



ROTHESAY
COUNCIL MEETING
Rothesay Town Hall
Tuesday, October 9, 2018
7:00 p.m.



1. APPROVAL OF AGENDA

2. APPROVAL OF MINUTES Regular Meeting 10 September 2018

➤ **Business Arising from Minutes**

3. OPENING REMARKS OF COUNCIL

3.1 Declaration of Conflict of Interest

4. DELEGATIONS

4.1 Fundy Regional Service Commission 2019 Budget Marc MacLeod (see Item 9.1.1)

4.2 B.I.R.D. Hank Scarth (see Item 9.1.2)

4.3 Enterprise Saint John Ron Gaudet (see Item 9.1.3)

5. CORRESPONDENCE FOR ACTION

5.1 28 September 2018 Letter from the Cherry Brook Zoo RE: 2019 Application for Funding

28 September 2018 Application for Rothesay Municipal Grant

31 December 2017 Cherry Brook Zoo Audited Financial Statements

Refer to the Finance Committee

5.2 Letter from the Public Health Agency of Canada RE: Pan-Canadian Age-Friendly Community Initiative

Refer to staff

6. CORRESPONDENCE - FOR INFORMATION

6.1 7 September 2018 Letter from the St. Joseph's Hospital Foundation RE: Thank you – Saint John Dragon Boat Festival

6.2 10 September 2018 Letter from resident RE: Thank you – Medical Education Scholarship Recipient

6.3 11 September 2018 Letter from the Royal United Services Institute of New Brunswick RE: Invitation to RUSI NB annual Pre-Remembrance Day Dinner November 10

6.4 12 September 2018 Letter to Anita Punamiya, Art4Life Inc. RE: Support for Seniors' Health Pilot Project

6.5 12 September 2018 Letter from Rothesay Netherwood School RE: Invitation to Community Performance Series

6.6 12 September 2018 Letter from the New Brunswick Museum RE: Thank You – Music of the Eye Trolley Tour

6.7 27 September 2018 Letter to resident RE: Deer Management

6.8 3 October 2018 Memorandum from Deputy Mayor Alexander RE: 2018 UMN B Annual General Meeting

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Regular Council Meeting

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7. REPORTS**7.0 October 2018****Report from Closed Session**

- 7.1 16 May 2018 Kennebecasis Public Library (KPL) Board Meeting Minutes
 May 2018 KPL Librarian's Report
 May 2018 KPL Building Maintenance Report
 30 April 2018 KPL Comparative Income Statement
- 7.2 27 June 2018 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC)
 Meeting Minutes
 31 August 2018 KRJBPC Statement of Financial Position
 9 September 2018 KRJBPC Call Summary
- 7.3 11 July 2018 Kennebecasis Valley Fire Department (KVFD) Board Meeting Minutes
 31 May 2018 KVFD Statement of Expense with Budget Variance
 11 July 2018 KVFD Chief's Report
 30 June 2018 KVFD Response Report
- 7.4 31 August 2018 Draft unaudited Rothesay General Fund Financial Statements
 31 August 2018 Draft unaudited Rothesay Utility Fund Financial Statements
 20 September 2018 Draft Finance Committee Meeting Minutes
 ➤ Vocational Training Centre for Adults
 31 August 2018 Donation Report
- 7.5 18 September 2018 Draft Parks and Recreation Committee Meeting Minutes
 ➤ Replacement of lower portion of Arthur Miller fields (see Item 9.2)
- 7.6 19 September 2018 Draft Age-Friendly Committee Meeting Minutes
- 7.7 19 September 2018 Draft Works and Utilities Committee Meeting Minutes
 ➤ Sidewalk Plan - Donlyn Drive (see Item 9.9)
 ➤ Carpenter Pond Wellfield Testing and Modelling (see Item 9.10)
 ➤ Disposal of Town Surplus Equipment (see Item 9.12)
- 7.8 September 2018 Monthly Building Permit Report
- 7.9 5 October 2018 Capital Projects Summary

8. UNFINISHED BUSINESS**8.1 Rothesay Arena**

1 October 2018 Memorandum from Counc. Shea RE: Arena project

Refer to staff for a cost analysis**9. NEW BUSINESS****9.1 BUSINESS ARISING FROM DELEGATIONS****9.1.1 Fundy Regional Service Commission**31 August 2018 Letter from the Fundy Regional Service Commission RE: Draft 2019 Budget
 DRAFT 2019 Fundy Regional Service Commission Budget*Previously circulated at September Council meeting*

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9.1.2 B.I.R.D.

9 September 2018 Letter from Hank Scarth RE: Update on B.I.R.D initiatives

Refer to the 2019 Budget process

9.1.3 Enterprise Saint John

24 September 2018 Letter from Enterprise Saint John RE: Request for investment

2019 Draft Budget

Refer to the Finance Committee

RECREATION

9.2 Arthur Miller Lower Field Synthetic Turf Supply and Installation

27 September 2018 Report prepared by DRP Jensen

DEVELOPMENT SERVICES

9.3 Hillside Planning Study – Municipal Plan Review

4 October 2018 Memorandum from Town Manager Jarvie

3 October 2018 Information report prepared by DPDS White

ADMINISTRATION

9.4 Committee Appointments

3 October 2018 Memorandum from the Nominating Committee

9.5 Council Appointments to Committees

4 October 2018 Memorandum from Mayor Grant

OPERATIONS

9.6 Perimeter Fencing – Master Drive Public Works Compound

3 October 2018 Report prepared by DO McLean

9.7 Renforth Boardwalk Reconstruction

3 October 2018 Report prepared by DO McLean

9.8 Climate Change and Energy Initiative

4 October 2018 Memorandum from Town Manager Jarvie with attachment

9.9 Five Year Sidewalk Expansion Plan

4 October 2018 Memorandum from Town Manager Jarvie

9.10 Carpenter Pond Wellfield Testing and Modelling Update

4 October 2018 Report prepared by DO McLean

25 September 2018 Recommendation from Works and Utilities Committee

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COUNCIL REQUESTS

9.11 Universal Design

2 October 2018

Memorandum from Counc. Shea RE: Universal Design

Refer to staff for a report

9.12 Disposal of Surplus Town Equipment

25 September 2018

Recommendation from Works and Utilities Committee

2 October 2018

Email from Counc. Lewis RE: Auction Issues with attachments

9.13 Work Truck Purchases

2 October 2018

Email from Counc. Lewis RE: Work Truck Purchases with attachments

Refer to the Works and Utilities Committee

10. NEXT MEETING

Regular meeting

TUESDAY, November 13, 2018

Public Hearing – Bridlewood Estates

TBD

11. ADJOURNMENT

Rothesay Council

Presentation of the

**Fundy Regional Service Commission
Budget 2019**

October 9, 2018

Marc MacLeod, Executive Director

PURPOSE - STAKEHOLDER REVIEW FOR BUDGET VOTE

- Aug. 27, 2018 Approved distribution to stakeholders
- Aug. 31, 2018 45 day review window begins
- Oct. 22, 2018 FRSC Budget vote
- Nov. 1, 2018 Budget Submission to NB

2019 BUDGET OVERVIEW

- Balanced budget
- Overall budget reduction
- Same or less tip fees since 2003
- Fuel increase from \$1.10 to \$1.25
- WorksafeNB expected increases
- New borrowing

Fundy Regional Service Commission

Operating Fund Budget 2018October9OpenSessionFINAL_016

For the Year ended December 31, 2019

			Budget 2018	Budget 2019
Revenue				\$
	Corporate and Local Planning Services	Increase in corporate due to transfer of HR Services and Accounting from Landfill		
	Contributions from LSD		148,800	210,194
	Contributions from Municipalities		53,850	59,585
	Contributions from Landfill		192,193	229,865
	Second Previous Surplus		105,682	36,734
	Sub-total		500,525	536,378
	Landfill			
	Tipping Fees			
	Municipal/Business Solid Waste		6,804,000	6,804,000
	Construction & Demolition		168,000	168,000
	Tires		3,750	3,750
	International Ship's Waste		2,000	2,000
	Asbestos		28,000	28,000
	Compostable Organics		204,400	204,400
	Electronics Recycling		5,000	5,000
	Paint Revenue		3,600	5,000
	Electrical Generation		150,000	150,000
	Interest		0	0
	Sale of Compost	Not a deficit, but a lower surplus	5,000	5,000
	Recycling		230,000	230,000
	Other		30,000	30,000
	Surplus of second previous year		331,176	239,534
	Sub-total		7,964,926	7,874,684
Total Revenue		Lower overall budget	8,465,451	8,411,062
	Less: Contributions to Corporate		192,193	229,865

						Budget 2018	Budget 2019
Tonnage summary							
	MSW	5 Year Average - Flat				63,000	63,000
	C & D					6,000	6,000
	Special						
		Tires			25	25	
		International Ships Waste			10	10	
		Asbestos			400	400	
		Special Waste			0	0	
	Organics				7,300	7,300	
						76,735	76,735

				Budget 2018	Budget 2019
Expenditures					
Budget Total Revenue				8,273,258	8,181,198
CORPORATE SERVICES					
Corporate					
	Governance			68,800	68,800
	Administration			185,059	234,812
	Subtotal Corporate			253,859	303,612
Cooperative & Regional Planning Services					
	Regional Planning			0	2,500
	Regional Policing Collaboration			0	0
	Regional Emergency Measures Planning			0	0
	Regional Economic Development			10,000	0
	Regional Sport, Recreation & Culture			10,000	7,500
	Infrastructure Planning & Cost-Sharing				
	Subtotal Cooperative & Regional Planning Services			20,000	10,000
Local Planning Services					
	Planning Services			88,244	85,031
	Inspection Services			138,422	137,736
	Subtotal Planning & Building Inspection Services			226,666	222,767
	CORPORATE SERVICES SUB-TOTAL			500,525	536,379

Addition of HR Services and Accounting from Landfill

No planned actions in economic development

			Budget 2018	Budget 2019
LANDFILL SERVICES				
Solid Waste Administration				
	Office and Administration	Removal of HR Services	67,621	60,864
	Professional Services		119,000	96,000
	Site Security		5,700	4,200
	Personnel		190,273	199,850
	Insurance	Decrease in 2018 Actual plus 5%	161,500	128,000
	Property Taxes		244,650	239,990
	Sub-total Administration		788,744	728,904
Environmental Health & Safety				
	Wages/Benefits		89,963	94,952
	Administration		13,995	8,904
	Domestic Well Sampling		12,100	12,800
	On Site Well Sampling		46,000	51,100
	Sub-total Environmental H & S		162,058	167,756
Household Hazardous Waste				
	Disposal Cost		25,000	25,000
	Electrical		6,000	6,000
	Building Maintenance		2,000	2,000
	Equipment		4,500	4,800
	Sub-total Household HW		37,500	37,800
Public Education				
	Wages and Benefits		142,987	144,181
	Advertising, tours, promotional materials		98,475	90,775
	Administration		21,200	23,200
	Sub-total Public Education		262,662	258,156

		Budget 2018	Budget 2019
Landfill			
	Cover Material	130,500	130,500
	Site Labour	781,887	757,160
	Site non-labour operation (cell)	354,924	382,772
	Site maintenance - roads, grounds, misc.	47,300	39,700
	Re-sort	6,148	0
	Special waste handling	9,500	9,500
	Sub-total Landfill	1,330,259	1,319,632
Scalehouse			
	Equipment Replacement Reserve	0	0
	Wages/Benefits	158,758	166,171
	Scale Equip/Supplies/Bank Fees	30,400	30,900
	Sub-total Scalehouse	189,158	197,071
Gas Management/Electrical Generation			
	Labour	101,699	112,685
	Administration	11,800	9,550
	Electricity	3,200	3,200
	Equipment Replacement	0	0
	Equipment Repairs/Fuels	133,400	129,900
	Sub-total GM/Electrical Generation	250,099	255,335
Fiscal Services/Other			
	Debt Cost Landfill	1,050,000	985,967
	Composting	109,928	109,569
	Cell Construction Fund	0	0
	Capital Expenditures financed from Operating	510,000	489,880
	2nd previous year deficit	0	0
	Contributions to Corporate	192,193	229,865
	Perpetual Care Fund	145,632	156,287
	Host Community Enhancement	88,247	89,218
	Support to CMEI	24,209	24,475
	Sub-total Fiscal Services/Other	2,120,209	2,085,261

Removal of Accounting

Cost projections provided on actual debenture

Where HR and Accounting are paid into corporate

CAPITAL PLAN FOR 2019						
	COST		FUNDED FROM OPERATING FRSW	FUNDED FROM OPERATING RSC	FUNDED FROM GENERAL CAPITAL FUND	SEND TO GENERAL CAPITAL FUND
LFG Field Upgrade	54,879		54,879			
Excavator	300,000		300,000			
Mini Loader	135,000		135,000			
BCF CONTRACT*	25,000					25,000
	514,879		489,879			25,000
						514,879

Appears under fiscal services in Landfill Budget

**BUILDING CANADA FUND REQUIRES THAT WE SET ASIDE \$25,000 PER YEAR FOR UPGRADES OR PURCHASES

			Budget 2018	Budget 2019
		Increase due to the addition of Cell 8		
Leachate				
	Leachate management		634,917	688,822
	Sedimentation Ponds		38,800	3,500
	Sub-total Leachate Management	Reduction with closure of Hampton and Fulton Lane	673,717	692,322
Waste Diversion - Recycling Depot Program				
	Equipment Replacement Reserve - drop off depot		0	0
	Operations - Drop off depot		709,818	664,244
	Sub-total Recycling Depot Program		709,818	664,244
Waste Diversion - MRF				
	Labour	Increase in market purity demands	452,253	527,917
	Equipment Replacement		25,000	25,000
	Operations		160,350	161,275
	Sub-total MRF		637,603	714,192
Waste Diversion - Composting Program - Plant/Carts				
	Equipment/Bldg Replacement Reserve - Composting		0	0
	Processing		803,099	754,012
	Sub-total-Composting-Plant	1 load of carts alternating to 2 loads in 2020	803,099	754,012
	LANDFILL EXPENDITURES SUB-TOTAL		7,964,926	7,874,685
			8,465,451	8,411,064
	Excess revenue over expenditure for the period		0	(0)
	Less: Contributions to Corporate		192,193	229,865
	Budget Total Expenditures		8,273,258	8,181,199

Overall reduced landfill
budget after corporate
contribution

Fundy Regional Service Commission			CORPORATE								
			303,612								
			↓							↓	
			80%							20%	
			242,890							60,722	
			↓								
SOLID WASTE/ELECT GENERATION			PLANNING			VOLUNTARY SERVICES			COOPERATIVE & REGIONAL SERVICES		
Budget	Employees	Allocation	Budget	Employees	Allocation	Budget	Employees	Allocation	Budget	Employees	Allocation
7,649,822			222,767			0			10,000		
	35			3			0			1	
97%	92%		3%	8%		0%	0%				
236,017	223,714		6,873	19,176		\$ -	\$ -				
118,008	111,857	-	3,436	9,588	-	\$ -	\$ -				
		229,865			13,024			\$ -			60,722
		7,879,687			235,791			\$ -			70,722
		↓			↓			↓			↓
		Cost Allocation among RSC Communities			Cost Allocation among RSC Communities			Cost Allocation among RSC Communities			Cost Allocation among RSC Communities
		Per Tonne Tipping Fee			100% Tax Base of Participating Communities			By Agreement of Participating Communities			50% Tax Base / 50% Population

Impact of Regional Service Commission Budget on Communities In Region 9															
Community Data		Solid Waste			Planning			Cooperative & Regional Planing		TOTAL IMPACT*					
										\$67,131					
Communities In Fundy	2018 Tax Base	2016 Population	2018 Tipping Fee	2019 Tipping Fee	Additional Tipping Fee	2018	2019	Additional Cost 100% Tax Base	2018	2019 50% Base+50% Pop	Municipal	LSDs + St. Martins	2019 Payments		
					0		0.015	\$ 61,758		\$ 63,734	\$ 4,753	\$62,378	Mun	LSD	
Grand Bay-Westfield	\$372,932,539	4,964	108	108	0	-	-	2,197	\$ 2,402	\$205	\$ 2,402	\$ 2,402			
Quispamsis	\$1,678,350,247	18,245	108	108	0	-	-	8,886	\$ 9,683	\$797	\$ 9,683	\$ 9,683			
Rothesay	\$1,251,068,506	11,659	108	108	0	-	-	6,138	\$ 6,683	\$545	\$ 6,683	\$ 6,683			
Saint John	\$6,796,587,554	67,575	108	108	0	-	-	34,269	\$ 37,474	\$3,205	\$ 37,474	\$ 37,474			
St. Martins	\$21,660,481	276	108	108	0	2,236	3,207	971	125	\$ 136	\$982	\$ 3,343			
Greenwich	\$73,720,641	1,058	108	108	0	7,794	10,916	3,122	459	\$ 496	\$3,159	\$ 11,412		\$ 11,412	
Westfield West (East)	\$154,158,271	1,962	108	108	0	15,859	22,827	6,968	885	\$ 968	\$7,051	\$ 23,795		\$ 23,795	
Petersville	\$32,490,976	477	108	108	0	3,323	4,811	1,488	202	\$ 222	\$1,508	\$ 5,033		\$ 5,033	
Musquash	\$518,845,658	1,194	108	108	0	53,606	76,828	23,222	1,619	\$ 1,768	\$23,371	\$ 78,596		\$ 78,596	
Kingston	\$284,898,498	2,913	108	108	0	29,386	42,186	12,800	1,458	\$ 1,593	\$12,935	\$ 43,779		\$ 43,779	
Rothesay	\$22,692,650	325	108	108	0	2,335	3,360	1,025	139	\$ 153	\$1,039	\$ 3,513		\$ 3,513	
Saint Martins	\$66,482,498	1,132	108	108	0	6,823	9,844	3,021	453	\$ 496	\$3,064	\$ 10,340		\$ 10,340	
Simonds	\$199,268,266	3,549	108	108	0	21,134	29,506	8,372	1,415	\$ 1,531	\$8,488	\$ 31,037		\$ 31,037	
Fairfield	\$17,286,560	294	108	108	0	1,791	2,560	769	118	\$ 129	\$780	\$ 2,689		\$ 2,689	
Totals	\$11,490,443,345	115,623			0	144,287	206,045	61,758	58,363	\$ 63,734	4,752	\$62,377	\$ 59,585	\$ 210,194	\$ 269,779
Incorporated	\$10,120,599,327	102,719													
LSD	\$1,369,844,018	12,904													269,779
(St. Martins)	\$21,660,481														
	\$ 1,391,504,499														
						Surplus	93,273	\$ 29,746		\$ 12,409	\$ 6,988			\$ 36,734	
						total	237,560	\$ 235,791		\$ 70,772	\$ 70,722			306,513	
														\$ 306,513	

Rothesay	Tax Base	Population
Local	\$1,251,068,506	\$11,659
Regional	\$11,490,443,345	\$115,623
Proportional Fraction	0.1089	0.1008
Co-Op Budget (50% of \$63734)	\$31,867	\$31,867
Total	\$3,470	\$3,213
Rothesay Contribution	\$6,683	

Questions?

Birding in Rothesay

Optimizing Recreational and Economic Opportunities

Presentation by
Birding in Rothesay District (BIRD)

for

Rothesay Town Council

October 9, 2018

Birding in Rothesay

We are “Birding in Rothesay District – BIRD”

Hank and Carolyn Scarth

Don and Ann MacPhail

Ann MacAllister

Paul Mansz and Pattie McKerral

Chuck and Jeannette Perry

Hugh Scarth

Jim Wilson

Judy Whalen

Joanne Savage



The Birding in Rothesay project is supported by the Saint John Naturalists Club (“Nature Saint John”)

Birding in Rothesay

“Birding” is among most popular outdoor activities

In the United States, approximately 46.7 million people observed birds around the home and on trips in 2011, according to the U.S. Fish and Wildlife Service (FWS) national survey. A large majority, 88% (41.3 million), observed wild birds around their homes, while **38% (17.8 million) took birding trips away from home**. Birders averaged a startling 110 days of birding in 2011. **Away-from-home birders averaged 13 days.**³



A graphic advertisement for birding. The word "BIRDING" is written in large, bold, blue letters at the top. Below it, the text reads: "Birding (or birdwatching) is one of the fastest growing hobbies in North America." At the bottom, it says: "On average, birdwatchers spend 133 total days watching, monitoring, feeding, filming, or photographing birds." The background of the graphic shows a person in a green shirt and khaki pants looking through binoculars, with a snowy landscape and a blue sky with birds in the background.



Birding is a fast growing hobby.

Bird watching, also known as birding, has become one of the fastest growing hobbies in North America. About 50 million Americans plan an outing to observe wild birds every year. In Canada more time is spent bird watching than gardening. Birding used to be a refuge from a fast-paced world and the purview of retirees. No longer.



Birding in Rothesay

“Birding” provides recreational and economic opportunities

- Whether for business or pleasure, birders’ travel plans include local birding
- Communities are capitalizing on their birding resources:



Miramichi Nature Trail



Buctouche Lagoon



Neguac Bird Sanctuary



Sackville Waterfowl Park



Cap Brule (Shediac)



Castalia Marsh, Grand Manan

Birding in Rothesay

“Birding” provides recreational and economic opportunities

- Whether for business or pleasure, birders’ travel plans include local birding
- Communities are capitalizing on their birding resources:



Salisbury Wetlands



Hampton Lagoons



Johnson's Mills

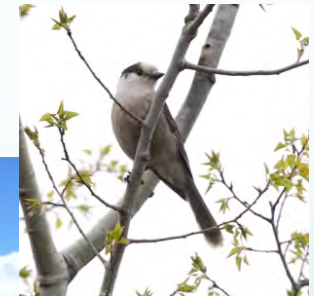
Birding in Rothesay

Birding “hot-spots” in Rothesay

- Kennebecasis Park Lagoon
- Sagamore Point Lagoon
- Wells Recreation Park trails and wetlands
- Carpenter Pond trail
- The Renforth Trail and the Bishop’s Lands



Canada Jay at Wells Trail



Birding in Rothesay

Kennebecasis Park Lagoon

- The site with the highest potential in Rothesay
- A unique opportunity to restore a wetland at an opportune time
 - Closing of wastewater treatment activity
 - High potential funding partners
 - Ducks Unlimited
 - Federal and Provincial governments
 - Developers seeking restoration locations



Bufflehead

Birding in Rothesay

Kennebecasis Park Lagoon

Why conversion to a wetland makes sense:

1. Flood control
2. Groundwater replenishment
3. **Shoreline stabilisation & storm protection**
4. **Sediment & nutrient retention and export**
5. **Water purification**
6. **Reservoirs of biodiversity**
7. Wetland products
8. **Cultural values**
9. **Recreation & tourism**
10. **Climate change mitigation and adaptation**



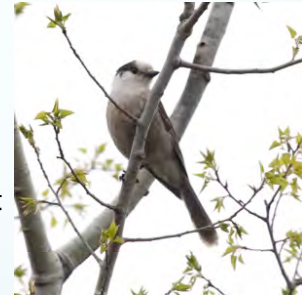
Birding in Rothesay

Wells Recreation Park

- Largely intact woodlands and wetlands
- Diverse habitats support significant diversity of bird life:
 - Canada Jay
 - Canada Warbler (“threatened”)
 - American Bittern
 - 15 species of wood warblers (to date)
- Easily accessed regardless of mobility limitations
- High potential for conservation education programs



Canada Warbler on Wells Trail



Canada Jay at parking lot



Swamp Sparrow in small pond beside Bark Park

Birding in Rothesay

Our “asks”

Generally:

- Promotion of birding as a recreational opportunity
- Publication of bird lists and conservation tips on Town web sites and social media
- Publication of “Birding Trails in Rothesay” (to be included in “Southern NB Birding Trail Project” of the SJNC)
- Support of birding walks/events
- BIRD will take lead in the development and updating of content and organization and leading of events

Kennebecasis Park Lagoon

- Railing and interpretation panel at pump station
- Technical evaluation by the Town of option to convert to/restore wetland
- Direct involvement in consultations with the community on future use
- Permission to install and maintain Tree Swallow and/or Wood Duck nest boxes inside the fence

Birding in Rothesay

Our “asks” (cont.)

Wells Recreation Park

- Birding and bird conservation interpretation panel
- Continued protection of wetlands in the park

Sagamore Point Lagoons

- Permission to install and maintain Tree Swallow and/or Wood Duck nest boxes inside the fence
- Widening of passage behind the new fencing
- Shaping of soil to provide an 18-24” high berm
- Consultation re future uses and opportunities

Hermit Thrush on Bark Park fence

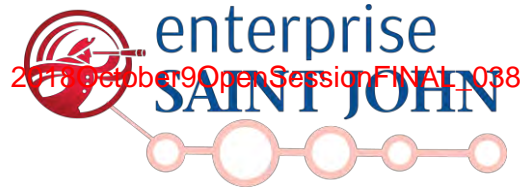


Narrow passage behind new Sagamore Point treatment plant fencing



Birding in Rothesay

Thank you from BIRD!



Economic Development Plan 2019-2021

September, 2018

Our Reality



Population Decline
Aging Population
Shrinking Labour Force
Above Average Poverty
Reduced Tax Base

Heavy Reliance on Major Projects/Exports
Turbulent Economy

The GDP Link

Over the last decade both GSJ & Provincial GDP grew at the same rate – roughly 0.4%

1998: Greater Saint John contributed 19.7% of NB GDP

2017: 19.6%

If GSJ economy had expanded by 3 % per year between 2008-2017 instead of 0.4 percent the overall GDP of Province would have doubled



2018October9OpenSessionFINAL_041

Good News

Growing Industries (2006-2016)


Insurance sector up 89%

Information Technology up 50%

Architectural, Engineering up 21%

Professional Services up 16%

Accommodation Services up 11%



Need a new plan

- Strong regional economic leadership
- Clear focus areas – based on current realities and opportunities
- Properly funded Economic Development
- Alignment of Economic Development efforts & collaboration amongst partners
- Changing Hearts & Minds - Marketing

Vision

& Aspirations

Steady, long-term growth for Greater Saint John Region

- Ensure Municipalities have a sustainable tax base for high quality public services
- Grow labour force so existing & new firms thrive
- Ensure region is an innovative place for industry, start-ups & researchers to collaborate
- Move away from large projects as main driver of economic growth

Focus

Areas

**Workforce Development
Business Investment & Innovation
Entrepreneur Development
Marketing Greater Saint John Story**

Priorities



Increase business investment in Greater Saint John
Grow the labour force; create pipeline of talent
Increase R&D Investment
Increase number of scalable start-ups
**Increase marketing of Greater Saint John as a place to live,
work, start a business, invest, attend school, visit**

Energy: Nuclear, smart grid, renewables, natural gas

Health: Digital/cybersecurity

Post-secondary education: International student growth/R&D

Tourism: Investment, data and technology

IT: Start-ups, scale-ups, growth of large firms

Manufacturing: Industry 4.0, additive manufacturing, leverage cybersecurity

Logistics: Foreign trade zone, regional logistics park, leverage cybersecurity

Business Service Centres: Higher value opportunities, leverage location advantages

Measuring

Success

Annual report card on Economic Growth:

GDP growth

Labour force growth

Employment growth

Municipal tax base growth

Activity-based metrics

A blue pen is pointing to a bar chart on a document. The chart consists of several vertical bars of varying heights, each divided into three colored segments: yellow at the bottom, red in the middle, and blue at the top. The bars are arranged in a sequence that generally increases in height from left to right, with some fluctuations. The document is resting on a wooden surface.

Measuring

Success

Activity-based metrics

Newcomer/International student attraction & retention

Local company expansion

Business & investment attraction

Entrepreneurship

R&D

Marketing



What

We

Need

\$2 Million Unrestricted Funding Annually

- \$1 Million from Municipalities
- \$1 Million from Federal/Provincial Governments

Continued Project Funding-Sector Specific & Entrepreneurship Development

Access to Federal Programs/Funds aimed at Canadian Urban Communities in Crisis

3-Year Commitment

2018October9OpenSessionFINAL_050

Questions



THE GREATER SAINT JOHN CHERRY BROOK ZOO INC.

September 28, 2018



Mayor Grant and Councillors
Town of Rothesay
Rothesay Town Hall
70 Hampton Road
Rothesay, N.B.
E2E 5L5

Re: 2019 Application for Funding – Cherry Brook Zoo

Mayor Grant and Rothesay Councillors:

As 2019 is fast approaching, the Cherry Brook Zoo is requesting funding for an outreach program in the Rothesay area. The Zoo's mission states that the Zoo is dedicated to conservation, animal enrichment, education and recreation, through the protection and exhibition of animals, plants and their habitats. Zoos have evolved from places where animals were caged for human entertainment to one that provides a sanctuary for many species. The role of educator is one that the Cherry Brook Zoo takes seriously. Through the provision of Zoo Camps and outreach programs, the Zoo interacts with the children of the Greater Saint John area, teaching them about the plight of animals in our world today.

Along with the positive impact on the children of Greater Saint John, the Cherry Brook Zoo also serves the area well in other ways. Besides its full time staff, it typically provides employment to eight summer students and an additional two to three individuals on work programs. It also attracts tourists who are interested in a boutique Zoo nestled in a natural environment.



901 Foster Thurston
Drive
Saint John, NB
E2K 5H9

PHONE (506) 634-1440
FAX (506) 634-0717
EMAIL cherrybrookzoo@bellaliant.com
WEBSITE www.cherrybrookzoo.ca

The Board of Trustees and staff of the Cherry Brook Zoo have worked hard to provide a better fiscal foundation for the Zoo that we believe will lead to sustainability and growth. A review of the 2017 audited statement will show that the Zoo recognized a positive bottom line for the year. This was achieved with both strong management and support from the community.

Our request for funding was made with Rothesay in mind. We hope that you will give it ample consideration and will move to support our endeavors in the outreach area if not with approval for the entire requested amount, then a portion of the amount. Any and all of your contributions will be greatly appreciated.

I and our new Treasurer, Jo-Anne McGraw (recently retired from her position as Treasurer of Quispamsis) would be happy to answer any and all of your questions.

Thank you.

Sincerely,



Heather Crawford
Chair, Board of Trustees
Cherry Brook Zoo of Saint John Inc.
(506) 849-8400

cc. Martha McDevitt
Board of Trustees, Cherry Brook Zoo

YOUR LOGO
HERE

Street Address
Address 2
City, ST ZIP Code
Country

PHONE Phone
FAX fax
EMAIL email
WEBSITE website



SCHEDULE A

Application for Rothesay Municipal Grant

App. No.: _____ App. Date: September 28, 2018

Applicant: Cherry Brook Zoo of Saint John Inc.

Address: 901 Foster Thurston Drive, Saint John, N.B. E2K 5H9

Contact: Martha McDevitt Tel. 506 634-1441

Email: [REDACTED]

Organization Description: The Cherry Brook Zoo is a non-profit charitable organization that serves the Greater Saint John area. It is an integral part of the community. It allows citizens to connect with the natural environment, facilitating empathy, education, and an appreciation of nature. The zoo provides an enriching, safe family experience and gives back to the community through tourism, employment and support of local businesses.

Amount Requested: \$ 5000.00

Descriptions of proposed event or activity: The zoo currently has a basic outreach program that is mainly focused on the schools. We would like to grow that program to include more components (eg. videos, slides, pictures, hand-outs) and animals. We would also like to expand our outreach to other institutions like nursing homes and seniors' residences, and we would like to be available to attend other community events.

Project costs: The amount requested will cover the program costs related to those programs focused on the Rothesay area. Costs include research and development, audio visual equipment, brochures, crates, and signage. The Rothesay logo will be included on related signage.

Benefits to town of Rothesay: It s the goal of the Cherry Brook Zoo to play an important role in the education of greater Saint John residents, especially the children. As schoolchildren want to learn about animals, the Cherry Brook Zoo lets them see these creatures up close and personal, creating a truly amazing experience for them. It also allows children to learn about the natural habitats of animals and those issues impacting their existence in our world. Classes from day cares and all of the elementary and middle schools in Rothesay (including RNS and Touchstone Academy) visit the zoo each year. Rothesay families enjoy the experience created by the zoo, and Rothesay children attend the popular zoo camps each summer.

Finance Committee review date (if applicable): _____
Recommendation to Council: _____ \$ _____

CHERRY BROOK ZOO OF SAINT JOHN INC.

REPORT AND FINANCIAL STATEMENTS

DECEMBER 31, 2017

INDEPENDENT AUDITOR'S REPORT

To The Directors,
Cherry Brook Zoo of Saint John Inc.

We have audited the accompanying financial statements of Cherry Brook Zoo of Saint John Inc., which comprise the statement of financial position as at December 31, 2017 and the statements of operations, 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 private enterprises, 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.

Auditor's 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 auditor's 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 auditor 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 audit opinion.

Basis for Qualified Opinion

In common with many charitable organizations, the organization derives revenue from donations and fundraising, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of these amounts was limited to the amounts recorded in the records of the Commission and we were unable to determine whether any adjustments might be necessary to donations and/or fundraising, excess revenue over expenditures, current assets and net assets. Extraordinary items have been categorized separately based on information provided by the organization, the completeness of which is not susceptible to satisfactory audit verification.

Qualified Opinion

In our opinion, except for the effects of the matters described in the Basis of Qualified Opinion paragraph, these statements present fairly, in all material respects, the financial position of the organization as at December 31, 2017 and the results of its operations and the changes in its financial position for the year then ended in accordance with Canadian generally accepted accounting principles.

Saint John, N.B.
June 7, 2018


Chartered Professional Accountants

CHERRY BROOK ZOO OF SAINT JOHN INC.STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2017ASSETS

	<u>2017</u>	<u>2016</u>
Current		
Cash	\$ 53,008	\$ 20,092
Term deposits - at cost	5,631	5,554
Interest receivable	20	18
Inventory - Note 2	3,477	13,884
Prepaid expenses	<u>1,933</u>	<u>1,953</u>
	64,069	41,501
Capital assets - Note 4	<u>11,350</u>	<u>5,293</u>
	<u>\$ 75,419</u>	<u>\$ 46,794</u>

LIABILITIES

Current		
Accounts payable	\$ 20,993	\$ 16,461
Government remittances payable	13,534	8,858
Deferred contributions - Note 5	<u>5,950</u>	<u>-</u>
	40,477	25,319

NET ASSETS

Restricted net assets	\$ 5,631	\$ 5,572
Unrestricted net assets	<u>29,311</u>	<u>15,903</u>
	34,942	21,475
	<u>\$ 75,419</u>	<u>\$ 46,794</u>

APPROVED ON BEHALF OF THE BOARD

Director_____
Director

CHERRY BROOK ZOO OF SAINT JOHN INC.STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2017

	<u>2017</u>	<u>2016</u>
Revenue		
Gate	\$ 135,093	\$ 108,081
Donations	136,356	44,558
Special events	42,424	38,875
Retail sales	23,110	18,802
Food services	2,460	8,004
Mini golf	2,888	6,561
Friends of the zoo	19,574	8,265
Forestry school	15,109	9,874
Other income	-	226
Grant - City of Saint John	10,958	50,000
Grant - Town of Rothesay	-	5,000
Grant - Town of Quispamsis	2,500	2,500
Student grant - Province of New Brunswick	17,136	18,016
Student grant - Federal Government	13,549	11,408
Student grant - New Brunswick Aboriginal Peoples Council	-	6,509
Workability grant	26,171	23,952
YMCA exchange program	2,310	2,684
Interest income	988	66
HST collected on sales	(18,786)	(6,667)
	<u>431,840</u>	<u>356,714</u>
Expenditures		
Advertising	\$ 2,780	\$ 3,314
Interest and bank charges	6,400	4,168
Membership and fees	16,401	5,366
Utilities	25,585	21,164
Legal and accounting	2,946	3,684
Insurance	7,283	6,845
Vehicle	4,803	6,749
Office	6,331	5,451
Repairs and maintenance	10,472	11,880
Wages	264,876	242,042
Training and courses	1,484	1,057
Telephone	4,894	5,558
Miscellaneous	2,398	1,417
Property taxes	8,458	8,458
Animal feed	18,691	15,342
Animal purchases	6,033	2,287
Animal care	5,694	6,596
Retail purchases	20,603	4,862
Special events	3,281	982
Food services	3,032	4,100
HST public service body rebate	(6,310)	-
	<u>416,135</u>	<u>361,322</u>
Income (loss) from operations	15,705	(4,608)
Amortization of capital assets	2,238	588
Extraordinary items - Note 8	-	8,352
	<u>2,238</u>	<u>8,940</u>
Excess (deficiency) of revenue over expenditures	<u>\$ 13,467</u>	<u>\$ (13,548)</u>

2018October9OpenSessionFINAL_058

CHERRY BROOK ZOO OF SAINT JOHN INC.

STATEMENT OF CHANGES IN NET ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2017

	<u>Restricted</u>	<u>Unrestricted</u>	<u>2017</u>	<u>2016</u>
Balance - beginning of year	\$ 5,572	\$ 15,903	\$ 21,475	\$ 35,023
Excess (deficiency) of revenue over expenditures	<u>59</u>	<u>13,408</u>	<u>13,467</u>	<u>(13,548)</u>
Balance - end of year	<u>\$ 5,631</u>	<u>\$ 29,311</u>	<u>\$ 34,942</u>	<u>\$ 21,475</u>

CHERRY BROOK ZOO OF SAINT JOHN INC.STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2017Cash provided by (used in) :

	<u>2017</u>	<u>2016</u>
<u>Operations</u>		
Excess (deficiency) of revenue over expenditures	\$ 13,467	\$ (13,548)
Items not requiring an outlay of funds		
Amortization of capital assets	2,238	588
	<u>15,705</u>	<u>(12,960)</u>
Net change in non-cash working capital balances related to operations		
Term deposits	(77)	(61)
Accounts receivable	-	1,600
Interest receivable	(2)	(5)
Inventory	10,407	(8,686)
Prepaid expenses	20	(1,953)
Accounts payable	4,532	5,668
Government remittances payable	4,676	1,536
Deferred contributions	5,950	-
	<u>41,211</u>	<u>(14,861)</u>
<u>Investing</u>		
Purchase of capital assets	<u>(8,295)</u>	<u>(5,880)</u>
Net increase (decrease) in cash position during the year	32,916	(20,741)
Cash - beginning of year	<u>20,092</u>	<u>40,833</u>
Cash - end of year	<u>\$ 53,008</u>	<u>\$ 20,092</u>

CHERRY BROOK ZOO OF SAINT JOHN INC.

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2017

1. Description of Business

The organization is a not-for-profit organization committed to maintaining the accreditation standards of the Canadian Association of Zoological Parks and Aquariums and to maintaining the mandates of conservation, research, education and recreation. The organization was formed under articles of incorporation in the Province of New Brunswick and is subject to appropriate legislation under that province's Business Corporations Act.

2. Significant Accounting Policies

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

Cash and Cash Equivalents

Cash and cash equivalents consist of cash on hand, bank balances and bank advances.

Use of Estimates

The preparation of these financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the current period. These estimates are reviewed periodically and adjustments are made to income as appropriate in the year they become known. Significant estimates include carrying amounts of capital assets and accrued liabilities.

Inventory

Inventories are measured at the lower of cost and net realizable value, with cost being determined using the first in, first out method. Net realizable value is the estimated selling price in the ordinary course of business, less any applicable variable selling costs.

Capital Assets

Capital assets are stated at cost. Amortization of capital assets is calculated to amortize the cost of the assets over their estimated useful lives. Amortization rates and methods are as follows:

Buildings, enclosures and site improvements	5%	straight line
Equipment	20%	declining balance
Vehicles, mini golf and displays	30%	straight line

Zoo Animals

Zoo animals are expensed in the year of acquisition.

CHERRY BROOK ZOO OF SAINT JOHN INC.NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 20173. Credit Facility Agreement

At December 31, 2017 the organization had an authorized operating loan of \$5,000 of which nil had been drawn down (2016 - nil). The loan bears interest of prime plus 1%. The operating loan is secured by the term deposit.

4. Capital Assets

	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>2017 Net Book Value</u>	<u>2016 Net Book Value</u>
Buildings, enclosures and site improvements	\$ 1,510,111	\$ 1,505,584	\$ 4,527	\$ 5,293
Equipment	332,104	331,231	873	-
Vehicles, mini golf and displays	66,480	60,530	5,950	-
	<u>\$ 1,908,695</u>	<u>\$ 1,897,345</u>	<u>\$ 11,350</u>	<u>\$ 5,293</u>

5. Deferred Contributions

	<u>2017</u>	<u>2016</u>
Opening balance	\$ -	\$ -
Capital contributions (vehicle)	7,000	-
Amounts included in revenue	(1,050)	-
Closing balance	<u>\$ 5,950</u>	<u>\$ -</u>

Deferred contributions consist of contributions of capital items, such as vehicles and equipment. These amounts are recognized in income as they are amortized and at the same rate of amortization as the corresponding capital asset.

6. Financial Instruments

The entity has a comprehensive risk management framework to monitor, evaluate and manage the principal risks assumed with financial instruments. The risks that arise from transacting financial instruments include liquidity risk, credit risk, market risk, currency risk, and interest rate risk. Price risk arises from changes in interest rates, foreign currency exchange rates and market prices.

Liquidity Risk

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

Credit Risk

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

CHERRY BROOK ZOO OF SAINT JOHN INC.

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2017

7. Income Taxes

The organization is a registered not-for-profit and is exempt from income taxes under Section 149 of the Income Tax Act.

8. Managing Capital

The organization's objectives when managing capital are:

To safeguard the organization's ability to continue as a going concern, so that it can continue to provide benefits to its stakeholders. The organization holds sufficient unrestricted net assets to enable it to withstand negative unexpected financial events.

To continue to provide adequate return on investments commensurate with the level of risk.

The organization seeks to maintain sufficient liquidity to enable it to meet its obligations when they become due. The organization holds cash reserves to ensure liquidity.

9. Extraordinary Items

During the 2016 fiscal year, the organization discovered the existence of fraudulent activities. The amounts identified by the organization have been separated for presentation purposes. These amounts have not been verified or substantiated by the audit due to the fact that there is minimal supporting documentation.

10. Going-Concern

The accompanying financial statements have been prepared using Canadian Accounting Standards for Not-For-Profit Organizations applicable to a going concern. The use of such standards may not be applicable because the organization has operated at a deficit for a number of years and has significantly depleted its internally restricted fund which was established in 2005 when the zoo received bequests of \$415,000.

Management is currently taking steps to secure additional stable long term funding and is confident that it will be able to secure appropriate funding and to control operating costs and cash flows to enable it to continue as a going concern.

Accordingly, these financial statements do not reflect adjustments to the carrying value of assets and liabilities, the reported revenues and expenses and balance sheet classifications used that would be necessary if the going concern assumption were not appropriate.



Public Health
Agency of Canada

Agence de la santé
publique du Canada

Chief Public
Health Officer

Administratrice en chef
de la santé publique

2018 October 9 Open Session FINAL_063

Your file Votre référence

Our file Notre référence

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

Dear Madam Mayor:

On behalf of the Public Health Agency of Canada (PHAC), I am pleased to offer my congratulations to the Town of Rothesay on being recognized by the Government of New Brunswick for its commitment to becoming an Age-Friendly Community (AFC).

Making communities age-friendly has been identified as one of the best ways to help seniors remain healthy, active, and independent for as long as they can. AFCs encourage healthy aging by improving and preserving: health; physical, social and mental wellness; independence; and quality of life. At the same time, AFCs create better, safer and healthier places for all Canadians to live and thrive as they age.

PHAC and the World Health Organization (WHO) recognize the importance of creating social and physical environments in communities that facilitate active and healthy aging. On behalf of PHAC and WHO, I am pleased to endorse the Government of New Brunswick's recognition of your community's commitment to becoming age-friendly.

In becoming part of the Pan-Canadian Age-Friendly Community Initiative, the Town of Rothesay has the immediate benefit of also being pre-approved to join the WHO Global Network for Age-Friendly Cities and Communities. To finalize the process of being added to the official list of WHO Network Members, you are asked to visit the following link: <https://extranet.who.int/agefriendlyworld/application-form/>.

Once membership is processed by the WHO you can login to your profile page to download an official certificate of membership. Please note that while you will be required to enter general information about Rothesay's age-friendly work, you will not have to undergo an additional screening process and will be accepted upon completion of the form. For further information about membership in the Global Network you are invited to read the Terms of Reference for Membership at the following link: <https://extranet.who.int/agefriendlyworld/membership/>.

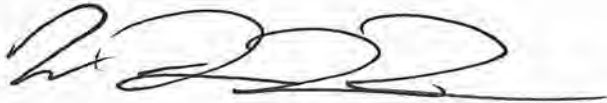
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- 2 -

I would encourage active engagement in the Global Network, as this will allow you the greatest benefit and international visibility. Members are also required to submit at least one Age-Friendly practice per year in order to maintain membership. Please visit <https://extranet.who.int/agefriendlyworld/submit-afp/> to submit your AFC practices.

Please accept our best wishes for your continued efforts to support healthy aging, and in leading the way for other communities in New Brunswick, and across Canada, to become age-friendly.

Sincerely,

A handwritten signature in black ink, appearing to be 'T. Tam', written in a cursive style.

Dr. Theresa Tam, BMBS (UK), FRCPC
Chief Public Health Officer

c.c.: Dr. John Beard, Director, WHO
Miriam Wells, Town of Rothesay

St. Joseph's Hospital
Foundation



La Fondation
De L'Hôpital St. Joseph

Mr. Michael A. Gillis
Foundation Chairman

September 7, 2018

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



Dear Mayor Grant,

On behalf of St. Joseph's Hospital Foundation I want to once again thank you for your support of the Saint John Dragon Boat Festival. Your sponsorship of the Festival has made a remarkable difference for our patients. In 14 short years the Festival raised over \$3,000,000.00, resulting in advanced care and state -of-the-art technology in every corner of St. Joseph's Hospital.

Funds raised this year will support the purchase of a new 3D Mammography unit for our Breast Health Program providing advanced screening options for our community, critical in the detection and diagnosis of breast cancer. Your support will give hope and save lives.

Your continued support has empowered the Foundation to take the lead in providing excellence in patient centered care for our community - and for that I can't thank you enough. We look forward to working with you again in 2018.

Sincerely,

Laurie A. Flood
Executive Director

Nancy we can't thank
you enough for your
support over the years
it has been second to
none.
Thank you!
Laurie



Angela Morris

[REDACTED]
Rothesay, New Brunswick
[REDACTED]

RE: Town of Rothesay Medical Education Scholarship

Dear Mayor Nancy Grant and Council,

As the recipient of the Town of Rothesay Medical Education Scholarship for the 2018/2019 academic year, I wanted to thank you for funding this scholarship.

I am beyond excited to say that I will be starting my medical education this Fall at Dalhousie Medicine New Brunswick (DMNB) in Saint John, New Brunswick. I have lived in Rothesay, New Brunswick, almost all my life and am glad that I have the opportunity to stay home to study, and eventually practice, medicine. I completed my undergraduate degree at the University of New Brunswick in Saint John, before completing my Master in Public Health at Memorial University in St. John's, Newfoundland, this past year.

My goal as a physician is to be involved with my community and those in it. Through my various work and extracurricular experience, I have made New Brunswick my home and I strive to make New Brunswick a better place to live, work and play.

The scholarship provided by the New Brunswick Medical Education Foundation provides New Brunswick medical students even more incentive to live and work in our province. Thank you again for your investment in the Town of Rothesay Medical Education Scholarship and students like me. I am looking forward to the invaluable connections made through the New Brunswick Medical Education Foundation and meeting you at the upcoming Reception Ceremony.

Best regards,

Angela Morris



2018October9OpenSessionFINAL_067

Royal United Services Institute of New Brunswick

P.O. Box 7373, Station A, Saint John, New Brunswick E2L 4S7

Honorary Patron: The Honourable Jocelyne Roy Vienneau, Lieutenant Governor of New Brunswick

September 11, 2018

Nancy Grant, Mayor
Town of Rothesay
70 Hampton Road
Rothesay, NB
E2E5L5



COPY

Your Worship, Grant:

On behalf of RUSI NB (Royal United Services Institute, New Brunswick), I invite you and any other guests you wish to include to **RUSI NB's annual Pre-Remembrance Day Dinner on November 10, again this year at the Riverside Golf and Country Club. We will gather at 6:00 p.m. for dinner at 7:00 p.m.**

As you are well aware, 2018 is a very special year in our country's history, as we **commemorate the 100th anniversary of the signing of the Armistice and the official end of *The First World War.***

In lieu of a guest speaker, we plan to have 5 youth (mostly cadets) from our region read very short stories about specific NB/Canadians who served in WW1.

Tickets are available from HLCol. Cheryl Robertson at \$60 per person, by calling 849-8601. She will be following up with you and your office to ensure that you have your tickets.

Please join RUSI NB and other citizens of the region for this very special evening – a most appropriate event to approach the impressive, annual November 11th day of Remembrance.

Sincerely yours,

S/L Bev J. Harrison, President, RUSI NB

THE ROYAL UNITED SERVICES INSTITUTE OF NB
cordially invites you to the
Annual Pre-Remembrance Day Dinner
marking the
100th Anniversary of the Armistice



November 10, 2018
6 pm for 7 pm
Riverside Country Club,
Rothesay.

Music provided by
3rd Field Artillery Regiment
Band, RCA

Four course dinner with wine

Tickets: \$60 available from
(506) 642-5815 or email:
cormier53@gmail.com

Dress: Uniform, Black Tie,
Business Attire or Blazer.
Medals.



12 September 2018

Ms. Anita Punamiya, BSc, LLB, MBA
Art4Life Inc./www.art4lifeinc.com
c/o [REDACTED]
Rothesay, NB [REDACTED]

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

Dear Ms. Punamiya:

**RE: Seniors' Health Pilot Project
Letter of Collaborator Support**

On behalf of members of Rothesay Council, thank you for your recent appearance before Council and presentation outlining your innovative project for seniors in our community.

Your proposed pilot project is timely as Rothesay has recently received its Age-Friendly Designation from the province of New Brunswick. Work is well under way to develop and/or promote recreation programs and services either directly or in partnership with other public or private organizations such as Art4Life Inc. Rothesay constantly evaluates the needs of its residents - particularly Seniors - and offers services that are relevant to these needs and future trends.

Rothesay operates the Bill McGuire Community Centre, along with the Rothesay Arena, several park areas and kilometres of trails that provide accessible high quality recreational facilities, activities and programs. The Town will soon open a new seniors centre, "The Hive", that will be a center of activity that encourages social inclusion, intergenerational connections and lifelong learning and a place to seek information about various programs .

I am pleased to advise that Rothesay Council has unanimously agreed to provide in-kind support to ensure the success of your project. Rothesay will provide you with access for one full day per week at one of our facilities for the duration of your pilot project, more specifically from April 2019 to March 2021.

We understand that you intend to train and work with a series of Artists-in-residence to implement Art workshops for seniors 65 years and above, who will have been evaluated for frailty. We also understand that part of your program will evaluate the impact on seniors via qualitative and quantitative questionnaires and conducted community consultations and focus groups, surveys before, during and after the program's 5 sessions of 3 months' each.

Once again, thank you for undertaking this project in Rothesay. I wish you every success and Council looks forward to receiving regular updates on your progress. Please contact Charles Jensen, Director of Recreation and Parks, to coordinate your needs for successful implementation.

Sincerely,

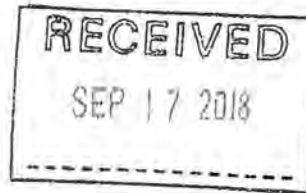
Mayor Dr. Nancy Grant

cc. Rothesay Council
C. Jensen, Director Recreation and Parks



ROTHESAY NETHERWOOD SCHOOL

September 12, 2018



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

COPY

Dear Nancy:

It is Rothesay Netherwood School's pleasure to once again present its Community Performance Series. The first performance takes place on Friday, September 28 at 7:30 p.m., and features the O'Brien Family.

The O'Brien Family (Millie, Cormac and Fintan) is from British Columbia and includes our own faculty member, Millie O'Brien. Join us on the 28th when they will fill the theater with their very own energetic, folksy bluegrass style.

Future performances include Montreal-based Trio L'Express on Tuesday, November 20th and local favourite, Mike Biggar, on Tuesday, February 19th; the season will close with Saint John's clarinet quintet, Port City 5 on Tuesday, April 9th.

We hope you will be able to join us, and enclose 2 complimentary tickets for your use. Please call 847-8224 to RSVP. The performance takes place on the RNS campus in the Théâtre Susan B. Ganong located in the School House Building. Ample parking is available behind the arena only a short walk away from the theatre.

I look forward to seeing you there.

Sincerely,

Paul McLellan
Head of School





NEW BRUNSWICK MUSEUM
MUSÉE DU NOUVEAU-BRUNSWICK

September 12, 2018

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



COPY

Dear Mayor Grant,

On behalf of the New Brunswick Museum (NBM), I would like to thank the Town of Rothesay for your support in purchasing a ticket or tickets for the Music of the Eye II (MOE) trolley tour on Sunday, September 9, 2018.

Your participation in our MOE trolley tour ensured it was a grand success! We have heard nothing but praise for everything about the tour - the trolley commentary, the food, the service, Gary Hughes's presentation at the Shadow Lawn Inn and the Music of the Eye catalogue. A preliminary investigation of the evaluations completed by the tour patrons reveals that the average is 8.8/10 for the quality of the tour and almost all wrote in 'yes' that the Museum should offer this type of event again.

We would like to extend our heartfelt appreciation to you for creating such a wonderful ambiance for this tour. You will find enclosed your official donation receipt in the amount allowed for this type of event.

Again thank you for your support of the New Brunswick Museum and we look forward to inviting you to other NBM initiatives of this nature in the future.

Yours sincerely,

Bill Hicks
CEO

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



2018 October 9 Open Session FINAL_072
ROTHESAY

150 Years Proud 1860-2010



70 Hampton Road
Rothesay, NB
Canada E2E 5L5
T: 506-848-6600
F: 506-848-6677

Rothesay@rothesay.ca
www.rothesay.ca

27 September 2018

██████████
16 Cameron Road
Rothesay, New Brunswick
E2E 2A9

Dear ██████████

RE: Deer Management

Thank you for your correspondence of August 27, 2018. Your letter was reviewed by Council at its September 10, 2018 Council meeting, at which time it was referred to Mr. Joe Kennedy, Biologist, of the Department of Energy and Resource Development.

Rothesay's participation in the annual Nuisance Deer Management Program is of an administrative nature, and confirms that the Town is willing to act as the initial point of contact for interested landowners by providing the Department with the owner's name, Property Identification Number (PID), contact information, and confirmation that the property falls within Rothesay's municipal boundaries. Responsibility for the creation, implementation, and oversight of wildlife management falls to the Department of Energy and Resource Development. As the deer population remains a prominent issue in New Brunswick the Department welcomes all suggestions for management strategies.

Trusting this meets with your approval, any further questions can be directed to Mr. Kennedy of the Department of Energy and Resource Development at (506) 453-2394 or Joe.Kennedy@gnb.ca.

Sincerely,

Mary Jane Banks
Town Clerk

Cc: Joe Kennedy, Department of Energy and Resource Development
Rothesay Council

Explore our past / Explorez notre passé
Discover your future / Découvrez votre avenir

TO: Mayor and Council
FROM: Deputy Mayor Alexander
DATE: 3 October 2018
RE: 2018 Union of Municipalities of New Brunswick AGM

The Union of Municipalities of New Brunswick (UMNB) annual conference and Annual General Meeting (AGM) was held at the Crowne Plaza in Fredericton between 28 and 30 September 2018. Mayor Grant, Town Manager Jarvie, Town Clerk Banks, and myself attended.

UMNB has undergone a significant transformation since the 2017 annual conference and AGM. Margot Cragg was brought onboard as the new Executive Director on 31 October 2017. Under Margot's leadership, UMNB has tackled some of its longstanding issues, several of which Rothesay Council identified with, and has a new focus on the strategic plan that was developed in 2017. The strategic plan lays out four key areas for UMNB to focus on:

- 1) Advocacy;
- 2) Communications;
- 3) Leadership; and
- 4) Organizational effectiveness.

Advocacy is the primary focus of UMNB. During the 11 months the new Executive Director has been in place, more Provincial-Municipal Council meetings with ministers and government officials have been held than ever before. UMNB regularly receives requests for input from government because of these connections. Recent files UMNB has provided input on are Fire Safety, Population Growth and Immigration, and WorkSafe Premiums. We can expect this same momentum and collaboration going forward.

During the recent Provincial Election, UMNB's priority issues were directly mentioned in two of four party platforms and all five parties made some commitments to UMNB on priority areas, such as property tax reform. Throughout the election, UMNB provided ongoing party promise tracking and platform analysis and surveyed candidates on municipal platforms.

Communication with members has vastly improved over recent months; weekly updates are now being sent to member municipalities for distribution within their networks. UMNB has also expanded its communications reach by joining Facebook (www.facebook.com/MunicipalNB) and Twitter ([@MunicipalNB](https://twitter.com/MunicipalNB)), and revamping its newsletter. This coming year the website (www.umnb.ca) will undergo a complete upgrade to provide more access to information and integration with other communication tools, such as social media.

Over the past year, UMNB has had significant success in increasing their non-dues revenues and negotiating sponsorships for portions of the annual conference. Some additional monies have been spent on UMNB's office move to 302-259 Brunswick Street in Fredericton; however, this will likely benefit the organization when meeting with provincial government officials.

I believe UMNB has re-established itself as a great organization and an important advocate for New Brunswick municipalities.

Below is a list of the presentations that were made during the three day conference. I wish to highlight that Town Clerk Banks, because she is recognized by her peers for her depth of knowledge and experience on municipal governance and as being Past-President of AMANB, moderated the workshop on *How to Stay Out of Trouble – Privacy, Right to Information, Conflict of Interest, and Code of Ethics*.

Session	Speaker(s)
<p>AMANB Workshop: How to stay out of trouble (Privacy, Right to Information, Conflict of Interest, Code of Ethics) Don't break the rules by accident! Increase your understanding of the new legislation, and learn how the rules apply to personal emails, social media, text messages, and more.</p>	<p>Mel Norton, Partner, Lawson Creamer Nick Robichaud, General Manager of Legal and Legislative Services, City of Moncton Mary Jane Banks, Town Clerk, Town of Rothesay</p>
<p>How to: Handle disaster (and avoid it!) Crisis happens in municipal politics: bad news story online, ill-advised Tweets, a community project gone off the rails. When a crisis or issue hits, are you ready to respond? Learn how to navigate issues and manage reputations, and how to know when you're in a crisis (or should just put down the phone).</p>	<p>Stephanie Bell, NATIONAL Public Relations</p>
<p>How to: Be an Age-Friendly Community New Brunswick's senior population is growing. That makes it even more important to ensure seniors can lead healthy, active lives and stay involved in their communities. Find out how you can make your community "Age-Friendly," with practical tips and "lessons learned" from other municipalities.</p>	<p>Anne Cullihall, Wellness NB Eric Megarity, Councillor, City of Fredericton Gisèle McCaie-Burke, Councillor, Village of New Maryland</p>
<p>How to: Buy Local for municipalities Buying local can power economic growth and support local jobs, and promote healthy eating and a healthy environment. How can municipalities be "buy local" leaders? What are the barriers? What are the opportunities? Get a list of actions you can take today, from sample resolutions to creating local champions.</p>	<p>Lois Corbett, Executive Director, Conservation Council of New Brunswick Carol Holmes, For the Love of NB Celeste Savoie, Strategic Procurement, SNB</p>
<p>Infrastructure Fund Information Session The <i>Investing in Canada Infrastructure Plan</i> will provide over \$673M in infrastructure funding over 10 years. The next call for proposals will begin in late fall 2018. Be ready! In this session, meet the RDC representatives responsible for evaluating applications, ask questions, and get practical help.</p>	<p>Cindy Lanteigne, Director of Development, RDC Francis Rioux, Senior Project Executive, RDC Ann Marie Wood-Seems, Vice President, Corporate Services and Programs, RDC</p>
<p>New Legislation, New Powers The new <i>Local Governance Act</i> and <i>Community Planning Act</i> took effect in January. The legislation is more permissive and provides new powers, including for economic development. But what does that mean in practical terms? Get an update on what's new & changed, and how new powers can be used.</p>	<p>Ryan Donaghy, Acting Assistant Deputy Minister, Department of Environment and Local Government (DELG)</p>
<p>Conflict on Council Conflict is a growing problem for municipal councils -- including between council members. Conflict can tear a community apart, so how can it be resolved in a healthy way? This session will present approaches to conflict resolution, and explore how to create the conditions for healthy conflict resolution so the community can thrive.</p>	<p>Alain Paulin, Chartered Mediator</p>
<p>"Green" Projects and Funding Municipalities want to save money on energy, reduce emissions, and tackle climate change. Lots of funding and programs are available, but with limited staff time & money, how do municipalities know they're getting the best "bang for their buck"? This panel will explore where to find funding (and how to make sure you qualify), how to sort through the options, and how to ensure your project addresses what your community really needs.</p>	<p>Sara Mudge, Community Energy Specialist, NB Power Eddie Oldfield, QUEST (FCM PCP Regional Climate Advisor)</p>
<p>"100-Year floods": Climate change, resiliency, and planning for the "new normal" The 2018 flooding was devastating for many New Brunswickers. What are our lessons learned after the 2017 ice storm review? How can municipalities be resilient and ready for the new normal of climate change and extreme weather events?</p>	<p>Greg MacCallum, Director, Emergency Measures Organization Lori Clark, Senior VP Operations, NB Power Jeff Hoyt, Executive Director, Climate Change Secretariat</p>

<p>Doctors close to home: How can communities attract and keep doctors? Having a doctor in the community is important to many New Brunswickers. But in many communities, recruiting new doctors can be a challenge -- and getting them to stay is another. What can municipalities do about it? What are the barriers? Learn from key players what municipalities can do to help recruit and retain physicians, and how the current system really works.</p>	<p>Karen McGrath, President & CEO, Horizon France Desrosiers, VP, Services médicaux, Formation & Recherche, Vitalité Jake Arbuckle, Director for Health Workforce Planning, Department of Health Andrew MacLean, Director, Family Medicine, NB Medical Society</p>
<p>Forestry update: Spruce Budworm, Deer Management, Economic impact, and Spraying In this session, ask the tough questions you're receiving from constituents and get updates on hot topics from experts in their field.</p>	<p>Dr. Graham Forbes, Director, New Brunswick Cooperative Fish & Wildlife Research Centre, UNB Mike Leger, Executive Director, Forest NB Dr. Rob Johns, Canadian Forest Service Dr. Chris Edge, Atlantic Forestry Centre, NRCAN</p>
<p>From Surfaces to Services: Rural & Urban Transportation New Brunswickers rely heavily on their cars to get to jobs and services. But a growing number of people don't or can't drive. What happens as our population ages and essential services like health care move? Can rural & urban communities work together? Discuss strategies to make communities greener, more inclusive, and affordable for everyone, and learn about resources available in your region.</p>	<p>Stephane Leclair, Executive Director, Economic & Social Inclusion Corporation Gerard Belliveau, Executive Director, Regional Service Commission (Southeast) Trevor Hanson, Associate Professor, UNB Kelly Taylor, Rural Rides Coordinator</p>
<p>Council and Staff: How to work together Healthy municipalities need a healthy relationship between council and staff. So how should staff and council work together? What if someone steps outside their role? Hear both sides from a former clerk and former mayor, and hone your knowledge of roles and responsibilities.</p>	<p>Brenda Lea Knight, Municipal Advisory Corporation Inc; former Clerk, City of Fredericton Alan Gillmore, past Mayor, Town of St. Stephen</p>
<p>Policing Open Forum Get an update on policing costs and learn about issues that could affect the RCMP (cannabis, unionization). Includes Q&A.</p>	<p>Pierre Heelis, RCMP "J" Division, Planning & Performance Unit Connie Courcy, Acting Director, Policing Standards and Contract Management, Justice & Public Safety</p>
<p>Population Growth, Demographic Crunch Municipalities are facing a crunch: aging populations, shrinking workforce, and fewer young people staying. Immigration is one solution, but not everyone is on board. How do we talk about population growth, and what can municipalities actually do to attract and keep newcomers? Learn how demographic & labour market trends will affect your community and get practical actions for municipalities of all sizes.</p>	<p>Alex Leblanc, Executive Director, New Brunswick Multicultural Council</p>

I attended almost every session at this year's conference and found the information valuable. I transcribed one presentation from photographs I took, *Council and Staff: How to Work Together*, and I obtained a copy of another of the presentations, *Conflict on Council*, so I could include below as I feel the information would benefit all Council members.

Council and Staff: How to Work Together

What are Council's Overall Responsibilities? Council essentially provides policy direction, oversight, and guidance through:

- Making decisions for the benefit of the whole community
- Being a voice for and of the community – reflecting and considering community views
- Ensuring municipal services are being effectively and efficiently delivered through policy decisions
- Reviewing and enacting by-laws authorized under the *Local Governance Act* and its regulations, ensuring they are current to the municipality's needs

- Approving and reviewing municipal policies and procedures that accurately reflect the corporate administrative and operational structure of the corporation

More specifically, Council is a collective decision-making body that:

- Determines services to be provided
- Approves by-laws and amendments
- Authorizes the signing of agreements, contracts, deeds, or any document to which the municipality is a party to (Mayor and Clerk)
- Sets the annual budget (operating and capital) and tax rate
- Reviews and approves borrowing requirements
- Sets strategic direction for the municipality
- Provides direction to Chief Administrative Officer who provides direction to staff

Role of the Mayor:

- Presides at all meetings of the municipality
- Provides leadership to the municipality
- Communicates information (acts as spokesperson) of the municipality and facilitates directions of Council
- Subject to the direction and control of the municipal Council and shall abide by decisions of Council
- Ceremonial role
- Oversight role (in collaboration with the rest of Council members)
- Key signing authority for the municipality (along with Clerk)
- Other duties as approved by Council
- The mayor may also have responsibilities assigned to them via the municipality's procedural by-law or by way of policies adopted by resolution of Council
- An example of what might be included in a procedural by-law in terms of the mayor's role is the nominating of Council members to committees; such a role might also be outlined in the municipalities policy manual

Role of the Deputy Mayor:

- Acts in place of Mayor when mayoral seat is vacant or mayor is absent or unable to act – has all powers and duties of the mayor
- Legislation requires that members of Council must elect a Deputy Mayor and stipulate the duration of the term; the procedure for election and term of the Deputy Mayor must be detailed in a municipality's procedural by-law
- Vote by secret ballot is not permitted under legislation

Role of Councillors:

- Consider welfare and interests of the entire municipality when making decisions
- Brings to the attention of Council matters that may promote the welfare or interests of the municipality
- Participates in developing and evaluating policies, programs, and by-laws to ensure they continue to meet the needs of the municipality and its citizens
- Attends all Council meetings, council committees, and any other body to which they have been appointed by Council
- Participates in the annual budget process
- Other duties as approved by Council

Best practices as a member or members of Council:

- Commitment – time and energy
- Ability to work as part of a team – Council members, staff, agencies, and volunteer organizations
- Willingness to learn, listen, and give opinions
- Openness to hearing and accepting other views
- Willingness to make difficult decisions
- Accepting a decision of Council, once it is final
- Being open and accountable to the public
- Recognizing that you just can't please everyone

Who does what? Some general guidelines and best practices:

- Council is responsible for decision-making
- Administration carries out the decisions / directives of Council
- Staff advises Council and Council provides direction to the CAO
- Day-to-day administrative operations are the CAO's responsibility
- Communication with Council and the CAO is essential – no one should be working independently
- Share credit for good ideas
- Build respect by listening to one another's views
- Keep everyone informed on community issues
- Work through solutions together
- The line between Council and staff can be and is often blurry; they have to work at this and it takes time
- Council must respect and value the role that staff plays and staff must respect the decision-making role of Council
- A healthy relationship between the Council and staff is essential for the effectiveness of a municipal government

How do you build teamwork?

- A good understanding of roles and responsibilities
- Respect for one another and their role in the municipality
- Roles of Council and staff should compliment one another
- Communication and openness is the key to a good working relationship and environment
- Council cannot be effective without a supportive staff and staff cannot be effective without a supportive Council

Suggestions for strengthening relationships among Council members:

- Council must focus on mandate and ensure decisions that are made serve the municipality's best interests as a whole
- Council should see themselves as a TEAM and work for the betterment of the community
- Schedule occasional Council / staff retreats and / or planning sessions, possibly with other stakeholders in the community to review and explore ideas in a more relaxed setting

How to strengthen Council / Administration Relationship:

- Recognition of the role that elected officials have in local government
- Respect that administration are not the policy-makers but to provide professional advice and support required for Council members to make well, thought-out decisions

- An “open door” policy by the CAO for Council to inquire or respond to any questions or concerns will go far to keep the lines of communication open
- Being willing to respond to and follow up on council issues in a timely manner will go a long way to strengthen the overall relationship between Council and Administration

Conflict situations in a municipal setting:

- Opposing views among Council members – difficult for CAO to be caught in the middle of debates between two sides
- Continually voting with a particular side on Council could hurt the municipality in the long run – media and public scrutiny
- Deep divisions on Council can become an obstacle to the municipality carrying out its mandate and reaching its potential
- Examples of potential sources of conflict include:
 - Unclear understanding of the municipal operating structure and reporting relationships
 - Personality conflicts
 - Anti-administration bias on Council; conversely, existing staff may be carrying an anti-Council bias
 - Council members must recognize that there will sometimes have to be a compromise to get things accomplished and see itself as a team that is working for the betterment of the municipality
 - Common courtesy should prevail: Rules of Order (stated in the Procedural By-Law) need to be followed and good conduct should be understood by a new Council
- Willingness of Councillors and staff to reason and cooperate with one another leads to the development of positive, goal-oriented, working relationships
- Council’s mandate – to serve the municipality with decisions that serves the best interests of the whole community

Resolving a conflict in a municipal setting:

- Deal with the matter immediately
- Have a good discussion between the affected parties, preferably with a third person non-partisan facilitator, who can assist in reaching the root of the conflict
- When there is mutual understanding, and communication lines are open between the affected parties, misunderstandings, personal slights, and power struggles can be identified and consequently reduced

What are some sample relationship problem areas?

- Misunderstanding of each other’s role
- Unclear understanding of the operating structure
- Tensions between Council and the CAO or between Council members
- Misunderstanding on who speaks on behalf of Council
- Mayor and / or individual councillors making decisions or statements that have not been sanctioned by Council
- Poor communication
- Lack of trust and respect
- Lack of identifiable goals / vision, strategic plan for the community

RESOLVING CONFLICTS EFFECTIVELY

PROFESSIONAL DEVELOPMENT WORKSHOP

Trainer : Alain Paulin, Chartered Mediator

Association of Municipal Administrators of New Brunswick
2018 Annual Conference and AGM
Bathurst, New Brunswick
June 7, 2018



alain@facilisphera.ca
506-451-0715
www.facilisphera.ca

Objectives

1. Distinguish the four conflict management approaches (power, rights, needs and avoidance);
2. Distinguish positions and needs; identify the needs;
3. Adopt a regenerative approach that focuses on:
 - Dialogue;
 - Needs;
 - Multiple realities;
 - Listening and empathy (emotional intelligence);
 - Time commitment.



Case Study

Alex is a Municipal Administrator.

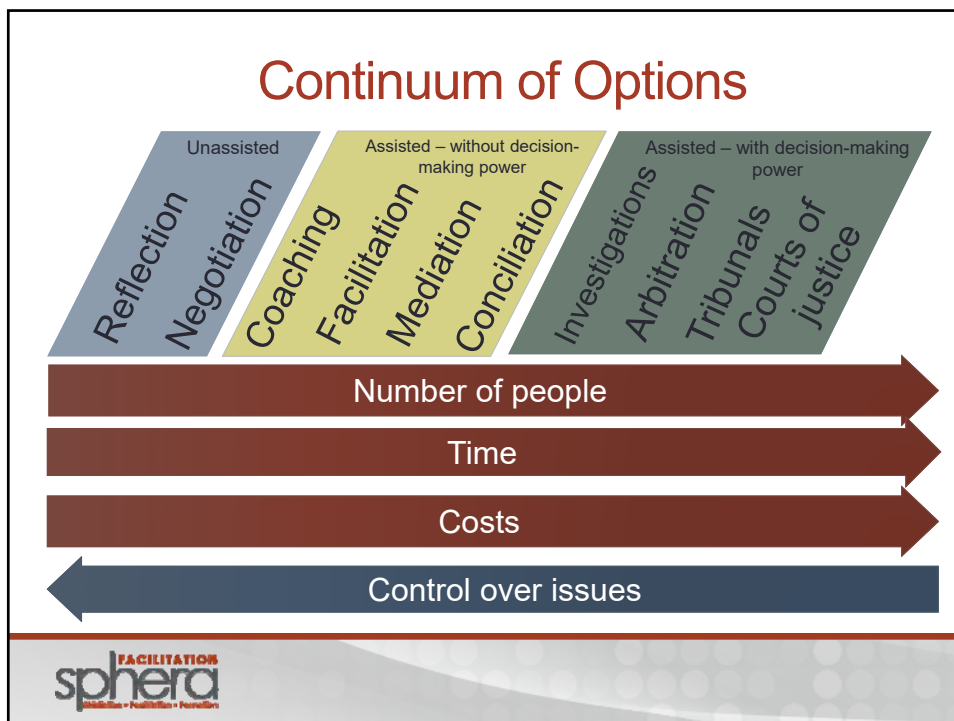
Recently, he has felt tensions within the Maintenance team. He attempted to reconcile the situation but did not suspect the magnitude of the conflict until he received a letter signed by four staff members alleging harassment against them by their supervisor.

Alex is very surprised at the turn of events. He does not know what to do. He calls you for advice. What do you say to him?



Conflict Escalation





Conflict Management Systems Elements

1. Include a prevention component
2. Allow participants to control the choice of methods to resolve conflict
3. Encourage collaborative approaches (negotiation and mediation)
4. Offer rights based approaches in case collaboration fails.

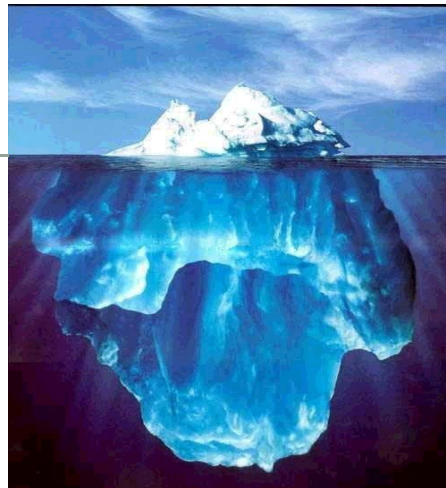
- Jean Poitras, Systèmes de gestion de conflits, 2004

FACILITATION
sphera
Médiation • Facilitation • Formation

Position

Interests

Needs



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Position = Unmet Needs

What motivates the person?

A position is only one possible option to meet a need

Other options might satisfy the needs



Identity Needs

Meaning	Connectness	Action	Recognition	Security
Coherence Authenticity Respect Justice Equality Spirituality	Belonging Affection Language Tribe Community Land	Freedom Choice Dream Realize Create Control	Acknowledgment Appreciation Gratitude Significance Dignity Self esteem	Welfare Human rights Physical Emotional Spiritual Economic
Anger	Sadness	Depression	Frustration	Fear

- From Vern Newfeld Redekop, From Violence to Blessing, 2002.



Debate vs. Dialogue



“It is what we do with conflict that makes a difference”.

- Thomas Crum, *The Magic of Conflict*, p. 21, 1988.

Seek first to understand

“Seek first to understand,
then to be understood”

- Steven Covey, *The 7 Habits of Highly Effective People*

Seeking the Absolute Reality

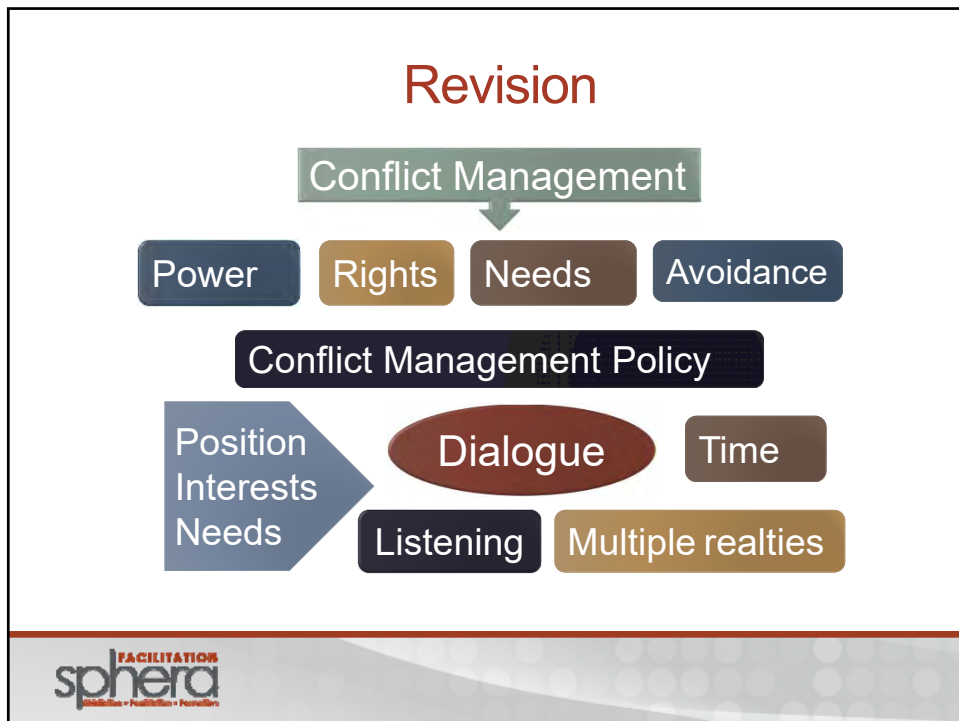
"...a literal description of a social situation is impossible because every description is already an interpretation."

– (Translated from Cormier, S., *Dénouer les conflits relationnels en milieu de travail*, 2011, p. 27.

Seeking the Absolute Reality

"Believing that one concrete reality independent of individuals exists, and at the same time, thinking that we can access that reality constitute a major obstacle to the analysis of a relational conflict. The position that maintains each in their certainty of being right is one of the most counterproductive conditions in conflict management."

- Translation from Cormier, S., 2011, p. 28, quoting Kegan and Lahey, 2001.



Agenda

Kennebecasis Public Library Board

Wednesday, May 16, 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
 - i. Transfer of funds from friends account
 - b. Facilities Management
 - c. Marketing Advisory Committee
- 6.) New and Unfinished Business
 - a. October Fundraising Event
 - b. Election of new vice-chair
 - c. Fundy regional library forum



A meeting of the Board of Trustees, Kennebecasis Public Library was held on May 16, 2018 at 6:00pm at the Library.

In Attendance: Mr. K Winchester, Chair; Mrs. A. Watling, Treasurer; Councilor Mr. D. Shea; Ms. L. Corscadden; Mrs. L. Hansen; Councilor Mr. P. Rioux; Ms. E. Greer; Ms. J. MacGillivray; Mr. C. McKibbon

Regrets: Mr. P. Rioux

Absences: N/A

Call to Order: Mr. Winchester called the meeting to order at 6:02pm

Mr. Winchester welcomed new board member Mr. Chuck McKibbon.

Approval of Agenda

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

Disposition of Minutes

It was moved by Mr. Shea to approve the minutes of the April 18th regular meeting, Mrs. Hansen seconded, and the motion carried.

Communications

Ms. Corscadden had no new communications to present.

Report of the Librarian

Ms. Corscadden explained how the library has hired two students for the Summer Reading Club this summer; Paige MacDonald and Liddy Greer. Ms. Corscadden also outlined that she had received the results from the Canada Summer Jobs Application submitted by the Friends of the Kennebecasis Valley (referred to as "the Friends"). The Friends were awarded four summer students including two community outreach coordinator positions, and two literacy tutors. The library partners with Elementary Literacy Friends for their literacy tutoring program, so there will be six literacy tutors based in the library this summer. This will effectively double the size of the library's literacy tutoring program this year – enabling a maximum of 72 children from the community to be tutored this summer.

Ms. Greer moved acceptance of the Librarian's Report. Ms. MacGillivray seconded, and the motion carried.

Financial Statement

Mrs. Watling presented the financial statement for the period ending April 30th. While there is a bit of a surplus on the "Small Equipment and Furniture" line, Mrs. Watling explained that this is because the 2018 computers will be purchased for the library in the fall.

Ms. Corscadden asked about the transfer of funds from the Friends account to the library's operating account. Mr. Winchester advised that there would be a meeting of the Friends following the Library board meeting, at which this would be a topic of discussion.

Facilities Management

Ms. Corscadden read the building maintenance report from Phil Shedd. Repair work had to be completed on the elevator, due to a malfunctioning electronic board. The board has been replaced, and the elevator is now functioning. A small repair was also done on the library's lift station – the float switches were entangled. All repairs have been completed, and everything is working properly now.

Marketing Advisory Committee

Ms. Greer spoke to the board about the library's social media presence; our posts have been getting many shares on Facebook. Posts about library programs have been widely circulated, such as posts about the special pre-release movie showing.

Mr. Shea moved to approve all committee reports as presented. Mrs. Watling seconded, and the motion carried.

New and Unfinished Business

October Fundraising Event

Mrs. Hansen spoke briefly to the board about the potential fundraising event in October. Letters have been drafted to be sent out to the community asking for support.

Election of Vice-Chair

Mr. Winchester spoke to the board about the current vice chair vacancy. Mr. Winchester called for nominations. Mrs. Hansen nominated Mr. McKibbon. Mr. Shea seconded, and the motion passed.

Fundy Regional Library Forum

Ms. Corscadden spoke to the board about the need for a Kennebecasis Public Library Board Member to be present at the Fundy Regional Library Forum. She explained that it is an opportunity for library board members from across the region to meet, and discuss current library projects and trends in the area. Ms. Hansen volunteered to attend, and Mr. Shea expressed interest as well.

Adjournment: As there was no other business, Mr. Winchester moved that the meeting be adjourned at 7:38pm.

Next Meeting: The next meeting is scheduled for June 20th 2018 at 6:00pm at the Library.

Respectfully submitted,

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

Laura Corscadden
Library Director and Secretary to the Board



Librarian's Report May 2018

Staffing and Volunteers

Library has now recruited our two Summer Reading Club Activity Leaders. We have also received the results from our Canada Summer Jobs application. The library was awarded two community outreach coordinator positions, and two literacy tutors. Our partners for our literacy tutoring program, ELF, was also awarded four literacy tutor positions.

The results of our Canada Summer Jobs grant application means that this summer's literacy tutoring program will double with six literacy tutors based in the library. Preliminary scheduling estimates 72 children will be registered in the program.

Programs

Programs offered in April included:

- Scrabble Club, Mondays at 2pm
- Baby Wonders with KV3C, Mondays 10am – 12pm
- Board Game Café, Tuesdays at 2pm (until closing)
- Preschool Storytime, Wednesdays at 10:30am
- Wednesday Painter's Circle, Wednesdays at 10:00am
- Knit Wits, Thursdays at 7:00pm
- Toddler Storytime, Fridays at 10:30am
- Babies in the Library, partnering with Talk with Me, Wednesdays at 2pm
- Volunteens, Saturdays at 10am
- Builder's Club, Saturdays at 2:30
- Valley Reader's Circle Bookclub, Thursday, May 17th at 10:30am
- Movie Matinee, Friday May 4th at 2:30pm (Rogue One: A Star Wars Story)

- Pre-Release Movie Matinee, A Wrinkle in Time, Monday May 7th at 2:30pm
- Family Movie Matinee, Friday, May 18th at 2:30pm
- Crafternoon, Tuesday May 15th at 2:30pm
- English Social, Tuesdays and Thursdays at 10:30am
- Puppet Show Friday the 25th at 10:30am & 3:30pm

Collections and Spaces

For the months of May and June, there is an art display in the library celebrating Asian Heritage month.

Ms. Corscadden is still working on getting the library's debit machine hooked up; there were issues with the data port at the information desk. Ms. Corscadden is hoping to get the debit machine officially hooked up next week.

Respectfully Submitted,



Laura Corscadden,

Library Director and Secretary to the Board

Building Maintenance Report May 2018

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

Shelving completed in upstairs storage area.

New LED drive arrived to be installed this week.

Elevator was out of service due to electronic board. New board ordered and elevator now operational.

Lift station went to alarm due to float switches becoming tangled. Freeze Plumbing did repair.

Lawn area was prepped as well area affected by grubs was cleaned and will be reseeded.

Yours

Philip Shedd CET

Kennebecasis Public Library Inc.		2018 October 9 Open Session FINAL_094					
Comparative Income Statement (DRAFT)		OPERATING FUND					
Period ending April 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 Better (Worse)</u>	<u>Annual Budget</u>	<u>Annual Budget Variance</u>	
REVENUE							
Library service - Rothesay		28,322	28,322	0	84,965	(56,643)	
Library service - Quispamsis		44,320	44,320	0	132,960	(88,640)	
Room Rentals, Printer and copies		1,569	1,500	69	4,500	(2,931)	
Grants		0	0	0	7,061	(7,061)	
Donations	423	0	0			0	
Previous Year's Surplus		68	68	0	204	(136)	
TOTAL REVENUE	423	74,279	74,210	69	229,690	(155,411)	
EXPENSE							
<u>Operations Expenditures</u>							
Other Expenditures - Restricted Fund	135					0	
Small Equipment and Furniture		313	2,755	2,442	8,265	7,952	
Total Capital Expenditures	135	313	2,755	2,442	8,265	7,952	
<u>Wages</u>							
Total Wages & Casual Labour		3,388	7,151	3,763	29,799	26,411	
<u>General & Administration Expenses</u>							
Building Maintenance		20,947	23,849	2,901	71,546	50,599	
Grounds Maintenance		8,493	9,086	593	20,000	11,507	
Office		2,806	2,867	61	8,600	5,794	
Utilities		19,222	19,830	608	53,634	34,412	
Accounting, audit and legal		5,688	6,600	912	10,660	4,972	
Professional Development		55	667	612	2,000	1,945	
Insurance		2,464	2,464	0	7,392	4,928	
Public Relations		43	1,000	957	3,000	2,957	
Communications		1,874	3,098	1,224	9,294	7,420	
Miscellaneous Expense		346	667	321	2,000	1,654	
Program Exp		607	1,167	560	3,500	2,893	
Total General & Admin Expenses		62,543	71,293	8,750	191,626	129,083	
TOTAL EXPENSE	135	66,244	81,199	14,955	229,690	163,446	
NET INCOME (Deficit)	\$ 288	\$ 8,035	(6,990)	15,025	0	8,035	



2018 October 9 Open Session FINAL 095

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS

Dr. Matt Alexander
Chairperson

ADDRESS ALL CORRESPONDENCE TO:

**126 MILLENNIUM DRIVE
QUISPAMISIS, N.B.
E2E 6E6**

TELEPHONE: (506) 847-6300

FAX: (506) 847-6313

E-MAIL: krpfadmin@nbpolice.ca

KENNEBECASIS REGIONAL JOINT BOARD
OF POLICE COMMISSIONERS
MEETING HELD AT
KENNEBECASIS REGIONAL POLICE FORCE HEADQUARTERS BUILDING
126 MILLENNIUM DRIVE
QUISPAMISIS, NEW BRUNSWICK
ON WEDNESDAY, JUNE 27, 2018
AT 3:00 P.M.

REGULAR MEETING

PRESENT:

Matt Alexander – Chair (Rothesay)
Bob McLaughlin, Vice-Chair (Quispamsis)
Peter Bourque (Rothesay)
Emil Olsen (Quispamsis)
Richard Arbeau (Quispamsis)
Libby O'Hara (Quispamsis)
Linda Sherbo (Provincial Representative)
Chief Wayne Gallant
Deputy Chief Jeff Giggey
Cherie Madill – Secretary Treasurer of the Board
Inspector Anika Becker
Inspector Mary Henderson
Maureen Adamson - Secretary

ABSENT:

Richard MacPhee (Rothesay)
Tiffany Mackay French (Rothesay)

CALL TO ORDER

The Chairman called the Regular Meeting to Order at 3:20 P.M.

APPROVAL OF AGENDA

The Chairman asked for a motion to approve the Agenda for the June 27th, 2018 meeting.

It was moved by Libby O'Hara and seconded by Peter Bourque that the Agenda for the Regular Meeting of June 27, 2018 be approved.

MOTION CARRIED

APPROVAL OF MINUTES

The Chairman asked for a motion to approve the Minutes of the Regular Meeting held on May 23, 2018.

It was moved by Bob McLaughlin and seconded by Richard Arbeau that the Minutes of the Regular Meeting of May 23, 2018 be approved.

MOTION CARRIED

DECLARATION OF CONFLICT OF INTEREST

Bob McLaughlin declared a conflict in regard to anything dealing with the building. Richard Arbeau declared a conflict in regard to insurance.

PRESENTATION BY PETER BREEN

Peter Breen, Chairperson for the Veterans Group of the Kennebecasis Regional Police Force (which also includes civilian employees who have retired), was introduced to the meeting. Peter spoke briefly about the Veterans Group and asked for the Committee's recognition and support. Peter indicated that the group might do the odd fund-raiser and the group might meet once a month for coffee; they would love to be invited to the Christmas Party. Peter had been Union Executive for seventeen years. Peter asked that the three retired dispatchers be provided with jackets (they are the only three members who are without jackets). It was felt that this would be a nice gesture by the Board.

Chief Gallant noted that he had attended the group's first meeting. He is supportive of the veterans group and said that their experience could be very useful in helping the organization. The veterans group will have to shape what their group will do and what their mandate/guidelines will be and will advise the Board accordingly. Anika Becker is the Liaison Officer for this group.

Currently there are nine or ten members.

CYBER SECURITY PRESENTATION

Tony English from Mariner Security Solutions spoke to the meeting on issues relating to cyber security. Tony presented a slide show of relevant information.

He offered some handouts, and spoke of the various methods used to hack accounts and how we can protect ourselves from this serious crime. (Certain items can be purchased on the internet and sent directly to your home: they show you how to hack into WiFi - a couple offered as examples: PINEAPPLE; RUBBER DUCKY where software is pre-loaded with instructions and testing tools for accessing accounts).

Tony noted that technology has evolved over the years and hackers can now break in, steal, track or make fake ids. Even backup data/files can be accessed. Hackers are very organized - it is organized crime on an international level. They are even able to help people retrieve their data after it has been encrypted.

In 2017, the cost to recover from cyber crimes for US businesses was \$1.3 million per business.

It is estimated by 2019, ransom ware (where one is hacked, data is encrypted and one needs to pay to retrieve data) will hit \$11.5 billion.

It is estimated by 2021, damage costs by cyber crime could be \$6 trillion US.

Business Executives, Board Members, Law Enforcement, Celebrities, Athletes, and Researchers can be targeted as their names, biographical information, photos and possibly email addresses may appear on line.

Routers are very susceptible to hacking - regardless of supplier. Turning off the router/turning it back on can get rid of dangerous programs just sitting there and flush them from memory.

Public Wi-Fi is very risky. Someone could access your information if you were, for example, on line doing banking, An individual could have the ability to hack into your computer and capture your vital information .

FIRESHEET: can intercept access to various sites and "become" the person whose site is being accessed.

LINKED IN: this site can offer information on employees that could allow hackers to access people/computers.

FACEBOOK: members too often show too much information (away - on vacation, etc.)

CYBER BULLYING/DEFACEMENT: hackers can put information on your site, of which you might be unaware or be unable to change.

Smart home/smart buildings, security cameras, heating thermostats - these are items that can be controlled by your computer from a distance; hackers can take over and program these types of devices.

HOW TO PROTECT LAW ENFORCEMENT

National Cyber Security Strategy (Canada) is being rolled out now. Government is pouring in money to protect not only the government but business and infrastructure as well. The goal is to make sure that security is in place, and that the prosperity we enjoy is maintained and protected. National initiatives are ongoing.

SCADA: industrial control system for power grids. Russia has created a computer virus that could take down SCADA systems.

We should focus on cybercrime:

- educating law enforcement
- provide tools to law enforcement
- ensure law enforcement has access to outside resources
- participation between law enforcement and the private sector and legal expertise
- educating public and business on cyber crime
- protecting law enforcement - educating the public
- ensuring that, should an organization have more than one security team, all teams communicate

Linda Sherbo asked about items made in China and marketed in San Francisco - why can't someone in the States say, you can't market this type of item. It was pointed out that the item itself is not illegal, it is what is done with it that makes it illegal.

Linda also expressed concern about BYOD devices in schools - devices which allow students to hook up to Wi-Fi; the concern is - will this put the school system at risk, more susceptible to hacking?

Tony noted that the school would probably have anti-virus, anti-malware and IDS (Intrusion Detection System) installed on its system. The IDS actively looks for devices that can be shut off the network if they are doing something they shouldn't be doing.

At 4:20 PM, Tony finished his presentation and was thanked for coming along and speaking to the committee. Tony will send a copy of his presentation to the Chair.

SECRETARY-TREASURER'S REPORT

Sherrri Madill reviewed the Financial Report ending May 31, 2018 which has been circulated by email for review prior to the meeting.

After discussion,

It was moved by Emil Olsen and seconded by Richard Arbeau that the Financial Report for the period ending May 31, 2018 be approved as circulated.

MOTION CARRIED

CHIEF'S REPORT

The Chief's report was presented. Service complaints/conduct complaints were reviewed. This is for information purposes only. Generally, these complaints are opened and closed quite quickly. Anika who is now responsible for professional standards will be dealing with these most of the time. One can access the Police Commission's website and view listing of every complaint being investigated, finalized, etc.

Internal consultations are just about complete. Chief Gallant noted that in looking at the old Strategic Plan, there appears to be a Strategic Planning Committee which he would speak with should one be assembled.

Appendix A Linda Sherbo said she had looked at and enjoyed the history of the Challenge Coin.

Appendix B (Snapshot of Community Consultation Results) will form discussion around strategic priorities.

Appendix D - Costs Associated with Flooding - Linda asked whether the Province would be coming through with the disaster relief. Matt indicated he fully expects to recoup these costs over time.

Linda also enquired about the Environmental Scan - Police Reports Generated appear to be higher in 2014 vs. 2017. She enquired why the number was going down. Chief Gallant indicated that this is not a significant statistical change and it is too early to identify a trend at this time.

Lynda posed several questions related to the content of the Environmental Scan under External and enquired whether these would be addressed by Policy Committee/Strategic Planning Committee to get aligned with the Strategic Plan.

Emil asked about the Internal section of the Environmental Scan - will "x's" be filled in? This information is in draft form and will be completed from the most recent Stats Canada data in due course.

Chief Gallant said that the question is to make sure we haven't missed anything while continuing with talks.

Chief Gallant noted that we have completed our first Annual Report. This is a Provincial requirement. We will be reporting on things like our Strategic Plan in our Annual Report. Copies of the Annual Report have been provided to each of the Towns.

The colouring book is finally completed.

Cst. Kelly McIntyre will be travelling to Calgary to be presented with a prestigious award (Officer of the year by the International Association of Women Police)

We have hired a new temporary term employee - Const. Connor MacPherson - he has started late last week.

We are working on a hiring process.

Chief Gallant noted that the design and implementation of the KRPF Challenge Coins had been approved (See Appendix C) with the possibility of two more coins (Fitness; Volunteerism). The approximate cost is \$2100 - \$2200.

Linda Sherbo asked when some of these issues will be addressed. Matt indicated that he will take all these matters into consideration.

After discussion,

It was moved by Bob McLaughlin and seconded by Richard Arbeau that the Chief's Report be approved.

MOTION CARRIED

COMMITTEE REPORTS

Building and Grounds

Jeff Giggey has negotiated the work on the parking lot.

Libby O'Hara enquired why we had not selected a local contractor for the work. Jeff noted that for financial savings were such that a Moncton firm had been selected. Two local companies submitted proposals but their prices, all quoted on the same requirements, did not offer the same savings. There was no directive that a local contractor was to be selected.

Libby noted that she tries to encourage Council to use local people.

Richard asked about what was being done about the pump room. Jeff noted that the maintenance chap who is out of Moncton will be coming to look at this and that Bob will also be in attendance.

Insurance

Peter spoke about the slight increase in travel insurance - from \$2.41 to \$2.53 for an individual and from \$4.82 to \$5.06 a family - effective August 1, 2018 that has been submitted by RSA.

It was moved by Peter Bourque and seconded by Libby O'Hara that we advise RSA to proceed with the increases in travel insurance as outlined in their Rate Confirmation Report dated June 15, 2018.

MOTION CARRIED

Transportation

Matt asked whether Sgt. Scott could put something together for the website when preparing an RFP for a vehicle - Rothesay Council is asking why we only get one or two quotes.

Libby asked if there would be any saving if we were to work with the City of Saint John on the purchase of vehicles. It was noted that Saint John's requirements for vehicles were not the same as ours.

Richard noted that many companies are busy and their chances of getting the job are slim; there is limited vehicle selection for our requirements. Perhaps we should look at another type of vehicle, such as an SUV rather than a car. Peel Regional police use SUV's. Bob mentioned that maintenance is more expensive on an SUV.

Insurance

Richard said that he would like to see Directors and Officers covered under our Insurance and asked whether Inspectors were included. Peter to check to see whether this is already in place. Bill C-45 - Criminal Defense Cost - this is brand new insurance coverage (i.e., coverage if sued in the performance of duties, wrongful dismissal, etc.) and there is no charge.

Richard asked if we have a Claims Committee? It was agreed that Richard and Peter would discuss these various insurance questions.

Another question from Richard: do we record the yays and nays for motions. Matt indicated that if a motion is carried, only nays are reported.

Linda indicated that abstention means not having enough information to vote one way or the other - a non vote. Libby indicated that as it pertains to Council, an abstention is a vote in favour of.

The Policy Committee will look at this issue.

NEW BUSINESS

Matt noted that CBC is reporting that across Canada the per capita cost for police officers is the lowest it has ever been - there are less police officers per citizen.

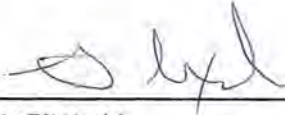
ADJOURNMENT

There being no further business to discuss,

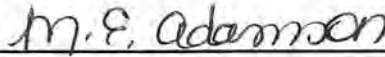
It was moved by Bob McLaughlin and seconded by Linda Sherbo that the meeting adjourn.

MOTION CARRIED

Respectfully submitted,



CHAIRMAN



SECRETARY

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
STATEMENT OF FINANCIAL POSITION
As at August 31, 2018

	<u>2018</u>	<u>2017</u>
-----Financial assets-----		
Cash - General	210,004	510,640
Sick Pay/ Retirement Investments	840,214	800,344
Accounts Receivable	40,047	32,189
Sales tax recoverable	59,385	37,415
	<u>1,149,650</u>	<u>1,380,588</u>
----Liabilities-----		
Accounts payable and accrued	300,533	269,566
Vested sick leave/retirement accrual	725,289	757,729
Sick leave replacement	13,299	13,299
Accrued pension benefit liability	554,700	749,100
Debenture payable	1,080,000	1,210,000
	<u>2,673,821</u>	<u>2,999,694</u>
NET ASSETS (DEBT)	<u>(1,524,171)</u>	<u>(1,619,106)</u>
----Non-Financial Assets-----		
Tangible capital assets (see page 2)	3,842,882	3,776,370
Accumulated amortization	(1,597,202)	(1,426,406)
	<u>2,245,680</u>	<u>2,349,964</u>
Unamortized Debenture costs	8,162	9,334
Prepaid expenses	83,898	84,656
	<u>2,337,740</u>	<u>2,443,954</u>
ACCUMULATED SURPLUS	<u>813,569</u>	<u>824,849</u>
Assets	3,487,389	3,824,542
Liabilities	3,487,389	3,824,542

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KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
SCHEDULE OF TANGIBLE CAPITAL ASSETS
August 31, 2018

	<u>2018</u>			<u>2017</u>
	-----TANGIBLE CAPITAL ASSETS-----			
	Balance beginning of year	Additions	Disposals	Balance end of year
<i>Millennium Drive</i>				
Land	194,248			194,248
Building - Roof	42,677			42,677
Mechanical	250,628			250,628
Electrical	330,543			330,543
Other	520,640			520,640
Structure	1,106,997			1,106,997
	2,251,484	0		2,251,484
Accumulated amortization	(822,139)			(756,117)
Net book value of Building	1,429,345	0	0	1,495,367
Paving	52,600			52,600
Accumulated amortization	(32,875)			(30,245)
Net book value of paving	19,725	0	0	22,355
Landscaping	3,268			3,268
Accumulated amortization	(3,268)			(3,268)
Net book value of landscaping	0	0	0	0
<i>Furnishings</i>	198,387			198,387
Accumulated amortization	(112,410)			(102,491)
Net book value of furnishings	85,977	0	0	95,896
<i>Machinery & equipment</i>	88,300			88,300
Accumulated amortization	(54,207)			(49,781)
Net book value of equipment	34,093	0	0	38,519
<i>Information technology equipment</i>	387,790			340,913
Accumulated amortization	(222,096)			(167,998)
Net book value of IT equipment	165,694	0	0	172,915
<i>Vehicles</i>	666,804			647,169
Accumulated amortization	(350,207)			(316,506)
Net book value of vehicles	316,597	0	0	330,663
Total Tangible Capital assets	3,842,882	0	0	3,776,370
Total Accumulated amortization	(1,597,202)	0	0	(1,426,406)
Net Book Value	2,245,680	0	0	2,349,963

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
STATEMENT OF OPERATIONS
EIGHT MONTHS ENDING AUGUST 31, 2018

	----- EIGHT MONTHS -----				
	--ACTUAL--		PRIOR YR	-----BUDGET-----	
REVENUE:					
Fees	47,564	19%	\$40,440	\$40,000	\$60,000
Taxi & Traffic Bylaw	4,017	21%	4,296	3,333	5,000
Interest income	6,796	104%	3,473	3,333	5,000
Retirement investment income	10,652	-16%	11,358	12,667	19,000
Secondments	129,722	-8%	148,715	141,000	211,500
	<u>198,752</u>	-1%	<u>208,282</u>	<u>200,333</u>	<u>300,500</u>
EXPENDITURE:					
CRIME CONTROL					
Salaries	2,168,548	-4%	\$2,155,897	2,255,693	\$3,383,539
Benefits	435,717	-3%	427,351	451,139	676,708
Training	28,775	7%	20,216	27,000	40,500
Equipment	9,961	-25%	2,772	13,333	20,000
Equip repairs & IT support	2,370	-11%	862	2,667	4,000
Communications	38,324	-30%	35,962	54,800	82,200
Office function	9,325	-13%	8,975	10,667	16,000
Leasing	10,476	11%	9,328	9,467	14,200
Policing-general	36,345	68%	20,107	21,667	32,500
Insurance	9,693	6%	9,582	9,164	13,746
Uniforms	46,160	92%	41,510	24,000	36,000
Prevention/p.r.	4,544	-3%	7,061	4,667	7,000
Investigations	26,586	38%	25,853	19,333	29,000
Detention	17,386	0%	17,400	17,400	26,100
Taxi & Traffic Bylaw	520	-35%	709	800	1,200
Auxillary	1,071	7%	0	1,000	1,500
Public Safety	21,953	-5%	22,071	23,175	34,762
	<u>2,867,755</u>	-3%	<u>2,805,656</u>	<u>2,945,970</u>	<u>4,418,955</u>
VEHICLES					
Fuel	69,012	-1%	61,303	70,000	105,000
Maint./repairs	38,043	-33%	48,707	56,667	85,000
Insurance	15,777	1%	15,768	15,661	23,492
New vehicles	(82)	-100%	(2,100)	50,667	76,000
Equipment	4,011	0%	2,366	4,000	6,000
	<u>126,762</u>	-36%	<u>126,044</u>	<u>196,995</u>	<u>295,492</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
 STATEMENT OF OPERATIONS
 EIGHT MONTHS ENDING AUGUST 31, 2018

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EXPENDITURE continued:	-----EIGHT MONTHS-----				
	--ACTUAL--		PRIOR YR	-----BUDGET-----	
BUILDING					
Maintenance	27,840	11%	20,098	25,000	37,500
Cleaning	17,157	5%	15,395	16,333	24,500
Electricity	26,207	-16%	25,987	31,333	47,000
Taxes	30,821	0%	30,821	30,821	46,232
Insurance	3,915	1%	3,766	3,879	5,818
Grounds	21,931	199%	6,503	7,333	11,000
Interest on Debenture	18,767	5%	20,031	17,927	26,890
Debenture Principal	87,333	0%	86,667	87,333	131,000
	233,973	6%	209,268	219,960	329,940
ADMINISTRATION					
Salaries	501,954	4%	428,930	483,631	725,447
Benefits	111,570	14%	85,915	98,201	147,302
Commissionaires	11,801	-18%		14,457	21,686
Professional Fees	39,468	44%	26,192	27,333	41,000
Travel/Training	13,083	51%	2,143	8,667	13,000
Board Travel/Expenses	1,873	-44%	3,100	3,333	5,000
Insurance	834	-3%	836	861	1,292
Labour Relations	145,094	2076%	34,960	6,667	10,000
Sick Pay/Retirement	41,024	0%	40,167	41,031	61,547
Retirement int & dividends	10,652	-16%	9,565	12,667	19,000
2nd prior year (surplus) deficit	(49,755)		(76,005)	(49,755)	(74,632)
	827,600	28%	555,803	647,094	970,642
	3,857,337	1%	3,488,489	3,809,686	5,714,529
CONTRIBUTED BY MEMBERS	3,814,598		3,726,349	3,809,686	5,714,529
SURPLUS (DEFICIT)	(42,739)		\$237,860	\$0	\$0
TELECOM FUND					
City of SJ telecomm services	236,699	0%	224,739	236,699	355,049
Data Networking charges	6,662		6,555	6,849	10,273
Retirees health insurance	(108)		(1,027)	1,000	1,500
2nd prior year (surplus) deficit	(2,027)	0%	65	(2,027)	(3,041)
	241,226		230,332	242,521	363,781
CONTRIBUTED BY MEMBERS	242,520		232,652	242,521	363,781
SURPLUS (DEFICIT)	1,294		\$2,320	\$0	\$0
Total surplus (deficit)	(41,445)		\$240,180		
Surplus (less labour relations over budgeted)	96,983				

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KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
NOTES TO THE FINANCIAL STATEMENTS
AUGUST 31, 2018

STATEMENT OF FINANCIAL POSITION

BANK balance		210,004	at August 31
ACCOUNTS PAYABLE balance	300,533		
Debenture costs to be paid in December	(91,830)		

Current Accounts Payable		208,704	Paid in September

Extra (Shortfall) in bank account		1,301	
<i>Prepays</i> include insurance, property taxes, SJ Telecom & Managed Health Care's deposit of \$13,500			

STATEMENT OF OPERATIONS

Revenue:

- * Secondments - budgeted for two secondments for the whole year
 One secondment in January (the other one changed staff (replacement started mid-February))

Crime Control:

- * Salaries - two vacancies (one being filled by temporary term)
- * Benefits Health insurance 2018: \$94,183 2017: \$98,272
 Retirees health insurance 2018: \$-796 2017: \$-57

Overtime costs at Aug 25, 2018	37,803
OT	22,031
Call out OT	10,749
Court OT	5,024
Overtime costs at Aug 26, 2017	15,260
OT	8,441
Call out OT	1,255
Court OT	5,564
Change over prior year	OT 8,682
	OT due to flooding 4,908
	Call out OT 9,494
	Court OT (540)
	<u>22,543</u>

Administration:

- * Benefits Health Insurance 2018: \$31,924 2017: \$19,066
 Retirees health plan 2018: \$5,514 2017: \$1,034

Telecom:

- * Retirees health insurance 2018: \$-108 2017: \$-1,027
 Only one retiree

MONTHLY CRIME OCCURRENCE SUMMARY

2018 CALL SUMMARY

	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep-09	YTD Sept 9
TOTAL CALLS FOR SERVICE	85	76	800	81	879	888	89	828	229	6948
911 Hangup CAD	25	23	22	21	39	21	14	26	8	199
Alarm CAD	62	34	36	43	15	46	44	38	14	332
Animal Complaint	8	4	3	9	15	14	10	12	4	79
Impaired Driving Complaint CAD	8	5	8	7	2	7	16	10	3	66
Parking/Driving Complaints CAD	34	26	43	42	62	70	36	53	13	379
Police Medical Call	14	8	8	7	10	7	11	7	4	76
Police Fire Call	11	5	4	4	9	4	6	8	1	52
Vehicle Stops	16	16		15			16			
	7	4	208	9	129	144	5	166	41	1343
POPA TICKETS	95	88	112	97	82	60	86	66	0	686
Bylaw Tickets	7	8	5	1	2	0	1	0	0	24

	18	17		11			24			
TOTAL FILES CREATED	5	9	173	1	216	244	8	189	54	1599
24 Hour Suspended Driver	0	0	0	0	0	0	0	2	0	2
7 Day Suspension Warning	0	0	1	1	0	0	0	2	1	5
Abandoned Child	0	0	0	0	0	3	1	0	0	4
Abandoned Vehicle	0	0	0	1	2	1	0	0	0	4
A.T.V. Snowmobile	0	1	2	0	0	3	0	1	0	7
Alarm	1	0	0	0	0	0	0	0	0	1
Ammo/Flare Disposal & Found	1	1	3	1	1	1	2	2	1	13
Animal Call	1	2	1	4	2	1	0	1	2	14
Arson	1	0	0	0	0	0	1	0	0	2
Common Assault	8	11	6	4	4	6	1	2	2	44
Assault with a Weapon	0	0	0	0	0	2	2	0	0	4
Assist General Public	17	26	23	26	24	35	31	23	4	209
Assist Other Agency	9	4	5	4	9	13	18	18	0	80
Attempt Suicide	0	0	0	0	1	0	1	0	0	2
Breach Recognizance	0	0	0	0	3	0	1	1	1	6
Break & Enter	1	3	1	3	4	6	5	0	0	23
Bylaws	0	0	1	2	3	0	0	0	0	6
Child Pornography	0	0	1	0	0	0	1	0	0	2
Harassment	2	0	0	1	0	0	0	1	1	5
Dangerous Operation of Motor Vehicle	0	0	0	0	0	1	0	0	0	1
Disturbance	3	1	0	4	4	3	1	1	1	18
Domestic Call	5	1	2	5	4	5	12	6	1	41
Driving While Disqualified or Prohibited	3	2	5	0	4	3	5	2	0	24
Driving without due care	0	0	0	0	0	1	1	0	0	2

Drug Complaint	0	1	0	0	0	1	0	1	0	3
Fail to Comply with Conditions	0	0	0	2	2	3	2	2	0	11
Fail to Stop or Remain	2	5	6	6	2	5	6	2	1	35
Fail/Refuse Breath Sample	0	0	0	0	1	0	0	0	0	1
Fatal MVA	0	0	0	1	0	0	0	0	0	1
Fight In Progress	0	1	1	0	1	0	1	1	0	5
Found Drugs	0	0	1	0	1	0	0	0	0	2
Forgery	0	0	0	0	0	0	0	0	1	1
Lost/Found Property	3	7	8	5	7	8	14	9	3	64
Fail/Refuse Breath Sample	0	1	0	0	1	0	0	0	0	2
Found Ammo/Flares/Etc	0	1	0	0	0	0	1	0	0	2
Fraud	5	1	6	3	3	14	3	4	0	39
Fire Complaint	0	0	0	0	3	0	2	0	0	5
Impaired Operation of MV	1	3	5	4	1	2	2	3	0	21
Indecent Act	0	0	0	0	0	0	1	0	0	1
Inspection Sticker, Etc	0	0	3	5	0	5	10	0	0	23
Internet Complaint	0	0	0	0	0	0	0	1	0	1
Intoxicated Person	0	0	0	1	0	2	3	0	0	6
Loud Party/Noise Complaint	0	1	0	0	0	0	0	0	0	1
Medical Call	2	2	1	1	0	1	0	0	1	8
Mental Health Call	7	9	7	7	7	16	11	4	3	71
Mischief	3	4	3	3	7	7	6	5	0	38
Missing Person	4	2	2	3	6	2	1	1	0	21
MVA	31	40	30	28	34	35	37	35	8	278
Narcotic Control Act	0	0	0	0	0	1	0	0	0	1
No Drivers License	0	0	0	0	1	0	0	0	0	1
No Insurance	0	0	2	0	0	3	0	0	0	5
Non Criminal Domestic Dispute	7	5	5	6	2	5	4	6	3	43
Obstruct Police Officer	1	0	0	0	0	0	0	0	0	1
Other Criminal Code	0	0	0	1	0	3	0	0	0	4
Other Provincial Traffic Offences	0	0	3	1	1	2	0	1	0	8
Other Provincial Statutes	1	1	3	2	3	1	3	3	0	17
Possession of Cocaine	0	0	0	0	0	0	1	0	0	1
Possession of Cannabis	0	1	0	1	3	1	3	0	0	9
Possession of Stolen Property	0	0	0	0	0	0	0	1	0	1
Possession of Weapons	1	0	0	1	1	1	0	0	0	4
Breach of Probation	1	0	1	1	1	0	2	1	0	7
Provincial Liquor Act	0	0	0	1	0	1	0	0	0	2
Public Relations	9	2	7	7	2	2	10	1	0	40
Robbery	0	0	0	1	1	0	0	0	0	2
Sexual Assault	2	1	0	1	3	1	0	1	0	9
Shoplifting	4	2	5	3	3	2	0	3	0	22
Sudden Death	2	2	1	2	0	1	1	0	1	10
Suspicious Person	0	0	0	0	0	3	2	3	0	8
Suspicious Vehicle	0	0	0	0	3	0	0	1	0	4
Theft of Automobile	0	0	0	0	1	2	0	1	0	4
Theft of Bicycle	0	0	0	0	0	2	0	1	0	3

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Theft from Mail	0	0	0	0	0	1	0	0	0	1
Theft from MV	1	0	1	10	1	1	1	3	2	20
Theft Under \$5000	5	4	5	10	9	6	7	6	1	53
Theft Over \$5000	0	1	0	1	0	0	1	0	0	3
Traffic Check Stop	1	2	1	1	1	2	5	2	2	17
Traffic In Cannabis	0	0	0	0	1	0	0	0	0	1
Traffic/Parking Complaint	6	6	3	10	9	9	6	8	5	62
Trespass Complaint	0	0	0	0	2	2	1	0	0	5
Trespass at Night	0	0	0	2	0	0	0	0	0	2
Unwanted Person	0	0	1	0	3	1	2	0	2	9
Uttering Threats	0	2	1	5	3	4	0	4	1	20
Vehicle Not Registered	0	0	0	0	0	0	0	1	0	1
Warrants/Execution of Warrant	0	1	1	0	0	0	2	0	0	4
Weapons Complaint Investigation	0	0	0	1	0	0	0	1	0	2

2018 October 9 Open Session FINAL 111
KENNEBECASIS VALLEY FIRE DEPARTMENT INC BOARD MEETING
TOWN OF QUISPAMISIS, 12 LANDING COURT, QUISPAMISIS
JULY 11, 2018

Present: Chair Kirk Miller
Vice Chair Grant Brenan
Treasurer Sean Luck
Commissioner John Jarvie
Commissioner Peter Lewis
Commissioner Robert McIntyre
Commissioner Norah Soobratee

Chief Bill Ireland
Carlene MacBean, Executive Assistant

Regrets: Commissioner Susan Deuville

1.0 Call to Order

Chair Miller called the meeting to order at 6:06 pm.

2.0 Chair's Remarks

Chair Miller welcomed Peter Lewis to the Fire Board as the new representative from Rothesay. He thanked former Rothesay representative Miriam Wells for her service to the Fire Board and requested a thank you letter be sent to her.

3.0 Approval of Agenda

Moved by P. Lewis and seconded by S. Luck, to approve the agenda with the addition of the following:

- Item 6.1 Strategic Plan Update – addition of an attachment

CARRIED

4.0 Conflict of Interest

None

5.0 Approval of Previous Minutes

5.1 May 23, 2018

Moved by J. Jarvie and seconded by N. Soobratee, that the minutes of May 23, 2018 be approved as presented.

CARRIED

6.0 Unfinished Business

6.1 Strategic Plan Update

Chief Ireland provided a copy of the working draft of the "Community Risk Assessment for the Kennebecasis Valley Fire Department" that Division Chief Mike Boyle has been working on for the past six months. This is the most comprehensive risk assessment ever done by the fire department and is required for the strategic plan. Chief Ireland stated that it is a well-researched and referenced document and asked that all Commissioners review before we meet for the strategic plan as it will be used in the process.

This item was tabled until the next meeting. Commissioners will review the the "Community Risk Assessment for the Kennebecasis Valley Fire Department" report and send their comments to Chief Ireland prior to the September Fire Board meeting.

6.2 Fire Marque

Moved by R. McIntyre and seconded by S. Luck to send this to councils and request that both Town Managers work together and provide a draft by-law for both towns for the September meeting.

CARRIED

7.0 Correspondence

7.1 Letter from Rothesay re: Rothesay Council Representative Peter Lewis

Moved by S. Luck and seconded by J. Jarvie to receive and file.

CARRIED

7.2 Letter to Quispamsis re: Thank You Spring Freshet 2018 Flood Relief Donations

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

CARRIED

7.3 Letter from Rothesay re: Rothesay Council Representative Re-appointment

Moved by G. Brenan and seconded by S. Luck to receive and file.

CARRIED

8.0 New Business

8.1 2018 Spring Freshet After Action Review

Moved by S. Luck and seconded by N. Soobratee to receive and file.

CARRIED

8.2 Memo from Chief Ireland re: Key Lock Box Program

Historically, the owners of commercial, light industrial and multi-unit residential buildings have provided the fire department with keys to their buildings in order to gain quick access without causing any damage to the building. As the community has grown and development increased, the department's ability to manage and maintain this system has diminished. As well, there is concern with the potential liability risk associated with maintaining a large inventory of keys for buildings in the community.

Chief Ireland recommends using lock boxes that would have all of the key box cylinders keyed to the same master key. The fire department would only have one master key to access every box in the system and the building owner would install the key box on-site with the building keys inside. This process is very similar to what Bell Aliant, Rogers and NB Power do for access to meter and service rooms in secured buildings. The cost for the recommended key box and lock cylinder is +/- \$200.

Moved by G. Brennan and P. Lewis the fire department return the keys they have; at that time the department will educate the owners on the key box program and encourage them to participate.

CARRIED

9.0 Financial

9.1 Draft Financial Statements for the Five Months ended May 31, 2018

Moved by S. Luck and seconded by N. Soobratee to receive and file the draft financial statements for the five months ended May 31, 2018.

CARRIED

10.0 Business Arising from Committee of the Whole

None

11.0 Reports

11.1 Chief's Report

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

CARRIED

11.2 Response Summary

Chief Ireland noted that there is an error in the totaling column; the number of false alarms should be two.

Moved by S. Luck and seconded by G. Brennan to receive and file.

CARRIED

12.0 Adjournment


Moved by N. Soobratee that the meeting be adjourned at 6:38 pm.

Date of next meeting – September 12, 2018

Respectfully submitted,



CHAIR


SECRETARY / TREASURER

Kennebecasis Valley Fire Department Inc.

Statement of Expense with Budget Variance 2018October9OpenSessionFINAL_116
For the 5 months ending May 2018

	BUDGET YEAR TO DATE	ACTUAL YEAR TO DATE	VARIANCES YEAR TO DATE (Under Budget)	BUDGET 2018	Actual 2017
EXPENSES:					
ADMINISTRATION:					
9 Admin. Wages and Benefits	\$261,110	\$259,818	(\$1,292)	\$605,500	\$227,643
10 Convention/ Dues/ Training	\$9,000	\$12,041	\$3,041	\$15,000	\$2,913
11 Professional Services	\$8,325	\$9,548	\$1,223	\$40,000	\$1,030
12 Office Supplies / Copy Machine/ S/C	\$3,333	\$2,560	(\$774)	\$8,000	\$1,783
13 Computer Hardware/Software/IT	\$10,151	\$10,615	\$464	\$16,700	\$4,206
14 Station Telephone/ Internet	\$4,500	\$4,371	(\$129)	\$13,500	\$4,400
16	\$296,419	\$298,953	\$2,534	\$698,700	\$241,975
FIREFIGHTING FORCE:					
17 Salaries Basic	\$1,060,109	\$1,009,876	(\$50,233)	\$2,519,484	\$922,341
18 Overtime	\$23,140	\$9,602	(\$13,538)	\$60,000	\$20,918
Vacation Pay on Retirement	\$8,816	\$8,601	(\$215)	\$8,816	\$0
19 Force Benefits	\$284,084	\$272,726	(\$11,358)	\$595,700	\$255,639
20 Clothing/Uniform Maintenance	\$11,667	\$7,418	(\$4,249)	\$28,000	\$4,571
21 Medical and Fitness Training	\$6,000	\$6,785	\$785	\$21,000	\$6,383
22 Career Recognition	\$1,500	\$1,634	\$134	\$3,500	\$0
23 Holiday Relief Wages & Overtime	\$8,215	\$91,585	\$83,370	\$11,600	\$85,644
24 Holiday Relief Benefits	\$40,054	\$39,535	(\$519)	\$109,400	\$35,152
26	\$1,523,582	\$1,447,762	(\$75,822)	\$3,657,500	\$1,330,647
TELECOMMUNICATIONS					
27 Cellular Telephone	\$2,833	\$1,968	(\$866)	\$6,800	\$1,894
28 Communication Equipment	\$1,700	\$1,827	\$127	\$2,500	\$1,752
29 Maintenance/ Repairs	\$625	\$167	(\$458)	\$1,500	\$1,072
30	\$5,158	\$3,961	(\$1,197)	\$10,800	\$4,718
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	\$14,750	\$10,657	(\$4,093)	\$36,000	\$6,039
34 Fire Prevention and Public Education	\$2,424	\$923	(\$1,501)	\$10,000	\$3,146
35 Training Supplies	\$500	\$206	(\$294)	\$2,000	\$0
36	\$17,674	\$11,787	(\$5,887)	\$48,000	\$11,188
FACILITIES					
37 Station 1 Operating	\$134,481	\$142,778	\$8,297	\$172,810	\$131,836
38 Station 2 Operating	\$7,792	\$7,891	\$99	\$18,700	\$9,116
39 Station 2 Fleet	\$20,781	\$20,781	\$0	\$49,874	\$20,378
40 Station Supplies	\$5,000	\$5,848	\$848	\$12,000	\$5,723
41	\$168,054	\$177,298	\$9,244	\$253,384	\$167,053
FLEET					
42 Vehicle Fuel	\$7,667	\$8,921	\$1,255	\$23,000	\$7,258
43 Vehicle Registration	\$550	\$342	(\$208)	\$550	\$361
45 Vehicle Maint & Repairs	\$27,083	\$43,452	\$16,369	\$65,000	\$29,108
46	\$35,300	\$52,715	\$17,415	\$88,550	\$36,727
OPERATIONS					
47 New Equipment	\$7,500	\$5,191	(\$2,309)	\$18,000	\$4,022
48 Maint & Repairs - Equipment	\$9,183	\$14,801	\$5,617	\$17,000	\$7,449
49 Maint & Repairs - Bunker Gear	\$0	\$1,229	\$1,229	\$7,000	\$27
50 Medical Supplies	\$2,083	\$2,627	\$544	\$5,000	\$1,928
51 Firefighter Supplies	\$1,458	\$1,486	\$28	\$3,500	\$2,076
52 Health & Safety	\$833	\$107	(\$726)	\$2,000	\$472
53 H&S Cause Determination	\$0	\$0	\$0	\$0	\$0
54	\$21,058	\$25,441	\$4,382	\$52,500	\$15,974
WATER COSTS:					
55 Water Costs - Flothesay	\$12,464	\$12,464	\$0	\$24,927	\$12,101
56 Water Costs - Quispamsis	\$2,398	\$2,399	\$1	\$4,798	\$2,252
57	\$14,862	\$14,862	\$2	\$29,725	\$14,353
OTHER:					
58 Miscellaneous	\$1,250	\$834	(\$416)	\$3,000	\$1,317
59 Retirement Allowance	\$24,917	\$24,919	\$2	\$59,800	\$24,919
60	\$26,167	\$25,753	(\$414)	\$62,800	\$26,236
61	\$2,143,310	\$2,091,007	(\$52,304)	\$4,936,996	\$1,883,216

Kennebecasis Valley Fire Department Inc.

2018 October 9 Open Session FINAL_117

Budget Variances Analysis greater than \$5,000

For the 5 months ending May 31, 2018

Line #	Description	Budget YTD	Actual YTD	Variance	Details
				(Under Budget)	
17	Firefighting Force: Salaries	\$1,060,109	\$1,009,876	(\$50,233)	union contract not finalized
18	Overtime	\$23,140	\$9,602	(\$13,538)	as required
37	Station 1 Operating	\$134,481	\$142,778	\$8,297	Sin 1 security entry system
45	Vehicle Maintenance & Repair	\$27,083	\$43,452	\$16,369	
	Material Variances	\$1,244,813	\$1,205,708	(\$39,105)	

Invoices over \$2,000

For the months of May 2018

Recurring Monthly Invoices		Amount	Description
05/01/18	Assumption Life	\$26,652	Group Benefits
05/01/18	Town of Quispamsis	\$5,715	Rent - Station 2
05/01/18	Rothsay	\$6,074	Quarterly, water
05/03/18	Receiver General	\$46,420	payroll liabilities
05/07/18	BMO	\$74,806	net wages 05/03/2018
05/17/18	Receiver General	\$45,322	payroll liabilities
05/17/18	BMO	\$72,310	net wage 05/17/18
05/31/18	Receiver General	\$44,701	payroll liabilities
05/31/18	BMO	\$76,873	net wage 05/31/2018
05/31/18	CIBC Mellon	\$62,877	Pension May
05/31/18	i.A.F.F. Local 3591	\$10,160	Union Dues
05/31/18	Worksafe	\$6,720	Worksafe assessment

Non-Recurring Invoices		Amount	Description
05/01/18	Micmac Fire Safety Source Ltd	\$2,565	repairs to thermal imaging cameras
05/09/18	S2 Architecture	\$5,831	Station 2 design
05/15/18	East Coast International	\$2,417	Engine 2 repairs
05/31/18	Murdick-Boyd Architects	\$3,949	schematic design cost estimating



Kennebecasis Valley Fire Department

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

July 11, 2018



Retired KVFD Lieutenant Ray McCaskill getting ready to drive our 1924 Model T in the "Great Race" parade.

As always, the KVFD has been active supporting community events in the Valley this summer. On June 5, Deputy Chief McCoy helped judge at the Hot Pursuit BBQ event in Quispamsis which also featured a team of firefighters. Several members rolled up their sleeves to donate blood at the Sirens for Life clinic held at the qplex which featured a friendly competition between local first responder agencies. We were represented at each Towns Canada festivities and the highlight of the month was our participation in the Great Race event with our Model T. Retired Chief Larry Greer got her running for the first time in over 10 years for this event and it was great to see the reaction from the crowd to this proud piece of department history.

Fire Service 2025

The Office of the Fire Marshal, in conjunction with Treasury Board's Alternative Service Delivery (ASD) unit has completed its stakeholder engagement sessions as part of its *Fire Service 2025* review. The feedback from these stakeholder engagement sessions has been tabled into a preliminary report, aimed at identifying key themes and trends across New Brunswick's greater fire service.

On June 19, members of the KVFD command staff attended a regional town-hall engagement session at the qplex. The findings of the preliminary *Fire Service 2025* report were presented. As key stakeholders in the delivery of fire protection services we used this opportunity to provide our thoughts on the preliminary findings, and shared new thoughts, concerns and comments with the Fire Marshal and ASD staff.

Response Types Kennebecasis Valley Fire Department (01/01/2018-30/06/2018)	Jan	Feb	Mar	April	May	June	2018 YTD	2017 YTD
Fire/explosion - dollar loss [10]	1	3	3	4	5	0	16	20
Rubbish/grass fire - no dollar loss [12]	4	4	0	3	16	4	31	20
Chimney Fire [13]	0	0	1	0	0	0	1	7
Total Fire [10-19]	5	7	4	7	21	4	48	47
Rescue - Miscellaneous [30]	0	0	1	0	1	0	2	3
Vehicle Accident [31]	7	10	9	6	7	10	49	44
Total Rescue or Resuscitation call [30-39]	7	10	10	6	8	10	51	47
Public Hazard - gasoline or fuel spill [41]	1	0	0	0	2	0	3	3
Public Hazard - power line down / utility pole hazard [43]	11	4	0	0	3	3	21	13
Public Hazard - miscellaneous [49]	5	0	1	3	3	1	13	8
Total Public hazard [40-49]	17	4	1	3	8	4	37	24
Gas Leak - propane [51]	0	2	0	0	1	0	3	4
Gas Leak - response to carbon monoxide detector alarm [53]	3	0	2	1	0	0	6	5
Total Gas leak [50-59]	3	2	2	1	1	0	9	9
Public Service - first aid [62]	51	56	67	64	51	47	336	307
Public Service - assist police or other agency [63]	1	0	3	0	2	2	8	1
Public Service - mutual aid [65]	0	1	1	1	1	2	6	3
Public Service - animal rescue [66]	0	1	0	1	0	0	2	1
Public Service - flooding [67]	4	0	0	0	5	0	9	1
Public Service- miscellaneous [69]	3	0	0	0	3	3	9	4
Total Public services [60-69]	59	58	71	66	62	54	370	317
Alarm No Fire - accidental miscellaneous [70]	3	1	6	4	4	5	23	23
Alarm No Fire - smoke or steam mistaken [71]	1	1	0	1	3	2	8	4
Alarm No Fire - sprinkler surge or discharge [72]	1	0	1	1	0	0	3	1
Alarm No Fire - detector activated [73]	2	0	1	1	1	9	14	24
Alarm No Fire - unknown odours [75]	0	2	0	0	0	1	3	8
Alarm No Fire - miscellaneous [79]	1	1	0	0	3	2	7	14
Total Alarm no fire - No malicious intent [70-79]	8	5	8	7	11	19	58	74
False Alarm (Mischief) - miscellaneous [89]	0	0	0	1	0	1	2	1
Total False alarm - Mischief [80-89]	0	0	0	1	0	1	1	1
Total Response Types Kennebecasis Valley Fire	99	86	96	91	111	92	574	519

Town of Rothesay

General Fund Financial Statements

August 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 - August	G11
Project Funding - September - Draft	G12

Town of Rothesay

Balance Sheet - Capital General Fund 8/31/18

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
	<u>80,736,756</u>

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)
	<u>(33,241,316)</u>

\$ 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
 8/31/18

ASSETS

BNS General Operating Reserve #214-15	806,581
BNS General Capital Reserves #2261-14	2,531,481
BNS - Gas Tax Reserves - GIC	3,970,294
	\$ 7,308,357

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	4,632,820
Invest. in General Capital Reserve	1,476,162
General Gas Tax Funding	213,567
Invest. in General Operating Reserve	814,228
Invest. in Land for Public Purposes Reserve	119,516
Invest. in Town Hall Reserve	52,065
	\$ 7,308,357

Town of Rothesay
 Balance Sheet - General Operating Fund
 8/31/18

CURRENT ASSETS

Cash	474,688
Receivables	152,097
HST Receivable	262,984
Inventory	27,527
Gen Operating due to/from Util Operating	353,705
Total Current Assets	<u>1,271,001</u>
Other Assets:	
Projects	<u>2,664,702</u>
	<u>2,664,702</u>
TOTAL ASSETS	<u><u>3,935,703</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	1,196,817
Other Payables	513,416
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>2,829,558</u></u>

EQUITY

Retained Earnings - General	(41,609)
Surplus/(Deficit) for the Period	<u>1,147,753</u>
	<u>1,106,144</u>
	<u><u>3,935,702</u></u>

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Town of Rothesay

Statement of Revenue & Expenditure
8 Months Ended 8/31/18

	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	10,342,166	10,342,166	0		15,513,249
Sale of Services	19,038	20,975	240,271	230,884	9,387		391,055
Services to Province of New Brunswick	5,000	5,000	40,000	40,000	0		60,000
Other Revenue from Own Sources	30,456	9,785	168,378	83,777	84,600		117,425
Unconditional Grant	10,133	10,133	81,065	81,063	2		121,594
Conditional Transfers	0	10,000	13,520	21,500	(7,980)		21,500
Other Transfers	0	0	580,177	580,177	(0)		1,050,177
	<u>\$1,357,398</u>	<u>\$1,348,664</u>	<u>\$11,465,576</u>	<u>\$11,379,567</u>	<u>\$86,009</u>		<u>\$17,275,000</u>
EXPENSES							
General Government Services	160,301	160,124	1,531,139	1,551,503	20,364		2,129,216
Protective Services	350,018	352,632	3,383,165	3,399,508	16,343		4,810,037
Transportation Services	255,982	278,679	2,664,687	2,347,926	(316,760)		3,405,473
Environmental Health Services	53,627	47,750	411,250	417,500	6,250		613,000
Environmental Development	57,673	65,401	390,027	446,712	56,685		638,122
Recreation & Cultural Services	297,244	293,227	1,373,248	1,454,944	81,696		1,999,348
Fiscal Services	331	327	564,308	564,437	129		3,679,803
	<u>\$1,175,175</u>	<u>\$1,198,140</u>	<u>\$10,317,824</u>	<u>\$10,182,530</u>	<u>-\$135,293</u>		<u>\$17,275,000</u>
Surplus (Deficit) for the Year	<u>\$182,223</u>	<u>\$150,524</u>	<u>\$1,147,753</u>	<u>\$1,197,037</u>	<u>-\$49,284</u>		<u>\$ (0)</u>

Town of Rothesay
Statement of Revenue & Expenditure
8 Months Ended 8/31/18

	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	3,038	2,500	23,139	20,000	3,139		30,000
Town Hall Rent	4,550	4,167	33,105	33,333	(228)		50,000
Arena Revenue	661	500	131,255	122,500	8,755		238,200
Community Garden	0	0	1,620	1,300	320		1,300
Recreation Programs	10,789	13,808	51,152	53,751	(2,599)	1	71,555
	<u>19,038</u>	<u>20,975</u>	<u>240,271</u>	<u>230,884</u>	<u>9,387</u>		<u>391,055</u>
Other Revenue from Own Sources							
Licenses & Permits	4,005	7,917	113,302	68,827	44,475	2	95,000
Recycling Dollies & Lids	1	25	401	200	201		300
Interest & Sundry	2,628	1,083	22,411	8,667	13,744	3	13,000
Miscellaneous	23,822	760	32,263	6,083	26,180		9,125
	<u>30,456</u>	<u>9,785</u>	<u>168,378</u>	<u>83,777</u>	<u>84,600</u>		<u>117,425</u>
Conditional Transfers							
Canada Day Grant	0	0	1,250	1,500	(250)		1,500
Grant - Other	0	10,000	12,270	20,000	(7,730)	5	20,000
	<u>0</u>	<u>10,000</u>	<u>13,520</u>	<u>21,500</u>	<u>(7,980)</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	470,000	470,000	0		940,000
PNB Financial Assistance	0	0	66,960	66,960	0		66,960
	<u>0</u>	<u>0</u>	<u>580,177</u>	<u>580,177</u>	<u>(0)</u>		<u>1,050,177</u>
EXPENSES							
General Government Services							
Legislative							
Mayor	3,043	3,092	21,414	24,733	3,319		37,100
Councillors	8,733	8,862	70,186	70,895	709		106,343
Regional Service Commission 9	2,926	0	4,461	4,604	143		6,138
Other	80	708	2,264	5,667	3,402		8,500
	<u>14,782</u>	<u>12,662</u>	<u>98,326</u>	<u>105,899</u>	<u>7,573</u>		<u>158,081</u>
Administrative							
Office Building	6,466	9,000	100,966	109,217	8,251		140,000
Solicitor	3,937	4,167	20,102	33,333	13,231		50,000
Administration - Wages & Benefits	102,983	106,625	640,804	646,000	5,196		1,013,400
Supplies	5,876	9,667	60,848	77,333	16,485		116,000
Professional Fees	18,862	3,687	70,104	35,250	(34,854)	6	50,000
Other	7,358	8,066	86,427	76,892	(9,535)	7	109,156
	<u>145,482</u>	<u>141,212</u>	<u>979,251</u>	<u>978,026</u>	<u>(1,226)</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	3,319	22,000	18,681		33,000
Civic Relations	38	333	388	2,667	2,279		4,000
Insurance	0	0	173,469	166,872	(6,598)	8	166,872
Donations	0	3,167	26,026	25,333	(692)		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
	<u>38</u>	<u>6,250</u>	<u>453,562</u>	<u>467,579</u>	<u>14,016</u>		<u>492,579</u>
	<u>160,301</u>	<u>160,124</u>	<u>1,531,139</u>	<u>1,551,503</u>	<u>20,364</u>		<u>2,129,216</u>
Protective Services							
Police							
Police Protection	191,501	191,619	1,532,008	1,532,949	941		2,299,424
Crime Stoppers	0	0	2,800	2,800	0		2,800
	<u>191,501</u>	<u>191,619</u>	<u>1,534,808</u>	<u>1,535,749</u>	<u>941</u>		<u>2,302,224</u>
Fire							
Fire Protection	146,319	146,319	1,366,674	1,366,204	(469)		1,951,482
Water Costs Fire Protection	0	0	380,000	380,000	0		380,000
	<u>146,319</u>	<u>146,319</u>	<u>1,746,674</u>	<u>1,746,204</u>	<u>(469)</u>		<u>2,331,482</u>
Emergency Measures							
911 Communications Centre	11,819	11,819	94,554	94,554	0		141,831
EMO Director/Committee	80	1,250	639	10,000	9,361		15,000
	<u>11,899</u>	<u>13,069</u>	<u>95,193</u>	<u>104,554</u>	<u>9,361</u>		<u>156,831</u>
Other							
Animal & Pest Control	298	792	4,341	6,333	1,992		9,500
Other	0	833	2,149	6,667	4,518		10,000
	<u>298</u>	<u>1,625</u>	<u>6,490</u>	<u>13,000</u>	<u>6,510</u>		<u>19,500</u>
Total Protective Services	<u>350,018</u>	<u>352,632</u>	<u>3,383,165</u>	<u>3,399,508</u>	<u>16,343</u>		<u>4,810,037</u>

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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Transportation Services							
Common Services							
Administration (Wages & Benefits)	178,644	204,117	1,212,059	1,286,726	74,667	9	1,860,563
Workshops, Yards & Equipment	32,625	39,563	397,240	373,354	(23,886)	10	537,500
Engineering	0	625	4,816	5,000	184		7,500
	<u>211,270</u>	<u>244,304</u>	<u>1,614,116</u>	<u>1,665,080</u>	<u>50,965</u>		<u>2,405,563</u>
Street Cleaning & Flushing	0	3,333	9,243	26,667	17,424		40,000
Roads & Streets	9,887	5,667	39,729	45,333	5,604		68,000
Crosswalks & Sidewalks	905	1,083	12,340	12,513	173		19,410
Culverts & Drainage Ditches	1,787	6,250	24,313	50,000	25,687		75,000
Snow & Ice Removal	0	1,250	373,225	350,000	(23,225)	11	500,000
2018 Flood Costs	15,589	0	403,379	0	(403,379)	12	0
	<u>28,168</u>	<u>17,583</u>	<u>862,229</u>	<u>484,513</u>	<u>(377,716)</u>		<u>702,410</u>
Street Lighting	11,391	12,167	89,958	97,333	7,375		146,000
Traffic Services							
Street Signs	0	1,250	5,008	10,000	4,992		15,000
Traffic Lanemarking	125	0	22,872	25,000	2,128		25,000
Traffic Signals	2,356	1,667	14,176	13,333	(843)		20,000
Railway Crossing	2,527	1,500	14,041	12,000	(2,041)		18,000
	<u>5,007</u>	<u>4,417</u>	<u>56,097</u>	<u>60,333</u>	<u>4,236</u>		<u>78,000</u>
Public Transit							
Public Transit - Comex Service	0	0	34,119	32,000	(2,119)		64,000
KV Committee for the Disabled	0	0	7,000	7,000	0		7,000
Public Transit - Other	146	208	1,168	1,667	499		2,500
	<u>146</u>	<u>208</u>	<u>42,287</u>	<u>40,667</u>	<u>(1,621)</u>		<u>73,500</u>
Total Transportation Services	<u>255,982</u>	<u>278,679</u>	<u>2,664,687</u>	<u>2,347,926</u>	<u>(316,760)</u>		<u>3,405,473</u>
Environmental Health Services							
Solid Waste Disposal Land Fill	22,373	16,083	130,501	128,667	(1,834)		193,000
Solid Waste Disposal Compost	1,825	2,083	16,375	16,667	291		25,000
Solid Waste Collection	21,864	21,667	174,909	173,333	(1,576)		260,000
Solid Waste Collection Curbside Recycling	7,566	7,917	60,524	63,333	2,809		95,000
Clean Up Campaign	0	0	28,940	35,500	6,560		40,000
	<u>53,627</u>	<u>47,750</u>	<u>411,250</u>	<u>417,500</u>	<u>6,250</u>		<u>613,000</u>
Environmental Development Services							
Planning & Zoning							
Administration	42,560	38,705	258,449	287,564	29,116	13	401,000
Planning Projects	709	12,083	70,835	96,667	25,831	14	145,000
Heritage Committee	0	208	0	1,667	1,667		2,500
	<u>43,269</u>	<u>50,997</u>	<u>329,284</u>	<u>385,897</u>	<u>56,614</u>		<u>548,500</u>
Economic Development Comm.							
Tourism	14,404	14,404	57,615	57,615	(0)		86,422
	<u>0</u>	<u>0</u>	<u>3,129</u>	<u>3,200</u>	<u>71</u>		<u>3,200</u>
	<u>14,404</u>	<u>14,404</u>	<u>60,744</u>	<u>60,815</u>	<u>71</u>		<u>89,622</u>
	<u>57,673</u>	<u>65,401</u>	<u>390,027</u>	<u>446,712</u>	<u>56,685</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
Recreation & Cultural Services							
Administration	22,207	26,503	179,977	181,432	1,456		253,717
Beaches	15,898	19,768	28,470	53,419	24,949		53,419
Rothesay Arena	15,774	26,929	202,735	219,127	16,393	16	329,680
Memorial Centre	1,371	4,083	46,122	40,667	(5,455)	17	57,000
Summer Programs	28,554	20,998	55,450	57,429	1,979		60,862
Parks & Gardens	86,663	77,350	382,748	419,205	36,456	18	581,700
Rothesay Common Rink	1,790	813	41,946	37,149	(4,796)		45,005
Playgrounds and Fields	16,503	9,167	69,941	73,333	3,392		110,000
Regional Facilities Commission	94,616	94,616	283,849	283,849	0		378,465
Kennebecasis Public Library	7,080	7,042	56,643	56,333	(310)		84,500
Special Events	6,787	5,833	25,159	32,000	6,841		43,500
Rothesay Living Museum	0	125	209	1,000	791		1,500
	<u>297,244</u>	<u>293,227</u>	<u>1,373,248</u>	<u>1,454,944</u>	<u>81,696</u>		<u>1,999,348</u>
Fiscal Services							
Debt Charges							
Interest	331	327	117,308	117,437	129		227,303
Debenture Payments	0	0	447,000	447,000	0		1,009,000
	<u>331</u>	<u>327</u>	<u>564,308</u>	<u>564,437</u>	<u>129</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>331</u>	<u>327</u>	<u>564,308</u>	<u>564,437</u>	<u>129</u>		<u>3,679,803</u>

Town of Rothesay

Capital Projects 2018
General Fund
8 Months Ended 8/31/18

	Original BUDGET	CURRENT Y-T-D	Remaining Budget		Budget	Actual
General Government						
12010560 General Gov't Equipment Purchases G-2018-006	47,000	4,171	42,829	Town Hall	47,000	4,171
12010660 IT MS Office/Server/Laptops G-2018-002	90,000	37,604	52,396		47,000	4,171
12026160 Seniors' Project G-2018-010	0	-\$1,990	51,990			
Total General Government	\$137,000	-\$10,215	\$147,215			
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	408,566	131,434	Transportation Equipment Purchases T-2018-003		
12023760 Eriskay Upgrade T-2018-001	503,000	627,749	-\$124,749	Budget	Actual	
12025960 2018 Asphalt/Microseal T-2018-007	1,627,000	1,316,887	310,113	Trackless	190,000	164,840
12025260 Trail Connector/Crossing T-2016-017	1,050,000	0	1,050,000	Backhoe	200,000	180,809
12023860 Engineering 2019 Streets T-2019-001	60,000	0	60,000	One ton plow truck	100,000	
12013560 Land Aquisitions	0	59,471	-\$59,471	3/4 ton 4WD	50,000	62,918
12026260 Fox Farm Retaining Wall & Railing T-2018-011	125,000	514	124,486		<u>540,000</u>	<u>408,566</u>
12026460 Salt Storage Facility T-2018-018	40,000	10,429	29,571			
Total Transportation	\$3,945,000	\$2,423,616	\$1,521,384			
Recreation						
12020860 Recreation Equipment Purchases R-2018-004	80,000	91,145	-\$11,145	Budget	Actual	
12020760 Trail Development R-2018-007	140,000	5,235	134,765	Recreation Equipment Purchases R-2018-004		
				Tractor replacement	80,000	91,145
Total Recreation	\$220,000	\$96,381	\$123,619		<u>80,000</u>	<u>91,145</u>
Total	\$4,383,500	\$2,536,089	\$1,847,411			
Not yet assigned:						
Designated Highway	400,000			Sundry Transportation		
Sundry Transportation	150,000			Clark/Gondola Intersection		90,000
	<u>550,000</u>			Strong Court Cul de Sac		20,000
				Sunset Lane Cul de Sac		10,000
Carryovers				Various Curb, Gutter & Sidewalk Impr		20,000
Funded from Reserves						<u>150,000</u>
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	\$2,664,702	\$1,847,411			
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

Capital Projects 2018
General Fund
9 Months Ended 9/30/18

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	Original BUDGET	CURRENT Y-T-D	Remaining Budget		Budget	Actual
General Government						
12010560 General Gov't Equipment Purchases G-2018-006	47,000	36,929	10,071	Town Hall	47,000	9,873
12010660 IT MS Office/Server/Laptops G-2018-002	90,000	37,604	52,396		<u>47,000</u>	<u>9,873</u>
12026160 Seniors' Project G-2018-010	0	-51,990	51,990			
Total General Government	<u>\$137,000</u>	<u>\$22,543</u>	<u>\$114,457</u>			
Protective Services						
12011560 Protective Serv. Equipment Purchases P-2017-005	81,500	26,308	55,192			
Total Protective Services	<u>\$81,500</u>	<u>\$26,308</u>	<u>\$55,192</u>			
Transportation						
12021360 Transportation Equipment Purchases T-2018-003	540,000	408,566	131,434	Transportation Equipment Purchases T-2018-003		
12023760 Eriskay Upgrade T-2018-001	503,000	751,391	-248,391	Trackless	190,000	164,840
12025960 2018 Asphalt/Microseal T-2018-007	1,627,000	1,522,133	104,867	Backhoe	200,000	180,809
12025260 Trail Connector/Crossing T-2016-017	1,050,000	0	1,050,000	One ton plow truck	100,000	
12023860 Engineering 2019 Streets T-2019-001	60,000	0	60,000	3/4 ton 4WD	50,000	62,918
12013560 Land Aquisitions	0	59,471	-59,471		<u>540,000</u>	<u>408,566</u>
12026260 Fox Farm Retaining Wall & Railing T-2018-011	125,000	514	124,486			
12026460 Salt Storage Facility T-2018-018	40,000	33,679	6,321			
Total Transportation	<u>\$3,945,000</u>	<u>\$2,775,754</u>	<u>\$1,169,246</u>			
Recreation						
12020860 Recreation Equipment Purchases R-2018-004	80,000	91,145	-11,145	Recreation Equipment Purchases R-2018-004		
12020760 Trail Development R-2018-007	140,000	6,750	133,250	Tractor replacement	80,000	91,145
12026360 Synthetic Turf Supply & Installation R-2018-012	0	2,390	-2,390		<u>80,000</u>	<u>91,145</u>
Total Recreation	<u>\$220,000</u>	<u>\$100,285</u>	<u>\$119,715</u>			
Total	<u>\$4,383,500</u>	<u>\$2,924,890</u>	<u>\$1,458,610</u>			
Not yet assigned:						
Designated Highway	400,000			Sundry Transportation		
Sundry Transportation	<u>150,000</u>			Clark/Gondola Intersection		90,000
	550,000			Strong Court Cul de Sac		20,000
				Sunset Lane Cul de Sac		10,000
				Various Curb, Gutter & Sidewalk Impr		<u>20,000</u>
						<u>150,000</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	<u>\$4,933,500</u>	<u>\$3,053,503</u>	<u>\$1,458,610</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

August 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 - August	U6
Project Listing - September - Draft!	U7

Town of Rothesay
Capital Balance Sheet
As at 8/31/18

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	8,318,077
Total Liabilities	<u>8,992,117</u>

EQUITY

Investments:

Investment in Fixed Assets	27,772,857
Total Equity	<u>27,772,857</u>

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

Utility Reserve Balance Sheet

As at 8/31/18

ASSETS

Assets:

Bank - Utility Reserve	878,770
Due from Utility Operating	10,855
TOTAL ASSETS	<u>\$ 889,625</u>

EQUITY

Investments:

Invest. in Utility Capital Reserve	555,357
Invest. in Utility Operating Reserve	102,011
Invest. in Sewage Outfall Reserve	232,258
TOTAL EQUITY	<u>\$ 889,626</u>

Town of Rothesay
 Utilities Fund Operating Balance Sheet
 As at 8/31/18

ASSETS

Current assets:		
Accounts Receivable Net of Allowance		628,932
Accounts Receivable - Misc.		181,200
Total Current Assets		<u>810,132</u>
Other Assets:		
Projects		706,961
		<u>706,961</u>
 TOTAL ASSETS		 <u>\$ 1,517,093</u>

LIABILITIES

Accrued Payables		47,201
Due from General Fund		353,705
Due from (to) Capital Fund		(674,040)
Due to (from) Utility Reserve		10,855
Deferred Revenue		18,685
Total Liabilities		<u>(243,593)</u>

EQUITY

Surplus:		
Opening Retained Earnings		11,808
Profit (Loss) to Date		1,748,879
		<u>1,760,688</u>
 TOTAL LIABILITIES & EQUITY		 <u>\$ 1,517,094</u>

Town of Rothesay
Utilities Operating Income Statement
8 Months Ended 8/31/18

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	4,167	6,250	544,299	513,500	30,799	1	1,000,000
Meter and non-hookup fees	0	0	23,160	17,500	5,660		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	123	0	1,618,478	1,610,000	8,478		1,610,000
Connection Fees	1,300	5,556	162,425	37,778	124,647	2	60,000
Interest Earned	8,320	4,167	59,082	33,333	25,749		50,000
Misc. Revenue	600	406	3,225	3,250	(25)		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	14,511	16,378	2,920,648	2,675,486	245,162		3,220,000
WATER SUPPLY							
Share of Overhead Expenses	0	0	187,500	187,500	0		374,000
Audit/Legal/Training	211	833	6,715	9,667	2,952		13,000
Purification & Treatment	164,049	26,333	295,222	230,667	(64,555)	5	336,000
Transmission & Distribution	14,383	8,000	72,437	64,000	(8,437)		96,000
Power & Pumping	3,715	3,583	30,359	28,667	(1,693)		43,000
Billing/Collections	99	417	816	3,333	2,517		5,000
Water Purchased	0	42	374	333	(40)		500
Misc. Expenses	0	1,542	5,637	12,333	6,696		18,500
TOTAL WATER SUPPLY	182,457	40,750	599,060	536,500	(62,560)		886,000
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	0	0	282,500	282,500	0		566,000
Audit/Legal/Training	0	1,500	3,953	19,000	15,047	7	25,000
Collection System Maintenance	1,203	6,667	9,547	25,333	15,786		64,000
Sewer Claims	319	1,667	1,273	13,333	12,060		20,000
Lift Stations	1,942	3,333	21,627	26,667	5,039		40,000
Treatment/Disposal	14,659	4,167	53,264	39,333	(13,931)	8	56,000
Infiltration Study	0	0	59,483	0	(59,483)	9	0
Misc. Expenses	413	397	8,351	5,843	(2,508)		7,431
TOTAL SWGE COLLECTION & DISPOSAL	18,537	17,730	439,999	412,009	(27,990)		778,431
FISCAL SERVICES							
Interest on Bank Loans	0	5,000	0	5,000	5,000	10	25,000
Interest on Long-Term Debt	0	0	100,711	100,711	0		286,217
Principal Repayment	0	0	32,000	32,000	0		536,352
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	5,000	132,711	137,711	5,000		1,544,569
TOTAL EXPENSES	200,995	63,480	1,171,769	1,086,220	(85,549)		3,209,000
NET INCOME (LOSS) FOR THE PERIOD	(186,484)	(47,102)	1,748,879	1,589,266	159,613		11,000

Town of Rothesay

Variance Report - Utility Operating
8 Months Ended August 31, 2018

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Sale of Water	\$ 544,299	\$ 513,500	\$ 30,799	Residential usage higher than budgeted
2	Connection Fees	\$ 162,425	\$ 37,778	\$ 124,647	New home starts
3	Interest Earned	\$ 59,082	\$ 33,333	\$ 25,749	Interest on accounts receivable
4	Infrastructure Grants	\$ 49,782	\$ -	\$ 49,782	Infiltration study
Expenses					
Water Supply					
5	Purification & Treatment	\$ 295,222	\$ 230,667	\$ (64,555)	Well re-hab, timing
6	Transmission & Distribution	\$ 72,437	\$ 64,000	\$ (8,437)	Leak repairs
Sewerage Collection and Disposal					
7	Audit/Legal/Training	\$ 3,953	\$ 19,000	\$ 15,047	Training not used yet
8	Treatment & Disposal	\$ 53,264	\$ 39,333	\$ (13,931)	Power use high
9	Infiltration Study	\$ 59,483	\$ -	\$ (59,483)	reimbursed by grants
Fiscal Services					
10	Interest on Bank Loans	\$ -	\$ 5,000	\$ 5,000	Not needed yet

Town of Rothesay

Capital Projects 2017
Utility Fund
8 Months Ended 8/31/18

		Original BUDGET	CURRENT Y-T-D	Remaining Budget		
WATER						
12043430	Well Development - Quality W-2018-003	100,000	25,446	74,554		
12044330	Hillsview/Shadow Hill Watermain W-2018-002	450,000	0	450,000		
12044530	Membranes W-2018-004	200,000	65,735	134,265		
		<u>\$ 750,000</u>	<u>\$ 91,180</u>	<u>\$ 658,820</u>		
SEWER						
12042330	Wastewater Treatment Plant - S-2014-016-A Grant Received	2,500,000	304,243 <u>960,342</u> 1,264,585	2,195,757		
12044130	WWTP Design Phase 2 S-2017-001	1,400,000	0	1,400,000		
12044430	Eriskay Upgrade - Sewer T-2018-001	300,000	177,860	122,140		
		<u>4,200,000</u>	<u>1,442,445</u>	<u>3,717,897</u>		
	 Unassigned:					
	Hampton Rd Designated Highway	75,000				
	SCADA Changeover	35,000				
	Back Up Power	12,000				
	SCBA Equipment	15,000				
		<u>137,000</u>	-	-		
Total Approved		<u>5,087,000</u>	<u>1,533,625</u>	<u>4,376,717</u>		
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>			
		<u>5,087,000</u>	<u>1,667,303</u>	<u>4,376,717</u>		
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
9 Months Ended 9/30/18

Draft!

		Original BUDGET	CURRENT Y-T-D	Remaining Budget		
WATER						
12043430	Well Development - Quality W-2018-003	100,000	39,699	60,301		
12044330	Hillsview/Shadow Hill Watermain W-2018-002	450,000	0	450,000		
12044530	Membranes W-2018-004	200,000	65,735	134,265		
		\$ 750,000	\$ 105,434	\$ 644,566		
SEWER						
12042330	Wastewater Treatment Plant - S-2014-016-A Grant Received	2,500,000	306,669 960,342 1,267,011	2,193,331		
12044130	WWTP Design Phase 2 S-2017-001	1,400,000	0	1,400,000		
12044430	Eriskay Upgrade - Sewer T-2018-001	300,000	177,860	122,140		
		4,200,000	1,444,871	3,715,471		
	Unassigned:					
	Hampton Rd Designated Highway	75,000				
	SCADA Changeover	35,000				
	Back Up Power	12,000				
	SCBA Equipment	15,000				
		137,000	-	-		
Total Approved		5,087,000	1,550,304	4,360,038		
Carryovers						
Funded from Reserves						
12043830	Water Plant Aux Building W-2016-002		107,975			
12033530	Hampton Road Watermain W-2017-002		25,702			
			133,678			
		5,087,000	1,683,982	4,360,038		
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
	5,087,000	250,000	300,000	2,600,000	1,300,000	637,000

TOWN OF ROTHESAY

FINANCE COMMITTEE – OPEN SESSION

September 20, 2018

In attendance:

Councillor Grant Brenan, 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 8:45. The agenda was accepted with the additions of 4.1) PRUDE funding request, 4.2) Vocational Training Centre funding request and 7.1) Insurance update, and 7.2) Minutes of the meeting August 30, 2018.

August General Fund Financial Statements

Treasurer MacDonald reviewed new items on the variance report:

Grants – Other, we have not yet received our Federal summer student grants, but the applications have been submitted; a portion of Professional Fees will be covered by grants as well.

There are still costs coming in for the flood and the first claim has been submitted. The statements were approved as presented (MA/NG)

August Utility Fund Financial Statements

Treasurer MacDonald advised the Transmission & Distribution variance will likely even out before the end of the year, but the variance on Treatment & Disposal will likely end up over budget due to power usage on the new lift stations. The statements were approved as presented (MA/NG)

Capital Expenditure Update

Treasurer MacDonald advised the Eriskay project still needs some re-allocation between General and Utility, but is likely to be \$80-\$90,000 over budget, but savings should come from the other projects not done this year. The statements were approved as presented (DS/NG)

CAMP Update

Treasurer MacDonald has just received feedback from the Province on our original plan and is working with the consultant. He believes the Province will be looking for more detail on the 50-year funding plan. We have 30 days to respond, or submit a compliance timeline.

Donations

The summary was accepted as presented. After a brief discussion, the request to sponsor PRUDE was denied. Also after a brief discussion, it was agreed to recommend support to the VTC \$500/monthly from the time of their occupancy of the Bradley Lake building and that \$6,000 will be added to the 2019 budget, for one year.

Budget Schedule

Treasurer MacDonald advised a joint Finance Committee meeting with Quispamsis is set for Thursday, October 25, 8:30 a.m., site to be determined.

Compliance Report

For information purposes.

Insurance Update

Treasurer MacDonald gave an update on the flood claims. A claim has been submitted for DFA for expenditures incurred to August 31st. It is expected we will need to address questions and/or provide additional information. He updated everyone on the tennis courts, McGuire Centre, the Renforth Park boardwalk and the ERK pavilion. There was a brief discussion on expenditures related to the road into Kennebecasis Park, which we have claimed, as opposed to the City. The insurance premium should not be affected for 2019, but perhaps after that.

Next Meeting

The minutes of August 30, 2018 were accepted as presented. (MA/NG) The next meeting is set for October 18, 8:15 a.m. The meeting adjourned at 10:20.

Grant Brenan, Chairperson

Ellen K. Steeves, Recording Secretary



2018October9OpenSessionFINAL_142

ROTHESAY

INTEROFFICE MEMORANDUM



TO	:	Mayor and Council
FROM	:	Finance Committee
DATE	:	September 20, 2018
RE	:	Financing Request

The Finance Committee, at its closed meeting of September 20, 2018 passed the following motion:

The Finance Committee recommends donation to the Vocational Training Centre for Adults in the amount of \$500 per month from the time of occupancy in the proposed location to December 31, 2019.

SCHEDULE A

Application for Rothesay Municipal Grant

App. Date: September 7, 2018

Applicant: KV Association for Community Living Inc.

Address: [REDACTED] Saint John, NB [REDACTED]

Contact: Jim Maxwell

Tel. [REDACTED]

Email: [REDACTED]

Organization Description: Vocational Training Centre for Adults
A non-profit organization supporting
adults with intellectual and/or physical disabilities
through meaningful activities.

Amount Requested: \$ 25,000.00

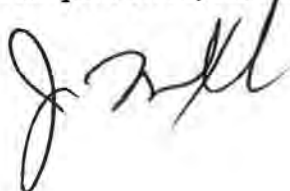
Descriptions of proposed event or activity: Relocation of VTC from
the basement of the B. H. McBuire Centre due to the
April 2018 Floods. Cannot return - must move to
a new location. Been there for 45 years, since 1973

Project costs: One Year relocation increased costs to Market
Value Lease. Build Out of \$75K - \$100K to be additional

Benefits to town of Rothesay: A very important Centre built to
train & develop those in need, some of the most
vulnerable citizens. Relocation to a permanent long-term
facility to continue service to the community.
Need \$2,000 per month for first year increase in costs
due to the relocation.

All records in the custody and control of the town of Rothesay are subject to the provisions of the Right to 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).



9/6/18

Vocational Training Centre Relocation Expenses

	<u>Bill McGuire Centre</u>	<u>Bradley Lake Centre</u>	<u>Difference</u>	
Monthly Rent	\$500	\$1,000	\$6,000	(12 x \$500)
NB Power	\$430	\$1,000	\$6,840	(12 x \$570)
Snow Plowing	\$0	\$1,200	\$1,200	(20 X \$60)
Sanding	\$0	\$600	\$600	(20 \$30)
Relocation - Moving	\$0	\$1,200	\$1,200	Trucks & Labour
Equipment & Safety	\$0	\$800	\$800	
Lighting Upgrade	\$0	\$1,250	\$1,250	Fixtures
Entry Upgrade	\$0	\$2,600	\$2,600	
Painting	\$0	\$1,800	\$1,800	Floor, Walls
Panels & Wall Units	\$0	\$750	\$750	
Electrical Upgrades	\$0	\$1,300	\$1,300	
Miscellaneous	\$0	\$1,000	\$1,000	
Total Expenses for Move in Condition To Open The Centre			\$25,340	

We have completed an Application for Rothesay Municipal Grant in the amount of \$25,000. The purpose of the grant would be to get the VTC back up on its feet after 4 months due to effects of the late April flood. These are the expenses that would be needed to convert the current two open bays to a minimally acceptable centre for our clients.

We have begun the process of creating a Capital Campaign " Bring Us Home" to generate the funds through grants, appeals, fundraising , etc. to bring the facility up to standards through a remodel. Cost will be \$75K to \$100K.

Town of Rothesay

31/08/2018 219500-60

Donations/Cultural Support	Budget 2018	Paid to date
KV3C	2,500.00	
NB Medical Education Trust	5,000.00	5,000.00
SJRH	2,500.00	2,500.00
KV Food bank	6,000.00	
YMCA Camp Glenburn	2,500.00	
Fairweather Scholarship	1,000.00	1,000.00
KV Oasis	2,500.00	2,500.00
Saint John Theatre Company	1,000.00	1,000.00
YMCA	10,000.00	10,000.00
sub	33,000.00	22,000.00
Other:	5,000.00	
Junior Achievement		300.00
Anglican Parish of Fundy & the Lakes		50.00
Symphony NB		500.00
Heart & Stroke		45.34
Sable River Fire Dept.		50.00
International Women's Day		350.00
RHS Youth for Youth		50.00
Masters Ladies Curling Team		200.00
Christmas with the Cops		100.00
NB Competitive Festival of Music		250.00
Touchstone Academy		390.00
Rothesay Netherwood School		300.00
NB Heart & Stroke		50.00
St. Marks		50.00
Kennebecasis Lions		240.00
Mary Schryer		100.36
Heather Greenslade (Emma Howe)		200.00
Rothesay High Safe Grad		100.00
Rothesay Yacht Club		200.00
KV Players		500.00
sub	5,000.00	4,025.70
	<u>38,000.00</u>	<u>26,025.70</u>
G/L Balance		<u>26,025.70</u>



ROTHESAY

~~2018 October 9 Open Session FINAL_146~~
Parks and Recreation Committee Meeting
Tuesday, September 18, 2018
Rothesay Town Hall – Sayre Room
Immediately following Closed Session



DRAFT

PRESENT: COUNCILLOR MIRIAM WELLS
COUNCILLOR PETER LEWIS (*left the meeting at 8:10 p.m.*)
MAUREEN DESMOND
MARY ANN GALLAGHER
KATE GOODINE
BRENDAN KILFOIL
JANE MacEACHERN
CHUCK McKIBBON

TOWN MANAGER JOHN JARVIE
DIRECTOR OF RECREATION CHARLES JENSEN
RECREATION COORDINATOR KERI FLOOD
FACILITIES COORDINATOR RYAN KINCADE
RECORDING SECRETARY LIZ POMEROY

ABSENT: NATHAN DAVIS
GARY MYLES

Chairperson Wells called the meeting to order at 7:30 p.m.

1. APPROVAL OF AGENDA:

MOVED by J. MacEachern and seconded by B. Kilfoil the agenda be approved as circulated, with the addition of Item 7.4 Air Conditioning for the Bill McGuire Centre.

CARRIED.

2. ADOPTION OF MINUTES:

2.1 Regular meeting of June 19, 2018.

MOVED by C. McKibbon and seconded by M. Desmond the minutes of June 19, 2018 be adopted as circulated.

CARRIED.

3. DELEGATIONS:

N/A

4. REPORTS & PRESENTATIONS:

N/A

5. UNFINISHED BUSINESS

5.1 Volleyball Court in K-Park (*no action – presentation scheduled for October meeting*)

Chairperson Wells indicated it is likely the presentation will include a financial request for budget consideration.

5.2 Update on accessible swings

DRP Jensen advised further investigation is required to determine if the wheelchair platform swing is CSA approved. He noted a lock is used as a safety mechanism to immobilize the swing when not in use as this type of swing is considerably heavy and may cause damage or injury if released and unattended. He added the cost is in the range of \$5,000-6,000 per swing and there may be insufficient space on the Common unless an existing swing bay is removed. It was suggested staff investigate the possibility of installing a different style of accessible swing without a platform or alternative locations for either type of accessible swing. There was general discussion with respect to JumpStart funding, alternative locations including Rothesay Elementary School or Fairvale Elementary School, and accessibility with respect to existing playgrounds in Rothesay. C. McKibbin reported that there has been no action with respect to the Fairvale Elementary School playground project. DRP Jensen suggested if there is sufficient space an accessible swing be added rather than removing and replacing an existing swing on the Common. Counc. Wells suggested the installation of an accessible swing without a platform on the Common be investigated.

5.3 Update on Riverside Park Pavilion Opening

DRP Jensen advised flood repairs are ongoing and have delayed any discussion on the matter. After some discussion, it was agreed to defer discussion of the item until winter with the intent to plan a potential event for the spring. In response to an inquiry, Town Manager Jarvie advised a decision has not been made at this time with respect to either seeding the grass or placing sod.

5.4 Update on Sittercise Workout Program

DRP Jensen advised he spoke with the author of the letter. He identified concerns with respect to the availability of space for the program and suggested the program be held in the new Seniors Resource Centre (the Hive). He added it is expected the Hive will open January 2019. Counc. Wells gave a brief background of the Hive. DRP Jensen noted he will contact the program coordinator to discuss the possibility and inquire about the cost of the program.

6. CORRESPONDENCE FOR ACTION:

- 6.1 10 September 2018 Email from Counc. Wells RE: Birding in Rothesay Project
9 September 2018 Email from Hank Scarth, BIRD RE: Birding in Rothesay Update

Counc. Wells summarized the correspondence. DRP Jensen advised Mr. Scarth is amenable to including birding information on various signage in the Wells trail and the Bicentennial Park trail. He added mock-ups will be designed and the item will be considered for the 2019 budget. Counc. Wells noted the item will also be discussed by the Works and Utilities Committee regarding the requests relating to the lagoons.

B. Kilfoil inquired about the potential creation of mountain biking trails in the Wells Recreation Park. Counc. Wells noted since the Wells trail is located in the Town's watershed Provincial approval is required for additional trails. DRP Jensen added the side trails are narrow but can accommodate mountain biking. Counc. Wells noted there is a plan to extend the Wells trail to connect across Route 111 near Bicentennial Park however the project requires external funding. Once connected the trail will provide a route for bikers and pedestrians from French Village to central Rothesay.

RECEIVED FOR INFORMATION.

7. NEW BUSINESS:

7.1 Parks and Recreation Update

RC Flood highlighted the following: 236 participants in the playground program, attendance increased at the Kennebecasis Park site, and Rothesay Park remains the most popular location; the Canada Day celebration and Yoga sessions were well attended; the final Yoga session of the season will be held September 26th at 6:30 p.m.; the newsletter will be released in early October; and lifeguard certification courses will be subsidized by the Town to help fill lifeguard positions. It was noted a higher rate of pay at other facilities likely deters lifeguards from accepting positions with the Town. RC Flood noted the matter is under discussion.

RC Flood noted the end of the season for the community garden is late October. Counc. Wells noted there will be a presentation at the October meeting regarding the Kennebecasis Park community garden. RC Flood advised: the Rothesay arena will open for the season on October 1st; a Halloween event is scheduled for October 27th at the Bill McGuire Centre; the official Remembrance Day ceremony will be held at the QPlex and an informal event will take place at the Rothesay Cenotaph; the annual KV Santa Claus Parade is scheduled for November 24th; the Mayor's tree lighting ceremony is December 12th; the opening of the Common ice surface is December 3rd depending on the weather; the Common ice schedule will be posted to the Town website sometime in November-early December; Fundy Winterfest is scheduled for February 2019; and the Speaker Series events will begin again in February. RC Flood encouraged suggestions for potential speakers. Counc. Wells suggested the Speaker Series events be held in the Hive.

DRP Jensen advised: the concerts on the Common and the Great Race were well attended; the Parks department was busy with flood clean-up; it has been a great summer for planting; there are new trails within the Wells Recreation Park to add to the Town's recreation complement; and students have returned to school thus mowing and gardening crews have been reduced.

7.2 Arthur Miller Fields

3 September 2018

Memorandum from DRP Jensen

4 July 2018

Email from Labosport Canada RE: Gmax testing results – Arthur Miller Fields with attachments

DRP Jensen noted: the fields were constructed roughly 11 years ago; artificial turf has improved over the years; due to budget constraints lower quality turf was used for the lower field at the time of construction; there is typically more activity on the lower field; and Gmax testing is completed annually to determine the hardness of the turf for safety purposes. The results of the Gmax testing indicated a need to replace the turf on the lower field. DRP Jensen added it is anticipated the upper field will require replacement in roughly 3-4 years. B. Kilfoil commented on the risk of concussions if the turf is not replaced. In response to an inquiry, DRP Jensen advised it is expected replacement of the field will occur over the course of 2-3 days. He gave a brief description of the replacement process.

MOVED by C. McKibbon and seconded by B. Kilfoil the Parks and Recreation Committee recommend Council include the amount of \$400,000 in the 2019 capital budget for the supply and installation of a new synthetic turf on the lower field at Arthur Miller Fields.

ON THE QUESTION:

It was suggested replacement costs be considered for future budgets. DRP Jensen advised the quality of artificial turf has improved thus the expected life span has increased from 10-15 years to roughly 15-20 years. Counc. Wells noted funds cannot be earmarked that far in advance however it is important to ensure Council members are aware of the impending cost. M.A. Gallagher questioned if rates will increase to cover the cost of replacement. DRP Jensen advised the rates have increased once (2-3 years ago) over a span of twelve years. Counc. Wells noted it may be advantageous to investigate if a change in rates is warranted.

CARRIED.

MOVED by Counc. Lewis and seconded by B. Kilfoil an analysis of user fees for similar recreational facilities be prepared to help determine if an increase in user fees is warranted.

ON THE QUESTION:

M.A. Gallagher inquired if field availability permits additional bookings. DRP Jensen advised availability depends on the time of day preferred.

CARRIED.

Counc. Lewis left the meeting at 8:10 p.m.

7.3 2019 Recreation Budget

DRP Jensen briefly reviewed the 2019 Recreation Operating budget. He encouraged Committee members to submit any suggestions. He added the 2019 Capital budget will likely include items such as the replacement of artificial turf for the lower portion of Arthur Miller fields, benches and garbage cans, signage and expansion of trails in the Wells Recreation Park, and replacement of the boards in the Rothesay arena. He noted the Rothesay arena boards are in poor condition. It was requested all budget suggestions be submitted before the next Committee meeting.

7.4 Air Conditioning at the Bill McGuire Centre

DRP Jensen advised the existing oil furnace was compromised during the flood and heat pumps were installed. Further options are being explored to ensure the heating/cooling system for the Centre is adequate.

Meeting addendum:

M. Desmond inquired if residents are able to purchase a plaque for Town benches as a donation. Counc. Wells noted the initiative has been promoted on Town social media. DRP Jensen advised he received two emails inquiring about the cost. He noted he informed the individuals of the cost however no further responses were received. M. Desmond suggested inviting individuals to pay a portion of the total cost. M.A. Gallagher suggested the initiative be promoted in the Town newsletter as well.

Counc. Wells inquired about the pickleball court in Wells. DRP Jensen noted the lines have been painted and a windscreen was installed. He added a community group donated funds for the installation of a windscreen.

8. CORRESPONDENCE FOR INFORMATION:

N/A

9. DATE OF NEXT MEETING:

It was noted the next meeting is scheduled for Tuesday, October 16, 2018.

CARRIED.

10. ADJOURNMENT

MOVED by M.A. Gallagher and seconded by B. Kilfoil the meeting be adjourned.

CARRIED.

The meeting ended at 8:18 p.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY



AGE FRIENDLY ADVISORY COMMITTEE MEETING

**Wednesday, September 19, 2018
10:00 a.m.**

Present: John Gahagan
Judith Grannan
Jocelyn Daye
Shirley Malcolm
Shawn Jennings
Counc. Wells

Heather Stilwell
Julie Atkinson
Scott Cochrane
Jean Porter Mowatt
Town Manager Jarvie
Mayor Grant

Absent: Michael Boyle
Diane O'Connor
Eugene Belliveau
Counc. Shea

Sarah Thompson
Cindy Levesque
Tammy Doherty

Chairperson Wells called the Meeting to order at 10 a.m.

1. APPROVAL OF AGENDA:

MOVED by J. Atkinson and seconded by J. Gahagan to approve the Agenda as circulated.

CARRIED.

2. APPROVAL OF MINUTES:

MOVED by J. Gahagan and seconded by J. Daye to approve the Minutes of June 20, 2018 as circulated.

CARRIED.

3. DELEGATIONS:

3.1 Mohamed Bagha – Newcomers Presentation

Mr. Mohamed Bagha presented to the Advisory Committee information on the Newcomers' Association. He briefly touched on their mandate, what they do and the possible benefits their association may provide to Rothesay such as: increased population, increased tax base, increased capital, and a diverse community.

3.2 Anita Punamiya – Art4Life

Ms. Anita Punamiya presented to the Advisory Committee on the Art4Life program which is in its research program stage. She has spent the last year training on

creative aging. Studies have shown when senior patients participate in an art program it has shown to lower medication dosages, doctor visits as well as a rate of decline in the diseases such as Alzheimers and Dementia. She explained how her research project will work and that it will take place in five locations in the province and involve approximately 400 people. She expects the research program to finish in March 2021.

4. REPORTS & PRESENTATIONS:

4.1 Status Update – Counc. Wells:

Counc. Wells announced that Rothesay is now officially an Age Friendly Committee. An official announcement will happen in the near future. The three electronic kiosks are operational. The Information Sub-Committee will evaluate what people are searching on the kiosks in the next few weeks and report back to the Committee. Static bulletin boards are located at Wells Recreational Field and East Riverside-Kingshurst Park. Space was promised to the Art4Life program when the Seniors Resource Centre opens in the spring. There may be opportunity for the Newcomers Association to have a coffee group activity as well.

4.2 Housing Sub-Committee – S. Scory for Counc. Shea:

S. Scory spoke on behalf of Counc. Shea. In their report of September 17th, 2018. the Housing Sub-Committee makes the following recommendations to the Age Friendly Committee:

- that it send the whole report to an open session of Council for its approval and subsequent use in the municipal planning process;
- that it recommend to Council the report be made public; and
- that a copy of the report be provided to the Hon. Filomena Tassi, Federal Minister for Seniors.

There was discussion on procedure with respect to making the report public. The report will be sent to the Age Friendly Committee for review so they may make these recommendations to Council.

4.3 The Hive Sub-Committee – Counc. Wells:

MOVED by J. Daye and seconded by J. Gahagan that the Age Friendly Committee endorse the name and the logo of The Hive Community Centre. Counc. Wells reported the logo was created and accepted by the Sub-Committee.

CARRIED.

There was discussion on funding for the operation of The Hive. Sponsorship flyers have been created and will be distributed throughout the business community with hopes of generating funds. A brief discussion followed.

5. UNFINISHED BUSINESS:

N/A

6. NEW BUSINESS:

N/A

7. CORRESPONDENCE FOR ACTION:

N/A

8. CORRESPONDENCE FOR INFORMATION:

N/A

9. DATE OF NEXT MEETING:

October 24, 2018

10. ADJOURNMENT:

MOVED by J. Gahagan and seconded by J. Atkinson to adjourn the meeting.

CARRIED.

Meeting adjourned at 11:10 a.m.

Chairperson

Recording Secretary

ROTHESAY

Works and Utilities Committee Meeting
2018 October 9 Open Session FINAL - 134
Wednesday, September 19, 2018
Rothesay Town Hall – Sayre Room
5:30 p.m.



DRAFT

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

TOWN MANAGER JOHN JARVIE
DIRECTOR OF OPERATIONS BRETT McLEAN
RECORDING SECRETARY LIZ POMEROY

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

1. APPROVAL OF AGENDA

MOVED by Counc. Wells and seconded by M. McAloon the agenda be approved as circulated, with the addition of:

- | | |
|-------------------|--|
| Item 7.3 | Disposal of Surplus Equipment – Rothesay Public Works. |
| 19 September 2018 | Report prepared by DO McLean |
| 16 September 2018 | Email from Counc. Lewis RE: Town auction items |
| 14 September 2018 | Email from Counc. Lewis RE: Bid items on Kijiji |
| Item 7.4 | Highmeadow Lane |

CARRIED.

2. APPROVAL OF MINUTES

MOVED by P. Boudreau and seconded by I. Hachey the minutes of 18 July 2018 be adopted as circulated.

CARRIED.

3. DELEGATIONS

N/A

4. REPORTS & PRESENTATIONS

N/A

5. UNFINISHED BUSINESS

5.1 Capital Projects Summary

DO McLean reported it is likely the Fox Farm Road retaining wall will be complete in the next two weeks. Counc. Wells noted clean-up from the flood remains ongoing. Deputy Mayor Alexander inquired if the repairs were complete at East Riverside-Kingshurst Park. DO McLean advised the concrete pad was poured, the deck was replaced, and replacement of the grass has begun. He added the temporary road will be removed once the repairs are completed. An agreement with CN has also been obtained to permit Town staff to remove debris in the vicinity of the railroad tracks; it is expected the work will occur early next week.

RECEIVED FOR INFORMATION.

5.2 Solid Waste Tonnage Report

In response to an inquiry, Deputy Mayor Alexander noted a Fall Clean-up is scheduled to collect organic materials. DO McLean added the clean-up is scheduled for the week of November 12, 2018. Deputy Mayor Alexander added Staples is promoting a household waste pick-up at their location in Rothesay. He noted paint, batteries, electronics, etc. can be brought to Staples for disposal.

RECEIVED FOR INFORMATION.**5.3 Discussion on Water By-law**

- 17 August 2018 Memorandum from DO McLean
- Water By-law 7-04

DO McLean advised the draft Water By-law 2-15 indicated Commercial Enterprises and Multi-unit Housing Complexes in serviced areas (or within reasonable proximity to serviced areas) must connect to and exclusively use Town water as their sole source of potable water. Whereas, dwelling units as defined by the existing by-law would continue to benefit from free choice to connect to and use Town water or maintain their own private well water systems. He added public opposition to the revisions cited the Town connection fee schedule and the on-going water usage charges as unreasonably high; and Town water is tested daily whereas private wells are tested less frequently if at all. There was general discussion with respect to cost. In response to an inquiry, DO McLean reported Multi-unit Housing Complexes pay a fixed charge of \$200 annually if they are in serviced areas or within reasonable proximity to serviced areas. Residential properties also pay the same charge. DO McLean questioned if the Committee thought it reasonable to create greater equity in the application of the connection fee by charging Multi-unit Housing Complexes a discounted fixed charge per unit (ex. 75% of \$200 per unit).

The following comments were made: connecting to Town water places the onus on the Town for the quality of water; it is likely property owners are aware that revisions will be discussed again; concern was expressed by the public of the high cost that will be borne by the property owners, and in turn, the tenants; the average monthly cost is minimal per unit and based on a 10 year payment plan for owners to remit connection fees to the Town; and there may be only one connection to a multi-unit building however it is expected the building will draw more water volume than a single unit residential property. There was general discussion with respect to water user fees, the cost to produce water, and the number of buildings potentially impacted.

MOVED by Counc. Wells and seconded by P. Boudreau the “connect to and exclusively use Town water as the sole potable source” proposal from the draft Water By-law 2-15 be included as a revision to Water By-law 7-04 as well as a graduated pay scale for greater equity in the application of the fixed charge for Commercial and Multi-unit Housing Complexes.

ON THE QUESTION:

It was noted another public hearing will be held to notify residents of the proposed changes. P. Boudreau suggested notifying multi-unit building tenants directly of the proposed changes. DO McLean added the definition of a Multi-unit Housing Complex must also be determined. A neighbouring municipality defines the concept as a building with four or more units. It was suggested the definition include buildings with more than two units.

CARRIED.

5.4 Update on Bradley Lake guardrail

DO McLean advised a cost was received and it is expected the work will be completed in the near future. In response to an inquiry, DO McLean reported a response was sent to the author of the correspondence. He added the matter was also referred to the City of Saint John.

6. CORRESPONDENCE FOR ACTION

- 6.1 27 July 2018 Letter from resident RE: Request for extension of Donlyn Drive sidewalk
- 5 Year Sidewalk Plan
 - 17 August 2018 Information report prepared by Town Planner Scory RE: Survey Results (Walkability)
 - Pages from Citizen Satisfaction Survey results (*full survey available on Town website*)

Chairperson Alexander noted the same request was made in the past to accommodate a seniors centre. The seniors centre was not constructed and discussions with Quispamsis to connect sidewalks in the area were unsuccessful. It was noted density in the area is expected to increase and it may be beneficial to install sidewalks to improve walkability from residential to commercial areas. DO McLean advised the Five Year Sidewalk Plan is a guideline and can be changed if necessary. There was general discussion with respect to existing sidewalks in the area, and the cost of sidewalk installation and maintenance.

MOVED by S. Smith and seconded by Counc. Wells the Works and Utilities Committee recommends Donlyn Drive be added to the Five Year Sidewalk Plan.

CARRIED.

- 6.2 10 September 2018 Email from Counc. Wells RE: Birding in Rothesay Project
9 September 2018 Email from Hank Scarth, BIRD RE: Birding in Rothesay Update
- Deputy Mayor Alexander gave a brief summary of the correspondence. He noted the item was discussed by the Parks and Recreation Committee. Counc. Wells noted the group has prepared nesting boxes that are ready for placement however permission from the Town is required. She added signage for the Wells Recreation trail and the Bicentennial Park trail, inclusive of local birding facts, is included in the 2019 Budget for consideration. There was general discussion with respect to the popularity of birding as a recreational activity. DO McLean noted in the past contractors have agreed to dispose of excavated material in requested areas due to their close proximity to the construction site, thus reducing the cost of transporting the material further away. It was noted a decision with respect to future use of the site must be confirmed before a commitment can be made. There was a brief discussion with respect to the nesting boxes. DO McLean noted he will contact Mr. Scarth to request further information with respect to proper installation and maintenance of the boxes.

RECEIVED FOR INFORMATION.

- 6.3 12 September 2018 Letter from resident RE: Request for garbage pick-up at Rothesay Motel

DO McLean advised staff proposed that garbage collection be provided by the Town from October – May during the offseason of the business and the property owner will incur the cost of the collection service from June – September. There was discussion with respect to precedent setting and the minimal amount of residential properties that also house commercial businesses or institutions. Town Manager Jarvie noted the proposal will be tried on an interim basis beginning June 2019.

7. NEW BUSINESS

7.1 RA-5 crosswalk (Hampton Road outside Town Hall)

The Committee reviewed the traffic data collected from the electronic speed signs located outside Town Hall on Hampton Road in February, June, and July 2018. Deputy Mayor Alexander noted the crosswalk has been painted red and white to increase visibility. It was noted the data confirms speeding is evident in the area. Counc. Wells expressed concern noting drivers fail to stop at the crosswalk and this creates a safety hazard for pedestrians. There was discussion with respect to the 30 km/hour speed limit (school zone), police monitoring and speed cameras, existing traffic during peak hours, driver behaviour, electronic speed signs, reduced visibility during winter months, and structural traffic calming methods. It was suggested lighting be added to ensure the crosswalk signs are visible. Concern was expressed regarding the difficulty of determining if additional lighting is helpful. It was suggested Town Hall tenants could be polled to determine if vehicles are stopping at the crosswalk more often once the additional lighting is installed. It was also noted the traffic data will indicate if vehicles are travelling at slower speeds and thus likely stopping.

7.2 Carpenter Pond operations update

DO McLean reported that the Town’s water withdrawal limit of 1910 m³ is insufficient to sustain expected future demand. He noted alternative locations for water sources have not proved viable therefore the withdrawal limit of the existing wellfield must be increased to provide adequate water production. The treatment plant can support an increase in water production as well as the treatment of surface water if the need arises; however since surface water is exposed to more contaminants the filtering process results in additional maintenance costs due to the extensive treatment process. To increase the withdrawal limit Provincial support is required. The Department of Environment has indicated a willingness to review the request if it can be demonstrated that the limit can be increased sustainably. Numeric modeling and pump testing must be completed to demonstrate that increasing the withdrawal limit can be done without negative impacts to the existing system. DO McLean suggested test wells be drilled in 2018, and pump testing and numeric modeling be considered for the 2019 Budget.

P. Boudreau questioned if it may be beneficial to encourage a reduction strategy for water usage among residents. DO McLean advised the wellfield, in the past, supplied 1153 users and over the years the amount of users has increased to 1810 while the withdrawal limit has remained at 1910 m³. He added the treatment plant has the capacity to treat 2400 m³ per day but has not yet exceeded a maximum of 2200 m³ per day.

MOVED by S. Smith and seconded by Counc. Wells the Works and Utilities Committee recommends Council approve the drilling of test wells in the Carpenter’s Pond watershed 2018.

CARRIED.

7.3 Disposal of Surplus Equipment

- 19 September 2018 Report prepared by DO McLean
- 16 September 2018 Email from Counc. Lewis RE: Town auction items
- 14 September 2018 Email from Counc. Lewis RE: Bid items on Kijiji

Counc. Lewis’ emails indicated during his attempt to bid on Town surplus equipment he found that the bidding process through Kijiji was biased and not transparent as the bids can be viewed before a set deadline. Concern was also expressed that not all items available at the Works garage were posted

on Kijiji. Counc. Lewis, via his emails, suggested the sale of the items on Kijiji be suspended and the items placed in an auction (similar to the town of Quispamsis) or a closed tender process.

Deputy Mayor Alexander noted other municipalities and organizations also use Kijiji to sell surplus equipment. DO McLean advised: the sale of surplus equipment is infrequent and requires additional staff time; all equipment identified as surplus will be posted on Kijiji however photographs had not been taken of all the equipment at that time; and Kijiji has a limit of six free ads and then a charge of \$20 per ad is incurred. It was noted auctioneers collect a percentage of the sale of equipment. DO McLean reported Town surplus equipment has been sold at auction and on Kijiji in the past; it was determined selling similar equipment on Kijiji secures higher revenue than selling the items at auction. It was noted due to its popularity Kijiji also has a larger reach and can result in more bids than an auction or closed tender process. In response to an inquiry, DO McLean advised because items are specifically categorized the items cannot be grouped into a single ad on Kijiji. There was a brief discussion with respect to the “perception of bias” and a councillor bidding on Town equipment. DO McLean advised multiple bids were received for all surplus equipment, no items have been sold “on the spot”; and not every email received from interested individuals on Kijiji contains a bid. There was general discussion with respect to alternative options for the sale of surplus equipment.

MOVED by B. Justason and seconded by S. Smith the Works and Utilities Committee agree the current process for the disposal of surplus Town equipment is acceptable.

ON THE QUESTION:

It was noted no other complaints were received; and items with a considerably higher cost such as real estate are typically sold through a closed tender process. There was general discussion with respect to the fleet replacement schedule.

CARRIED.

7.4 Highmeadow Lane

Deputy Mayor Alexander noted a resident has requested the Town assume ownership of Highmeadow Lane and subsequently provide snow removal services. DO McLean advised: at the time the property was purchased in 2007 the resident was informed by Town staff that the road must meet Town standards before ownership can be transferred; though changes have been made by the resident, the road still does not meet Town standards; and permission must be obtained from another property owner that owns a portion of the road. In response to an inquiry, DO McLean advised Town staff were not contacted prior to completion of the work to discuss the requirements necessary to meet Town standards. It was noted the width of the right-of-way and drainage must be addressed.

MOVED by P. Boudreau and seconded by S. Smith a response be sent to the author of the correspondence indicating additional work is required as the road does not currently meet Town standards, and once the requirements have been met permission must be obtained from the adjacent property owner regarding the transfer of ownership.

CARRIED.

8. CORRESPONDENCE FOR INFORMATION

- 8.1 10 August 2018 Memorandum from Town Manager Jarvie RE: Letter to author of conditions in Wells
- 17 August 2018 Email from DO McLean RE: Information concerning the conditions in WellsCorrespondence

There was discussion with respect to road maintenance, drainage, and streetlights. An aerial map was displayed identifying the location of existing streetlights in the French Village area. Town Manager Jarvie advised the results of the Age-Friendly survey identified street lighting as an area of concern. He noted it is Town policy to install a streetlight at intersections and along considerably long stretches of road. He suggested the Town policy could be revised. He added streetlights that do not conform to the existing Town policy were installed prior to amalgamation and not removed. DO McLean reported the power consumption cost of Town streetlights ranges from roughly \$10,000-13,000 per month. There was general discussion. It was suggested the Town's streetlight policy be reviewed in the future.

MOVED by S. Smith and seconded by Counc. Wells the Works and Utilities Committee approve the response to members of the petition for the conditions in Wells.

CARRIED.**9. DATE OF NEXT MEETING**

The next meeting will be Wednesday, October 17, 2018.

10. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 7:30 p.m.

CHAIRPERSON

RECORDING SECRETARY



2018October9OpenSessionFINAL_160

BUILDING PERMIT REPORT

9/1/2018 to 9/30/2018

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
09/04/2018	BP2018-00049	512 MILLENIUM DRIVE	MULTI-DWELLING BUILDING	\$3,000,000.00	\$21,750.00
09/04/2018	BP2018-00082	4 CRESTLINE RD	DECK	\$20,000.00	\$145.00
09/04/2018	BP2018-00115	39 CRESCENT DR	STORAGE SHED	\$4,150.00	\$36.25
09/04/2018	BP2018-00116	6 HILLCREST DR	STORAGE SHED	\$3,800.00	\$29.00
09/06/2018	BP2018-00131	38 CAMERON RD	ACCESSORY STRUCTURE	\$1,000.00	\$20.00
09/05/2018	BP2018-00135	12 CRESTWOOD DR	ELECTRICAL UPGRADE	\$500.00	\$20.00
09/07/2018	BP2018-00140	15 MAIDEN LN	RENOVATION	\$175,000.00	\$1,268.75
09/07/2018	BP2018-00149	38 HOLIDAY DR	RENOVATION	\$30,000.00	\$217.50
09/24/2018	BP2018-00151	15 MAIDEN LN	DETACHED GARAGE	\$35,000.00	\$253.75
09/24/2018	BP2018-00152	19 PARKDALE AVE	ELECTRICAL UPGRADE	\$1,500.00	\$20.00
09/10/2018	BP2018-00154	12 NORTH ST	ELECTRICAL UPGRADE	\$1,500.00	\$20.00
09/07/2018	BP2018-00155	22 DOBBIN ST	ELECTRICAL UPGRADE	\$1,000.00	\$20.00
09/11/2018	BP2018-00156	291 GONDOLA POINT RD	WINDOWS	\$17,000.00	\$123.25



ROTHESAY

2018October9OpenSessionFINAL161

BUILDING PERMIT REPORT

9/1/2018 to 9/30/2018

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
09/20/2018	BP2018-00157	2442 ROTHESAY RD	ELECTRICAL UPGRADE	\$1,100.00	\$20.00
09/25/2018	BP2018-00158	102 JAMES RENFORTH DR	DECK	\$10,000.00	\$72.50
09/20/2018	BP2018-00159	68 BIRCHVIEW TERR	ELECTRICAL UPGRADE	\$2,200.00	\$21.75
09/20/2018	BP2018-00160	76 GONDOLA POINT RD	ELECTRICAL UPGRADE	\$1,950.00	\$20.00
09/24/2018	BP2018-00161	74 DUNEDIN	IN GROUND POOL	\$73,000.00	\$529.25
09/24/2018	BP2018-00163	9 GOLDIE CRT	ELECTRICAL UPGRADE	\$2,200.00	\$21.75
09/26/2018	BP2018-00165	2282 ROTHESAY RD	WINDOWS	\$82,000.00	\$594.50
09/25/2018	BP2018-00166	88 RIVERSIDE DR	SIDING	\$10,400.00	\$79.75
09/24/2018	BP2018-00169	CAMPBELL DRIVE	ELECTRICAL UPGRADE	\$1,000.00	\$20.00
09/25/2018	BP2018-00171	42 CEDAR DR	WINDOWS	\$15,000.00	\$108.75
09/26/2018	BP2018-00172	40 FOREST RD	WINDOWS	\$25,000.00	\$181.25



BUILDING PERMIT REPORT

9/1/2018 to 9/30/2018

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
Totals:				\$3,514,300.00	\$25,593.00
Summary for 2018 to Date:				\$15,739,581.00	\$109,882.25

2017 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$1,643,265.00	\$12,513.75
Summary to Date:	\$9,311,322.89	\$72,182.25



ROTHESAY

INTEROFFICE MEMORANDUM



TO : Mayor Grant & Council
 FROM : John Jarvie
 DATE : 5 October 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	31%	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	33%	Membrane replacements on order, wellfield test drilling project on October agenda
Hillside/Shadow Hill Court water	450,000	-	Water main replacement
Iona/Erisky upgrade	680,000	116%	Project substantially complete
2018 street resurfacing	1.79M	94%	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	-	Construction underway
Clark/Gondola Pt Rd intersection	90,000	-	Adjustments to grades
2019 Resurfacing design	60,000	-	Survey complete, preliminary design underway
Town Hall repairs	47,000	80%	
Salt shed repairs	40,000	85%	Underway
IT upgrades	90,000	40%	MS Office upgraded
Fleet Replacement	620,000	83%	Sidewalk plow, Backhoe; ¾T plow truck & tractor received; 1T plow truck: on hold.
Trail link R/Q	100,000	-	Partial estimate
Trail & sidewalk connector Wells	1,050,000	-	Subject to grants
Capital Asset Management Plan	65,200	50%	FCM grant – underway
Protective Services	81,500	32%	KVFD

* Funds paid to this date.

¹ Subject to Build Canada funding

Don Shea, Councillor

[REDACTED]
Rothesay, New Brunswick
[REDACTED]

To: Mary Jane Banks, Clerk, Town of Rothesay
Cc: (1) Mayor & Councillors, Town of Rothesay
(2) John Jarvie, Town Manager
Re: Request to have the following added to the next open session of Council
Date: October 1, 2018

Background 859 days have transpired between this Council's swearing-in ceremony on May 25, 2016 and this writing. Building a new arena has been on Council's agenda since passage of the following motion in 2013:

***MOVED** ... Council adopt the general concept of a new arena with walking track, located on Scott Avenue lands, renovations to the existing arena building to repurpose for a variety of sports and leisure activities together with site improvements on Scott Avenue and the parking lot at a working budget of 13M.*

Over the last 15 years, Rothesay has expended more than \$2,000,000 towards the construction of a recreational facility near the existing arena. Architectural drawings were done (more than once), land was purchased¹, and buildings demolished² and yet, in retrospect, the matter remains unsolved.

The corollary to Council's actions thus far is an arena that has been permitted to deteriorate – a situation I have referred to previously as **demolition-by-neglect**. Any building, if neglected for years, will deteriorate and, potentially, beyond the point of repair.

As a Councillor, I can no longer be party to this line of thinking. Unless a course correction is made, and made soon, Rothesay could very well be without an arena all together.

To move forward a resolution is necessary that literally halts any further action being taken having as its goal the construction of a new arena. Towards the same I submit the following and ask that it be placed on the open agenda of Council on October 9, 2018.

¹ At a cost of \$1,000,000

² Lowering the property value

Resolution

Moved ... 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.*³

³ Will warrant financial consideration in the 2019 budget.



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

2018October9OpenSessionFINAL_166

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T. 506 738-1212 • F. 506 738-1207
hotline@fundyrecycles.com

RECEIVED

AUG 31 2018

August 31, 2018

Mary Jane Banks, Town Clerk
Town of Rothesay
70 Hampton Road
Rothesay NB
E2E 5L5

Subject: Submission of Proposed Operating Budget for the Year 2019

Dear Ms. Banks,

At the August 27, 2018 meeting of the Board of the Fundy Regional Service Commission the following motion was adopted.

Motion:

To approve the 2019 Draft Budget for distribution as per the Legislation for the 45 day review.

Attached you will find a draft copy of the 2019 Budget for your review. Any comments or concerns should be brought to the October 22, 2018 meeting by your representative, at which time the vote to approve will take place.

If you require any further information or have any questions please do not hesitate to contact me.

Sincerely,

Marc MacLeod
Executive Director

CAPITAL PLAN FOR 2019

	COST	FUNDED FROM OPERATING FRSW	FUNDED FROM OPERATING RSC	FUNDED FROM GENERAL CAPITAL FUND	SEND TO GENERAL CAPITAL FUND	
LFG Field Upgrade	54,879	54,879				
Excavator	300,000	300,000				
Mini Loader	135,000	135,000				
BCF CONTRACT*	25,000				25,000	
	514,879	489,879	-	-	25,000	514,879

**BUILDING CANADA FUND REQUIRES THAT WE SET ASIDE \$25,000 PER YEAR FOR UPGRADES OR PURCHASES

Fundy Regional Service Commission
Operating Fund Budget
For the Year ended December 31, 2019

Revenue	Budget 2018 \$	Budget 2019
Corporate and Local Planning Services		
Contributions from LSD	148,800	210,194
Contributions from Municipalities	53,850	59,585
Contributions from Landfill	192,193	229,865
Second Previous Surplus	105,682	36,734
Sub-total	<u>500,525</u>	<u>536,378</u>
Landfill		
Tipping Fees		
Municipal/Business Solid Waste	6,804,000	6,804,000
Construction & Demolition	168,000	168,000
Tires	3,750	3,750
International Ship's Waste	2,000	2,000
Asbestos	28,000	28,000
Compostable Organics	204,400	204,400
Electronics Recycling	5,000	5,000
Paint Revenue	3,600	5,000
Electrical Generation	150,000	150,000
Interest	0	0
Sale of Compost	5,000	5,000
Recycling	230,000	230,000
Other	30,000	30,000
Surplus of second previous year	331,176	239,534
Sub-total	<u>7,984,926</u>	<u>7,874,684</u>
Total Revenue	<u>8,465,451</u>	<u>8,411,062</u>
	Less: Contributions to Corporate	192,193
Expenditures		229,865
	Budget Total Revenue	<u>8,273,258</u>
		<u>8,181,198</u>
CORPORATE SERVICES		
Corporate		
Governance	68,800	68,800
Administration	185,059	234,812
Subtotal Corporate	<u>253,859</u>	<u>303,612</u>
Cooperative & Regional Planning Services		
Regional Planning	0	2,500
Regional Policing Collaboration	0	0
Regional Emergency Measures Planning	0	0
Regional Economic Development	10,000	0
Regional Sport, Recreation & Culture	10,000	7,500
Infrastructure Planning & Cost-Sharing		
Subtotal Cooperative & Regional Planning Services	<u>20,000</u>	<u>10,000</u>
Local Planning Services		
Planning Services	88,244	85,031
Inspection Services	138,422	137,736
Subtotal Planning & Building Inspection Services	<u>226,666</u>	<u>222,767</u>
CORPORATE SERVICES SUB-TOTAL	<u>500,525</u>	<u>536,379</u>
LANDFILL SERVICES		
Solid Waste Administration		
Office and Administration	67,621	60,864
Professional Services	119,000	96,000
Site Security	5,700	4,200
Personnel	190,273	199,850
Insurance	161,500	128,000
Property Taxes	244,650	239,990
Sub-total Administration	<u>788,744</u>	<u>728,904</u>
Environmental Health & Safety		
Wages/Benefits	89,963	94,952
Administration	13,995	8,904
Domestic Well Sampling	12,100	12,800
On Site Well Sampling	46,000	51,100
Sub-total Environmental H & S	<u>162,058</u>	<u>167,756</u>
Household Hazardous Waste		
Disposal Cost	25,000	25,000
Electrical	6,000	6,000
Building Maintenance	2,000	2,000
Equipment	4,500	4,800
Sub-total Household HW	<u>37,500</u>	<u>37,800</u>
Public Education		
Wages and Benefits	142,987	144,181
Advertising, tours, promotional materials	98,475	90,775
Administration	21,200	23,200
Sub-total Public Education	<u>262,662</u>	<u>258,156</u>

	Budget 2018	Budget 2019
\$		
Landfill		
Cover Material	130,500	130,500
Site Labour	781,887	757,160
Site non-labour operation (cell)	354,924	382,772
Site maintenance - roads, grounds, misc.	47,300	39,700
Re-sort	6,148	0
Special waste handling	9,500	9,500
Sub-total Landfill	1,330,259	1,319,632
Scalehouse		
Equipment Replacement Reserve	0	0
Wages/Benefits	158,758	166,171
Scale Equip/Supplies/Bank Fees	30,400	30,900
Sub-total Scalehouse	189,158	197,071
Gas Management/Electrical Generation		
Labour	101,699	112,685
Administration	11,800	9,550
Electricity	3,200	3,200
Equipment Replacement	0	0
Equipment Repairs/Fuels	133,400	129,900
Sub-total GM/Electrical Generation	250,099	255,335
Fiscal Services/Other		
Debt Cost Landfill	1,050,000	985,967
Composting	109,928	109,569
Cell Construction Fund	0	0
Capital Expenditures financed from Operating	510,000	489,880
2nd previous year deficit	0	0
Contributions to Corporate	192,193	229,865
Perpetual Care Fund	145,632	156,287
Host Community Enhancement	88,247	89,218
Support to CMEI	24,209	24,475
Sub-total Fiscal Services/Other	2,120,209	2,085,261
Leachate		
Leachate management	634,917	688,822
Sedimentation Ponds	38,800	3,500
Sub-total Leachate Management	673,717	692,322
Waste Diversion - Recycling Depot Program		
Equipment Replacement Reserve - drop off depot	0	0
Operations - Drop off depot	709,818	664,244
Sub-total Recycling Depot Program	709,818	664,244
Waste Diversion - MRF		
Labour	452,253	527,917
Equipment Replacement	25,000	25,000
Operations	160,350	161,274
Sub-total MRF	637,603	714,191
Waste Diversion - Composting Program - Plant/Carts		
Equipment/Bldg Replacement Reserve - Composting	0	0
Processing	803,099	754,011
Sub-total-Composting-Plant	803,099	754,011
LANDFILL EXPENDITURES SUB-TOTAL	7,964,926	7,874,683
	8,465,451	8,411,062
Excess revenue over expenditure for the period	0	-0
Less: Contributions to Corporate	192,193	229,865
Budget Total Expenditures	8,273,258	8,181,197
	Budget	Budget
	2018	2019
Tonnage summary		
MSW	63,000	63,000
C & D	6,000	6,000
Special		
Tires	25	25
International Ships Waste	10	10
Asbestos	400	400
Special Waste	0	0
Organics	7,300	7,300
	76,735	76,735

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Regional Service Comm			CORPORATE									
			303,612									
			↓								↓	
			80%								20%	
			242,890								60,722	
			↓								↓	
SOLID WASTE/ELECT GENERATION			PLANNING			VOLUNTARY SERVICES			COOPERATIVE & REGIONAL SERVICES			
Budget	Employees	Allocation	Budget	Employees	Allocation	Budget	Employees	Allocation	Budget	Employees	Allocation	
7,649,822			222,757			0			10,000			
	35			3			0			1		
97%	92%		3%	8%		0%	0%					
236,017	223,714		6,873	19,176		\$ -	\$ -					
118,008	111,857	-	3,436	9,588	-	\$ -	\$ -					
		229,865			13,024			\$ -			60,722	
		7,879,687			235,791			\$ -			70,722	
		↓			↓			↓			↓	
		Cost Allocation among RSC Communities			Cost Allocation among RSC Communities			Cost Allocation among RSC Communities			Cost Allocation among RSC Communities	
		Per Tonne Tipping Fee			100% Tax Base of Participating Communities			By Agreement of Participating Communities			50% Tax Base / 50% Population	

7,649,822 LF
 229,865 CORP
 7,879,687
 - 150,000 Elect
 7,729,687 LF IS

7,724,684
 -229,865 Alloc to corpor
 -105,335 Alloc to Elect
 7,389,484
 260,335 Elect Expenses
 7,649,819

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From: [Liz Pomeroy](#)
To: [Liz Pomeroy](#)
Subject: FW: Birding in Rothesay Project
Date: September-13-18 8:20:21 AM

From: Nancy Grant
Sent: September 10, 2018 10:20 PM
To: Harry Scarth [REDACTED]
Cc: Charles Jensen <CharlesJensen@rothesay.ca>; Miriam Wells <MiriamWells@rothesay.ca>; [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED] Matthew Alexander <MatthewAlexander@rothesay.ca>; Tiffany Mackay French <TiffanyMackayFrench@rothesay.ca>; Bill McGuire <BillMcGuire@rothesay.ca>; Peter Lewis <PeterLewis@rothesay.ca>; Don Shea <DonShea@rothesay.ca>; Grant Brenan <GrantBrenan@rothesay.ca>; Brett McLean <BrettMcLean@rothesay.ca>; Mary Jane Banks <MaryJaneBanks@rothesay.ca>; John Jarvie <JohnJarvie@rothesay.ca>
Subject: Re: Birding in Rothesay Project

Good Evening Hank,

Thank you for your message re the BIRD group- you have obviously been very busy!

I'm glad you addressed your message to Mayor and Councillors, because I don't think Council as a whole has yet heard about your initiative. We would be glad to have you present to Council, but unfortunately your message was received too late for tonight's agenda. We would be happy to hear from you at our meeting on October 9.

Our Clerk, Mary Jane Banks will contact you re requirements for your presentation or Council, and, in the meantime, you may receive an invitation to attend the Parks and Recreation Committee Meeting next week.

Cheers, Nancy

Dr. Nancy Grant
Mayor

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

From: Harry Scarth [REDACTED]
Sent: Sunday, September 9, 2018 7:04 PM
To: Harry Scarth; Nancy Grant
Cc: Charles Jensen; Miriam Wells; [REDACTED]
[REDACTED] Matthew Alexander; Tiffany Mackay French; Bill McGuire; Peter Lewis; Don Shea; Grant Brennan; Brett McLean
Subject: Birding in Rothesay Project

Dear Mayor Grant and Rothesay Town Councillors:

On behalf of the members of BIRD (Birding in the Rothesay District), I am writing to update you on the progress we have been making on the project to develop the potential of "birding" in the town to enhance the lives of residents and visitors and to support the conservation and sustainability of our natural areas. We have been delighted with the interest and support we have received from Councillor Wells, Charles Jensen and the Parks and Recreation Committee as well as from Deputy Mayor Matt Alexander.

To date, we have:

- Developed trail guides and maps as well as species lists for Kennebecasis Park Lagoons, Wells Recreation Park, Bicentennial Park and Sagamore Point Lagoons. They are now ready for final graphic design and publication on Town website/social media platforms. We will also be adding them to the NatureNB/Saint John Naturalists Club "Birding Trails of Southern NB" project which will increase the audience quite significantly. We are hoping to secure the support of the Villa Madonna management to similarly develop the guide, map and species list for the "Renforth Trail and the Bishop's Lands"
- We have designed information panels and supplied examples of trail guide panels for Kennebecasis Park Lagoons and Wells Park. We have provided Charles with some costing information from Kier Graphics, which does a lot of work for Ducks Unlimited.
- We have constructed 18 Tree Swallow Nest Boxes for placement inside the fences of the Sagamore and Kennebecasis Park Lagoons and elsewhere in the community.
- We have been in contact with Ducks Unlimited and the Eastern Habitat Joint Venture about the potential conversion/restoration of the Kennebecasis Park Lagoons to wetlands. Wetlands provide important ecological services as well as opportunities for walking trails, outdoor education and other outdoor activities. Every indication to date is that it would be a prime candidate and that there are willing partners in Ducks Unlimited and in the construction industry, which is always looking for sites to restore as part of the 2:1 compensatory policy when wetlands are destroyed elsewhere. We

expect a site visit with the Ducks Unlimited expert in the coming days and will alert Mr. McLean when the date is set.

As we have discussed with the Parks and Recreation Committee and Mr. Jensen, and have included in written correspondence to Mr. McLean, we have refined our specific “asks” for Town consideration in order to bring the project to reality:

Kennebecasis Park Lagoons:

- Install a safety railing around the small pumping station. It is well used by visiting birders and local children.
- Invest in an interpretative panel for along the top of the railing that would highlight eight common bird species as well as some short conservation messaging.
- Allow us to access the site in October to install nest boxes.
- Undertake a technical evaluation on the restoration/conversion to wetlands of the site. We will be happy to contribute expertise and energy.
- Involve our group in any consultations on future use.

Wells Recreation Park:

- Invest in at least one interpretative panel denoting the importance of the park in conservation and identifying iconic and threatened species (such as the endangered Canada Warbler) present in the park. We have supplied content and Kier Graphics (and likely other suppliers) will assist in the graphic design.
- Design and install a Park Trail Map that will include references/icons for birding opportunities
- Consider a viewing platform to overlook one of the wetlands along the new trail network.

Sagamore Point Lagoons:

- Widen the path outside the fence along the east side of the new building where it is less than 1 metre wide (some 20-30 metres) for the safety of people using the site for walking and birding.
- Install a simple earthen berm approximately 8-10 metres long, 1 metre wide and .75 metre high just to the south of the new building and about 4 metres from the “old”

lagoon fencing (i.e. so it does not facilitate entry into the lagoon area). This will allow birders and others visitors to have a safe and unimpaired view into the lagoons. (We understand that the lagoons will be maintained after the Town's upgrades.)

- Allow us to access the site in October to install nest boxes.

Bicentennial Park

- Design and and install a Park Trail Map that will include references/icons for birding opportunities and other landmarks/uses for park visitors.

General

- Make the trail guides, maps and species lists available on Town websites and social media sites. We recommend developing trail map panels for the parks that could also be used in the online references.

Thank you for your ongoing interest in the project. We ask that this be shared with the Town's Parks and Recreation Committee, the Works and Utilities Committee, and Town staff who would be involved in the project. We look forward to discussions on next steps; we will be available at almost any time.

Birding in the Rothesay District (BIRD) is a project supported by the Saint John Naturalists Club and currently includes [REDACTED]

[REDACTED] and myself. We pledge to support and sustain the project into the future.

Hank Scarth, BIRD

[REDACTED] Rothesay, NB, [REDACTED]
[REDACTED]



September 24th, 2018

Town of Rothesay
John Jarvie, Town Manager
70 Hampton Highway
Rothesay NB
E2E 5L5

Dear John,

Please find attached Enterprise Saint John's draft budget for 2019. Our request for investment from Rothesay is \$98,780 for 2019.

City of Saint John	\$ 542,955
Town of Quispamsis	\$ 128,155
Town of Rothesay	\$ 98,780
Town of Grand Bay-Westfield	\$ 28,390
Village of St. Martins	\$ 1,720

We appreciate the commitment and confidence that the regional municipalities have placed in Enterprise Saint John and look forward to working with the Town to implement the new Economic Development 2019-2021 Plan.

As always, we would be pleased to meet with the Mayor and Council at any time. Should you have any questions, please do not hesitate to ask.

Regards,

Ron Gaudet, CEO



ENTERPRISE SAINT JOHN
2018 Budget Overview

Revenue

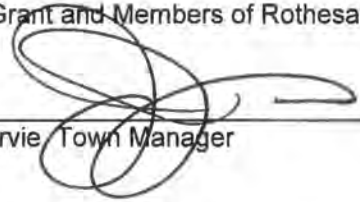
Core Funding	2018 Budget Allocation	2018 Projected Year End	2019 Budget Allocation
Municipalities	700,000	700,000	800,000
Strategic Partners	250,000	200,000	150,000
Deferred Revenue	66,000	66,000	27,500
Miscellaneous Fees/Sponsorship	10,000	10,000	20,000
<i>Subtotal</i>	<i>1,026,000</i>	<i>976,000</i>	<i>997,500</i>
Project Funding	2018 Budget Allocation	2018 Projected Year End	2019 Budget Allocation
<i>Subtotal</i>	<i>1,500,000</i>	<i>1,500,000</i>	<i>1,500,000</i>
Core and Project Funding Total	2,526,000	2,476,000	2,497,500
Expenditures			
Core Expenses	2018 Budget Allocation	2018 Projected Year End	2019 Budget Allocation
Salaries and Benefits	622,000	622,000	625,000
Business Development & Investment Attraction	95,000	95,000	95,000
Communications	90,000	100,000	100,000
Project Funding	60,000	40,000	25,000
Professional Development	15,000	20,000	15,000
Vehicle Expenses	16,000	16,000	15,000
Depreciation	-		2,500
Office and Administration	128,000	112,000	120,000
<i>Subtotal</i>	<i>1,026,000</i>	<i>1,005,000</i>	<i>997,500</i>
Project Expenses	2018 Budget Allocation	2018 Projected Year End	2019 Budget Allocation
<i>Subtotal</i>	<i>1,500,000</i>	<i>1,500,000</i>	<i>1,500,000</i>
Core and Project Expenses Total	2,526,000	2,505,000	2,497,500



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
October 9th, 2018

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY: 
John Jarvie, Town Manager

DATE: September 27, 2018

SUBJECT: Arthur Miller Lower Field Synthetic Turf Supply and Installation

PARKS and RECREATION COMMITTEE RECOMMENDATION

Council include the amount of \$400,000 in the 2019 capital budget for the supply and install of a new synthetic turf on the lower field at Arthur Miller Fields.

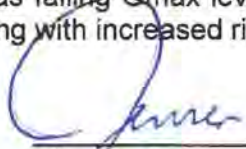
BACKGROUND

The Arthur Miller Fields opened on June 13, 2008. The fields have operated from April to November for the past 11 years with an average weekly use of 50-60 hours.

The projected life span of the fields in 2008 was 10-12 years. Budget concerns were expressed at the time and, as a result, a less expensive turf product was installed on the lower field, with the expectation it would require replacement earlier than the upper field turf.

ANALYSIS

The fields are tested each year for compaction to determine the Gmax (hardness) level. As indicated in the attached report prepared by Labosport, the lower field is in worse shape than the upper field and has failing Gmax levels. Elevated Gmax levels can result in more frequent injury occurrence, along with increased risk of concussions.

Report prepared by: 
Charles Jensen, Director of Recreation and Parks

Attachment: Labosport Report(June 18, 2018)

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



TEST REPORT

Technical evaluation of an artificial turf field

Tests performed according to ASTM F355 and ASTM F1936 standards

Report number **R18108CAN-B1**

Field **Arthur Miller – Soccer Field**
Rothesay, NB

Client **Charles Jensen**
Director of Recreation and Parks, 70 Hampton Road, Rothesay N.B. E2E 5L5

Date **June 18th, 2018**

This report contains 3 pages in total. Reproduction of this report is authorized only in its entire form. Results reported are valid only for the products tested. To declare the conformity (or not), the uncertainty of the results was not taken into account. Detailed results are available on request.

LABOSPORT, THE WORLD LEADING SPORTS SURFACES EXPERT

LABOSPORT CANADA • contact@labosport.com • (514) 277-9111
5661 Rue De Lanaudière • Montréal • Québec • H2G 3A5 • Canada

www.labosport.com



Technical evaluation of an artificial turf field



INFORMATION

Location	Rothesay Elementary School / Arthur Miller Fields		
Address	70 Hampton Road, Rothesay, N.B. E2E 5L5		
Product installed	<i>Unknown</i>		
Manufacturer	<i>Unknown</i>		
Date of Installation	2008		
Date of tests	June 15 th 2018	Labosport technician	Daniel Po
Air temperature	20°C	Relative humidity	55 %



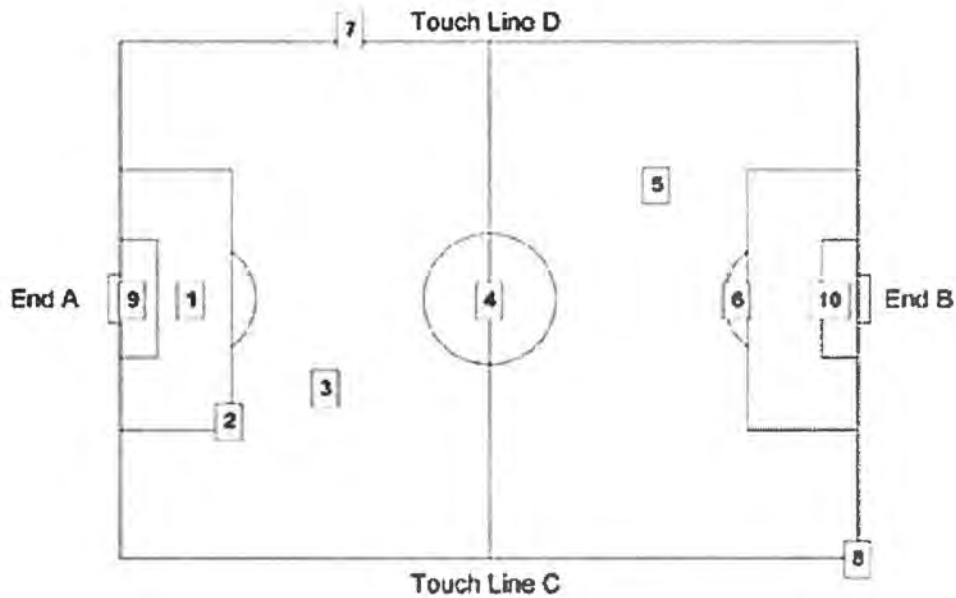
General view of the Soccer field

Technical evaluation of an artificial turf field



RESULTS

Property	Method	Tests locations										Requirements ASTM F1936	Pass/Fail
		1	2	3	4	5	6	7	8	9	10		
Gmax - Impact attenuation (G)	ASTM F355	190	171	175	216	173	202	171	178	216	186	< 200 G	Fail
Infill depth (mm)	EN 1969	28	30	30	29	30	26	33	30	28	26	-	-



Non—Test points 7 and 8 are shown for information purposes only. Actual locations are selected at the time of the test and may vary from those illustrated.

FIG. 2 Test Point Locations for Soccer
ASTM F1936 Test location layouts

REPORTED BY

Daniel Po
(Laboratory Technician) - Writer

Thomas Amadei, T.P.
(Lab Manager) - Approver

Charles Jensen

From: Thomas AMADEI <thomas.amadei@labosport.com>
Sent: July-04-18 9:12 AM
To: Charles Jensen
Cc: Luc POIRIER; Daniel Po
Subject: RE: 18108CAN - Arthur Miller Feilds Rothesay

Charles,

Based on the Gmax testing and pictures we got :

- The soccer field is in a slightly worst shape than the football one (It is the only one to have failing Gmax values)
- The infill depth of the football field is 5-10 mm lower than it should be.
- The infill depth of the soccer field is at least 10-15 mm than it should be.
- Both fields showed a yarn wearing level that tells me any type of maintenance will have a very low effect if not any. When the yarns are worn and flatten like this, even if you try to brush and replenish with some rubber, yarns will get back flat in a second and the rubber will just cover them, then eventually move out of the surface.

Both fields are 10 years old which is already great, especially for the football field since it showed decent Gmax values.

In my opinion, considering city budget is usually a challenge :

- The football field could be kept in a «good condition» (meaning Gmax value under 180 G as much as possible) for a few years more if infill decompaction is done regularly.
- The soccer field seems to be at the end of its life and should be replace as soon as budget allows it. Meanwhile, infill decompaction can be nothing but beneficial and might slightly decrease the Gmax values temporarily until surface is changed.

Hope this answers your question but please feel free to get back to me if there is anything else I can do for you.

Regards,

Thomas Amadei
Lab Manager / Responsable laboratoire
Labosport Canada

5661, Rue de Lanaudière • Suite 100 • H2G 3A5 • Montréal • QC • Canada
Phone.: + 1 514 277 9111 ext. 202 • Mobile.: +1 514 692 9702
thomas.amadei@labosport.com www.labosport.com



De : Charles Jensen [<mailto:CharlesJensen@rothesay.ca>]
Envoyé : mardi 3 juillet 2018 14:04
À : Daniel Po
Cc : Thomas AMADEI; Luc POIRIER
Objet : RE: 18108CAN - Arthur Miller Feilds Rothesay

Hi,

Thanks for the reports.

Would you have a recommendation on what we should do? Do we need a complete replacement of the lower field?
Would adding rubber to the upper field help lower the levels?

Charles

Charles Jensen
Director of Recreation and Parks-Rothesay
70 Hampton Road, Rothesay, N.B.
E2E 5L5

charlesjensen@rothesay.ca
506-848-6606

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

From: Daniel Po [<mailto:daniel.po@labosport.com>]
Sent: June-18-18 12:10 PM
To: Charles Jensen
Cc: Thomas AMADEI; Luc POIRIER
Subject: 18108CAN - Arthur Miller Feilds Rothesay

Mr. Jensen,

Attached you will find the reports concerning the Gmax testing done Friday in Rothesay.

As previously mentioned, the lower soccer field had Gmax values over the limit on the high traffic areas, as well as elevated values overall for both fields.

Let me know if you have any other questions or concerns.

Thanks,

Daniel Po

Technicien laboratoire / Laboratory technician

Labosport Canada



5661 Rue de Lanaudière • Suite 100 • H2G 3A5 • Montréal • QC • Canada

Phone: + 1 514 277 9111 ext. 205 • Mobile: +1 514 652 9031

daniel.po@labosport.com www.labosport.com



Before printing, please think about the environment



2018October9OpenSessionFINAL_185

ROTHESAY

INTEROFFICE MEMORANDUM



TO	:	Mayor Grant & Council
FROM	:	John Jarvie
DATE	:	4 October 2018
RE	:	Hillside Secondary Plan

Recommendation

It is recommended Council authorize holding a public meeting to present the draft Hillside Secondary Plan.

Background

In 2015 Council authorized the preparation of a secondary plan for the undeveloped land areas on either side of the Riverside Golf Course. Council has seen the draft of this plan and the plan must be presented to the public prior to consideration by Council and potential inclusion in the revised municipal plan.

Attached is a memorandum from the Director of Planning and Development Services advising of the Consultant's desire to hold a public meeting to present the secondary plan. It should be stressed that the plan is to be presented by the Consultant Team and it will be their responsibility to explain and justify the results. It is they who must also absorb and analyze the feedback they receive from the community before recommending any action by Council such as adoption of the Secondary Plan.

Council members are encouraged to attend the meeting to hear the views of the public on the proposed plan.



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
9 October 2018

TO: John Jarvie, Town Manager

SUBMITTED BY: 
Brian L. White, Director of Planning and Development Services

DATE: 3 October 2018

SUBJECT: Hillside Planning Study – Municipal Plan Review

INFORMATION REPORT

ORIGIN:

At the May 14, 2018 session of Council, Staff were directed to set a date for a public meeting where the planning consultants and staff would share the draft findings of the Hillside Planning Study (secondary plan) and solicit public feedback. The public meeting has not been held yet, and for that reason Staff are informing Council of the intention to hold the public meeting later this month in October. The tentative date of the public meeting is MONDAY, OCTOBER 29, 2018 (alternative date Tuesday, October 30, 2018) at 7pm at the Bill McGuire Centre.

BACKGROUND:

The town of Rothesay is undertaking a comprehensive land use planning study (Secondary Plan) for 430 acres (175 ha) of undeveloped area located between the Kennebecasis River and Route 1. This area is referred to as the "Hillside" lands and has long been identified for its development potential, given its central location within the community, availability of existing municipal services, and picturesque character. The Hillside Planning area encompasses two distinct areas south and north of the Riverside Country Club, referred to as the Hillside South Study Area and Hillside North Study Area. (Attachment A) Consultants from Crandall Engineering and UPLAND Planning + Design Inc. (Peter Allaby, P. Eng, Team Leader and Transportation Engineer, and Mr. Steffen Käubler, Urban Planner) have completed a draft land use plan which has been presented to Council.

The consultants are now tasked with meeting with the public and gathering their input on the draft Hillside Planning Study. During and after the consultant's public meeting Staff will gather and accept comments regarding the study. Staff will also utilize the CoUrbanize website platform to display the main elements of the Hillside Planning Study (road network and zoning) and gather additional public feedback. All feedback from the presentation and CoUrbanize website will be directed into the municipal plan review process.

The feedback from the public on the Municipal Plan as well as the Secondary Plan will represent the bulk of the information used as a basis for developing goals, objectives and policies for the new Municipal

Plan and Zoning By-law. Staff are targeting completion of the plan review and enactment of the new by-laws within the 2019 calendar year.

ATTACHMENT A – Map of the Hillside South and Hillside North Study Areas

1.3 Planning Area

The Hillside Planning Area occupies a total undeveloped land area of 182.3 ha [450.5 ac] situated between Route 1 to the east and Rothesay Road and the Kennebecasis River to the west. The Hillside Planning area encompasses two distinct areas referred to as the Hillside South Study Area and Hillside North Study Area.

The Hillside South Study Area, occupying an area of 73.7 ha [182.1 ac], is located south of the Riverside Country Club and is accessible via Dunedin Road, Appleby Drive, Horton Road, Wiljac Street, and Maplecrest Drive.

The Hillside North Study Area, occupying an area of 108.6 ha [268.3 ac], is located north of Riverside Country Club and is accessible via Allison Drive, Jersey Lane, Green Road, Renshaw Road, and other adjacent streets. The Hillside North Study Area encircles Rothesay Netherwood School (RNS) and is bounded by Grove Avenue to the north.

2018October9OpenSessionFINAL_188





ROTHESAY MEMORANDUM



TO : Mayor and Council
FROM : Nominating Committee
DATE : 3 October 2018
RE : Committee Appointments

RECOMMENDATION:

- Council re-appoint Scott Thomas to serve as the Rothesay representative on the Imperial Theatre Board for a term to expire 31 October 2020.
- Council appoint Jill Jennings as a member of the Age Friendly Advisory Committee, for a term to expire 31 December 2019

Mr. Thomas has offered to serve again as the Rothesay representative on the Imperial Theatre Board.

Mrs. Jennings is a member of *The Hive* sub-committee and regularly attends the Age Friendly Advisory Committee meetings with her husband, Dr. Shawn Jennings.



ROTHESAY MEMORANDUM



TO : Rothesay Council
 FROM : Mayor Nancy Grant
 DATE : 4 October 2018
 RE : Council Member Committees and External Agencies

For your information, current Council appointments to Committees and External Agencies

Mayor Nancy Grant	Regional Oversight Committee Fundy Regional Service Commission Nominating Committee (per Section 101 Procedural By-law) Personnel Committee Age-Friendly Committee Finance Committee Ex-officio Town Committees (except PAC and Heritage – separate legislation)	Counc. Bill McGuire	Personnel Committee Parks and Recreation Committee Nominating Committee Planning Advisory Committee EMO
Deputy Mayor Matt Alexander	Kennebecasis Regional Joint Board of Police Commissioners Works and Utilities Committee Finance Committee	Counc. Peter Lewis	Board of Fire Commissioners, Kennebecasis Valley Fire Department Inc. Pro Kids Rothesay Living Museum
Counc. Miriam Wells	Personnel Committee Age-Friendly Committee Nominating Committee Parks and Recreation Committee Works and Utilities Committee	Counc. Grant Brennan	Board of Fire Commissioners, Kennebecasis Valley Fire Department Inc. Regional Facilities Commission Finance Committee
Counc. Tiffany Mackay French	Personnel Committee Rothesay Heritage Preservation Review Board Kennebecasis Regional Joint Board of Police Commissioners UMNB Representative	Counc. Don Shea	Planning Advisory Committee Age-Friendly Committee Kennebecasis Public Library Finance Committee
Vacant:	EMO (1)		



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
October 9, 2018

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: October 3, 2018

SUBJECT: Perimeter Fencing - Master Drive Public Works Compound

RECOMMENDATION

It is recommended that Rothesay Mayor and Council authorize the Director of Operations to issue a purchase order to Fundy Fencing Ltd., in amount of 33,816.00 plus HST to install fencing around the perimeter of the Public Works Compound on Master Drive.

ORIGIN

The 2018 General Fund Operating Budget includes funding to install perimeter fencing at the Master Drive Compound.

BACKGROUND

The Master Drive Compound is currently fenced on two of the four sides of the property with Salmon Creek forming a third side and the wooded area at the end of Dobbin Street forming the fourth boundary. Loss has not been a problem in the past however staff is of the opinion that it would be prudent to fully protect the compound with chain link fencing. A preliminary cost estimate was obtained in 2017 and a corresponding amount was included in the 2018 General Fund Operating Budget.

DISCUSSION

Quotes were solicited from three New Brunswick chain link fence contractors with the following results:

Fundy Fencing Ltd., Saint John, NB	\$ 33,816.00
Eastern Fence Ltd., Moncton, NB	\$ 36,565.00
Expert Fence Co. Ltd., Bathurst, NB	\$ 45,600.00

All prices listed above are exclusive of HST.

FINANCIAL IMPLICATIONS

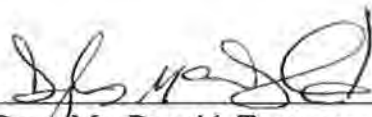
There 2018 General Fund Operating Budget included an amount of \$32,000 for perimeter fencing at Master Drive.

Low bid	Net cost (after HST rebate)	Budget	Difference
33,816	35,265.35	32,000	3,265.35

The additional \$3,265.35 can be managed within the overall approved General Fund Operating Budget.



Report Prepared by: Brett McLean, Director of Operations



Report Reviewed by: Doug MacDonald, Treasurer

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

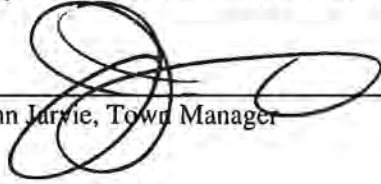


70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
October 9, 2018

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: October 3, 2018

SUBJECT: Renforth Boardwalk Reconstruction

RECOMMENDATION

It is recommended that Rothesay Mayor and Council award contract R-2018-019: Renforth Boardwalk Reconstruction to Galbraith Construction Ltd., in the amount of \$95,490.00 plus HST and further that the Director of Operations be authorized to issue a purchase order in that regard.

ORIGIN

The Renforth Boardwalk was heavily damaged during the spring flood of 2018. The Town's insurance carrier has assessed the damage and awarded a claim to remove the damaged boardwalk and replace it with a new boardwalk.

BACKGROUND

The cedar boardwalk installed at Renforth Wharf area in 2014 was installed as a deck system fastened to independent concrete footings. During the high freshet and flooding in May 2018 the water pressure caused the deck system and the footings to lift vertically. When the high water receded the deck system and footings did not settle back into their original location, creating a very uneven surface. Engineers for the Town's insurance carrier assessed the situation and determined that, although possible, it would be more time consuming and costly to re-set the existing deck system and footings than it would be to remove and completely replace the boardwalk.

DISCUSSION

Staff are of the opinion that the independent footing layout of the original boardwalk was instrumental in leading to the damage that occurred during the flood. The new boardwalk will be constructed with a continuous concrete foundation which the boardwalk will be fastened to.

The reconstruction project was advertised on NBON with a tender close date of October 3, 2018. The results were as follows:

Galbratih Construction Ltd., Saint John, NB	\$ 95,490.00
Wilson Builders Ltd., Fredericton, NB	\$103,600.00
Gulf Operators Ltd., Saint John, NB	\$117,256.00
Ridgestone Construction & Management Ltd., Keswick Ridge, NB	\$165,644.00
ICR General Contractors Limited, Saint John, NB	\$165,900.00

All tendered prices listed above are exclusive of HST.

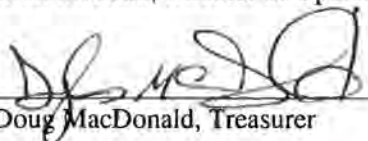
FINANCIAL IMPLICATIONS

There was no item for reconstruction of the boardwalk in the 2018 General Fund Budget. The Town's insurance carrier awarded a claim in the amount of \$97,768.12 for demolition and reconstruction.

	cost (including net hst)	Budget (including net hst)	Difference
95,490.00	99,582.70	97,768.12	1,814.58

The additional \$1,814.58 will be managed within the approved 2018 General Fund Budget.

Report Prepared by: 
Brett McLean, Director of Operations

Report Reviewed by: 
Doug MacDonald, Treasurer



INTEROFFICE MEMORANDUM

TO : Mayor Grant & Council
FROM : John Jarvie
DATE : 4 October 2018
RE : Climate Change & Energy Initiative

Recommendation

It is recommended Council consider the following motion:

WHEREAS Rothesay participated in the Climate Change & Energy Initiative (CCEI) of the Union of Municipalities of New Brunswick (UMNB),

AND WHEREAS Rothesay participated in the Partners for Climate Protection Program (PCP) of the Federation of Canadian Municipalities (FCM);

AND WHEREAS Rothesay has conducted an Corporate GHG Inventory & Action Plan and Community GHG & Energy Action Plan;

NOW THEREFORE BE IT RESOLVED Rothesay sets the target of reducing corporate GHG emissions by 15% by 2025, compared to their 2015 reference level;

AND Rothesay resolves to set the target of reducing community GHG emissions by 7% by 2025 and 14% by 2035 from their 2015 baseline.

Background

The following has been received from the consultants conducting the UMNB Climate Change and Energy Initiative:

Following participation with the UMNB Climate Change and Energy Initiative, we're pleased to send you copies of your final Corporate GHG Inventory & Action Plan as well as your Community Inventory and GHG and Energy Action Plan.

The final and important step for the municipality and UMNB, is for you to adopt by resolution your GHG reduction target for the Corporate and Community and send it to FCM and UMNB. Please note that UMNB will transfer directly Annexes B to FCM for approbation (Milestone 1-3) and the municipality has nothing to provide beside the resolution.

Attached are:

- i. Annexes A: Project Description with Implementation Procedures
 - ii. Annexes B: Inventories and Action Plan with Project Sheets (Excel Spreadsheet)
 - iii. Your inventories and action plan will be published on line in the website Action-GHG.
-

Rothesay's Community GHG & Energy Action Plan



Realised with the

Climate Change and Energy Initiative

June 2018

Consulting team



Financed by



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The preparation of this plan was carried out with assistance from the Green Municipal Fund, a Fund financed by the Government of Canada and administered by 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.

Acknowledgements

We would like to express our deepest appreciation to all those who provided support to our team to complete reports, annexes and all tools developed in this UMNB initiative.

- A special gratitude to UMNB general managers, Mrs. Margot Cragg and Mr. Raymond Murphy (deceased).
- We want to thank Eddie Oldfield - Spatial QUEST for its technical contribution with the mapping, the workshops organisation and all the work provided.
- We also want to present special thanks to all stakeholders and municipal employees who have contributed to achieve the UMNB CCEI.



I.	Introduction
II.	The Plan’s Strategy
III.	The Community’s profile
IV.	The Plan’s Summary
V.	The Inventory
VI.	The Plan
VII.	Appendice



I. INTRODUCTION

Communities across Canada are facing the effects of climate change. Some have to deal with greater droughts, others with more violent storms.

Municipal governments have a leading role to play in climate protection. They have direct or indirect control over nearly half of Canada's greenhouse gas (GHG) emissions (350 million tons).

Canada's goal is to reduce its GHG emissions by 30% below 2005 levels under the Paris Agreement.

The CLIMATE CHANGE AND ENERGY INITIATIVE (CCEI)

Municipalities in New Brunswick are increasingly aware of environmental challenges they face, and are particularly concerned with actual and future impacts of climate change.

The **Town of Rothesay** joined the Climate Change and Energy Initiative of the Union of Municipalities of New Brunswick, to reinforce its efforts to advance in the Partners for Climate Protection Program (PCP). The UMNb initiative fits perfectly in the global and national context of addressing climate change, following the Paris Agreement (COP 21).

THE PARTNERS FOR CLIMATE PROTECTION (PCP) PROGRAM

is a network of Canadian municipal governments that have committed to reducing greenhouse gases (GHG) and to acting on climate change. Since the program's inception in 1994, over 300 municipalities have joined PCP, making a public commitment to reduce emissions. PCP membership covers all provinces and territories and accounts for more than 65 per cent of the Canadian population. PCP is the Canadian component of ICLEI's Cities for Climate Protection (CCP) network, which involves more than 1,100 communities worldwide. PCP is a partnership between the Federation of Canadian Municipalities (FCM) and ICLEI — Local Governments for Sustainability.

Rothesay is engaged:

- ✓ **Climate Change and Energy Initiative (CCEI) of the Union of Municipalities of New Brunswick, 2017**
- ✓ **Member – Partners for Climate Protection program, FCM, 2016**



I. INTRODUCTION

In addition to the Corporate GHG Action Plan, the Community GHG & Energy Plan is the UMNBCCEI second foundation stone. The Plan brings a powerful and dynamic tool to help communities for smart and sustainable development allowing to reduce their carbon footprint.

What is a Community GHG & Energy Plan? The Plan is a long-term plan that identifies ways to reduce GHG emissions and to support the Municipality's local economy by increasing its competitiveness, helping to create local or regional jobs in the energy sector, improving energy efficiency, and improving energy security.

In 2018, planning and coordinating energy use and GHG emission reduction at the community level remains innovative especially for smaller size communities outside metropolitan areas. However, in cities or communities where it has been done, it has resulted in some of the most efficient, and from an energy standpoint, most cost-competitive cities in the world, with resulting reductions in associated environmental impacts.

*The communities that are leaders have taken an integrated energy systems approach looking at the potential for innovation in how energy is sourced, generated, consumed, re-captured, conserved, stored, and delivered. **The UMNBCCEI's Community GHG & Energy Plan** will be a "living document", in that the actions taken by the Municipality and community stakeholders are expected to grow and change over time.*

Why a Community & GHG Energy Action Plan *The Plan is great tool to face community transformation challenges encountered in New Brunswick: Climate change impacts, population growth or decline, development growth and economic transformation.*

Those challenges push municipalities and communities to examine ways to reduce its cost of services while continuing to maintain and enhance the quality of life. And how energy is used, and the cost of that energy to residents as well as to the municipality, is an important factor. Smart solutions also reduce environmental impacts associated with the consumption of energy. A good strategy and planning can enhance prosperity by making the municipality more economically competitive.

Enhancing access to energy efficiency, conservation and demand-management opportunities can also have a positive effect on the local retail and service industry. Businesses that increase the energy efficiency of their facilities and operations can improve their competitiveness in the marketplace.



II. THE PLAN'S STRATEGY

Vision

The vision of the Plan is to achieve a low carbon and smart energy community in an economically viable way:

Reducing its carbon footprint by increasing energy conservation, using energy efficiently through new development and retrofits, transportation planning, producing renewable or clean energy, helping to improve local energy security.

Goals

The vision is supported by a series of goals that bring focus to mitigating climate change, improving energy performance within the community and creating economic advantage:

1. **Foster a shift towards low carbon technologies.**
2. **Increase energy efficiency for new and existing buildings.**
3. **Foster a shift towards low carbon transportation that integrates EV infrastructure, promotes alternative fuel vehicles, low carbon fuel options, as well as public transit and active transportation as mechanisms to reduce the number of vehicles on the road.**
4. **Create or help adaptive, sustainable, affordable, and reliable local renewable and clean energy supply.**
5. **Design, build, and revitalize neighbourhoods as complete communities that offer multi-modal transportation options.**
6. **Create new market opportunities for innovative energy solutions that are attractive for local and new businesses, and through high quality, affordable, clean energy services foster retention and growth of existing businesses and industries.**
7. **Build awareness about energy investment and create a culture of energy conservation amongst residents, business, institutions, and industries.**
8. **Build knowledge, skills, and technical capacity through partnerships that deliver innovative energy solutions at the local scale.**



II. THE PLAN'S STRATEGY

The principles provide direction for the development of the projects and initiatives presented in the Plan. To build and implement an action plan and portfolio of environmentally and economically successful projects all proposed solutions, projects, or initiatives should consider these principles:

1. Advocate for urgent action to address climate change
2. Set achievable reduction targets
3. Maximize benefits for the municipality and the community
4. Ensure and enhance a sustainable energy system
5. Maximize efficient use of energy
6. Design model and innovative projects
7. Build on existing programs and funds: for example, FCM and GMF programs, Environmental Trust Fund, NB Power programs, etc.
8. Create a competitive and economic advantage for the Community
9. Demonstrate global leadership

GHG Emission Reduction Target

7% for 2025 and 14% for 2035

For the Community Plan, GHG emission reduction target is set on a voluntary and non-binding basis. It is important that the targets are ambitious while being realistic both in their importance (projected reductions) and in their duration (year of maturity). Before setting the reduction targets and the action plan timeline, we took into account:

- ✓ PCP and GMF recommendations is -6% over the base year, within 10 years.
- ✓ The objectives of the Government of New Brunswick.*
- ✓ The GHG reduction potential of the municipality and its community.

*** The New Brunswick's Climate Change Action Plan "Transitioning to a Low-Carbon Economy" (2017) - The provincial government will: 31 - Establish specific GHG emission targets for 2020, 2030 and 2050 that reflect a total output of:**

- a - 14.8 Mt by 2020;
- b - 10.7 Mt by 2030; and
- c - 5 Mt by 2050.



II. THE PLAN'S STRATEGY

Timeline For efficiency, the choice of a pertinent timeline is essential. Because the scope of the Community Plan is important and imply major technological and behavioral changes, we recommend a 20 years timeline. However, for reviewing and monitoring process the Community Plan propose a 10 year step in 2025 concordance with the **Corporate GHG Action Plan**.

Approach and developing the Plan

Background data was collected via energy distributors in New Brunswick and from various other provincial and federal sources. Electricity data was provided by NB Power, Saint John Energy and Perth Andover Electric and Light Commission.

For all participant, a workshop was held to do a mapping exercise through a community GHG & energy planning process. The workshop allowed the team, the municipality and its stakeholders to identify areas or sectors where GHG reduction projects, conservation and efficiency measures could be focused, to assess the potential for local generation, particularly renewable energy, and look at the energy implications of future growth and prosperity. Webinars were held with each participants to finalize the Corporate GHG & Energy Action Plan as well as to prepare the final workshop to complete the Community GHG & Energy Action Plan. Each municipality CCEI manager invited to workshops and webinars, stakeholders they considered important to assist, councillors and municipal employees.

Each Community Plan include a presentation document and more importantly is also build with a series of tool joined in annexes:

- Annexe A: Project's description with implementation procedures
- Annexe B: Excel Projects Sheets with GHG and energy data calculation
- Annexe C: Mapping document for Workshop (Spatial Quest)

As final step, the Community and the Corporate plan are submitted to the Participant Municipality to be adopted by resolution.

YHC Environnement, an energy planning and environment consultant, was retained by UMNb to provide services to produce inventories, action plans and the various tool needed. Spatial Quest was hired to do the GHG and energy mapping related to workshop's organisation and as liaison agent with the concerned stakeholders in New Brunswick.



III. THE COMMUNITY'S PROFILE

The Town of Rothesay is located in Kings County, New Brunswick, in the Kennebecasis River Valley. Rothesay is located northeast of the City of Saint John and southwest of the Town of Quispamsis. It is a suburb of the City of Saint John.

The population of Rothesay in 2016 was 11,659 inhabitants spread over an area of 34.72 km², a density of 335.8 hab./km². It decreased by 2% from 2011 to 2016. The Municipality had 4,816 private dwellings in 2016, of which 4,636 were occupied by full time residents. 72% of dwellings were built before 1991.

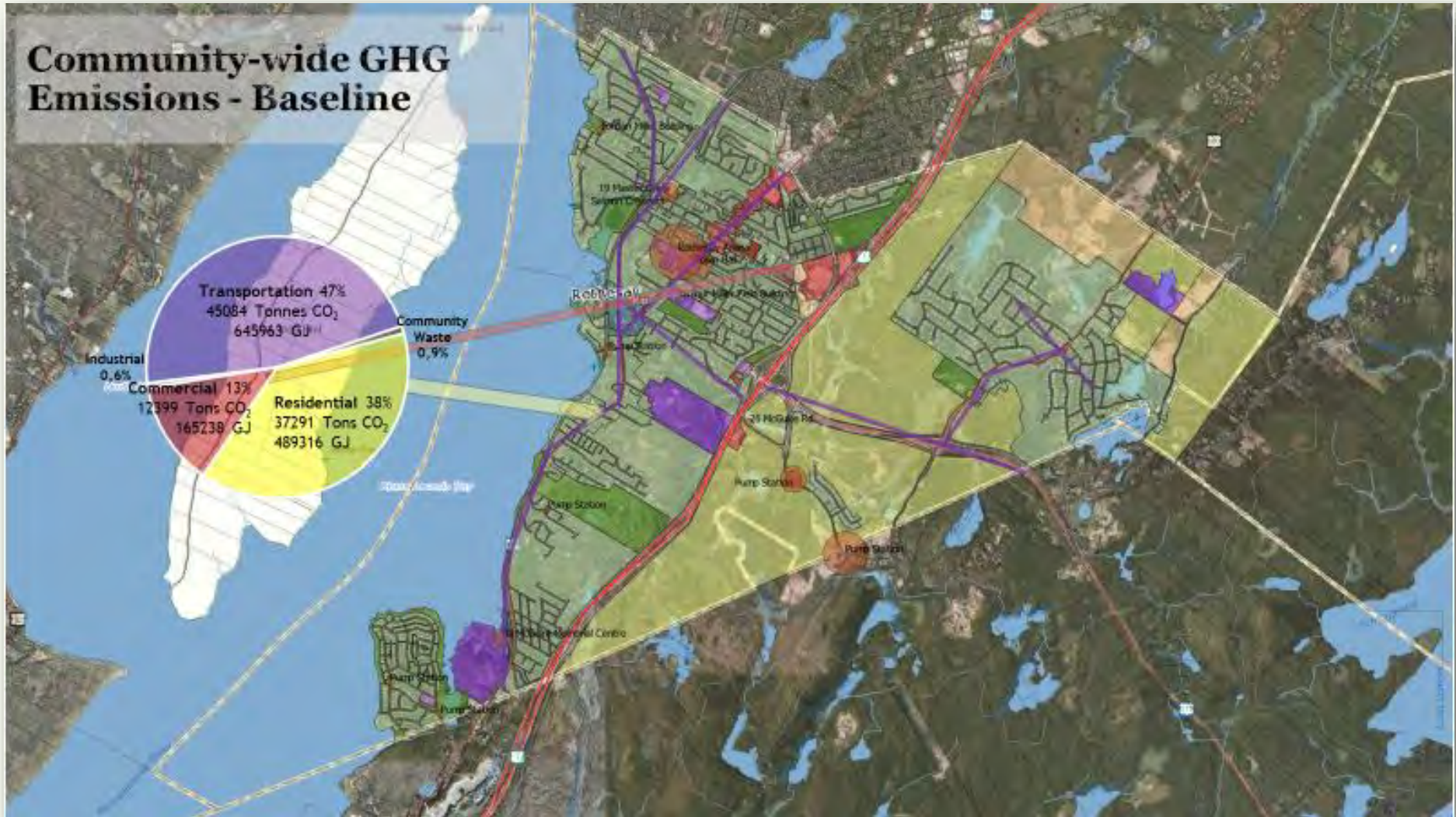
The official language spoken by the Rothesay population is 95% English, 4% French and 1% both official languages.

PICTURE 1: ROTHESAY'S MAP



III. THE COMMUNITY'S PROFILE

PICTURE 2: ROTHESAY'S GHG EMISSIONS MAP



III. THE COMMUNITY'S PROFILE

Challenges

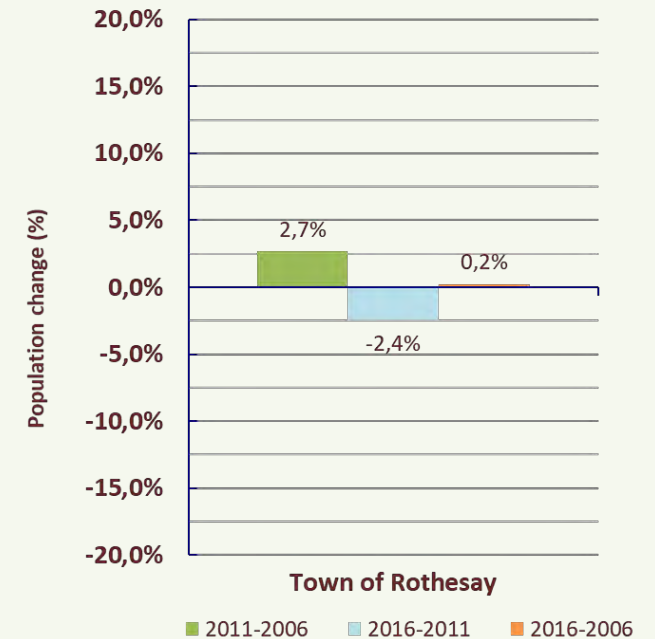
- ✓ The Town's population is stable: 0,2% increase between 2006 and 2016 but a decrease between 2016-2011.
- ✓ Responsibilities and demand for municipal services may increase in short and medium term.

Opportunities

- ✓ The community growth of population must be considered an opportunity.
- ✓ Rothesay is aiming to promote energy efficiency and clean energy projects and programs in the Community for example by:
 - Promoting electric and clean equipment to remove residential oil furnace;
 - Promoting EV acquisition and use;
 - Negotiating deal with clean tech industries and businesses to develop green and clean projects on its territory;
 - Etc.

Rothesay's Plan to stay a leader for sustainable development in New Brunswick.

DEMOGRAPHIC EVOLUTION



IV. THE PLAN'S SUMMARY

The Plan

The Plan aims to help Rothesay and its Community to face main challenges.

- **Reduce dependency on fossil energies:**
 - Reduce at least by half residential heating oil use
- **Curb down energy use, expenses and reduce GHG emissions**
 - Promote individual and collective energy efficient habits:
 - a. Implement an ongoing anti-idling campaign & fuel efficient driving all across the community
 - b. Increase at least by 25% clothe line usage
 - Promote energy efficient technologies:
 - a. LED lighting to replace 60% all lights in the community
 - b. At least half of residential and commercial to improve their energy efficiency for an average of 10%
 - Promote energy wise decision-making : smaller vehicles are in average 20% more fuel efficient
- **Foster a shift towards low carbon transportation solutions integrating EV infrastructure, promotes alternative fuel vehicles**
 - Use existing programs and incentives to increase the number of Electric and Hybrid Cars and to install more Charging Stations
- **Implement low capital project & strategy to generate good return on investment overcome tax income stagnation**
- **Diversify transportation alternatives by setting up a community van service**



IV. THE PLAN'S SUMMARY

B. THE STRATEGY

Strategy's Summary

Implementation and monitoring Procedures

General Procedures

- | | | |
|---|---|--------------------------|
| 1 | Annual sectorial review meeting | |
| 2 | Annual Community GHG & Energy Action Plan Update | Reachnig PCP Milestone 4 |
| 3 | Annual or biennial inventory update (Community & Corporate) | Reachnig PCP Milestone 5 |
| 4 | Project Portfolio Revision: New & Retrieved Project | |

Project Portfolio Procedures

Residential

R 1 LED lighting

- | | | |
|---|-------------------------------|--|
| 1 | Annual activity review report | Status, project implementation development |
|---|-------------------------------|--|

R 2 Clean Energy Conversion (Oil to Electricity)

- | | | |
|---|-------------------------------|--|
| 1 | Annual activity review report | Status, project implementation development |
| 2 | Monitoring activities | GHG & GJ reduction evaluation |

R 3 Energy efficiency (Residential buildings)

- | | | |
|---|-------------------------------|--|
| 1 | Annual activity review report | Status, project implementation development |
| 2 | Monitoring activities | GHG & GJ reduction evaluation |

R 4 Energy efficiency - Residential - Clothes Line Program

- | | | |
|---|-------------------------------|--|
| 1 | Annual activity review report | Status, project implementation development |
|---|-------------------------------|--|



IV. THE PLAN'S SUMMARY

B. THE STRATEGY

Project Portfolio Procedures		
ICI		
ICI 1 LED lighting		
1	Annual activity review report: Status, project implementation development	
ICI 2 Energy efficiency (commercial buildings)		
1	Annual activity review report	Status, project implementation development
2	Monitoring activities	GHG & GJ reduction evaluation
Transportation		
T1 Idle-free Policy		
1	Annual activity review report	Status, project implementation development
T2 Electric Vehicle Community Program		
1	Annual activity review report	Status, project implementation development
2	Monitoring activities	EV purchase information
T3 Fuel-efficient driving		
1	Annual activity review report	Status, project implementation development
T4 Compact vehicles		
1	Annual activity review report	Status, project implementation development
T5 Community Van		
	Annual activity review report	Status, project implementation development



V. THE INVENTORY

COMMUNITY GHG INVENTORY



V. THE INVENTORY

The Town of Rothesay has joined the Climate Change and Energy Initiatives Program by commissioning UMNb and YHC Environnement to develop an inventory of its GHG emissions that will be used to develop an action plan that includes a suite of measures to control and reduce GHG emissions from their sources.

Rothesay's emissions inventory consists of two separate components. The first is emissions from the activities of the municipal administration (the Corporate) and the second covers the entire territory of the Municipality (the Community).

This document covers the Greenhouse Gas Emission Inventory for the 2015 reference year of the Community Component of the Town of Rothesay. The relevant additional elements are detailed in the appendices.



V. THE INVENTORY

A. Summary

The community component consists of five emission sectors. For Rothesay, the total emissions of the community is approximately 96 645 tons of CO₂ equivalent. Most of these came from transportation that is 45.8%. Residential sector generated 38.6% of emissions, businesses 12.8%, industries 0.6% and finally 2.24% of emissions are attributed to the community waste.

The Community, with its 11 659 inhabitants has a per capita emission rate of 8.3 tons of CO₂ equivalent

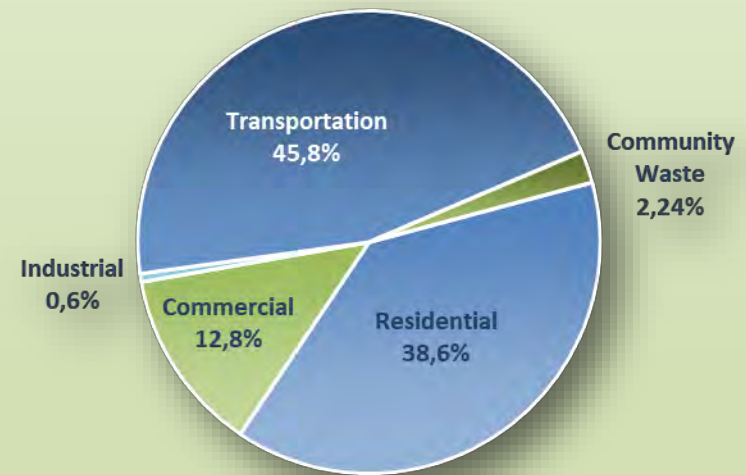
TABLE 1 :

COMMUNITY GHG EMISSIONS FOR THE BASE YEAR

GHG (tons eCO ₂)	2015
Residential	37 291
Commercial	12 399
Industrial	556
Transportation	44 237
Community Waste	2 163
Total	96 645
Population	11 659
GHG per capita (teCO ₂)	8,3

GRAPH 1 :

COMMUNITY GHG EMISSIONS BREAKDOWN BY SECTOR (teCO₂)



V. THE INVENTORY

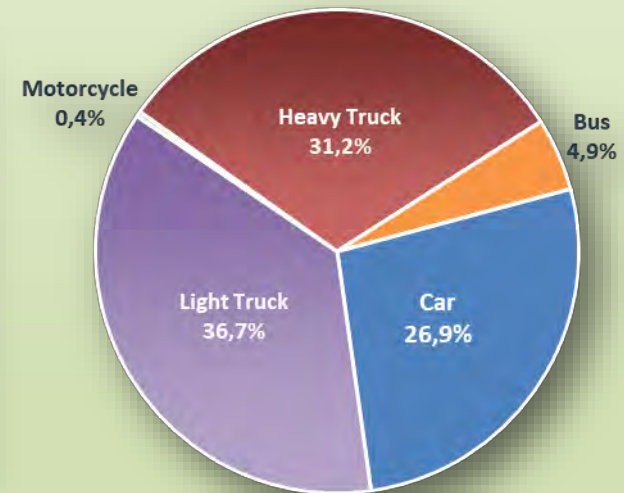
B. Transportation

For the year 2015, the Rothesay community had 9 799 vehicles numbered on its territory. With 16 236.8 tons of eq. CO₂, the transportation sector is responsible for a large part (45.8%) of greenhouse gas emissions of the community (see Graph 1). Emissions from the sector come from five (5) subclasses; light trucks, because of their large number, form the category that generates the most GHG emissions, with 36.7% of the sector's total. Heavy Trucks are in second place with 31.2%, follow cars (26.9%), buses (4.9%), and finally motorcycles with 0.4%.

TABLE 2 :
TRANSPORTATION GHG EMISSIONS BREAKDOWN
BY VEHICLE TYPE (teCO₂)

Vehicle Type	2015			
	Number	%	(teCO ₂)	%
Car	4 724	48,2%	11 907,5	26,9%
Light Truck	4 138	42,2%	16 236,8	36,7%
Motorcycle	330	3,4%	156,5	0,4%
Heavy Truck	570	5,8%	13 787,8	31,2%
Bus	38	0,4%	2 147,9	4,9%
Total	9 799		44 237	

GRAPH 2 :
TRANSPORTATION GHG EMISSIONS BREAKDOWN
BY VEHICLE TYPE (teCO₂)



V. THE INVENTORY

C. Residential & Industrial, Commercial, Institutional (ICI)

In 2015, an estimated 50 246.1 tons of eq. CO₂, greenhouse gas emissions come from Rothesay's residential and industrial, commercial and institutional (ICI) sectors. Electricity gets noticed as first source of GHG emissions with 38 925.4 tons of eq. CO₂. Fuel oil and propane assume 10 393.5 and 513.6 tons and finally, heavy fuel oil use emits 413.6 tons eq. CO₂.

TABLE 3 :

COMMUNITY GHG EMISSIONS AND ENERGY CONSUMPTION BY TYPE

Energy			2015			
	Volume	Unit	(teCO ₂)	%	(Gj)	%
Electricity	139 019 403	kWh	38 925,4	77,5%	500 470	75,6%
Fuel Oil	3 799 962	Liters	10 393,5	20,7%	147 439	22,3%
Natural Gas	0	m3	0,0	0,0%	0	0,0%
Diesel - Buildings	0	Liters	0,0	0,0%	0	0,0%
Heavy Fuel Oil	131 493	Liters	413,6	0,8%	5 588	0,8%
Propane - Buildings	332 638	Liters	513,6	1,0%	8 419	1,3%
District Energy	0		0,0	0,0%	0	0,0%
Total			50 246,1		661 916	

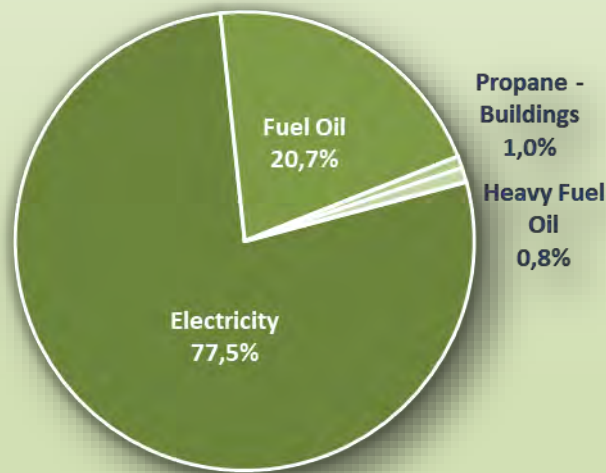


V. THE INVENTORY

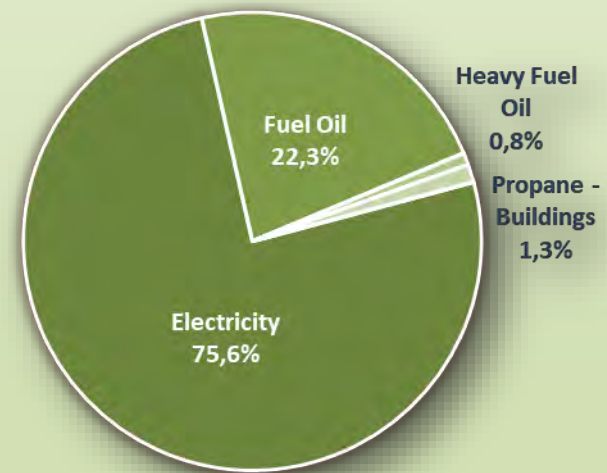
C. Residential & Industrial, Commercial, Institutional (ICI) (continued)

Electricity produces 77.5% of the sector's emissions and meets 75.6% of the Rothesay Territory's energy needs for the residential sector and ICI. Fuel oil, propane and heavy fuel oil accounted for 22.7%, 1.0% and 0.8% of greenhouse gases, respectively, and together they contributed to the satisfaction of 22.3%, 1.3% and 0.8% of their energy demand in their sectors for the Rothesay community.

GRAPH 3 :
RESIDENTIAL AND ICI GHG EMISSIONS BREAKDOWN
BY ENERGY TYPE (tCO₂)



GRAPH 4 :
RESIDENTIAL AND ICI ENERGY CONSUMPTION BREAKDOWN
BY ENERGY TYPE (GJ)



V. THE INVENTORY

D. Community Waste

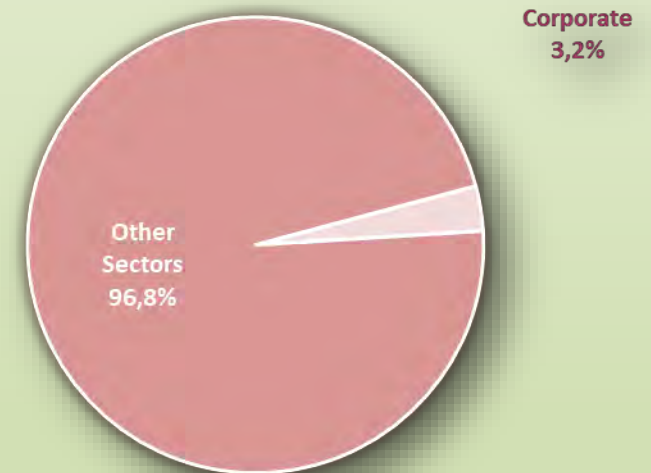
In 2015, the 6 220 tons of Rothesay’s solid waste produced 2 162.6 tons of eq. CO₂ greenhouse gas. They are responsible for 2.2% of the total emissions of the Community (see Graph 1).

The estimated share of corporate emissions is 69.0 tons of eq. CO₂ (3.2% of the total) which would correspond to nearly 168 tons of waste.

TABLE 4 :
COMMUNITY LANDFILL WASTE BY CATEGORY

Waste Category	2015			
	Tons	%	(teq. CO ₂)	%
Corporate	168	2,7%	69,0	3,2%
Other Sectors	6 052	97,3%	2 093,6	96,8%
Total	6 220		2 162,6	

GRAPH 5 :
COMMUNITY LANDFILL WASTE GHG EMISSIONS BY CATEGORY (TECO₂)



V. THE INVENTORY

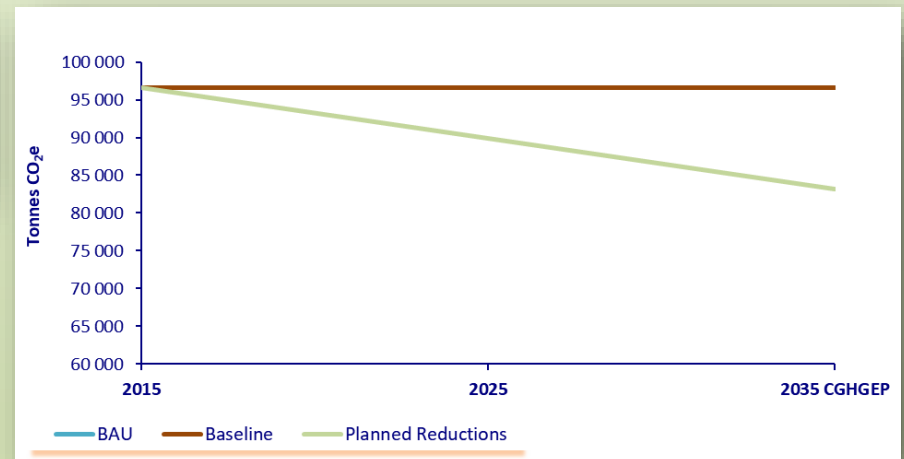
D. Community Emissions Forecast

Community emissions forecast present how the inventory emissions may evolve at the end of the action plan (2025), based on a business as usual scenario, i.e. without any direct intervention of the decision-makers. Factors such as demographic change or economic conditions are taken into account in determining future levels of current emissions.

**TABLE 5 :
COMMUNITY INFORMATION**

Base Year	2015	
Forecast Year*	2025	2035 CGHGEP
Reduction Target by Forecast Year* (%)	7,0%	14,0%

**GRAPH 6 :
COMMUNITY EMISSIONS FORECAST**

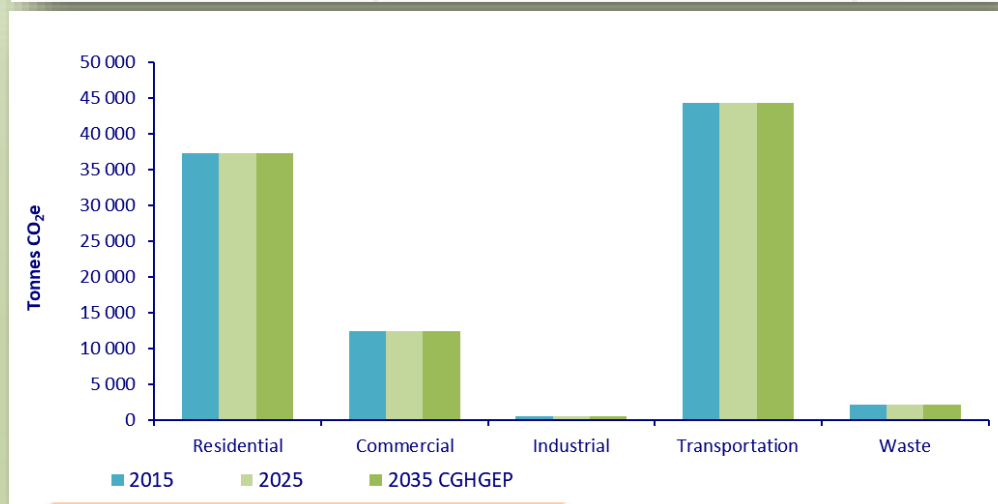


V. THE INVENTORY

D. Community emissions forecast (continued)

TABLE 6 :
COMMUNITY EMISSIONS FORECAST BY SECTOR

	Current emissions	% Change Expected**	Emissions in Forecast year	Emissions in CEP Forecast year
Residential	37 290,8	0,0%	37 290,8	37 290,8
Commercial	12 399,1	0,0%	12 399,1	12 399,1
Industrial	556,2	0,0%	556,2	556,2
Transportation	44 236,5	0,0%	44 236,5	44 236,5
Waste	2 162,6	0,0%	2 162,6	2 162,6
Total Emissions (t CO₂e)	96 645,2		96 645,2	96 645,2



VI. THE PLAN

COMMUNITY PLAN



VI. THE PLAN

A. STRATEGY FOR GHG REDUCTION AND PROJECT SELECTION

Community Action plan

As noted in Section II - Strategy, for PCP and GMF, the GHG emission reduction targets of participating municipalities are set on a voluntary and non-binding basis.

Taking into account the context of the Municipality, the community plan proposes the achievement of a target of 7% reductions in GHG emissions for 2025 and 14% reductions in GHG emissions for 2035 according to the reference year 2015.

TABLE 7 :
COMMUNITY INFORMATION

Objectives and year set by Rothesay:		
Community Action plan :		
		• Reduction Target : 7% and 14%
		• Base year : 2015
		• Forecast year : 2025 and 2035



VI. THE PLAN

A. STRATEGY FOR GHG REDUCTION AND PROJECT SELECTION

Guiding principles

The approach behind the development of the Town of Rothesay's Action Plan as part of UMNb's CCEI is to develop an action plan that includes projects which :

1) **Improve the quality of life of communities (better environment and savings)**

- ✓ Improve the quality of life of communities (better environment and savings) ;
- ✓ Generate GHG emission reductions that meet the goals and needs of the community ;
- ✓ Allow as much as possible to generate energy savings that guarantee the sustainability of the actions of the Municipality and its community.

2) **Use community resources to develop the expertise of UMNb and New Brunswick members**

- ✓ Optimize the use of community resources and know-how to maximize socio-economic benefits;
- ✓ Help develop local and regional expertise to increase the knowledge of communities and New Brunswick..

3) **Will become examples and models for New Brunswick and other communities in Canada**

- ✓ The projects must enable UMNb member municipalities to stand out/take leadership, to respond to challenges of climate change for New Brunswick communities, to protect the environment, improve the quality of life, and become role models for action and resilience.



VI. THE PLAN

A. STRATEGY FOR GHG REDUCTION AND PROJECT SELECTION

Global approach

«GOOD PRACTICE» PROJECTS

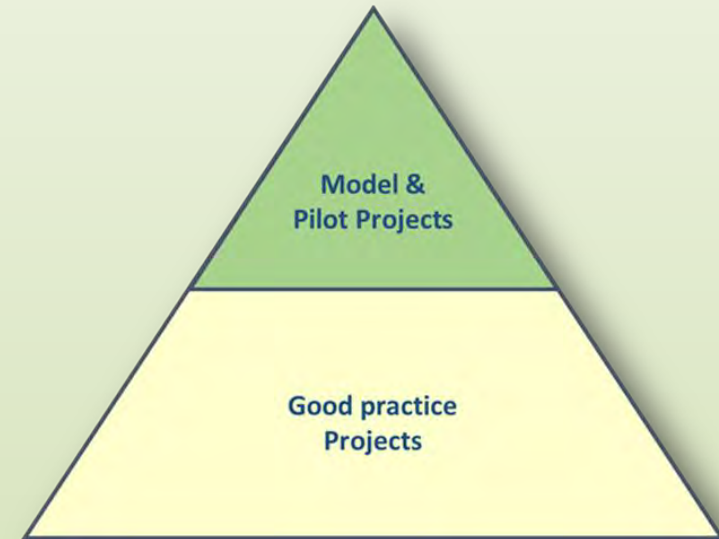
The action plan prioritises projects considered as "good practices". These projects correspond to the application of, for example, measures and technologies supported by the programs of New Brunswick Power, the Government of New Brunswick or Canada.

✓ These "Good Practice" projects form the basis of the Action Plan.

MODEL PROJECTS & UMNb PILOT PROJECTS

As part of UMNb's CCEI, the action plan also proposes to municipalities two types of model projects & pilot projects :

1. Transport electrification & EV integration in the community
2. EV & Carsharing – SAUVÉR (Group Project)



VI. THE PLAN

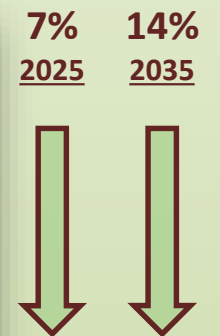
B. REFERENCE LEVEL AND TARGET

The goal of the Town of Rothesay’s Community Action Plan is to reduce greenhouse gas emissions by 7% by 2025 and 14% by 2035 from their 2015 baseline.

For Rothesay, the emissions calculated for the year 2015 allow us to estimate the reductions required to reach the target set by the Community's action plan to approximately 6 765.2 tons or 7% by 2025 and 13 530.3 tons or 14% by 2035.

**TABLE 8 :
BASELINE AND TARGET**

tons of CO2 equivalent		Base	Year	
		2015	Forecast 2025	Forecast EGHGEP 2035
1	Current Emissions	96 645		
2	Community Emissions Forecast (BAU Scenario)		96 645	96 645
3	Reduction Target		7,0%	14,0%
4	Forecast emissions (target) (line 1 - line 5)		89 880	83 115
5	Total reductions to be achieved (line 1 - line 4)		6 765,2	13 530,3
6	Total reductions to be achieved (Including BAU Scenario)		6 765,2	13 530,3



VI. THE PLAN

C. ANALYSIS OF THE PROJECTED RESULTS OF THE ACTION PLAN

Achieving the objective of Rothesay’s Action Plan would mean that the level of community GHG emissions for the year 2025 be at 89 107 tons of eq. CO₂. This is a decrease of 7 539 tons from the 2015 emissions level of 96 645 tons of eq. CO₂. This represents a potential reduction of 7.8%, which is 0.8 percentage point above the target of 7% and 773.4 tons more than the targeted reduction of 6 765.2 tons (see Table 8).

TABLE 9 :
ANALYSIS OF THE OUTCOME OF THE ACTION PLAN

		Total reductions		Forecast EGHGEP 2025
		eCO ₂ (t)	%	
1	Current Emissions (Base year)	96 645	100,0%	
2	Early action results	0,0	0,0%	
3	Expected reductions in the Action Plan	7 539	7,8%	
4	total Reductions (line 2 + line 3)	7 539	7,8%	
5	Level of anticipated emissions (forecast year) (line 1 - line 4)	89 107	92,2%	
6	Gap with the target	773,4	0,8%	
7	Considering BAU Scenario (2025)	773,4	0,0%	7,8%



VI. THE PLAN

C. PROJECT PORTFOLIO

The most recent measures, technologies and programs have been analyzed and evaluated. They form the basis of the action plans produced by YHC Environnement. Then, based on the 2015 inventory data, as well as the characteristics and needs of the Community of Rothesay, the development of the Project Portfolio was completed.

The action plan contains twelve (12) projects whose potential reductions are estimated at 7 538.6 tons of CO₂ equivalent (see Table 10).



VI. THE PLAN

D. PROJECT PORTFOLIO

Project Portfolio Summary

TABLE 10 : COMMUNITY PROJECT PORTFOLIO

Projects (MAT)		Total GHG reductions (tons)
Residential		2 632,4
1	R1 LED lighting	457,2
2	R2 Clean Energy Conversion (Oil to Electricity) Conversion rate : 50%	824,3
3	R3 Energy efficiency (Residential buildings)	1 172,9
4	R4 Energy efficiency - Residential - Clothes Line Program	178,0
ICI		844,2
5	ICI1 LED lighting See also R 1	461,5
6	ICI2 Energy efficiency (commercial buildings)	382,6
Transportation		4 062,0
7	T1 Idle-free Policy	2 763,6
8	T2 Electric Vehicle Community Program Nb EV Unit 55	169,1
9	T3 Fuel-efficient driving	838,6
10	T4 Compact vehicles	281,4
11	T5 Community Van	9,3
Community Waste		-
12	W1 Domestic composting	-
TOTAL		7 538,6



VI. THE PLAN

D. PROJECT PORTFOLIO

1. Infrastructure (lighting) - LED lighting

LED technology is more reliable with a much longer life span compared to incandescent or fluorescent bulbs. LED technology is more reliable with a much longer life span compared to other types of lighting. According to Hydro-Quebec : "Most LED bulbs last about 25,000 hours, while incandescent lightbulbs last only 1,000." So if they're on 8 hours a day, 365 days a year, LED bulbs could last more than 8 years". In the community, voluntary conversions and those made through information, awareness and incentive campaigns reduce electricity consumption. It is assumed that 60% of the incandescent bulbs will be replaced by LED bulbs at the end of this action plan.

LED lighting	Base year : 2015		
	GJ	kWh	Ratio
1 Total residential energy consumption	489 316	135 921 016	
2 Estimated residential lighting power consumption	17 811	4 947 525	3,64%
3 Total CI sector energy consumption	165 238	45 899 483	
4 Estimated commercial lighting power consumption	17 714	4 920 425	10,72%
5 Total industrial energy consumption	7 362	2 045 022	
6 Estimated industrial lighting power consumption	268	74 439	3,64%
7 Efficiency gains due to conversion		55%	
8 Conversion rate for 2025		60%	
9 Annual energy conversion reduction (residential)		1 632 683	kWh
10 Annual Energy Conversion Reduction (CI)		1 623 740	kWh
11 Annual Energy Reduction in Conversion (Industries)		24 565	kWh
12 Reduction of GHG emissions from conversion (residential)		457	t. eq. CO ₂
13 Conversion GHG emission reduction (CI)		455	t. eq. CO ₂
14 Reduction in Conversion GHG Emissions (Industries)		7	t. eq. CO ₂
15 Reduction of GHG emissions from conversion (all sectors)		919	t. eq. CO₂



VI. THE PLAN

D. PROJECT PORTFOLIO

2. Infrastructure (heating, cooling) - Clean Energy Conversion (Oil to Electricity)

Rothsay wishes to reduce heating oil consumption in the community in favor of electricity.

The municipality plans to run a survey on heating oil users for a better understanding of their number, needs and demands. The survey will allow to adjust the project's target and timeline.

According to the community inventory, more than 38,6% of the community's GHG emissions come from the residential sector. Fuel furnaces are less efficient than electric heater.

Clean Energy Conversion (Oil to Electricity)			Base year : 2015	
1	Energy conversion		50,0%	
2	Participating households (number and %) *		2 318	50,0%
3	Energy saved per (Gj)		15 408	
4	Reduction of GHG emissions (tons and %)		824,3	11,4%
	* Rough estimation			
Estimation details				
5	Heating oil consumption	102 717	Gj	
6	Heating oil GHG emissions	7 241	eCO ₂ (t)	
7	Projects' rate of implementation	To Set	50%	Target
8	Number of Dwellings in the community	4 635		
9	Participating households	2 318		Rough estimation
10	Electricity needs (result of conversion)	35 951	Gj	
11	Electricity GHG Emissions (result of conversion)	2 796	eCO ₂ (t)	
12	Residual Heating Oil consumption	51 359	Gj	
13	Residual Heating GHG Emissions	3 620	eCO ₂ (t)	
14	GHG reduction	824,3	eCO ₂ (t)	



D. PROJECT PORTFOLIO

3. Infrastructure (heating, cooling & envelope) - Energy efficiency (Residential buildings)

According to the community inventory, more than 38,6% of the community's GHG emissions come from the residential sector. Improving energy efficiency is therefore a key means of reducing overall community emissions. NB Power has developed a series of financial incentive programs such as waterproofing, insulation or replacement of home heating systems. The average implementation rate of these measures is set at 50%. The average efficiency of all these measures is set at 10%.

Energy efficiency (Residential buildings)			Base year : 2015
1	Energy saving (estimated)		10,0%
2	Participating households (number and %) *	2 318	50,0%
3	Energy saved per year (Gj)	15 333	
4	Reduction of GHG emissions (tons and %)	1 172,9	5,0%
	* Rough estimation		
Estimation details			
5	Total electricity Consumption	385 471	Gj
6	Energy use for heating purposes	65,94%	
7	Electric Consumption - heating	254 180	Gj
8	Fuel consumption - heating	51 359	Gj see below
9	Propane consumption - heating	1 127	Gj
10	Electricity consumption GHG emissions	19 770	eCO ₂ (t)
11	Fuel consumption GHG emissions	3 620	eCO₂ (t)
12	Propane GHG emissions	69	eCO ₂ (t)
13	GHG emissions targeted	23 459	24,3%
14	Projects' rate of implementation	50%	To Set
15	Total community emissions	96 645	eCO ₂ (t)
16	Average energy efficiency gain	10,0%	To Set
17	Number of Dwellings in the community	4 635	
18	Participating households	2 318	Rough estimation
See Oil removal project : Community aims to reduce heating oil use at the end of the current Action Plan			



VI. THE PLAN

D. PROJECT PORTFOLIO

4. Infrastructure (heating, cooling) - Energy efficiency - Residential - Clothes Line Program

Rothsay wishes to promote simple yet efficient measures that will reduce energy costs and carbon footprint of its citizens. According to the community inventory, more than 38.6% of the community's GHG emissions come from the residential sector. Clothe lines have multiple advantages : Low installation/repair cost, saves money, zero GHG emission, etc. The average implementation rate of these measures is set at 25%.

Infrastructure (heating, cooling & envelope)		Base year : 2015	
1	Energy saving (estimated)	12,5%	
2	Participating households (number and %)	1 060	22,9%
3	Energy saved per year (kWh)	635 786	
4	Reduction of GHG emissions (tons and %)	178,0	0,2%
Estimation details			
5	Average electric clothes Dryer consumption per household	100	kWh / month
6	Total power use for clothes drying	1 200	kWh / year
7	Number of Dwellings in the community	4 635	
8	Ratio of households with an electric clothes dryer	91,4%	
9	Annual estimated power used by laundry dryers	5 086 289	kWh / year
10	Total estimated GHG emissions of laundry drying	1 424	eCO ₂ (t)
11	Clothes lines efficiency	100%	
12	Clothes lines use rate	50%	6 months / year
13	Projects' rate of penetration	25%	To set
14	Participating households	1 060	
15	Energy reduction	635 786	kWh
16	GHG reduction	178	
17	Energy savings	67 330	\$
18	Total community emissions	96 645	eCO ₂ (t)



D. PROJECT PORTFOLIO

5. Infrastructure (heating, cooling & envelope) - Energy efficiency (Commercial buildings)

According to the community inventory, more than 12.8% of the community's GHG emissions come from the commercial and institutional sector. Improving energy efficiency is therefore a key means of reducing overall community emissions. NB Power has put in place a program called "Energy Smart Commercial Buildings Retrofit Program" for Commercial Buildings. The average implementation rate of these measures is set at 50%. The average efficiency of all these measures is set at 10%.

Energy efficiency (commercial buildings)			Base year : 2015	
1	Energy saving (estimated)		0	
2	Energy saved per year (Gj)		5 201	
3	Reduction of GHG emissions (tons and %)		382,65	5,0%
Estimation details				
4	Total electricity Consumption	110 380	Gj	
5	Energy use for heating purposes	48,35%		
6	Electric Consumption - heating	53 369	Gj	
7	Fuel consumption - heating	43 478	Gj	
8	Propane consumption - heating	7 165	Gj	
9	Electricity consumption GHG emissions	4 151	eCO ₂ (t)	
10	Fuel consumption GHG emissions	3 065	eCO ₂ (t)	
11	Propane GHG emissions	437	eCO ₂ (t)	
12	GHG emissions targeted	7 653	7,9%	
13	Projects' rate of implementation	50%	To set	
14	Total community emissions	96 645	eCO ₂ (t)	
15	Average energy efficiency gain	10,0%	To set	

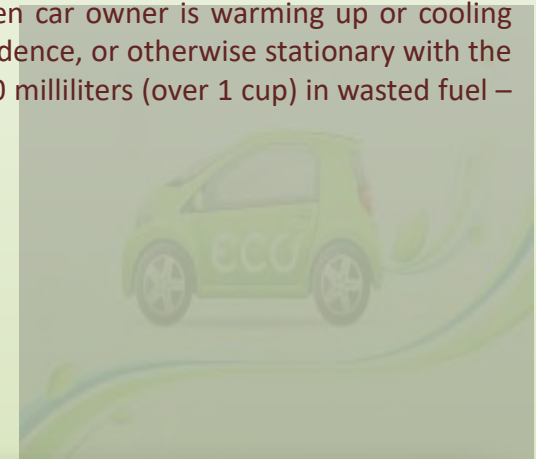


VI. THE PLAN

D. PROJECT PORTFOLIO

6. Transportation - Idle-free Policy

Idling refers to running a vehicle's engine when the vehicle is not in motion. Idling occurs when car owner is warming up or cooling down a vehicle, drivers are stopped at a red light, waiting while parked outside a business or residence, or otherwise stationary with the engine running. For the average vehicle with a 3-litre engine, every 10 minutes of idling costs 300 milliliters (over 1 cup) in wasted fuel – and one half of a liter (over 2 cups) if your vehicle has a 5-liters engine.



- For a successful anti-idling campaign includes
- the adoption of a speed reduction regulation
 - carrying out an awareness-raising campaign
 - the acquisition and installation of permanent signs

Idle-free Policy	Base year : 2015	
	Gasoline	Diesel
1 Number of units	9 074	638
2 Fuel consumption	11 838 122 liters	5 624 544 liters
4 GHG emissions	28 879 eCO ₂ (t)	15 093 eCO ₂ (t)
5 Average fuel wasted idling	975 636 liters	142 912 liters
6 Average fuel economy	8,2%	2,5%
7 GHG emissions reduction	2380,1 eCO ₂ (t)	383,5 eCO ₂ (t)
9 Total GHG Emissions reduction	2763,59 eCO₂ (t)	



VI. THE PLAN

D. PROJECT PORTFOLIO

7. Transportation - Fuel-efficient driving

Driving can significantly influence fuel consumption. We assume in this project that community drivers, through incentives, promotional campaigns and economic reasons, will gradually integrate these principles of effective behaviour.

According to Natural resources Canada, Adopting these five fuel-efficient driving techniques can reduce fuel consumption and carbon dioxide emissions by as much as 20 percent (20%):

1. Accelerate gently
2. Maintain a steady speed
3. Anticipate traffic
4. Avoid high speeds
5. Coast to decelerate

Base year : 2015		
Fuel-efficient driving		
1 Community transportation emissions	44 237	eCO ₂ (t)
2 Total community emissions	96 645	eCO ₂ (t)
3 Number of targeted units	943	
4 Reduction of GHG emissions (tons and %)	839	0,87%



VI. THE PLAN

D. PROJECT PORTFOLIO

8. Transportation - Electric Vehicle Community Program

The EV Community Program is proposed for the Community GHG and Energy Planning timeline. The program is related to the NB Climate Action Plan and will help the community to integrate EV and gradually replace conventional vehicle use.

Information : EV use electrical energy to power an electric motor, they also reduce society's dependence on environmentally damaging fossil fuels while lowering greenhouse gas emissions and air pollution. Electric cars are cost effective, good for the environment and deliver great performance. There are two kinds of electric car:

Fully Electric Cars are powered 100% by electricity and have zero tailpipe emissions. Fully electric cars can travel 200-400 km on a single charge.

Plug-in Hybrid Electric Cars have small battery packs for short all-electric driving distances (20-80 km) before a gasoline engine or generator turns on for longer trips.

		Base year :	2015
		Target year :	2025
1	GHG Offset Target - eCO ₂ (t)		169
2	Target number of EV units for 2025	Minimum & maximum	55 153
3	<i>NB CCAP Target for EV units for 2025 (estimated)</i>	<i>Total & annually</i>	<i>153 19</i>
4	GHG emissions reduction (tons and %)	Minimum	169 0,2%
5		Maximum	469 0,5%
6	Transport GHG emissions reduction (%)	Minimum & maximum	0,4% 1,1%
7	Savings per year (Minimum & maximum)		20 289 \$ 171 295 \$
8	Number of car & light Truck		8 861
9		Minimum & maximum	0,6% 1,7%



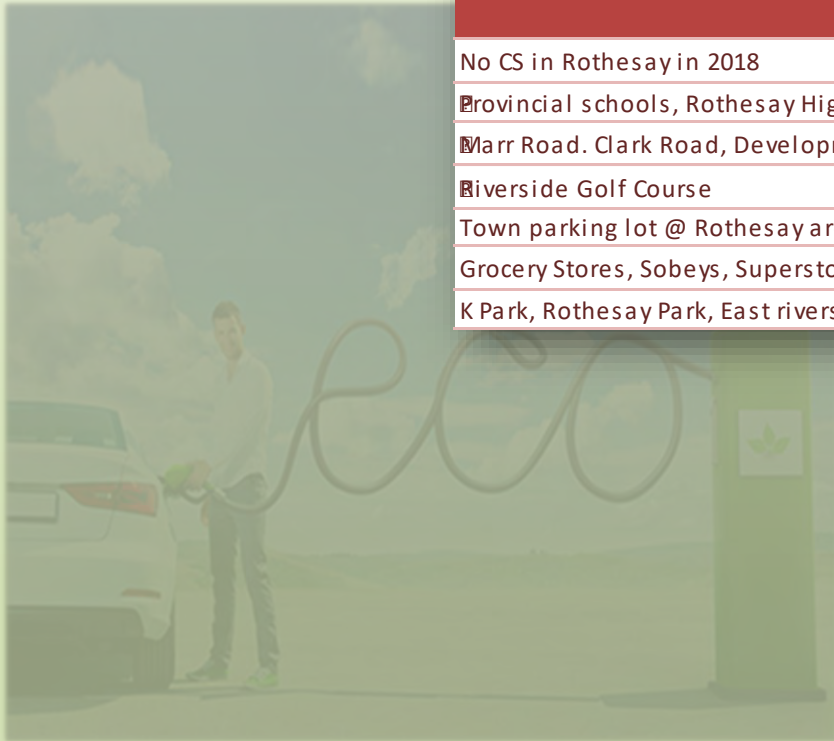
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D. PROJECT PORTFOLIO

9. Transportation - Electric Vehicle Community Program (continued)

Charging Station : In 2018, Rothesay counts 6 public N2 charging stations (CS) on its territory. Number of public charging stations should be increased locally and regionally. We estimates that EV owners should have private level 2 charging station (500 to 800\$).

EV-Charging Station (Installed & planned)		
Location	Comment	Number
	Total	6
No CS in Rothesay in 2018		0
Provincial schools, Rothesay High, Rothesay Elementary	Proposed W1	1
Marr Road. Clark Road, Development Complex	Proposed W1	1
Riverside Golf Course	Proposed W1	1
Town parking lot @ Rothesay arena	Proposed W1	1
Grocery Stores, Sobeys, Superstore	Proposed W1	1
K Park, Rothesay Park, East riverside park	Proposed W1	1

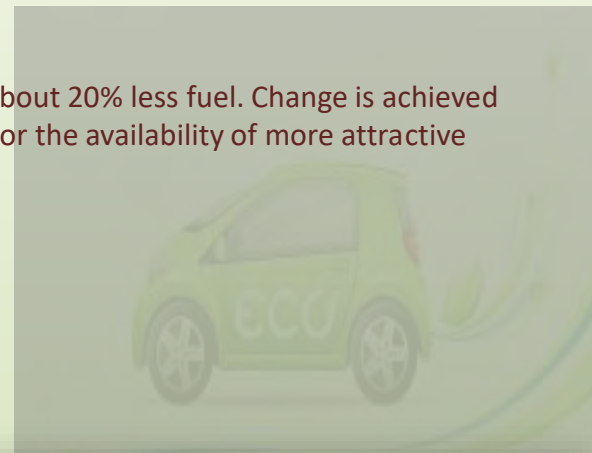


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D. PROJECT PORTFOLIO

10. Transportation - Compact vehicles

The community vehicle fleet is becoming more fuel-efficient and fuel-efficient, consuming about 20% less fuel. Change is achieved through targeted incentives, public awareness, a gradual change in transportation patterns, or the availability of more attractive business models.



Compact vehicles			Base year : 2015
1	Community transportation emissions	44 237	eCO ₂ (t)
2	Total community emissions	96 645	eCO ₂ (t)
3	Number of targeted units	443	
4	Reduction of GHG emissions (tons and %)	281	0,29%



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D. PROJECT PORTFOLIO

11. Transportation - Community Van

Community Van is a service offered by the municipality which provides the community and its members a shared means of transportation for short or long distance travels. Because the community van is a form of public transportation service, it helps reducing the number of commuting cars.

Community Van		Base year : 2015	
1	One-passenger cars removed from the roads	6	Units
2	km travelled	15 000	
3	Reduction of GHG emissions (tons and %)	9,29	60,5%
4	Passenger Van	1	Units
5	passenger capacity	12	seats
6	Fuel efficiency (L/100 KM)	17	L/100 km
7	km travelled	15 000	km
8	Fuel consumption	2 490	Liters
9	GHG emissions (tons)	6,1	eCO ₂ (t)
10	Occupied seats in average	50%	To Set
11	One-passenger cars removed from the roads	6	Units
12	Average Fuel consumption rating of removed cars	7	L/100 km
13	Avoided fuel consumption	6 300	Liters
14	Avoided GHG emissions	15,4	eCO ₂ (t)
15	GHG reductions	9,3	eCO₂ (t)



VI. THE PLAN

D. PROJECT PORTFOLIO

12. Solid Waste - Domestic composting

The Town intends to promote and establish a "domestic composting culture" with the population through actions such as training, composting, etc. This project involves the distribution of 460 domestic composters as soon as possible.

Solid Waste		Base year : 2015	
1	Compostable materials diverted from landfill	114	
2	GHG emissions reduction (tons & %)	-	0,0%
3	Duration of the project	7	
Estimation details			
4	Community Waste sector emissions	2 163	eCO ₂ (t)
5	Total community emissions	96 645	eCO ₂ (t)
6	Residential solid waste	3 035	Tons
7	Number of Dwellings in the community	4 635	
8	Number of composters to be distributed	460	Units
9	Number of users per composter	2,24	
10	Average organic material per person / year	0,184	Tons
11	Proportion of organic matter actually composted	60%	
12	Compostable materials diverted from landfill	113,76	Tons
13	Avoided Emissions	40	eCO ₂ (t)
14	Emissions from composting	45	eCO ₂ (t)
15	Net Short-term Reductions	0	eCO ₂ (t)



VII. APPENDICE

Partners for Climate Protection program (PCP) - Method



PARTNERS FOR CLIMATE PROTECTION PROGRAM (PCP) - METHOD

UMNB CCEI allows participating municipalities to complete the first 3 steps of the Partners for Climate Protection (PCP) program. Steps 4 and 5 consist of the implementation of action plans and the monitoring and reporting of results.



MILESTONE 1 CREATING A GREENHOUSE GAS EMISSIONS INVENTORY AND FORECAST

A greenhouse gas inventory brings together data on community and municipal energy use and solid waste generation in order to estimate greenhouse gas (GHG) emissions in a given year. The forecast projects future emissions based on assumptions about population, economic growth and fuel mix.



MILESTONE 2 SETTING AN EMISSIONS REDUCTIONS TARGET

An emissions reduction target can be established at any time. The target is normally set, however, following the development of an emissions inventory and forecast or after the quantification of existing emissions reduction measures.



MILESTONE 3 DEVELOPING A LOCAL ACTION PLAN

A Local Action Plan (LAP) is a strategic document that outlines how your municipality will achieve its greenhouse gas (GHG) emissions reduction target. The LAP covers municipal operations and the community.



Rothesay's Corporate GHG Inventory & Action Plan



Realised with the

Climate Change and Energy Initiative

June 2018

Consulting team



Financed by



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Corporate GHG Inventory & Action Plan

I. Introduction

II. Strategy

III. Town profile

IV. Inventory

V. Action Plan

VI. Appendice



I. INTRODUCTION

A. CONTEXT

The simple fact of having asked for a greenhouse gas inventory and an action plan to reduce it already demonstrates the willingness of Rothesay's elected officials and municipal leaders to do their part in the protection of air quality and the environment !



Communities across Canada are facing the effects of climate change. Some have to deal with greater droughts, others with more violent storms. For example, shorter and warmer winters accentuate coastal erosion and damage to infrastructure, which is less well protected due to loss of coastal ice. Such repercussions will cost municipalities and their communities millions of dollars and the implementation of adaptation and mitigation measures in and for communities seems inevitable today. Municipal governments have a leading role to play in climate protection. They have direct or indirect control over nearly half of Canada's greenhouse gas (GHG) emissions (350 million tons).

Canada's goal is to reduce its GHG emissions by 30% below 2005 levels under the Paris Agreement.

Canada's goal is to reduce its GHG emissions by 30% below 2005 levels under the Paris Agreement.



I. INTRODUCTION

B. UMNB CCEI & PPC

CLIMATE CHANGE AND ENERGY INITIATIVE (CCEI) - Municipalities in New Brunswick are increasingly aware of environmental challenges they face, and are particularly concerned with actual and future impacts of climate change. The Town of Rothesay joined the Climate Change and Energy Initiative of the Union of Municipalities of New Brunswick, to reinforce its efforts to advance in the Partners for Climate Protection program (PCP). The UMNB initiative fits perfectly in the global and national context of addressing climate change, following the Paris Agreement (COP 21).

The UMNB CCEI aims to offer support to members to realize their corporate and community GHG inventories and Local Action Plan, as well as integrate the QUEST Community Energy Planning approach.

THE PARTNERS FOR CLIMATE PROTECTION (PCP) PROGRAM is a network of Canadian municipal governments that have committed to reducing greenhouse gases (GHG) and to acting on climate change. Since the program's inception in 1994, over 300 municipalities have joined PCP, making a public commitment to reduce emissions. PCP membership covers all provinces and territories and accounts for more than 65 per cent of the Canadian population. PCP is the Canadian component of ICLEI's Cities for Climate Protection (CCP) network, which involves more than 1,100 communities worldwide. PCP is a partnership between the **Federation of Canadian Municipalities (FCM) and ICLEI** — Local Governments for Sustainability.

As a member of UMNB, the Town of Rothesay has agreed to participate in CCEI.

[Link to: ACTION-GHG Rothesay](#)



I. INTRODUCTION

C. PARTNERS FOR CLIMATE PROTECTION PROGRAM (PCP) - METHOD

UMNB CCEI allows participating municipalities to complete the first 3 steps of the Partners for Climate Protection (PCP) program. Steps 4 and 5 consist of the implementation of action plans and the monitoring and reporting of results.



MILESTONE 1 CREATING A GREENHOUSE GAS EMISSIONS INVENTORY AND FORECAST

A greenhouse gas inventory brings together data on community and municipal energy use and solid waste generation in order to estimate greenhouse gas (GHG) emissions in a given year. The forecast projects future emissions based on assumptions about population, economic growth and fuel mix.



MILESTONE 2 SETTING AN EMISSIONS REDUCTIONS TARGET

An emissions reduction target can be established at any time. The target is normally set, however, following the development of an emissions inventory and forecast or after the quantification of existing emissions reduction measures.



MILESTONE 3 DEVELOPING A LOCAL ACTION PLAN

A Local Action Plan (LAP) is a strategic document that outlines how your municipality will achieve its greenhouse gas (GHG) emissions reduction target. The LAP covers municipal operations and the community.



II. STRATEGY

A. UMNb - CCEI OBJECTIVE AND STRATEGY

UMNB CCEI aims to design and implement projects:

- ✓ Which will be examples and role models for New Brunswick and other communities in Canada;
- ✓ Which will improve the quality of life of communities and can guarantee a better environment and economic benefits (energy savings, income, job creation);
- ✓ Which will develop expertise for UMNb members and for New Brunswick.

The strategy is based on the following principles:

1. Build an action plan and portfolio of environmentally and economically successful projects;
2. Design model and innovative projects;
3. Set ambitious and achievable reduction targets;
4. Build on existing programs and funds: for example, FCM and GMF programs, Environmental Trust Fund, NB Power programs, etc. ;
5. Maximize benefits for participating municipalities, their region.



II. STRATEGY

B. GHG EMISSION REDUCTION TARGET

For PCP and GMF, the GHG emission reduction targets of participating municipalities are set on a voluntary and non-binding basis. It is important that the targets are ambitious while being realistic both in their importance (projected reductions) and in their duration (year of maturity).

Before setting the reduction targets and the action plan timeline, we took into account:

- PCP and GMF recommendations.
- The objectives of the Government of New Brunswick.
- The GHG reduction potential of the municipality and its community.

The PCP and GMF make the following recommendations:

- For **the Corporate component**, that is, the municipality itself, the recommended target is -20% over the reference year, within 10 years. Thus, if the reference year is 2015, the year of maturity will be 2025.
- For the **Community component**, that is to say citizens, businesses, etc., the recommended target is -6% over the base year, within 10 years.

*** The New Brunswick's Climate Change Action Plan "Transitioning to a Low-Carbon Economy" (2017) - The provincial government will:** 31 - Establish specific GHG emission targets for 2020, 2030 and 2050 that reflect a total output of:

a - 14.8 Mt by 2020;

b - 10.7 Mt by 2030; and

c - 5 Mt by 2050.



III. TOWN PROFILE

Profile of the municipality and its geographical context

The Town of Rothesay is located in Kings County, New Brunswick, in the Kennebecasis River Valley. Rothesay is located northeast of the City of Saint John and southwest of the Town of Quispamsis. It is a suburb of the City of Saint John.

Municipal composition

- 1 mayor and 7 general councillors
- 45 Full Time employees and seasonal staff

Municipal infrastructures

- 65 buildings, lighting, water and sewage
- 36 vehicles and motorized equipment

Profile of the community

The population of Rothesay in 2016 was 11,659 inhabitants spread over an area of 34.72 km², a density of 335.8 hab./km². It decreased by 2% from 2011 to 2016. The Municipality had 4,816 private dwellings in 2016, of which 4,636 were occupied by full time residents. 72% of dwellings were built before 1991.

The official language spoken by the Rothesay population is 95% English, 4% French and 1% both official languages.

In Rothesay:

- Regional library
- Many churches
- Elementary School
- Middle School
- High School
- Post Office
- Arenas
- Fire Station
- Yacht Club
- Boating clubs and a rowing club
- Train Station



III. TOWN PROFILE

CLIMATE CHANGE AND ENERGY INITIATIVE (CCEI)

Municipalities in New Brunswick are increasingly aware of environmental challenges they face, and are particularly concerned with actual and future impacts of climate change. The Town of Rothesay joined the Climate Change and Energy Initiative of the Union of Municipalities of New Brunswick, to reinforce its efforts to advance in the Partners for Climate Protection Program (PCP).

The UMNb initiative fits perfectly in the global and national context of addressing climate change, following the Paris Agreement (COP 21).

The UMNb CCEI aims to offer support to members to realize their corporate and community GHG inventories and Local Action Plan, as well as integrate the QUEST Community Energy Planning approach.

The Town of Rothesay has no public electric charging station* on its territory.

*Listed by PlugShare (May 2018)

- Climate Change and Energy Initiative (CCEI) of the Union of Municipalities of New Brunswick, 2017
- Member – Partners for Climate Protection program, FCM, 2016



IV. INVENTORY

CORPORATE GHG INVENTORY



IV. INVENTORY

The Town of Rothesay has joined the Climate Change and Energy Initiatives Program by commissioning UMN and YHC Environnement to develop an inventory of its GHG emissions that will be used to develop an action plan that includes a suite of measures to control and reduce GHG emissions from their sources.

Rothesay's emissions inventory consists of two separate components. The first is emissions from the activities of the municipal administration (the Corporate) and the second covers the entire territory of the Municipality (the Community).

This document covers the Greenhouse Gas Emission Inventory for the 2015 reference year of the Corporate Component of the Town of Rothesay. The relevant additional elements are detailed in the appendices.



IV. INVENTORY

A. Summary

The corporate component consists of five emission sectors which, in Rothesay's case, are responsible for approximately 1 614 tons of CO₂ equivalent. The two largest corporate GHG emission sectors are buildings and vehicle fleet. The former produce 31.4% of corporate GHGs, the latter generate 28.7%. Water and sewage is responsible for 23.51% of the Municipality's emissions, streetlights 12.1% and finally 4.3% of emissions are attributed to municipal waste.

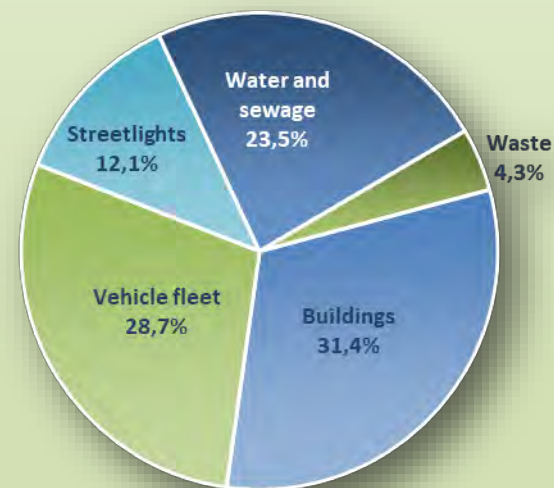
TABLE 1 :

CORPORATE GHG EMISSIONS FOR THE BASE YEAR

GHG (tons eCO ₂)	2015
Buildings	507
Vehicle fleet	464
Streetlights	196
Water and sewage	380
Waste	69
Total	1 614
Population	11 659
GHG per capita (teCO ₂)	0,1

GRAPH 1 :

CORPORATE GHG EMISSIONS BREAKDOWN BY SECTOR (teCO₂)



IV. INVENTORY

A. Summary (continued)

In 2015, the energy consumption of the various corporate activities of the Municipality was the source of 1 545.5 tons of emissions (CO₂ equivalent). For its energy needs, Rothesay uses electricity, propane and fuel oil for heating and two types of fuels for vehicles. Electricity, propane and fuel oil are devoted to the energy demand of buildings and other infrastructure. Gasoline, diesel and propane are used by the fleet of vehicles and various equipment and tools of the municipal administration.

TABLE 2 : CORPORATE GHG EMISSIONS AND ENERGY CONSUMPTION BY TYPE

Energy	2015					
	Volume	Units	(teCO ₂)	%	(Gj)	%
Electricity	3 746 038	kWh	1 048,9	67,9%	13 485,7	65,3%
Natural Gas	0	m ³	0,0	0,0%	0,0	0,0%
CNG	0	Liters	0,0	0,0%	0,0	0,0%
Diesel	116 941	Liters	313,8	20,3%	4 478,9	21,7%
Gasoline	61 371	Liters	149,7	9,7%	2 148,0	10,4%
District Energy	0	Gj	0,0	0,0%	0,0	0,0%
Ethanol Blend (10%)	0	Liters	0,0	0,0%	0,0	0,0%
Biodiesel	0	Liters	0,0	0,0%	0,0	0,0%
Fuel Oil	2 349	Liters	6,4	0,4%	91,1	0,4%
Propane	17 249	Liters	26,6	1,7%	436,6	2,1%
Waste	-	-	-	-	-	-
Total			1 545,5		20 640,3	



IV. INVENTORY

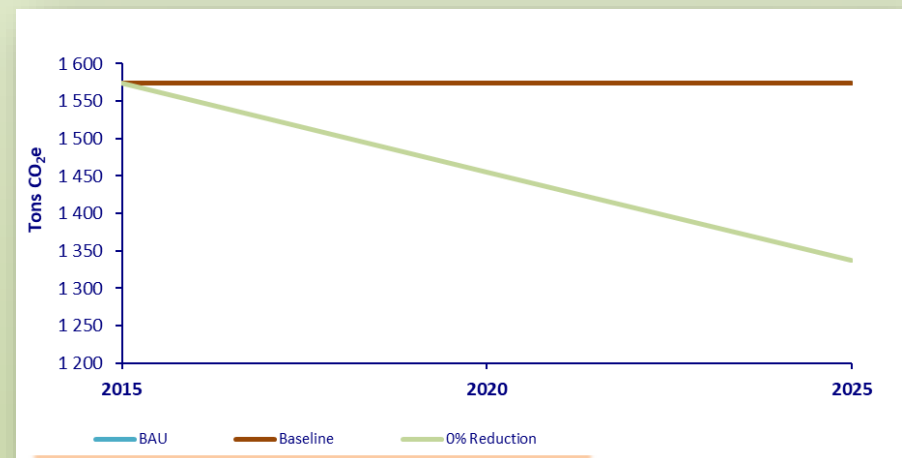
B. Corporate Emissions Forecast

The portrait of the corporate inventory of GHG emissions is only valid for the reference year. The projected emissions, seek to present how inventory emissions will evolve at the end of the action plan (2025), based on a business as usual scenario, ie without any direct intervention of the decision-makers. Factors such as demographic change or economic conditions are taken into account in determining future levels of current emissions.

TABLE 3 :
CORPORATE INFORMATION

Base Year	2015
Forecast Year*	2025
Reduction Target by Forecast Year* (%)	15,0%

GRAPH 2 :
FORECAST OF CORPORATE GHG EMISSIONS UNTIL 2025



IV. INVENTORY

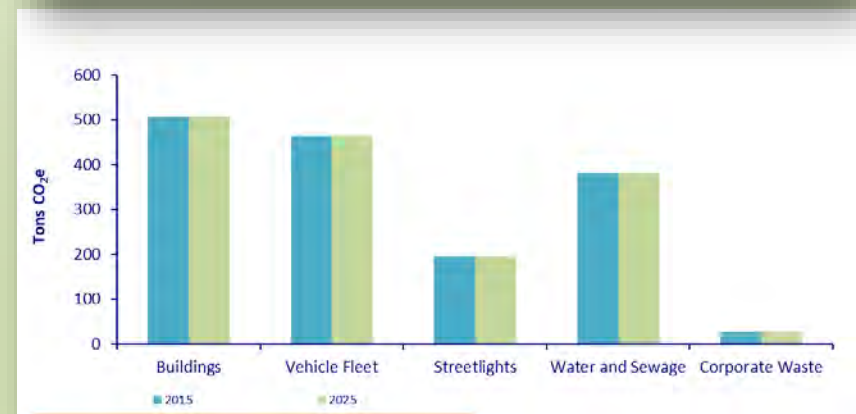
B. Corporate Emissions Forecast (continued)

The corporate inventory of GHG emissions is only valid for the reference year. The forecast emissions seek to show how inventory emissions will evolve at the end of the action plan (2025), based on a business as usual scenario, i.e. without any direct intervention from the decision makers. Factors such as demographic change or economic conditions are taken into account in determining future levels of current emissions.

TABLE 4 :

CORPORATE EMISSIONS FORECAST BY SECTOR

	Current emissions	% Change Expected**	Emissions in Forecast year
Buildings	506,7	0,0%	506,7
Vehicle Fleet	463,5	0,0%	463,5
Streetlights	195,7	0,0%	195,7
Water and Sewage	379,6	0,0%	379,6
Corporate Waste	68,7	0,0%	68,7
Émissions total (t CO₂e)	1 614,2		1 614,2



V. ACTION PLAN

GHG ACTION PLAN



V. ACTION PLAN

A. STRATEGY FOR GHG REDUCTION AND PROJECT SELECTION

Corporate Action plan

As noted in Section II - Strategy, for PCP and GMF, the GHG emission reduction targets of participating municipalities are set on a voluntary and non-binding basis.

Taking into account the context of the Municipality, the corporate plan proposes the achievement of a target of 15% reductions in GHG emissions for 2025 according to the reference year 2015.

**TABLE 5 :
OBJECTIVES AND YEAR**

Objectives and year set by Rothesay:		
Corporate Action plan:		
		• Reduction Target : 15%
		• Base year : 2015
		• Forecast year : 2025



V. ACTION PLAN

A. STRATEGY FOR GHG REDUCTION AND PROJECT SELECTION

Guiding principles

The approach behind the development of the Town of Rothesay's Action Plan as part of UMNb's CCEI is to develop an action plan that includes projects which :

- 1) Improve the quality of life of communities (better environment and savings)**
 - ✓ Improve the quality of life of communities (better environment and savings) ;
 - ✓ Generate GHG emission reductions that meet the goals and needs of the community ;
 - ✓ Allow as much as possible to generate energy savings that guarantee the sustainability of the actions of the Municipality and its community.
- 2) Use community resources to develop the expertise of UMNb and New Brunswick members**
 - ✓ Optimize the use of community resources and know-how to maximize socio-economic benefits;
 - ✓ Help develop local and regional expertise to increase the knowledge of communities and New Brunswick..
- 3) Will become examples and models for New Brunswick and other communities in Canada**
 - ✓ The projects must enable UMNb member municipalities to stand out / take leadership, to respond to challenges of climate change for New Brunswick communities, to protect the environment, improve the quality of life, and become role models for action and resilience.



V. ACTION PLAN

A. STRATEGY FOR GHG REDUCTION AND PROJECT SELECTION

Global approach

«GOOD PRACTICE» PROJECTS

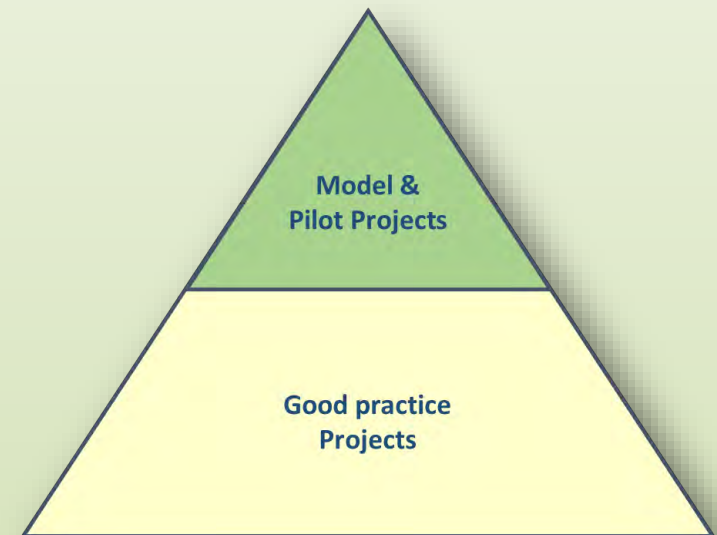
The action plan prioritises projects considered as "good practices". These projects correspond to the application of, for example, measures and technologies supported by the programs of New Brunswick Power, the Government of New Brunswick or Canada.

- ✓ These "Good Practice" projects form the basis of the Action Plan.

MODEL PROJECTS & UMNb PILOT PROJECTS

As part of UMNb's CCEI, the action plan also proposes to municipalities two types of model projects & pilot projects :

1. **Transport electrification & EV integration in the community**
2. **EV & Carsharing – SAUV^éR (Group Project)**



V. ACTION PLAN

B. REFERENCE LEVEL AND TARGET

The goal of the Town of Rothesay’s Corporate Action Plan is to reduce greenhouse gas emissions by 15% by 2025 from their 2015 baseline.

For Rothesay, the emissions calculated for the year 2015 allow us to estimate the reductions required to reach the target set by the Municipality's action plan to approximately 242.1 tons or 15%.

**TABLE 6 :
BASELINE AND TARGET**

Tons of CO ₂ equivalent	Year	
	Base 2015	forecast 2025
1 Current Emissions	1 614,2	
2 Reduction Target		15,0%
3 Forecast emissions (target) (line 1- line 4)		1 372,1
4 Total reductions to be achieved (line 1- line 3)		242,1

15%



V. ACTION PLAN

C. ANALYSIS OF THE PROJECTED RESULTS OF THE ACTION PLAN

Achieving the objective of Rothesay's Action Plan would mean that the level of corporate GHG emissions for the year 2025 be at 1 365.5 tons of eq. CO₂. This is a decrease of 248.7 tons from the 2015 emissions level of 1 614.2 tons of eq. CO₂. This represents a potential reduction of 15.4%, which is 0.4 percentage points above the target of 15% and 6.6 tons more than the targeted reduction of 242.1 tons (see Table 6).

TABLE 7 :
ANALYSIS OF THE OUTCOME OF THE ACTION PLAN

	Total reductions	
	eCO ₂ (t)	%
1 Current Emissions (Base year)	1 614,2	100,0%
2 Early action results	80,3	5,0%
3 Expected reductions in the Action Plan	168,4	10,4%
4 Total Reductions (line 2 + line 3)	248,7	15,4%
5 Level of anticipated emissions (forecast year) (line 1 - line 4)	1 365,5	84,6%
6 Gap with the target	6,6	0,4%



V. ACTION PLAN

D. PROJECT PORTFOLIO – EARLY ACTION

Some projects have been completed or initiated by the Town of Rothesay between the reference year of the inventory (2015) and the year of adoption of the action plan presented (2018). These early actions have contributed to the municipality's effort to reduce corporate GHG emissions.

The action plan identified the completion of one (1) project whose estimated reductions were estimated at 80.3 tons of CO₂ equivalent.

TABLE 8 :

PROJECT PROJECTS COMPLETED PRIOR TO THE ADOPTION OF THE ACTION PLAN (EARLY ACTIONS)

Projects (MAT)	Total GHG reductions (tons)
Buildings	-
Vehicle Fleet	-
Streetlights	80,3
EA Streetlight replacement	80,3
Water and Sewage	-
TOTAL	80,3



V. ACTION PLAN

D. PROJECT PORTFOLIO – EARLY ACTION

Streetlights - Streetlight replacement (Early Action)

Energy NB and Rothesay are undertaking the conversion of legacy street lighting to energy efficient, environmentally preferable, lower maintenance LED (light emitting diode) street lights. LED uses approximately 50-60% less energy compared to HPS street lights. LED technology is more reliable with a much longer life span compared to the current HPS bulbs (20 year design life vs. 6 years for HPS bulbs), so they require less maintenance, making them more economical to operate.

Streetlights		Base year : 2015	
1	Total lighting consumption	613 636	kWh
2	Cost of electricity for lighting	139 132	\$
3	GHG emissions from lighting electric consumption	171,82	eCO ₂ (t)
4	Efficiency gains after conversion	55%	
5	Conversion Ratio	85%	
6	Annual consumption after conversion	234 716	kWh
7	Annual energy savings due to conversion	286 875	kWh
8	Annual savings due to conversion	n/a	\$
9	Reduction of GHG emissions after conversion	80,32	eCO ₂ (t)



V. ACTION PLAN

D. PROJECT PORTFOLIO

The most recent measures, technologies and programs have been analyzed and evaluated. They form the basis of the action plans produced by YHC Environnement. Then, based on the 2015 inventory data, as well as the characteristics and needs of the Town of Rothesay, the development of the Project Portfolio was completed.

The action plan contains eight (8) projects whose potential reductions are estimated at 168.4 tons of CO₂ equivalent (see Table 9).



V. ACTION PLAN

D. PROJECT PORTFOLIO

Project Portfolio Summary

TABLE 9 : CORPORATE PROJECT PORTFOLIO

Projects (MAT)				Total GHG reductions (tons)
Buildings				104,8
1	B1	Buildings (Bill McGuire Memorial Centre)	Clean Energy Conversion (Oil to Electricity)	1,5
2	B2	Buildings (Bill McGuire Memorial Centre)	Energy Efficiency (after conversion to electricity)	1,1
3	B3	Buildings (Town Hall, ...)	Energy Efficiency (Electricity)	13,0
4	B4	Buildings (Rothesay Arena)	Energy Efficiency (Eco Chill)	89,2
Vehicle Fleet				21,1
5	VF1	Gradual Fleet Renewal Policy	Number of vehicles : 19	3,7
6	VF2	Clean Vehicle Purchase Policy (gasoline)	Number of vehicles : 5	5,1
7	VF3	Idle-free Policy	Number of vehicles : 25	12,3
Streetlights				-
Water and Sewage				42,5
8	WS1	Water and Sewage	Energy Efficiency (Electricity)	42,5
Corporate Waste				-
TOTAL				168,4

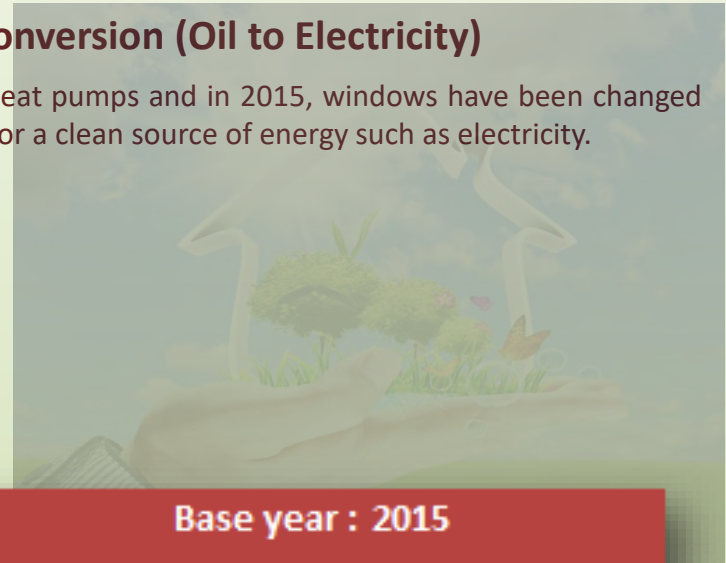


V. ACTION PLAN

D. PROJECT PORTFOLIO

1. Buildings (Bill McGuire Memorial Centre) - Clean Energy Conversion (Oil to Electricity)

The building uses both heating oil and electricity. The building is equipped with heat pumps and in 2015, windows have been changed with more performant models. The project consists of dropping heating oil usage for a clean source of energy such as electricity.



Buildings (Bill McGuire Memorial Centre)		Base year : 2015
1 Annual heating oil Consumption		91 Gj
2 Annual heating oil Cost		1 784 \$
3 Annual GHG Emissions		6,42 eCO ₂ (t)
4 Total Reductions in GHG Emissions		1,46 eCO ₂ (t)
5 Energy savings		27 Gj



V. ACTION PLAN

D. PROJECT PORTFOLIO

2. Buildings (Bill McGuire Memorial Centre) - Energy Efficiency (after conversion to electricity)

Once the conversion to electricity is completed, Rothesay plans to implement a number of energy conservation measures on these two buildings : Upgrade the lighting System to LED.

Minimum target for overall energy savings: 5.4%

Base year : 2015

Buildings (Bill McGuire Memorial Centre)

1	Electricity used per year	76 360	kWh
2	Cost of electricity per year	11 293	\$
3	GHG emissions from electric consumption	21,38	eCO ₂ (t)
4	Electricity saving (estimated)	5,4	%
5	Electricity reduction per year (kWh)	4 093	kWh
6	GHG emissions reduction (tons)	1,15	eCO ₂ (t)
7	Annual savings	605	\$
8	Program length (action plan deadline : 2025)	n/a	Years
9	Project's lifespan benefit	n/a	\$
10	Annual savings (\$ / ton GHG)	528	\$ / eCO ₂ (t)



V. ACTION PLAN

D. PROJECT PORTFOLIO

3. Buildings (Town Hall, ...) - Energy Efficiency (Electricity)

Town of Rothesay plans to implement a number of energy conservation measures on three of its Buildings :

- Upgrade the lighting System to LED
- Upgrade the Energy Management Control System (ECMS)
- Energy Optimization
- Install Heat Pump System
- Replace existing boilers with high efficiency heating system
- Increase the building envelop performance

Minimum target for overall energy savings: 15%.

Buildings (Town Hall, ...)	Base year : 2015
1 Electricity used per year	309 994 kWh
2 Cost of electricity per year	43 188 \$
3 GHG emissions from electric consumption	86,80 eCO ₂ (t)
4 Electricity saving (estimated)	15 %
5 Electricity reduction per year (kWh)	46 499 kWh
6 GHG emissions reduction (tons)	13,02 eCO ₂ (t)
7 Annual savings	6 478 \$
8 Program length (action plan deadline : 2025)	8 Years
9 Project's lifespan benefit	51 826 \$
10 Annual savings (\$ / ton GHG)	498 \$ / eCO ₂ (t)



V. ACTION PLAN

D. PROJECT PORTFOLIO

4. Buildings (Rothesay Arena) - Energy Efficiency (Eco Chill)

Rothesay plans a major renovation on the arena. The extend of the changes is yet to be determined. The chosen technology is Eco Chill is adaptable to users' needs and to the particularities of the existing structure.

Minimum target for overall energy savings: 40%.

Buildings (Rothesay Arena)		Base year : 2015	
1	Electricity used per year	796 320	kWh
2	Cost of electricity per year	102 795	\$
3	GHG emissions from electric consumption	222,97	eCO ₂ (t)
4	Electricity saving (estimated)	40	%
5	Electricity reduction per year (kWh)	318 528	kWh
6	GHG emissions reduction (tons)	89,19	eCO ₂ (t)
7	Annual savings	41 118	\$
8	Program length (action plan deadline : 2025)	8	Years
9	Project's lifespan benefit	328 944	\$
10	Annual savings (\$ / ton GHG)	461	\$ / eCO ₂ (t)



V. ACTION PLAN

D. PROJECT PORTFOLIO

5. Transportation - Gradual Fleet Renewal Policy

The vehicle replacement policy of the municipality is as follows:

- Fire trucks: after 25 years
- Heavy machinery: after 12 to 15 years
- Heavy trucks: after 8 to 10 years
- Trucks and light vehicles: after 10 years

Thus, at the end of this action plan (2015-2025), almost all of the corporate fleet will be replaced. In addition, the Town plans to reduce its fleet to make it more efficient.

Note : Cumulative effects of other projects are not considered (ex. Idle free policy).

Gradual Fleet Renewal Policy	Base year : 2015	
	Gasoline	Diesel
1 Number de vehicles	18	28
2 Fuel consumption	23 605 liters	109 430 liters
3 Fuel cost	24 785 \$	120 373 \$
4 GHG emissions	57,58 eCO ₂ (t)	293,65 eCO ₂ (t)
5 Number of vehicles to be replaced	13	6
6 Average efficiency gains due to renewal of fleet	5,0%	5,0%
7 Reduction of GHG emissions after conversion	2,6 eCO ₂ (t)	1,1 eCO ₂ (t)
8 Total Reductions in GHG Emissions	3,70 eCO ₂ (t)	



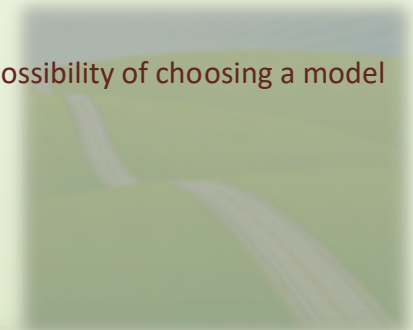
V. ACTION PLAN

D. PROJECT PORTFOLIO

6. Transportation - Clean Vehicle Purchase Policy (gasoline)

Clean vehicle purchase policy is that when the vehicles are to be replaced, the municipality evaluates the possibility of choosing a model smaller than the vehicle currently used.

Note : Cumulative effects of other projects are not considered (ex. Vehicle replacement policy).



More compact cars		Base year : 2015
1	Number of targeted units	5
2	Fuel type	Gasoline
3	Fuel consumption	10308 liters
4	Fuel savings per year (liters)	2 089 liters
5	Fuel savings per year (\$)	2 194 \$
6	GHG emissions reduction (tons)	5,10 eCO ₂ (t)
7	GHG emissions reduction (%)	20,27 %
8	Lifetime	10 years
9	Project's lifespan benefit	21 939 liters
10	Savings (\$ / ton GHG)	430 / t eCO ₂



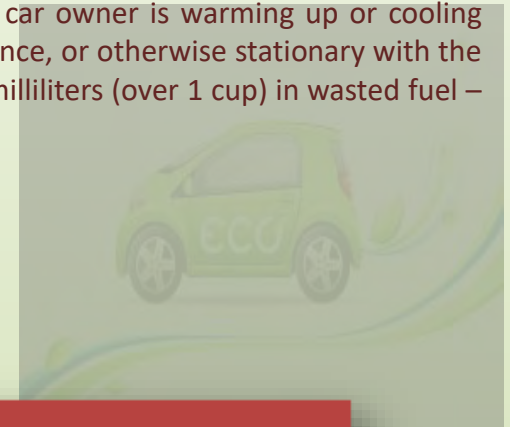
V. ACTION PLAN

D. PROJECT PORTFOLIO

7. Transportation - Idle-free Policy

Idling refers to running a vehicle's engine when the vehicle is not in motion. Idling occurs when car owner is warming up or cooling down a vehicle, drivers are stopped at a red light, waiting while parked outside a business or residence, or otherwise stationary with the engine running. For the average vehicle with a 3-litre engine, every 10 minutes of idling costs 300 milliliters (over 1 cup) in wasted fuel – and one half of a liter (over 2 cups) if your vehicle has a 5-liters engine

- For a successful anti-idling campaign includes
- the adoption of a speed reduction regulation
 - carrying out an awareness-raising campaign
 - the acquisition and installation of permanent signs



Idle-free Policy	Base year : 2015	
	Gasoline	Diesel
1 Number of units	18	7
2 Fuel consumption	23 605 liters	8 198 liters
3 Fuel cost	24 785 \$	9 018 \$
4 GHG emissions	57,58 eCO ₂ (t)	22,00 eCO ₂ (t)
5 Average fuel wasted idling	3 519 liters	1 369 liters
6 Average fuel economy	14,9%	16,7%
7 GHG emissions reduction	8,59 eCO ₂ (t)	3,67 eCO ₂ (t)
8 Fuel savings (\$)	3 695 \$	1 345 \$
9 Total GHG Emissions reduction	12,26 eCO ₂ (t)	
10 Total fuel savings (\$)	5 040 \$	
11 Saving per tonne of GHG reduced	411 / t eCO ₂	



V. ACTION PLAN

D. PROJECT PORTFOLIO

8. Water and Sewage - Energy Efficiency (Electricity)

Town of Rothesay plans to implement a number of energy conservation measures on its principal Water and sewage facilities :

In 2018, pumps of the water planet (28 Dolan Road) will be upgraded.

Other improvement will also be considered :

- Upgrade the lighting System to LED
- Upgrade the Energy Management Control System (ECMS)
- Energy Optimization
- Install variable-frequency drive (VFD) where applicable
- Install High Efficiency Motors & Pumps where applicable
- Install Energy Meters

Water and Sewage		Base year : 2015
1	Electricity used per year	1 012 396 kWh
2	Cost of electricity per year	105 246 \$
3	GHG emissions from electric consumption	283,47 eCO ₂ (t)
4	Electricity saving (estimated)	15 %
5	Electricity reduction per year (kWh)	151 859 kWh
6	GHG emissions reduction (tons)	42,52 eCO ₂ (t)
7	Annual savings	15 787 \$
8	Program length (action plan deadline : 2025)	8 Years
9	Project's lifespan benefit	126 296 \$
10	Annual savings (\$ / ton GHG)	371 \$ / eCO ₂ (t)



VI. APPENDICE

The methodology and references are available on request.





ROTHESAY MEMORANDUM



TO : Mayor and Council
 FROM : John Jarvie
 DATE : 4 October 2018
 RE : Five Year Plan for Sidewalk Expansion

Recommendation

It is recommended Donlyn Drive be added to the existing Five Year Plan for Sidewalk Expansion.

Background

The Works and Utilities Committee at its regular meeting of September 19, 2018 discussed a request for sidewalk installation on Donlyn Drive. The following existing Five Year Plan for Sidewalk Expansion was reviewed by the Committee:

Parkdale Avenue/Chapel Road	2017
Eriskay Drive/Iona Avenue	2018
Scribner Crescent	2019
Dobbin Street	2020
Grove Avenue/Campbell Drive (part of the Trail connector project)	dependent upon funding
Kennebecasis Park	2021

After some discussion regarding an expected increase in density in the area and expressed interest in improving walkability from residential to commercial areas, the Committee passed the following motion:

MOVED ... and seconded ... the Works and Utilities Committee recommends Donlyn Drive be added to the Five Year Sidewalk Plan.
CARRIED.

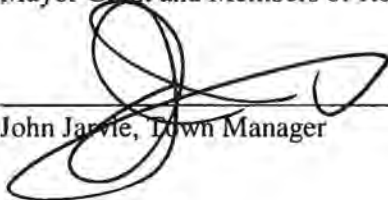
The cost of sidewalk installation for Donlyn Drive (within the Town boundary) is estimated to be roughly \$275,000. The cost does not include utility upgrades that may be required. Furthermore, the completion of the 2017 & 2018 projects warrants consideration for future additions to the Plan.



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
October 9, 2018

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY: 
John Jarvie, Town Manager

DATE: October 4, 2018

SUBJECT: Carpenter Pond Wellfield Testing and Modelling Update

RECOMMENDATION

It is recommended that Rothesay Mayor and Council authorize the Director of Operations to issue a public tender for drilling services to drill three test wells in the Carpenter Pond Wellfield.

ORIGIN

The Utility Fund Capital Budget has included funding for wellfield development in each of the past 5 years. The 2018 budget includes an amount of \$100,000.

BACKGROUND

The Carpenter Pond Wellfield Designation Order stipulates that, regardless of the individual pumping capacity of any single production well, the overall daily wellfield withdrawal rate must not exceed 1910 cubic metres of raw water. A series of pumping tests were completed and a numerical model for the wellfield was developed by BGC in the early 2000's. The model, which projected a maximum amount of water that could be withdrawn each day from the wellfield with no significant effect on the aquifer, was completed at a time of year that was not considered peak flow and prior to the existence of two wells that are currently the best raw water producers in the wellfield. A factor of safety was then applied to the projected wellfield yield to produce a safe, maximum daily withdrawal rate.

The Town has drilled a number of wells outside the Carpenter Pond Wellfield in recent years in search of a high yielding bedrock well. The projects have produced minor successes however the yields have not

been, in staff's opinion, great enough to support the cost of installing piping to deliver the raw water to the treatment plant. The Utility, in concert with its consultant BGC, has shifted priorities back to the Carpenter Pond Wellfield. The Town has met with Provincial regulators and asked the question "what has to be done to increase the daily withdrawal rate from the Carpenter Pond Wellfield?" The answer was simply that the Town has to prove, through pump testing and 3D numerical modelling, that the wellfield can withstand increased pumping without negative effect to the groundwater table. BGC Engineering, armed with over 15 years of pumping history in the wellfield, is confident that the wellfield can withstand higher pumping rates and they, through testing and modelling, can prove it.

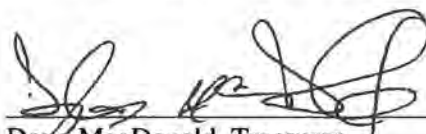
BGC has submitted an all-inclusive proposal to drill the test wells, complete the pump testing, build the model and present the findings to the provincial regulators. The all-inclusive proposal in the amount of \$215,000 plus HST was presented to Council at their meeting of August 13, 2018. Given that the 2018 budget was only \$100,000 and owing to the fact that competitive pricing was not obtained to give context to the quoted amount, Council did not support the recommendation choosing instead to adopt a motion to issue a public tender for the work.

DISCUSSION

BGC is a project management, engineering and testing firm. The firm does not have contractor capabilities, though on Rothesay's behalf, they have worked with the same drilling contractor for a number of years. In light of the Council motion in August, staff proposed to the Works and Utility Committee in September that the overall project be broken down into its component parts. For instance the test drilling, which is a piece of work exclusive of what an engineering company such as BGC would carry out, could be publicly tendered on NBON. It is anticipated that this work would not exceed the \$100,000 amount included in the 2018 Utility Capital budget and staff therefore propose that such a tender be issued in October 2018.

The pump testing is a function of a combined effort between a company such as BGC and a drilling contractor. The analysis of the test results and building of the numerical model is the type of work that would be wholly completed by a firm such as BGC. Staff proposes that these functions, rather than a public tender, should be advertised as a public Request for Proposals (RFP) on NBON. Firms wishing to provide the services, mainly engineering in nature, would be required to carry costs in their respective proposals to provide the contractor portion of the pump testing. This RFP would not be issued until 2019 after such time as a Utility Budget was approved which included an item for such services.

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).



2018 October 9 Open Session FINAL_279
ROTHESAY
MEMORANDUM



TO : Mayor and Council
FROM : Recording Secretary Works & Utilities Committee
DATE : September 25, 2018
RE : Motions Passed at September 19, 2018 Meeting

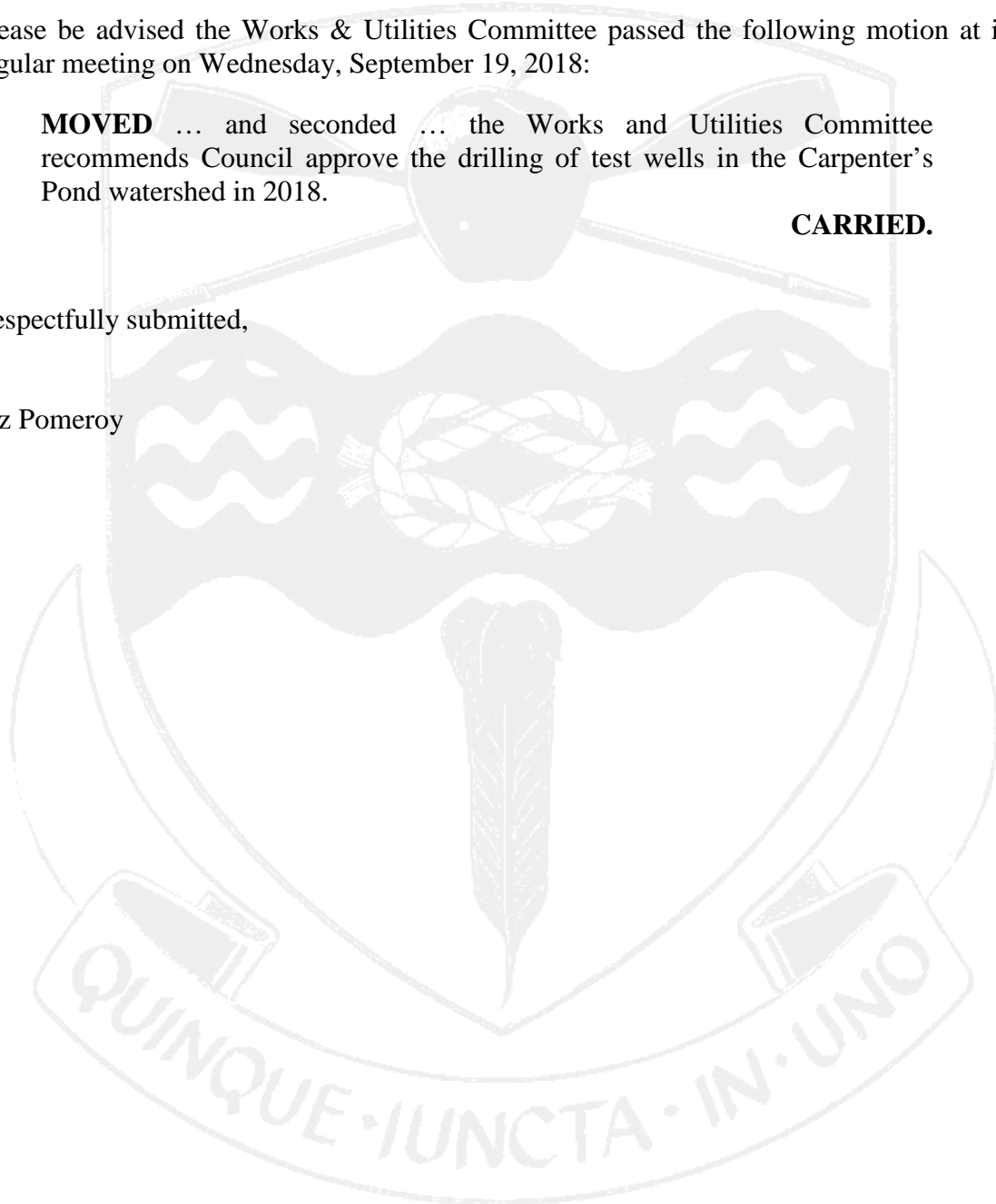
Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, September 19, 2018:

MOVED ... and seconded ... the Works and Utilities Committee recommends Council approve the drilling of test wells in the Carpenter's Pond watershed in 2018.

CARRIED.

Respectfully submitted,

Liz Pomeroy



Don Shea, Councillor

[REDACTED]
Rothesay, New Brunswick
[REDACTED]

To: Mary Jane Banks, Clerk, Town of Rothesay
Cc: (1) Mayor & Councillors, Town of Rothesay
(2) John Jarvie, Town Manager
Re: Universal Design - Request to have the following added to the next open agenda of Council on October 9, 2018
Date: October 2, 2018

... meeting Building Code requirements is not enough if the result still discriminates¹

Background When the ordinary citizen hears the word “accessible” attached to playgrounds, housing, etc., most believe they have a pretty good idea of the term’s meaning and, therein, lies the problem as many have invented their own definition. As is so often noticed, **it’s possible for a place to be accessible while the activities taking place within remain wholly exclusionary.**

In the literature the term “accessible” is being replaced by the term “universal design” for it implies that all users should be able to not only access but use the same without restriction.

Bonnie Milstein, in an article titled: Housing Series: Universal Design and Accessible Housing, defines universal design as “the human-centred design of everything with everyone in mind.”

While accessibility reform in the past primarily targeted those with a disability, society soon realized the benefits extended to the general population. The movement has propelled decision-makers to be more accommodating of individual differences in general. As Megan Salhus so aptly stated in her paper, Best Practices in Age-Friendly Planning:²

Universal design provides a blueprint for maximum inclusion of all people.

¹ 2007, Improving Universal Design Requirements in the New Brunswick Building Code, Premier’s Council on the Status of Disabled Persons

² 2010

Designing for accessibility has traditionally meant treating the targeted population as a homogenous group. It is now recognized such is not the case. The intent of universal design is to simplify life for all residents by creating an environment more usable by the general citizenry.

Such should be Rothesay's goal. Planning proactively for a future in which a greater proportion of Rothesay residents can remain in the community is within our reach.

To paraphrase something, I heard some years ago ...

As a Council, let us not wait for things to happen - rather, let's make it happen.

Towards realizing the foregoing, I am pleased to present the following resolution for Council's consideration.

Resolution Move ... staff research and provide feedback on a draft universal design policy for Rothesay and report back to Council within three months.



2018 October 9 Open Session FINAL_282
ROTHESAY
MEMORANDUM



TO : Mayor and Council
FROM : Recording Secretary Works & Utilities Committee
DATE : September 25, 2018
RE : Motions Passed at September 19, 2018 Meeting

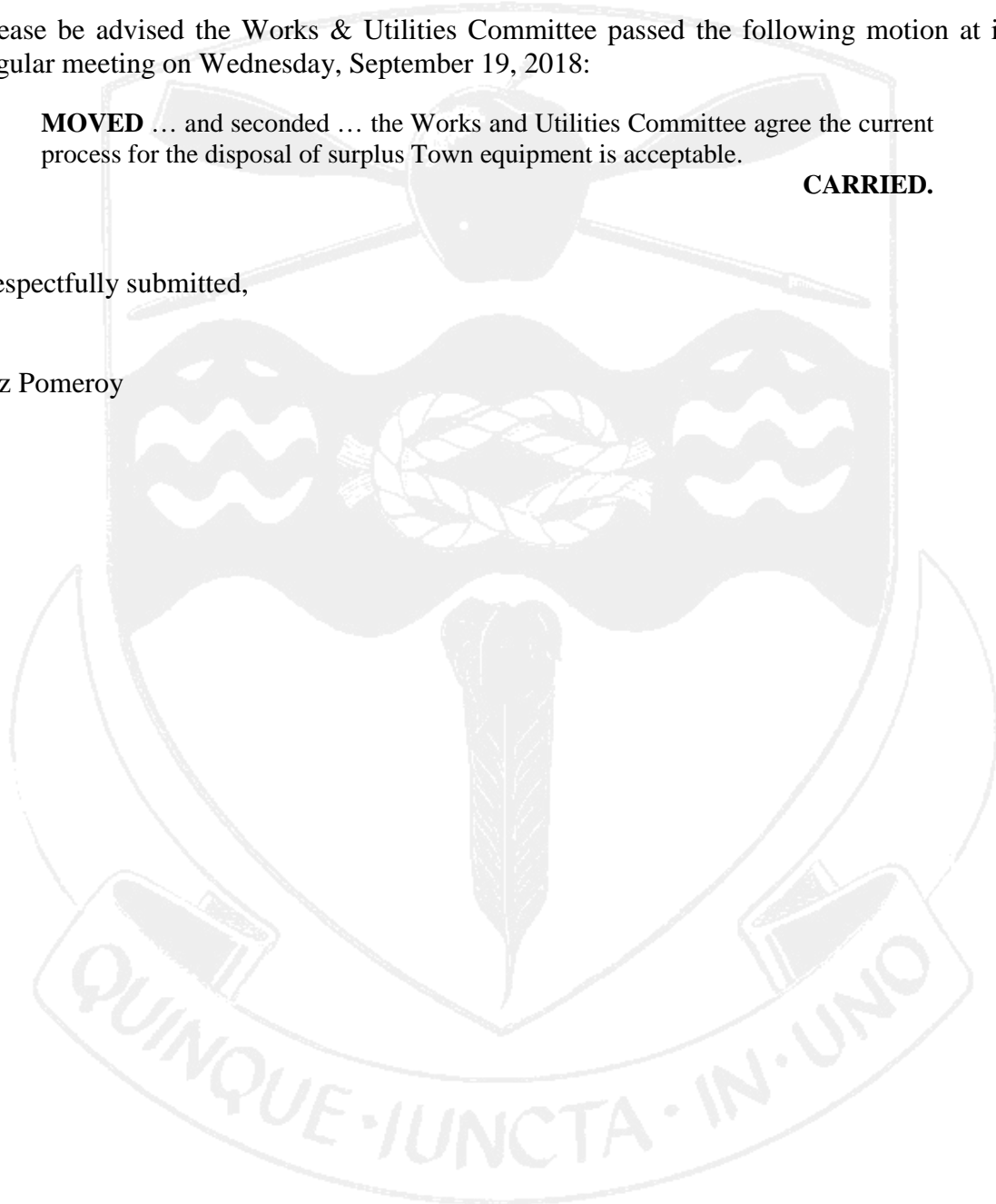
Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, September 19, 2018:

MOVED ... and seconded ... the Works and Utilities Committee agree the current process for the disposal of surplus Town equipment is acceptable.

CARRIED.

Respectfully submitted,

Liz Pomeroy



Mary Jane Banks

From: Peter Lewis
Sent: October 2, 2018 2:14 PM
To: Mary Jane Banks
Subject: Fwd: Auction Issues.
Attachments: Aution Items..doc

Please add to open session.

Councillor Peter Lewis

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

From: "**Peter Lewis**" [REDACTED]
Date: Fri, Sep 28, 2018 at 2:32 PM -0300
Subject: Auction Issues.
To: "Peter Lewis" <PeterLewis@rothesay.ca>

Request to have this item added to the agenda for Open Session.

I would like to make the following motion regarding the recent sale of Town owned inventory listed and not listed on Kijiji.

I would like to have this issue sent back to Public Works to have a policy put in place that allows for a fair and transparent disposal of end of life Town inventory. This would be a policy for liquidating everything from computers, desks right down to our fleet of heavy equipment.

One way to do this would be to have a public live auction at the Public works garage, scheduled once or twice a year for the public to come in and openly bid on items in a public forum. Everything is very transparent.

I also would ask you to strongly consider a motion that any equipment that has an RO number attached to it while it was in service with the Town of Rothesay be liquidated through an open an transparent public heavy equipment auction. Jardine in Fredericton is where the province of New Brunswick sells off their end of life equipment and if it works for them, it will work for us. I would like to see a policy for the units having no additional work done on them before they are sold off in a public forum. Units are sold as is where is with no implied warranties.

The way it is layed out presently for a Kijiji sale is for small time back yard salespeople. A municipality should be expected to get the maximum amount of money for a pc of equipment, and when the province of N.B. does things this way, why wouldn't we?

As it stands present day no policy exists.

(I want to make a motion that no more Town owned inventory be liquidated until a Town policy is in place, a recommendation to council is to come back in 60 days)Thank you for your consideration on this matter.

Councillor Lewis Sept 31 2018




70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

**Public Works and Infrastructure Committee
September 19, 2018**

TO: Public Works and Infrastructure Committee

SUBMITTED BY:


Brett McLean, Director of Operations

DATE: September 19, 2018

SUBJECT: Disposal of Surplus Equipment – Rothesay Public Works

BACKGROUND

Since 2014 surplus equipment from the Works Department has been disposed of by way of a “silent auction” on Kijiji. Kijiji is Canada wide and has a broad viewing audience with categories that can be relatively finely tuned to the item one wishes to sell. The process utilized has been to list the item under the appropriate category, allow a reasonable amount of time for prospective buyers to ask questions/view items and list a firm closing date. Once the item closes the bids received are compiled, the highest bidder is notified and the transaction is completed with payment through the front desk at Rothesay Town Hall. The approach has been to offer as many options as possible to accept bids in an attempt to broaden the attraction and get the greatest value from the surplus equipment. The Kijiji ads have offered email, text, fax, mail and drop off as methods of bidding. All ads have required that the bids be signed by the bidder and include contact information or the bids would not be accepted.

DISCUSSION

Recently questions have been raised about the validity of the Kijiji approach; namely is it fair, does it attract the broadest audience and indeed garner the highest value for the surplus equipment? The answer to this question is difficult as there is no parallel process to dispose of assets on Kijiji and by some other method to determine comparative values. It is important to note that the Kijiji approach was adopted after items were sent to public auction with, what were

felt by staff to be, very poor results. The Town has not engaged in the practice of having surplus equipment appraised prior to disposing of it. The Town employs a number of long term employees who have worked with and around equipment for many years. Prior to any surplus equipment being listed for sale of Kijiji, the Director consults with staff to determine what dollar value the equipment should bring in. The Town has not posted reserve bids on equipment to date and generally the Kijiji approach has yielded at or above the expected price of the equipment.

There is no formal policy in place to determine firstly what equipment is surplus and secondly how to dispose of that equipment.

To date equipment has been declared surplus in the following manner:

- A budget is proposed for equipment replacement based on the fleet replacement program adopted by Council
- A tender is issued to purchase the equipment which has been budgeted for
- The tender is presented to Council for award of the equipment purchase
- The equipment is ordered, received and put into service
- The corresponding equipment that the new purchase replaced is declared surplus and sold in an open bidding process using the Kijiji method described above.

In concert with the Town Manager and The Town Treasurer's (past and present) the Director of Operations has disposed of surplus equipment through the Kijiji method listed above since 2014. No surplus equipment has been sold directly to any party without a competitive bidding process as described.

The other methods recently mentioned to dispose of surplus equipment include:

- Shipping surplus equipment to public auction
- Hiring an auctioneer to conduct a site auction in Rothesay
- Advertise the surplus equipment as a tender (on NBON?) and allow for sealed bids to be delivered to Town Hall with a fixed closing date and a public opening of the sealed bids.

Staff has not explored the cost or logistics associated with conducting a site auction. Based on the volume of equipment declared surplus each year this option would not appear to be cost effective, however that could be determined.

The cost to ship items plus sales commission and the relatively low value obtained have deterred the Town from employing the public auction approach in the past. There is also the issue that sending items to any specific auctioneering firm could be questioned by other auction service providers who wished to conduct business with the Town, therefore a Request for Proposals (RFP) for auction services would have to be issued.

Advertising the items on NBON and accepting sealed bids is an approach that has merit. It is very similar to Kijiji approach and it is a free service, however staff would question whether as many potential buyers ie. broader audience, would see an NBON ad as would see a Kijiji ad.

For reasons such as broader audience, greater value and zero commission cost, staff recommends maintaining status quo and disposing of assets on Kijiji Canada. The concern that the email, text

and fax acceptance of bids biases the process, even though at a public auction or a silent charity auction each bidder knows what the last bidder has bid, could be alleviated by simply stating in the Kijiji ad that bids are only accepted in sealed envelopes received at Town Hall. The bids could be opened in a public opening or by a committee and the results reported.

John Jarvie

From: Peter Lewis
Sent: September-16-18 7:02 PM
To: John Jarvie; Brett McLean
Cc: Nancy Grant
Subject: Town auction items. Please add the following email to agenda for discussion

Good evening. I am following up on my previous email regarding the two Town dump trucks and four wheel drive backhoe I am interested in bidding on. I went into the works garage on Friday morning and told they were all for sale and given the keys to each unit. As I have stated in my earlier email with no response from the Town if these units are for sale why are they not listed on kijiji with pictures attached so they can be bid on. So why is the backhoe sitting in the compound and not outside the gate like the dump trucks and the other auction items. Why are these units not being auctioned off in a yard auction or have sealed bids to be opened at Town Hall to make the process fair for everyone on a certain date. The process of send your text in or view your email bid so we can view before the closing date as the Town has listed on kijiji is bias and unfair to anyone looking to purchase this equipment. As I have stated I want to bid on these items and have no intention of going by the layout the Town has set out as it is completely obscuring the process and has no transparency in the transaction at all.

At the fire board meeting on Weds. night, there was discussion on how to sell off fire equipment once it has reached the end of its life cycle, the Town Manager for Quispamsis made it very clear all large ticket items were to go to auction to maximize the most value for both towns and the money made by the sale is to go back into the operating account against the new purchase. The town of Quispamsis under the guidance of the Town Manager has a process to turn over resources in a fair and transparent manner. The town of Rothesay chooses to sell this equipment on Kijiji in a closed and totally unfair bidding process. I have copied the Mayor in on this email so hopefully she can step in and stop this cycle of the Town not having policies in place on how these resources are liquidated. I had 2 phone calls from other people also that looked at this equipment and wanting to bid on it. They were outraged when they were told that yes the equipment was for sale but was already spoken for by two local contractors. They said to me why should we put a bid in place if the deal has already been done. I do have the contractors names but no need to bring them forward at this point in time. I can guarantee if this equipment sale goes forward as it stands now this whole situation is going very public. We can fix this by suspending the sales on Kijiji and moving forward with a process with an open and transparent auction or a closed tender process so everyone has a chance to buy the Towns used large ticket items on a level playing field.

These emails need to go to public works so that clear guidelines can be laid out on how the Town gets rid of anything of value over a certain dollar amount through either a live auction once a year held at the works garage or vehicles and equipment are sent to auction to be bid on in an open and transparent matter.

Councillor Peter Lewis

John Jarvie

From: Peter Lewis
Sent: September-14-18 10:45 AM
To: John Jarvie; Brett McLean; Nancy Grant
Cc: Mary Jane Banks
Subject: Bid items on Kijiji. Mary Jane please put this on the agenda for the next Council meeting.

Good Morning Brett : I was down to the works garage and was looking at the Town items listed on kijiji. There were 2 dumptrucks sitting in the line up outside the fence also where the other auction items were. I went inside and asked if they were for sale, I was told that they were and there was also a 4 wheel drive backhoe for sale but wasn't outside the fence in the line up. Why were these items not listed on kijiji? Maybe they were already spoken for but that's just an assumption on my part. If I hadn't of stopped by the garage how would I have known that they were for sale? I want to bid on them but the way you have the bid process set up is bias and not even close to being transparent. I have no intention of sending my bid in by email or text to have it viewed by who knows who before the units get sent on their way. This is not a transparent process and it wrecks bias. Why is there not a public tender opening at Town Hall where the bids are opened in a public forum to be viewed by whomever wants to view them. I think this whole bidding process should be shut down for Council to deal with at our next Council meeting.

Councillor Peter Lewis



Description

The following is a piece of surplus equipment being disposed of by the Town of Rothesay by means of a silent auction.

Interested parties should send a copy of their bid to the town by the following means:

Email to brettmclean@rothesay.ca

Text to [15066430685](tel:15066430685)

Fax to [15068486677](tel:15068486677)

Mail to 70 Hampton Road, Rothesay, e2e5l5

Drop off at 70 Hampton Road, Rothesay

Bids must state the piece of equipment you are interested in, the amount you wish to pay, your phone number and your signature.

If you send your bid by email or text you must sign the bid and scan or take a picture of the bid and text or email it to the contacts as listed above.

Bidding will close on September 21st. On September 22nd all bids will be reviewed and the highest bidder will be notified.

All available surplus equipment is situated for viewing outside the main gate of the Rothesay Public Works Garage at 19 Master Drive in Rothesay.

162 views







behaved



Double drum roller/compactor Please Contact

Saint John 07/09/2018

The following is a piece of surplus equipment being disposed of by the Town of Rothesay by means of a silent auction. Interested parties should send a copy of their bid to the town by the following ...



One ton dually box - 2012 Please Contact

Saint John 07/09/2018

The following is a piece of surplus equipment being disposed of by the Town of Rothesay by means of a silent auction. Interested parties should send a copy of their bid to the town by the following ...



Truck box- 2004 dodge some damage by right tail light Please Contact

Saint John 07/09/2018

The following is a piece of surplus equipment being disposed of by the Town of Rothesay by means of a silent auction. Interested parties should send a copy of their bid to the town by the following ...



Trailer Please Contact

Saint John 07/09/2018

The following is a piece of surplus equipment being disposed of by the Town of Rothesay by means of a silent auction. Interested parties should send a copy of their bid to the town by the following ...



One ton sander unit Please Contact

Saint John 07/09/2018

The following is a piece of surplus equipment being disposed of by the Town of Rothesay by means of a silent auction. Interested parties should send a copy of their bid to the town by the following ...

Saint John 07/09/2018
 The following is a piece of surplus equipment being disposed of by the Town of Rothesay by means of a silent auction. Interested parties should send a copy of their bid to the town by the following ...

Featured



Crystal Encrusted eBag

~~\$25.00~~
\$11.99



Mason eBag

\$219.09



RAM Game Room eBag

\$76.00

GO
eB
\$13
\$81

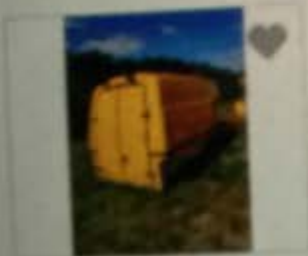
Copy Look Up Share...



Trackless sidewalk snow blower - Please Contact
 2 available

Saint John 07/09/2018

The following is a piece of surplus equipment being disposed of by the Town of Rothesay by means of a silent auction. Interested parties should send a copy of their bid to the town by the following ...

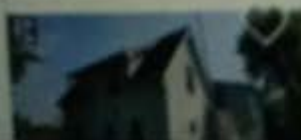


Spacecap

Please Contact

Saint John 07/09/2018

The following is a piece of surplus equipment being disposed of by the Town of Rothesay by means of a silent auction. Interested parties should send a copy of their bid to the town by the following ...



2 Bedroom Town House in Rothesay. Everything included.

\$1,350.00

Saint John 06/09/2018



Description

The following is a piece of surplus equipment being disposed of by the Town of Rothesay by means of a silent auction.

Interested parties should send a copy of their bid to the town by the following means:

Email to brettmclean@rothesay.ca

Text to [15066430685](tel:15066430685)

Fax to [15068486677](tel:15068486677)

Mail to 70 Hampton Road, Rothesay, e2e5l5

Drop off at 70 Hampton Road, Rothesay

Bids must state the piece of equipment you are interested in, the amount you wish to pay, your phone number and your signature.

If you send your bid by email or text you must sign the bid and scan or take a picture of the bid and text or email it to the contacts as listed above.

Bidding will close on September 21st. On September 22nd all bids will be reviewed and the highest bidder will be notified.

All available surplus equipment is situated for viewing outside the main gate of the Rothesay Public Works Garage at 19 Master Drive in Rothesay.

152 views



Mary Jane Banks

From: Peter Lewis
Sent: October 2, 2018 2:17 PM
To: Mary Jane Banks
Subject: Fwd: Work truck purchases.
Attachments: Truck Purchases Page 1.doc; Work trucks page 2.doc

Please add to Oct Council meeting. Open

Councillor Peter Lewis

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

From: "Peter Lewis" [REDACTED]
Date: Fri, Sep 28, 2018 at 2:30 PM -0300
Subject: Work truck purchases.
To: "Peter Lewis" <PeterLewis@rothesay.ca>

Purchasing process for Town owned Vehicles.

Please refer this email along with pictures to the public works committee for review.

As many Councillors are aware of, I have had great concerns over the town purchasing upgraded packages for use as Town Vehicles.

This is an issue that I am still very uncomfortable approving with not enough information. I have attached our newest addition to the fleet ,a one ton Plow truck. One would think a one ton plow truck would be a dual wheel work truck with maybe a dump on the back. The Town has seemed to adopt a policy of putting luxury Pickup trucks into our Town fleet for the Town works dept. to operate out of. I guess one thought that comes to mind is why do we need a Quad cab luxury F350 Lariat with a leather interior as a plow truck. The most I have ever seen in a town plow truck are 2 people.

I feel Council is flying blind without the build sheets in front of us so we can see what we are approving for our works dept. work force. The last 3 pick-ups that Council has approved which I strongly voted against have had Leather Interior with aluim sport rims and a substantial upgrade pkg. A lot more luxurious and comfortable than what our surrounding Towns, City and the Province of New Brunswick supply to their employees to put on many more miles than we do driving around our small town.

These are the Items I would request the committee to review with recommendations coming back to council in for the Dec Council meeting.

Continued from page 1.

I would recommend to the Public Works committee to review and make recommendations on the following items.

Supply Council with the build sheets on any vehicle or pc of equipment the Town is putting before Council for approval, and the attached cost through the Fleet program.

Consider adopting the policy that Town of Rothesay Trucks and Equipment get ordered as per the Province of New Brunswick specs sheets and if possible piggyback their POs for the best possible deal.

You can buy Work truck yellow trucks from the factory on all size and weight models. These Luxury Pickups we are buying don't come in Work truck yellow because they have to many options on them. They have to be ordered in White and then have a Yellow wrap put over the whole vehicle to make it match our fleet colours. This adds 2500.00 to 3000.00 dollars to the price of these units before we put a Km on them. Doesn't make a whole lot of sense to me.

I would like to make a motion that the new F350 4 x 4- 4 door 2017-18 one ton be at Town hall for their next Public Works committee meeting along with the build sheet on it with all the options listed for their review. I will ask the committee to have a look at what Town Workers get to drive around our Town in. Unless this policy gets changed and there are clear guidelines on scaling back from luxury Lariat model trucks back to the standard work truck my vote on approving these expensive units will remain (Nah)













2018October9OpenSessionFINAL_305









