the same commencing at the beginning of the calendar year following the year in which a water line has been installed or the year in which a building on the property has been connected to the water system, whichever is earlier.

SYSTEM ACCESS FEES

- 7.11 Every person connecting to the water system shall pay a meter connection permit fee and water system access fee as outlined in Schedule "E". The fees shall include all inspection fees and charges associated with processing of the application, control and enforcement of "Specifications for Developers" and shall be paid in full prior to the issuance of a building permit water connection permit.
- 7.11.1 The Engineer, following standard practices and engineering principles, shall have discretion as to the size of the meter required.

- 7.12 The meter connection permit fee and water system access fee bear interest and may be collected in the same manner as the water user charge hereinbefore mentioned.
- 7.13 Nothing in this By-law makes the Town responsible for any part of a water connection that is not in a public street, right-of-way, highway, or water easement.

8. PENALTIES

- 8.1 Any person found violating any provision of this By-law or who suffers or permits any act or thing to be done in contravention or violation of any provision thereof, or neglects or fails to do any act or thing herein required, is liable to a fine as may be imposed for commission of an offence punishable under Part II of the *Provincial Offences Procedure Act*, R.S.N.B. (1973), Chapter P-22.1, and amendments thereto, as a Category C offence.
- 8.2 The provisions of Sections 7 and 8 are cumulative and optional and one or more of the remedies provided to the Town may be undertaken simultaneously at the option of the Town.

9. SEVERABILITY

If any part of this By-law shall be held invalid, such part shall be deemed severable and the invalidity thereof shall not affect the remaining parts of this By-law.

10. BY-LAWS REPEALED

By-law 7-04 relating to the Rothesay water system is hereby repealed.

11. EFFECTIVE DATE

This By-law comes into effect on the _____.

FIRST READING BY TITLE : _____

SECOND READING BY TITLE : _____

READ BY SECTION NUMBER : _____
(Advertised as to content on the Rothesay
website in accordance with *Local Governance Act*
S.N.B. (2017) Chapter 18)

THIRD READING BY TITLE
AND ENACTED : _____

MAYOR

CLERK



2018December10OpenSessionFINAL_148

ROTHESAY
CONNECTION APPLICATION
ROTHESAY MAIN and WEST WATER SYSTEMS
Schedule "A"



The undersigned hereby applies/apply to connect the following property (the "property") to the Rothesay Water System.

PROPERTY OWNER(S): _____

PHONE: (Home) _____ (Business) _____

PROPERTY LOCATION: Civic: _____ PID# _____

TYPE OF BUILDING: _____

PURPOSE: _____

PROPOSED DATE OF HOOK-UP: _____

1. I/We represent that I am/we are the legal owners of the property.
2. I/We hereby grant to the Town Engineer or his authorized agent the right to enter the property for the purpose of inspection of the Water Service.
3. I/We hereby agree to abide by and be subject to all the terms and conditions set forth in By-Law 1-18, "Water By-Law" and, in particular, I/we agree to pay the Town the water user rates and charges that may be set from time to time pursuant to the Water By-Law.
4. This agreement shall be binding on me/us and my/our successors and assigns.

I/We are aware of the requirements of Rothesay Building By-Law 4-99, and amendments thereto, and my/our responsibilities thereunder, and I/we agree to use the above structure for the purpose stated only. I/We are aware construction methods used must safeguard public and private property and must be carried out in strict compliance with the Occupational Health and Safety Act, S.N.B. (1983), Chapter O-0.2 as amended. I/We agree to permit and facilitate observation of the work covered under this Permit by the Building Inspector and public authorities at all times.

Signature of Property Owner

Signature of Property Owner

DATE: _____

APPROVED FOR CONSTRUCTION

Permit Number _____

Permit Fee: \$ _____

Per _____

Connection Fee: \$ _____

Date _____



ROTHESAY

DEVICE INSTALLATION APPLICATION ROTHESAY MAIN and WEST WATER SYSTEMS Schedule "B"



PROPERTY OWNER(S): _____

PHONE: (Home) _____ (Business) _____

PROPERTY LOCATION: Civic: _____ PID# _____

TYPE OF DEVICE (Please check appropriate box)

<input type="checkbox"/>	Booster pump
<input type="checkbox"/>	Quick opening/quick closing valve
<input type="checkbox"/>	flush valve
<input type="checkbox"/>	heat pump
<input type="checkbox"/>	standpipe
<input type="checkbox"/>	large outlet (as described in By-law 1-18, Water By-Law)
<input type="checkbox"/>	Other (please specify)

REASON: _____

Water pressure at outside tap (if required): _____

INSPECTED BY: _____ DATE: _____

APPROVED FOR INSTALLATION

Permit Number _____

Per _____

Date _____



ROTHESAY

STANDARDS & REQUIREMENTS for NEW CONSTRUCTION

Schedule "C"

BE IT RESOLVED THAT:

- 1) only a Sensus SR type Cold Water Meter or an Engineer-approved equal shall be installed, complete with a remote touchpad readout located on the exterior of the building, with said meter and remote readout supplied by the town of Rothesay at the time of application for a Building Permit and all associated installation costs borne by the property owner;
- 2) the following standard specifications shall apply as if written out in full herein and references to standards or codes shall mean the latest edition of such publication adopted and published at the date of application to connect to the water system:

CANADIAN PLUMBING CODE
CANADIAN STANDARDS ASSOCIATION
AMERICAN WATER WORKS ASSOCIATION
AMERICAN SOCIETY FOR TESTING MATERIALS

- 3) the following construction methods shall be followed:
 - 3.1 METERS: The property owner shall ensure the installation of the meter and associated equipment by a qualified licensed plumber and all meters shall be installed in a horizontal position with the register side facing upwards.
 - 3.2 FLUSHING: The inlet line shall be flushed prior to the installation of the water meter.
 - 3.3 PLACING INTO OPERATION: The property owner shall open the inlet shut-off valve slowly to allow the water meter to fill and trapped air to escape.
 - 3.4 LEAK TEST: All joints shall be leak tested and checked after the meter is placed into operation.
 - 3.5 REMOTE READOUT: The remote readout shall be installed on the exterior of the building on the driveway side of the building.
 - 3.6 WIRING: The property owner shall supply and install 18 gauge two conductor bell wire for use in connecting the meter with the exterior remote touchpad.
 - 3.7 VALVES: The property owner shall ensure the meter is isolated on either side of the meter.
 - 3.8 INSPECTION: The property owner shall permit and facilitate observation of the work by the town of Rothesay and its agents and public authorities at all times.



ROTHESAY
STATEMENT OF STANDARD PROCEDURE
Schedule “D”



Settlement of Disputes

BE IT RESOLVED THAT the method of settling and determining invoicing disputes with respect to the water utility system, shall be as follows:

1. Upon the request of the owner, and payment of a fee as set by resolution of Council, the Engineer will arrange the temporary replacement of the meter.
2. The meter of which accuracy is disputed shall be transported by the owner to a location designated by the Engineer, where the accuracy of the meter is to be checked and calibrated.
3. Any invoice issued based on a meter reading whose accuracy on testing is determined to be between ninety-six percent (96%) and one hundred, four percent (104%) shall be determined to be valid and full payment of the account required.
4. In the event that the accuracy of the meter is determined to be less than ninety-six percent (96%) or greater than one hundred, four percent (104%), the Engineer shall have the authority to estimate water consumption for the quarter and to make any necessary adjustments to the invoice.
5. In the event that the accuracy of the meter is determined to be less than ninety-six percent (96%) or greater than one hundred, four percent (104%), Council may refund the fee to the owner and the meter shall be replaced.



ROTHESAY

Rothesay Water System

FEES AND CHARGES, BY-LAW 1-18

Schedule “E”

WATER METER RENTAL RATES (Section 5.2)

<u>Meter size</u>	<u>Total</u>	<u>Quarterly</u> (over 5 years)
5/8 inch	\$150.00	\$ 10
3/4 inch	\$195.00	\$ 13
1 inch	\$243.00	\$ 16.20
1 1/2 inch	\$573.00	\$ 38.20
2 inch	\$810.00	\$ 54

WATER USER CHARGES (Section 7)*

Fixed Charge Component:

ROTHESAY WATER SYSTEM

<u>Meter Size</u>	<u>Factor</u>	<u>Fixed Charge/qtr</u>	<u>Annual</u>
5/8	1.00	\$ 50.00	\$ 200.00
3/4	1.44	\$ 72.00	\$ 288.00
1	2.56	\$ 128.00	\$ 512.00
1-1/2	5.76	\$ 288.00	\$ 1,152.00
2	10.24	\$ 512.00	\$ 2,048.00
4	40.96	\$ 2,048.00	\$ 8,192.00
6	92.16	\$ 4,608.00	\$ 18,432.00
8	163.84	\$ 8,192.00	\$ 32,768.00
Multi-units	0.75	\$ 200.00	Multiply by number of units

*Owners who choose not to connect to the water system, when access to the system is available, shall be invoiced the fixed charge component of the “water user charge”.

INTEREST (Section 7)

1.25% per month, compounded monthly.

NSF CHEQUES (Section 7)

\$25.00 fee per occurrence

STAND-BY SPRINKLER CHARGES (Section 7)

<u>Main Size</u>	<u>Annual Charge</u>
4	\$1,000.00
6	\$1,250.00
8 or larger	\$1,500.00

PERMIT CONNECTION AND SYSTEM ACCESS FEES (Section 7)

1. Meter connection permit (any size meter) \$ 100.00 (non-refundable)
2. Water system Access Fee:
 - (i) in areas subject to local improvement charges and for developers \$1,500.00
 - (ii) in all other areas \$2,500.00
3. Water System Access Fee - Commercial:
 - (i) Minimum Access Fee Charge (3 or less equivalent user units) \$5,000.00
 - (ii) Additional Access Fee Charge (more than 3 equivalent user units) \$1,500.00/equivalent user unit

DISCONNECTION/RECONNECTION FEES (Section 4.11.1)

Disconnection fee	\$25.00
Reconnection fee	\$25.00

DISPUTE SETTLEMENT (Section 5.13)

Accuracy Testing fee	\$25.00
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METER READING REQUEST (Section 5.14)

Meter reading fee	\$75.00
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2018December10OpenSessionFINAL_153

ROTHESAY

Rothesay Water System

FEES AND CHARGES, BY-LAW 1-18

Schedule “E”



ROTHESAY MAIN WATER SYSTEM CONSUMPTION CHARGES (Per quarter)

CHARGES PER QUARTER	up to 96 m ³	over 96 up to 800 m ³	above 800 m ³	up to 72 m ³ /unit	above 72 up to 600 m ³ per unit	above 600 m ³ /unit	up to 3250 m ³	above 3250 m ³
Single family residence	\$ 1.15	\$ 1.73	\$ 2.59					
Residence with rental or self contained unit	\$ 1.15	\$ 1.73	\$ 2.59					
Apt bldg - up to 3 units	\$ 1.15	\$ 1.73	\$ 2.59					
Apt. bldg - 4 units or more				\$ 1.15	\$ 1.73	\$ 2.59		
Townhouses - individual meters	\$ 1.15	\$ 1.73	\$ 2.59					
Townhouses - group meters				\$ 1.15	\$ 1.73	\$ 2.59		
Commercial	\$ 1.15	\$ 1.73	\$ 2.59					
Institutional (schools)							\$ 1.15	\$ 1.73



ROTHESAY

INTEROFFICE MEMORANDUM



TO	:	Mayor Grant & Council
FROM	:	John Jarvie
DATE	:	7 December 2018
RE	:	Rothesay Arena – Recent Motions

Recommendation:

It is recommended:

1. the motion concerning arena renovations from the November 13th Council meeting be rescinded;
2. Council authorize a hazardous material assessment ± \$4,000; and
3. Council assertively, and with unanimity, pursue funding from other orders of Government for a replacement for the Rothesay Arena (either through an extensive renovation or a new building)

Introduction:

At its November meeting, Rothesay Council passed the following motion:

MOVED by Counc. Shea and seconded by Counc. Brennan Council engage local contractors to quote on a phased, multi-year renovation to the Rothesay arena; further, the project be phased in a manner that minimizes the impact on the hockey season; and further, construction to begin in 2019. (Copy of the version of the motion with rationale attached.)

This memorandum is intended to describe the difficulties staff would have in following Council's direction based on this motion. In short, the motion is improper for illegality¹; staff cannot be expected to act contrary to provincial law to carry out a direction of Council. There are other aspects of the motion, as we understand it that are problematic for a variety of other reasons. This memorandum will outline why that is the case and provide some context on further Town action with respect to the arena.

Summary:

- The motion is improper, as the process set out does not conform to legal requirements for spending public money on a project of the scale described and is therefore nullified.
- The timeframe indicated in the motion is impractical without impinging on the 2019-20 ice season.
- If Council wishes to proceed with renovating the Rothesay Arena there is a legal process required and proper preparation is necessary to avoid misuse of public funds.
- To proceed without financial assistance from the other orders of government should be seen as unfair to Rothesay taxpayers considering other communities in the Province have received significant public funding for similar projects and that the other governments have recently signed a major funding agreement for such projects.
- Optional processes are presented later in this memorandum.

¹ Robert's Rules of Order Newly Revised, 11th Edition, 2011; p.111, par 1)

Background:

For at least 4 1/2 years, the Town has sought to replace the existing Rothesay arena. The previous Council had developed the concept for a new arena linked to the existing structure, which in turn would be converted to a multiuse space. Funding for such a project would depend, as it does in other New Brunswick communities on capital funding from the other orders of government. Such funding has not been forthcoming yet despite applications to the Province on repeated occasions. In an effort to make a project more acceptable to the other orders of government, the project was scaled back to include only the new arena. The estimated cost of a new arena would be less than \$10 million. Typically, costs for such projects are shared equally amongst the three orders of government. This would mean a cost to Rothesay taxpayers of \$3 to \$4 million.

The current Council has been divided on the need for a new facility as opposed to a renovation of the existing building. In an attempt to resolve this difference, an engineering consulting firm (WSP) was engaged at a cost of \$40,000 to analyse the condition of the existing building and identify remediation measures necessary to extend the life of the facility for at least 20 years. The consultant study estimated the costs of renovating the existing building to be in the order of five to \$6 million.

Since the receipt of the WSP report, there have been several motions by Council that seem intent on discrediting the results. It should be noted that the WSP report was prepared by qualified engineering and architectural consultants and a costing specialist versed in the analytic processes required and with experience in similar projects. This assessment was prepared at the specific request of Council.

In January, Council met alone with a facilitator in an attempt to reconcile the strongly held views of the two factions. This resulted in a motion at the February Council meeting to 'develop a plan solely for a new ice facility to replace the Rothesay Arena that is to include a walking track and a cost not to exceed \$8million dollars'. At an April 30th working session, Council was requested to comment on a list of spaces to be considered for incorporation into a new arena building. Comments were received from only two Council members.

It is also relevant to note that in May staff proposed to Council to build the new arena using a construction management methodology. Council agreed to this approach. In July, Council rejected a staff recommendation for funding of less than \$10,000 to prepare documents to implement a construction management process for a replacement arena.

At the October Council meeting a related motion passed.

MOVED by Counc. Shea and seconded by Counc. Brennan the construction of a new arena on Scott Avenue is no longer deemed a priority of Rothesay Council and further to the same, staff be directed to begin a process towards the realization of a renovated arena.

This motion seemed intended to confirm that it is Council's direction that the arena should be renovated as opposed to a new arena being pursued. In this context, it is difficult for staff to understand the necessity of the subsequent November motion.

Analysis of November Motion

In analysing the November motion, it is also relevant to look at the rationale provided in the supporting memo provided by Councillor Shea. Looking in detail at the wording of the motion and the rationale, we note the following:

The motion begins by stating that the Town 'engage local contractors to quote...'. Firstly, the term "engage" is unclear but we infer that it somehow references a process that is not public, clear, and transparent or follows statutory procurement practices. Moreover, the word "local" seems to be inconsistent with provincial procurement legislation and interprovincial trade agreements. The use of the word "quotes" also references a process that is illegal under New Brunswick procurement legislation for a project of this magnitude.

All jurisdictions across Canada follow a similar model for public procurement which includes open competition for government contracts through a public tender process.²

In his written introductory comments, Councillor Shea stated:

'Though not necessarily 100% inclusive, **contractors would be expected to determine:...**' (Emphasis added.)

- 1) **ice operations upgrades** (roof, support structure, sub-flooring, refrigeration, boards, protective glass, etc.),
- 2) **building operation upgrades** (flooring, security, lighting, lobby, offices, storage, etc.) and
- 3) **guest experience upgrades** (canteen, bleachers, entrance, restrooms, lighting, sound system, scoreboard, wifi capability, viewing¹, second level reconfiguration, accessibility², etc.).

It would be highly unusual for contractors carrying out the work to determine how the aspects listed would be achieved or to decide the scope or quality of the work to be done. This seems like an open invitation to spend public monies without being accountable. Matters such as the quality of materials, the sufficiency of structural and mechanical systems, etc. etc. are proposed to be decided by a contractor - all without the benefit of drawings and specifications prepared by a neutral third party working in Rothsay taxpayers' interests – particularly when public money is involved.

The stated intention for the motion is:

The changes will not only make the arena code-compliant but more accessible, more energy efficient and more sustainable, resulting in a community asset that all residents will be able to enjoy for years to come.

While these objectives are likely to be shared by all of Council and most in the community, there is no means to insure they are achieved through the process set out in the motion adopted. Moreover the implication that such renovation will achieve these objectives if left to a contractor with no oversight is highly questionable.

The November motion also states 'the project be phased in a manner that minimizes the impact on the hockey season'.

² New Brunswick Government webpage

There are only four months (18 weeks) between the last date in May 2019 that the arena is booked and the time in September when the arena staff starts preparation for the 2019-20 season. During this time the existing glass, boards, concrete floor including pipework and structural ties must be demolished and new elements reinstated. There is also structural work to be carried out before the new floor is installed. A contractor with experience in such projects has indicated that 21 to 23 weeks is typically required for replacement of the slab and dasher boards. There are some elements associated with the Rothesay arena that could increase this timeframe including necessary structural repairs that could extend the work for another 6 to 8 weeks. In other words, the Arena would not be available until late 2019. As with any major renovation project, it would be prudent for the users to plan for contingencies such as the arena not being available until January 2020!

The New Brunswick Procurement Act and Regulation³ and the Crown Construction Contracts Act govern the public procurement and construction process in New Brunswick. The procurement method used, such as public tendering, or tendering by invitation only is generally determined based on the estimated dollar value of the good or service that is required. In addition to legislation, the Province of New Brunswick is also a participant in a number of trade agreements. The Procurement Act applies to municipalities.

The Procurement Act includes the following provisions:

58 A Schedule B entity (*a municipality*) is not required to procure the following goods and services through a competitive bidding process:

- (a) goods that have an estimated value that is less than \$25,000 or the lowest applicable threshold value of any relevant trade agreements, whichever is lesser; and
- (b) services that have an estimated value that is less than \$50,000 or the lowest applicable threshold value of any relevant trade agreements, whichever is lesser.

Clearly, the work contemplated in the motion will exceed this limit. Similarly, the Crown Construction Contracts Act⁴ requires construction to be carried out by competitive bid.

4(1) Subject to subsection (2), every award of contract for the construction, repair or alteration of land or structures owned by the Crown shall be preceded by public tender.⁵⁶

This legislation go on to set out detailed instruction for bidding and the evaluation of bids. No matter the enthusiasm for commencing a project, there is a regulated process to be followed.

In addition, the November motion does not meet the requirement of the Town's purchasing policy in that it seems to commit to making a major expenditure without a clear identification of the goods or services to be purchased and the source(s) of funding. The policy requires:

... the Treasurer shall provide to Council, in writing or electronic form, the financial implications (including capital cost, source of financing, projected effect on property tax and/or utility rates, and operating estimates over the first 24 months, if applicable) of recommendations to Council involving major projects having a total budget greater than \$250,000.

³ Procurement Act (S.N.B. 2012, c.20)

⁴ Crown Construction Contracts Act (R.S.N.B. 2014, c.105)

⁵ NEW BRUNSWICK REGULATION 82-109 under the Crown Construction Contracts Act

⁶ The exceptions set out in the Act do not include construction contracting.

The Treasurer has not provided the analysis this policy requires nor been asked by Council to do so.

Financial considerations

During the debate on the motion, it was stated that the Town could simply apply funding received through the Federal Gas Tax program and held in reserves for infrastructure improvements. Following coverage in the media Town staff received an email from the administrator of the Gas Tax Program noting that expenditures from that source would require competitive bidding consistent with Government expenditure policy.

Government Grants - It would seem unfair to the taxpayers of Rothsay for monies which could be spent on road, utility and other infrastructure in the Town to be directed to the type of project for which specific funding is designated under a Federal/Provincial agreement. Other New Brunswick communities and indeed those across Canada have received funding for similar projects, for example:

MUNICIPALITY	YEAR	PROJECT	POPULATION	FUNDING		PER CAPITA
				FED	PROVINCIAL	
Dieppe	2018	Intergenerational Community Complex	25,384	\$9.6M	\$7.25M	\$639
Edmundston	2015	Community Amphitheatre	16,580	\$7M	\$7M	\$844
Moncton	2015	Avenir Centre	71,889	\$23.5	\$21M	\$619
Richibucto	2017	Kent North Centre	1,266	\$3.3M	\$3.3M	\$5,213

If Rothsay received \$600 per person in grant funding from the other orders of government, the cost of a new facility would be \$3M to Rothsay property taxpayers, noticeably less than a five million dollar renovation. Why would Rothsay residents not to expect funding for a modest recreation project less elaborate than those approved in other New Brunswick communities?

Borrowing - If funding is to be obtained through borrowing, the approval of the Municipal Capital Borrowing Board is required and this in turn necessitates a public procurement process consistent with provincial legislation. If the cost were to be covered in any part by provincial and/or federal grant money including gas tax, there are similar requirements (as noted).

Council Participation - It is clear that the decision on the renovation or replacement of the Rothsay arena is a major financial commitment for the Town and therefore deserving of careful scrutiny and a thorough analysis. In this context, it might also be expected there would be fulsome debate by Council.

Conclusion

That Rothsay Council is divided on this matter should be evident to even the most casual observer. While it appears that all members of Council believe it necessary to address the deteriorating condition of the arena, half believe that this should be done through a renovation project while the other half favour a new, modern facility. It is my observation that this strongly held difference of opinion has resulted in a strain on the smooth functioning of Council in other matters with a strong tendency toward patterned voting. Such behaviour cannot be considered sound governance.

I strongly believe and recommend that the November motion is improper and that the proper remedy would be to rescind that motion. While it would be best if the motion to rescind originated with the movers, this is neither a necessity nor does failure to do this on the part of the mover excuse other members of Council from taking appropriate action.

While Council members in putting forward or supporting such a motion might be excused for enthusiasm or ignorance of the required procurement processes, Council has voted on several construction projects and other tendered procurements in their various terms on Council.

Perhaps it is appropriate at this time to measure public opinion in the community on the matter of the Rothestay Arena.

If Council wishes to initiate renovation of the present building or construction of a new wellness centre there is a process to be followed. The following activities are advisable as preparatory steps:

- Establish a methodology for executing the project (see options below).
- Commission a Phase 1 Environmental Report on the arena. If anything hazardous or potentially hazardous is discovered during Phase 1, a Phase 2 report will be required to identify and test the materials before construction begins.
- Conduct a structural review of the key covered elements to confirm the nature of the work to be done so as to confirm repair methodology and timing.
- Prepare and publish a call for proposals for Consultant Services and select a consulting team.
- Measure and prepare drawings of the existing building
- Confirm space program and other aspects for project
- Consultant produces schematic design for approval by Council. (est. cost \$70-80,000⁷)

Once this information is prepared and approved, there are two options to advance the project.

Option A – Traditional Tender Award

This will involve the preparation of detailed tender documents based on the information from the earlier work. Particular care must be taken in the wording of the tender call and subsequent contract to allow for the unknowns inherent in a renovation project.

Call for tenders and award. (Adequate contingency allowances for the project are mandatory.)

Execution of contract with oversight by the design team and an independent contract manager.

Option B – Construction Management RFP

If this option is chosen, the construction management firm is selected prior to the detailed design and plays a key role in advising on the design, methods of construction, phasing, etc.

Once the Construction Management firm is selected, the firm's personnel will work with the design consultant and Town staff to issue and review tenders to sub-trades and generally coordinate the work dealing with changes and unanticipated issues as they arise. (Attached is a more detailed explanation of the Construction Management process.)

⁷ These costs have already been incurred for a new arena build.

INFORMATION ONLY

To: Mary Jane Banks, Clerk, Town of Rothesay
Cc: Mayor & Councillors; Town Manager
From: Councillor Don Shea
Re: **Request to have a motion placed on Council's November 13, 2018 agenda**
Dated: November 6, 2018

Summary Request to initiate action regarding renovations to the Rothesay arena – by Councillor Shea, seconded by Councillor Brennan

Vision The changes will not only make the arena code-compliant but more accessible, more energy efficient and more sustainable, resulting in a community asset that all residents will be able to enjoy for years to come.

Motion **Moved** by Councillor Shea and seconded by Councillor Brennan ...

That Rothesay Council engage local contractors to quote on a phased, multi-year renovation to the Rothesay arena;

Further, the project be phased in a manner that minimizes the impact on the hockey season; and

Further, construction to begin in 2019

Background Renovations to the Rothesay arena, or indeed its' replacement with a new facility, has occupied Council's time -not to mention staff resources and significant costs- for years.

It's now time to set in motion a direction that will result in a renovated arena. Using the engineering reports, recreation master plan, etc., Council is now positioned to realize a renovated ice facility.

Considerations Though not necessarily 100% inclusive, contractors would be expected to determine:

- 1) **ice operations upgrades** (roof, support structure, sub-flooring, refrigeration, boards, protective glass, etc.),
- 2) **building operation upgrades** (flooring, security, lighting, lobby, offices, storage, etc.) and

- 3) **guest experience upgrades** (canteen, bleachers, entrance, restrooms, lighting, sound system, scoreboard, wifi capability, viewing¹, second level reconfiguration, accessibility², etc.).

This council has previously invested in the engineering inspection and evaluation of the current facility. Such reports should be made available to contractors.

¹ ... including a viewing area for spectators having a mobility impairment.

² ... Elevator would be necessary to second level.



ROTHESAY

INTEROFFICE MEMORANDUM



TO : Mayor Grant & Council
FROM : John Jarvie
DATE : 6 July 2018
RE : Wellness Centre – Progress Report

INFORMATION ONLY

Recommendation

It is recommended that Council authorize an expenditure of \$9,900 plus HST to have the 2014 schematic design prepared by Murdock Boyd Architects for the Rothesay Wellness Centre revised to reflect a lesser scope of work suitable for a call for proposals for contract management for a replacement facility.

Background

At the February meeting Council received the staff report setting out options for the replacement or renovation of the existing Rothesay arena (Attachment one). At that time the following motion was passed.

Council develop a plan solely for a new ice facility to replace the Rothesay Arena that is to include a walking track and a cost not to exceed \$8million dollars.

Since then staff have continue to explore the chosen option visiting several sites in the northwest of the province where relatively new arenas have been constructed. Staff have also reviewed the Integrated Bilateral Agreement for Investing in Canada Infrastructure Program executed between the Province and the federal government in April. And in an April working session Council reviewed the space program for the building and generally agreed with the list of spaces attached as Schedule A attached, although there was a view that more multipurpose space should be included. As part of the investigations staff concluded that the most effective manner of controlling costs on the project was to execute the work through a contract management arrangement. Council concurred with this and passed the following resolution at the May meeting.

authorize a request for proposals for contract management services from general contractors based on the conceptual design for the current project deleting the renovations of the Rothesay Arena and the portion of the building linking the existing arena to the new building.

In order to issue the request for proposals (RFP) for contract management services it is necessary to obtain a format for the RFP and update the original design to include the reduced scope, i.e. to eliminate the connecting link building and renovations to the existing Rothesay Arena. This will involve the following as set out by Murdock Boyd, Architects (M&B). With the understanding and presumption that a pre-engineered building solution will achieve substantial cost reductions, M&B will revise the floor plan layout and therefore the building elevations to reflect this type of building system. There could be an orientation change and the so called front or main entrance may not be where we designed it in 2014. MB will provide a revised site plan, floor plans and building elevations.

The M&B engineering consultants will re-evaluate their systems, consult with the team, provide descriptions of the various systems to Lindsay Construction for pricing and update their Schematic Design reports. Lindsay will develop the project budget.

Should Council choose to start from scratch with the new design team and different mandate it should be recognized that a proposal call for design services would be necessary and there will be an additional cost for design services over and above those already paid.

Financial Implications

As referenced above staff have reviewed the Bilateral Agreement on Infrastructure which includes a section on funding for *Community, Cultural and Recreation Infrastructure*. (Eligible projects include recreational installations and facilities.) There is a ten-year allocation of \$46 million for projects in New Brunswick under this category. As well there is provision for an additional \$115 million under the heading *Rural and Northern Communities*. The agreement provides for money from this latter category to be transferred to other categories. (Please note that funding for wastewater treatment plants comes from another category entirely.) Staff have consulted with the Regional Development Corporation to discuss the implementation of the Bilateral Agreement. The advice received was that the program would be open for applications in the fall. This is confirmed in the letter received by Mayor Grant (Attachment 2) in response to another request for funding for the reduced scale project.

Unless Council wishes to saddle Rothsay taxpayers with the total cost of the project, an application for funding should be prepared for submission in the fall. Although this does not exactly follow the timeframe established by Council, to do otherwise would potentially mean Rothsay taxpayers shouldering the full cost where those in most other New Brunswick communities are receiving federal and provincial government financial support for similar or more costly projects. Put another way, Rothsay taxpayers could pay \$6 million for a refit of the 45-year-old building or potentially pay less than 4 million for a completely new, modern facility.

Although it is frustrating for all concerned to have been seeking funding from other orders of government for more than four years for an arena replacement, until recently there has been no clear funding arrangement through which to access money from the Province and Federal Government for a recreational project. Clearly circumstances have changed since Council adopted its original position and more time will be required.

If Council accepts the staff recommendation, the responses to the request for proposals for contract management services should be received in time to apply to the funding program at the fall intake.

Report to Rothesay Council re: Options for Renewed Indoor Ice Surface



Summary

There is a variety of actions which could be taken with regard to the Rothesay Arena. The table below describes the most likely.

OPTION	EST. COST	IMPLICATIONS
A. No major expenditures; make minor repairs and continue to operate as long as possible. Eventually close the facility and not operate an arena in Rothesay.	Say \$20-\$30,000 per year	This is the course that has been followed to date. Reducing the ice capacity in the Valley by 29% would be unpopular with some elements of the population. It is likely such a decision would result in calls for Rothesay to pay for additional ice facilities in the City or Quispamsis including operating costs.
B. Repair the arena on an ongoing basis with expenditures on major items as needed.	Say \$6-7million+ over the next 10 years	Expenditures would be irregular and could be substantial with a major failure to some or several components on an unpredictable basis. This could necessitate closing the facility for a period for repairs. Significant capital expenditures would be ongoing.
C. Carry out the renovation project as set out by WSP; evaluate the 5 and 10 year repairs for inclusion in a single first phase.	WSP estimate is \$6.5 million	Conducting the repairs in 3 phases likely adds to the total gross costs although may make cash flow somewhat more manageable; depending on financing. May mean portion of an ice season is lost.
D. Build a new arena on Scott Avenue and mothball the existing building for a possible future phase of the project or demolition.	Estimate \$9 – 11M	Addresses immediate need; may be more attractive for government funding; eliminates loss of ice time; leaves 2 nd phase of project to future Council; limited benefit to those not wanting to skate.
E. Construct the project as proposed including a new arena on Scott Avenue and renovation of the current building for a multipurpose Wellness Centre.	Estimate \$15M	Follows through on the original concept of providing a facility to suit a wide range of needs in the Town. It is likely only feasible with the substantial provincial/federal contribution to capital costs.

1. The WSP study commissioned by Council identifies that the cost of refurbishing the current building is in excess of \$6 million.
2. The current wellness project, based on a budget of \$15 million with equal contributions from the Provincial and Federal governments would cost Rothesay taxpayers \$5 million and offer considerably greater value for this lessor expenditure.
3. Although Rothesay has been unsuccessful in obtaining funding from other governments to date, the upcoming provincial election in September and the expected announcement of a new round of federal funding in the spring suggest that a 2018 funding announcement for the Rothesay Wellness Centre is a reasonable expectation.
4. Since substantial work on the arena is required and many other communities have received funding (and others are applying), not to make a concerted effort to obtain funding from the Province and the Government of Canada would do a disservice to Rothesay taxpayers.
5. The time required to obtain borrowing approval, prepare tender documents and obtain costing means that the renovation work would not start until late fall in any event so there is no benefit to urgent action. The arena can continue to operate as it has at present for another season.
6. The cost of financing \$5M, the Town's share of the Wellness project would be the equivalent of \$0.02-\$0.03 calculated on the 2018 tax base. (The effect on the tax rate would depend on a range of decisions by Council.)

Recommendation

It is recommended that Council:

- 1. Invite the comments of the public regarding the future of the Rothesay Arena.**
- 2. Pass a Council motion, preferably unanimously, to assertively seek government support for the proposed Rothesay Wellness Centre project and immediately convey that to the Provincial Government and the Member of Parliament.**
- 3. If no Government funding is confirmed by year end, agree on an alternate proposal to replace the Rothesay Arena in 2019.**

Introduction

At the January 2018 Rothesay Council meeting there was a proposal to abandon the current concept for a Rothesay Wellness Centre and instead embark on a renovation to the existing Rothesay Arena. Council referred the matter to Town staff and this report has been prepared in response to that direction. This report attempts to provide background on the current proposal, analyse the implications of a decision to renovate the existing arena and recommend a course of action.

Background

History

The following is a short, point form history of the Town's attempts to develop a major recreation facility.

2003

- User needs assessment completed
- Meetings held with over 20 local groups
- Need for additional indoor hard court surface and community space identified

2004-05

- Discussion with Rothesay High School and School District about adding a Fieldhouse and turning the existing RHS gymnasium into a theatre.
- Province committed \$1,000,000 to the project.
- Agreement could not be reached on funding operating costs so project stalled.
- New RHS irrigated soccer field constructed using the commitment from the Province (\$700,000). Remaining \$300,000 helped fund AM fields.

2006

- Discussion held with Legion and the possibility of moving to the arena.
- Project included expanding dressing rooms, lobby and washrooms renovations. Legion to occupy second floor of the arena with own dedicated entrance.
- Project stalled due to costs and lack of commitment from the Legion.

2006-07

- After strong lobbying from KVMHA, Rothesay agreed to twin the existing arena.
- This project would have upgraded the existing arena and added a second rink on the rear of the building.
- Project stalled as the School District asserted that they may need to expand HMMS and would require the land where the additional ice surface was to be constructed.

2008-09

- Council directed that a Recreation Master Plan be completed.
- Plan was completed and adopted by Council.
- Priority was a multi-purpose facility adjacent to the Rothesay Arena that would provide additional indoor hard surface area and community space.

2010-12

- RFP was issued to engage a firm to design new Fieldhouse facility.
- Two apartment buildings were acquired on Scott Avenue and eventually demolished to create a site for the project.
- The Town also obtained title to the site of the current arena from the Province and was granted a long term, renewable lease on the parking lot.
- A small parcel of land was acquired from one of the abutting properties on Scott Ave. to allow for the connection between the buildings and another parcel from the Government abutting the arena through the *Escheats and Forfeitures Act*.
- Design was completed and presented to Council by **exp** Consultants.
- A business plan was prepared by Growth Strategies (Larry Cain)
- Capital and operating costs were deemed too high by Council (±\$27M).
- Staff were instructed to go back to the drawing board and present a more feasible project.

2013-16

- RFP was issued to hire a firm to design a lower cost project.
- After an RFP Murdock and Boyd were hired to design new project.
- A new arena on Scott Avenue and renovations to the existing arena (hard court) as well as a new lobby and community space was presented and approved by Council.
- Approval to use Federal Gas Tax funds for the project was obtained.
- An application for borrowing was submitted to the MCBB.
- A funding request was made to the Regional Development Corporation.
- Many meetings held and letters exchanged with Government Ministers, the MP and the MLA.

2017

- WSP was engaged to identify deficiencies in the Rothesay Arena and to estimate the costs of measures required to extend its life for 20 years.
- The cost estimate provided by Hanscomb, a firm specializing in estimating construction costs was \$6M+.

The proceeding summary is provided to describe a long and complicated process to arrive at the current status of a project to replace the aging Rothesay Arena and to indicate the amount financial resources, effort and energy invested in the current project.

The current Council has made further decisions related to the project. As part of establishing its Priorities for the Council term it unanimously adopted the following Priority.

To revisit the Recreation Master Plan

One of the objectives under this Priority was to:

Develop and implement a plan for Rothesay's primary recreation facility

- identify timeframe for decision
- identify funding parameters for preferred option
- analyze options for Rothesay Arena
- establish whether renovating the existing building is worth further consideration
- identify potential private sector participation
- determine direction on project

Final decision to be taken no later than 2019 budget.

Council has also allocated \$40,000 to assess the condition of the Rothesay Arena. This resulted in an estimated cost of \$6.5 million to renovate the existing building.

Work is underway on this priority and an inexplicable decision to pre-empt this process would seem to discount previous decisions by former Councils as well as the current Council and negate substantial expenditures of direct and indirect Town resources.

Options

There are a variety of options available to Council with respect to the provision of ice and other indoor recreational amenities in the community. The following is a description of those identified to date. There may be variations on these options or other options which Council may wish to have evaluated.

A. Eventual Closure

The Town could continue to maintain the existing arena for a set period of time or until some major expenditure is required to deal with a building failure. That is the Town could continue to operate the Rothesay Arena until the sprinkler system required replacement, there was a major leak in the ice pad, a structural failure in the building was identified or a significant expenditure was required to keep the ice plant in operation. At such time the building could be closed and a decision on its replacement or demolition left to a future Council. Depending on the building components which gave rise to the closure, some seasonal use might continue to be available.

This is by far the lowest cost option in the short run. After closure some electricity and labour costs for inspections would be required to maintain the building, say \$10,000 per annum.

In my view such a move by Rothesay would elicit criticism from other municipalities in the region that continue to provide subsidized ice time to youth. It might be expected that Rothesay would be asked to contribute capital dollars to a 2nd ice surface at the qplex and/or at the fieldhouse complex at Exhibition Park. It is also likely that Rothesay would be asked to contribute to operating costs without any direct control on its part. Failure to make such contributions would likely result in differential ice rental rates charged to Rothesay residents. Council could also expect considerable concerns being expressed by local youth hockey and figure skating organizations.

B. Extended Renovation

Another approach is to renovate the building over an extended period of time. The replacement of building components could be prioritized and specific projects undertaken each year. A series of projects such as structural roof repairs, new ice surface and boards, refurbishment of the building envelope, a building addition for additional dressing rooms and storage, a new entry and washrooms and resurfacing of the parking lot would be individually designed, tendered and carried out over the next 5 years or more. It is quite possible that additional work would be identified through this process such as the removal of hazardous materials. Careful planning would be required to ensure repairs to or failure of a second component did not damage a component already repaired.

Executing the work in this way would almost certainly result in a higher overall cost compared to the WSP comprehensive approach as each project would have to be mobilized, overhead applied, tender processes replicated, inspections carried out and inflationary adjustments made. The premium added would depend somewhat on unknown factors but is likely to add 25% or more to the total project cost in comparison to a single renovation project.

It would be difficult to maintain consistent cost control over such a series of projects. Council would be faced with either a series of financing applications, an increase in tax rate to pay for such projects from operating funds and/or a significant reduction in other capital expenditures over 5 to 6 years. It is possible present or future Councils would decide to forgo or postpone certain of the arena renovation projects in some future years due to competing priorities; further extending the time frame of the work and adding to its complexity. Such an approach would cause disruptions to the users of the facility spread over a relatively long period of time.

C. Renovation as per WSP

Council could proceed to implement the recommendations in the WSP report which I believe to be the course of action anticipated in the second motion by Councillor Shea. Completion of the project described by WSP would result in the deficiencies noted being repaired and the building being made functional for another 20 years or so (the mandate of the consultant). There are building components which were not identified as requiring replacement or major work at this time but could be subject to failure over a 20 year life. The WSP report identified two additional projects at the 5 and 10 year intervals which Council could consider for inclusion in the initial phase. Repair of the deficiencies noted in the WSP report would result in a much improved facility. However a number of elements would be more than 45 years old and be required to last 20 additional years.

The cost estimates included in the report were prepared by a reputable firm specializing in construction cost estimating. Staff has no basis on which to put forward an alternate amount and therefore believe the cost of this option would be in the \$6-7 million dollar range. This cost estimate is based on the necessary work identified in the WSP report. Any renovation project is subject to identification of additional work requirements as buried or hidden elements reveal further deficiencies. These should be covered by the contingency allowances but they remain unknown at this point.

It is not possible for this work to be carried out in 2018 without the loss of ice time for all or most of this year's portion of the ice season, a significant inconvenience to key user groups. Should Council elect this option, it will be important to advise minor hockey and figure skating groups of this decision as soon as possible. The end result of this option has the potential to result in a 50-year-old repaired facility at a cost to Rothesay taxpayers greater than that for a new building.

D. Arena Only

Council could decide to construct a replacement arena only at this time and leave the arena conversion to a hard surface for consideration by a future Council. The project should be designed to allow for a connection to the existing building in future. Such a project could include

a walking track to provide some amenity value for seniors and others. Rebuilding/resurfacing of the parking lot should also be included.

Since there is no design concept for this possibility, cost estimates must be generalized in a range of \$9 - 11M.

This approach would address the deficiencies found in the existing building and could take advantage of new technology. It would not provide facilities for a wider variety of users.

E. Current Approved Project

The current Rothesay Wellness Centre project as approved by the 2012-16 Council was developed from previous initiatives which were larger in scope and cost. The project involves construction of a new ice rink on lands on Scott Avenue. This facility is intended as a community, participation facility with a seating capacity similar to the existing Rothesay Arena. The building is designed with dressing rooms suitable for the needs of current users and includes a walking track at the upper level. The grades on the site permit access to both levels of the facility directly from the outside. The main floor also contains the public washrooms, a multipurpose space and some support space. The second major component of the project is to refurbish the existing Rothesay Arena as a multiuse space suitable for court sports, exercise and dance classes, martial arts and miscellaneous other activities. This part of the project involves the removal of the floor of the ice surface, the seating and the boards and the installation of a multipurpose hard surface. Like the rink it is anticipated this facility will be used by local residents and it is not anticipated to be used for large-scale competitive events therefore it is not necessary to meet the stringent standards associated with these kinds of events. The existing dressing rooms can serve this type of use with moderate refurbishment since the amount of personal equipment is considerably less than that for hockey activities.

The original cost of the project in 2014 was estimated at \$12 million. This has been upgraded to a \$15 million project to reflect inflationary costs. Based on equal funding from the Provincial and Federal governments the cost to Rothesay taxpayers would be \$5 million, less than the cost of the major refurbishment.

Should this project proceed as envisaged, Rothesay would have a Wellness Centre adequate for community needs for the next 30 plus years. It would be a facility capable of meeting the needs of a wide variety of age groups and interests. The facility would add to the amenity value in Rothesay and ensure its continuation as a residential location of choice in Atlantic Canada and it would do so at a relatively modest cost to the property taxpayers. The incremental cost of operating the facility is expected to be low with a more efficient ice plant and enhanced revenue stream offsetting the cost of heating the current rink.

Financial Implications

Funding Sources

The major source of funding for any such project in Rothesay could expect to be in the form of grants from the federal and Provincial Government. Council may wish to mount a fundraising

campaign from the private sector to demonstrate community interest in the project but funding from the other orders of government remains a key source of monies for community recreational facilities. Typically funding is in equal parts from the province and the Federal Government although there are some cases in which the Provincial share is somewhat less. A commitment from the Province is almost certain to be a prerequisite for obtaining Federal Government dollars. Funding for many such projects has been provided in other New Brunswick communities and still others are currently seeking financial support. The following table sets out some of the projects recently funded or for which federal and Provincial funding is being sought.

MUNICIPALITY	Population (2016)	Equalization Grant/capita (2017)	Tax Bill Avg. Single Family Home Owner (2017)	PROJECT COST	GOV'T CONTRIBUTION
EXISTING					
Woodstock	5,228	\$ 92	\$ 2,077	\$13M	\$9M
Grand Falls	5,326	\$ 143	\$ 2,112	\$15M	\$10M
St. Stephen	1,839	\$ 313	\$ 1,669	\$21M	\$15M
Plaster Rock	1,023	\$ 272	\$ 1,146	\$6.1M	\$4M
Edmundston	16,580	\$ 258	\$ 2,177	\$21M	\$14M
Richibucto	1,266	\$ 27	\$ 1,263	\$10M (est)	\$6.6M
PROPOSED					
Miramichi	17,537	\$ 321	\$ 2,086	\$55M(est)	\$36.6M(est)
Hampton	4,289	\$ 9	\$ 2,435	\$19.8M(est)	\$12.8M (est)
Dieppe	25,384	\$ 0	\$ 3,375	\$29M(est)	\$18M (est)
Hartland	957	\$ 0	\$ 2,086	\$7.2M (est)	??
ROTHESAY	11,659	\$ 0	\$ 3,289	\$15M	\$10M

Provincial Funding

The Provincial Government does not have a detailed funding program distinct from Government of Canada funding for projects such as the proposed Rothesay Wellness Centre. The expected funding will come from a Federal program which requires Provincial contributions to all projects. Monies would flow through the Provincial Department of Environment and Local Government or the Regional Development Corporation. Provincial staff administer such programs through a funding agreement between the two orders of government. Funding for a Provincial grant of this magnitude is likely to be a Cabinet decision.

Governments seeking re-election often make announcements of large-scale capital projects in the run-up to the polling date. An announcement of intakes to a program of Federal funding for such a project is expected in the early spring setting the stage for a series of project commitments. It would seem very premature for Council to make a decision at this point without clarity on the Provincial position on funding the Rothesay Wellness Centre.

Federal Funding Programs

Prior to the last federal election and the availability of funding from the Building Canada program, the local Member of Parliament had announced that the Town could direct Gas Tax funding to a major recreation project. Since Gas Tax funding was the only source of federal

funds available to seek matching money from the Provincial Government, the project was pursued on that basis. New sources of funding at the Federal level have become available since that time and the Town applied for funding under Build Canada in 2014. Staff is not recommending that Gas Tax money be used for development of a wellness facility but rather that funding be pursued through the latest iteration of funding programs currently referred to as the Investing in Canada Plan.

The Federal Government, through its Investing in Canada Plan has allocated funding for a category of projects under the heading of the Community, Culture and Recreation Infrastructure Stream. This category is described as follows: 'Funding will support new, expanded or renewed community centres and hubs, amateur sport, cultural, and recreational installations and facilities.' The allocation for New Brunswick under this category is \$46,230,038.

There is a second category referred to as the Rural and Northern Communities Infrastructure Stream. 'Projects eligible under the Public Transit, Green and Community, Culture and Recreation streams will also be eligible under the Rural and Northern Communities Infrastructure stream but only after the applicable funding from the other streams has been exhausted.' The New Brunswick allocation under this stream is \$114,633,636.

It seems reasonable that Rothesay's request for \$5 million out of the \$160 million available could be successful. Indeed the question would arise: is it not the responsibility of Rothesay Council to assertively seek such funding in light of a demonstrated need and in light of more costly projects in other similar-sized communities which have obtained funding or propose to do so?

At present the Province and Federal Government are negotiating the details of the arrangement for the transfer of funds and administration of the programs. I am advised the Call for Applications for funding under the new program allocation can be expected in the first quarter of the new fiscal year beginning in April. (It should be noted that there are distinct and separate streams of funding for "green" projects in the amount of \$347,151,232 and for public transit at \$165,202,662.)

It would be naïve to imagine that the upcoming provincial election in September or the federal election a year later would not have any influence on the distribution of grant monies to communities across New Brunswick. In fact it might be expected that funding for a major recreation project in Rothesay might be a focus in the local campaigns.

Probability for Funding

Staff cannot say with certainty that provincial and federal grants will be obtained. Neither can anyone state unequivocally that there will not be any grant funding from the other orders of government. Rothesay is at the mercy of grant allocation processes for both orders of government and the timing and limitations of these processes. Rothesay can attempt to influence these processes in its favour by frequent contact with government representatives and encouraging the Rothesay public to do the same.

Borrowing

Any expenditure of the magnitude of \$5 million will require the Town to borrow funds. Such borrowing requires the approval of the Municipal Capital Borrowing Board (MCBB) in advance of undertaking the project. The MCBB in turn requires an accurate estimate of the funds to be borrowed supported by some form of evidence. The borrowing approval process requires public advertising and a hearing of the Board. As part of the MCBB approval, estimates of future major expenditures by the municipality along with debt to be retired and changes in the tax base must be forecast to confirm that the Town has the capacity to service the debt. Following the hearing the MCBB renders a decision and no work can begin until such approval has been received.

Given the amount of the expenditure for any of the options other than the option to close the facility, it will be necessary to have a tender package prepared by a consultant. Preparation of such a package (say 24 weeks) along with the month or more needed for the tender call means that actual construction would not be started before fall and would continue for all or most of the ice season. (The Town is committed by contract to keeping ice in the facility until May 12th.) This would mean closure of the facility for the 2018-2019 ice season and perhaps into the 2019-20 season if there are unanticipated delays. If Council was to make such a decision, there would be considerable disruption to the KV Minor Hockey program as well as to the Rothesay Figure Skating Club. Unless Council is prepared to make such a choice, there is no advantage to making a final decision at this time. If Council decides to carry out a major renovation that decision could be made as part of the 2019 budget process for work to be started in the spring of 2019.

Council could consider accrued Gas Tax monies as a source of funding for this project. These funds cannot be used if other grants are obtained from the Federal Government. If Gas Tax was to be directed to this project it should be clear that is at the opportunity cost of applying Gas Tax funding to other infrastructure needs. This would not be recommended by Town staff.

Based on amortization of the majority of the debt over 20 years at a 4% interest rate, the annual cost of servicing a \$5 million debt is approximately \$325,000 or roughly 2.6¢ calculated on the current tax base. This does not mean the tax rate would have to increase by 2.6 cents. It would be up to successive Councils to set priorities for capital expenditures and as the base grows the number of cents required to support annual payments would decline.

Fund Raising

One aspect of the Rothesay wellness project which is noticeably lacking in comparison with other projects in other communities is a local fundraising campaign including contributions from local businesses. Not only does this typically reduce the cost to local taxpayers it also provides government decision-makers with an indication of support. To date the Town has received one contribution of \$250,000 but has not mounted an aggressive campaign for local contributions. The ability to launch an effective campaign is of course clarity in the major cost of the project to be undertaken. Equivocation on the part of Council makes fundraising from any source more difficult.

Timing

Some frustration on the part of Council members and others is understandable for a project that has been awaiting a government funding commitment for almost 4 years. However it is important to understand that there are a number of steps to be undertaken before any construction can begin. These include selection of a project management approach, consultant selection, preparation and review of preliminary documents, preparation of final tender package and a tender call, analysis and award. It is estimated that it would take until fall complete the steps if a renovation was chosen. There is also a requirement to obtain Municipal Capital Borrowing Board approval which is a process requiring several months. In other words no construction would be underway in advance of the provincial election.

Public Comment/Input

The evolution of the current project for the Rothesay Wellness Centre has included public input at various stages along the way. If that project was to be dropped and/or a substantially different and lesser project undertaken, it seems likely some of the user groups would feel they have not been properly consulted. Indeed it would be contrary to typical Rothesay processes to fail to consult with affected property owners on such a major project. It would be incorrect to consider the only groups affected are KV Minor Hockey and the figure skaters. During the development of the project a wide variety of hard court users were consulted with particularly strong support for such elements as the walking track.

Staff recommends that whatever preliminary conclusions are reached, Council allow for public input before any final decisions are made. This should include specific user groups such as minor hockey, figure skaters, hard court users and seniors as well as the public at large.

Conclusions

As identified in the WSP report, the existing Rothesay Arena has a substantial number of deficiencies which would cost \$6 million or more to remedy.

There is no urgent expenditure required at present to continue the operations of the arena for another year (2018/19).

From a financial perspective, it is undesirable to proceed with any particular project until any financial contribution from the Provincial and Federal governments has been identified or it is clear that none will be obtained.

There seems to be no reason to pre-empt a decision by these other governments as there is no cost benefit to do so and in fact such a decision would penalize Rothesay taxpayers and be convenient for the government decision makers.

There is a considerable advantage to Rothesay and its facility users if the expenditures of local property tax dollars can be leveraged by grants from the Federal and Provincial governments.

No one is in a position today to say whether or not such funding will be forthcoming.

The time necessary to prepare for and execute a major renovation of the existing building is such that there would be a major disruption to the ice schedule for the 2018 – 2019 season if a renovation project was initiated at this time.

High-quality wellness facilities are important to the quality of life for all communities and no less so for Rothesay residents. Many other communities of smaller size and lesser financial capacity are undertaking more elaborate projects and all are dependent on federal and provincial funding. *Why would Rothesay residents who receive no equalization money from the Province and contribute the greatest per capita income tax in New Brunswick be less deserving than other communities?*

Of the options available the current project offers the best value to Rothesay property taxpayers.

If the other orders of government provide a lesser grant than that requested (or none at all), Council could revert to the option of constructing a new arena and mothballing the existing building until such time as funds became available for the remainder of the project.

Recommendations

It is recommended that all members of Council give full support to the current concept of a Wellness Centre for Rothesay to replace the Rothesay Arena. If by November when the 2019 budget is being prepared there has been no progress, Council establish an alternative course of action and incorporate funding for same into the 2019 budget.

NEW RINK

#	Space Name	Please indicate any spaces you think should <u>not</u> be included and why.
---	------------	---

Main Floor

1	NHL size Ice Surface	
2	Players Benches	
3	Time Keeper & Scorer	
4	Nets and related Storage	
5	Ice Plant	
6	Zamboni Garage	
7	Ice Melt Pit	
8	Work Area	
9	Water Metre Room	
10	Electrical Room	
11	Spectator Seating	
12	Change Room A + shower	
13	Change Room B + shower	
14	Change Room C + shared shower 1	
15	Change Room D + shared shower 1	
16	Change Room E + shared shower 2	
17	Change Room F + shared shower 2	
18	Female Change Room + shower	
19	Referees Room including shower	
20	Communication/computer Room	
21	Public Washroom - Female	
22	Public Washroom - Male	
23	Janitors Closet	
24	Staff Room	
25	Lobby	
26	Crush Space & Coin Machines	
27	First Aid Room	
28	Main Entrance	

2nd Floor

201	Walking Track	
202	Coat Room + Storage + circulation	

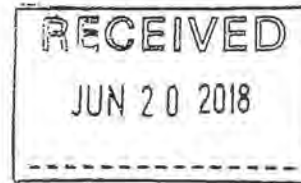
Please indicate any space(s) you think should be added and why:

Name: _____

**COPY**

June 14, 2018

Her Worship Dr. Nancy Grant
Mayor of Rothesay
70 Hampton Road, New Brunswick E2E 5L5



Ms. Mayor:

Thank you for your letters of May 22, 2018 and May 25, 2018 regarding the Infrastructure Bilateral Agreement (IBA) funding for water/waste water upgrades and a replacement wellness centre. These two projects have been added to our Municipal Infrastructure list for potential projects under the IBA.

We are still in the early stages of developing the appropriate staffing, policy, and management processes. In addition, Infrastructure Canada (INFC) officials are still in the process of designing the program, creating application forms and documentation, and developing the online agreement management system. Once these documents are finalized, we will continue our communications efforts with all partners.

Prior to the implementation of this agreement, GNB had been evaluating numerous infrastructure projects throughout the province. Through the newly available IBA funding, these projects will be put forth for review by INFC to determine eligibility as a 'first phase'.

Our recent request to our stakeholders (Municipalities, First Nations, etc.) has allowed us to determine the type of current infrastructure needs and identify any new urgent projects that we were previously unaware of. We are currently analyzing the funding requests in conjunction with our partner departments to fully understand where and when future projects may be required.

We anticipate that we will be providing specific calls for proposals beginning in late fall 2018. This will coincide with the projected completion date for the INFC program management system and documents. As the nature of the calls is determined, we will endeavour to provide as much lead time as possible to ensure that all partners are given the opportunity to participate.

Thank you again for your interest in the IBA funding opportunities. As indicated, they were received and vetted through the project examination process.

Sincerely,

A handwritten signature in black ink that reads "Am Wood-Elms".

Jacques Pinet
President





To Whom It May Concern:

With the March 15, 2018 signing of the Investing in Canada Infrastructure Plan Integrated Bilateral Agreement (IBA), the Government of New Brunswick (GNB) has been working hard to ensure infrastructure goals across the Province are achieved strategically and effectively.

I want to thank you for your collaboration and input during negotiations with the federal government leading to the signing of the IBA, as well as your diligent work in responding to our April 9th request for a preliminary list of critical infrastructure projects that would potentially be eligible under the IBA. The intent of the list was to identify some of the immediate needs and share those with the federal government. As indicated, the list was not meant to be all inclusive nor represent the entirety of requirements over the life of the agreement.

In addition to the high priority projects GNB had been evaluating prior to the implementation of this agreement, more than 200 provincial, municipal and Indigenous project submissions were received, spanning all four of the available funding streams. This valuable information has provided insight into the current provincial infrastructure needs and has helped to identify any urgent projects that GNB was previously unaware of.

Staff are currently analyzing the funding requests to fully understand where and when future projects may be required. In the meantime, a short list of selected proponents with "shovel ready" projects which are aligned with provincial priorities have been contacted by the Regional Development Corporation (RDC) and are currently completing the approval process with Infrastructure Canada (INFC).

Working closely with INFC, GNB is developing the appropriate administrative processes and information technology to support the roll out of the IBA. Once these important processes and systems are in place, it is anticipated that specific calls for applications will begin in late fall, 2018. We will endeavor to communicate further with you as that time approaches.

Thank you again for your collaboration and interest in IBA funding opportunities.

A handwritten signature in black ink, appearing to read "Bill Fraser".

Bill Fraser
Minister



**ROTHESAY****INTEROFFICE MEMORANDUM**

TO	:	Mayor Grant & Council
FROM	:	John Jarvie
DATE	:	12/4/18
RE	:	Process for New Rothesay 'Wellness Centre'

The following is a description of the benefits of the construction management approach to completing projects on time and budget as previously circulated.

Construction Management Contracts - Better Serve to Align the Contractor's Objectives with Those of the Owner.

The primary difference between Construction Management and Hard Bid contracts is with the incentives for performance. A General Contractor, "lump sum" contract uses 100% completed drawings to establish a set price for the construction of a project and the General Contractor is rewarded to the extent that the project costs are less than the bid price. This is the case because the difference between the project costs and the bid amount is the Fee for the General Contractor (GC). As a result, it becomes the objective of the GC to construct the Owner's facility at the least cost possible. The problem is, as the GC determines ways in which to reduce cost, the Owner receives no added benefit. The objectives of the Owner and the General Contractor are at odds from the beginning.

Negotiated Contracts Allow a Construction Manager to be "On-Board" Early and Participate in the Pre-Construction Process

There have been many studies conducted about the design process throughout the years, and they all continue to arrive at a similar conclusion: the decisions made during the early stages of the design process have the most impact on the success of the project. This is true not only with respect to satisfying the program needs, but also in terms of establishing a project's budget and schedule as well. Given this understanding, the role of the Construction Manager, working with the Architect, as a part of the Pre- Construction Phase/Design Phase, is beneficial. the Architect, as part of the Pre-Construction/Design Phase, is beneficial.

During the Pre-Construction Phase, an Owner can expect their Construction Manager and their Architect, to provide information, both data and recommendations that will enable the Owner to make the best design decisions possible. In this role, the Owner can rely on the Construction Manager to provide input about the project with respect to:

- Estimates of the cost of construction
- Estimates of comparative costs for different systems (i.e. structural steel, mechanical, building envelope, roofing, etc.)
- Alternatives to materials, systems and design approach
- Schedules for design and construction
- Develop of value engineering alternatives to design
- Estimates of permitting times and requirements
- Recommendations for material and equipment selections

- ✓ Price checks on the design as it progresses to ensure it stays within the budget; and
- ✓ Recommendations for trade contractors and the bidding process.

There are, of course, a variety of other items to which the Construction Manager will focus on during the Pre-Construction Phase as well; but those listed are necessary to the Owner's and Architect's decision making process. With both accurate and timely input from the Construction Manager, the Owner is optimally positioned to make educated decisions and therefore can maximize the use of their construction dollar. Another important role throughout the Design Phase for the Construction Manager is the role of Design Reviewer. As such, the Construction Manager troubleshoots the design to prevent Change Orders and re-design. By reviewing the design, and after discussions with the Architect, the CM can also advise on subtle changes that could potentially affect the manner in which the project will be constructed.

Construction Management Contracts Allow for Flexibility in Defining and Changing the Project Scope

Construction Management contracts, unlike any other type of delivery method, are exceptionally good at providing a means to allow flexibility for an Owner during the development of a facility. Where CM contracts align the objectives of the Construction Manager with those of the Owner, they in fact create the resources necessary to respond to an Owner's needs throughout the process.

The collateral costs and challenges faced with Owner directed changes, during both the design and construction process, can be met with contract defined processes to manage the changes. Since changes do not provide a means for the Construction Manager to enhance their fee, they can be dealt with in an open book fashion jointly with the Owner and Construction Manager.

Construction Management Contracts Provide an Owner Access to All the Project Costs

One of the primary by-products of a CM contract is the Owner's access to actual costs. With hard-bid project, the General Contractor bills for an estimated percentage of completion for scheduled values of work. There may be projects, where an Architect is not involved during the construction phase, that the Owner is left to judge whether the scheduled value of work as well as the estimated percentage of completion is accurate. As a result, the Owner pays for work that may or may not be completed at that time.

With a CM contract, an Owner only pays for costs that are incurred, much like you do in your own business. The burden is on the Construction Manager to provide the back-up to substantiate costs, which the Architect reviews and if acceptable, certifies the bill for payment by the Owner. Where backup cannot be provided; the Owner is not required to pay.

Construction Management Contracts Allow for Flexibility in the Bidding Process

The CM delivery method allows an Owner, Architect and Construction Manager to design a bidding process specific to the needs of the project. For example, if a project has short construction duration, but the construction schedule is constrained by the site work, the Construction Manager can potentially design an early bid package to competitively bid just the site work, while the rest of the design is being completed.

Another tangible benefit to the Construction Manager's involvement in the bidding process is the ability to pre-qualify a select list of trade contractors and suppliers. In doing so, the Owner can be assured that each bidder will have the capacity and resources necessary to complete the work to the satisfaction of both the Construction Manager and the Owner.

The Selection of a Construction Manager Focuses on Qualifications

An Owner not only wants the lowest cost facility, but an assurance that they will receive the best quality for the money and a timely delivery. The General Contractor approach only considers lowest cost when selecting a Subcontractor. The other, more qualitative variables tend to be overshadowed as though they are thought to be equivalent for each candidate.

The CM process, on the other hand, recognizes that 90% of the job costs will be competitively bid among contractors and suppliers, and given that assurance, the important criteria to be evaluated when selecting a CM are mostly qualitative.

Therefore, the Construction Management approach focuses on characteristics such as:

- ✓ Company experience
- ✓ Company resources
- ✓ Pre-Construction performance
- ✓ Approach to Owners and Architects
- ✓ Experience of project team
- ✓ Track record for delivering similar projects.

Obviously, this list is abbreviated, but the point is that the CM contract seeks to develop a "team" of professionals skilled in developing your project and, as such, recognizes the importance of qualifications in ensuring success.

Construction Management Contracts Result in Fewer Change Orders to the Contract

Recognizing that the Construction Manager has participated throughout the design phases of the Pre- Construction process, it is reasonable to assume that they should have a broader perspective of the potential issues that may arise during construction and which may ultimately require changes to the work. As a result, the Construction Manager will be better prepared to address modifications related to unknown conditions or the Clients/Architects request to make changes to the scope of the project.

Minimal changes are directly related to the ability to establish a budget on a CM project and manage the changes that invariably occur on every construction job. Although often unwanted, it is prudent for an Owner to recognize that many of these changes are inevitable and result from factors outside of the Architect's practice.

The design and construction of a facility is not a static process with predictable and controllable variables, although that is what a bid method assumes. The design process instead is an evolution of requirements, methods, and materials changing from design through construction and ultimately into the Owner's move- in period. With the General Contracting approach, the flexibility to respond and manage these changes is limited; and typically, the result is an increased project cost, since many of the changes are unavoidable. The Construction Management approach, however, enables an evaluation of the changes, consideration of alternatives and options, and a balancing of the budget to maintain the anticipated cost.

Summary of Advantages of Construction Management Contracts

1. The CM can orchestrate the bidding of individual bid packages to enable a fast-track approach to construction, if the project timelines are constrained.
2. The earliest possible starting and completion dates are obtainable due to phased construction.
3. The objectives of the Owner and Construction Manager are aligned. The Owner, Architect, and CM work together towards the project's success.
4. The CM acts to protect the Owner's interests with trade contractors throughout the Construction phase.
5. The Owner can maximize the use of their construction dollar due to the cost input during the Design Phase.
6. Pre-purchasing of long lead items is available to prevent delays in the construction phase.
7. The CM troubleshoots the design, in concert with the Architect, to prevent Change Orders and Re-Design. The CM also checks constructability and construction methodologies.
8. It is possible to re-design certain portions of the project without affecting the schedule during construction.
9. Price checks by the CM throughout the design phase keep the project in budget and on schedule by preventing re-design.
10. The CM schedules and administrates the bid process.
11. The CM works on a fixed fee or percentage fee basis with all of the construction savings being returned to the Owner.
12. There is input on costs, materials, and scheduling throughout the Design Phase. The Owner is best positioned to make good design decisions when armed with accurate and timely information through the Pre-Construction involvement of the Construction Manager.
13. The Owner is afforded an open-book to job costs and is billed actual costs rather than an estimate of costs.
14. There are typically fewer Change Orders on CM projects than there are on bid jobs.
15. The selection process for Construction Manager focuses on qualifications rather than price.
16. Bids are received from a select list of pre-qualified trade contractors, thus giving the Owner the benefit of a bid project.

Obviously, it is our opinion that the CM methodology offers the Owner the greatest benefit in terms of construction value for the dollar. This methodology also allows the Owner the greatest degree of flexibility in determining the specifics of his design.

The Construction Management contract format has become increasingly popular as it offers the Owner and his Design Team, the Pre-Construction expertise of an entity that is actively involved in the construction of the project.

Schedule A

Application for Rothesay Municipal Grant

App. Date: November 26, 2018

Applicant: Kennebecasis Valley Oasis Youth Centre

Address: 26 Pettingill Road, Quispamsis, NB, E2E 3R6

Contact: Yennah Hurley **Tel.** 847-2383

Email: yennah@kvoasis.com

Organization Description: KV Oasis Youth Centre is a non-profit charitable organization that provides a safe space, programming and medical services to youth age 12-25.

Amount Requested: \$10,000

Descriptions of proposed event of activity: We are requesting assistance for our membership program. Members of the Centre are youth between the ages of 12-25 who use any of our services. In order to continue to be inclusive and barrier-free, youth are not required to pay any fee for using the Centre. In order to continue to do so, we need assistance covering the costs associated with memberships. Every member has access to the space, health services, programming held within it and a homecooked meal every evening.

Project costs: \$170,000

Benefits to town of Rothesay: We are currently the only youth Centre in Quispamsis, giving 680 members, 221 of which reside in Rothesay, a safe space to spend their time after school. This past September, we had over 1770 visits to our Centre. We work closely with the Kennebecasis Regional Police Force for youth related issues in the Valley. We also offer programming in partnership with KRPF such as internet safety, healthy relationship and anti shoplifting. KV Oasis offers medical services, covering mental, physical and sexual health, to all youth between the ages of 12-25. Oasis is a space that youth can hangout, consequently keeping them off the streets and giving them a home cooked meal every day through our supper program.

All records in the custody and control of the town of Rothesay are subject to the provisions of the Right of Information and Protection of Privacy Act ("the Act"), SNB 2009, c R-10.6 and may be subject to disclosure under the provisions of "the Act". The information collected on this form may be shared with internal departments, external agencies or released at a public Town Council or committee meeting.

Any questions regarding the collection of this information can be directed to the Rothesay Town Clerk, 70 Hampton Road, Rothesay, NB E2E 5L5 (506-848-6664)

KENNEBECASIS VALLEY OASIS YOUTH CENTRE INC.

Financial Statements

Year Ended June 30, 2018

KENNEBECASIS VALLEY OASIS YOUTH CENTRE INC.

2018December10OpenSessionFINAL_186

Index to Financial Statements

Year Ended June 30, 2018

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Statement of Changes in Net Assets	5
Statement of Cash Flows	6
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INDEPENDENT AUDITOR'S REPORT

To the Members of Kennebecasis Valley Oasis Youth Centre Inc.

We have audited the accompanying financial statements of Kennebecasis Valley Oasis Youth Centre Inc., which comprise the statement of financial position as at June 30, 2018 and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, 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.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

Basis for Qualified Opinion

In common with many not-for-profit organizations, Kennebecasis Valley Oasis Youth Centre Inc. derives revenue from fundraising activities and donations, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of Kennebecasis Valley Oasis Youth Centre Inc. Therefore, we were not able to determine whether any adjustments might be necessary to fundraising revenue and donations, excess of revenues over expenditures, and cash flows from operations for the year ended June 30, 2018, current assets and net assets as at June 30, 2018.

(continues)

Independent Auditor's Report to the Members of Kennebecasis Valley Oasis Youth Centre Inc. *(continued)*

Qualified Opinion

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of Kennebecasis Valley Oasis Youth Centre Inc. as at June 30, 2018 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Teed Saunders Doyle

Saint John, New Brunswick
October 17, 2018

CHARTERED PROFESSIONAL ACCOUNTANTS

KENNEBECASIS VALLEY OASIS YOUTH CENTRE INC.

2018 December 10 Open Session FINAL_189

Statement of Financial Position

June 30, 2018

	2018	2017
ASSETS		
CURRENT		
Cash	\$ 170,944	\$ 216,581
Accounts receivable	14,279	21,419
HST receivable	4,868	7,008
Inventory	612	4,778
Prepaid expenses	8,806	2,274
	199,509	252,060
CAPITAL ASSETS (Note 4)	40,286	43,207
	<u>\$ 239,795</u>	<u>\$ 295,267</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable	\$ 12,231	\$ 12,719
Employee deductions payable	7,469	4,126
Deferred revenue (Note 5)	109,298	55,542
	128,998	72,387
DEFERRED CONTRIBUTIONS RELATED TO CAPITAL ASSETS (Note 6)	22,136	24,230
	151,134	96,617
NET ASSETS	<u>88,661</u>	<u>198,650</u>
	<u>\$ 239,795</u>	<u>\$ 295,267</u>

LEASE COMMITMENT (Note 7)

ON BEHALF OF THE BOARD

 Director

 Director

KENNEBECASIS VALLEY OASIS YOUTH CENTRE INC.

2018 December 10 Open Session FINAL 190
Statement of Revenues and Expenditures

Year Ended June 30, 2018

	2018	2017
REVENUE		
Donations	\$ 153,151	\$ 143,218
Government subsidies	78,695	66,983
Fundraising	48,329	137,361
Programming and retail sales	23,038	25,102
Rental revenue	15,853	9,637
Interest and other miscellaneous	595	4,011
	<u>319,661</u>	<u>386,312</u>
EXPENSES		
Salaries and wages	213,902	142,666
Rent	97,514	87,186
Supplies	35,144	14,828
Fundraising	20,554	19,100
Professional fees	15,640	5,976
Miscellaneous	9,389	979
Utilities	7,749	8,846
Office	5,449	8,362
Repairs and maintenance	5,421	9,694
Bad debts	5,000	-
Insurance	2,691	2,312
Telephone	2,540	1,784
Meals and entertainment	2,507	1,045
Advertising and promotion	1,852	7,089
Interest and bank charges	185	700
	<u>425,537</u>	<u>310,567</u>
(DEFICIENCY) EXCESS OF REVENUE OVER EXPENSES FROM OPERATIONS	<u>(105,876)</u>	<u>75,745</u>
OTHER INCOME		
Amortization of deferred contributions	\$ 5,152	\$ 2,692
Loss on disposal of capital assets	(70)	(247)
Amortization	<u>(9,195)</u>	<u>(5,164)</u>
	<u>(4,113)</u>	<u>(2,719)</u>
(DEFICIENCY) EXCESS OF REVENUE OVER EXPENSES	<u>\$ (109,989)</u>	<u>\$ 73,026</u>

KENNEBECASIS VALLEY OASIS YOUTH CENTRE INC.

2018 December 10 Open Session FINAL_191

Statement of Changes in Net Assets

Year Ended June 30, 2018.

	2018	2017
NET ASSETS - BEGINNING OF YEAR		
As previously reported	\$ 206,941	\$ 125,624
Prior period adjustment (<i>Note 8</i>)	(8,291)	-
As restated	198,650	125,624
(Deficiency) excess of revenue over expenses	(109,989)	73,026
NET ASSETS - END OF YEAR	\$ 88,661	\$ 198,650

KENNEBECASIS VALLEY OASIS YOUTH CENTRE INC.

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Statement of Cash Flows

Year Ended June 30, 2018

	2018	2017
OPERATING ACTIVITIES		
(Deficiency) excess of revenue over expenditures	\$ (109,989)	\$ 73,026
Items not affecting cash:		
Amortization of capital assets	9,195	5,164
Loss on disposal of capital assets	70	247
Amortization of deferred contributions	(5,152)	(2,692)
	(105,876)	75,745
Changes in non-cash working capital:		
Accounts receivable	7,140	(816)
Harmonized sales tax receivable	2,140	(6,337)
Inventory	4,166	(2,035)
Prepaid expenses	(6,532)	531
Accounts payable	(488)	5,693
Employee deductions payable	3,343	1,345
Deferred revenue	53,756	19,200
	63,525	17,581
Cash flow from operating activities	(42,351)	93,326
INVESTING ACTIVITIES		
Purchase of capital assets	(7,215)	(46,391)
Proceeds on disposal of capital assets	871	50
Deferred contributions related to capital assets	3,058	26,922
Cash flow used by investing activities	(3,286)	(19,419)
INCREASE (DECREASE) IN CASH FLOW	(45,637)	73,907
CASH - BEGINNING OF YEAR	216,581	142,674
CASH - END OF YEAR	\$ 170,944	\$ 216,581

1. PURPOSE OF THE ORGANIZATION

The Kennebecasis Valley Oasis Youth Centre Inc. (the "organization") was incorporated without share capital under the Canada Corporations Act to provide youth with the resources they need to develop and learn new skills, engage with their peers, express themselves creatively and access medical attention if they are in need. The organization began full fledged operations in the fall of 2016.

As a registered charity, the Kennebecasis Valley Oasis Youth Centre Inc. is tax exempt under the provisions of the Income Tax Act.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIESBasis of Presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations ("ASNFPO").

Cash and Cash Equivalents

The organization considers cash on hand and balances with banks net of overdrafts as cash or cash equivalents.

Inventory

Inventory is valued at the lower of cost and net realizable value with the cost being determined on a first-in, first-out basis.

Capital Assets

Capital assets is stated at cost or deemed cost less accumulated amortization. Capital assets is amortized over its estimated useful life on a declining balance basis at the following rates:

Equipment	20%
Furniture and fixtures	20%
Leasehold improvements	20%
Computer equipment	30%

The organization regularly reviews its capital assets to eliminate obsolete items. Government grants are treated as deferred contributions and amortized to excess of revenue over expenditures consistent with same rate used for the capital asset.

Revenue Recognition

Kennebecasis Valley Oasis Youth Centre Inc. follows the deferral method of accounting for contributions and government grants.

Restricted contributions are recognized as revenue in the year in which the related expenditures are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Grants are recorded when received or receivable if related to the current year. Deferred grants are those which pertain to the following year, but were received in the current year. Other revenue is recognized on the accrual basis as earned.

(continues)

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)Contributed Services

The operations of the organization depend on both the contribution of time by volunteers and donated materials from various sources. The fair value of donated materials and services cannot be reasonably determined and are therefore not reflected in these financial statements.

Financial Instruments Policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in deficiency of revenue over expenditures. 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.

Measurement Uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Examples of significant estimates include:

- providing for amortization of capital assets;
- the estimated useful lives of assets;
- the allowance for inventory obsolescence;
- the allowance for doubtful accounts; and
- the recoverability of tangible assets.

3. FINANCIAL INSTRUMENTS

The organization 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 organization's risk exposure and concentration as of June 30, 2018.

Credit Risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The organization is exposed to credit risk from funders. In order to reduce its credit risk, the organization reviews a new funders' credit history before extending credit and conducts regular reviews of its existing funders' credit performance. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information. The organization has a significant number of funders which minimizes concentration of credit risk.

Liquidity Risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The organization is exposed to this risk mainly in respect of its receipt of funds from its funders and other related sources, accounts payable, deferred revenue and other obligations.

KENNEBECASIS VALLEY OASIS YOUTH CENTRE INC.

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Notes to Financial Statements

Year Ended June 30, 2018

4. CAPITAL ASSETS

	Cost	Accumulated amortization	2018 Net book value	2017 Net book value
Equipment	\$ 14,360	\$ 3,295	\$ 11,065	\$ 9,639
Computer equipment	3,146	1,043	2,103	2,193
Furniture and fixtures	26,570	7,641	18,929	23,005
Leasehold improvements	10,788	2,599	8,189	8,370
	<u>\$ 54,864</u>	<u>\$ 14,578</u>	<u>\$ 40,286</u>	<u>\$ 43,207</u>

5. DEFERRED REVENUE

Deferred revenue represents funding received in the current fiscal year that is to be used for future expenditures. A breakdown of these amounts are as follows:

	2018	2017
The Windsor Foundation - lifting the lid off youth mental health program	\$ 4,988	\$ 25,000
The Windsor Foundation - youth interpersonal psychotherapy programs	24,914	-
Community Foundation Canada 150 grant - news for youth program	3,587	11,854
T.R. Meighen - upgrades to HUB and games room	3,766	4,686
Town of Rothesay - upgrades to HUB and games room and general operations	3,681	4,294
Town of Quispamsis - upgrades to HUB and games room	22	3,309
RBC Foundation - living life to the fullest program	1,183	3,074
Gerry Pond - public speaking program	1,000	2,000
Regional Wellness grant - healthy eating and minds initiative	-	1,325
The Saint John Community Foundation - garden project/summer program	19,790	-
McCain Foundation - lunch and supper programs	17,122	-
Saint John Regional Hospital Foundation- oasis outreach program	10,000	-
Department of Tourism, Heritage and Culture - oasis ball hockey league	4,290	-
Department of Post-Secondary Education, Training and Labour - Student employment	14,955	-
	<u>\$ 109,298</u>	<u>\$ 55,542</u>

6. DEFERRED CONTRIBUTIONS RELATED TO CAPITAL ASSETS

	2018	2017
Balance at beginning of year	\$ 24,230	\$ -
Add: contributions received	3,058	26,922
Less: amounts amortized to revenue	(5,152)	(2,692)
	<u>\$ 22,136</u>	<u>\$ 24,230</u>

7. LEASE COMMITMENT

On December 1, 2017, the organization signed a lease expiring May 31, 2020 with respect to its premises. The current lease requires future minimum lease payments over the next two years as follows:

2019	\$ 97,748
2020	91,866

8. PRIOR PERIOD ADJUSTMENT

The opening balance of net assets has been adjusted to reflect the following changes:

- a reduction of \$12,453 related to deferred contributions for capital assets, which were previously recognized as income as at June 30, 2017;
- an increase to reflect \$1,245 of amortization of the above deferred contribution;
- an increase to reflect \$2,917 for YEF funding not accrued as at June 30, 2017.

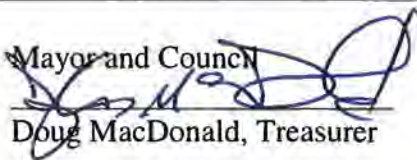


2018 December 10 Open Session FINAL_197

ROTHESAY

Memorandum



TO : Mayor and Council
Submitted By : 
Doug MacDonald, Treasurer
DATE : November 29, 2018
RE : Asset Management Plan

Recommendation:

The Finance Committee recommend the following to Council:

Adoption of the Rothesay Phase 1 Asset Management Plan

Approval of the Rothesay Asset Management Policy

Background

The Federal Gas Tax Fund from Infrastructure Canada has an agreement in place with the Province of NB, effective April 2014 – March 2024. Under the agreement, the Province has committed that municipalities will “Undertake asset management planning which will be achieved through the development of a Capital Asset Management Plan”.

In the summer, the Province released a Guideline to help municipalities prepare the first phase submission on Asset Management. Asset Management includes various topics including:

- Asset Inventories
- Condition Assessments;
- Level of Service and Risk Assessment;
- Financial Analysis;
- Community priority setting; and
- Financial planning.

Some of the more significant requirements are as follows:

- Each local government must provide a description as well as the scope of each of the categories of services it provides.
- Each local government must provide a detailed inventory of all tangible capital assets.
- A list of “core” assets and “high value” assets, including a risk analysis as to the effect of loss of the asset.

ROTHESAY

TO: Finance Committee

FROM: D MacDonald

RE: Asset Management Plan

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(05/12/18)

- Identification of the types of climate hazards and associated impacts from climate change that are relevant to their location including a list of core and high value assets that are at risk or vulnerable to climate change impacts.
- A condition assessment of all assets including, at a minimum, the Department requires local governments to provide identification of the tool or scale used to obtain their ratings.
- At a minimum, local governments are required to plan for the maintenance and operation, renewal, replacement and acquisition costs for existing and planned core and high value assets. The cost analysis must anticipate these costs over the next 50 years.
- Local governments must identify the intended funding sources that are anticipated to cover their cost analysis including cash flow forecasts for core and high value assets.
- Local governments must identify their key priorities for core and high value asset renewal and replacement, as well as any anticipated acquisitions.

The Town received funding from the Federation of Canadian Municipalities ("FCM") and contracted with CBCL Limited to complete the requirements.

As noted, the Policy drafted is Phase 1 of a larger process. Additional requirements are to be mandated by the Province of New Brunswick relating to future phases, including creation of a climate change adaptation policy.

The report identifies the significant infrastructure deficit common to many municipalities based upon the assumptions utilised. Next steps include refining these assumptions specifically relating to condition assessments, levels of service, etc.

9.2 Near Term Priorities

One of the main goals of the asset management program is the ability to provide decision makers useful data, in an organized and simplified format, so that capital programs can be developed. The capital projects included in the program would be established based on a review of the priority mapping and supporting information. While Town staff fully support this plan and intend to incorporate it into its decision making process, the plan needs to be developed further to improve its usefulness. The main reasons are as follows:

1. The exercise included in Chapter 2 of this plan documented the Town's existing Level of Service. At this stage, an exercise was not done to understand what the community wants, what it can afford and what it is willing to pay for. Incorporating the needs and wants of the community in future phases of this plan will help to refine the assignment of critical asset rating to take into account more factors. Further consultation, including revisions to the municipal plan which is currently in development, will assist in determining priorities.
2. As noted several times, the condition assessments used in this analysis were at a high level. For many of the high value assets (e.g., facilities), one condition was assigned for the whole building based on age. Further work needs to be done to refine the condition assessment so that it is more realistic. With a better understanding of condition, the cost projection and priority mapping can be improved. The cost projections are based on useful life. With better information on condition, the useful life of each asset can be modified to extend or shorten based on condition. The risk assessment used to develop the priority mapping is also based heavily on condition. This color coding can be refined with improved knowledge of asset condition.
3. Development of the AMP has identified the need for significant financial investments in excess of the ability of the Town property owner's to afford (please refer to Table 8.1). These investments can only be achieved with the financial contribution of other levels of government. Rothesay Council will continue to lobby funding partners to ensure priority projects are completed consistent with the replacement and renewal timeline requirements.

DRAFT V3

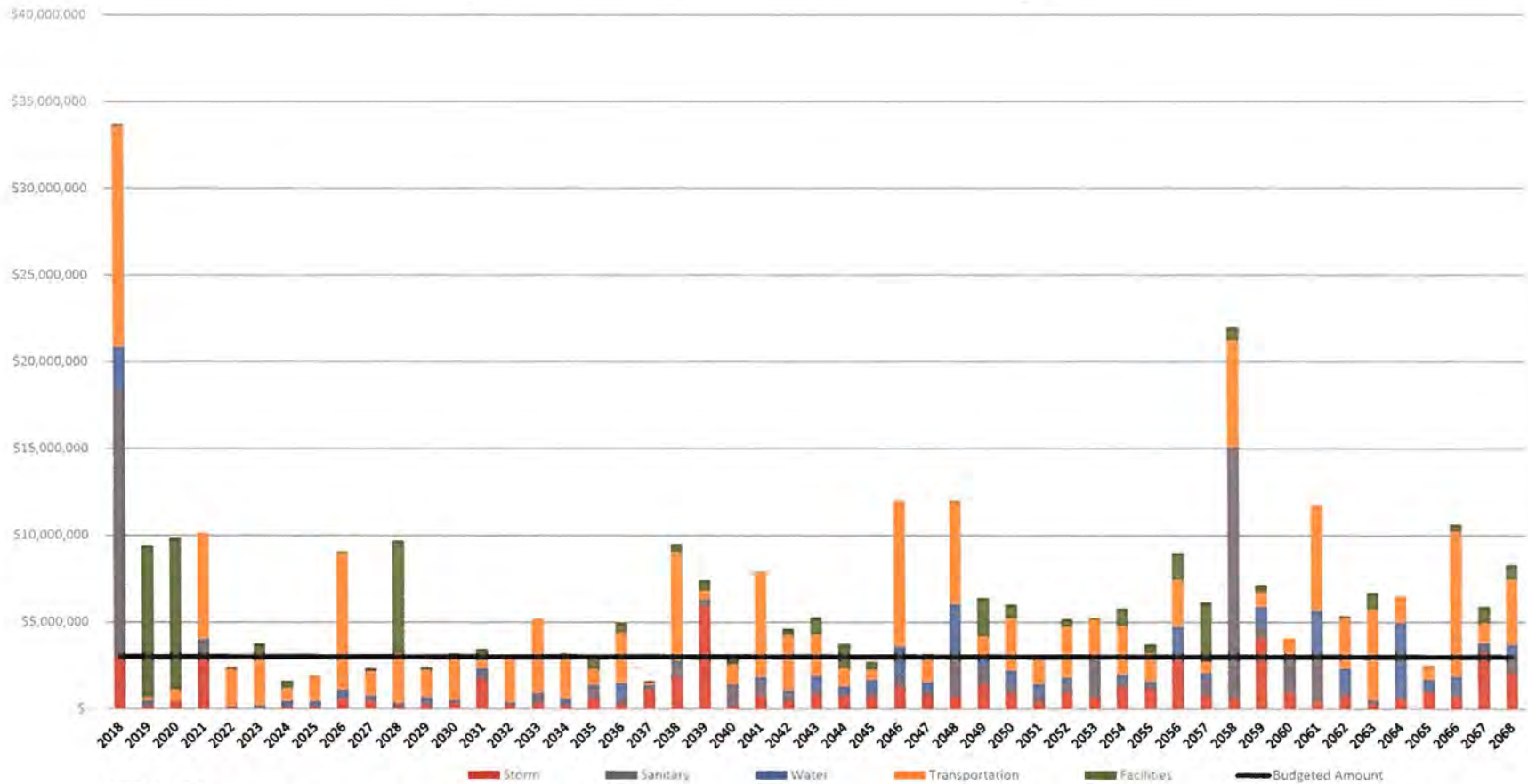
Prepared by:
Brendan McPhee, M.Sc.E., E.I.T.
Engineer-in-Training

DRAFT V3

Reviewed by:
Amy Winchester, M.A.Sc., P.Eng.
Senior Engineer

This document was prepared for the party indicated herein. The material and information in the document reflects CBCL Limited's opinion and best judgment based on the information available at the time of preparation. Any use of this document or reliance on its content by third parties is the responsibility of the third party. CBCL Limited accepts no responsibility for any damages suffered as a result of third party use of this document.

Figure 8.1 Rothesay Renewal/Replacement Budget



DISCLAIMER

PLEASE NOTE THAT THE INSTALLATION YEAR FOR MANY ASSETS WERE NOT KNOWN AND THEREFORE A CONSERVATIVE ESTIMATE WAS APPLIED. THIS RESULTS IN MANY OF THE ASSETS SHOWING UP IN 2018 AS NEEDING TO BE REPLACED. THE NEXT EXERCISE FOR THE TOWN WILL BE TO REFINE THE REPLACEMENT TIMELINE BY INCORPORATING ASSET CONDITION INTO THE USEFUL LIFE DATA SET.

Asset Management DRAFT Policy

PURPOSE

The purposes of this policy are as follows:

1. Establish responsible governance for the practice of asset management by the Town;
2. Document the Town's commitment to asset management and the continuous improvement of asset management practices;
3. Define over-arching principles for asset management that are appropriate for the Town's business and are reasonable, logical and necessary for delivery of sustainable, affordable services;
4. Define guiding principles for the development of an asset management system, Asset Management Plan (AMP), and asset management objectives; and
5. Establish governance roles and accountability for asset management.

SUMMARY

This asset management policy describes the town of Rothesay's intentions and directions for asset management, as formally expressed by its top management. It confirms Rothesay's commitment to infrastructure asset management in a short and concise document and sets out the principles that will be adopted in applying asset management to achieve Council's strategic objectives.

SCOPE AND APPLICABILITY

1. Scope

Rothesay delivers services to the community through a wide range of Town-owned assets as well as some assets managed through co-management agreements. In addition to these existing assets, the Town may receive or construct new assets.

This policy applies to:

- a. All infrastructure assets or asset systems (including natural assets) owned by the Town and used to deliver services to the community; and
- b. Assets owned by others but managed or co-managed by the Town to deliver services to the community, subject to the terms of any agreements already in place.

Rothesay's policies are approved by Council and while staff, public and other agencies may provide input on the nature and content of the policy, Council retains the authority to approve, update, amend or rescind policies.

2. Corporate Context

The AMP does not replace existing corporate strategy, business planning and budget management systems and processes already in place. The AMP complements and aligns with these initiatives.

3. Implementation, Review and Reporting

The implementation, review and reporting associated with this policy will be integrated within Rothsay's business processes. Due to the importance of this policy, the progress of the asset management system will be reported periodically to the community, and implementation of this policy reviewed by Council at the mid- point of its term.

POLICY STATEMENT

1. Commitment and Accountability

- a) The Council is responsible for:
 - i. The adoption, periodic review, and updating of this policy;
 - ii. Ensuring an AMP is in place;
 - iii. Maintaining the necessary corporate capacity (including, but not limited to resourcing, financial support, staff competencies, business processes, data and integrated information systems) to support the elements and practices of the AMP; and
 - iv. Setting priorities and articulating community values to Town administration.
- b) The Chief Administrative Officer (CAO) is responsible for:
 - v. Implementing this asset management policy, and
 - vi. Implementing the AMP, including the provision of appropriate and timely advice regarding its effectiveness in supporting achievement of the Town's objectives.
- c) This policy will be implemented by staff using accepted industry guidelines and good practices as applicable, and in compliance with all applicable legislation and regulations.

2. Policy on principles to guide development and implementation of the AMP and asset management objectives

- a) **Service delivery focus** - The Town will
 - i. Strive to manage and maintain assets sustainably to meet defined Levels of Service (LoS) that balance customer expectations with risk, affordability and time considerations; and
 - ii. Comply with all relevant legislative, regulatory and statutory requirements.
- b) **Integrated decision making** - The Town will
 - i. Integrate the decision-making process for assets to include corporate, financial, business, land-use, community, environmental, social, technical and budgetary plans and perspectives; and
 - ii. Consider assets in a larger service delivery context, not just as an isolated asset.
- c) **Long-Term sustainability and risk considerations** - The Town will
 - i. Strive to manage assets to deliver services that are sustainable for the community and local environment, and that meet the anticipated challenges of the community's expectations, legislative requirements, climate change impacts, and needs of future generations;
 - ii. Consider financial, social, cultural and environmental sustainability goals and risk in decision-making processes; and

- iii. Identify and adequately plan for required levels of operations, maintenance and replacements associated with new infrastructure, and use available resources effectively to minimize total life cycle costs of assets.
- d) Change and resiliency preparations - The Town will**
 - i. Consider climate change impacts and how they may directly affect levels of service; systematically incorporate adaptive methods and technologies to improve infrastructure resilience; and
 - ii. Consider future growth and demand requirements to ensure assets are adapted to meet demographic changes and the needs of future generations.
- e) Financial and investment decision making - The Town will**
 - i. Make informed decisions that identify full lifecycle revenues and costs (including operation, maintenance, replacement, and decommissioning), articulate and evaluate tradeoffs and document the basis for the decision;
 - ii. Recognize that there are constantly changing financial constraints and challenges that surround all services and assets delivered by the Town and that asset management practices must be proactive and responsive to changing environments; and
 - iii. Recognize that sustainable service delivery requires long-term financial planning.
- f) Commitment to clear and transparent processes - The Town will**
 - i. Operate with a clear structure of organizational accountability and responsibility for service delivery, risk management and the inventory, condition, use and performance of assets;
 - ii. Embed asset management principles and practices across all departments and service areas within the organization by adopting a formal, consistent, and repeatable approach to the management of its assets that will ensure services are provided in the most efficient and effective manner;
 - iii. Ensure transparency to customers and other stakeholders in regards to service delivery and asset performance by engaging the community and sharing information and knowledge both internally and externally; and
 - iv. Measure and report to Council periodically on the performance and effectiveness of the AMP and achievement of service levels, and make adjustments as required.

ROTHESAY

Phase 1 Asset Management Plan

Draft Report V3



CBCL LIMITED


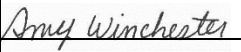

Consulting Engineers

Prepared for



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The preparation of this project was carried out with assistance from the Government of Canada and the Federation of Canadian Municipalities. Notwithstanding this support, the views expressed are the personal views of the authors, and the Federation of Canadian Municipalities and the Government of Canada accept no responsibility for them.

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December 4th, 2018 **2018December10OpenSessionFINAL_206**

Scott Lloy
Director Community Funding Branch
NB Department of Environment and Local Government
PO Box 6000
Fredericton, NB
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Scott.lloy@gnb.ca

Dear Mr. Lloy:

RE: Phase I Asset Management Plan –Rothesay

The purpose of developing an Asset Management Plan is to set appropriate priorities and objectives for the town of Rothesay, herein referred to as Rothesay, and to ensure that they are achieved. In July of 2017, the province of NB issued a “Guide to Asset Management Planning for Local Governments”. The Guide outlines the minimum requirements for a Phase I Asset Management Plan. Each municipality is required to prepare and submit a Phase I Asset Management Plan to the province by July 31, 2018.

On behalf of Rothesay, a draft Plan was prepared and submitted to the province on July 31st, 2018. Based on comments received from the province, the Plan has been updated.

We trust that the information included in the Plan meets the minimum requirements. Please do not hesitate to contact the undersigned with any questions.

Yours very truly,

CBCL Limited

DRAFT V3

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- A Council Resolution and Policy
- B Asset Inventory-Reference File
- C List of Assumptions

CHAPTER 1 **GOVERNANCE**

1.1 General

Asset management incorporates the processes of selection, maintenance, inspection and renewal of Rothesay's physical assets. Rothesay's goal is to minimize the whole life cost of assets that they need to be able to deliver the public services that the community requires.

The purpose of this chapter is to clarify the roles, responsibilities, authorities and accountabilities of individuals and departments regarding asset management for Rothesay.

1.1.1 Governance Statement

The goal of governance is to set appropriate priorities and objectives for asset management for Rothesay and to ensure that they are achieved. It governs the actions and processes that create consistent and stable asset management practices and policies across the organization. This will ensure a robust, transparent and accountable approach to managing assets and will promote the long-term sustainability of service delivery.

Rothesay has drafted an Asset Management Policy (See Appendix A) to document their commitment to asset management planning, which they plan on adopting after any necessary revisions are made based on comments from the Province. Funding for this project was committed from the Federation of Canadian Municipalities (FCM) through their Municipal Asset Management Program. To secure this funding, Rothesay Council passed a resolution on December 11th, 2017 committing to the following activities:

- Field survey and asset inventory development of storm assets;
- Condition assessment of water and storm assets; and
- Develop a Phase I Asset Management Plan (AMP) in accordance with the Province of New Brunswick requirements.

In the face of challenging local and global environmental issues, increasing costs and changing economies, Rothesay must consider new ways to incorporate sustainability and long-term financial planning into all its activities. A scenario of prolonged funding shortfalls will create a backlog of priority projects that will eventually affect Rothesay's ability to deliver quality public service for its residents.

To address these and other challenges, Rothesay is developing an Asset Management Plan (AMP). Asset management is a business model and management system made up of many elements, called asset management practices, for the sustainable creation, acquisition, maintenance, operation, rehabilitation and disposal of assets. The most compelling reason for implementing an AMP, and why it is required by legislation in some countries and is gaining popularity throughout Canada, is its focus on evidence-based decision making. An AMP will help Rothesay find the responsible balance (economic, environmental, social and cultural) between what it can provide and what it would like to provide.

An AMP will help Rothesay determine its service level and asset priorities and options. It will help clarify future consequences and impacts of different asset and service level decisions by providing decision makers with the information and the decision support tools to:

- Make well-informed, evidence-based decisions;
- Validate priorities in a defensible way;
- Understand what factors impact service and their associated costs; and
- Reduce the total cost of service over the lifecycle of assets.

An AMP will also enable Rothesay to provide proof of good governance and measures of current and long-term service delivery performance and sustainability.

1.2 Governance Model

In order to guide staff in the effective delivery of services, Council typically adopts policies and strategies for important issues that can be used by staff to make decisions that align with vision, goals and objectives. Council plans to adopt an AMP that instructs staff to implement a system that provides guiding principles and requirements. This AMP is closely linked to the asset management policy, as it describes how the policy will be implemented, and provides details on how the goals and objectives of the AMP will be achieved.

The AMP is a high level document that describes how the asset management policy will be implemented, and is a core component of Rothesay's AMP. It documents Rothesay's objectives and describes its role in supporting achievement of those objectives by:

- Describing the role of asset management in achieving organizational objectives within the scope of the mandated principles and requirements as stated in the asset management policy;
- Documenting asset management objectives and how they are linked to organizational objectives, and by providing a clear framework which shows the relationship between organizational and asset management objectives;
- Providing a framework for the implementation, operation and maintenance of the AMP and implementation of specific asset management practices;
- Defining roles and responsibilities for the implementation and management of the AMP and for service delivery; and
- Defining the scope of the AMP.

The AMP is intended to provide guidance and a framework to assist Rothesay in achieving the following goals:

- Informed decision making;
- Integrated planning;
- Organizational accountability and responsibility;
- Sustainable service delivery;
- Efficient use of resources;
- Defined service levels and outcomes;
- Quality stakeholder engagement;
- Managed risk;
- Appropriate asset management practices;
- Transparent monitoring and reporting; and
- Continuous improvement.

Rothesay's governance model is described below and includes:

- Description of current policies and those under development;
- Description of Rothesay's administrative procedures and how they relate to the AMP;
- An outline of a review schedule for data improvements, policy updates and program maintenance; and
- Definition of roles and responsibilities of key municipal staff.

1.2.1 Asset Management Planning Policy

Rothesay currently follows a traditional maintenance management approach to delivering services and does not have a consistent, documented method of investment decision making. This makes it difficult for decision makers to objectively judge how best to balance needs and benefits and to assign appropriate funding. The current situation also makes it difficult for decision makers to know the long-term impacts of their funding choices.

One of the fundamental goals of Rothesay's AMP is to support informed decision making that is based on the whole of life costs of delivering the Level of Service (LOS) which support the organizational objectives (see Section 4.2 for more details). By following the AMP, decision making will be linked to achievement of organizational objectives and will reference and be supported by information contained in Rothesay's asset management documentation.

Rothesay's process for asset management decision making is shown in Figure 1.1.

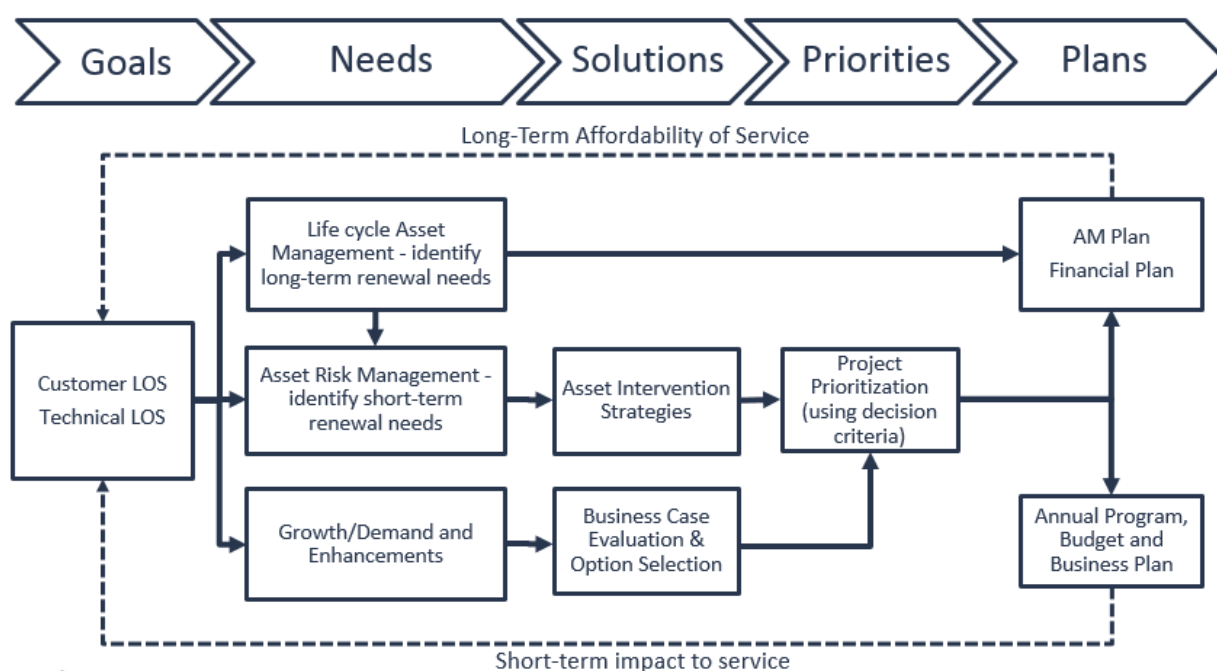


Figure 1.1: Asset Management Decision Making Process

Rothsay's current decision making process uses simple decision criteria to prioritize investment decisions. Currently Rothsay has no formal overall defined method to compare the priority of different recommendations/requests coming from different service areas. However, this is done informally through the annual budget process using the following criteria:

Table 1.1: Criteria for Annual Budget Decision Making Process

MAINTENANCE PROGRAMS	CAPITAL RENEWAL PROGRAMS	CAPITAL NEW & IMPROVEMENT PROGRAMS	NEW PROGRAMS & SERVICES
<ul style="list-style-type: none"> Service continuance & risk; Existing contract commitments; Asset condition; Lifecycle maintenance strategies; Co-ordination with others. 	<ul style="list-style-type: none"> Public safety risk; LOS performance; Operating cost & efficiency; Critical resilience & asset related risks; Proactive renewal targets; Adoption of a sustainable approach; Co-ordination with others. 	<ul style="list-style-type: none"> Legislative requirements; Committed / Phased projects; Serious threat to Public Health and Safety; Existing service gaps; Alignment to Council's strategic direction; Growth related projects. 	<ul style="list-style-type: none"> Legislative requirement; Growth adjustments; Cost savings or inherent efficiencies; Identified need with self-sustaining revenues available; Identified need with no corresponding revenue possibilities.

Changing priorities and focus are a reality of long-term planning in a municipal environment. Some rebalancing and reacting to changing demands and to successes or failures of existing plans may be required during each council cycle. Despite this changing environment, some cornerstone priorities

will remain unchanged. Council and town staff will always consider the following priorities in the decision making process:

1.2.1.1 PUBLIC SAFETY

This is the highest priority to be considered in the decision making process. That said, it must be recognized that public safety considerations range from “real and imminent” to “potential risks” and the proper balance between the two must be maintained.

1.2.1.2 MANAGING THE ASSETS WE HAVE

Rothesay has a commitment to operate and maintain its current assets. To ensure efficiency in this area it is necessary to confirm that assets are still required and that existing service levels are appropriate. This information typically occurs as part of the AMP updates, on a 3-5 year cycle. Replacement and disposal processes must consider both public safety and cost. Information management, monitoring and asset management improvement planning projects are an important part of asset operations and ensure that proper decision-making information is available.

1.2.1.3 IMPROVEMENTS TO ASSETS AND SERVICES

Capital improvement projects must be justified and supported by service outcomes and approved strategies, plans or council resolutions. Growth-justified capital works projects must be separately identified from the other new capital works, and must be related to development. Full cost estimates (initial capital costs and forecast changes to operational, maintenance and renewal expenditures) must be available to decision makers. In addition to improving and adding assets, decision makers must also manage decline. Should the need for a service decline, supporting assets will be reviewed and adjusted according to new and future service needs. If an asset (or asset group) is no longer needed, disposal options (e.g. remove/destroy, abandon, stabilize, sell) must be considered based on the best outcome for the community.

As Rothesay’s AMP matures, so too will the decision-making process. The following factors will influence how service delivery programs are developed and will also influence the decision-making processes and decision criteria:

- Council’s long-term vision and key objectives for each term;
- Organizational strategies and plans that are developed to deliver upon council and organizational objectives will define actions and projects. Many of these strategies and plans will last well beyond one election cycle (long-term);
- Rothesay’s financial strategy, which will set principles that direct how programs and projects will be funded (funding source and limits); and
- Stakeholder needs and affordability constraints.

To assist in asset management decision making, the AMP will play a key role in tying existing data, strategies, plans and goals into cohesive and specific plans. Rothesay’s AMP will identify planned long-term infrastructure investment and funding strategies.

In preparing AMPs, other longer-term strategic documents such as the municipal plan will be consulted for alignment. These longer-term strategic documents incorporate items such as

population growth as well as Council's strategic direction. Document alignment ensures that, when fully developed, AMPs will be able to better inform future versions of the longer-term plans. The processes of preparing new strategic documents and updating existing documents will be integrated with the AMP. The AMPs will inform the strategic planning process and vice versa. Each version of an AMP will respond to decisions made in previous strategic plans as well as to the changing service environment, allowing each service area to be proactive and agile in responding to forecast change.

Rothesay's AMP will be based on accepted business practices and methodologies. These practices include using verifiable data, established decision criteria, risk frameworks and accepted financial models for planning and decision making. Analysis and reporting to support decision making must be robust, unbiased and clearly understood by all users.

Appropriate and consistent approaches (e.g. Triple Bottom Line Benefit Cost Analysis, Lifecycle Cost Analysis, and Discounted Cash-flow) will be applied as appropriate to the nature of the decision.

1.2.2 Roles and Responsibilities

The governance structure is the means by which Rothesay:

- Guides managers in the implementation and application of the AMP;
- Maintains oversight and control of implementation and improvement of the AMP;
- Measures the ongoing contribution of the AMP to the municipality's goals and adjusts content and direction if necessary, and
- Refines the definition of success to maintain alignment with evolving corporate strategy.

The governance structure for the AMP and the roles and responsibilities are documented in the next section.

1.2.2.1 COUNCIL

Council's role is to:

- Act on behalf of and represent the interests of stakeholders;
- Establish the vision, service mandates & corporate management policies;
- Adopt, review and update the asset management policy and ensure the AMP is in place;
- Maintain the necessary corporate capacity to support the elements and practices of an AMP; and
- Set priorities and articulate community values to Town administration.

1.2.2.2 TOWN MANAGER (CAO)

The CAO's role is to:

- Act on behalf of and represent the interests of Council; and
- Provide direction to senior staff.

The CAO's responsibilities are to:

- Implement the asset management policy, and supporting AMP;
- Define the strategy and objectives and staff responsibilities; and

- Commit to the implementation and continuous improvement of asset management practices, processes and tools to support the achievement of Rothesay's organizational objectives.

1.2.2.3 TOWN TREASURER (CFO)

The CFO's responsibilities are to:

- Ensure that adequate resources are available for the asset management program implementation and overall asset management program development;
- Develop and maintains governance model, guidelines, procedures, tools, etc.; and
- Schedule and complete periodic internal audits and management reviews to assess the effectiveness of the AMP to achieve the asset management objectives and support organizational objectives and council priorities.

1.2.2.4 DEPARTMENTAL MANAGERS

In addition to the CAO and CFO, Rothesay's senior management team includes the Director of Operations, Director of Planning and Development Services, Director of Recreation and Parks, and Director of Administrative Services / Town Clerk.

The senior staff's role is to:

- Act on behalf of and represent the interests of the organization; and
- Provide direction to Town staff.

The senior staff's responsibilities are to:

- Lead and manage the development, implementation and continuous improvement of asset management practices and systems within the organization;
- Oversee decision making, stakeholder management, risk management, and issue resolution relating to the AMP and implementation tasks;
- Implement corporate-level asset management initiatives to support evidence-based decision-making at Council level, senior management, tactical and operational levels within the organization;
- Coordinate and oversee business-level asset management initiatives where integration across business units or service areas is desired, or where a standardized approach is required;
- Take any appropriate action necessary to ensure the smooth integration between the AMP implementation and improvement projects;
- Advocate for asset management within the organization, leading by example and setting expectations within teams;
- Provide support and direction for asset management practices at the department level;
- Direct and coordinate the implementation of asset management tools and technologies in the organization;
- Support development of asset management capacity and competency within the organization (i.e. increase the ability to do this work in-house);
- Monitor progress/performance of the plans for asset management program development & implementation, including line-of-sight between corporate and asset management objectives;
- Conduct management reviews and internal audits of the AMP, including but not limited to:
 - Monitoring and reporting on asset management program development & implementation;

- Monitoring achievement of the asset management objectives (outcomes of the AMP) and contribution towards achievement of the overall corporate objectives;
- Developing, managing, implementing and monitoring asset management improvement plans, including development of improvement project prioritization criteria and weightings; and
- Tracking, analyzing and reporting on the benefits of the asset management system.

1.2.3 Administrative Procedures

Continual improvement is a key component of asset management. It drives business efficiency and effectiveness and ensures that, over time, processes and practices are adjusted for changing circumstances. This ensures that the AMP consistently delivers required outcomes.

The CAO and senior management are accountable for continual improvement of the AMP including completing regular asset management performance reviews to prove achievement of corporate and asset management objectives, and for ensuring sustainability of continued achievement of the asset management objectives.

A formal management review of the AMP, including the asset management policy, will be completed at least once every 5 years, but may be completed more frequently if necessary to address issues from annual management reviews and performance reports. The management review will be documented and include consideration of the following:

- The status of actions from previous management reviews;
- Changes in external and internal operating environments that are relevant to asset management;
- Asset management objectives and achievement of them;
- AMP performance including trends and progress on improvement action plans;
- Opportunities for continual improvement;
- Changes in the profile of risks and opportunities;
- Competency, skills, resources and support; and
- Asset performance and condition.

The outputs from the reviews should include decisions and actions relating to improvements in AMP and activity including variations to the scope, policy and objectives; criteria for asset management decision making; updates to performance requirements; resources including financial, human and physical resources; changes to controls and how their effectiveness is measured including roles, responsibilities and authorities.

The necessary changes and/or corrective actions identified from the management reviews and performance reporting are documented and relevant information is communicated to specific employees and stakeholders.

Rothsay does not have a regular internal audit program for management systems but from time to time, as deemed appropriate by the CAO, Rothsay may engage external auditors to evaluate compliance with business processes.

The CAO is accountable for continual improvement of the AMP and the asset management objectives. The necessary changes and/or corrective actions identified from the management reviews and performance reporting may be included in a formal Continuous Improvement Plan for asset management.

CHAPTER 2 **LEVEL OF SERVICE**

2.1 Overview

Level of service (LOS) is a key business driver for Rothesay and influences all asset management decisions. LOS statements describe the outputs that Rothesay intends to deliver to its residents and commonly relate to service attributes such as quality, reliability, responsiveness, sustainability, timeliness, accessibility, and cost.

Rothesay's LOS can relate to technical and legislated requirements, as well as Council directives. Council directives are influenced by the Citizens' Priorities. Other factors that influence LOS include condition assessments, community needs and requests.

A number of external trends and impacts are considered when reviewing LOS including provincial legislation and changing weather patterns that affect storm occurrence inflow and infiltration rates. Water use patterns through conservation programs are factored in when planning for infrastructure and its funding. External issues and trends such as changing legislative requirements are reviewed on a regular basis to ensure the LOS are updated where required.

LOS for Rothesay's infrastructure relate to the delivery of service to the community and are described in the following categories.

2.2 Protective Services

2.2.1 Fire Protection

Rothesay is provided a fire protection service by the Kennebecasis Valley Fire Department. The Fire Department is comprised of a Fire Chief, Deputy Chief, 2 Division Chiefs, and firefighters. The Fire Department answers a wide variety of calls that include fires of all sizes, medical emergencies, rescue calls, car accidents, weather-related emergencies, and assist other fire departments in the area.

Fire services are shared with the Town of Quispamsis and are managed by a separate board. For the purposes of this report, Fire Service assets (e.g., building, fleet) are not included. Rothesay has asked the Board to prepare an asset management report.

2.2.2 Police Services

Rothesay is provided police services by the Kennebecasis Regional Police Force, located on 126 Millennium Drive, Quispamsis. The Police Force is comprised of a Police Chief, 39 officers, 5 civilian staff, and 4 volunteer officers. They provide a number of services including traffic patrol, criminal record checks, police certificate, fingerprints, vulnerable sector check, crime reporting, general information and non-emergency complaints.

Police services are shared with the Town of Quispamsis and are managed by a separate board. For the purposes of the report, Police Service assets (e.g., building, fleet) are not included. Rothesay has asked the Board to prepare an asset management report.

2.2.3 Emergency Measures

Rothesay does not have an emergency medical facility, as they are serviced by the Saint John Regional Hospital.

Ambulance service for Rothesay is provided by Ambulance New Brunswick (ANB). ANB is funded by the Government of New Brunswick. The organization and the work of its professionals around the province are managed by Medavie Health Services New Brunswick as part of an initiative to work with the New Brunswick Extra-Mural Program and Telecare 811 that will provide more comprehensive, coordinated care.

Rothesay does not own any assets with respect to emergency services.

2.3 Transportation

Rothesay provides transportation services to ensure safe and unimpeded movement in and around Rothesay. Services include the physical transportation infrastructure as well as infrastructure maintenance services. The transportation network within Rothesay includes 149 kilometres of roadways, signalized and unsignalized intersections, street lighting, and signage.

2.3.1 General Transportation

All roadways within the municipality are owned and maintained by Rothesay, with the exception of three (3) provincially designated highways. Rothesay Road, Hampton Road, portions of Campbell Drive, and Fox Farm Road are owned by the Province, but maintained by Rothesay under a service agreement with the Province.

Rothesay is responsible for clearing municipal roads during the winter time. Rothesay's own fleet and contracted services are used for snow removal and clearing.

2.3.2 Public Transportation

Saint John Transit provides a Comex service funded jointly by Rothesay and Quispamsis that provides transportation between Rothesay and Saint John in the form of Bus Rapid Transit (BRT). Rothesay owns and maintains the bus shelters within the municipality, but does not own any buses.

2.3.3 Active Transportation

Sidewalks have been installed on one side of the main arterial highways in Rothesay, with sections of road having sidewalk on both sides of the road. Most collector highways also have sidewalk installed on one side of the road. Sidewalk on local highways are limited.

Rothesay has 5 designated trail systems: Bicentennial Park, East Riverside-Kingshurst Park, Steele-Kennedy Nature Park, Wells Park Trail, and Hillside Trail. The trails are maintained during the summer time, and are also packed and groomed during the winter months.

2.4 Environmental Health Services

2.4.1 Drinking Water

Rothesay provides a safe and reliable water treatment and distribution system. Services include the physical water infrastructure as well as testing and reporting activities required to meet legislated health and safety requirement.

2.4.1.1 SUPPLY

Rothesay's water supply is drawn from a combination of wells located along Route 1 at Route 111. The water supply is primarily supplied by the wellfield at Carpenter's Pond using eight (8) groundwater wells. It supplies approximately 30% of Rothesay's residents with potable water.

The wells are near their capacity for water supply with their current system, which will inevitably require upgrades in the future to expand the water distribution system.

The water system is equipped with fire hydrants. There are 341 hydrants in the system.

2.4.1.2 TREATMENT

Rothesay's water supply is treated using a GE Water Zeeweed microfiltration plant at McGuire Road.

2.4.1.3 DISTRIBUTION

The water distribution network is composed of 74 kilometers of water piping.

2.4.1.4 STORAGE

Rothesay has 2 water storage reservoirs, both located along Route 1 on the eastern side of the highway: 1 located opposite from the golf course in the south, and the other located near the northeastern boundary of the municipality.

2.4.2 Wastewater

Rothesay provides safe and reliable sewage collection, treatment and disposal. Services include the physical sanitary sewer infrastructure as well as testing and reporting activities required to meet legislated health and safety requirements.

2.4.2.1 TREATMENT

Rothesay has 3 lagoons at 2 locations to treat their wastewater: 1 at Maliseet Drive, and 2 near Kennebecasis Park.

Rothesay is currently planning on constructing a new waste water treatment facility to create capacity for future expansions.

2.4.2.2 COLLECTION

Rothesay has 106.31 kilometers of gravity wastewater and force main piping that moves wastewater from homes through 12 lift stations before ending at one of the 3 lagoons.

Approximately 70% of Rothesay is serviced by the wastewater collection system.

2.4.3 Storm Water

Rothesay provides infrastructure to manage storm water, which includes storm water piping, culverts, ditches, as well as catch basins and dry drains.

2.4.3.1 STORM WATER MANAGEMENT

Rothesay's storm water collection system is composed of underground piping, catch basins, manholes, ditches, and detention ponds. There are 3 detention ponds within Rothesay: one located behind the Atlantic Superstore on Campbell Drive, another behind the Oakville Acres subdivision off Bel Air Avenue, and a third on Chapel Road south of Chapel Hill Boulevard.

2.4.3.2 COLLECTION

The surface water is collected by ditches, and catch basins and manholes, where it is then transported via the underground piping to outfalls. The storm water collection system is composed of 82 kilometers of storm water piping.

2.4.4 Solid Waste

Rothesay provides garbage collection services and provides information to the public about recycling and waste services.

2.4.4.1 GARBAGE, COMPOST AND RECYCLING COLLECTION

Rothesay contracts its solid waste collection to FERO, who collects garbage, compost, and recycling at residents' curb side. Waste is taken to the Fundy Regional Service Commission.

Rothesay has provided every resident within the municipality with blue and green bins to be used for their curb-side recycling pick-up.

Rothesay also provides its residents with a "truck tracker", which can be used by residents to track the location of the waste collection vehicle.

2.5 Recreation and Cultural Services

Rothesay provides outdoor spaces and infrastructure to support recreation, wellness and local sport activities. Rothesay also provides recreational classes and services delivered in both outdoor and indoor recreation facilities.

The Rothesay Common serves the community as a gathering centre for special occasions and celebrations. The large green space allows for activities and community events to be held, and in the winter time a portion of the Common is converted into an ice rink.

The Rothesay Arena is home to the community indoor ice rink. The ice surface is available from October until April, where after the arena floor is available for rental once the ice is removed. There is also a community room on the second floor available as a rental entertainment space.

The Bill McGuire Centre serves as a rentable entertainment venue available to the community. It has a large indoor space, as well as a patio space overlooking the river.

The Wells Recreational Building also serves as an entertainment venue available to the community.

Rothesay does not have a pool facility, although residents are able to benefit from nearby beach access, as well as the swimming facilities in adjacent municipalities.

There are many local parks and playgrounds situated throughout Rothesay for the community to take advantage.

Table 2.1 Summary of Parks and Playgrounds

PARKS	PLAYGROUNDS
Renforth Rotary Park	Islay Drive
East Riverside-Kingshurst Park	Monaco Drive
Rothesay Common Park (mentioned previously)	Eriskay Drive
Jordan Miller Park	Scribner Crescent
Bi-Centennial Park	Dobbin Street
Wells Recreational Park	Donlyn Drive
Scribner Park	
Steele Kennedy Nature Park	
Stuart Dobbin Memorial Park	
Anniversary Park	

2.6 General Government Services

Rothesay provides buildings and facilities to house a variety of activities and functions including recreation, business, arts and culture, maintenance and operations, and planning services.

Town Hall located on 70 Hampton Road, provides general municipal services to the public, and houses the administrative staff. The Works Department, where the municipal operations are housed, is located on Master Drive.

An Emergency Operating Centre (EOC) is also located within Town Hall, and is used at the command centre in the event of an emergency situation. The Bill McGuire Centre is also designated as the primary warming centre for the community. There are several locations throughout Rothesay where emergency generators are placed: Town Hall, Bill McGuire Centre, Works Department, and the water plant. Emergency generators are also present at 12 of the 14 lift stations, with only Frances Avenue and Shipyard Road lift stations not equipped with a generator.

2.7 Energy Services

NB Power provides Rothesay with electricity to power homes and businesses in the community. There are presently no natural gas services available to residents or businesses within the municipality.

CHAPTER 3 INVENTORY OF ASSETS

3.1 Overview

As part of the AMP, Rothesay has utilized an existing Geographic Information System (GIS) to maintain their inventory of assets. A copy of the GIS is included in Appendix B. A file geodatabase was created with a feature dataset for each Asset Category. Within each feature dataset a feature class was created for each asset type. Table 3.1 provides an overview of the asset types stored in the GIS.

The feature class contains the detailed information for each asset. Each asset type has specific attributes related to physical properties of the specific attribute type, including size, material, year installed, useful life etc. In addition to physical properties, attributes directly related to this AMP were also included: condition ratings, core and high value assets, replacement costs, risk, and priority. A description of these attributes and how they were derived are included in the following chapters.

A list of assumptions used in this assessment are included in Appendix C.

Table 3.1 Description of Asset Inventory

ASSET CATEGORY	ASSET TYPE	SOURCE OF DATA	ASSET CLASS
Drainage	Catch Basin	Survey, Visual Inspection and Drawings	Linear
	Manhole	Survey, Visual Inspection and Drawings	Linear
	Pipe	Drawings	Linear
	Drainage Channel	Previous CBCL work	Linear
	Detention Area	Drawings	Non-Linear
Sanitary	Forcemain Pipe	Drawings	Linear
	Lift Station	Survey and Drawings	Non-Linear
	Manhole	Survey, Visual Inspection and Drawings	Linear
	Pipe	Drawings	Linear
	Lagoons	Data from Rothesay	Non-Linear

ASSET CATEGORY	ASSET TYPE	SOURCE OF DATA	ASSET CLASS
Transportation	Curbs	Visual Inspection	Linear
	Sidewalk	Visual Inspection	Linear
	Street Surface	GEONB's Road Network and Visual Inspection	Linear
	Street Base	GEONB's Road Network and Visual Inspection	Linear
	Works Department Fleet	Data from Rothesay	Non-Linear
	Parking	Data from Rothesay	Non-Linear
Water	Fire Hydrant	Survey and Drawings	Linear
	Valves	Survey	Linear
	Valve Chambers	Survey	Linear
	Pipe	Drawings	Linear
	Well	Survey and Drawings	Linear
	Water Tower	Survey and Drawings	Non-Linear
	Water Treatment Facility	Survey and Drawings	Non-Linear
	Booster Station	Survey and Drawings	Non-Linear
	Pressure Reducing Valves	Survey and Drawings	Non-Linear
	Wellfields	Data from Rothesay	Non-Linear
Buildings	Town Hall	Data from Rothesay	Non-Linear
	Works Department	Data from Rothesay	Non-Linear
	Arena	Data from Rothesay	Non-Linear
	Bill McGuire Centre	Data from Rothesay	Non-Linear

CHAPTER 4 **CONDITION ASSESSMENT**

4.1 Introduction

Condition assessments provide a valuable metric for determining when assets will need to be renewed or replaced by assessing their physical condition. These assessments help municipalities:

- Identify assets that are failing or underperforming;
- Estimate when potential asset failures may occur;
- Identify the type of remedial steps required and a timeframe for implementing these steps as a means to prolong the life of assets, save costs and reduce risks.

Asset conditions should be objective and repeatable, and are typically expressed as ratings. For example, condition ratings can range from 1 (the asset is in very good condition) to 5 (the asset is unserviceable).

Condition assessments for Rothesay Infrastructure were derived using existing documented data, provided by Rothesay. For the Phase I AMP, a condition rating was assigned to all core and high value assets. The rating is stored in the database included in Appendix B.

The following condition rating model was used to describe each asset's general condition:

Table 4.1: Condition Rating Model

RATING	CONDITION DETAILS
1	Very Good Condition Normal maintenance required
2	Minor Defects Minor maintenance required
3	Maintenance Required Major maintenance required to meet LOS requirements
4	Renewal Required Major upgrade/renewal required on 20-40% of asset
5	Replacement Required More than 50% of the asset requires replacement

The following sections describe how the condition of each asset was derived.

4.2 Linear Assets

4.2.1 Transportation

Condition assessments of Rothesay's roads, sidewalks and curbs were performed by utilizing the GIS database. Rothesay had a previous report depicting the street surface condition, which is used for this AMP. Any streets that were missing a condition rating had one assigned based on age and the remaining useful life. The street base, curbs and sidewalks were all assigned an overall condition rating based on age and remaining useful life.

Table 4.2: Estimated Useful Life Rating (Roads)

RATING	PERCENTAGE OF ESTIMATED USEFUL LIFE REMAINING
1	80-100% (Very Good)
2	60-79% (Good)
3	40-59% (Fair)
4	20-39% (Poor)
5	0-19% (Very Poor)

4.2.2 Environmental Health Services (Drinking Water, Sanitary and Storm)

For linear water, sanitary and storm assets an overall condition rating was assigned based of existing information provided by Rothesay.

Some assets, such as water mains, are not easily accessible for visual inspection and the above mentioned model cannot be used. In these situations, condition assessments must be performed based on known information of the asset.

Water, sanitary and storm structure assets such as fire hydrants, manholes and catch basins were assigned an overall condition based on the age of the asset and its percentage of estimated remaining useful life. The pipe assets overall condition rating were derived from an average of an age condition rating (remaining useful life) and a material condition rating.

Table 4.3: Estimated Useful Life Model (Piping)

RATING	PERCENTAGE OF ESTIMATED USEFUL LIFE REMAINING	MATERIAL
1	80-100% (Very Good)	PVC, HDPE
2	60-79% (Good)	Ductile Iron
3	40-59% (Fair)	Concrete
4	20-39% (Poor)	Cast Iron
5	0-19% (Very Poor)	TC, Asbestos, CMP, Copper

4.2.3 Environmental Health Services (Solid Waste)

Rothesay provides garbage, compost and recycling collection services to its residents. These services are performed by a contractor therefore no condition assessments are necessary. Rothesay does not own and operate assets. Therefore no condition was assigned.

4.3 Non-Linear Assets

For the purposes of this screening assessment, non-linear assets, or facilities, were given a condition rating based on the information provided by the Town on their asset inventory. Facility conditions ratings were approximated by two methods. The primary method was performed by using the installation year and the useful life assigned to each asset. The condition ratings were then assigned to each facility based on the percentage through its useful life, relative to 2018. The second method was performed by using financial information on a facility's acquisition cost and net book value. The facility's current year net book value was taken as a percentage of its acquisition cost, to approximate the facility's condition. The second method was used for facilities that were missing data on either the installation year or useful life, used in the first method.

This high-level rating was necessary due to the absence of a formal building condition assessment; however, such an assessment could be completed as a next step. This would provide a more representative condition rating for each facility by assessing individual building components, instead of evaluating the facilities as one homogeneous asset.

4.3.1 Protective Services

Fire and Police services were not included in the assessment at this time.

4.3.2 Recreational and Cultural Services

Rothsay has a community center, sporting courts/field, parks, a playground, and a shared library with the Town of Quispamsis. Condition assessments of the facilities were assigned based on the methodology described in Section 4.3 for non-linear assets.

At this stage parks, playgrounds and sporting courts/fields were not assigned a condition rating.

4.3.3 General Government Services

General Government services include a Town Hall, Works Department, and an EOC. Condition assessments of these facilities were assigned based on the methodology described in Section 4.3 for non-linear assets.

4.3.4 Energy Services

Energy services are provided by NB Power and assets do not belong to Rothsay. Therefore no condition rating was assigned.

CHAPTER 5 **RISK ASSESSMENT**

5.1 Introduction

A risk-based approach to asset management involves assessing the level of risk posed by the potential failure of an asset. Determining risk levels involves identifying the likelihood and consequence of asset failure. By determining those assets at the greatest risk of failure, municipalities can allocate resources to ensure essential services are not interrupted.

Once municipalities have determined risk management levels, the next critical step to managing public infrastructure is to prioritize assets. Since assets present different risk levels, it is important to identify critical or core assets and those at the greatest risk of failure. By focusing efforts initially on collecting baseline information for these assets, municipalities can take proactive steps to mitigate risks. This builds resilience in infrastructure, minimizes risks and limits disruptions in service delivery.

5.2 Risk Assessment Methodology

For the purposes of this plan, the likelihood of failure was based on the condition rating that each asset was assigned, between 1 and 5, as described in Chapter 4.

To establish the consequence of failure, an assessment was completed to assign a critical rating to each asset. A risk workshop was conducted with senior municipal engineers from CBCL, the Town Engineer and Town Treasurer. The purpose of the workshop was to assign a critical rating to each of Rothesay's core and high value assets. Maps were prepared in advance of the workshop to show facilities, road network, water, sanitary, and storm systems. The group first discussed the critical rating philosophy and determined appropriate cost /population impacts for a 1, 2, 3 rating system.

Next, the team went through each map and color coded the assets based on the significance of failure.

The ratings were assigned based on the following description:

Table 5.1 Critical Rating General Philosophy

CRITICAL RATING	RATING PHILOSOPHY		EXAMPLE
3	Large number of people affected if failed	High value	<i>Water transmission mains</i>
2	Moderate number of people affected if failed	Moderate value	<i>Water distribution mains</i>
1	Limited number of people affected if failed	Low value	<i>Water dead end mains</i>

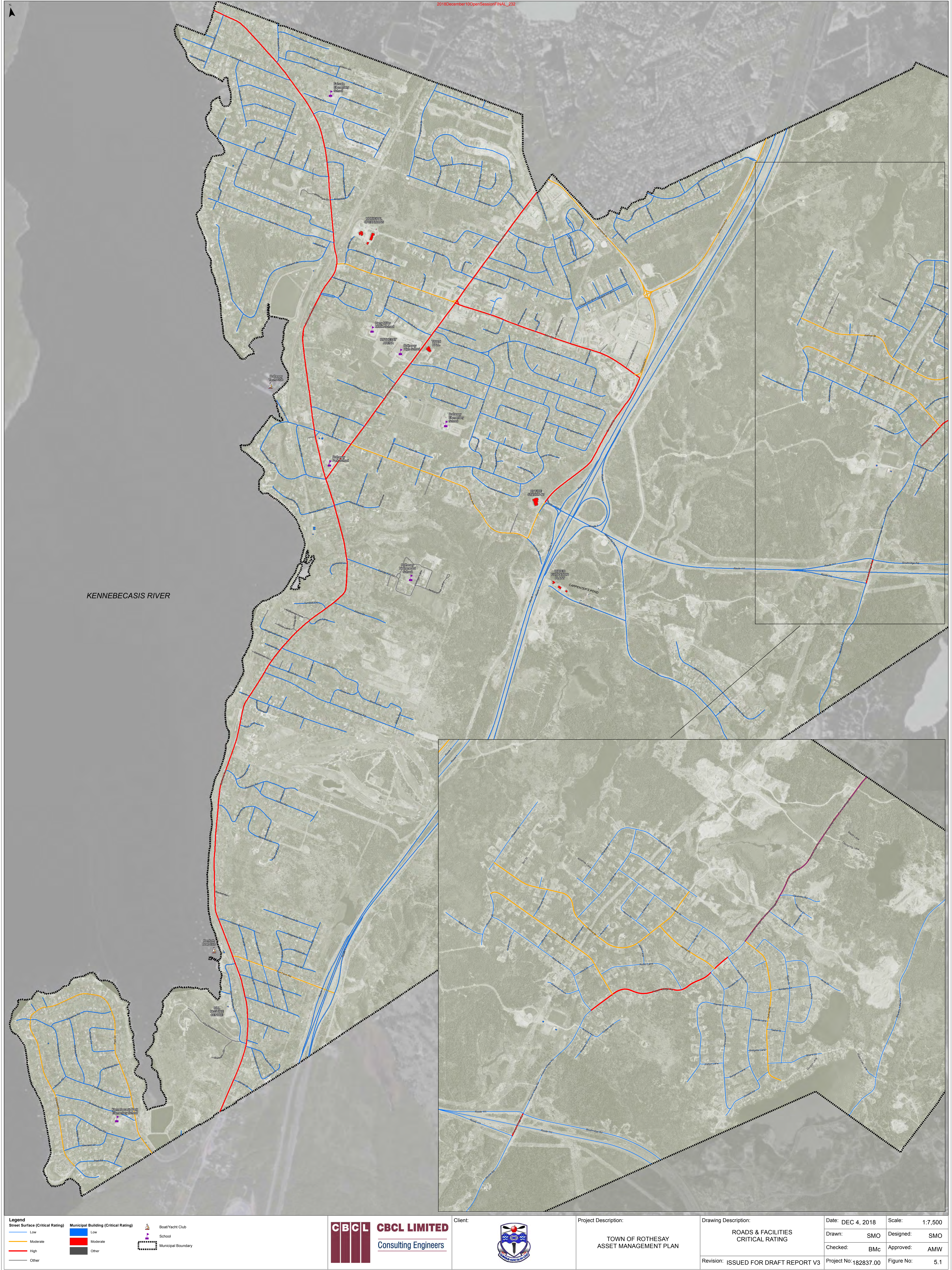
Please note that the financial considerations associated with the critical ratings were based not only on the cost to repair or replace the asset, but also the associated costs when the asset is offline. For example, if the water system is compromised, Rothesay would have to pay to fix it and may also have to pay to provide drinking water to those residents without service.

Additional considerations when assigning level of critical asset include:

- Impact to commercial district (financial impacts to businesses);
- Impact on ability to govern (e.g., Town Hall meeting location);
- Location of key information such as servers; and
- Access to critical non-municipal facilities such as hospitals and schools.

5.3 Risk Assessment

Using the condition rating and the critical rating, an overall risk rating was assigned to each asset and is calculated as “Likelihood*Consequence”. Figures 5.1 through 5.4 show the results of the critical rating. The resulting risk rating will be used by Rothesay to set priorities (refer to Chapter 9).



Legend
Street Surface (Critical Rating)
Low
Moderate
High
Other

Municipal Building (Critical Rating)
Low
Moderate
Other

Boat/Yacht Club

School

Municipal Boundary

CBCL

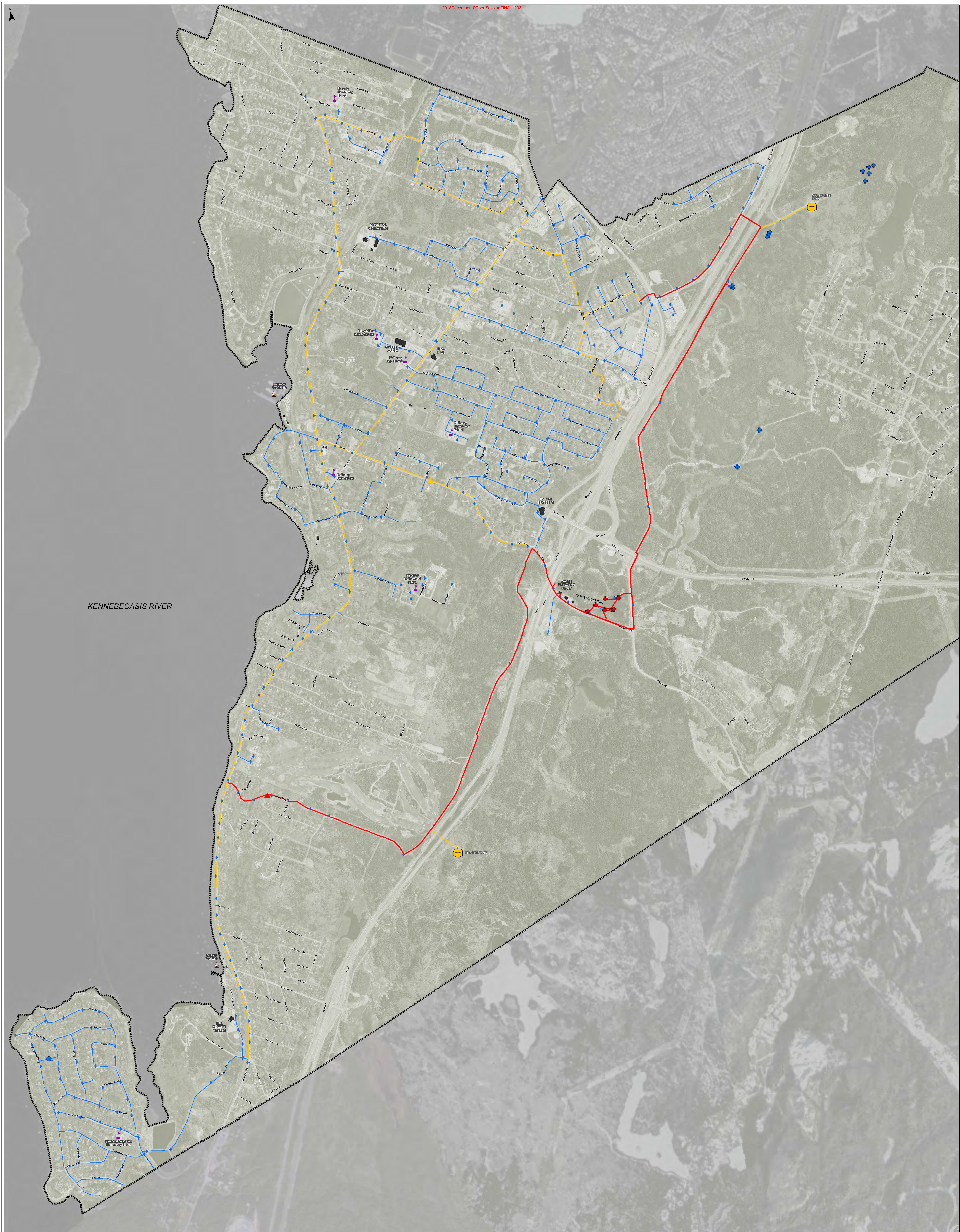
CBCL LIMITED
Consulting Engineers

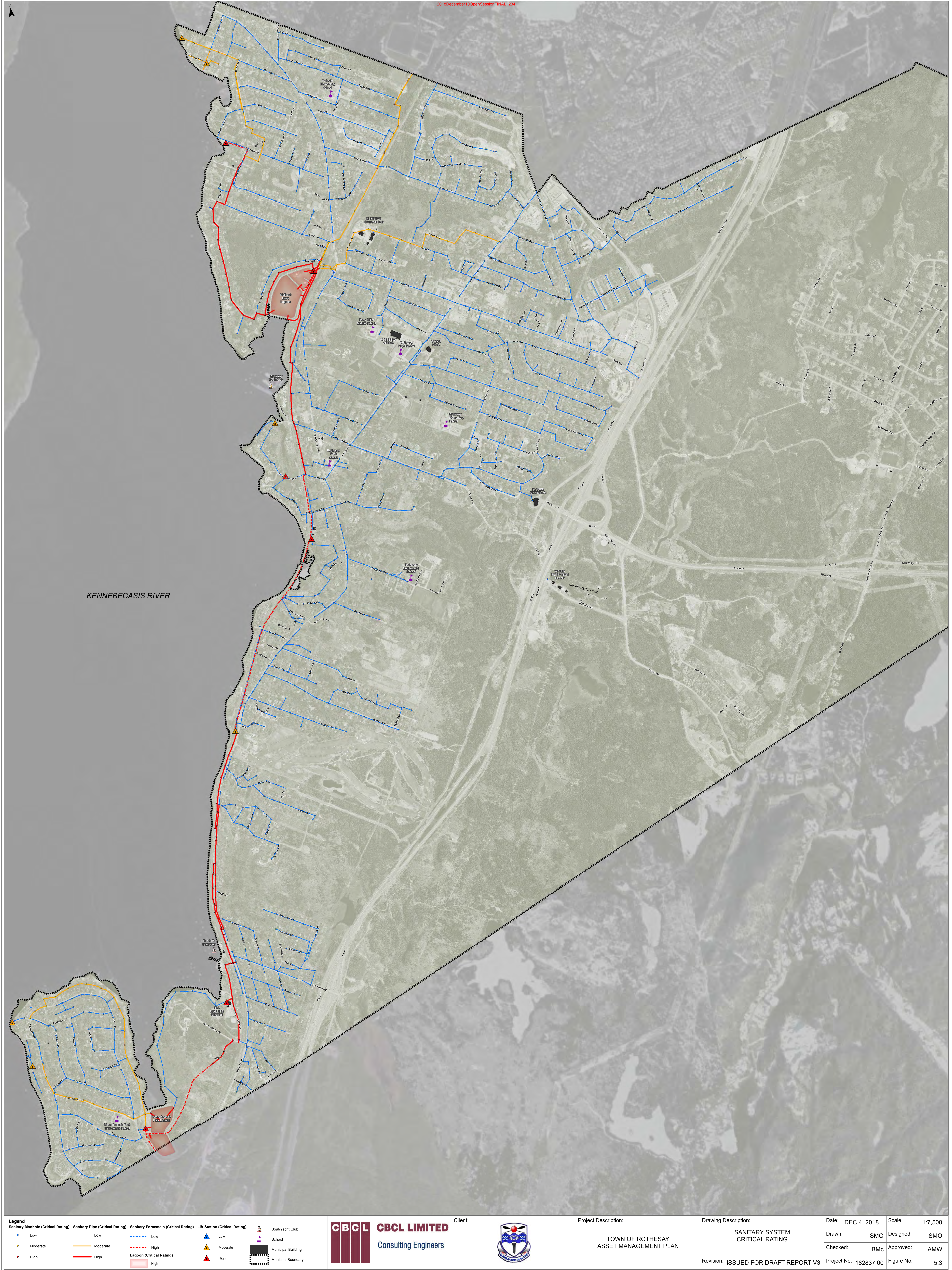
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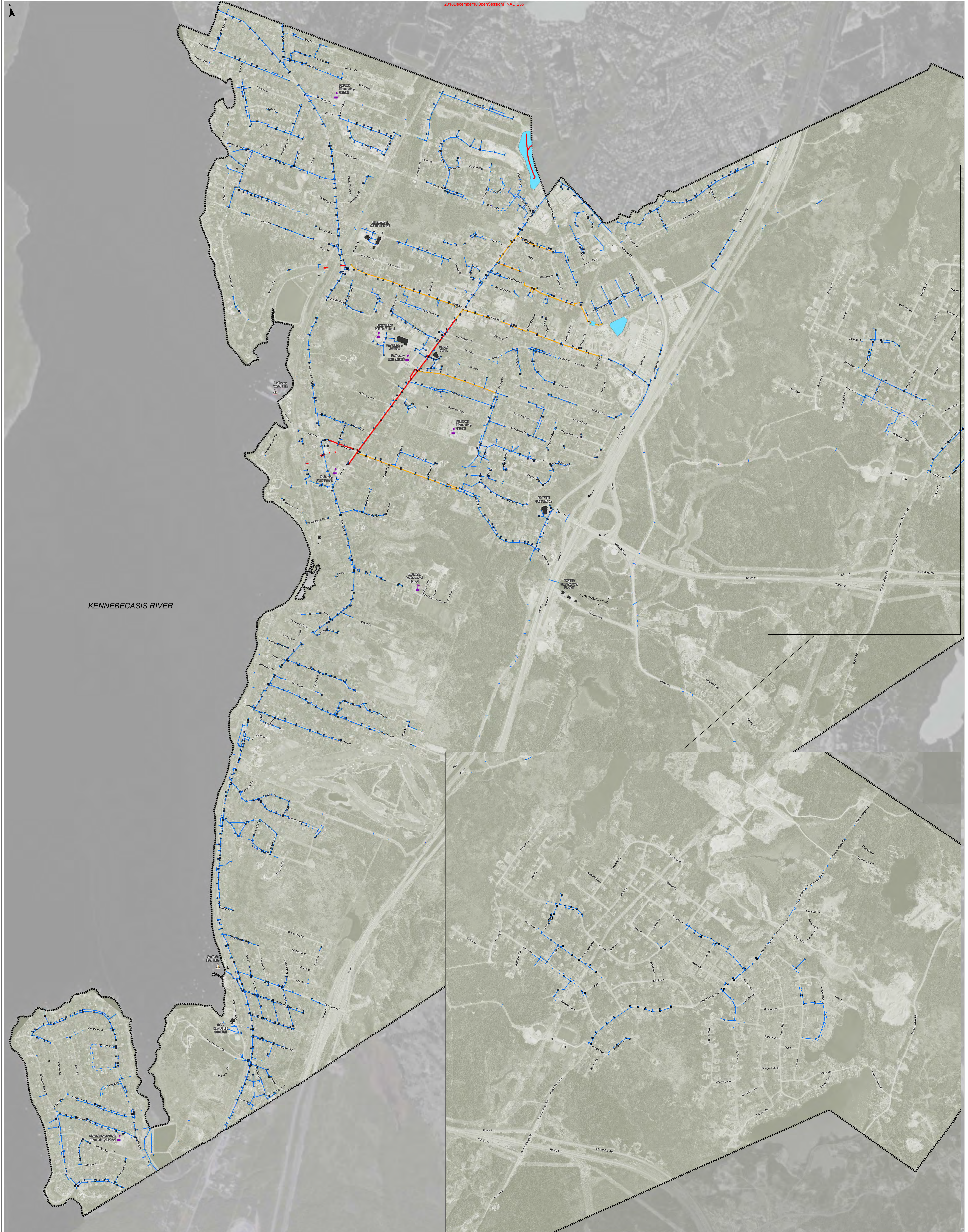
Project Description:
**TOWN OF ROTHESAY
ASSET MANAGEMENT PLAN**

Drawing Description:
**ROADS & FACILITIES
CRITICAL RATING**

Date: DEC 4, 2018	Scale: 1:7,500
Drawn: SMO	Designed: SMO
Checked: BMc	Approved: AMW
Revision: ISSUED FOR DRAFT REPORT V3	Project No: 182837.00
Figure No: 5.1	







CHAPTER 6 CLIMATE CHANGE

6.1 General

New Brunswick's mean annual temperature has already increased by 1.1°C in the last 30 years, and climate models predict that the province will warm another 5°C by 2080. Climate change has the effect of exacerbating natural extreme events: this means that as time progresses, events such as storms will get stronger and flooding will be more frequent across the province, thus impacting infrastructure.

In New Brunswick, climate change is expected to result in stronger winds, an increase in the frequency of extreme precipitation (i.e. 50 mm of rain or more in 24 hours or less), and an increase in the magnitude of storm surges in coastal areas. Climate change is also expected to result in a continuing increase in the frequency of freezing rain events and in the continuing rise of sea level. Furthermore, ice jams along rivers are expected to become more frequent, resulting in increased flooding.

In order to prevent significant damage to infrastructure by extreme events, it is important to ensure that municipal assets are adapted to withstand future climate conditions. This means ensuring that the impacts of climate change and extreme weather are considered in all infrastructure life cycle assessments and decisions, including project design, construction, operation, and maintenance. Events such as extreme rainfall can be particularly impactful to low-lying infrastructure such as culverts, storm water systems, sewage treatment facilities, and drinking water distribution systems.

A comprehensive understanding of climate trends in the region is required to fully assess the risks of climate change on public and private infrastructure as well as the natural landscape.

Eventually, local governments will undertake a community climate change risk and vulnerability assessment. Doing so will identify which pieces of infrastructure or systems are likely to be at the highest risk in the future. The risk and vulnerability assessment will also prioritize vulnerabilities, indicating which issues or items are most in need of work, and will consequently recommend adaptation options to increase the climate resiliency of municipal infrastructure. The resulting adaptation projects can then be included in the municipal AMP.

6.2 Phase I Climate Risk Assessment

As a first step in the adaptation planning process for 2018, a screening assessment was completed to review a comprehensive list of potential climate change – related risks and determine if and how they could and have impacted municipal infrastructure.

In conjunction with the risk workshop, Town staff and senior engineering staff from CBCL discussed a series of climate change risks and how they have or could impact municipal infrastructure.

The following section describes each climate change event considered and its potential impact to Rothesay.

6.2.1 Temperature Changes

This includes changes to mean values and extreme values. For Rothesay, this could cause impacts such as:

- High temperatures could cause odor issues related to the lagoon; and
- High temperatures results in and increase in water usage from people watering their lawn more.

Overall, it was acknowledged that temperature changes have been occurring and will continue to occur, however, the risk to Rothesay is minimal at this time.

6.2.2 Frost

This includes primarily the freeze thaw cycle and frequency of occurrences. For Rothesay, this could cause impacts such as:

- Roads and other infrastructure sensitive to the effect of going from frozen state to thawed state.

Overall, it was acknowledged that the frequency of the freeze/thaw cycle has been increasing. The most significant impact is to the life cycle of asphalt in Rothesay.

Rothesay mitigates this risk with their asphalt resurfacing program.

6.2.3 Precipitation as Rain

This includes the frequency and intensity of rain events as well as changes to the total annual/seasonal amounts and the proportional annual/seasonal events. For example, throughout the year that change in total amount of rain may not change significantly, however, there could be drastic changes to amount of time with no rain versus amount of heavier rain fall. This leads to drought conditions during dry periods and flooding risks during heavier rain falls.

For Rothesay, this could cause impacts such as:

- Overland flow leading to flooding; and
- Drought conditions could lead to impacts on water supply due to recharge.

Parts of Rothesay have experienced flooding conditions related to increased rain falls in recent years. To mitigate these issues, Rothesay has been developing a storm water management

guideline to reduce the risks associated with new development. Rothesay also constructed a detention pond in Oakville Acres to mitigate runoff flooding risks.

6.2.4 Precipitation as Ice

This includes the frequency and intensity of ice events as well as ice build ups.

For Rothesay, this could cause impacts such as:

- Iced trees that fall and damage roadways, infrastructure, or power lines.

This was noted a low risk. To mitigate the potential risk, NB Power clears trees along power lines. Emergency generators are also placed at the Town Hall, Works Department, Bill McGuire Centre, water plant, and 10 lift stations, which would provide the community and critical infrastructure with power in the event of an outage cause by ice, or in any weather related outage.

6.2.5 Precipitation as Snow

This includes the frequency, quantity, and also the impact of melting snow.

For Rothesay, this could cause impacts such as:

- Difficult to making roads wide enough;
- Higher operation costs (plowing);
- Affect access to areas with snow build up;
- Safety issue with height of snow piles and
- Snow melts could cause run off issues.

This was noted as a low risk.

6.2.6 Hydrology

This includes changes in the groundwater table, sea level rise, storm surge, overland flow and capacity of brooks/streams to dampen the effect of overland flow.

For Rothesay, this could cause impacts such as:

- Significantly impacted areas in flood zone from river rise;
- Infrastructure not built to that level; and
- Drought conditions could impact water levels and recharge in wells.

The impacts of water level rise is viewed as significant for infrastructure located in the flood zone. In 2018, Rothesay dealt with severe flooding related to water level rise. Rothesay is currently working on a review of the event and developing new policies to mitigate and adapt to the potential for this event to re-occur.

The impact of drought conditions on groundwater levels are also considered a significant risk.

6.2.7 Wind Speed

This includes changes in mean values, extremes (sustained and gusts) wind patterns.

For Rothesay, this could cause impacts such as:

- Moderate damage to trees.

This was noted as a minor risk.

6.2.8 Thunder and Lightning

This includes changes in frequency of events, including associated effects such as wind gust and lightning strikes.

For Rothesay, this could cause impacts such as:

- Potential for power failure with lightning strike; and
- Moderate damage to trees.

To mitigate the impact of lightning strikes, lightning rods are installed on SCADA towers and reservoirs.

6.2.9 Earthquakes, Tornadoes

This includes changes in frequency of events, including associated effects.

These events are unlikely to occur.

6.3 At-Risk Assets

While there are numerous ways a changing climate could affect the Town, there are several key assets within the Town that could be detrimentally impacted by changes to the local climate.

6.3.1 Kennebecasis River Flooding

There are several areas along the Kennebecasis River within the Town that are susceptible to flooding, as evident from the most recent flooding event which occurred in the spring of 2018. Many residents and businesses were impacted, as well a number of the Town's assets.

The extent of the flooding caused by raised water level in the Kennebecasis River is shown in Figure 6.1.

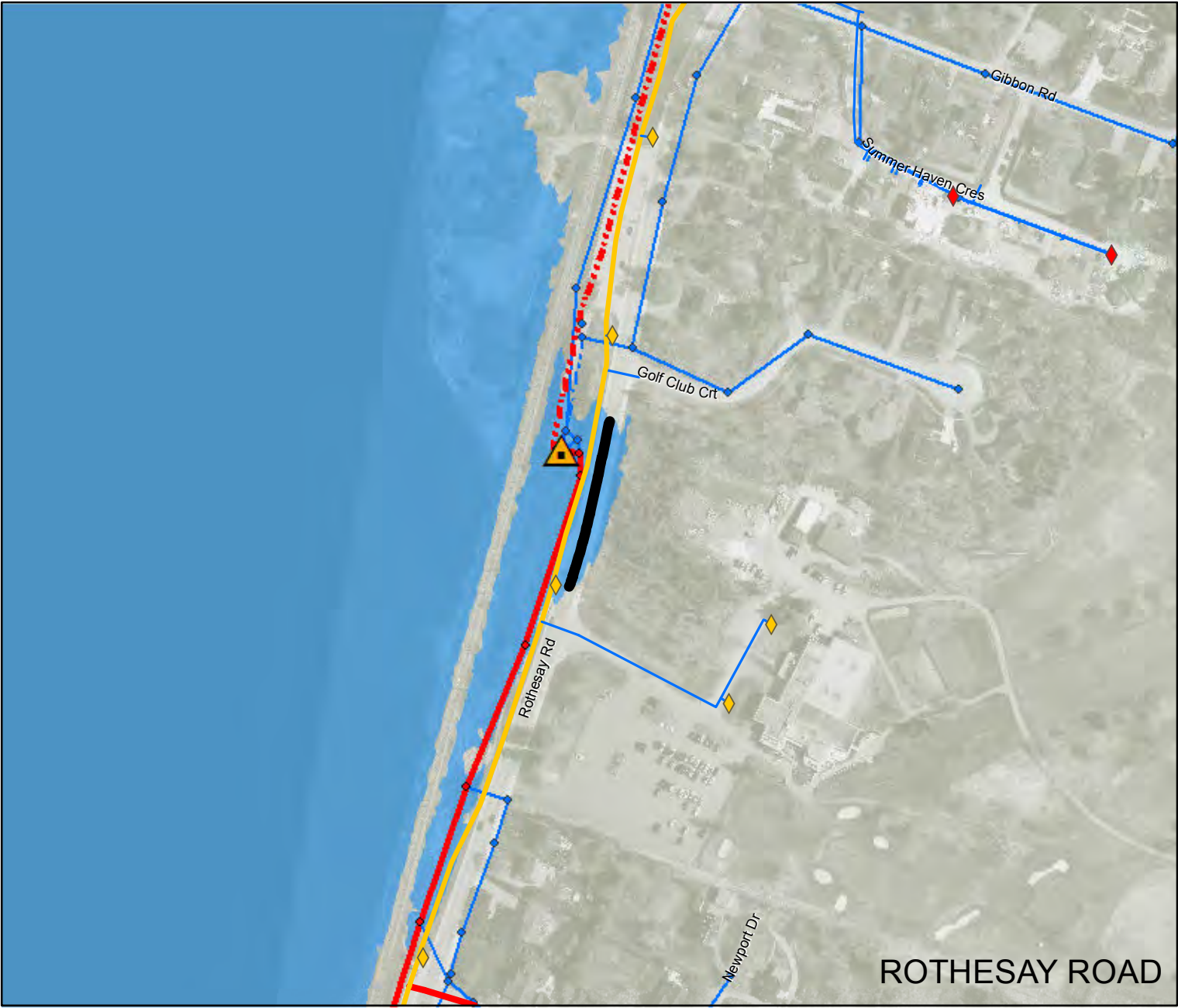
Assets that would be effected by river flooding would be both lagoons, lift stations, and the Bill McGuire Centre. Several segments of roadways would be covered with water, including a portion of Rothesay Road, which is a primary transportation link within the municipality.

6.3.2 Roads

An increased frequency of extreme temperature fluctuation events throughout the colder months would severely impact the condition of asphalt structures. When asphalt roads are subject to

KENNEBECASIS RIVER

CRITICAL ROADS SUBMERGED DURING MAY 2018 FLOODING



ROTHESAY ROAD



PARK DRIVE
ELIZABETH PARKWAY

CRITICAL BUILDINGS AFFECTED DURING MAY 2018 FLOODING



BILL MCGUIRE CENTRE

Sanitary Manhole (Critical Rating)	Lift Station (Critical Rating)	Sanitary Forcemain (Critical Rating)	Sanitary Pipe (Critical Rating)
Low	Low	Low	Low
Moderate	Moderate	Moderate	Moderate
High	High	High	High

Boat/Yacht Club	School	6.0m 2018 Flood Level	Municipal Building



Client:
Project Description:
TOWN OF ROTHESAY
ASSET MANAGEMENT PLAN

Drawing Description:
ASSETS AFFECTED DURING
THE 2018 6.0m FLOODING
OF THE KENNEBECASIS RIVER

Date: DEC 4, 2018	Scale: 1:7,500
Drawn: SMO	Designed: SMO
Checked: BMC	Approved: AMW
Revision: ISSUED FOR DRAFT REPORT V3	Project No: 182837.00
Drawing No: 6.1	

fluctuating temperatures, the water that has permeated into the asphalt will freeze and cause expansion within the structure, and then thaw and allow more water into the asphalt structure. These freeze-thaw cycles cause a more rapid degradation of the asphalt surface, which ultimately decreases the condition of all roads within the Town.

6.3.3 General Flooding (Not Related to Rising River)

As discussed above, parts of Rothesay have experienced flooding conditions related to increased rain falls in recent years. It is likely that the risk of overland flooding will continue, however, it is not isolated to a particular area in Town. As such, many of the assets are at risk. The Town is aware of this risk and is currently investigating the functionality of the storm water system and identifying bottle necks. They have also been developing a storm water management guideline to reduce the risks associated with new development.

CHAPTER 7 **COST ANALYSIS**

7.1 Financial Projection

A 50 year spending projection has been prepared for Rothesay to show peaks and valleys in spending requirements for core and high value assets, as well as operations and maintenance costs. All costs shown in the spending projection are in 2018 dollars.

For the purposes of this plan, the total annual required spending profile was calculated by the summation of the following components:

7.1.1 Water System

For every pipe and fire hydrant in the system, the asset was assigned a useful life and replacement cost. Based on year of installation, the replacement costs were compiled on a year to year basis when the asset reached the end of useful life. When condition assessments advance beyond percent of useful life to something more indicative of its true condition (e.g., visual inspection, video inspection), the useful life attribute can be adjusted either up or down as needed.

The results of the cost projection for renewal/replacement costs are shown on Figure 7.1.

7.1.2 Sanitary

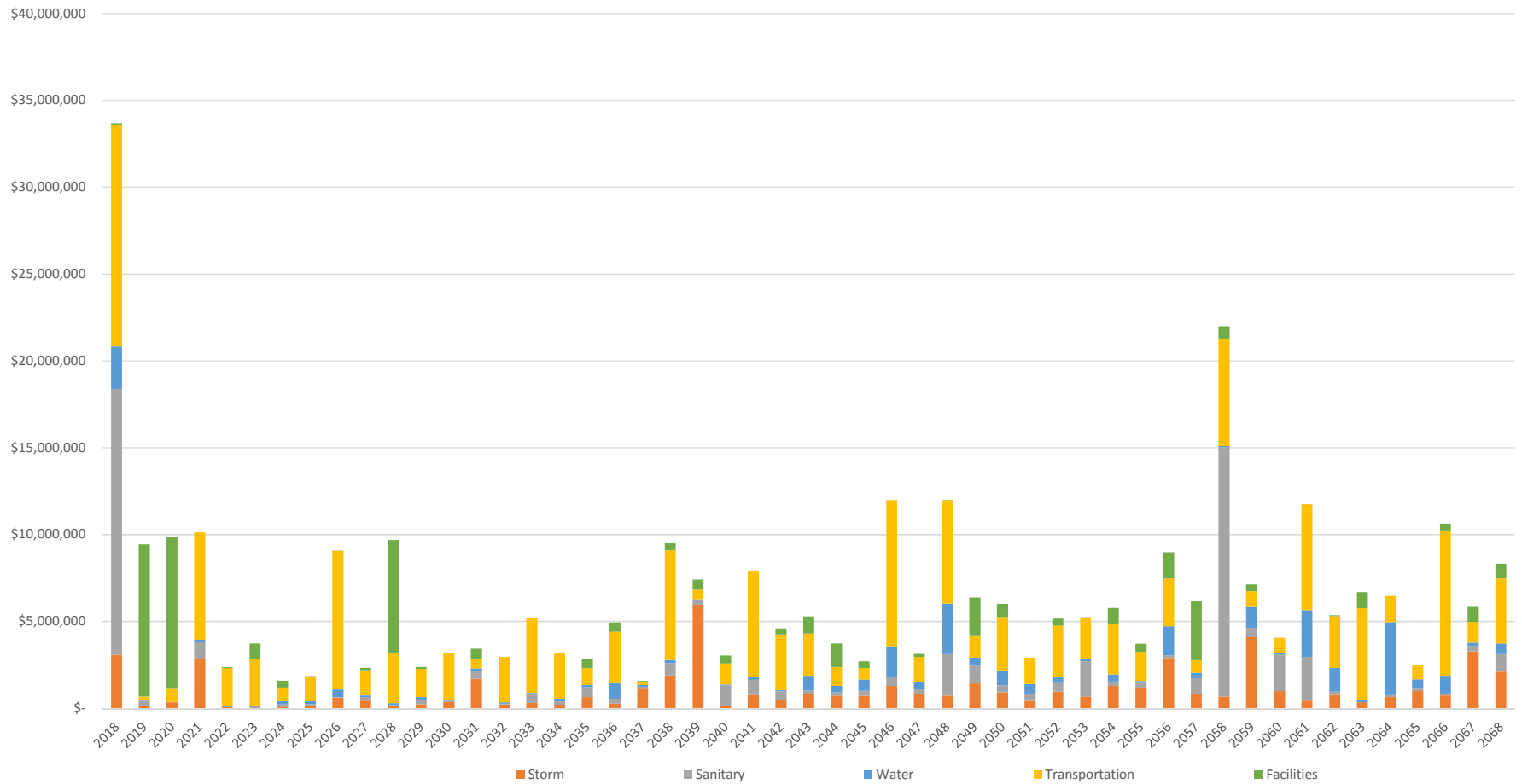
For every pipe and manhole in the system, the asset was assigned a useful life and replacement cost. Based on year of installation, the replacement costs were compiled on a year to year basis when the asset reached the end of useful life. When condition assessments advance beyond percent of useful life to something more indicative of its true condition (e.g., visual inspection, video inspection), the useful life attribute can be adjusted either up or down as needed.

The results of the cost projection for renewal/replacement costs are shown on Figure 7.1.

7.1.3 Storm Water

For every pipe, manhole and catch basin in the system, the asset was assigned a useful life and replacement cost. Based on year of installation, the replacement costs were compiled on a year to year basis when the asset reached the end of useful life. When condition assessments advance beyond percent of useful life to something more indicative of its true condition (e.g., visual inspection, video inspection), the useful life attribute can be adjusted either up or down as needed.

Figure 7.1 Rothesay Renewal/Replacement Cost Projection



DISCLAIMER

PLEASE NOTE THAT THE INSTALLATION YEAR FOR MANY ASSETS WERE NOT KNOWN AND THEREFORE A CONSERVATIVE ESTIMATE WAS APPLIED. THIS RESULTS IN MANY OF THE ASSETS SHOWING UP IN 2018 AS NEEDING TO BE REPLACED. THE NEXT EXERCISE FOR THE TOWN WILL BE TO REFINE THE REPLACEMENT TIMELINE BY INCORPORATING ASSET CONDITION INTO THE USEFUL LIFE DATA SET.

The results of the cost projection for renewal/replacement costs are shown on Figure 7.1.

7.1.4 Transportation

For every section of asphalt base and seal, sidewalk, and curb, the asset was assigned a useful life and replacement cost. Based on the year of installation, the replacement costs were compiled on a year to year basis when the asset reached the end of useful life. When condition assessments advance beyond percent of useful life to something more indicative of its true condition (e.g., visual inspection, video inspection), the useful life attribute can be adjusted either up or down as needed.

The results of the cost projection for renewal/replacement costs are shown on Figure 7.1.

7.1.5 Facilities

Data provided by the Town containing the year of construction/installation, useful life, and replacement value, were used for the core and high value facilities. Based on year of installation, the replacement cost would populate in the year when the facility reached the end of useful life. This would be repeated if the facility was required to be replaced several times over the 50 year spending projection.

Reiterating the point made in section 4.3, due to the absence of a formal building condition assessment, the cost for the entire facility was assumed to be replaced when its useful life had been reached. This may realistically not be the case because various components of each facility may be replaced rather than a complete raze and rebuild. Again, as a next step, a formal building condition assessment would need to be completed to conduct a component-based analysis for each facility to better represent the costs over the 50 year planning horizon.

The results of the cost projection for renewal/replacement costs are shown on Figure 7.1.

7.1.6 Operation and Maintenance

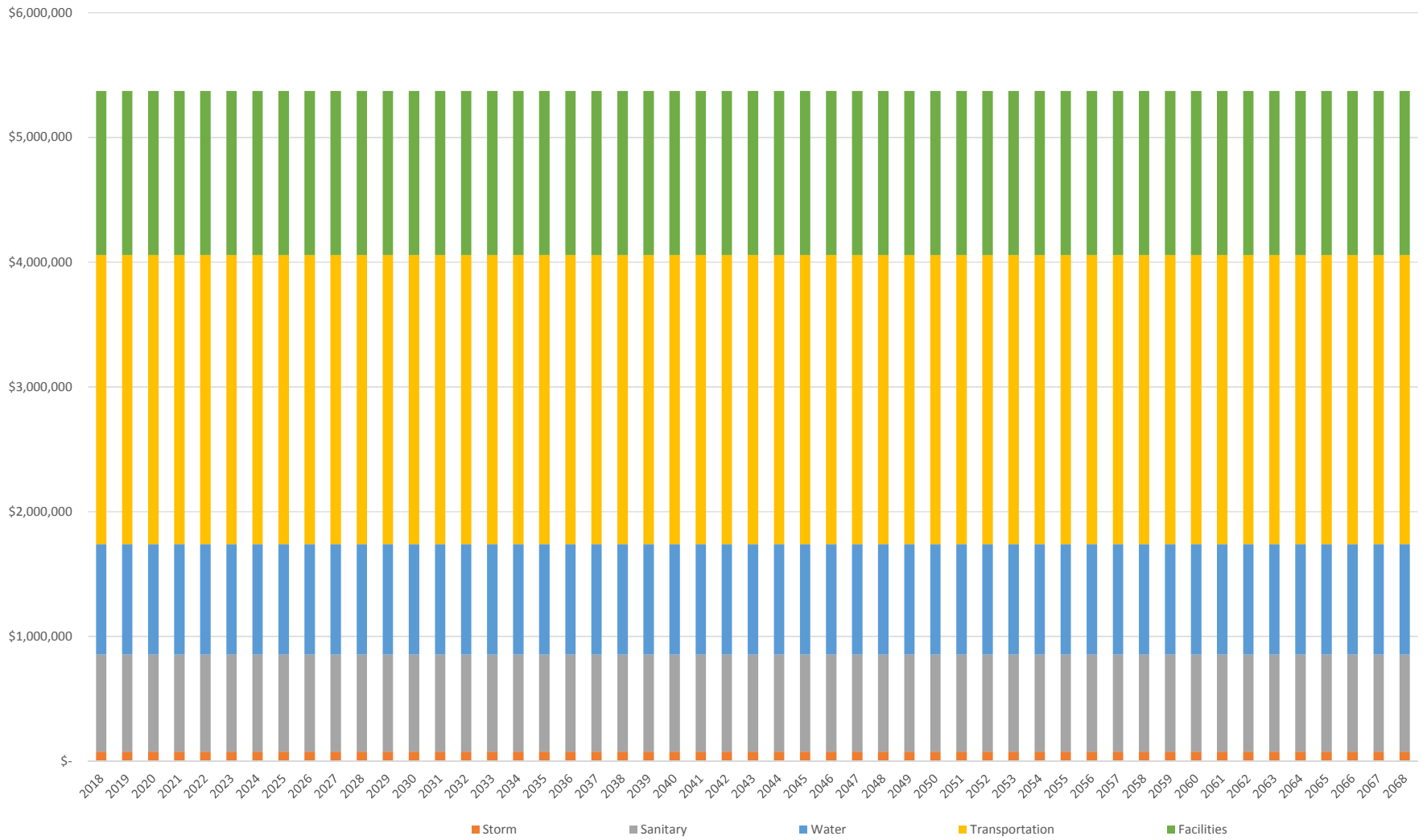
Rothsay maintains record of the Operation and Maintenance (O&M) costs associated with all activities for the town. The O&M costs for 2018 are categorized into storm, sanitary, water, transportation, and facilities.

The results of the cost projection for O&M costs are shown in Figure 7.2.

Most O&M costs are assumed to remain constant over the cost projection period, however the Town is expecting to build a new wastewater treatment facility within the next 5 years, as well as a new arena within the next 10 years. It is difficult to forecast O&M costs associated with new facilities that have yet to be constructed, although it has been noted by the Town that they are expecting to experience a change in O&M costs when these new facilities are constructed.

The Town recognizes the importance of understanding not only the capital expenses associated with replacement and renewal of assets but also the full life cycle costs. Going forward, the tools

Figure 7.2 Rothesay O&M Cost Projection



developed as part of this Plan will continue to be populated and data collection expanded to improve the full life cycle cost of all municipal assets.

Future considerations will also include increasing associated O&M costs as the asset ages.

DISCLAIMER

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CHAPTER 8 **FINANCIAL PLANNING**

8.1 Overview

In order for an AMP to be effectively put into action, it must be integrated with financial planning and long-term budgeting. The development of a comprehensive financial plan will allow Rothesay to identify the financial resources required for sustainable asset management based on existing asset inventories, desired LOS and projected growth requirements.

8.2 General Operating Principles

General operating principles include the basic theory regarding capital replacement and maintenance programs, operational service levels, cost allocations, debt tolerance, etc. The overriding assumption inherent in the policy is that current service levels and standards are acceptable to Council and the residents and all actions are determined based upon the best interests of all residents.

Specific operating principles include the following:

- Changes to operating procedures and processes will be subject to cost-benefit analysis and, subject to Council approval, included in a five year rolling plan. Costs are allocated to the appropriate internal department and monitored on a monthly basis by the department head to ensure compliance with budgeted expenditures;
- Any new infrastructure proposal (additional roadways, sidewalks, trails, buildings, etc.) will be subject to financial impact analysis relating to capital financing and effects on operating costs associated with the new infrastructure;
- Representatives of outside boards and agencies will be encouraged to manage budget requests within guidelines established annually by Council;
- Decisions related to “contracting out” services are determined based upon the most cost effective strategy in the circumstance;
- Sufficient funds will be included in the operating budget to maintain the fleet based on consistent expenditures each year (adjusted for inflation). Additions to the fleet will be subject to a cost-benefit analysis including acquisition costs, remaining service life and annual operating costs;
- Sufficient funds will be included in the operating budget for maintaining street surfaces throughout the municipality based upon consistent expenditures each year (adjusted for

inflation). Expansion of the road and sidewalk network will be assessed based upon capital cost and projected operating costs for the first five years of life. Funding for such projects will be through borrowing, Gas Tax grants and/or local improvement charges, as discussed below;

- Operating reserves will be maintained in accordance with the maximum permitted by the Municipalities Act. Capital reserves are created for capital projects approved in the year but for which the expenditure has been postponed to a future year. Capital reserves may also be created should additional revenues be generated from unanticipated events, such as the sale of municipal land, or the delay of expenditures in a year. Capital reserves are used to fund unanticipated capital projects, cost overruns, Gas Tax funding, etc.;
- The water and sewer utility is operating as a single entity funded by user fees. The cost of overhead for the utility will be distributed between the water and sanitary sewer accounts based upon the number of equivalent user units. The general fund is charged the maximum allowable by legislation for fire protection;
- The general utility user fee principles being; 1) the fixed portion of the water rate will be based upon fixed cost of the water utility being debt service costs (principal and interest); 2) the variable portion of the water rate will be based upon the variable operating costs such as electricity, chemicals, maintenance, etc.; and 3) the sewer rate will be calculated to reflect all costs directly attributable to providing sewer service. Labour costs are generally considered part of the variable costs although they are not full elastic (more correctly described as “step-variable”);
- Utility connection fees collected in a year will be allocated to the reserve account for future capital improvements.

8.3 Funding Principles

There are four primary sources of funds available to the municipality;

- Transfers from other levels of government;
- General property tax assessments;
- User fees; and
- Local improvement levies.

8.3.1 Transfers

Transfers from other levels of government include unconditional grants from the Province, Gas Tax funds from the federal government, and other one-time grants through various spending programs (such as “Build Canada” funds). With the exception of the unconditional grants these receipts are generally applied to specific projects and represent a “cost-sharing” arrangement. Any amount received reduces the amount Rothesay needs to borrow to fund these projects and the funding required annually from other sources to repay these loans.

The Federal and Provincial Governments often have funding programs for specific projects in the form of “matching grants”, meaning each level of government contributes a percentage of the project cost. The timing of the funding is often limited to a particular fiscal period and may not correspond to the priority of Rothesay. However, given funds may not be available in a future

period, the priority list will be reviewed and analyzed consistent with the regular financial principles to determine whether it is in the Rothesay's best interests to participate.

Rothesay will aggressively pursue funding from other levels for all projects including advocating for additional transfers as necessary. Gas Tax funds and/or capital grants will generally be applied to projects which benefit the whole community or large portions thereof.

Applications for funding under the provincial designated highway plan will be made annually in an amount that reflects resurfacing of all designated roads within the municipal jurisdiction on a 15 year cycle.

8.3.2 Property Taxes

Property tax revenue represents amounts raised from the community to fund normal operations including annual operating costs and capital projects either directly or via repayment of loans obtained to finance those projects. This source of revenue would generally be obtained to provide services which are of use to the entire population (e.g., maintenance of roads, provision of fire and police services, administrative costs to manage the affairs of Rothesay, etc.). The revenue generated is a combination of the rate applied and the assessed property value. This system has the potential to result in owners of higher valued properties subsidizing expenditures incurred for the "greater good of all residents" since the pro-rated cost of providing a service is often not directly related to the value of your individual property. The basis for this formula assumes that one's ability to pay is consistent with the value of one's property.

Rothesay will manage its finances with an objective of maintaining a stable (e.g. fixed) property tax rate with any increases in revenue obtained as a result of increases in assessed property values. Should this not be possible, any aggregate increase in the property tax rate and value of assessed properties will be limited to the general rate of inflation.

Capital projects will be directed to projects with broad benefits to the community and funded as much as possible from current operating revenues. Large capital projects will be funded via debt financing subject to the overall finances being sufficient to support the associated financing costs.

8.3.3 User Fees

User fees are specific charges for the use of a specific service, for example the rental of the arena or ball field. For recreational services the cost to provide the infrastructure and operating costs usually exceeds the amount raised from the users. A full-cost user fee system would make the service prohibitively expensive for the direct users in comparison with competing jurisdictions. Therefore, the community has decided to provide resources from the general revenue to subsidize these activities. Theoretically there is a community benefit to having these services available for use therefore everyone shares on the cost through property taxes.

Rothesay will impose user fees where a direct connection exists between the service provided and those receiving the benefit. The fee imposed will be determined in an effort to recover direct costs of providing the service but limited to the markets ability to pay or competitive environment.

Another example of “user fees” is costs incurred by a developer to create a subdivision. The cost of the road and services relating to the new development are paid directly by the developer, and ultimately by the property purchasers. Only once the projects are completed do they become part of the network and the responsibility of all residents.

When development is approved, it is expected that the developer would upgrade an existing road to Rothesay’s standards. If a new local road is to be built, it is the obligation of the developer to pay all construction costs. This could include costs to improve connected arterial roads should the development result in the need for an upgrade. Similarly, the costs of installing water and sewer services are the obligation of the developer.

Theoretically the revenue generated from new property taxes and utility charges is sufficient to fund additional operating costs associated with the subdivision.

Rothesay will require developers to bear the full cost of ensuring properties are created to a standard determined by Council in a manner consistent with the municipal plan including the creation of new local roads. Prior to the approval of new projects a financial assessment is required to determine the overall impact of incremental operating costs versus incremental revenue generated.

The exception to the user fee model described above in regard to recreational facilities relates to the provision of water and sewerage services. These utilities are operated as separate components of the municipality on a full cost recovery basis. The users of the system pay a fee sufficient to fund the entire operation, including finance costs associated with any debt required to build the system. These fees include charges for access to the system (i.e. flat fee connection charges), water usage fees, and sewer fees. Users are also responsible for the cost to connect to the system. In circumstances where the service is available but the potential user chooses not to connect to the system, and to encourage the user to access the service, a fee is charged as well.

An attempt is made to determine a fee schedule consistent with a customer’s relative usage of the system. For example, commercial users are charged at a different rate than residential users as they place different demands on the system.

Rothesay will impose user fees for water and sewer services in an amount sufficient to recover 100% of the costs required to provide these services.

8.3.4 Local Improvement Levies

Local improvement levies could be viewed as a subset of the user fee model. Rather than a specific fee charge for the use of a service these charges are assessed against a specific group of residents to provide an improvement to their area. For example, the property tax revenue would normally be used to pay for maintenance and improvement of arterial roads, and water fees would pay for upgrades to the water system. However, in certain circumstances, it may be deemed “unfair” for all residents or all system users to share in the costs of a specific program. In these cases the subset of residents who directly benefit from the improvement pay a special charge to fund the changes.

Rothsay has historically imposed this type of levy in rare circumstances, one being water system improvements to Kennebecasis Park. Residents of this area pay the normal usage fees as well as the local improvement charge for a period of 30 years to fund system upgrades to their area.

The municipal plan does contemplate this type of charge. In fact, the current plan states “existing local roads will be improved through local improvement levies and developers will pay for new local roads” (Section 11.2.3(b)). These improvements could include the provision of sidewalks, upgrading drainage, upgrading the roadway (including resurfacing in certain circumstances), etc.

The current by-law and provincial legislation requires direct input from the affected subset of citizens to be implemented. For example, a petition containing two thirds of the residents in an area representing at least 50% of the assessed value of the properties could request an improvement and imposition of a local improvement levy. Conversely, a similar petition could halt the imposition of a levy unless specifically over-ridden by Council.

8.4 Financial Review

Table 8.1 summarizes the capital additions by asset category in the Town for the past five years.

Table 8.1 Capital Additions by Asset Category

YEAR	LAND	LAND IMPROVEMENTS	BUILDINGS & LEASEHOLD IMPROVEMENTS	VEHICLES	MACHINERY & EQUIPMENT
2017	\$ -	\$ -	\$199,186	\$1,218,743	\$275,397
2016	\$ -	\$1,656,168	\$580,084	\$141,207	\$745,253
2015	\$1,184,699	\$492,709	\$2,276,011	\$77,214	\$827,059
2014	\$627,523	\$644,842	\$161,956	\$368,883	\$87,414
2013	\$170,167	\$ -	\$57,279	\$285,622	\$527,566
YEAR	INFRASTRUCTURE				ASSETS UNDER CONSTRUCTION
	ROADS AND STREETS	DRAINAGE NETWORK	WATER	SANITARY	
2017	\$1,492,272	\$320,869	\$760,657	\$112,720	\$3,250,138
2016	\$2,794,933	\$577,108	\$954,234	\$678,682	\$722,155
2015	\$969,943	\$1,183,030	\$806,005	\$130,537	\$243,384
2014	\$4,946,517	\$692,068	\$1,128,583	\$533,618	\$1,054,531
2013	\$ -	\$ -	\$124,227	\$106,477	\$2,417,557
TOTAL					
2017	\$7,629,982				
2016	\$8,849,824				
2015	\$8,190,591				
2014	\$8,136,873				
2013	\$3,688,895				

Table 8.2 summarizes the annual funding payments related to capital additions from the various sources.

Table 8.2 Annual Funding Payments Related to Capital Additions

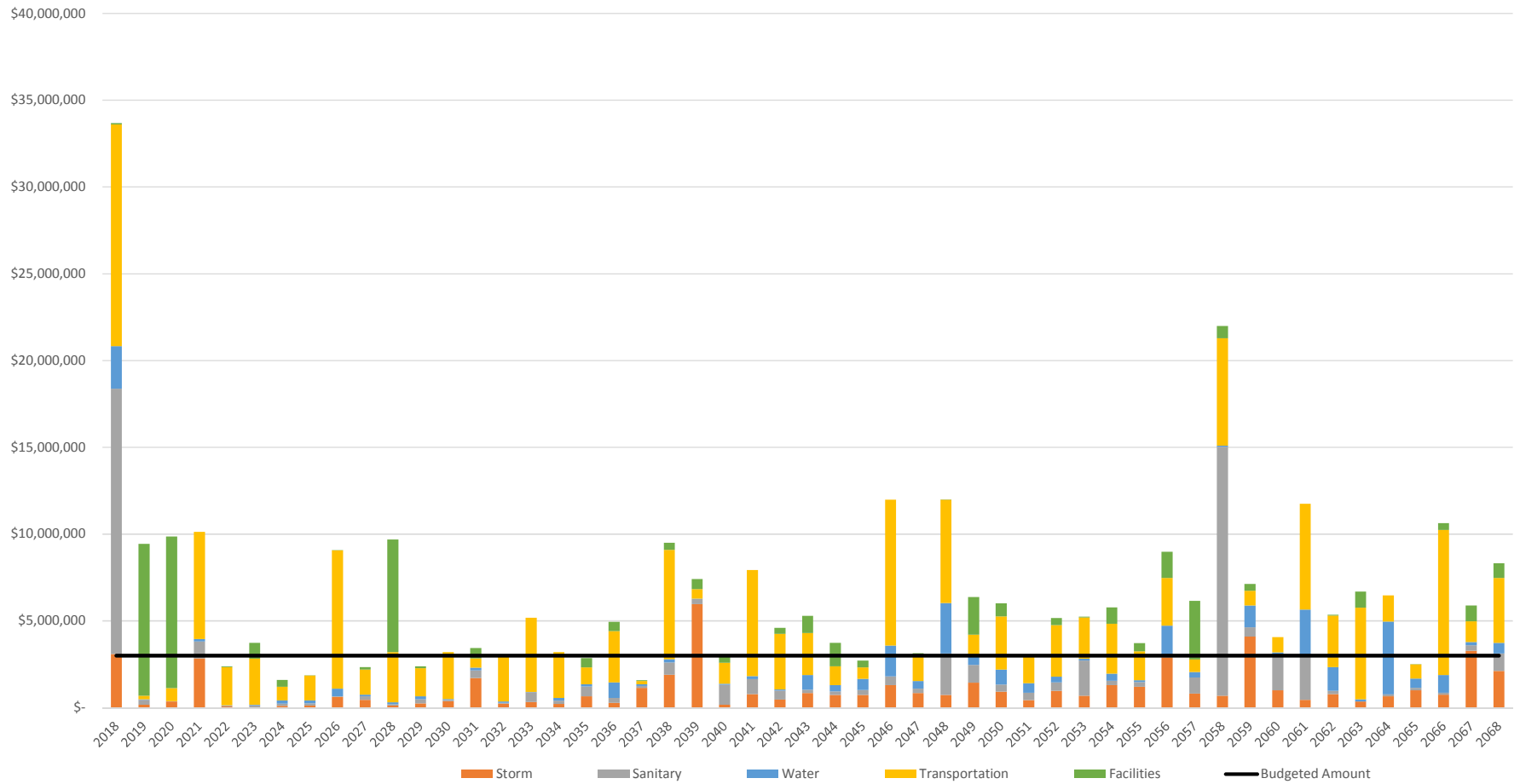
YEAR	CAPITAL FROM OPERATING		RESERVES	DEBT REPAYMENTS
	GENERAL	UTILITY		
2017	\$2,171,446	\$537,505	\$300,000	\$1,471,773
2016	\$2,672,484	\$789,236	\$731,335	\$1,261,393
2015	\$1,788,903	\$546,883	\$350,000	\$1,076,138
2014	\$2,752,524	\$701,379	\$1,604,246	\$1,100,204
2013	\$1,406,689	\$624,902	\$501,368	\$1,153,379
YEAR	GOVERNMENT TRANSFERS		IMPROVEMENT LEVY	DEVELOPER CONTRIBUTIONS
	GAS TAX	GRANTS		
2017	\$744,105	\$1,901,154	\$58,395	\$227,332
2016	\$421,669	\$1,941,356	\$62,421	\$829,848
2015	\$100,000	\$977,000	\$60,603	\$ -
2014	\$830,000	\$448,100	\$60,001	\$ -
2013	\$ 470,000	\$ -	\$60,703	\$ -
YEAR	TOTAL			
2017	\$7,411,710			
2016	\$8,709,742			
2015	\$4,899,527			
2014	\$7,496,454			
2013	\$4,219,041			

8.5 Capital Resources Available

The Town budgets approximately \$3 million annually for the renewal and replacement of capital assets. However, the \$34 million backlog of renewal/replacement costs for 2018 shown in Figure 8.1 would need to be examined further before committing large capital spending. As previously mentioned, the calculation for replacement were based on the year of installation and an assumed useful life. Therefore, the actual asset replacement year could be adjusted after completing a visual inspection of the assets.

The Town maintains record of their annual budget from previous years, which includes detailed data on both utility and capital expenditures required to operate and maintain the Town. Rothesay has approximately \$5.4 million budgeted for 2018 to cover all O&M activities related to facilities, roads, water, sanitary, and storm systems. This value was assumed to remain constant over the projection period used in Figure 8.2.

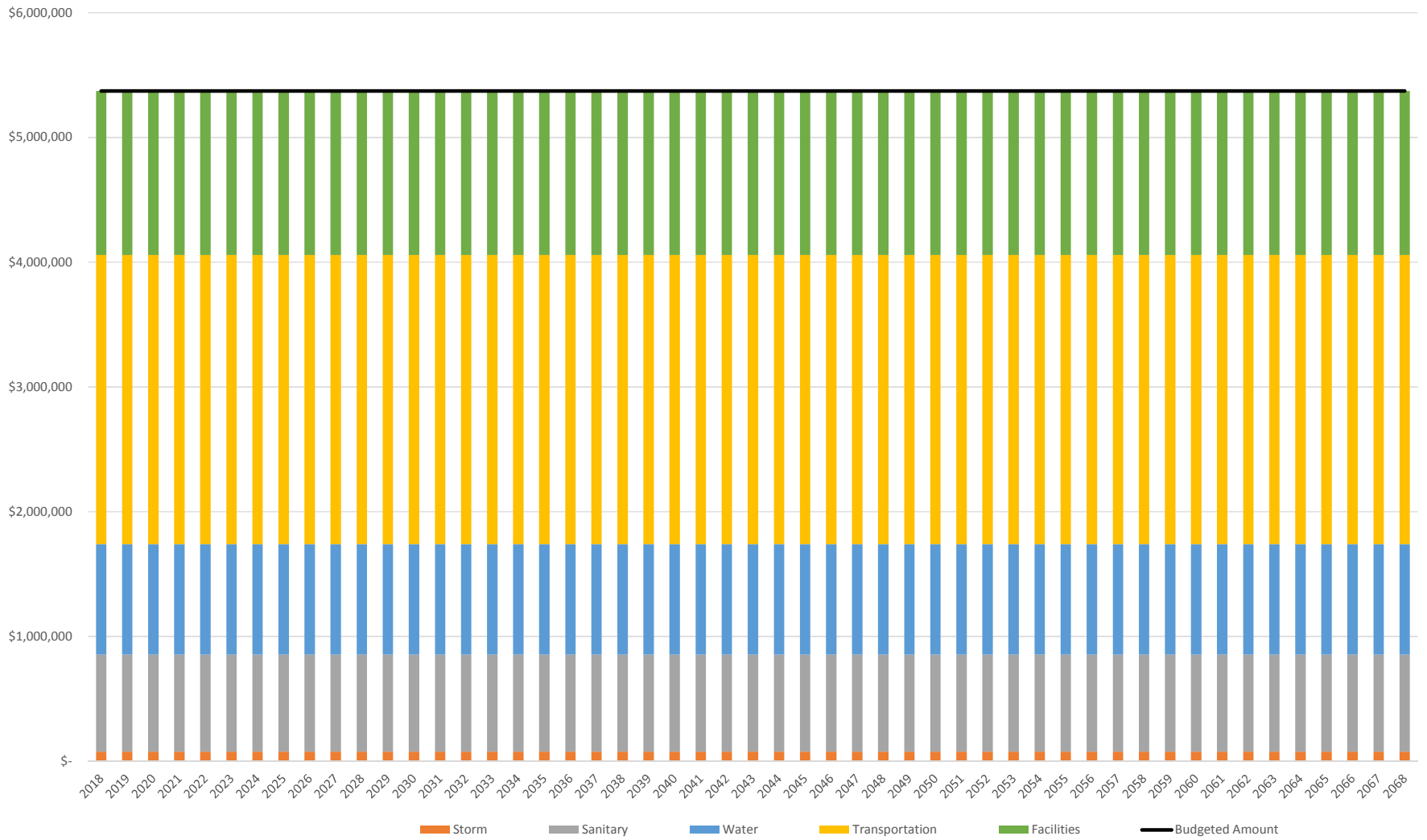
Figure 8.1 Rothesay Renewal/Replacement Budget



DISCLAIMER

PLEASE NOTE THAT THE INSTALLATION YEAR FOR MANY ASSETS WERE NOT KNOWN AND THEREFORE A CONSERVATIVE ESTIMATE WAS APPLIED. THIS RESULTS IN MANY OF THE ASSETS SHOWING UP IN 2018 AS NEEDING TO BE REPLACED. THE NEXT EXERCISE FOR THE TOWN WILL BE TO REFINE THE REPLACEMENT TIMELINE BY INCORPORATING ASSET CONDITION INTO THE USEFUL LIFE DATA SET.

Figure 8.2 Rothesay O&M Annual Budget



CHAPTER 9 PRIORITY SETTING

9.1 General

As a result of the work conducted to develop this AMP, the quantity and quality of asset data has improved significantly. Rothesay is committed to using the data and results of associated analyses to inform decision making. In preparing the annual budgets and determining what asset improvements should be done, Rothesay will review both the projected spending chart as well as the list of priorities.

As an initial screening exercise to develop a list of priorities, the results of the risk assessment will be used.

Table 9.1: Risk Assessment Colour Coding

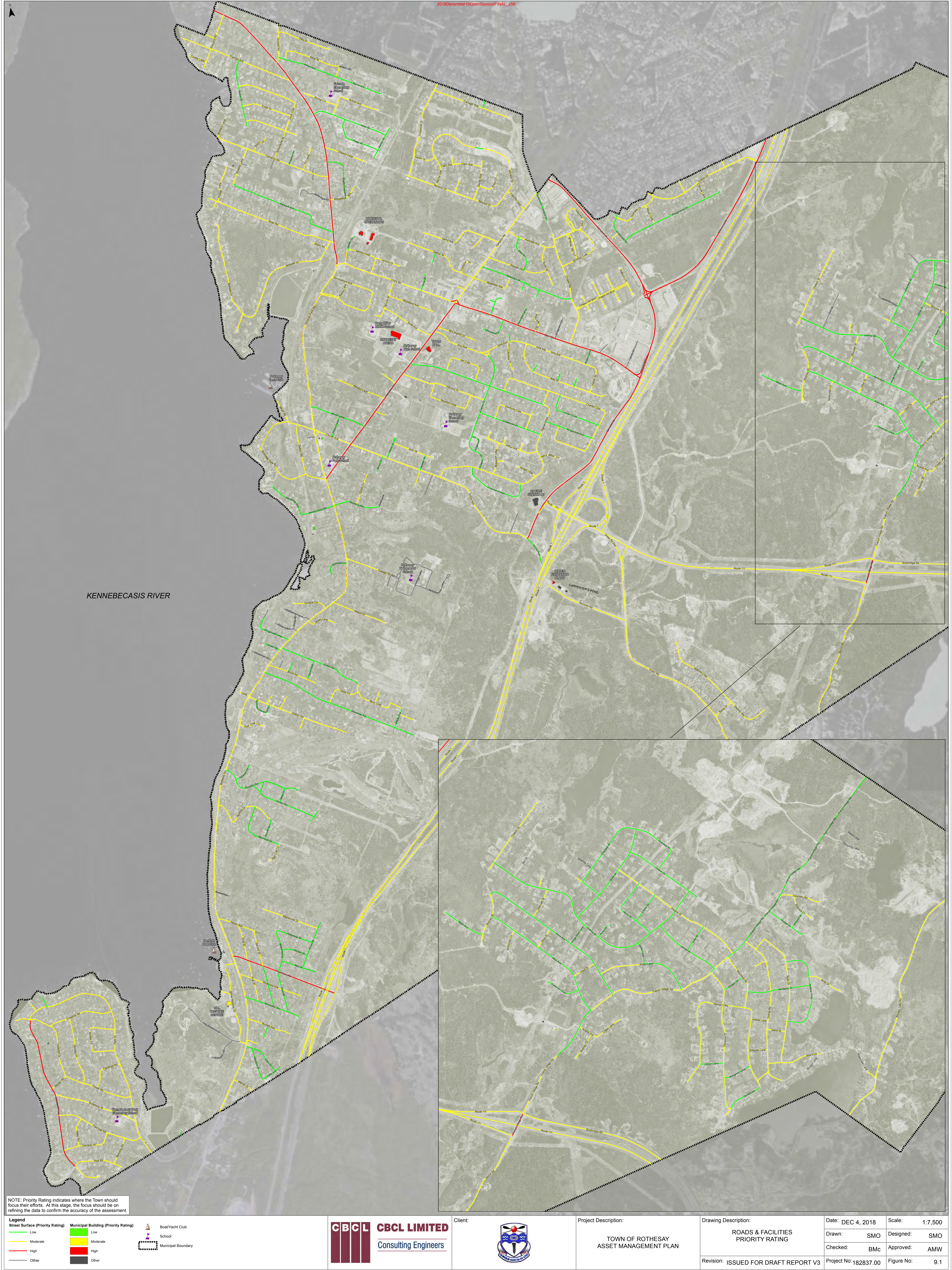
Critical Asset	Likelihood				
	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15

Asset maps have been created using the colour coding shown in Table 9.1. The following maps have been created:

- Figure 9.1 Roads and Facilities;
- Figure 9.2 Water System;
- Figure 9.3 Sanitary System;
- Figure 9.4 Storm System.

DISCLAIMER

PLEASE NOTE THAT THE INSTALLATION YEAR FOR MANY ASSETS WERE NOT KNOWN AND THEREFORE A CONSERVATIVE ESTIMATE WAS APPLIED. SINCE CONDITION ASSESSMENT IS BASED ON PERCENT USEFUL LIFE, MANY OF THE ASSETS SHOW UP AS NEEDING TO BE REPLACED, WHICH INCREASES ITS PRIORITY. HIGH PRIORITY RATINGS, SHOWN ON THE MAPS, INDICATE WHERE ROTHESAY SHOULD FOCUS THEIR EFFORTS. AT THIS STAGE, THE FOCUS SHOULD BE ON REFINING THE DATA TO IMPROVE THE ACCURACY OF THE CONDITION.



NOTE: Priority Rating indicates where the Town should focus their efforts. At this stage, the focus should be on refining the data to confirm the accuracy of the assessment.

Legend	Street Surface (Priority Rating)	Municipal Building (Priority Rating)	Boat/Yacht Club	School	Municipal Boundary
Low	Green	Low	Boat/Yacht Club	School	Municipal Boundary
Moderate	Yellow	Moderate			
High	Red	High			
Other	Grey	Other			



Client:

Project Description:















TOWN OF ROTHESAY
ASSET MANAGEMENT PLAN

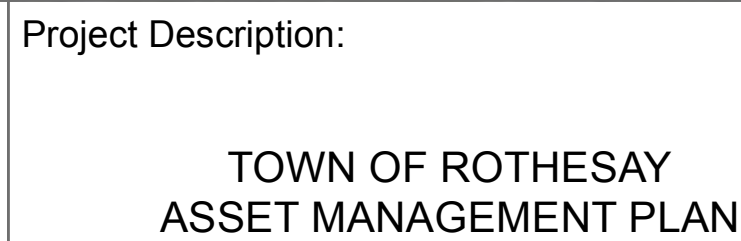
Drawing Description:

ROADS & FACILITIES
PRIORITY RATING

Date: DEC 4, 2018	Scale: 1:7,500
Drawn: SMO	Designed: SMO
Checked: BMc	Approved: AMW
Revision: ISSUED FOR DRAFT REPORT V3	Project No: 182837.00
	Figure No: 9.1

Legend

Hydrant (Priority Rating)	Water Main (Priority Rating)	 Well (Priority Rating)	 Water Tower (Priority Rating)	 PRV Chamber (Priority Rating)	Boat/Yacht Club
Low	 Low	 Moderate	 Moderate	 Moderate	School
Moderate	 Moderate	 High	 Booster Station (Priority Rating)	 High	Municipal Building
High	 High		 Moderate	 Other	Town Boundary



Drawing Description:

WATER SYSTEM
PRIORITY RATING

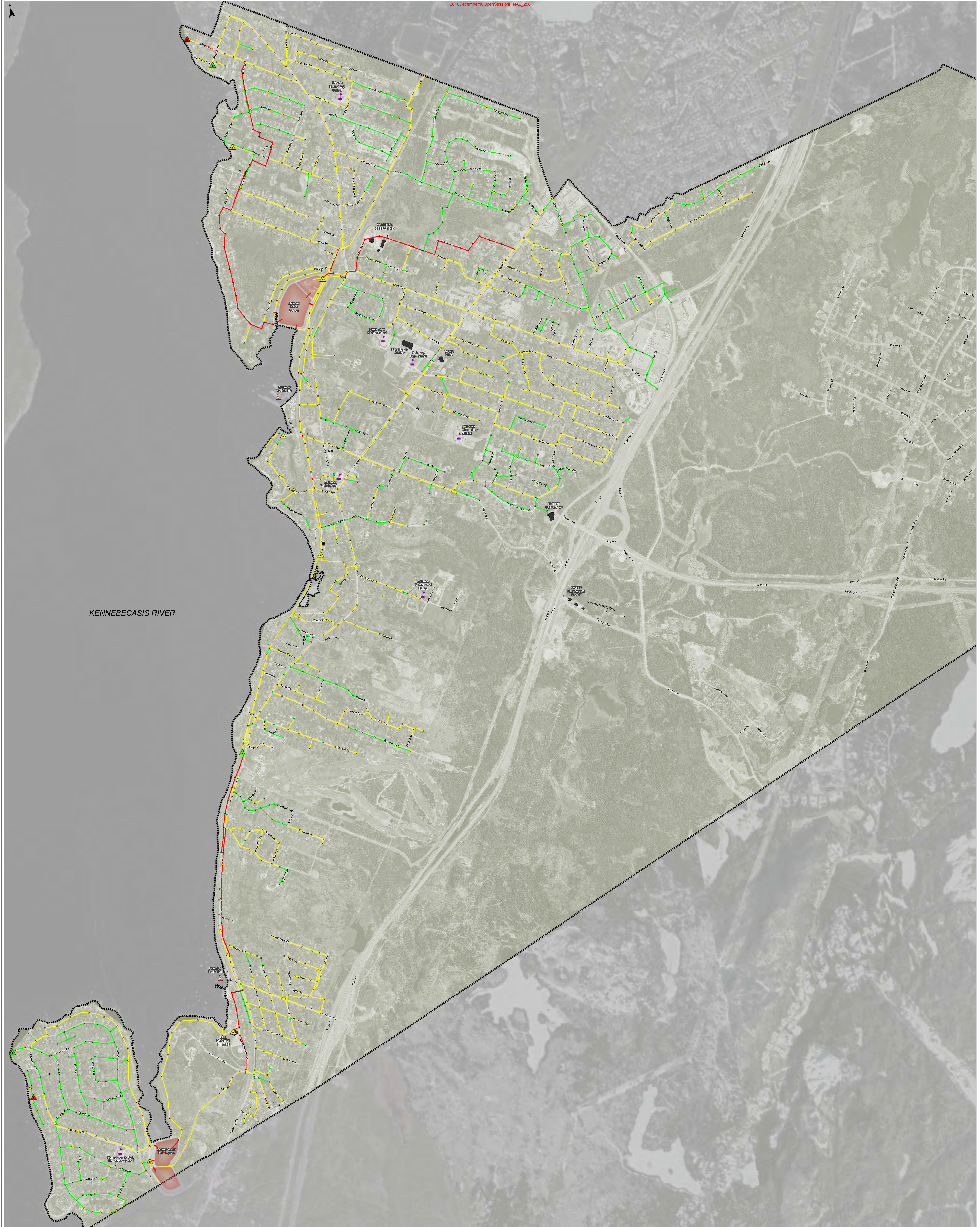
Revision: ISSUED FOR DRAFT REPORT V3

Date: DEC 4 2018	Scale: 1:7 500
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Drawn:	SMO	Designed:	SMO
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Checked:	BMc	Approved:	AMW
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Project No: 182837.00	Figure No: 9.2
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NOTE: Priority Rating indicates where the Town should focus their efforts. At this stage, the focus should be on refining the data to confirm the accuracy of the assessment.

Legend	Sanitary Manhole (Priority Rating)	Sanitary Pipe (Priority Rating)	Lift Station (Priority Rating)	Lagoon (Priority Rating)	Priority	Boat/Yacht Club	School	Municipal Building	Municipal Boundary
Low	Low	Low	Low	High	Low	Boat/Yacht Club	School	Municipal Building	Municipal Boundary
Medium	Medium	Medium	Moderate	Medium	Medium				
High	High	High	High	Low	High				

CBCL

CBCL LIMITED

Consulting Engineers

Client:



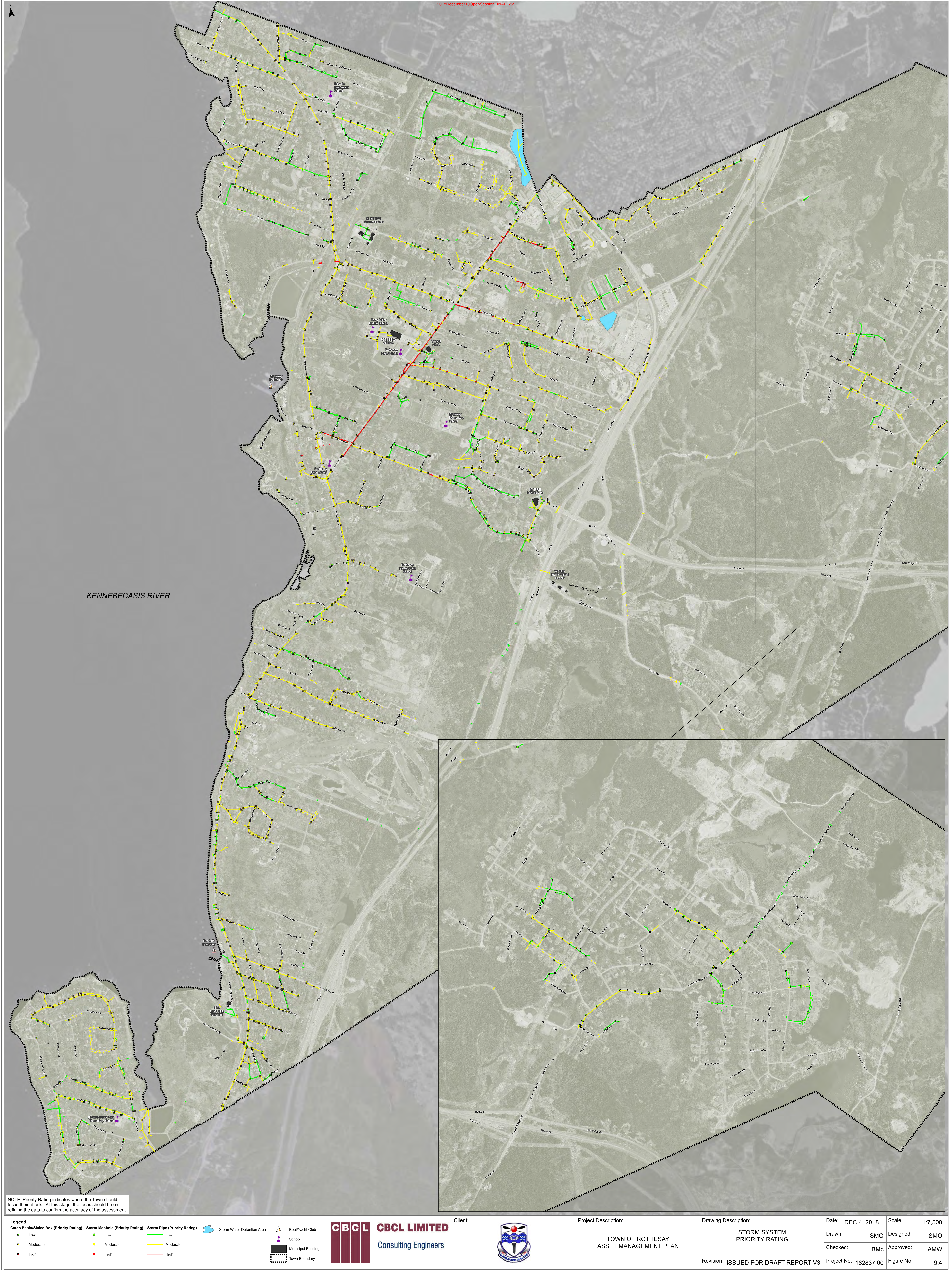
Project Description:

TOWN OF ROTHESAY
ASSET MANAGEMENT PLAN

Drawing Description:

SANITARY SYSTEM
PRIORITY RATING

Date:	DEC 4, 2018	Scale:	1:7,500
Drawn:	SMO	Designed:	SMO
Checked:	BMc	Approved:	AMW
Revision:	ISSUED FOR DRAFT REPORT V3	Project No:	182837.00
		Figure No:	9.3



NOTE: Priority Rating indicates where the Town should focus their efforts. At this stage, the focus should be on refining the data to confirm the accuracy of the assessment.

Legend

Catch Basin/Suice Box (Priority Rating)
Low
Moderate
High

Storm Manhole (Priority Rating)
Low
Moderate
High

Storm Pipe (Priority Rating)
Low
Moderate
High

Storm Water Detention Area

Boat/Yacht Club

School

Municipal Building

Town Boundary

CBCL

CBCL LIMITED
Consulting Engineers

Client:

Project Description:

**TOWN OF ROTHESAY
ASSET MANAGEMENT PLAN**

Drawing Description:

**STORM SYSTEM
PRIORITY RATING**

Date:	DEC 4, 2018	Scale:	1:7,500
Drawn:	SMO	Designed:	SMO
Checked:	BMC	Approved:	AMW
Revision:	ISSUED FOR DRAFT REPORT V3	Project No:	182837.00
		Figure No:	9.4

9.2 Near Term Priorities

One of the main goals of the asset management program is the ability to provide decision makers useful data, in an organized and simplified format, so that capital programs can be developed. The capital projects included in the program would be established based on a review of the priority mapping and supporting information. While Town staff fully support this plan and intend to incorporate it into its decision making process, the plan needs to be developed further to improve its usefulness. The main reasons are as follows:

1. The exercise included in Chapter 2 of this plan documented the Town's existing Level of Service. At this stage, an exercise was not done to understand what the community wants, what it can afford and what it is willing to pay for. Incorporating the needs and wants of the community in future phases of this plan will help to refine the assignment of critical asset rating to take into account more factors. Further consultation, including revisions to the municipal plan which is currently in development, will assist in determining priorities.
2. As noted several times, the condition assessments used in this analysis were at a high level. For many of the high value assets (e.g., facilities), one condition was assigned for the whole building based on age. Further work needs to be done to refine the condition assessment so that it is more realistic. With a better understanding of condition, the cost projection and priority mapping can be improved. The cost projections are based on useful life. With better information on condition, the useful life of each asset can be modified to extend or shorten based on condition. The risk assessment used to develop the priority mapping is also based heavily on condition. This color coding can be refined with improved knowledge of asset condition.
3. Development of the AMP has identified the need for significant financial investments in excess of the ability of the Town property owner's to afford (please refer to Table 8.1). These investments can only be achieved with the financial contribution of other levels of government. Rothesay Council will continue to lobby funding partners to ensure priority projects are completed consistent with the replacement and renewal timeline requirements.

DRAFT V3

Prepared by:
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Engineer-in-Training

DRAFT V3

Reviewed by:
Amy Winchester, M.A.Sc., P.Eng.
Senior Engineer

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APPENDIX A

Council Resolution and Policy



2018December10OpenSessionFINAL_262

ROTHESAY

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www.rothesay.ca

RESOLUTION OF ROTHESAY COUNCIL

MOVED by Counc. McGuire and seconded by Counc. Wells Rothesay Council direct the Town Manager to apply for a grant from the Federation of Canadian Municipalities' Municipal Asset Management Program for Development of an Asset Management Plan project, and further:

Be it therefore resolved that Rothesay commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:

- I. Activity 1: Field Survey and Asset Inventory Development for Storm assets.
- II. Activity 2: Condition assessment of water and storm assets.
- III. Activity 3: Develop a Phase I Asset Management Plan in accordance with the Province of NB Requirements; and further

Be it further resolved that Rothesay commits \$12,500 from its 2018 Capital Program towards the costs of this initiative.

ON THE QUESTION:

Town Manager Jarvie advised water and sanitary sewer assets are not included because the information is currently available to the Town.

CARRIED.

I do hereby certify the above to be a true copy of a resolution duly passed by Rothesay Council on 11 December 2017.

Mary Jane E. Banks, BComm
Town Clerk

10 January 2018

Explore our past / Explorez notre passé
Discover your future / Découvrez votre avenir

Grand Bay-Westfield • Quispamsis • Rothesay • St. Martins • Saint John

Asset Management DRAFT Policy

PURPOSE

The purposes of this policy are as follows:

1. Establish responsible governance for the practice of asset management by the Town;
2. Document the Town's commitment to asset management and the continuous improvement of asset management practices;
3. Define over-arching principles for asset management that are appropriate for the Town's business and are reasonable, logical and necessary for delivery of sustainable, affordable services;
4. Define guiding principles for the development of an asset management system, Asset Management Plan (AMP), and asset management objectives; and
5. Establish governance roles and accountability for asset management.

SUMMARY

This asset management policy describes the town of Rothesay's intentions and directions for asset management, as formally expressed by its top management. It confirms Rothesay's commitment to infrastructure asset management in a short and concise document and sets out the principles that will be adopted in applying asset management to achieve Council's strategic objectives.

SCOPE AND APPLICABILITY

1. Scope

Rothesay delivers services to the community through a wide range of Town-owned assets as well as some assets managed through co-management agreements. In addition to these existing assets, the Town may receive or construct new assets.

This policy applies to:

- a. All infrastructure assets or asset systems (including natural assets) owned by the Town and used to deliver services to the community; and
- b. Assets owned by others but managed or co-managed by the Town to deliver services to the community, subject to the terms of any agreements already in place.

Rothesay's policies are approved by Council and while staff, public and other agencies may provide input on the nature and content of the policy, Council retains the authority to approve, update, amend or rescind policies.

2. Corporate Context

The AMP does not replace existing corporate strategy, business planning and budget management systems and processes already in place. The AMP complements and aligns with these initiatives.

3. Implementation, Review and Reporting

The implementation, review and reporting associated with this policy will be integrated within Rothesay's business processes. Due to the importance of this policy, the progress of the asset management system will be reported periodically to the community, and implementation of this policy reviewed by Council at the mid- point of its term.

POLICY STATEMENT

1. Commitment and Accountability

- a) The Council is responsible for:
 - i. The adoption, periodic review, and updating of this policy;
 - ii. Ensuring an AMP is in place;
 - iii. Maintaining the necessary corporate capacity (including, but not limited to resourcing, financial support, staff competencies, business processes, data and integrated information systems) to support the elements and practices of the AMP; and
 - iv. Setting priorities and articulating community values to Town administration.
- b) The Chief Administrative Officer (CAO) is responsible for:
 - v. Implementing this asset management policy, and
 - vi. Implementing the AMP, including the provision of appropriate and timely advice regarding its effectiveness in supporting achievement of the Town's objectives.
- c) This policy will be implemented by staff using accepted industry guidelines and good practices as applicable, and in compliance with all applicable legislation and regulations.

2. Policy on principles to guide development and implementation of the AMP and asset management objectives

- a) **Service delivery focus** - The Town will
 - i. Strive to manage and maintain assets sustainably to meet defined Levels of Service (LoS) that balance customer expectations with risk, affordability and time considerations; and
 - ii. Comply with all relevant legislative, regulatory and statutory requirements.
- b) **Integrated decision making** - The Town will
 - i. Integrate the decision-making process for assets to include corporate, financial, business, land-use, community, environmental, social, technical and budgetary plans and perspectives; and
 - ii. Consider assets in a larger service delivery context, not just as an isolated asset.
- c) **Long-Term sustainability and risk considerations** - The Town will
 - i. Strive to manage assets to deliver services that are sustainable for the community and local environment, and that meet the anticipated challenges of the community's expectations, legislative requirements, climate change impacts, and needs of future generations;
 - ii. Consider financial, social, cultural and environmental sustainability goals and risk in decision-making processes; and

- iii. Identify and adequately plan for required levels of operations, maintenance and replacements associated with new infrastructure, and use available resources effectively to minimize total life cycle costs of assets.

d) Change and resiliency preparations - The Town will

- i. Consider climate change impacts and how they may directly affect levels of service; systematically incorporate adaptive methods and technologies to improve infrastructure resilience; and
- ii. Consider future growth and demand requirements to ensure assets are adapted to meet demographic changes and the needs of future generations.

e) Financial and investment decision making - The Town will

- i. Make informed decisions that identify full lifecycle revenues and costs (including operation, maintenance, replacement, and decommissioning), articulate and evaluate tradeoffs and document the basis for the decision;
- ii. Recognize that there are constantly changing financial constraints and challenges that surround all services and assets delivered by the Town and that asset management practices must be proactive and responsive to changing environments; and
- iii. Recognize that sustainable service delivery requires long-term financial planning.

f) Commitment to clear and transparent processes - The Town will

- i. Operate with a clear structure of organizational accountability and responsibility for service delivery, risk management and the inventory, condition, use and performance of assets;
- ii. Embed asset management principles and practices across all departments and service areas within the organization by adopting a formal, consistent, and repeatable approach to the management of its assets that will ensure services are provided in the most efficient and effective manner;
- iii. Ensure transparency to customers and other stakeholders in regards to service delivery and asset performance by engaging the community and sharing information and knowledge both internally and externally; and
- iv. Measure and report to Council periodically on the performance and effectiveness of the AMP and achievement of service levels, and make adjustments as required.

APPENDIX B

Asset Inventory-Reference File (Separate Digital File)

APPENDIX C

List of Assumptions

Rothsay Asset Management Assumptions

Useful Life

The town of Rothsay provided a useful life attribute with the GIS data that was provided to CBCL.

Replacement Costs

Water Assets

A full condition assessment and resultant replacement cost were exclusively performed on watermain piping and fire hydrants. Valve locations are included in the dataset for water assets of the town of Rothsay and are a next step to calculate replacement costs for water assets.

Drainage/Sanitary Assets

Full condition assessments and replacement costs were performed and calculated for sanitary pipes, manholes and catch basins. As a next step, fittings and sewer valves could be included for assessment or to enhance the replacement costs for the sanitary and drainage assets of the town of Rothsay

Table 2 summarizes the replacement cost for water and drainage/sanitary piping based on diameter. Piping with unknown diameters were excluded from analysis.

Table 1. Piping replacement costs

Diameter (mm)	Water Pipe Cost (\$)	Sanitary/Storm Pipe Cost (\$)
20	\$185.00	
25	\$258.00	
40	\$265.00	
50	\$300.00	\$185.00
65	\$300.00	\$185.00
75	\$300.00	\$185.00
100	\$340.00	\$185.00
150	\$350.00	\$265.00
200	\$370.00	\$315.00
250	\$430.00	\$325.00
300	\$440.00	\$420.00
350	\$460.00	\$440.00
375		\$460.00
400	\$567.00	\$470.00
450		\$475.00
500	\$620.00	\$485.00
525	\$639.00	\$345.00
600	\$670.00	\$495.00
750		\$425.00
900		\$750.00
1050		\$950.00
1200		\$1170.00
1500		\$1390.00
1800		\$1610.00
2100		\$1830.00

Table 2 summarizes the replacement costs for structures.

Table 2. Structure replacement costs

Structure	Cost (\$)
Fire Hydrant	\$6400.00
450 mm Chamber	\$2500.00
500 mm Chamber	\$2500.00
525 mm Chamber	
600 mm Chamber	
750 mm Chamber	\$2500.00
900 mm Chamber	\$2500.00
1050 mm Chamber	\$3480.00
1200 mm Chamber	\$4470.00
1500 mm Chamber	\$6870.00
1800 mm Chamber	\$8200.00
2100 mm Chamber	\$9220.00

Transportation Assets

The town of Rothesay provided a width attribute for the street data provided to CBCL. However, the width of sidewalks were assumed to be 1.5m. Also, road base was calculated in square metres rather than cubic metres.

Table 3. Road base replacement costs

Transportation Type	Cost (\$)
Asphalt	\$31.12/m ²
Chipseal	\$10/m ²
Microseal	\$10/m ²
Gravel	\$25.6/m ²
Concrete Sidewalk	\$126.43/m ²
Asphalt Sidewalk	\$98.82/m ²
Brick Sidewalk	\$334.56/m ²
Concrete Curb	\$169.22 per lineal meter
Road Base	\$25.46/m ² *

Condition Rating

For assets where the year installed and materials were unknown a rating of 4 was assigned. However, some assets with an unknown year were assigned one based on knowledge of the surrounding infrastructure with the oldest date used.



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Newfoundland & Labrador: St. John's, Happy Valley-Goose Bay



ROTHESAY

INTEROFFICE MEMORANDUM



TO	:	Mayor & Council
FROM	:	Doug MacDonald, Treasurer
DATE	:	December 5, 2018
RE	:	Motions for General Fund Capital and Operating Budgets 2019

The Finance Committee recommends the following motions:

Motion: General Capital Fund

RESOLVED that the General Fund 2019 Capital Budget of \$5,818,500 be approved.

Motion: General Operating Fund

RESOLVED that the sum of **\$17,840,000** be the total operating budget of the Municipality, that the sum of **\$16,043,021** be the Warrant of the Municipality for the ensuing year, and that the tax rate for the municipality be **\$1.2400**.

The Council orders and directs the levying by the Minister of Environment and Local Government of said amount on real property liable to taxation under the *Assessment Act* within the Municipality of Rothesay.

RESOLVED that the Rothesay contribution to the 2019 budget of Enterprise Saint John be approved at \$98,780:

RESOLVED that the 2019 budget of the Kennebecasis Public Library be approved at \$218,172 and the Rothesay contribution be approved as \$85,065:

RESOLVED that the 2019 operating budget of the Kennebecasis Valley Fire Department Inc. be approved at \$5,229,237 and the Rothesay contribution be approved as \$2,105,864.

RESOLVED that the 2019 capital budget of the Kennebecasis Valley Fire Department Inc. be approved at \$748,900 and the Rothesay contribution be approved as \$305,256.

RESOLVED that the 2019 operating budget of the Kennebecasis Joint Board of Police Commissioners be approved at \$6,038,716 and the Rothesay contribution be approved as \$2,427,120.

RESOLVED that the 2019 telecom budget of the Kennebecasis Joint Board of Police Commissioners be approved at \$380,950 and the Rothesay contribution be approved as \$148,525.

Town of Rothesay

Capital Plan Summary
General Fund

2019

Services

	Total	Operating	Reserves	Gas Tax	Grants	Borrow
GENERAL GOVERNMENT						
Building (Town Hall)	90,000	90,000	-	-	-	-
IT (MS Office/Server/Laptops)	50,000	50,000	-	-	-	-
	<u>140,000</u>	<u>140,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
PROTECTIVE (Fire Dept)	306,000	40,500	-	-	-	265,600
	<u>306,000</u>	<u>40,500</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>265,600</u>
TRANSPORTATION						
Street surfacing (per approved list)	1,370,000	570,000	-	800,000	-	-
Curb & Sidewalks (Marr Road)	425,000	425,000	-	-	-	-
Drainage (church avenue)	930,000	300,000	-	130,000	-	500,000
Designated Highways	282,500	-	70,625	-	211,875	-
Design / Studies	110,000	110,000	-	-	-	-
Fleet / Equipment	580,000	580,000	-	-	-	-
	<u>3,697,500</u>	<u>1,985,000</u>	<u>70,625</u>	<u>930,000</u>	<u>211,875</u>	<u>500,000</u>
RECREATION						
Arthur Miller Field surface	400,000	-	-	-	-	400,000
Trails	40,000	40,000	-	-	-	-
Arena renovation contract mgmt fees	100,000	100,000	-	-	-	-
Connector trail	1,050,000	-	350,000	-	700,000	-
Truck	60,000	60,000	-	-	-	-
Equipment	25,000	25,000	-	-	-	-
	<u>1,675,000</u>	<u>225,000</u>	<u>350,000</u>	<u>-</u>	<u>700,000</u>	<u>400,000</u>
Total Capital Expenditures	<u>\$ 5,818,500</u>	<u>\$ 2,390,500</u>	<u>\$ 420,625</u>	<u>\$ 930,000</u>	<u>\$ 911,875</u>	<u>\$ 1,165,600</u>

Town of Rothesay

General Fund Master Budget 2018

	Year End Outlook	Budget 2018	Budget 2019
REVENUE			
Warrant of Assessment	\$ 15,513,249	\$ 15,513,249	\$ 16,043,021
Sale of Services	393,700	391,055	403,043
Services to Province of New Brunswick	60,000	60,000	60,000
Other Revenue from Own Sources	465,460	184,385	108,540
Unconditional Grant	121,594	121,594	122,190
Conditional Transfers	43,250	21,500	26,500
Other Transfers	983,217	983,217	1,076,706
	<u>\$ 17,580,470</u>	<u>\$ 17,275,000</u>	<u>\$ 17,840,000</u>
EXPENSES			
General Government Services	2,105,237	2,129,216	2,260,215
Protective Services	4,801,537	4,810,037	5,038,809
Transportation Services	3,511,371	3,405,473	3,444,029
Environmental Health Services	645,915	613,000	645,000
Environmental Development	563,361	638,122	649,680
Recreation & Cultural Services	2,025,402	1,999,348	2,049,910
	<u>13,652,824</u>	<u>13,595,197</u>	<u>14,087,643</u>
Fiscal Services	3,941,803	3,679,803	3,752,357
	<u>\$ 17,594,627</u>	<u>\$ 17,275,000</u>	<u>\$ 17,840,000</u>
Surplus (Deficit) for the Year	-\$ 14,157	-\$ 0	\$ 0

	Year End Outlook	Budget 2018	Budget 2019
REVENUE			
Sale of Services			
Bill McGuire Memorial Centre	30,000	30,000	30,000
Town Hall Rent	50,000	50,000	50,000
Rental Revenue	10,400	8,555	8,565
Arena Revenue	238,000	238,200	245,678
Community Garden	1,600	1,300	1,300
Recreation Programs	63,700	63,000	67,500
	<u>\$ 393,700</u>	<u>\$ 391,055</u>	<u>\$ 403,043</u>
Other Revenue from Own Sources			
Licenses & Permits	123,000	95,000	95,000
Special Payment	66,960	66,960	-
Interest	25,000	13,000	5,000
Miscellaneous	32,000	9,125	8,540
Sale of Assets	68,000	-	-
Recycling Dollies, & Lids	500	300	-
Transfer from operating reserve	150,000	-	-
	<u>\$ 465,460</u>	<u>\$ 184,385</u>	<u>\$ 108,540</u>
Conditional Transfers			
Canada Day Grant	1,250	1,500	1,500
Grant - Other	42,000	20,000	25,000
	<u>\$ 43,250</u>	<u>\$ 21,500</u>	<u>\$ 26,500</u>
Other Transfers			
Surplus of 2nd Previous Year	43,217	43,217	76,706
Utility Fund Transfer	940,000	940,000	1,000,000
	<u>\$ 983,217</u>	<u>\$ 983,217</u>	<u>\$ 1,076,706</u>

	Year End Outlook	Budget 2018	Budget 2019
EXPENSES			
General Government Services			
Legislative			
Mayor	37,100	37,100	42,500
Councillors	106,343	106,343	121,100
Regional Service Commission 9	6,138	6,138	7,000
UMNB-FCM Local Gov'ts for Sustainability	-	-	-
Other	3,500	8,500	8,500
	\$ 153,081	\$ 158,081	\$ 179,100
Administrative			
Office Building	144,308	140,000	136,500
Solicitor	30,000	50,000	50,000
Administration - Wages & Benefits	976,742	1,013,400	1,063,300
Supplies	108,000	116,000	114,000
Professional Fees	100,000	50,000	55,000
Other	110,305	109,156	159,319
	\$ 1,469,355	\$ 1,478,556	\$ 1,578,119
Other General Government Services			
Community Communications	25,000	33,000	10,000
Civic Relations	1,000	4,000	4,000
Insurance	176,440	166,871	190,000
Donations	30,000	38,000	40,000
Cost of Assessment	242,707	242,707	250,996
Property Taxes - L.P.P.	7,654	8,000	8,000
	\$ 482,801	\$ 492,579	\$ 502,996
	\$ 2,105,237	\$ 2,129,216	\$ 2,260,215
Protective Services			
Police			
Police Protection	2,299,424	2,299,424	2,427,120
Crime Stoppers	2,800	2,800	2,800
	\$ 2,302,224	\$ 2,302,224	\$ 2,429,920
Fire			
Fire Protection	1,951,482	1,951,482	2,105,864
Water Costs Fire Protection	380,000	380,000	325,000
	\$ 2,331,482	\$ 2,331,482	\$ 2,430,864
Emergency Measures			
911 Communications Centre	141,831	141,831	148,525
EMO Director/Committee	5,000	15,000	10,000
	\$ 146,831	\$ 156,831	\$ 158,525
Other			
Animal & Pest Control	6,000	9,500	9,500
Other	15,000	10,000	10,000
	\$ 21,000	\$ 19,500	\$ 19,500
Total Protective Services	\$ 4,801,537	\$ 4,810,037	\$ 5,038,809

	Year End Outlook	Budget 2018	Budget 2019
Transportation Services			
Common Services			
Administration (Wages & Benefits)	1,753,260	1,860,563	1,776,862
Workshops, Yards & Equipment	536,796	537,500	594,104
Engineering	7,500	7,500	7,500
	<u>\$ 2,297,556</u>	<u>\$ 2,405,563</u>	<u>\$ 2,378,466</u>
Street Cleaning & Flushing	30,000	40,000	40,000
Roads & Streets	57,500	68,000	65,000
Crosswalks & Sidewalks	17,000	19,410	20,563
Culverts & Drainage Ditches	60,000	75,000	65,000
Snow & Ice Removal	550,000	500,000	554,000
	<u>\$ 714,500</u>	<u>\$ 702,410</u>	<u>\$ 744,563</u>
Street Lighting	150,815	146,000	145,000
2018 Flood Costs	200,000	-	-
Traffic Services			
Street Signs	10,000	15,000	12,000
Traffic Lanemarking	25,000	25,000	30,000
Traffic Signals	20,000	20,000	40,000
Railway Crossing	20,000	18,000	20,000
	<u>\$ 75,000</u>	<u>\$ 78,000</u>	<u>\$ 102,000</u>
Public Transit			
Public Transit - Comex Service	64,000	64,000	66,000
KV Committee for the Disabled	7,000	7,000	5,500
Public Transit - Other	2,500	2,500	2,500
	<u>\$ 73,500</u>	<u>\$ 73,500</u>	<u>\$ 74,000</u>
Total Transportation Services	<u>\$ 3,511,371</u>	<u>\$ 3,405,473</u>	<u>\$ 3,444,029</u>
Environmental Health Services			
Solid Waste Disposal Land Fill	216,949	193,000	195,000
Solid Waste Disposal Compost	28,093	25,000	25,000
Solid Waste Collection	260,000	260,000	290,000
Clean Up Campaign	40,000	40,000	40,000
Curbside Recycling	100,874	95,000	95,000
	<u>\$ 645,915</u>	<u>\$ 613,000</u>	<u>\$ 645,000</u>

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	Year End Outlook	Budget 2018	Budget 2019
Environmental Development Services			
Planning & Zoning			
Administration	371,239	401,000	460,200
Planning Projects	100,000	145,000	85,000
Heritage Committee	2,500	2,500	2,500
	<u>\$ 473,739</u>	<u>\$ 548,500</u>	<u>\$ 547,700</u>
Economic Development Comm.	86,422	86,422	98,780
Tourism	3,200	3,200	3,200
	<u>\$ 89,622</u>	<u>\$ 89,622</u>	<u>\$ 101,980</u>
	<u>\$ 563,361</u>	<u>\$ 638,122</u>	<u>\$ 649,680</u>
Recreation & Cultural Services			
Administration	255,080	253,717	259,500
Beaches	28,863	53,419	39,000
Rothsay Arena	319,100	329,680	332,680
Memorial Centre	58,644	57,000	57,000
Summer Programs	56,988	60,862	61,000
Parks & Gardens	616,354	581,700	585,700
Playgrounds and Fields	101,000	110,000	110,000
Common operations	55,000	45,005	48,335
Big Rothsay Read	-	-	-
Special Events	29,300	36,000	36,000
PRO Kids	-	7,500	7,500
sub total	<u>1,520,329</u>	<u>1,534,883</u>	<u>1,536,715</u>
Kennebecasis Public Library	84,600	84,500	84,600
Regional Facilities Commission	418,973	378,465	427,095
Rothsay Living Museum	1,500	1,500	1,500
	<u>\$ 2,025,402</u>	<u>\$ 1,999,348</u>	<u>\$ 2,049,910</u>
Fiscal Services			
Debt Charges			
Interest	224,803	227,303	198,857
Debenture Payments	1,009,000	1,009,000	1,033,000
	<u>\$ 1,233,803</u>	<u>\$ 1,236,303</u>	<u>\$ 1,231,857</u>
Transfers To:			
Capital Fund for Capital Expenditures	2,698,000	2,433,500	2,390,500
Reserve Funds	-	-	120,000
Town Hall Reserve Transfer	10,000	10,000	10,000
	<u>\$ 2,708,000</u>	<u>\$ 2,443,500</u>	<u>\$ 2,520,500</u>
	<u>\$ 3,941,803</u>	<u>\$ 3,679,803</u>	<u>\$ 3,752,357</u>



ROTHESAY

INTEROFFICE MEMORANDUM



TO : Mayor & Council
FROM : Doug MacDonald, Treasurer
DATE : December 5, 2018
RE : Motions for 2019 donations requests

The Finance Committee recommends the following motions:

RESOLVED that the following 2019 funding requests be approved as follows:

Rothesay High School	\$ 1,000	Fairweather Scholarship
KV3C	\$ 2,500	maximum, in kind
YMCA	<u>\$ 10,000</u>	5th year of 5 year commitment
Total	\$ 13,500	Donations & Cultural Support

RESOLVED that the 2019 funding request from the N.B. Medical Education Trust be approved in the amount of \$5,000.

RESOLVED that the 2019 funding request from the KV Oasis be approved in the amount of \$2,500.

RESOLVED that the 2019 funding request from the Kennebecasis Crime Stoppers be approved in the amount of \$2,800.

RESOLVED that the 2019 funding request from the KV Committee for Disabled persons be approved in the amount of \$5,500.

RESOLVED that the 2019 funding request from PRO Kids be approved in the amount of \$7,500.

RESOLVED that the 2018 funding request from Canadian Peacekeeping Veterans Association in the amount of \$10,000 be denied.

RESOLVED that the 2019 funding request from KV Association for Community Living be approved in the amount of \$6,000.



ROTHERHAM

INTEROFFICE MEMORANDUM



TO	:	Mayor & Council
FROM	:	Doug MacDonald, Treasurer
DATE	:	December 4, 2018
RE	:	Motions for Utility Fund Capital and Operating Budgets 2019

The Finance Committee recommends the following motions:

Motion: Utility Capital Fund

RESOLVED that the Utility Fund 2019 Capital Budget of \$3.285 million be approved.

Motion: Utility Operating Fund

RESOLVED that pursuant to paragraph 117(4) of the Local Governance Act, the total budget for the Water and Sewerage Utility for the ensuing year would consist of total revenues of \$3,220,000 and total expenditures of \$3,220,000

Town of Rothesay

UTILITY CAPITAL PLAN - 2019

WATER CAPITAL PLAN - 2019

	2019	Capital Reserves	Grants	Gas Tax Infrastructure	Operating	Borrow
water quantity	300,000	-			300,000	
mcguire compound fencing	35,000				35,000	
filter bldg heating system	70,000				70,000	
Well drilling (carried forward)	70,000	50,000			20,000	
Hillsview/Shadow Hill Watermain	450,000	200,000			-	250,000
	925,000	250,000	-	-	425,000	250,000

SEWER CAPITAL PLAN - 2019

asphalt related sewer work	100,000			-	100,000	
Church Avenue	650,000				-	650,000
RF SCADA changeover (carry forward)	35,000	35,000				
Turnbull Court design/engineering	75,000		-		75,000	-
WWTF Phase 2 design	1,500,000		1,000,000			500,000
	2,360,000	35,000	1,000,000	-	175,000	1,150,000
TOTAL CAPITAL 2019	3,285,000	285,000	1,000,000	-	600,000	1,400,000

Town of Rothesay

2019 UTILITY OPERATING FUND BUDGET 2018 December 10 Open Session FINAL_281

	2018 Outlook	2018 Budget	2019 Budget
REVENUE			
1 Sale of Water	\$ 1,071,862	\$ 1,000,000	\$ 1,050,000
2 Water Connection Fees	118,000	35,000	45,000
3 Meter and Non-Hookup Fees	43,482	35,000	42,100
4 Water Supply for Fire Protection	380,000	380,000	325,000
5 Sewerage Services	1,622,000	1,610,000	1,610,000
6 Sewer Connection Fees	62,000	25,000	25,000
7 Infrastructure grants	50,000		
8 Interest Earned	80,000	50,000	50,000
9 Transfer from operating reserve			
10 Prior Years surplus	21,125	21,125	11,713
11 Local improvement levy	59,000	59,000	59,000
12 Misc Revenue	4,875	4,875	2,187
TOTAL REVENUE	\$ 3,512,344	\$ 3,220,000	\$ 3,220,000

EXPENDITURES

WATER SUPPLY			
13 Share of Overhead Expenses	\$ 374,000	374,000	400,000
14 Profess. Fees/Legal/Training	13,000	13,000	11,500
15 Purification/Treatment	363,000	336,000	357,000
16 Water Purchased	800	500	600
17 Trans/Distribution	96,000	96,000	112,000
18 Power & Pumping	45,000	43,000	42,000
19 Billing and Collections	1,000	5,000	4,000
20 Other Expenses	7,200	18,500	12,000
TOTAL WATER SUPPLY	\$ 900,000	\$ 886,000	\$ 939,100

SEWERAGE COLLECTION AND DISPOSAL			
21 Share of Overhead Expenses	\$ 566,000	566,000	600,000
22 Profess. Fees/Legal/Training	12,000	25,000	19,000
23 Collection System	61,000	84,000	84,000
24 Lift Stations	40,000	40,000	42,000
25 Treatment/Disposal	83,500	56,000	92,000
26 Other Expenses (study)	80,000	7,431	7,502
TOTAL SEWERAGE COLL & DISP	\$ 842,500	778,431	844,502

\$ 1,742,500 \$ 1,664,431 \$ 1,783,602

FISCAL SERVICES			
27 Interest on Short Term Loans		25,000	-
28 Interest on Long Term Debt- Water	202,773	202,773	217,958
29 Interest on Long Term Debt- Sewer	83,445	83,445	89,494
30 Principal Repayment- Water	424,532	424,532	327,357
31 Principal Repayment- Sewer	122,820	122,820	108,780
32 New Debenture	-	-	22,809
33	833,570	858,569	766,398
34			
35 Trf to Reserves - connect fees	180,000	60,000	70,000
36 Trf to Reserves-Dev infrastruc.	285,000		
37 Trsfr to Reserve Accts - other			
38 Capital Fund	416,000	637,000	600,000
39 Prev Yrs Deficits			
TOTAL FISCAL SERVICES	\$ 1,714,570	\$ 1,555,569	\$ 1,436,398

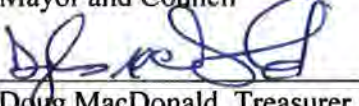
TOTAL EXPENSES	\$ 3,457,070	\$ 3,220,000	\$ 3,220,000
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NET INCOME (LOSS)	\$ 55,274	\$ 0	\$ (0)
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ROTHESAY



TO : Mayor and Council
Submitted By: 
Doug MacDonald, Treasurer
DATE : December 8, 2018
RE : General Fund Reserve Motions 2018

Recommendation:

It is recommended that Rothesay Mayor and Council approve the following motions:

RESOLVED that the sum of \$150,000.00 be transferred from the General Operating Reserve Fund to the General Operating Fund to cover operating costs.

RESOLVED that the sum of \$475,000.00 be transferred from the General Capital Reserve Fund to the General Operating Fund to cover the costs of Capital projects.

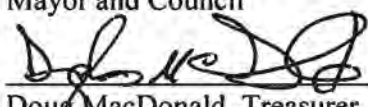
RESOLVED that Gas Tax Funding in the amount of \$881,014.00 for the year 2018, be transferred to the General Capital Reserve Fund (Gas Tax).

RESOLVED that the sum of \$950,000.00 be transferred from the General Capital Reserve (Gas Tax) to the General Operating Fund to cover the costs of Capital projects.

RESOLVED that the sum of \$17,379.36 be transferred from the General Operating Fund to the Land for Public Purposes Reserve Fund for external contributions.



TO : Mayor and Council

Submitted By: 
Doug MacDonald, Treasurer

DATE : December 4, 2018

RE : Utility Fund Reserve Motions 2018

Recommendation:

It is recommended that Rothesay Mayor and Council approve the following motions:

RESOLVED that \$177,025.00 be transferred from the Utility Operating Fund to the Utility Capital Reserve Fund for water and sewer connection fees.

RESOLVED that the sum of \$263,000.00 be transferred from the Utility Capital Reserve Fund to the Utility Operating Fund to cover the costs of Capital projects.

RESOLVED that the sum of \$150,000.00 be transferred from the General Capital Reserve (Gas Tax) to the Utility Operating Fund to cover the costs of Capital projects.

RESOLVED that \$4,000 be transferred from the Utility Operating Fund to the Utility Sewage Outfall Reserve Fund for Rothesay's contribution to the Sewage Outfall Reserve.

RESOLVED that \$10,762.00 received from Quispamsis for Sewage Outfall be transferred from the Utility Operating Fund to the Utility Sewage Outfall Reserve Fund.

RESOLVED that \$285,000.00 be transferred from the Utility Operating Fund to the Utility Capital Reserve Fund for future capital projects.



ROTHESAY

MEMORANDUM



TO	Mayor and Council
FROM	Doug MacDonald
DATE	November 27, 2018
RE	Insurance Coverage

Recommendation:

The Finance Committee recommends: **Staff be authorized to renew the Town insurance policy with Cain Insurance Services Ltd. and Jardine Lloyd Thompson for coverage for the period from January 1, 2019 to December 31, 2019 at an aggregate cost of \$187,664.**

Background:

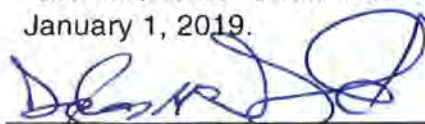
Cain Insurance Services Ltd. ("Cain") manages our insurance account and serves as our agent. There is no compelling reason in my opinion to change insurance agents at this time for the following reasons; Cain has developed an expertise in Municipal insurance and a wide range of similar clients in the Province; and the service provided during my tenure has been excellent. Also, outside expertise would be required to draft an appropriate RFP requiring the commitment of additional costs both in time and money.

Discussion:

In 2015, Cain was instructed to conduct a market review and contact various insurers to obtain quotes for services for the period beginning January 1, 2016. The report from Cain was received November 30, 2015 and was reviewed with the Treasurer. There was no substantive difference in the insurance packages offered or in the premiums quoted. In discussions with Cain Insurance there is no evidence to suggest these circumstances have changed during 2017 therefore a similar exercise was not warranted.

The fee quote received from Cain Insurance Services for the period beginning January 1, 2019 is \$187,664, an increase of 12% over the prior period. The increase is a result of additions to the Town insurable property (specifically new sewer lift station buildings and equipment) and an industry wide increase in the property insurance premiums due to recent significant loss claims.

Given we are pleased with the service provided by our existing insurer, I recommend we renew the insurance coverage with JLT for the period beginning January 1, 2019.



Doug MacDonald, Treasurer

Jardine Lloyd Thompson Canada Inc.



Municipal Insurance Program Quotation

This summary page and attached pages outlining the coverage, terms and conditions constitute your quotation for insurance coverage. This quotation is based on the risk information submitted by you, the Broker, on behalf of your client, the Named Insured. The terms and conditions quoted may not be exactly as requested in your submission or application and should be reviewed carefully.

JLT Canada Inc. is not responsible for the collection and payment of any applicable taxes that are not specified in this quotation nor for the filing of any regulatory forms or documents. These functions are solely the responsibility of the Broker.

BROKER: Cain Insurance Services Inc.

NAMED INSURED: Town of Rothesay

POLICY PERIOD: January 1, 2019 to January 1, 2020
12:01 a.m. Standard Time at the Mailing and/or Notification Address of the Named Insured

TOTAL PREMIUM FOR QUOTATION: \$187,664

COMMISSION PAYABLE TO BROKER: As per current agreement with JLT

PAYMENT TERMS: Premiums are due and payable to JLT Canada in full within 30 days of binding or the effective date of cover, whichever is later

THIS QUOTATION IS ONLY VALID UNTIL JANUARY 1, 2019

Date of Issue: November 16, 2018
Prepared by: Monika Patel
Direct phone line: 416-848-6650
E-mail address: mpatel@jltcanada.com

Certain portions of this quotation of cover have been provided by JLT acting in an underwriting capacity on behalf of the Insurer who, under a binding authority agreement, has given us authority to quote and confirm insuring terms, conditions and premiums. JLT Canada is not acting as an insurance broker in this instance and is not providing alternative terms or markets for the cover other than as quoted. For covers where JLT does not act in an underwriting capacity nor has a binding authority agreement with the Insurer, coverage cannot be bound with those Insurers unless a request is made to the Insurer and confirmation of coverage is subsequently received by JLT Canada from the Insurer.

This quotation confers no rights upon the Broker to bind coverage as quoted. Coverage is not bound and in effect until written confirmation of binding is received from JLT Canada Inc.

Jardine Lloyd Thompson Canada Inc.



ACCEPTANCE OF MUNICIPAL INSURANCE PROGRAM PROPOSAL

To: Jardine Lloyd Thompson Canada
Public Sector Division
Suite 1200, 55 University Avenue
Toronto, Ontario M5J 2H7
Telephone: 416-941-9551 or Toll Free 1-800-268-9189
Fax: 416-941-9323

Policy Term
(mm/dd/yy): January 1, 2019 to January 1, 2020
12:01 a.m. Standard Time at the Mailing and/or Notification Address of the Named Insured

We agree with the underwriting and claims information submitted and to the terms quoted in the Municipal Insurance Program proposal. This is your authority to proceed with binding cover(s) as outlined in the Municipal Insurance Proposal effective the date(s) noted above. We have also noted below our choice of any optional items in the Insurance Proposal as well as any specific instructions.

Indicated below are our instructions regarding any optional coverages shown in the insurance proposal.

Optional Coverages / Specific Instructions:

Signed on Behalf of Town of Rothesay

Authorized Signature

Date

Please print the name of the person signing above

Option to increase property deductible to \$10,000:
Annual Premium amended to \$184,203

Please sign & date to accept- _____

Premium Breakdown	2018-2019	2019-2020	<i>Difference</i>
Liability	\$ 75,936	\$ 79,538	\$ 3,602
Auto	\$ 30,023	\$ 29,772	\$ (251)
Property	\$ 47,580	\$ 65,328	\$ 17,748
Crime	\$ 750	\$ 750	\$ -
Umbrella	\$ 7,168	\$ 7,168	\$ -
Council Accident	\$ 608	\$ 608	\$ -
Cyber Liability	\$ 3,000	\$ 2,600	\$ (400)
EPL	\$ 1,900	\$ 1,900	\$ -
TOTAL	\$ 166,965	\$ 187,664	\$ 20,699



ROTHESAY

MEMORANDUM



TO	:	Mayor Grant and Council
FROM	:	Nominating Committee
DATE	:	3 December 2018
RE	:	2019 Committee Appointments

The Nominating Committee is recommending the following re-appointments for 2019:

Kennebecasis Regional Joint Board of Police Commissioners

Rick MacPhee (December 2020)

Planning Advisory Committee

Colin Boyne (December 2020)

Craig Pinhey (December 2020)

Andrew McMackin (December 2020)

Works and Utilities Committee

Scott Smith (December 2019)

Paul Boudreau (December 2020)

Peter Graham (December 2020)

Heritage Preservation Review Board

Greg Murdock (December 2020)

Raha Mosca (December 2020)

Parks and Recreation Committee

Maureen Desmond (December 2020)

Chuck McKibbon (December 2020)

Gary Myles (December 2020)

KV Public Library

Chuck McKibbon (December 2020)

Imperial Theatre

Scott Thomas (December 2020)

The Nominating Committee is recommending the following new appointments for 2019:

Kennebecasis Valley Fire Department Board of Commissioners

Derrick Stanford (December 2020)

TO: Mayor and Council
FROM: Nominating Committee

RE: 2019 Committee Appointments

3 December 2018

Tracie Britain (December 2020)

Trudy Costello (December 2020)

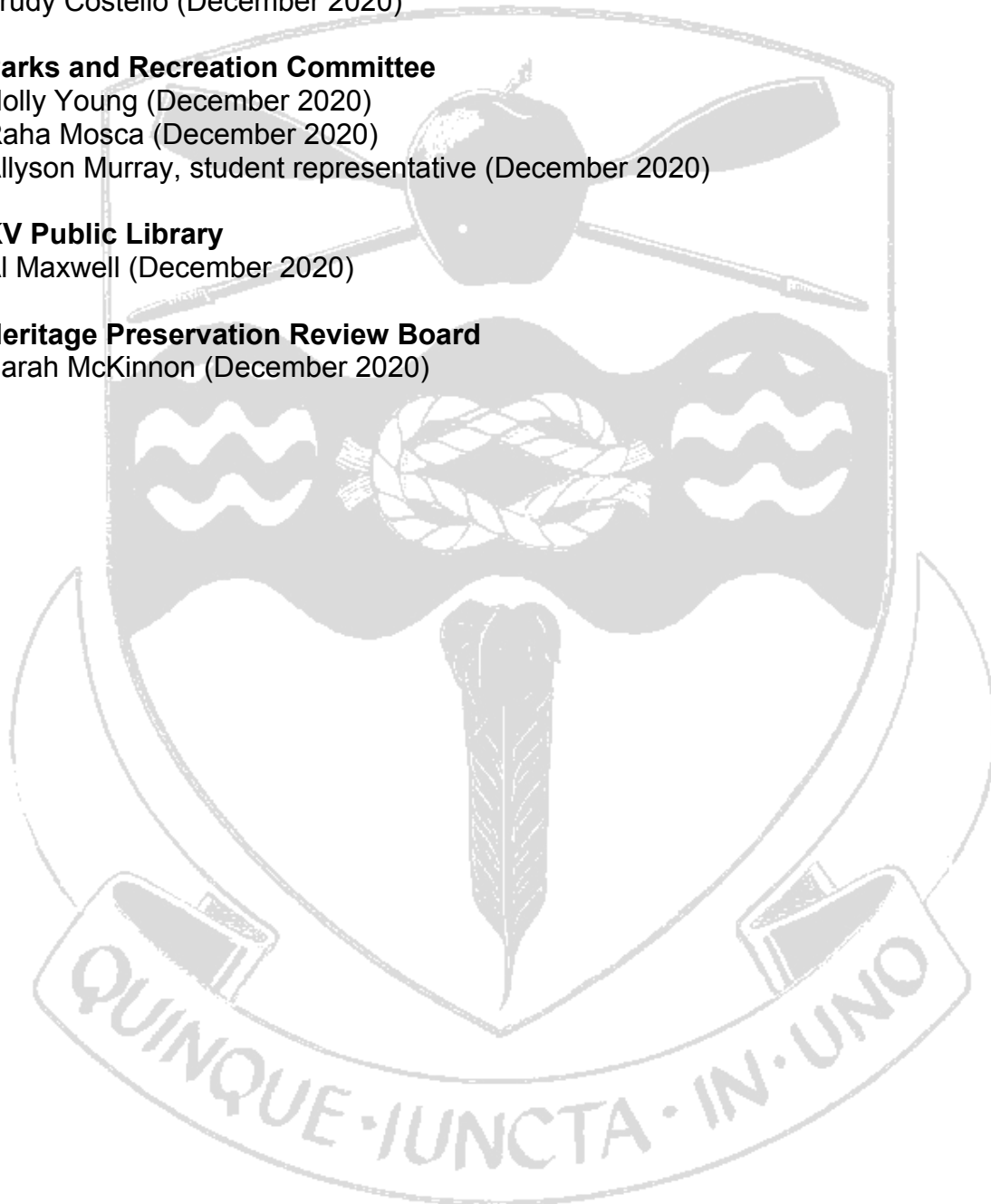
Holly Young (December 2020)

Raha Mosca (December 2020)

Allyson Murray, student representative (December 2020)

AI Maxwell (December 2020)

Sarah McKinnon (December 2020)





ROTHESAY

INTEROFFICE MEMORANDUM



TO	:	Mayor Grant and Council
FROM	:	John Jarvie
DATE	:	5 December 2018
RE	:	Universal Design

Recommendation:

It is recommended Council receive the attached staff report on Universal Design for information.

Background:

At the October Council meeting the following motion was passed:

...staff research and provide feedback on a draft universal design policy for Rothesay and report back to Council within three months.

Attached is a report from the Director of Planning and Development setting out some of the characteristics of a Universal Design policy and the implications and projected costs of such an initiative.

Current staff capacity does not allow for such an initiative at this time given the emphasis in the work program related to adoption of a new municipal plan and related bylaws. Once these major undertakings are complete, staff would be better able to look at initiatives on the topic. One approach would be to include a policy in the Municipal Plan that would set a direction for future work on the topic.



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
10 December 2018

TO: John Jarvie, Town Manager

SUBMITTED BY:

Brian L. White, Director of Planning and Development Services

DATE: 5 December 2018

SUBJECT: Universal Design Policy for Rothesay

INFORMATION REPORT

ORIGIN:

At the October 9th, 2018 session of Council a memorandum from Councilor Don Shea regarding Universal Design was introduced. From that discussion, Staff were directed to research and provide feedback on a draft universal design policy for Rothesay and report back to Council within three months.

BACKGROUND:

WHAT IS UNIVERSAL DESIGN?

In 1963 Selwyn Goldsmith, author of *Designing for the Disabled* pioneered the concept of free access for people with disabilities. His most significant achievement was the creation of a regular feature in our built environment the dropped (sidewalk) curb. Later in 1985, Ron Mace (1941-1998) an American architect who worked extensively for people with disabilities coined the term universal design. Universal Design as described by Ron is, *"the design of products and environments to be usable by all people, to the greatest extent possible, without need for adaptation or specialized design."*

The intent of the Universal Design model is to simplify life for everyone by making products, communications, and the built environment more usable by more people at little or no extra cost. The Universal Design concept targets ALL people, of ALL ages, sizes, and abilities. A home or a workplace utilizing Universal Design may include ramps, levered doors, remote-operated electric switches, roll-in showers, and a myriad of products and design features that afford easy access and use for people with disabilities as well as the public.

GOVERNMENTAL CONTEXT

United Nations Convention on the Rights of Persons with Disabilities

In 2010, Canada, along with 161 other nations, became a signatory to the United Nations Convention on the Rights of Persons with Disabilities (CRPD). The CRPD recognizes that every person must be empowered to participate in society and to live life to his or her fullest potential. This universal, legally

binding standard ensures that the rights of persons with disabilities are guaranteed. With respect to Universal Design, signatory countries are instructed:

“To undertake or promote research and development of universally designed goods, services, equipment and facilities, which should require the minimum possible adaptation and the least cost to meet the specific needs of a person with disabilities, to promote their availability and use, and to promote universal design in the development of standards and guidelines”

According to a report by the Canadian Human Rights Commission (CHRC) in Canada, nearly half of all discrimination complaints filed are related to disability. The CHRC has also elaborated on the principle of Universal Design, describing it as the guiding principles that promote design that considers the needs of everyone. These principles seek to create an environment that is usable by the greatest number of users.¹

At the provincial level here in New Brunswick, the 1976 amendment to the NB Human Rights Act, made our Province the first Canadian jurisdiction to add “physical disability” as a listed ground of prohibited discrimination. The New Brunswick Human Rights Act *“stipulates a right to accessible workplaces, public transit, schools, libraries, restaurants, shops, hotels, theatres etc. and places an obligation on businesses and government to make their facilities accessible. Failure to provide equal access to a facility, including a workplace is a violation of the Act and can form the basis of a human rights complaint.*

The Human Rights Act applies to both new and existing buildings. It supersedes all other laws in New Brunswick, so meeting Building Code requirements is not enough if the result still discriminates. Even when building code barrier-free requirements were met, judgments have been made against building owners for not providing sufficient access for persons with disabilities.”²

Most recently, our neighbours in Nova Scotia passed the Accessibility Act in September 2017. This Act requires municipalities in Nova Scotia to establish an Accessibility Advisory Committee and an Accessibility Plan. The Accessibility Act was created to achieve accessibility by preventing and removing barriers that prevent people with respect to their ability to receive goods and services; access employment; access education; access and use transportation and transportation infrastructure; access information and communication; and access to the built environment. In addition, the Act will facilitate the implementation of accessibility standards in municipalities with the goal of achieving accessibility in Nova Scotia by 2030. For example, in April 2018 the Town of Wolfville, Nova Scotia passed a motion to set up an Accessibility Advisory Committee Policy for the Town. This Accessibility Advisory Committee (AAC) is mandated to “provide advice to Council in identifying, preventing and eliminating barriers to people with disabilities in municipal programs, services, initiatives and facilities.”

In Ontario the Accessibility for Ontarians with Disabilities Act (AODA) was passed in 2005. Its goal is to make Ontario accessible for people with disabilities by 2025. The AODA requires that the Government of Ontario, designated public sector organizations and large organizations shall, establish, implement, maintain and document a multi-year accessibility plan, which outlines the organization’s strategy to prevent and remove barriers. Businesses, not-for-profits and public sector organizations must all file

¹ Canadian Human Rights Commission, International Best Practices in Universal Design: A Global Review (Ottawa: Government of Canada, Revised Edition August 2007) online: CHRC <www.chrc-ccdp.ca/pdf/bestpractices_en.pdf>.

² Improving Universal Design Requirements in the New Brunswick Building Code: Prepared by: Premier’s Council on the Status of Disabled Persons, New Brunswick, November 2007

accessibility compliance reports on a regular basis. Penalties for non-compliance range from \$200 to \$2,000 for individuals and unincorporated organizations; and from \$500 to \$15,000 for corporations.

In other jurisdictions in Canada, the principle of Universal Design has been in place for many years, for example the 2001 Universal Design Policy from the City of Winnipeg. (See Below)

SAMPLE POLICY - CITY OF WINNIPEG UNIVERSAL DESIGN POLICY

The following is an condensed copy of the Universal Design Policy as approved by the City of Winnipeg in 2001.

- 1. Ensure all new construction and/or major renovations to buildings, exterior environments, as well as purchases and new developments in services, products, or systems follow Universal Design criteria;*
- 2. That the CAO will establish an implementation team to steer this policy. This team includes the Access Advisory Committee, Public Works, Planning, Property and Development, Transit, Corporate Finance, Corporate Services, Human Resources, Information Technology, and the Equity and Diversity Coordinator;*
- 3. That Corporate Education works with the implementation team to assist in the development of education programs to meet the diverse needs of each department. This will range from developing new programs and training tools to utilizing existing ones;*
- 4. That the "Universal Design Checklist" be used as an assessment tool to evaluate how well the design of a building or product or service meets the criteria of Universal Design;*
- 5. That the City use "Access, A Guide to Accessible Design for Designers, Builders, Facility Owners and Managers" published by the Universal Design Institute, University of Manitoba, as a reference when implementing Universal Design;*
- 6. That all new construction or major renovations of civic buildings and/or exterior environments, as well as transportation systems, will be reviewed to identify compatibility with Universal Design criteria;*
- 7. That Corporate Finance, Materials Management Division review and work with the Universal Design implementation team to provide recommendations for an implementation plan; and*
- 8. All new services and programs financed by any department in the City of Winnipeg will be reviewed for compliance with Universal Design criteria using the written Checklist.*

DISCUSSION

Staff are not subject matter experts in Universal Design and can only conclude from our research that development of a Universal Design Policy is a reasonably complex issue that requires the input of many people, including community advocates and various Town departments. Furthermore, the financial implications of such a policy should be fully considered prior to a recommendation being established. Should Council want to pursue a greater level of participation in Universal Design it would be beneficial to direct Staff to seek training and education in Universal Design. Furthermore, should Council wish to take more direct action it could consider adopting an interim policy as well as conducting an accessibility audit of municipal facilities.

The accessibility audit would include locations that can be identified by the public to have accessibility barriers, locations recommended by Town staff, and important community amenities that most residents would visit at one point or another such as Town Hall. The purpose of the accessibility audit is

to present a strategy to Council that would make Rothesay more accessible and inclusive for all people including those with disabilities. In particular, this type of study would:

- Inventory the existing conditions in Rothesay as they relate to accessibility and inclusion;
- Identify issues and opportunities to improve accessibility and inclusion within Rothesay;
- Presents an implementation strategy for making Rothesay a model community for accessibility and inclusiveness; and
- Increases the awareness and knowledge of accessibility issues faced by people with disabilities.

As mentioned an accessibility audit would have a community focus and not be limited to Town owned facilities, many non-municipal sites would also be included, such as other community centers (Fairvale Outing, Legion, Bradley Lake Community Centre), churches, restaurants, grocery stores, and other high interest locations. The intent of auditing non-municipal sites would be to create awareness of issues of accessibility and inclusion throughout Rothesay. The audit can be divided into several theme areas:

1. Municipal buildings/facilities
2. Parks and recreation facilities
3. Pedestrian walkways including sidewalks and parking lots
4. Restaurants
5. Retail stores, grocery, drug, etc.
6. Places of worship
7. Commercial Accommodations

EXAMPLE INTERIM POLICY ON UNIVERSAL DESIGN

As discussed earlier Council could consider adopting an interim policy for example:

Rothesay Council is committed to exceeding minimum building code standards to include Universal Design principles when building new buildings, undertaking significant upgrades to existing buildings, the public realm, and where possible during minor upgrades and maintenance works to existing buildings.

In addition, Council will work with private developers and businesses to encourage the use of Universal Design principles as well as advocate to the Province to include the principles of Universal Design into relevant regulatory frameworks.

FUNDING OPPORTUNITIES

The Enabling Accessibility Fund³ (EAF) provides funding from Employment and Social Development Canada (ESDC) for projects that increase accessibility for people with disabilities in Canadian communities and workplaces, creating more opportunities for people with disabilities to participate in community activities, programs and services, or access employment opportunities.

FINANCIAL IMPLICATIONS

Staff note that universal design is largely an architectural discipline and as noted earlier in this memo Staff recommend that training be provided for key personnel that would be tasked with development of the Town's policy. Estimated training costs for online instruction are estimated at \$1500 to \$2000 per person. Staff would also recommend that this training be provide to all committee members. Once training was completed the cost to develop a full policy for Rothesay would largely be the cost

³ <https://www.canada.ca/en/employment-social-development/programs/enabling-accessibility-fund.html>

associated with Staff and volunteer committee member time. The administrative costs associated with the implementation of a Universal Design committee are not known at this early stage. There will be staff time and direct costs to maintain the committee, resource materials and potentially the retention of expert consultants. Rothesay building and facility managers will also potentially assume new responsibilities and personnel costs such as may be required to appreciate the scope this issue for Rothesay. In some jurisdictions the municipality has hired a new Staff person with the title of Accessibility Coordinator or Project Manager to lead the development process, salary for this position would be \$60k to \$75k.

Staff also believe that a critical component to development of policy would be understanding the compatibility of existing buildings to universal design principles. An accessibility audit for just the Town Hall and the Rothesay Arena would cost \$7500 to \$10,000. The result of the audit would identify the deficiencies and provide a cost assessment to retrofit those items. Staff note that the cost of retrofitting existing buildings is substantially higher than the cost to integrate universal design into new buildings. Initial estimates suggest that an additional 5% of the total conventional construction cost can be factored in to account for universal design in new buildings. Accordingly, the cost to retrofit an existing building would be in excess of 5% of that building's total new construction cost.

As previously noted Staff do not have expertise in universal design principles and for that reason the cost estimates provided are lacking in detailed documentation that describes how they were derived and how we can achieve the given objective of greater universal design. With that caveats noted Staff are suggesting that the following budget represents the cost of preparing an universal design policy including an facility assessment of Town Hall and the Rothesay Arena:

Training (\$2000/person x 5 people)	\$10,000
Committee operating costs	\$5,000
New Full Time Staff (accessibility coordinator)	\$75,000
Facility assessment	\$10,000
Total Cost Estimate*	\$100,000

*Estimate does not include capital improvements and or renovations.

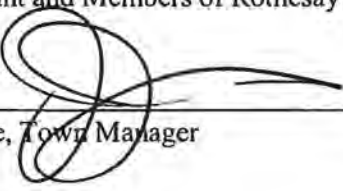


70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
December 10, 2018

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:


John Jarvie, Town Manager

DATE: December 4, 2018

SUBJECT: 2019 Asphalt Resurfacing and Microseal Placement Program

RECOMMENDATION

It is recommended that Mayor and Clerk receive the following report for information relevant to approval of the 2019 Asphalt Resurfacing and Microseal Placement Budget.

ORIGIN

At their meeting of July 9, 2018 Mayor and Council approved design work for the 2019 Asphalt Resurfacing and Microseal Placement Program as follows:

Asphalt:

- Chapel Road
- Eydie Drive
- Lennox Drive
- Salmon Crescent
- Marr Road
- Ricketts lane
- Church Avenue

Microseal:

- Donald Road
- Olive Lane
- Sheryl Drive
- Canwell Court

- Hooper Drive
- Kimberly Drive
- Mark Avenue
- Joelyn Lane
- Rodney Street
- McGuire Road

BACKGROUND

During the course of 2019 budget preparations, staff proposed deferral of Salmon Crescent and Lennox Drive to future years owing to the cost of necessary vertical profile adjustments. Church Street resurfacing was removed from the resurfacing program and added to a larger project to completely reconstruct Church Street.

During discussions with Council regarding the 2019 budget it was suggested that resurfacing of McGuire Road was not a priority given the lack of tax base in comparison to the overall cost. It was suggested by a Council member that the reconstruction of Allan Avenue would be a better use of town capital dollars.

DISCUSSION

Staff recommend streets for the annual resurfacing budget based on quantifiable factors such as:

- current surface condition,
- street classification (arterial, collector, local)
- potential for future disturbance such as subdivision construction and utility renewals or expansion,
- condition of existing underground infrastructure.

To date staff have not prioritized projects based on tax base immediately adjacent to proposed resurfacing work. The estimated cost of the proposed project for McGuire Road is not insignificant. The destinations on McGuire Road are as follows:

- All of the ground water wells that serve the Rothesay Water Utility,
- The filtration plant that produces Rothesay's potable drinking water,
- Offices and operations garage for the staff who operate the water treatment facility and the wastewater utility,
- The Irving 24 gas station,
- The Highway 1 Restaurant.

There are no private residences with frontage along McGuire Road. The combined revenue collected by the Town from the taxable properties on McGuire Road equals \$32,800.

There are 25 private residences with frontage along Allan Avenue. The combined revenue collected by the Town from the taxable properties on Allan Avenue equals \$70,000.

Staff directed the consultant engaged to design the proposed 2019 asphalt resurfacing program to prepare an estimate of the cost to resurface Allan Avenue vs the cost to resurface McGuire Road. The estimates are attached to this report. Allan Avenue is more narrow than McGuire Road, however it is longer overall. The result of the comparison was a net difference of \$69,000 more to resurface Allan Avenue in 2019 rather

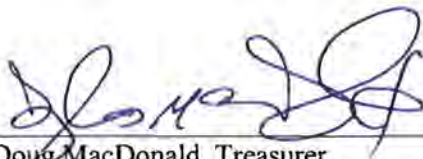
than McGuire Road in 2019. Given the current condition of Allan Avenue and the overall (relatively light weight) traffic loading staff are of the opinion that the method of construction proposed for McGuire Road will be suitable for Allan Avenue. There are some deleterious materials in the Allan Avenue subgrade that will be removed prior to resurfacing.

FINANCIAL IMPLICATIONS

The 2019 proposed General Fund Capital Budget includes an amount of \$174,000 for the resurfacing of McGuire Road. The estimated cost to resurface Allan Avenue in the same manner proposed for McGuire Road is \$243,000. The net difference between Allan Avenue resurfacing and McGuire Road resurfacing is estimated to be \$69,000. The proposed 2019 budget includes an amount of \$65,000 for the resurfacing of Eydie Drive. Staff propose to replace McGuire Road with Allan Avenue in 2019 and defer resurfacing of Eydie Drive to a future year in order to utilize those funds to cover the majority of the net difference between Allan Avenue and McGuire Road resurfacing costs. The remainder of the difference (\$69,000 - \$65,000) will be manageable within the overall budget envelope should Council adopt the General Fund Budget as presented and adopt the recommended changes listed above.



Report Prepared by: Brett McLean, Director of Operations



Report Reviewed by: Doug MacDonald, Treasurer

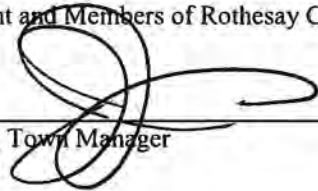


70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
December 10, 2018

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: December 5, 2018

SUBJECT: Engineering Design and Construction Management Services
Hillsview Crescent & Shadow Hill Court Watermain Replacement

RECOMMENDATION

It is recommended that the proposal submitted by Crandall Engineering Ltd. in the amount of \$72,294.75 including HST for the Hillsview Crescent & Shadow Hill Court Watermain Replacement project be accepted and further that the Mayor and Town Clerk be authorized to execute the appropriate documentation in that regard.

ORIGIN

The 2018 Utility Fund Capital Budget includes funding for the design and replacement of the existing watermain servicing Hillsview Crescent and Shadow Hill Court.

BACKGROUND

The existing watermain that service Hillsview Crescent and Shadow Hill Court are in need of replacement. Staff are exploring the option of cost sharing the renewal project with area residents. In order to draft an equitable cost sharing formula staff require a detailed estimate of the renewal cost. An RFP for consulting services was issued for the purpose of defining the overall project cost.

DISCUSSION

On November 16, 2018 with a comprehensive and detailed scope of work document developed by staff, a proposal for consulting engineering services was requested from the engineering consulting community at large by way of a proposal call on the New Brunswick Opportunities Network (NBON) online service.

In response to this proposal call, five (5) compliant submissions were received from consulting engineering firms on November 30, 2018. Proposals were received from the following firms:

- CBCL Consulting Engineers Limited,
- Crandall Engineering Ltd.,
- Dillon Consulting Ltd.,
- Exp
- R. V. Anderson Associates Limited

The proposals were submitted in sealed envelopes with the Technical and Financial Proposals being submitted under separate cover. A review Committee consisting of the following staff completed an independent analysis and ranking of each Technical Proposal:

John Jarvie, Town Manager
Brett McLean, Director of Operations

Subsequent to the Technical Proposal Analysis, the Committee jointly discussed the information presented and opened the sealed envelopes containing the Financial Proposals for each submission. The upset price contained in each proposal was evaluated, ranked and combined with the scores from the technical evaluation.

The result of this process was to obtain the highest ranking proposal for recommendation to Mayor and Council for award. The highest ranked overall submission following this evaluation process was the proposal submitted by Crandall Engineering even though it was not the lowest overall price.

The submission from Crandall Engineering met all of the requirements of the proposal call, in a manner acceptable to the committee, with a cost effective bid for the project.

FINANCIAL IMPLICATIONS

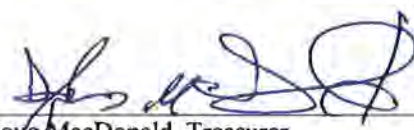
The 2018 General Fund Capital Budget included an amount of \$450,000 for design and construction of the work. The budget will be carried over to 2019 when the work will be completed once a suitable cost sharing formula can be established and agreed upon by all stakeholders. Engineering fees for this type of work are generally accepted to be 12 – 17% of the overall budget. Assuming award by Council, an analysis has been completed for the fee schedule submitted by the consultant and the anticipated costs are shown in the table below:

Consultant	Fees (inc HST)	HST rebate	Subtotal	2018 Budget	% of overall Budget Item
Design and construction management	72,294.75	6,735.35	65,559.40	450,000	14.5

Report Prepared by:


Brett McLean, Director of Operations

Report Reviewed by:


Doug MacDonald, Treasurer

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




70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
December 10, 2018

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:


John Jarvie, Town Manager

DATE: December 5, 2018

SUBJECT: One Ton Truck Purchase – Works Department

RECOMMENDATION

It is recommended that Council accept one of the following submissions from Downey Ford Sales for the purchase of a one-ton truck cab and chassis at a base price of:

- \$74,543.00 (F550 Lariat) plus applicable taxes , or
- \$66,635.00 (F550 XL including options) plus applicable taxes,

and further that the Director of Operations be authorized to issue a purchase order in that regard.

ORIGIN

The approved Fleet Management Plan and the 2018 General Fund Capital Budget include an amount of \$100,000 to purchase a One-Ton Plow Truck to serve the Rothesay Works Department.

BACKGROUND

The purchase of fleet vehicles for the town has historically been undertaken by issuing a public call for tenders through the New Brunswick Opportunities Network. This approach has failed to yield a wide cross section of bidders for the Town to choose from.

At the request of Council, in May of 2015 the Director of Operations convened a meeting of several local vehicle retailers and asked the question “why don’t you answer our vehicle tender calls?” The meeting

brought to light many concerns the retailers had, produced many points of view and generally assisted the Town in preparing a more fair and consistent method of purchasing vehicles that all the retailers could support.

The purchasing method that was discussed was to build and price similar vehicles, from various manufacturers, that suited the Town's current needs and then provide the (online generated) build sheets to the various retailers for firm pricing. The retailers were all satisfied with the open, transparent nature of this method and understood that the lowest price from the exercise would represent the winning bid.

The build and price method has been employed to purchase multiple vehicles since 2015.

Manufacturers scale their various models with certain equipment being available at each scale or, as manufacturers refer to it, each "trim level". To date staff have used the various manufacturer's build and price tools to "build" the lowest price model on which Blind Spot Information System (BLIS), Forward Collision Avoidance System and Heavy Duty Suspension were available. Staff favor a cleanable surface for the seating such as leather, however in all cases the various "trim levels" that included Blind Spot and Forward Collision Avoidance systems already include leather interior as part of the package.

The reason staff are so adamant that Blind Spot and Forward Collision Avoidance are necessary is two fold – first for the safety of staff and the public and secondly because of past experiences.

In recent months we had an incident on Parkdale Avenue. An operator was seated in a Town vehicle parked on the side of the street. He was about to exit the vehicle when a speeding vehicle came down the hill and slammed right into the back of his vehicle. The Town truck did not sustain serious damage; however, the other vehicle was completely destroyed. The operator was not seriously hurt, however he could have been and if the vehicle he was driving had been equipped with the blind spot camera it would have detected that collision and he may have been able to react by moving forward and avoiding the incident altogether. Several times per day our operators park on the side of the road and exit their vehicle to complete some task. Human error is real and when things become routine we all become somewhat immune to the dangers involved. As an operator is pulling over in traffic and exiting a vehicle for the 5th, 10th, 15th time in a day they may fail to check the mirror properly, they may not see a white vehicle approaching from the rear on a snowy day for example and as a result terrible things can happen. In this example, a large, blinking red light shining right at the operator in the mirror as they proceed to swing open their door could save broken vehicles and broken people.

The current one-ton truck the Town intends to purchase is a cab and chassis model ie. it has no rear body. The BLIS system operates on radar in the side body of the vehicle as well as through cameras in the side view mirrors. These devices sense rear approaching vehicles and alert the driver with a flashing signal in the mirror. Owing to the lack of a rear body and place to mount the radar the BLIS system is not available on any of the trim levels for this current F550 one-ton vehicle. BLIS is only available on Ford models up to and including the F450 size truck.

The forward collision avoidance system is another "must have" in staff's opinion. Town trucks are equipped with two way radios which are loud and distracting. Most Town trucks are equipped with blue tooth hands free phone calling features and most employees equipped with compatible phones. The Bluetooth means of operating a phone in a motor vehicle is legal and necessary for Town staff, however it is also distracting. Some Town vehicles are equipped with iPads mounted on columns in the vehicle similar to patrol vehicles such that we can track and identify work zones, locate moving rolling stock etc. These screens, though legal, are also distracting. Human error is real, fatigue is real and distraction coupled with these things can be dangerous. Consider the following scenario:

An employee who has worked for 10 hours is motoring along Hampton Road near Arthur Miller Field, its snowing, they are talking to dispatch on the radio while the Bluetooth phone is ringing and something pops up on the iPad to tell them that a moving plow truck elsewhere in the town has just left the road and become stuck. At the same time all this is happening a Rothesay High School student, wearing a white Canada Goose Parka, head-down using their cellphone, pushes the button on the illuminated crosswalk at Highland and immediately starts to cross Hampton Road without looking for oncoming traffic.

Even if the driver sees the pedestrian in time to react in spite of his fatigue and immediate distractions, because the vehicle he is driving is equipped with forward collision avoidance a stop sequence has already initiated - every one is safe. Forward Collision Avoidance, for similar reasons to the BLIS system, is only available on vehicles up to and including the F-450 size so it is not a key factor in model determination for this current F-550 one-ton purchase by the Town, however it is very important to include wherever it is available. The following quotes are from the Insurance Institute for Highway Safety IIHS:

New safety technology on vehicles is saving lives and preventing injuries, but many of these technologies aren't yet standard equipment on all vehicles. "Crash avoidance technology – like front crash prevention – is possibly more important than seatbelts and airbags," said David Zuby, chief research officer at the U.S. Insurance Institute for Highway Safety (IIHS).

Russ Rader, senior vice-president for communications with the Insurance Institute of Highway Safety said the most recent IIHS study found forward collision warning reduced front-into-rear crashes reported to police by 27 per cent. When you add in automatic braking, which brakes when you're too close to the car in front of you, the effectiveness jumps to 50 per cent.

The Lariat trim level adds, generally, about \$10,000 to the cost of a vehicle over and above the functional XL model when speaking in "Ford" language. The Town keeps vehicles for 10 years; that equates to an additional \$1,000 per year. The Works Department has 5 vehicles that are of a size up to and including F-450, the size on which these safety features are available. The Water Department has 4 such vehicles, the Parks department has 4 and Town admin staff have 4. That totals 17 vehicles that could be equipped with life saving safety features; a cost to the tax payer of \$17,000 per year if one assumes that on disposal the vehicles equipped with these features net the same sale value as a base model without the features and that is a conservative assumption. The Works, Utilities and Parks Departments have a combined annual Operating Budget of approximately \$6,000,000 and staff do not feel that an additional \$17,000 per year is an unrealistic amount of money to provide the additional level of safety to staff and the motoring and pedestrian public provided by features such as BLIS and Forward Collision Avoidance on Town vehicles. These are not specified by staff as "luxury" items, rather they are specified as "safety" items to avoid incidents in the future.

Another reason for "building" a model slightly above a manufacturers base model (in the case of Ford the Lariat model is the 3rd step on a 7 step scale) is longevity of the vehicle. The Town plans, as part of our asset management schedule, to keep vehicles for a minimum of 10 years. Base model vehicles tend to have smaller engines, lighter suspension, lighter duty transmissions and lack a factory applied undercoating to prevent premature rust; in short the cheapest model is cheapest for a reason. It is not unrealistic to think that by purchasing a higher than base priced model, the user will see a longer service life. The Town's vehicles are used by multiple drivers in any number of situations and it is staff's opinion that larger engines will not wear out as fast as overtaxed smaller engines and the same would apply to transmissions and suspensions systems.

There are features on upgraded models that aren't necessary for day to day operation, but they are nice to have for the people who use the vehicles on a daily basis. A heated seat is a nice function for an operator

whose job it is to work out in the cold all day. Its not a must and not an option for which a higher trim level would be chosen, however if it comes along with the model that includes the necessary safety features and longer life features then that is an added bonus. These features add to the resale value of the vehicle upon disposal.

DISCUSSION

The 2018 Capital Budget included \$100,000 for the purchase of a one-ton vehicle.

In October 2018 build sheets along with requests for pricing were sent to the two area dealers who supply one-ton vehicles. One dealer cited the re-tooling of their 2019 model and current lack of pricing data as a reason not to submit a bid. The other dealer submitted a bid as follows:

1. Ford, Downey Ford Sales \$74,543.00 plus hst

The Ford Truck pricing scale from lowest to highest priced trim level is as follows:

- 1. XL
- 2. XLT
- 3. Lariat
- 4. King Ranch
- 5. Platinum
- 6. Limited
- 7. Raptor

The price quoted by Downey Ford that was presented to Council at their meeting of November 13, 2018 was for an F-550 Lariat trim level. Council debated the purchase and requested further information regarding the price of a base, or XL trim level, model including a comparison of the different optional equipment to show the benefit of purchasing a truck that was higher priced than the base level model.

Staff completed a build sheet for an XL model and submitted it to Downey Ford for pricing in November. Downey's submitted the following bid:

2. Ford, Downey Ford Sales \$60,662.00 plus hst

This price is for the absolute base vehicle with manual windows and an AM/FM radio which does not include Bluetooth hands-free phone capability and does not include running boards.

Downey sales staff pointed out that the F-550 is a large truck with high clearance and that a person of 6-foot stature would have difficulty entering and exiting the vehicle without running boards. Running boards are standard on the Lariat trim level and available for an upcharge on an XL trim level. They also pointed out that the Lariat trim level provides Bluetooth capability with an 8 inch back up camera screen whereas the XL only has a radio. The Bluetooth hands-free option is available on the XL; however, it only includes a 2.3-inch backup screen. The F-550 is a large truck and twice in recent years' staff have backed into smaller vehicle parked behind them that they could not see; one on Grove Avenue and one in the Sobeys Parking lot. The larger 8-inch screen standard on a Lariat trim level is not available on the XL trim level. Another item pointed out by sales staff concerned heated side view mirrors with turn, hazard and spot lights on the mirror. This truck will be equipped with a flat bed body which will inherently have smaller tail lights. The addition of turn signals and hazard flashers available on the side view mirrors will make the

vehicle much more visible to rear approaching motorists (As noted earlier in this report, in recent months a Town vehicle that was parked on the side of the road was struck from behind by an inattentive motorist). The size of the mirrors on an F-550 are such that they will collect ice and snow and would be very difficult to keep clear without the defrosting function. Clear side view mirrors are of paramount importance for the Works Department considering the number of times per day they stop and start within the flow of traffic. The heated mirror function is included in the Lariat trim level and is available for an upcharge on and XL trim level.


There are many more items standard on the Lariat trim level which enhance the safety and serviceability of the vehicle for its intended use. Staff believe this is the best long term option for the Town. Attached to this report is a list of the features included on the XL trim level as well as the Lariat trim level. When reviewing the list Council should be aware that the inclusions for the Lariat trim level are all of the items included under the XLT, or second trim level, plus all of the options listed under the Lariat or third trim level. Should Council choose to purchase the XL model for this one-ton vehicle, where BLIS and Forward Collision Avoidance are not available regardless of trim level, it is strongly suggested that they also approve the purchase of the upgrades such as running boards, Bluetooth and heated/lighted mirrors in the amount of \$5,973.00 to make the vehicle serviceable for the Works Department.

FINANCIAL IMPLICATIONS

The analysis concludes that a total amount of \$100,000 was provided in the General Fund Capital Budget. The delivered cost of the:

2018 Ford F-550 Lariat will be \$77,737.91 including the Town's eligible HST, or
2018 Ford F-550 XL will be \$69,490.97 including necessary options and the Town's eligible HST.

Report Prepared by: 
Brett McLean, Director of Operations

Report Reviewed by: 
Doug MacDonald, Treasurer

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



Go Further

2019 Chassis Cab F-550 LARIAT



Exterior shown for illustration purposes only. Actual exterior may vary. See your dealer for details.

Payment

Base MSRP ²²	\$83,749
Total of Options ³⁸	\$385
Total Fees	\$1,900
Net Price ³³	\$86,034

\$0 Est. ³⁵ Lease based on \$0 down payment, month term, % APR and mileage, \$0 trade-in-value²⁴

PowerScope® Trailer Tow Mirrors - Power Telescoping, Power Fold®-Away with Power Heated Glass, Heated Convex Spotter Mirror & Integrated Clearance Lights/Turn Signals, Memory

Platform Running Boards \$0

225/70Rx19.5G BSW A/S Tires \$0

Interior³⁸

Black \$0

Leather \$0

Leather Seating Surfaces with Monotone Leather Insert 40/20/40 Split Bench - Heated Cooled Seats \$0 ✓

Trailer Brake Controller \$0

Cruise Control \$0

110V/400W Outlet \$0

B&O™ Premium Sound System by Bang & Olufsen \$0 ✓

SYNC® 3 \$0

SiriusXM Satellite Radio \$0 ✓

Powertrain³⁸

6.7L 4V Power Stroke Diesel V8 Engine

4X4 ✓

6-Spd Automatic w/SelectShift and Tow/Haul Mode Transmission

4.10 Limited Slip Rear-Axle

Standard Features

Power and Handling

- Engine - 6.7L Power Stroke® V8 Turbo Diesel engine
- TorqShift® 6-speed SelectShift® Automatic Transmission
- Upgraded Diesel Engine-Exhaust Braking (Diesel Engine)
- DEF Tank Level Gauge (Diesel Engine)
- Alternators - Dual, Extra Heavy Duty 377-amp total (diesel engine only)

Interior Features

- Air Conditioning - Dual-Zone Electronic Automatic Temperature Control
- Rapid-Heat Supplemental Cab Heater (Diesel Only)
- Available Power-Adjustable Pedals with Memory
- Dash-top tray

Dealer Information

Downey Ford Sales
35 Consumers Drive
Saint John, E2J3S9



Showing the nearest Authorized Dealer for the entered zip code

Model

2019 Ford Chassis Cab F-550 LARIAT, Crew Cab, 6.7L 4V Power Stroke Diesel V8 Engine, 6-Spd Automatic w/SelectShift and Tow/Haul Mode Transmission, 4.10 Limited Slip Rear-Axle, 203", 4X4, DRW **\$83,749** ✓

Paint³⁸

Oxford White **\$0** ✓

Packages³⁸

Power Equipment Group **\$0**
Snow Plow Prep Package **\$160** ✓

Exterior³⁸

19.5-inch Forged Polished Aluminum with Bright Hub Covers/Center Ornaments Wheels (DRW) **\$0**
Privacy Glass **\$0**
Power-Sliding Rear Window **\$0**
Rear Window Defroster **\$0**
Wheel Well Liners - Front **\$225** ✓
Advanced Security Pack **\$0**
Dual Extra Heavy-Duty Alternator **\$0**
Utility Lighting System - LED Side-Mirror Spotlights **\$0**
\$0

4/7



2018 December 10 Open Session FINAL_311

35 CONSUMER DR
SAINT JOHN, NB, E2J 3S9
Phone: (506) 632-6000
Fax: www.downeys.ca

TOWN OF ROTHESAY
Key: <<NewDeal>>
Sales Rep: Duane Brown
Date: 11/06/2018

Customer Information

Code 12354
TOWN OF ROTHESAY
70 HAMPTON RD
ROTHESAY, NB, E2E 5L5
Home, Cell (506) 848-6600, (506) 849-1690
Email cathyjones@rothesay.ca
Sales Rep Duane Brown
Contract Date 11/06/2018
Payment Date 11/06/2018
Tax Code NB
Type Cash Purchase

Vehicle Information

Stock #
Year Make
Model, Trim
Serial #
Odometer 0
Trade Year Make N/A
Model N/A
Serial # N/A
Odometer N/A

Price

MSRP	90,083.00	HST Taxable	74543
Total Sales Price	74,339.00	HST @ 15.0000%	11181.45
Trade	0.00	Payout Lien Amount	0.00
Adjustments	0.00	Balance Due	86,274.45
MVI	150.00	Deposit	0.00
Prov License Fee	550.00	Rebate	0.00
Miscellaneous Fee	0.00	Total Balance	86,274.45
Prov Tire Tax	54.00		
Gas Fee	0.00		
Warranty	0.00		
No Protections Selected	0.00		

2019 FORD F550 CHASSIS CAB 4X4
AS PER FACTORY ORDER NO SPEC D333
INCLUDES:
10 PLY MICHELIN TIRES
5 SETS OF KEYS

I / We have reviewed the above disclosure and agree to the vehicle, price and payment information as declared.

x
TOWN OF ROTHESAY

x
Dealer Acceptance

CNGP530

VEHICLE ORDER CONFIRMATION

11/05/18 14:26:17

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2018December10OpenSessionFINAL_312

Dealer: CB3805

Page: 1 of 2

Order No: D333 Priority: Ord FIN: 0G000 Order Type: R Price Level: 915
Ord PEP: 668A Cust/Flt Name: T OF ROTHESAY PO Number:

RETAIL

RETAIL

W5H	F550 4X4 CHAS/C	\$83749	TFB	.225 BSW AS 19.5	
	203" WHEELBASE		X4N	4.10 LTD SLIP	NC
	FED EXCISE TAX	100		TRAILER TOW DLT	
	2019 MODEL YEAR		18A	UPFIT INTER MOD	400
Z1	OXFORD WHITE			LESS TPMS	
6	LTHR 40/20/40		207	18000# GVWR PKG	NC
B	BLACK			PTC SUPP HTR	
668A	PREF EQUIP PKG		473	SNOW PLOW PKG	160
	.LARIAT TRIM				
39S	.SIRIUSXM SAT			TOTAL BASE AND OPTIONS	86434
559	.FRT/SIDE AIRBGS			TOTAL	86434
	.B&O PREM AUDIO			*THIS IS NOT AN INVOICE*	
	.TRANS PTO PROV				
99T	.6.7L V8 DIESEL			* MORE ORDER INFO NEXT PAGE *	
44W	6-SPD AUTOMATIC	NC		F8=Next	

F1=Help

F2=Return to Order

F3/F12=Veh Ord Menu

F4=Submit

F5=Add to Library

S006 - MORE DATA IS AVAILABLE.

CGB3805

NOTE: 203" WHEELBASE
84" CAB TO AXLE

CNGP530

VEHICLE ORDER CONFIRMATION

11/05/18 14:26:21

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2018December10OpenSessionFINAL_313

Dealer: CB3805

Page: 2 of 2

2019 F-SERIES SD

Order No: D333 Priority: Ord FIN: 0G000 Order Type: R Price Level: 915

Ord PEP: 668A Cust/Flt Name: T OF ROTHESAY PO Number:

RETAIL

RETAIL

61L WHL WLL LNR FRT \$225

693 PARTIAL GAS FIL

SP DLR ACCT ADJ

10 U.S. GAL GAS

DEST AND DELIV 1800

TOTAL BASE AND OPTIONS 86434

TOTAL 86434

THIS IS NOT AN INVOICE

F1=Help

F2=Return to Order

F7=Prev

F4=Submit

F5=Add to Library

F3/F12=Veh Ord Menu

S099 - PRESS F4 TO SUBMIT

CGB3805

* Quote *



HST: GST 121694319

Customer Copy

Date: 11/06/2018 10:15:10 AM Page: 1

Customer No: DOWNEY1

Expiry Date: 12/06/2018

Invoice Number: [REDACTED]

DOWNEY FORD SALES
35 CONSUMERS DRIVE
SAINT JOHN, NB
E2J 3S9

Home: Bus: (506) 632-6000
Cell: Fax: (506) 632-6595
Email:

Sales Account Number Purchase Order Fleet Type:
414 DOWNEY1
Keith Stevenson
Ref: 2019 LARIAT F550 DRW
Ship To: DOWNEY FORD SALES
35 CONSUMERS DRIVE
SAINT JOHN, NB, E2J 3S9

Shp	BH	OH	Bin	PART NUMBER	Description	RETAIL	NET	Amount
2	0	0	SOP	9766 91043	225/70R19.5 XZE LRG	479.00	465.16	930.32
2	0	0		TIRELEVY	TIRE LEVY	4.50	4.50	9.00
4	0	0		9766 24975	225/70R19.5 3PMSF	581.00	564.20	2,256.80
4	0	0		TIRELEVY	TIRE LEVY	4.50	4.50	18.00
1.5	0	0		INSTALL50	Install&Balance Low Profile	122.00	122.00	183.00
3	0	0		164 R8166	KEY FOB	221.99	221.99	665.97
22	0	0	SOP	FREIGHT	FREIGHT CHARGES	1.00	1.00	22.00
3	0	0		164 R8169	BACK UP KEY	99.89	99.89	299.67
1	0	0	DA	KC	KEY CODE	14.99	14.99	14.99
-1	0	0		NPN	TAKE-OFF CREDIT	750.00	750.00	-750.00

TOTAL PARTS SALES 3,649.75
HST 0.00
NET TOTAL PARTS 3,649.75

THIS IS INCLUDED IN PRICING

- KEYS

- 10 PLY MICHELIN TIRES

- FACTORY TIRE CREDIT.



2018 Chassis Cab F-550 XL



Exterior shown for illustration purposes only. Actual exterior may vary. See your dealer for details.

Payment

Base MSRP ²²	\$66,899
Total of Options ³⁸	\$2,345
Total Fees	\$1,900
Delivery Allowance	-\$1,500
Net Price ³³	\$69,644

\$1,299 Est. Monthly Payment³⁵ Purchase based on \$0 down payment, 60 month term and 4.49% APR, \$0 trade-in-value²⁴

Dealer Information

Downey Ford Sales
35 Consumers Drive
Saint John, E2J3S9

Showing the nearest Authorized Dealer for the entered zip code

Model

2018 Ford Chassis Cab F-550 XL, Crew Cab®, 6.7L Power Stroke® \$66,899 ✓
Turbo Diesel V8 engine, TorqShift® 6-speed SelectShift® Automatic
Transmission (Diesel Engine), 4.10 Limited Slip Axle, 203", 4X4, DRW

Paint³⁸

Oxford White \$0 ✓

Packages³⁸

Snow Plow Prep Package \$160 ✓

Exterior³⁸

Jack - 6 Ton	\$0
Wheel Well Liners - Front	\$225 ✓
Exterior Backup Alarm	\$150 ✓
Alternators - Dual Extra Heavy-Duty	\$0
Spare Tire, Wheel and Jack	\$410 ✓
Manually Telescoping/Folding Trailer Tow with Manual Glass	\$0
19.5-inch Argent Painted Steel Wheels (DRW)	\$0
225/70Rx19.5G BSW A/S Tires	\$0

Interior³⁸

Medium Earth Grey \$0

Vinyl	\$0
Black Vinyl Flooring/Carpet Delete	\$0
Programmable Engine Idle Shutdown - 10 Minute	\$200 ✓
Integrated Trailer Brake Controller	\$350 ✓
Electronic-Shift-On-the-Fly (ESOF) - 4X4	\$200 ✓
110V/400W Outlet	\$250 ✓
Upfitter Interface Module	\$400 ✓
AM/FM Stereo with Digital Clock	\$0
HD Vinyl, 40/20/40 Split Bench Front Seats	\$0

Standard Features

Power and Handling

- Engine - 6.8L 3-valve SOHC EFI V10 engine
- TorqShift[®] 6-speed SelectShift[®] Automatic Transmission
- Upgraded Diesel Engine-Exhaust Braking (Diesel Engine)
- DEF Tank Level Gauge (Diesel Engine)
- Alternator - Single, Heavy-Duty, 240-amp (6.8L)
- Alternators - Dual, Extra Heavy Duty 377-amp total (diesel engine only)
- Engine block heater
- Fuel Tank - 151 Litre aft-axle (F-350 SRW with base GVWR, F-350 DRW/F-450/F-550)
- Axle - Mono-beam front axle with coil spring suspension - (F-350 4X4, F-450 and F-550)
- Brakes - 4-wheel power disc brakes with Anti-lock Brake System (ABS); Hydro-boost (DRW)
- Hill Start Assist
- AdvanceTrac[®] with Roll Stability Control[™] (RSC[®])
- Trailer Sway Control
- Stationary Elevated Idle Control (SEIC)
- Shock absorbers - heavy duty gas
- Stabilizer bar - front
- Steering - power

Interior Features

- Air Conditioning - Manual Temperature Control
- Rapid-Heat Supplemental Cab Heater (Diesel Only)
- Dash-top tray
- Dome Lamp - door-activated instrument panel switch operated with delay
- Floor Covering - black vinyl
- Grab handles - driver and front passenger
- Headliner - colour coordinated cloth
- Instrumentation with tachometer and Message Centre including odometer, trip odometer, distance-to-empty, average fuel consumption, engine hour metre and warning messages
- Instrument Cluster - 2.3" Productivity Screen
- Map lights - dual (front and rear with Crew Cab)
- Powerpoint - 12v, two instrument panel mounted
- Powerpoint, 12v - Rear (SuperCab and Crew Cab)
- Powerpoint - auxiliary, 1 in media bin
- Steering Wheel - Black Molded Polyurethane
- Storage - secondary glove box
- Visors with passenger-side mirror
- Tilt/telescoping steering wheel
- Upfitter Switches (6)

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- Steering damper
- Transfer Case - Manual 4-Wheel-Drive System with manual locking hubs (4x4 models only)
- Live Drive Power Takeoff Provision with Mobile and Stationary PTO Modes
- Wheels - 19.5" Argent Painted Steel (DRW)
- 225/70R19.5G BSW A/S (6)
- Windshield wipers - interval control
- AM/FM Stereo, (4 Speakers regular cab, 6 speakers Super Cab and Crew Cab)
- Seats - Front, Vinyl 40/20/40 split bench seat with recline, armrest, cupholders, storage and driver manual lumbar
- Seats - Rear, 60/40 Flip-Up/Fold-Down Bench Seat (Crew Cab)
- Seats - Rear, Vinyl, 60/40 Fold-Up Bench Seat (SuperCab)

Exterior Features

- Bumper, front - black painted steel with black lower air dam
- Door Handles - black
- Quad Dual-Beam Halogen Headlights
- Grille - Black bar-style
- Mirrors - Manual Telescoping Trailer Tow with Manual Glass
- LED Roof Clearance Lights
- Tow hooks - (2) front, black
- Splash Guards
- Glass - solar tinted
- Window - rear, fixed

Safety and Security

- Airbags - front seat front with passenger side deactivation switch (Regular Cab and SuperCab only)
- Airbags - front seat side
- Airbags - Safety Canopy® System with roll-fold side-curtain airbags
- Belt-Minder™, chime and flashing warning light on instrument cluster if belts not buckled
- Child tethers
- Seat Belts - colour coordinated with height adjustment (front outboard seating positions only)
- SOS Post Crash Alert System
- SecuriLock® Anti-Theft Ignition
- MyKey™
- Autolamp (Auto On/Off Headlights) with Rainlamp Wiper Activated Headlights

Packages

Your Configuration: 2018 Ford Chassis Cab F-550 XL, Crew Cab®, 6.7L Power Stroke® Turbo Diesel V8 engine, TorqShift® 6-speed SelectShift® Automatic Transmission (Diesel Engine), 4.10 Limited Slip Axle, 203", 4X4, DRW
Pricing shown for Postal code E2E5L5 as of November 23, 2018

Note: Vehicle offers: Dealers may sell or lease for less. Offers may be cancelled at any time without notice (except in Quebec). See your Ford Dealer for complete offer details or call the Ford Customer Relationship Centre at 1-800-565-3673. For factory orders, a customer may either take advantage of raincheckable eligible Ford retail customer promotional incentives/offers available at the time of vehicle factory order or time of vehicle delivery, but not both or combinations thereof.

Service offers: Offers may be cancelled or changed at any time without notice. See Service Advisor for complete details. Applicable taxes and provincial levies not included. Dealer may sell for less. Only available at participating locations.

5/8



2018 December 10 Open Session FINAL_319

SAINT JOHN, NB, E2J 3S9
Phone (506) 632-6000
Fax www.downeys.ca

TOWN OF ROTHESAY
Key: <<NewDeal>>
Sales Rep: Duane Brown
Date: 12/03/2018

Customer Information

Code 12354
TOWN OF ROTHESAY
70 HAMPTON RD
ROTHESAY, NB, E2E 5L5
Home Cell (506) 848-6600.(506) 849-1690
Email cathyjones@rothesay.ca
Sales Rep Duane Brown
Contract Date 12/03/2018
Payment Date 12/03/2018
Tax Code NB
Type Cash Purchase

Vehicle Information

Stock #
Year Make
Model Trim
Serial #
Odometer 0
Trade Year Make N/A
Model N/A
Serial # N/A
Odometer N/A

Price

MSRP	72,484.00	HST Taxable	60662.00
Total Sales Price	60,458.00	HST @ 15.0000%	9099.30
Trade	0.00	Payout Lien Amount	0.00
Adjustments	0.00	Balance Due	70,311.30
MVI	150.00	Deposit	0.00
Prov License Fee	550.00	Rebate	0.00
Fuel Fee	0.00	Total Balance	70,311.30
Prov Tire Tax	54.00		
Miscellaneous Fee	0.00		
Warranty	0.00		
No Protections Selected	0.00		

2019 FORD F550 CREW 4X4

- XL

- 205" WB - 84" CA

- KEYS & MICHELIN TIRES

I / We have reviewed the above disclosure and agree to the vehicle price and payment information as declared

x
TOWN OF ROTHESAY

x
Dealer Acceptance

CNGP530

VEHICLE ORDER CONFIRMATION

12/03/18 11:50:50

==>

2018December10OpenSessionFINAL_320

Dealer: CB3805

2019 F-SERIES SD

Page: 1 of 2

Order No: D777 Priority: Ord FIN: 0G000 Order Type: R Price Level: 920

Ord PEP: 660A Cust/Flt Name: T OF ROTHESAY PO Number:

	RETAIL		RETAIL
F5H F550 4X4 CHAS/C	\$53399	X8L 4.88 LTD SLIP	NC
205" WHEELBASE		23M PAYLD PLUS UPGR	700
FED EXCISE TAX	100	28A UPFLT INTER MOD	400
2019 MODEL YEAR		LESS TPMS	
Z1 OXFORD WHITE		19500# GVWR PKG	
A VNYL 40/20/40	NC	213 ELECTRONIC SOF	200
S MEDIUM EARTH GR		FTC SUPP HTR	
660A PREF EQUIP PKG		43C 110V/400W OUTLT	250
.XL TRIM			
558 .FRT/SIDE AIRBGS	NC	TOTAL BASE AND OPTIONS	68834
572 .AIR CONDITIONER		TOTAL	68834
.TRANS PTO PROV		*THIS IS NOT AN INVOICE*	
99T 6.7L V8 DIESEL	9450		
44W 6-SPD AUTOMATIC	NC	* MORE ORDER INFO NEXT PAGE *	
TGJ 225 BSW AP 19.5			

F1=Help

F2=Return to Order

F8=Next

F3/F12=Veh Ord Menu

F4=Submit

F5=Add to Library

S006 - MORE DATA IS AVAILABLE.

CGB3805

7/8

CNGP530

VEHICLE ORDER CONFIRMATION
2018December10OpenSessionFINAL_321

12/03/18 11:50:5

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Dealer: CB380

Page: 2 of 2

2019 F-SERIES SD

Order No: D777 Priority: Ord FIN: 0G000 Order Type: R Price Level: 920

Ord PEP: 660A Cust/Flt Name: T OF ROTHESAY PO Number:

RETAIL

RETAIL

473 SNOW PLOW PKG \$160

512 SPARE TIRE/WHL2 410

52B BRAKE CONTROLLER 350

585 AM/FM/CLOCK 540

61J JACK NC

61L WHL WLL LNR FRT 225

65Z AFT AXLE TANK NC

67B DUAL XTR HD ALT NC

693 PARTIAL GAS FIL

76C REVERSE ALARM 150

86B ENG IDL SHUT 10 200

91M SYNC SYSTEM 500

SP DLR ACCT ADJ

10 U.S. GAL GAS

DEST AND DELIV 1800

F1=Help F2=Return to Order

F4=Submit F5=Add to Library

F7=Prev

F3/F12=Veh Ord Menu

S099 - PRESS F4 TO SUBMIT

CGB3805

TOTAL BASE AND OPTIONS 68834

TOTAL 68834

THIS IS NOT AN INVOICE

8/8

* Quote *



HST: GST 121694319

Customer Copy

Date: 11/06/2018 10:15:10 AM Page: 1

Customer No: DOWNEY1

Expiry Date: 12/06/2018

Invoice Number: [REDACTED]

DOWNEY FORD SALES
35 CONSUMERS DRIVE
SAINT JOHN, NB
E2J 3S9

Home: Bus: (506) 632-6000

Cell: Fax: (506) 632-6595

Email:

Sales	Account Number	Purchase Order	Fleet Type:
414	DOWNEY1		
Keith Stevenson			
Ref:	2019 LARIAT F550 DRW		
Ship To:	DOWNEY FORD SALES 35 CONSUMERS DRIVE SAINT JOHN, NB E2J 3S9		

Shp	BH	OH	Bin	PART NUMBER	Description	RETAIL	NET	Amount
2	0	0	SOP	9766 91043	225/70R19.5 XZE LRG	479.00	465.16	930.32
2	0	0		TIRELEVY	TIRE LEVY	4.50	4.50	9.00
4	0	0		9766 24975	225/70R19.5 3PMSF	581.00	564.20	2,256.80
4	0	0		TIRELEVY	TIRE LEVY	4.50	4.50	18.00
15	0	0		INSTALL50	Install&Balance Low Profile	122.00	122.00	183.00
3	0	0		164 R8166	KEY FOB	221.99	221.99	665.97
22	0	0	SOP	FREIGHT	FREIGHT CHARGES	1.00	1.00	22.00
3	0	0		164 R8169	BACK UP KEY	99.89	99.89	299.67
1	0	0	DA	KC	KEY CODE	14.99	14.99	14.99
-1	0	0		NPN	TAKE-OFF CREDIT	750.00	750.00	-750.00
TOTAL PARTS SALES							3,649.75	
HST							0.00	
NET TOTAL PARTS							3,649.75	

NOTE: INCLUDED IN PRICING:

- EXTRA KEYS

- 10 PLY MICHELIN TIRES

- FACTORY TIRE CREDIT.



2018December10OpenSessionFINAL_323

3300 CONSUMER DR
SAINT JOHN, NB, E2J 3S9
Phone: (506) 632-6000
Fax: www.downeys.ca

TOWN OF ROTHESAY
Key: <<NewDeal>>
Sales Rep: Duane Brown
Date: 12/05/2018

1/3

Customer Information

Code 12354
TOWN OF ROTHESAY
70 HAMPTON RD
ROTHESAY, NB, E2E 5L5
Home,Cell (506) 848-6600,(506) 849-1690
Email cathyjones@rothesay.ca
Sales Rep Duane Brown
Contract Date 12/05/2018
Payment Date 12/05/2018
Tax Code NB
Type Cash Purchase

Vehicle Information

Stock #
Year Make
Model, Trim
Serial #
Odometer 0
Trade Year Make N/A
Model N/A
Serial # N/A
Odometer N/A

Price

MSRP 75,124.00
Total Sales Price 66,431.00
Trade 0.00
Adjustments 0.00
MVI 150.00
Prov License Fee 550.00
Fuel Fee 0.00
Prov Tire Tax 54.00
Miscellaneous Fee 0.00
Warranty 0.00
No Protections Selected 0.00

HST Taxable 66635.00
HST @ 15.0000% 9995.25
Payout Lien Amount 0.00
Balance Due 77,180.25
Deposit 0.00
Rebate 0.00
Total Balance 77,180.25

→ PRICING FOR
XL MODEL WITH
UPGRADES INCL.
AS PER REPORT

I / We have reviewed the above disclosure and agree to the vehicle, price and payment information as declared

x
TOWN OF ROTHESAY

x
Dealer Acceptance

CNGP530

VEHICLE ORDER CONFIRMATION

12/05/18 14:58:38

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2018December10OpenSessionFINAL_324

Dealer: CB3805

2019 F-SERIES SD

Page: 1 of 2

Order No: D888 Priority: Ord FIN: 0G000 Order Type: R Price Level: 920

Ord PEP: 660A Cust/Flt Name: TOWN OF ROTHESAY PO Number:

RETAIL

RETAIL

F5H F550 4X4 CHAS/C \$53399

X8L 4.88 LTD SLIP NC

205" WHEELBASE

68M PAYLD PLUS UPGR 700

FED EXCISE TAX 100

90L PWR EQUIP GROUP 1850

2019 MODEL YEAR

WEDDED

TELE TT MIR-PWR

Z1 OXFORD WHITE

MURDER

8A UPFIT INTER MOD 400

A VNYL 40/20/40 NC

18B PLAT RUNNING BD 490

S MEDIUM EARTH GR

LESS TPMS

660A PREF EQUIP PKG

19500# GVWR PKG

.XL TRIM

558 .FRT/SIDE AIRBGS NC

TOTAL BASE AND OPTIONS 71474

572 .AIR CONDITIONER

TOTAL 71474

.TRANS PTO PROV

THIS IS NOT AN INVOICE

99T 6.7L V8 DIESEL 9450

44W 6-SPD AUTOMATIC NC

* MORE ORDER INFO NEXT PAGE *

TGM 225 TRACTION 300

F8=Next

F1=Help

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S006 - MORE DATA IS AVAILABLE.

CGB3805

Town of ROTHESAY Cost:

\$ 62 781 + LIC

TLEW

HST

HUI

+ \$ 3650 + HST (TIRES, KEYS)

CNGP530

VEHICLE ORDER CONFIRMATION

12/05/18 14:58:41

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2018December10OpenSessionFINAL_325

Dealer: CB3805

2019 F-SERIES SD

Page: 2 of 2

Order No: D888 Priority: Ord FIN: 0G000 Order Type: R Price Level: 920

Ord PEP: 660A Cust/Flt Name: TOWN OF ROTHESAY PO Number:

RETAIL

RETAIL

213 ELECTRONIC SOF \$200

SP DLR ACCT ADJ

PTC SUPP HTR

10 U.S. GAL GAS

43C 110V/400W OUTLT 250

DEST AND DELIV 1800

473 SNOW PLOW PKG 160

512 SPARE TIRE/WHL2 410

TOTAL BASE AND OPTIONS 71474

52B BRAKE CONTROLR 350

TOTAL 71474

585 AM/FM/CLOCK 540

THIS IS NOT AN INVOICE

61J JACK NC

61L WHL WLL LNR FRT 225

65Z AFT AXLE TANK NC

67B DUAL XTR HD ALT NC

693 PARTIAL GAS FIL

76C REVERSE ALARM 150

86B ENG IDL SHUT 10 200

91M SYNC SYSTEM 500

F7=Prev

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S099 - PRESS F4 TO SUBMIT

CGB3805

MAJOR PRODUCT SUMMARY

The new 2019 SUPER DUTY® reinforces the tough image of the F-Series and continues to meet the needs of both commercial and personal use towing customers. The 2019 model year includes all the amenities you were used to in 2017 plus:

The following equipment is standard as indicated. Each series incl. the standard equipment of the previous series, except where additions/exceptions are noted.

2019 F-350CC	2019 F-450CC	2019 F-550
Powertrain/Functional <ul style="list-style-type: none"> Extra Heavy-Duty Alternator (200 AMP) - 6.8L Gas Engine Heavy-Duty Alternator (240 AMP) - 6.8L Gas Engine Dual Extra Heavy-Duty Alternator (277 AMP) - 6.8L Gas Engine Brakes - Power 4-wheel Disc Anti-lock Braking System (ABS) Engine <ul style="list-style-type: none"> 5.2L 2 Valve Gas SOHC I-1 NA V8 Flex Fuel (F-350) 6.8L 2 Valve Gas SOHC I-1 NA V10 (F-450/F-550) Fuel tank - 160 litre Mid Ship (F-350 SW - model with 9,800 GVWR) or 10,000 GVWR Package(s) Fuel tank - 151 litre all axle (F-350 SV model with base GVWR, all DRV models) Power Take Off Provision (Standard on all engines, 6.8L instal includes Transmission Mounted Live Drive - 1000 - standard mode PTO, 6.2L engine req. 4.30 inch drive ratio) Rear axle - Electronic Locking (F-350 FFW) Rear axle - limited-slip (F-350 DRW, F-450 and F-550) Stabilizer bars - front & rear Steering - power Tire Pressure Monitoring System (TPMS) - 350 only Trailer wiring - 7 way harness w/robust hitch mount & labeled Transmissions - 6-speed automatic O.I.S. (5H-12, 10P140) Exterior <ul style="list-style-type: none"> "3 Blink" Lane Change signal AutoLamp (Auto On Off Headlamps with Forward Lamp Wipe Activated Headlamps) Bumper - front, black painted Centinel High-Mount Stop-Lamp (CHMSL) Door Handles - Black Fender moldings (F-450 & F-550 only) - black, no rivets Fender vents - front Glass - color-tinted Grille - black painted Headlamps - dual beam, projected reflector Light - underhood service light Lights - fog marker, clearance - LED Mirrors - manually telescoping trailer tow mirrors w/manual glass & 2 way fold Splash Guards / Mud Flaps - Front Tow hooks - (2) front Transfer case - manual & manual hubs Wheels <ul style="list-style-type: none"> F-350 DRW - 17" argon polished steel F-350 FFW - 18" argon painted wheels w/painted hub covers/center ornaments F-450 & F-550 - 18.5" argon painted steel Window - rear, fixed Interior <ul style="list-style-type: none"> 2.3" Productivity Screen in IP Cluster Air conditioning - manual Air conditioning vents - black w/black ring Cabin Air Particulate Filter Audio - AM/FM stereo w/digital clock, 11 speakers, 4:1 12V Auxiliary Powerport Door trim - armrest/grab handle and reflector Floor covering - black vinyl full Instrumentation - Multi-function switch message Centre with 12 Hue lighting (third function message control on steering wheel) includes SelectShift® display, tachometer, speedometer, turnkey boost (diesel only), outside temperature display, oil pressure, coolant temperature, fuel gauge, urea gauge (diesel only), transmission temperature gauge, engine-hour meter, cruise control set light, trip odometer, distance to empty, average fuel economy & messages for TPMS and Fuel Stability Control w/MyKey® Mirror - rearview 11.5" day/night Overhead console with dual storage bins and map light (F-550 SuperCab and Crew Cab) Scuff plates - front, color coordinated Seat - HD vinyl front 40/20/40 bench w/chrome (SuperCab and Crew Cab) Steering column - tilt and telescoping Steering wheel - black polyurethane Sun visors - color coordinated vinyl, single driver w/mirror, single passenger w/mirror inset Upholster switches (6) on the overhead console Windshield Wipers - interval control Safety/Security <ul style="list-style-type: none"> Airbag <ul style="list-style-type: none"> Driver and Passenger frontal and side airbags/curtains Passenger side airbag deactivation switch Belts - chime & flashing warning light on 11" belts not buckled Roll Stability Control™ Safety Belts - color coordinated wheelheight adjustment (front outboard seating positions only) SecuriLock® Passive Anti-Theft System (PATS) SOS Post-Crash Alert System™ Trailer Sway Control 	All XL content, plus Exterior <ul style="list-style-type: none"> Bumper - front, bright chrome Grille - chrome, two bar with black accent Mirrors - manually telescoping towing trailer tow w/power heated glass, heated corner spotter mirror, integrated clearance lamp & turn signals Privacy Glass - rear window and side rear windows (SuperCab and Crew Cab) Wheels, F-350 FFW - 18" chrome clad steel w/bright hub covers/center ornaments Interior <ul style="list-style-type: none"> 4.2" Productivity Screen in IP Cluster (6.2L Gas and 6.7L Diesel Engines only) 4-way adjustable driver/passenger headrests Audio - Premium AM/FM stereo MP3 Player w/digital clock & 5 speakers (Rear 3rd Cab 1 and 2 speakers (SuperCab and Crew Cab)) Crane control (steering wheel mounted) Door trim - self-armrest/grab handle, molded upper armrest, upper and lower map pockets and reflector Floor covering - color coordinated full vinyl Floor mats - color coordinated carpet Power equipment - touch up 3.5" air driver and passenger front air ducts, power door locks & windows, window switches, Advanced Security Package, remote keyless entry & accessory delay Seat - front, high seat on cloth 40/20/40 split bench w/chrome armrest, center under-seat storage and powerport, cupholders & storage Steering wheel - black polyurethane w/redundant audio & SYNC® controls Sun visors - color coordinated cloth, single driver and passenger w/mirror inset SYNC® Voice-Activated Communications and Entertainment System w/Integrated microphone in headliner SyncXM® Satellite Radio w/1 month prepaid subscription Trailer Brake Controller 	All XL content, plus Exterior/Functional <ul style="list-style-type: none"> Extra Extra Heavy-Duty Alternator (240 AMP) 6.2L Gas Engine Engine - 6.7L 4 Valve CHV PowerStroke® V8 Turbo Diesel (F-450/F-550) Exterior <ul style="list-style-type: none"> Platform Running Boards Door Handles - Colour-Keyed Fog lamps Grille - chrome, two bar with chrome inserts Mirrors - Power-folding, PowerScope® telescoping, Trailer Tow Mirrors w/Power Heated Glass, Integrated Clearance Lights/Turn Signals, High-Intensity LED Spot by Apple, 2.1 Lamp, Utility Lighting System LED Side-Mount Spotlights Wheels <ul style="list-style-type: none"> F-350 DRW - 17" forged polished aluminum wheel hub covers/center ornaments F-350 FFW - 18" Cast aluminum w/light hub covers/center ornaments F-450 & F-550 - 18.5" forged aluminum w/light hub covers/center ornaments Window - Rear, power-sting w/privacy glass and defogger Interior <ul style="list-style-type: none"> Air conditioning - Dual Zone Electronic Automatic Temperature Control (DEAC) w/outside temperature display 110V/400W outlets, 1 dash mounted, 1 in rear console 8" Productivity Screen in IP Cluster Audio - 600W Premium Sound System by Bang & Olufsen - four (4) speakers and subwoofer Door trim - self-armrest, grab handle, door laundry w/mirror switch, bezel, upper & lower map pockets & reflector Driver Memory System including: <ul style="list-style-type: none"> Memory Seat Feature Memory Mirror Feature Memory Power-Adjustable SYNC® 3 <ul style="list-style-type: none"> Enhanced Voice Recognition (Communications and Entertainment System with 911 Assist® and AutoLink® with Available Voice-Activated Navigation) 8" Colour LCD Touchscreen in centre-stack with swiping and pinch-to-zoom capabilities; 2 Smart Charging USB Ports Door - mirror, electrochromatic self-dimming Seats, front <ul style="list-style-type: none"> Premium leather seating surfaces with monogram leather inset 40/20/40 split bench w/chrome armrest, cupholders & storage Heated and cooled seats 10-way Power driver & passenger (incl. driver and passenger power lumbar) 4-way adjustable driver/passenger headrests Seats, rear <ul style="list-style-type: none"> Armrest w/cupholders, Crew Cab Underseat storage (SuperCab) floor (utility) and locking (Crew Cab) Steering wheel - color coordinated leather, heated, telescoping w/redundant audio & SYNC® controls Sun visors - color coordinated cloth, single driver w/mirror strap & covered lighted mirror, single passenger w/covered lighted mirror Universal Garage Door Opener Safety/Security <ul style="list-style-type: none"> AutoLock, Auto Unlock SecuriCode™ keyless entry keypad

Please see Standard Equipment pages for more details.

Product Features Availability

Features, options and package content subject to change. Please check www.ford.com, MBG and DRB for the most up-to-date information.

* = New for this model year



ROTHESAY

INTEROFFICE MEMORANDUM



TO	:	Mayor Grant & Council
FROM	:	John Jarvie
DATE	:	7 December 2018
RE	:	<u>Solid Waste Collection Contract - Extension</u>

Recommendation:

It is recommended that Council authorize the extension of the current solid waste collection contract with FERO Waste & Recycling Inc. at an additional monthly cost of \$1933.²⁵ plus adjustments for new residential units until December 31st, 2020.

Background:

In 2014 the Town entered into a contract with FERO for solid waste collection. This contract expires at the end of 2018. There is an option for extending this contract for another two years to the end of 2020. Staff believes it is advantageous to do so since that would align with the expiry of the collection contract in Quispamsis.

There is an increase in the monthly cost of the contract of 6% or less than \$2000. This seems reasonable given the contract extending over a period of more than six years. It should be noted that the monthly cost prior to this contract was \$33,329 plus HST.

In mid-2020, in consultation with Quispamsis and perhaps Hampton, Rothesay will go to tender for the collection service including the pickup of compost and recyclables.
