



**ROTHESAY**  
COUNCIL MEETING  
Rothesay Town Hall  
**Monday, April 8, 2019**  
**7:00 p.m.**



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**1. APPROVAL OF AGENDA**

**2. APPROVAL OF MINUTES** Regular Meeting 11 March 2019

➤ **Business Arising from Minutes**

**3. OPENING REMARKS OF COUNCIL**

**3.1 Declaration of Conflict of Interest**

**4. DELEGATIONS**

**4.1 Arena / Ice Time requirements for the area** Cody Fullerton, Chair of EDZA South, AAA hockey for Southern NB

**4.2 Water By-law 1-18** Andrew Baskin

➤ (7) Letters from property owners (*see item 9.1.2*)

**5. CORRESPONDENCE FOR ACTION**

**5.1** 27 March 2019 Letter from the town of Quispamsis RE: Proposed amendment to Regional Agreement to reduce quorum number for Fire Board meetings

**Agree to the amendment**

**5.2** 2 April 2019 Letter from resident RE: Active Transportation Plan improvements

**Refer to staff for a response**

**5.3** Various (2) Letters from property owners RE: Water By-law 1-18 (*see item 9.1.2*)

**To be dealt with under 9.1.2**

**5.4** 3 April 2019 Letter from resident RE: Sewage issue on Christopher Lane

**Refer to the Works and Utilities Committee**

**5.5** 19 February 2019 Email from Joe Kennedy to Deputy Mayor Doucet, Hampton RE: Nuisance Deer Hunter Contact List with attachment

2 April 2019 Letter from Quispamsis to Joe Kennedy RE: NDMAP – Nuisance Deer Hunter Contact List

**Refer to staff**

**5.6** Various Emails to/from Hammond River Angling Association RE: Grant Application  
4 April 2019 Letter from Hammond River Angling Association RE: Application for Rothesay Municipal Grant with attachment

**Refer to the Finance Committee for final decision (event May 11<sup>th</sup>)**

**6. CORRESPONDENCE - FOR INFORMATION**

**6.1** 12 March 2019 Letter to Minister Anderson-Mason RE: Funding for Rothesay Wellness Centre

**6.2** 19 March 2019 Letter from the Saint John Regional Hospital Foundation Inc. RE: Thank You – The GIVE: Clinic 1 Expansion

- 6.3 20 March 2019 Email from the Union of Municipalities New Brunswick (UMNB) RE:  
Update on Provincial and Federal Budgets with attachment

**7. REPORTS**

- 7.0 **April 2019** **Report from Closed Session**
- 7.1 31 December 2018 Kennebecasis Public Library 2018 Audited Financial Statements
- 7.2 28 February 2019 Draft unaudited Rothesay General Fund Financial Statements
- 28 February 2019 Draft unaudited Rothesay Utility Fund Financial Statements
- 28 February 2019 Donation Summary
- 21 March 2019 Draft Finance Committee Meeting Minutes
- KV Oasis – Power of Determination Fundraiser
- 7.3 11 March 2019 Draft Emergency Measures Committee Meeting Minutes
- 7.4 19 March 2019 Draft Parks and Recreation Committee Meeting Minutes
- 7.5 20 March 2019 Draft Works and Utilities Committee Meeting Minutes
- Local Improvement By-law 1-19 revisions (*see item 8.2*)
- 7.6 1 April 2019 Draft Planning Advisory Committee Meeting Minutes
- Local Government Services Easement - Edgemont Lane
- 7.7 March 2019 Monthly Building Permit Report
- 7.8 5 April 2019 Capital Projects Summary

**8. UNFINISHED BUSINESS**

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**TABLED ITEMS**

- 8.1 Wiljac Street Reconstruction and Extension – Design** (Tabled March 2019)  
*No action at this time*

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**8.2 Master Local Improvement By-law 1-19 Revisions**

- 5 April 2019 Memorandum from Town Manager Jarvie
- DRAFT By-law 1-19 “A By-law Describing the Procedure for Directing the Undertaking of A Work as A Local Improvement”

**8.3 Regional Ice Strategy**

- 5 April 2019 Memorandum from Town Manager Jarvie

**9. NEW BUSINESS**

**9.1 BUSINESS ARISING FROM DELEGATIONS**

- 9.1.1 Arena / Ice Time requirements for the area** C. Fullerton  
*Receive for Information*

**9.1.2 Water By-law 1-18**

- 2 April 2019 Report prepared by DO McLean
- 1 April 2019 Request to present to Council RE: Water By-law 1-18
- Various* Emails/letters from property owners (9) RE: Water By-law 1-18

# **ROTHESAY**

2019April8OpenSessionFINAL\_003

Regular Council Meeting  
Agenda

-3-

8 April 2019

## **ADMINISTRATION**

### **9.2 Committee Appointments**

3 April 2019

Memorandum from the Nominating Committee

## **OPERATIONS**

### **9.3 Contract T-2019-002: Church Avenue Reconstruction**

5 April 2019

Report prepared by DO McLean

### **9.4 One Ton Truck Purchase – Works Department**

4 April 2019

Report prepared by DO McLean

### **9.5 Contract T-2019-005: Single Axle Dump Trucks**

2 April 2019

Report prepared by DO McLean

### **9.6 Carpenter Pond Wellfield Testing and Modelling**

4 April 2019

Report prepared by DO McLean

### **9.7 Contract T-2019-001 Asphalt Resurfacing and Microseal Placement**

3 April 2019

Report prepared by DO McLean

## **10. NEXT MEETING**

**Regular meeting**

Monday, May 13, 2019

## **11. ADJOURNMENT**

# *EDZA South AAA Hockey*

Ice Requirements and Residency Rates



# About EDZA (Elite Draw Zone Area) South:

- HNB (Hockey NB) is broken down between MHC (Minor Hockey Council: Example KVMHA) and EHC (Elite Hockey Council)
- EDZA South is one of 4 Zones in NB under the EHC.
- EDZA South represents Peewee to Midget (Male and Female) AAA Hockey Players from Sussex to St Stephen. (Midget AAA Major Vito's are not represented by EDZA South, they are a private franchise)
- EDZA South has 10 teams
  - Peewee AAA – 4 Teams (Male and Female)
  - Bantam AAA – 4 Teams (Male) (Only 3 Teams this year due to low numbers)
  - Female AAA – 2 Teams (1 Bantam and 1 Midget)

# Residency Numbers vs Ice Allocation:

Residency Rates					Ice Allocation 2018/2019		
	2017/2018		2018/2019			Hours	Percentage
	Players	Percentage	Players	Percentage			
Charlotte County	13	7.74%	13	8.39%	Quispamsis	8	19.63%
Darlings Island	3	1.79%	2	1.29%	Rothsay	2	4.91%
French Village	1	0.60%	1	0.65%	Saint John	5	12.27%
Grand Bay-Westfield	8	4.76%	6	3.87%	Grand Bay	3.5	8.59%
Hampton	8	4.76%	6	3.87%	LBR	12.75	31.29%
Lakeside	1	0.60%	1	0.65%	Blacks Harbour	9.5	23.31%
Long Point	0	0.00%	1	0.65%		40.75	
Nauwigewauk	2	1.19%	2	1.29%			
Other	8	4.76%	1	0.65%			
Quipsamsis	57	33.93%	56	36.13%			
Ratter Corner	1	0.60%	1	0.65%			
Rothsay	22	13.10%	25	16.13%			
Saint John	43	25.60%	35	22.58%			
Summerville	0	0.00%	1	0.65%			
Sussex	1	0.60%	1	0.65%			
Sussex Corner	0	0.00%	1	0.65%			
Upper Golden Grove	1	0.60%	2	1.29%			
	168		155				

- Quispamsis has 36% of the players but only allocates 20% of the ice time used.
- Rothsay has 16% of the players but only allocates 5% of the ice time used.
- If LBR was added to the Saint John ice they would be 43% of the ice allocated with only 23% of the players.
- Blacks Harbour provides 23% of the ice while Charlotte County as a whole only has 8% of the players.
- Grand Bay has 4% of the players but provides 8.5% of the ice.

# Cost of Hockey Breakdown:

	Current PW AAA			Potential PW AAA		
	Team	Individual	Percentage	Team	Individual	Percentage
<b>Ice</b>	\$24,000.00	\$1,411.76	65.04%	\$50,742.86	\$2,984.87	79.73%
<b>Referees</b>	\$ 1,400.00	\$ 82.35	3.79%	\$ 1,400.00	\$ 82.35	2.20%
<b>Administration</b>	\$ 2,000.00	\$ 117.65	5.42%	\$ 2,000.00	\$ 117.65	3.14%
<b>Tournaments</b>	\$ 4,500.00	\$ 264.71	12.20%	\$ 4,500.00	\$ 264.71	7.07%
<b>Apparel</b>	\$ 5,000.00	\$ 294.12	13.55%	\$ 5,000.00	\$ 294.12	7.86%
	\$36,900.00	\$2,170.59		\$63,642.86	\$3,743.70	

- Current Ice Time at most ice rinks: \$205 - \$220 / Hr
- Potential Ice Time Cost at Saint John ice rinks: \$600 / Hr
- Based on Rothesay Residency and Ice Allocation. 25 Hockey Players and 2 Hours Ice Allocation with a requirement for 7.5 Hours.

# Conclusion:

- Currently Ice Rinks are not located in the Municipality proportionately to where the users are located.
- Ice Rinks in Quispamsis, Rothesay, Hampton and Sussex are at capacity with many residents needing to travel elsewhere for ice time.
- Ice Rinks in Saint John and Charlotte County have capacity beyond resident requirements
- There is not an ice shortage in the region, there is an ice allocation issue.

Office of the Clerk Town of Quispamsis  
12 Landing Court | Quispamsis, NB | E2E 4R2  
T: 506 849 5738 | F: 506 849 5799 | csnow@quispamsis.ca



March 27, 2019

Mayor and Council  
Town of Rothesay  
70 Hampton Road  
Rothesay, NB E2E 5L5

Your Worship and Members of Council:

**RE: KENNEBECASIS VALLEY FIRE DEPARTMENT INC.  
PROPOSED AMENDMENT TO REGIONAL AGREEMENT  
TO REDUCE QUORUM NUMBER FOR FIRE BOARD MEETINGS**

It has recently come to Council's attention through our elected representatives serving on the Kennebecasis Valley Fire Board, that when the two Towns and the Fire Board last October agreed to change the composition of the Fire Board from 8 members to 6 members, the quorum number of 5 was not changed to 4. This was an oversight at that time, and has caused the Fire Board difficulty in obtaining sufficient numbers to reach a quorum to hold its regular meetings.

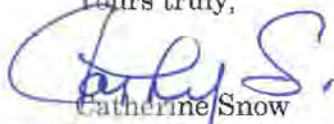
The Quispamsis Council is proposing the two Towns of Quispamsis and Rothesay, as well as the Fire Board agree to further amend the Regional Fire Agreement, specifically Section 4.03 – *Quorum for Meetings* - to change the quorum number from 5 to 4, to read as follows:

"The presence of *four (4)* voting members in attendance throughout a meeting of the Fire Board shall be a quorum of any meeting of the Fire Board provided that each participating municipality has at least two members in attendance at such meetings."

Further to the agreement being amended as noted above, the Fire Board would then be required to amend their Procedural By-law to also reflect the quorum number as 4.

We look forward to receiving your anticipated positive response, following which we can send to you the proposed amendment to the agreement for signing.

Yours truly,

  
Catherine Snow  
Town Clerk

cc: Chairman Kirk Miller, Kennebecasis Valley Fire Department Inc. Board of Directors

2019-04-02

Rothsay Mayor and Council

Another cycling season is upon us and streets are being prepared for safe use by all. Rothsay is the area leader in sweeping the bike lanes! It cannot be overstated how dangerous sand on asphalt can be for cyclists no matter the bicycle, tire, or tread design. The efforts by town employees are greatly appreciated by the cycling community.

Last year at this time we submitted a list of improvements to the existing Active Transportation System requesting that we be informed of timelines for installation. Items listed were largely taken from Rothsay's Active Transportation Plan. The list was submitted by council to town staff but no communication was returned.

We trust council believes that cycling safety is important for our community and will encourage town staff to adopt a continuous improvement strategy and keep the lines of communication open with the stakeholders. To this end, we have resubmitted the list from last year (attached). It is noted and appreciated that paint for items 2 and 3 was installed last Fall.

Looking forward to hearing your positive response,

Regards,





RECEIVED

APR - 4 2018

2018-04-04

Rothsay Mayor and Council,

We're in the sixth year of implementing our Active Transportation (AT) Plan and much has been accomplished. Much remains to be done before a contiguous system is in place. Continuous improvement is our hallmark especially with regard to safety. The cycling community is extremely interested in on going plans to develop infrastructure supporting cycling safety thus encouraging an active lifestyle.

We must keep in mind that AT is about being active while getting to a destination. It is encouraged that Rothsay promote AT, Ellen's Law, and the "we are all traffic" provincial campaign for cycling safety. Promotion of cycling safety through social media, web site and signage will help lead the movement for cooperative use of our roadways.

A review of our Active Transportation Plan and observations by cyclists has created the following list of items that will greatly enhance connectivity and cycling safety. Some are as simple as paint on pavement. Some can be interim while waiting for budget. Some require more planning but the cycling community is keenly interested in those planned completion dates.

**Gondola Point Road. (part of the Great Trail)**

1. Widen pavement under rail bridge to add bike lane eastbound.
2. Add bike lanes pavement markings from Vincent Road to Town border.
3. Add appropriate sharrow pavement markings at Vincent Road intersection

**Hampton Road.**

4. Add sharrow pavement markings from where bike lanes end to Marr Road.
5. Add sharrow pavement markings at Marr Road intersection.

These will position cyclists and indicate to motorists that cyclists are going to be present.

**Campbell Drive. (indicated as a primary AT route in our AT plan)**

6. Centralize (accurately align) the painted lines to provide maximum paved shoulder width.
7. Repair pavement in cycling area (Fire station to Grove Ave)
8. Add paved shoulders for bike lanes.

**Millennium Drive.**

9. Add paved shoulders for bike lanes.

**Route 111. (in cooperation with TDI) \*\***

10. Add bike lanes pavement markings and signage.
11. Add speed limit signs (50kmh) from Campbell drive to Dolan Road.

**French Village Road. \*\***

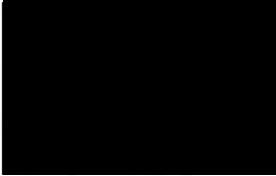
12. Add paved shoulders from where bike lanes end to Route 111 on-ramp.

**\*\* These items will create immediate connectivity and greatly increase safety for French Village area residents while waiting for off road connection development. We must be mindful that part of the AT goal is access to our commercial center which will be impractical off road for the foreseeable future so every effort must be afforded to on road cycling infrastructure.**

More detail of each item can be provided and/or a site review if required.

Please respond to each of the listed items.

Regards,





**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** FW: Sewage Issue on Christopher Lane  
**Date:** April-04-19 8:41:47 AM  
**Attachments:** [Christopher Lane.pdf](#)  
[ATT00001.htm](#)

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**From:** [REDACTED]  
**Date:** April 3, 2019 at 3:36:28 PM ADT  
**To:** [REDACTED]  
**Subject:** Sewage Issue on Christopher Lane

Good afternoon Mayor Grant and Deputy Mayor Alexander,

I'm writing this morning in hopes that you can help resolve an issue we are having with our wastewater service. We have a house at 6 Christopher Lane in Quispamsis. However, our wastewater services are provided by and billed for by the Town of Rothesay.

In December, we had significant water backup into our basement from the sewer system. We understand that this was because the home was built prior to back water valves becoming standard practice, and have since had one installed to in theory eliminate the problem from happening again. When we had the water in the basement we contacted the Town of Rothesay about the issue and nothing was resolved. 3 months later, we are still dealing with slow sewage drainage from the house, and Sunday evening in the rain storm, the backflow valve failed and we spent the whole night scooping sewage water from a basement toilet to keep the basement from flooding again.

The only response we have been able to get from the Town of Rothesay is that the problem is on a Lateral and therefore it is 'not our problem'.

I am not an expert in utilities, but a google search tells me a lateral is a private underground line that connects to the municipal system. I've attached a map of the area to help describe the situation. We hired a plumbing group to come scope and snake our lines to find the issue, and they told us there is a blockage between the catch basin (Installed by the town) on Christopher lane, and the catch basin on Shipyard.

This 'lateral', that runs down Christopher lane, WAS installed by the people who originally built our house 30+years ago at their cost. The neighbouring house (10 Christopher lane) was built years later and tied into this 'Lateral' without the permission of the ones who installed it. Clearly whoever issued the building permit did not feel this was a private septic line.

The first time (15+years ago) that our house had a backup, the Town took

responsibility for this 'lateral' and installed a catch basin on Christopher Lane. If this was still the original line run by the house builder that was not modified by the town, I would agree this should be our financial responsibility to maintain. However, the planning department for allowing a new build to tie in without consent, and the town modifying the line with a catch basin for all we know could be the cause of the problem.

As of this morning, we are hiring a septic company to come in and do whatever they need to get our house draining properly. We cannot constantly live in fear of the basement filling with sewage waiting for the issue to be resolved. We are not interested in playing a blame game, we just want to have access to the sewage disposal service we pay for annually. We think the fair compensation would be this cost be deducted from our annual bill.

I appreciate you have many issues to deal with and this is probably not something you would deal directly with, but if you could provide the contact information of someone who could help directly I would appreciate it.

I had originally sent this email to the town of Quispamsis because they are our elected voice and they replied with this as a response-

██████████, Your Worship Mayor Clark, Dep Mayor O'Hara

██████████, your email below was forwarded to me for review and follow up.

I did check with our Accounting Department and understand there is a billing arrangement where your property is within Quispamsis limits and serviced by Rothesay sewer.

There is some question as to payment to date for the service and I understand future invoicing will be through Quispamsis for this Rothesay sewer service.

Ultimately Rothesay is responsible for the sewer service in accordance with their bylaws, it seems what is at issue is whether the shared line down Christopher

Lane is a "lateral" or a main line.

We do not have any record or information pertaining to the initial installation or the special arrangement made between Rothesay and the previous homeowners when installing the first sewer line.

If the town of Rothesay permitted additional connections or if they added structures such as manholes, it would appear they are accepting some responsibility for the operation of that line.

You indicated that you had plumbers and a septic company to rectify any issues, it is important to document exactly what they found when presenting your case to Rothesay.

In Quispamsis we recommend first a homeowner proceed through their insurance company and subsequently if the Insurance company deems it appropriate they then will subrogate a claim against the town.

I expect your insurance company would do the same to Rothesay on your behalf. They will require evidence of neglect or nuisance particularly if many calls were made to Rothesay by you or other people connected to the line.

It is not a practice we follow and I am certain Rothesay as well does not adjust annual billing to address service issues, so at this time unfortunately Quispamsis cannot do anything to adjust the bill.

I suggest that your current course dealing with Rothesay is one that should be followed particularly getting clarification of their understanding of the "lateral" and what documentation they have to demonstrate the ongoing maintenance was passed onto those private homeowners along Christopher Lane.

I appreciate your frustration and trust you do understand that our community does not have jurisdiction over a service provided by another community and how they administer their bylaws and policies for that service.

Should you require additional information or assistance, please feel free to contact me

Gary Losier

**W. Gary Losier, P.Eng**

Director of Engineering and Works

P. 506 849 5749 [www.quispamsis.ca](http://www.quispamsis.ca)

Thank you for your time,

A solid black rectangular box used to redact the signature of Gary Losier.



GeoNB Map Viewer



About

More...

Basemap

Town Installed  
Catch Basin

Town Installed  
Catch Basin

50 m

200 ft

Northing: 7379641.65 Easting: 2539150.24





**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** FW: Nuisance Deer Hunter contact list  
**Date:** April-04-19 12:13:08 PM  
**Attachments:** [NDMAP Landowner Letter 2019.docx](#)

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**From:** Kennedy, Joe (ERD/DER) [REDACTED]  
**Sent:** Tuesday, February 19, 2019 4:16 PM  
**To:** Rob Doucet [REDACTED]  
**Cc:** Craig, Kevin (ERD/DER) [REDACTED]  
**Subject:** Nuisance Deer Hunter contact list

Hi Dewey,

The Nuisance Deer Assistance Management Program (NDMAP) in the Kennebecasis Valley area has been well received by both landowners and hunters. But last year about 1/3 of the permits we offered to landowners were not used. For some reason, many landowners choose to not issue all of the permits they are given. Yet the Hampton ERD office receives numerous calls from keen hunters who are willing to help landowners control deer on their lands, but are unable to reach out to the landowners. I believe the town offices also receive many calls from hunters too.

As we have discussed, it would be helpful for both the hunters and the landowners looking for hunters if a contact list was maintained by each town office. Interested hunters could call or visit the town offices and record their contact information: name, address, phone number, 2019 deer hunting licence number, and weapon (bow, crossbow, or gun). We could discuss this further, but the towns could also record more specific information like the age of hunter and years of hunting experience if the town wanted to give the landowners more information about the hunters.

Upon request, the towns could provide landowners who are looking for hunters with the hunters contact list. I would suggest that a statement be written at the top of the list expressing that the Towns do not vouch for the skills or experience of the hunters on the list. It is the responsibility of the landowner to select hunters who they trust to safely hunt on their land.

We want to encourage landowners to use all of the permits that are offered to them, so the maximum number of deer can be removed from their neighborhood. I have attached a letter that is sent to landowners who are approved for the program, and I have added a paragraph that describes this issue so the landowners know to call the Town office if they want to call more hunters.

Could you please circulate this letter to everyone on the KV Deer Committee for their input and comment. I am open to editing the text so that all of the Towns are comfortable with the message we're putting out. If you want, we could have a closed meeting to agree to the wording, but hopefully everyone can comment through email.

Thanks, Joe.

Date x, 2019

100 Main St,  
Hampton, NB

Dear Mr. Landowner;

Your property has been assessed by the Department of Energy and Resource Development (ERD) for its suitability to receive Nuisance Deer Management Assistance Program (NDMAP) permits. The NDMAP permits are issued to assist in the control of deer numbers in your neighborhood.

Your property is approved to receive aaaaaaa (xx) permits for use on your property during the 201X deer hunting season. The permits are authorized for use on the following properties (PIDs): XXXXXXXX.

To participate in the program, please contact your local ERD office and provide a list of **hunter names, addresses, phone numbers**, and their **current year's Class 3 deer hunting licence number** that you will allow to hunt deer on your property using NDMAP permits.

Hunters that you identify to hunt your property should be directed to pick up their NDMAP permit from the local ERD office during normal business hours. This permit entitles the hunter to harvest one antlerless deer from your property. Hunters must hold a current 201X deer licence to qualify for a NDMAP permit, however, the antlerless deer that they harvest under this special permit is in addition to their normal bag limit.

You are encouraged to issue all of the NDMAP permits you have been provided for the best control of deer numbers in your neighborhood. If you do not know enough hunters to issue all of your permits, you may contact your local town office to obtain a list of hunters interested in participating in the deer control program.

Your local Town office has agreed to maintain a list of names and contact information of hunters willing to help landowners with NDMAP permit. Upon request, the town will provide you with the contact list for your selection. It is your responsibility as landowner to select hunters who you trust to safely hunt on your land.

We look forward to working with you to assess this program of controlling the deer herd in your town. If you have questions or would like further detail, please contact your local ERD office.

Sincerely,

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Office of the Clerk Town of Quispamsis  
12 Landing Court | Quispamsis, NB | E2E 4R2  
T: 506 849 5738 | F: 506 849 5799 | csnow@quispamsis.ca



April 2, 2019

Mr. Joe Kennedy, Biologist  
Fish and Wildlife Branch  
Energy and Resource Development  
[Joe.Kennedy@gnb.ca](mailto:Joe.Kennedy@gnb.ca)

Dear Mr. Kennedy:

**RE: NDMAP - NUISANCE DEER HUNTER CONTACT LIST**

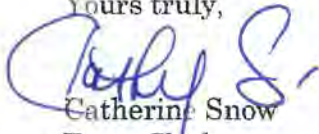
The Quispamsis Town Council, at its March 19, 2019 Regular Meeting, discussed your email issued to Deputy Mayor Rob Doucet dated February 19, 2019 concerning the above referenced matter.

Council was agreeable to the Town maintaining a listing of interested hunters that could be provided to landowners who are looking for hunters to utilize their permits, however, the listing would contain a disclaimer stating that the Town does not vouch for the skills or experience of the hunters, acknowledging that it is the responsibility of the landowners to only select hunters whom they trust to hunt safely on their lands.

I am wondering if your Department has a template form that we could model our listing from that may also include a disclaimer, as identified above.

Looking forward to hearing from you in this regard, and trust that Council's motion responds favourably to your email of February 19, 2019.

Yours truly,

  
Catherine Snow  
Town Clerk

cc: Deputy Mayor Doucet, Chair, KV Regional Deer Committee  
Megan O'Brien Harrison, Clerk, Town of Hampton  
Mary Jane Banks, Clerk, Town of Rothesay



**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** FW: grant application  
**Date:** April-04-19 2:13:55 PM  
**Attachments:** [Rothesay Municipal Grant Application\\_HRAA 2019.pdf](#)

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**From:** Adam Chateauvert [REDACTED]  
**Sent:** April 4, 2019 12:36 PM  
**To:** Doug MacDonald <DougMacDonald@rothesay.ca>  
**Cc:** Rothesay Info <rothesay@rothesay.ca>  
**Subject:** RE: grant application

Hi Doug,

Thank you for your quick response. Regrettably, this application will be tight for our timeline/event on May 11<sup>th</sup>. However, on behalf of the Hammond River Angling Association, I would like to submit it in hopes that we could have a decision prior to the event. I think it is a great way for the Town to show its support for conservation and outdoor pursuits that benefit local residents in so many ways (flood control, safe drinking water, natural spaces, tourism, healthy lifestyles). The HRAA thanks the Town of Rothesay for it's past support and looks to strengthen our relationship with the proposed initiative. Is there someone who could advise me on the progress of the application closer to the our event deadline (May 11<sup>th</sup>)?

Best regards,

Adam Chateauvert  
HRAA Past-president  
[REDACTED]  
[REDACTED]

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**From:** Doug MacDonald [REDACTED]  
**Sent:** Thursday, April 4, 2019 8:14:51 AM  
**To:** [REDACTED]  
**Subject:** RE: grant application

Good morning, the preferred option for grants is to have them submitted in September for consideration in the budget process for the next fiscal period. Should that not be practical Council will consider requests after consideration by the Finance Committee. The Committee normally meets on the third Thursday of the month with a recommendation forwarded to Council. Council meets the second Monday of the month. So the process usually takes six weeks to two months.

Doug MacDonald, CPA CA  
Treasurer - Rothesay

Direct line - 848-6663  
[REDACTED]

## 2019April8OpenSessionFINAL\_030

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.](#)

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**From:** Adam Chateauvert [REDACTED]

**Sent:** April-03-19 10:37 AM

**To:** Rothesay Info

**Subject:** grant application

Hello,

What kind of lead time do you typically require for grant approvals?

Thank you,

Adam Chateauvert  
[REDACTED]



2019April8OpenSessionFINAL\_031

Hammond River Angling Association  
10 Porter Road  
Nauwigewauk, NB  
E5N 6X1

April 4, 2019

Dear Mayor Grant and Rothesay Town Council,

The HRAA is pleased to submit this application for the Town of Rothesay's Municipal Grant. For your consideration, a brief description of the HRAA, our impact in the community, and our proposed initiative is provided below. Click on underlined text to find examples of our conservation efforts in Rothesay.

### **Our Association**

The Hammond River Angling Association (HRAA) is a membership driven NGO that supports and partners with other watershed and environmental groups, communities, community organizations, and schools throughout the region. The HRAA's mandate is to protect and preserve the Hammond River watershed through education, conservation, and community interaction. Our association engages in many conservation programs including juvenile fish population monitoring, salmon spawning assessments, wetland and habitat restoration projects, and bank stabilization. The HRAA also runs an environmental summer camp, school and community education programs, and volunteer activities to promote watershed stewardship.

### **Our Impact in the Community**

Our membership is 300+ strong with members residing throughout the province, though most members reside in the region from Grand Bay to Sussex. The HRAA regularly organizes and conducts community greening projects like garbage clean-up days that leverage volunteers from local schools and the community in general. Our association completes substantial wetland and habitat restoration activities that help to protect water quality in the Hammond River and tributaries as well as groundwater re-charge zones which are vitally important for citizen water supplies. Our wetland protection and restoration efforts also support the natural flood control function of wetlands. Finally, our efforts promote stewardship and outdoor pursuits (e.g., angling, kayaking, swimming, hiking, etc.) in the area and actively brings people to our watershed and communities thereby supporting the local economy and healthy lifestyles.

### **Our Initiative**

The HRAA's 24<sup>th</sup> Annual Conservation Dinner will be held May 11<sup>th</sup> at the Bill McGuire Centre. This fundraiser helps to support our conservation efforts in the region. We expect to entertain ~200 guests at this event, and we know from past years that ~60% of guests will not be members. We would like to provide every guest of the dinner with a complimentary HRAA membership for themselves or a friend to grow and engage our membership and promote conservation, stewardship, and outdoor pursuits. A regular membership costs \$10 per year. The HRAA proposes that the Town of Rothesay sponsor the complimentary HRAA membership for the amount of \$1000. The HRAA would announce that the memberships have been provided by the Town of Rothesay at the dinner, on our website and social media platforms.

We thank you for your past support. Please do not hesitate to contact me if you have any questions.

Sincerely,

Adam Chateauvert - Past-president

**SCHEDULE A**

**Application for Rothesay Municipal Grant**

App. Date: April 4, 2019

Applicant: Hammond River Angling Association

Address: 10 Porter Rd., Nauwigewauk, NB

Contact: Adam Chateauvert Tel. [REDACTED]

Email: [REDACTED]

Organization Description: CONSERVATION organization

- See attached letter for details

Amount Requested: \$ 1000.00

Descriptions of proposed event or activity: Sponsorship of memberships

- See attached letter

Project costs: ~ \$2000

Benefits to town of Rothesay: See attached letter

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).





12 March 2019

Regional Development Corporation

3<sup>rd</sup> Floor, Chancery Place

P. O. Box 6000

Fredericton, NB

E3B 5H1

Attention: Hon. Andrea Anderson-Mason, Q.C., Minister

70 Hampton Road  
Rothesay, NB  
Canada E2E 5L5

T: 506-848-6600

F: 506-848-6677

[Rothesay@rothesay.ca](mailto:Rothesay@rothesay.ca)

[www.rothesay.ca](http://www.rothesay.ca)

Dear Minister Anderson-Mason:

Re: Funding for Rothesay Wellness Centre

Congratulations on your appointment to Cabinet. I am sure your responsibilities must be challenging at times with the many roles you must play. This letter is to introduce myself and to elicit your support as Minister responsible for the Regional Development Corporation. The support we request is for funding for a replacement of the Rothesay Arena.

The Arena was constructed in 1972 and the Town has been seeking financial support for a replacement for several years. The building is in deplorable condition and a recent study estimates a cost of more than \$6 million for renovation. The building is located next to two schools and within walking distance of two others. It is in the midst of the community and easily accessible from more than 500 apartment units.

We wish to replace it with a simple community rink with a construction target of \$7.5 million, a project with a request for Provincial support substantially more modest than those that some other communities have received or are requesting.

Our project is for a community wellness centre with a standard size ice surface, seating for 300 and a walking track along with the usual ancillary spaces. This can be delivered for approximately \$10 million and Rothesay is requesting a combination of \$6.4 million from the Provincial and Federal governments. The Town owns the land on which the building will be constructed.


(As we understand it, through the Integrated Bilateral Agreement on Infrastructure, the Federal Government could contribute 40% to such a project.)

You may be interested in the following characteristics of Rothesay. We are a community with a substantial active seniors population that we wish to support with the inclusion of a walking track in the new facility. Rothesay receives no municipal equalization funding from the Provincial Government and our tax base is made up primarily (90% plus) of residential property. The average single-family homeowner in Rothesay pays the highest or second-highest property tax bill in New Brunswick. Rothesay households contribute disproportionately to the income tax collected in the province (more than twice the provincial average and again the highest in NB). I am sharing this information with you because I believe it is important to understand that an occasional request for financial support from the Provincial and Federal governments is not at all unreasonable for Rothesay. We have watched while other communities, for example Edmundston, Richibucto and most recently Dieppe have received substantial funding.

We look forward to a positive response to our request and would be happy to meet with you wherever that is convenient. Perhaps you could find some time in your busy schedule to visit our community. I would be happy to host you and to show you the antiquated building we hope to replace.

Thank you for considering our request.

Yours truly,

  
Dr. Nancy Grant  
Mayor

Cc : Hon. Hugh J. (Ted) Flemming  
: Rothesay Council





March 19, 2019

Town of Rothesay  
Attn: Mr. Doug MacDonald  
70 Hampton Rd  
Rothesay, NB E2E 5L5



Dear Mr. MacDonald,

Thank you very much for joining us in our largest annual campaign to date, *The GIVE: Clinic 1 Expansion*. From both the physicians and patients, who give and receive such critical care in Clinic 1, thank you very much for your generosity! We truly appreciate your recent gift of \$2,500.00 on March 08, 2019.

To date, our incredible community has donated more than \$1.8M to support the critical expansion of Clinic 1, which serves the highest patient volume of any clinic in the hospital (an average of 293 patients per day!). It houses 33 specialties and is a varied, dynamic place, where people from all over New Brunswick and PEI receive care from some of the world's top physicians and it continues to grow. Because of you, we are one step closer to bringing Clinic 1 up to meet current and future demands.

To stay in touch with us, please visit our website [www.TheGive.ca](http://www.TheGive.ca), or simply give us a call at (506) 648-6400. Should you wish to learn more about the impact of your giving, please contact me directly.

With sincere thanks,

A handwritten signature in blue ink, appearing to read "Stephanie Fox".

Stephanie Fox  
Vice President  
(506) 333-3952/Stephanie.Fox@HorizonNB.ca

This Receipt is for Acknowledgement Purposes Only  
Ce reçu ne sert qu'à des fins d'acquiescement

Saint John Regional Hospital Foundation Inc.  
PO Box 2100/C.P. 2100  
Saint John, NB/(N-B) E2L 4L2  
Telephone 506-648-6400

Town of Rothesay  
Attn: Mr. Doug MacDonald  
70 Hampton Rd  
Rothesay, NB E2E 5L5

Receipt Number:	
Date issued:	March 19, 2019
Donation Date:	March 08, 2019
Location issued:	Saint John, Canada
Receipt Amount:	\$2,500.00
Donor Preference:	The GIVE: Clinic 1 Expansion



SAINT REGIONAL  
JOHN HOSPITAL

FOUNDATION  
DEL'HÔPITAL SAINT  
RÉGIONAL JOHN

RECEIVED

APR 02 2019

Dean Mr. MacDonald,

Please extend our gratitude  
to the town of Rethby for the  
lovely gift to Outpatient  
Care Clinic.

We very much appreciate the  
commitment to the foundation.

Please find enclosed an  
~~acknowledgement~~ acknowledgement for your  
files.

Best regards,

Dave



**DARREN MCLEOD**

Senior Philanthropy Specialist

[Darren.McLeod@HorizonNB.ca](mailto:Darren.McLeod@HorizonNB.ca)

Direct: (506) 649-2563

Saint John Regional Hospital Foundation  
PO Box 2100, 400 University Avenue  
Saint John, NB A1B 4X6





**Mary Jane Banks**

---

**From:** UMNb <umnb@nb.aibn.com>  
**Sent:** March 20, 2019 1:44 PM  
**To:** Margot Cragg  
**Cc:** Devika Dadhe  
**Subject:** UMNb: Update on Provincial and Federal Budgets / Détails sur les budgets provinciaux et fédéraux

*(Le texte français suit ci-dessous)*

**For members: Update on March 19 2019 Provincial and Federal Budgets**

**Provincial:**

The Government presented a balanced 2019-2020 Provincial Budget, which will decrease the province's net debt for the first time in over a decade. The budget does not include notable cuts in key areas of municipal interest, such as Community Funding and Equalization Grants. However, the budget also leaves municipalities waiting on key promises and priorities. In particular, the budget does not include revenue-sharing of the cannabis excise tax; UMNb has called for a 1/3 share for municipalities to offset responsibilities and costs associated with legalization. The Budget also does not make up for an infrastructure funding freeze and designated highway funding cuts in December's Capital Budget. The budget did not include a phase-out of the "double tax" on non-owner occupied properties.

The budget includes funding to improve timely access to primary health care, including funding more Nurse Practitioners; this has been a UMNb priority item since the 2018 AGM. Minister Steeves also announced a \$2.5 M fund "that will be directed by each member (MLA) in support of projects that are important to the fabric of the communities they represent." We will be seeking details about how that would be distributed.

Attached is a comparative summary of several budget line items that may be of interest. UMNb will be seeking more details from various departments during the coming days and weeks.

Link to UMNb's statement: <http://www.umnb.ca/newsite/provincial-budget-2019-2020-tackles-financial-sustainability-but-leaves-municipalities-waiting/>

Link to the Main Estimates: <https://www2.gnb.ca/content/dam/gnb/Departments/fin/pdf/Budget/2019-2020/MainEstimates2019-2020BudgetPrincipal.pdf>

**Federal:**

The Federal Budget announced a one-time doubling of the Gas Tax Fund for municipal infrastructure needs – an additional \$2.2 billion. This would provide a major one-time boost for municipalities with immediate infrastructure priorities. We are seeking additional details, including when the money would be distributed. The Federal Budget also includes a \$1.7 B Universal Broadband Fund to improve access to reliable high-speed internet in rural, remote and northern communities, and a Sustainable Affordable Housing Innovation Fund.

UMNB's statement after the Federal budget: <http://www.umnb.ca/newsite/a-tale-of-two-budgets-federal-provincial-budgets-deliver-very-different-news-for-nbs-municipalities/>

Link to the Federal budget: <https://budget.gc.ca/2019/docs/plan/budget-2019-en.pdf>

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**Pour nos membres: Détails sur les budgets provinciaux et fédéraux du 19 mars 2019**



NB Provincial Budget 2019-2020 Comparison / Aperçu comparatif du Budget provincial du NB 2019-2020 (In thousands of dollars / En milliers de dollars)			
Expenditures		2018	2019
<b>Environment and Local Government / Environnement et Gouvernements locaux</b>			
Community Funding and Equalization Grant to municipalities and rural communities	Subvention de financement et de péréquation communautaire aux municipalités et communautés rurales	68,008	68,175
Local Service Expenditures	Dépenses des Districts de services locaux	57,426	58,686
<b>Justice and Office of the Attorney General / Justice et Cabinet du procureur général</b>			
Policing services to municipalities	Services de police fournis aux municipalités	23,068	23,274
<b>Post-Secondary Education, Training and Labour / Éducation postsecondaire, Formation et Travail</b>			
Population Growth	Croissance démographique	8,254	8,268
<b>Regional Development Corporation / Société de développement régional</b>			
Development Initiatives (incl. Northern NB Economic Development and Innovation Fund and Miramichi Regional Economic Development and Innovation Fund)	Initiatives de développement (incl. Fonds de développement économique et d'innovation pour le nord du N-B et le Fonds de développement économique et d'innovation pour la région de Miramichi)	43,977	44,980
Community Initiatives	Initiatives communautaires	20,670	19,460
Canada - New Brunswick Integrated Bilateral Agreement	Canada - Nouveau-Brunswick Entente bilatérale intégrée	0	5,000
<b>Transportation and Infrastructure / Transports et Infrastructure</b>			
Maintenance	Entretien	71,466	70,877
Winter Maintenance	Entretien pendant l'hiver	69,067	68,725
Municipal Designated Highway Program	Programme d'amélioration des routes provinciales désignées dans les municipalités	28,291	10,000



NB Provincial Budget 2019-2020 Comparison / Aperçu comparatif du Budget provincial du NB 2019-2020 (In thousands of dollars / En milliers de dollars)			
Expenditures		2018	2019
<b>Tourism, Heritage and Culture / Tourisme, Patrimoine et Culture</b>			
Tourism	Tourisme	20,286	12,753
Revenues		2018	2019
Cannabis Duty	Droit sur le cannabis	3,600	8,250
Cannabis Management Corporation: Cannabis Revenue	Société de gestion du cannabis; Recettes du cannabis	0	1,600
Provincial Real Property Tax (net)	Impôt foncier provincial (net)	513,920	529,897



2019April8OpenSessionFINAL\_040

**KENNEBECASIS PUBLIC LIBRARY INC.**

**FINANCIAL STATEMENTS**

**DECEMBER 31, 2018**

**KENNEBECASIS PUBLIC LIBRARY INC.**

2019April8OpenSessionFINAL\_041

**DECEMBER 31, 2018**

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To the Directors of the Kennebecasis Public Library Inc.

*Qualified Opinion*

We have audited the financial statements of the Kennebecasis Public Library Inc., (the "Library") which comprise the statement of financial position as at December 31, 2018, and the statements of operations, changes in net assets and cash flows for the year then ended and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of the Kennebecasis Public Library Inc. as at December 31, 2018, and the results of its operations changes in net assets and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

*Basis for Qualified Opinion*

In common with many charitable organizations, the Library derives revenues from the general public in the form of donations, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of revenues from donations was limited to the amounts recorded in the records of the Library and we were not able to determine whether any adjustments might be necessary to these revenues, annual surplus (deficit), assets and net assets.

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

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

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

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

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

*Auditors' Responsibilities for the Audit of the Financial Statements*

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



Independent Auditors' Report to the Directors of the Kennebecasis Public Library Inc.  
(cont'd)

*Auditors' Responsibilities for the Audit of the Financial Statements*

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

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

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



CHARTERED PROFESSIONAL ACCOUNTANTS

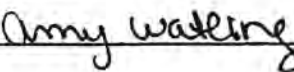
Saint John, New Brunswick  
March 20, 2019

**KENNEBECASIS PUBLIC LIBRARY INC.**

2019April8OpenSessionFINAL\_044

**STATEMENT OF FINANCIAL POSITION****AS AT DECEMBER 31, 2018**

	<u>2018</u>	<u>2017</u>
<b>FINANCIAL ASSETS</b>		
Cash and cash equivalents	\$ 40,044	\$ 28,201
Accounts receivable		
General	-	106
Federal Government and its agencies (Note 4)	10,445	10,846
Due from related party (Note 6)	<u>7,201</u>	<u>1,526</u>
	<u>\$ 57,690</u>	<u>\$ 40,679</u>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	\$ 29,312	\$ 25,061
Deferred revenue (Note 5)	<u>4,552</u>	<u>1,552</u>
	<u>33,864</u>	<u>26,613</u>
<b>NET ASSETS</b>	<u>23,826</u>	<u>14,066</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (Note 8)	6,078,370	6,058,665
Accumulated amortization (Note 8)	<u>(1,534,261)</u>	<u>(1,260,940)</u>
	4,544,109	4,797,725
Prepaid expenses	<u>8,172</u>	<u>7,933</u>
	<u>4,552,281</u>	<u>4,805,658</u>
<b>ACCUMULATED SURPLUS</b>	<u>\$ 4,576,107</u>	<u>\$ 4,819,724</u>

**COMMITMENTS (Note 7)****APPROVED BY:** Director Treasurer



**KENNEBECASIS PUBLIC LIBRARY INC.**

2019April8OpenSessionFINAL\_045

**STATEMENT OF OPERATIONS****FOR THE YEAR ENDED DECEMBER 31, 2018**

	<b>2018 Budget (Note 10)</b>	<b>2018 Actual</b>	<b>2017 Actual</b>
<b>REVENUE</b>			
Contributions by Municipalities - operating (Note 6)	\$ 217,925	\$ 217,925	\$ 215,685
Interest and sundry income	4,500	5,043	4,077
Donations (Notes 5 and 6)	-	3,864	4,665
Grants (Note 6)	7,061	17,985	7,114
Miscellaneous Income	<u>-</u>	<u>827</u>	<u>2,857</u>
	<u>229,486</u>	<u>245,644</u>	<u>234,398</u>
<b>EXPENDITURE</b>			
Building and grounds maintenance	91,546	87,518	82,174
Insurance	7,392	7,425	7,246
Office	8,600	9,164	9,142
Wages	29,799	30,449	25,152
Professional development	2,000	55	1,686
Professional fees	10,660	12,109	11,064
Public relations	3,000	723	2,104
Program supplies	3,500	4,782	3,002
Utilities	53,634	48,937	54,915
Communications	9,294	8,083	8,555
Purchase of books and materials	-	3,864	4,700
Operating equipment and maintenance	8,265	1,650	5,062
Miscellaneous	2,000	1,181	659
Amortization	<u>273,321</u>	<u>273,321</u>	<u>309,934</u>
	<u>503,011</u>	<u>489,261</u>	<u>525,395</u>
<b>ANNUAL DEFICIT FOR THE YEAR (Note 9)</b>	<u>\$ (273,525)</u>	(243,617)	(290,997)
<b>ACCUMULATED SURPLUS - BEGINNING OF YEAR</b>		<u>4,819,724</u>	<u>5,110,721</u>
<b>ACCUMULATED SURPLUS - END OF YEAR</b>		<u>\$ 4,576,107</u>	<u>\$ 4,819,724</u>

**KENNEBECASIS PUBLIC LIBRARY INC.**

2019April8OpenSessionFINAL\_046

**STATEMENT OF CHANGES IN NET ASSETS****AS AT DECEMBER 31, 2018**

	<b>2018</b>	<b>2017</b>
Annual deficit	\$ (243,617)	\$ (290,997)
Acquisition of tangible capital assets	(19,705)	(17,198)
Amortization of tangible capital assets	<u>273,321</u>	<u>309,934</u>
	<u>9,999</u>	<u>1,739</u>
Acquisition of prepaid assets	(8,172)	(7,933)
Use of prepaid assets	<u>7,933</u>	<u>7,448</u>
	<u>(239)</u>	<u>(485)</u>
Increase in net assets	9,760	1,254
Net assets - beginning of year	<u>14,066</u>	<u>12,812</u>
Net assets - end of year	<u>\$ 23,826</u>	<u>\$ 14,066</u>

**KENNEBECASIS PUBLIC LIBRARY INC.**

2019April8OpenSessionFINAL\_047

**STATEMENT OF CASH FLOWS****FOR THE YEAR ENDED DECEMBER 31, 2018**

	<b>2018</b>	<b>2017</b>
<b>INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>		
<b>OPERATING TRANSACTIONS</b>		
Annual deficit	\$ (243,617)	\$ (290,997)
Amortization of tangible capital assets	273,321	309,934
Accounts receivable - General	106	115
Accounts receivable - Federal Government and its agencies	401	(1,574)
Due from related party	(5,675)	(966)
Accounts payable and accrued liabilities	4,251	670
Deferred revenue	3,000	776
Change in prepaid expenses	<u>(239)</u>	<u>(485)</u>
	<u>31,548</u>	<u>17,473</u>
<b>CAPITAL TRANSACTIONS</b>		
Acquisition of tangible capital assets	<u>(19,705)</u>	<u>(17,198)</u>
<b>NET INCREASE IN CASH AND CASH EQUIVALENTS</b>	11,843	275
<b>CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR</b>	<u>28,201</u>	<u>27,926</u>
<b>CASH AND CASH EQUIVALENTS - END OF YEAR</b>	<u>\$ 40,044</u>	<u>\$ 28,201</u>



# KENNEBECASIS PUBLIC LIBRARY INC.

2019April8OpenSessionFINAL\_048

## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2018

### 1. PURPOSE OF THE ORGANIZATION

Kennebecasis Public Library Inc. (the "Library") was incorporated without share capital under the laws of the Province of New Brunswick to establish, maintain and operate a public library for the benefit of the members of the communities of Rothesay and Quispamsis. These municipalities have each agreed to pay a proportional share, based on population, of the net budgeted operating costs of the Library on a monthly basis. The Library qualifies as a charitable organization and, as such, is exempt from income taxes. Books, reading materials and employee salaries paid by the Province of New Brunswick are not included in these financial statements.

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Library are the representations of management prepared in accordance with Canadian generally accepted accounting principles for New Brunswick municipalities by the Department of Local Government, as recommended by the Public Sector Accounting Board ("PSAB") of CPA Canada.

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

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

#### Reporting Entity

The financial statements reflect the assets, liabilities, revenues, expenditures and changes in net assets and cash flows of the reporting entity. The reporting entity is comprised of all organizations and enterprises accountable for the administration of their affairs and resources to the Library and which are owned or controlled by the Library. The operating results of the Friends of Kennebecasis Public Library (Note 6) are included in these financial statements.

Interdepartmental and organizational transactions and balances are eliminated.

#### Financial Instruments

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

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2018

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

Cash and Cash Equivalents

Cash and cash equivalents include cash balances on deposit with banks.

Revenue Recognition

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

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

Expenditure Recognition

Expenditures are recorded on an accrual basis.

Measurement Uncertainty

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

Examples of significant estimates include:

- providing for amortization of tangible capital assets;
- the estimated useful lives of tangible capital assets; and
- the recoverability of tangible capital assets.

Tangible Capital Assets

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

<u>Asset Type</u>	<u>Estimated Useful Life</u>
Land improvements	15 years
Building	20-40 years
Furniture and equipment	5 years

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

Economic Dependence

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



# KENNEBECASIS PUBLIC LIBRARY INC.

2019April8OpenSessionFINAL\_050

## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2018

### 3. FINANCIAL INSTRUMENTS

The Library is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Library's risk exposure and concentration as of December 31, 2018:

#### Credit Risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Library is exposed to credit risk from its accounts receivable. The risk is minimized as the majority of the amounts receivable are due from the Federal Government.

#### Liquidity Risk

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

#### Currency Risk

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

#### Interest Rate Risk

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

### 4. DUE FROM FEDERAL GOVERNMENT AND ITS AGENCIES

	2018	2017
Canada Revenue Agency (HST refund)	\$ <u>10,445</u>	\$ <u>10,846</u>

### 5. DEFERRED REVENUE

The Library receives restricted donations specific to the purchase of books, materials and related supplies.



# KENNEBECASIS PUBLIC LIBRARY INC.

2019April8OpenSessionFINAL\_051

## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2018

### 6. RELATED PARTY TRANSACTIONS

The Library is related to Quispamsis and Rothesay, as the two Municipalities jointly control the Library. During the year, the Library recognized the following contributions from the Towns as revenue:

	2018	2017
Quispamsis	\$ 132,960	\$ 129,312
Rothesay	<u>84,965</u>	<u>86,373</u>
	<u>\$ 217,925</u>	<u>\$ 215,685</u>

In 2015, Friends of Kennebecasis Public Library was created to increase the Library's eligibility for grants. In 2014, the Library only received 50% funding because the Government classified the Board as being publicly funded due to the funds the Board received and administered on behalf of the municipalities. Friends of Kennebecasis Public Library's revenue gets administered through to the Library to grants or to donations. In 2018, \$17,985 (2017 - \$7,114) was received as Summer Student Grants while \$3,248 (2017 - \$3,064) was received as donations.

# KENNEBECASIS PUBLIC LIBRARY INC.

2019April8OpenSessionFINAL\_052

## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2018

### 7. COMMITMENTS

#### Controls & Equipment Ltd. - Building Automation & HVAC Service Agreement

In 2017, the Library committed \$3,150 payable over 2 semi annual installments to Controls & Equipment Ltd. commencing on December, 2017. This agreement shall continue from year to year with an annual increase in costs no greater than the inflation index as published by Statistics Canada. In 2018, the amount of \$3,150 was committed for the next year.

#### KONE Inc. - Elevator Maintenance Agreement

In 2014, the Library committed \$196 payable each month over a period of fifteen years to KONE Inc. commencing on June 1, 2014. In 2018, the monthly payment increased to \$260, with total payments of \$3,120 being made.

#### Xtra - Photocopier Lease Contract

During the year, the Library committed \$199 per month payable over 66 months commencing on December 18, 2018. The minimum annual payment due over the next year is \$2,388.

#### Ultra Alarm Services - Fire Alarm Contract

In 2017, the Library committed \$490 for one year commencing on November 27, 2017. During the year, total payments of \$490 were made. The minimum annual payment due over the next year is \$490.

#### Urban Landscaping - Snow Removal Contract

In 2016, the Library committed \$11,299 per year for three years commencing on August 11, 2016 for snow removal. During the year, total payments of \$11,299 were made. The minimum annual payments due over the next year \$8,474.

#### Ernie's Home Improvement Ltd.

In 2016, the Library committed \$4,830 payable over three years to Ernie's Home Improvement Ltd. for landscaping services. During the year, total payments of \$4,830 were made. The minimum annual payment due over the next year is \$4,830.

#### Jani-King

During the year, the Library committed \$28,506 per year for two years for janitorial and refuse services. The minimum annual payment due over the next two years are 2019-\$28,506 and 2020-\$28,506.

# KENNEBECASIS PUBLIC LIBRARY INC.

2019April8OpenSessionFINAL\_053

## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2018

### 8. SCHEDULE OF TANGIBLE CAPITAL ASSETS

	<u>Land</u>	<u>Land Improvements</u>	<u>Building</u>	<u>Furniture and Equipment</u>	<u>2018 Total</u>	<u>2017 Total</u>
<b>COST</b>						
Balance - beginning of year	\$ 337,544	\$ 250,572	\$ 5,005,484	\$ 465,065	\$ 6,058,665	\$ 6,041,467
Add: net additions during the year	-	-	-	19,705	19,705	17,198
Less: disposals during the year	-	-	-	-	-	-
Balance - end of year	<u>337,544</u>	<u>250,572</u>	<u>5,005,484</u>	<u>484,770</u>	<u>6,078,370</u>	<u>6,058,665</u>
<b>ACCUMULATED AMORTIZATION</b>						
Balance - beginning of year	-	75,173	792,792	392,975	1,260,940	951,006
Add: amortization during the year	-	16,705	201,936	54,680	273,321	309,934
Less: accumulated amortization on disposals	-	-	-	-	-	-
Balance - end of year	-	<u>91,878</u>	<u>994,728</u>	<u>447,655</u>	<u>1,534,261</u>	<u>1,260,940</u>
<b>NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS</b>	<u>\$ 337,544</u>	<u>\$ 158,694</u>	<u>\$ 4,010,756</u>	<u>\$ 37,115</u>	<u>\$ 4,544,109</u>	<u>\$ 4,797,725</u>

**KENNEBECASIS PUBLIC LIBRARY INC.**

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**NOTES TO FINANCIAL STATEMENTS****DECEMBER 31, 2018****9. RECONCILIATION OF ANNUAL SURPLUS (DEFICIT)**

	<b>General Operating Fund</b>	<b>Capital Fund</b>	<b>Total</b>
2018 annual surplus (deficit)	\$ <u>29,704</u>	\$ <u>(273,321)</u>	\$ <u>(243,617)</u>
Adjustments to annual surplus for funding requirements			
Second previous year's surplus	204	-	204
Capital purchased through Operating Fund	(19,705)	19,705	-
Amortization expense	<u>-</u>	<u>273,321</u>	<u>273,321</u>
Total adjustments to 2018 annual surplus (deficit)	<u>(19,501)</u>	<u>293,026</u>	<u>273,525</u>
2018 annual surplus for funding requirements	\$ <u><u>10,203</u></u>	\$ <u><u>19,705</u></u>	\$ <u><u>29,908</u></u>



# KENNEBECASIS PUBLIC LIBRARY INC.

2019April8OpenSessionFINAL\_055

## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2018

### 10. OPERATING BUDGET TO PSAS BUDGET

	Operating Budget <u>General</u>	Amortization <u>TCA</u>	<u>Transfers</u>	<u>Total</u>
<b>REVENUE</b>				
Rothsay	\$ 84,965	\$ -	\$ -	\$ 84,965
Quispamsis	132,960	-	-	132,960
Surplus of second previous year	204	-	(204)	-
Interest and sundry income	<u>11,561</u>	<u>-</u>	<u>-</u>	<u>11,561</u>
	<u>229,690</u>	<u>-</u>	<u>(204)</u>	<u>229,486</u>
<b>EXPENDITURE</b>				
Building and grounds maintenance	91,546	-	-	91,546
Insurance	7,392	-	-	7,392
Office	8,600	-	-	8,600
Wages	29,799	-	-	29,799
Professional development	2,000	-	-	2,000
Professional fees	10,660	-	-	10,660
Public relations	3,000	-	-	3,000
Utilities	53,634	-	-	53,634
Communications	9,294	-	-	9,294
Program supplies	3,500	-	-	3,500
Operating equipment and maintenance	8,265	-	-	8,265
Miscellaneous	2,000	-	-	2,000
Amortization	<u>-</u>	<u>273,321</u>	<u>-</u>	<u>273,321</u>
	<u>229,690</u>	<u>273,321</u>	<u>-</u>	<u>503,011</u>
Surplus (Deficit)	\$ <u>-</u>	\$ <u>(273,321)</u>	\$ <u>(204)</u>	\$ <u>(273,525)</u>

# Town of Rothesay

## General Fund Financial Statements

February 28, 2019

**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 - February	G11
Project Funding - March - Draft	G12

# Town of Rothesay

## Balance Sheet - Capital General Fund 2/28/19

### 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	3,279,779
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>80,797,354</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	(1,061,677)
Accumulated Amortization - General Fund Roads & Streets	(19,207,276)
Accumulated Amortization - General Fund Drainage Network	(6,497,499)
	<u>(33,273,709)</u>

\$ 47,523,645

### LIABILITIES AND EQUITY

Gen Capital due to/from Gen Operating	(660,000)
Total Long Term Debt	6,983,000

Total Liabilities \$ 6,323,000

Investment in General Fund Fixed Assets 41,200,645

\$ 47,523,645

**Town of Rothesay**  
 Balance Sheet - General Fund Reserves  
 2/28/19

ASSETS

BNS General Operating Reserve #214-15	663,889
BNS General Capital Reserves #2261-14	2,087,621
BNS - Gas Tax Reserves - GIC	4,212,890
Gen Reserves due to/from Gen Operating	(896,834)
	<u>\$ 6,067,567</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	3,973,327
Invest. in General Capital Reserve	1,013,382
General Gas Tax Funding	229,072
Invest. in General Operating Reserve	671,535
Invest. in Land for Public Purposes Reserve	127,723
Invest. in Town Hall Reserve	52,529
	<u>\$ 6,067,567</u>



**Town of Rothesay**  
**Balance Sheet - General Operating Fund**  
**2/28/19**

**CURRENT ASSETS**

Cash	1,055,762
Receivables	337,511
HST Receivable	86,402
Inventory	29,645
Gen Operating due to/from Util Operating	207,300
Total Current Assets	<u>1,716,620</u>
Other Assets:	
Projects	<u>27,843</u>
	<u>27,843</u>
<b>TOTAL ASSETS</b>	<u><u>1,744,462</u></u>

**CURRENT LIABILITIES AND EQUITY**

Accounts Payable	659,272
Other Payables	429,228
Gen Operating due to/from Gen Reserves	(896,834)
Gen Operating due to/from Gen Capital	660,000
Accrued Sick Leave	18,700
Accrued Pension Obligation	66,300
Accrued Retirement Allowance	395,220
Def. Rev-Quispamsis/Library Share	18,387
<b>TOTAL LIABILITIES</b>	<u><u>1,350,274</u></u>

**EQUITY**

Retained Earnings - General	(19,355)
Surplus/(Deficit) for the Period	<u>413,544</u>
	<u>394,189</u>
	<u><u>1,744,463</u></u>

# Town of Rothesay

Statement of Revenue & Expenditure  
2 Months Ended 2/28/19

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>REVENUE</b>							
Warrant of Assessment	1,336,919	1,336,918	2,673,837	2,673,837	0		16,043,021
Sale of Services	41,770	40,262	82,156	80,524	1,633		403,043
Services to Province of New Brunswick	5,000	5,000	10,000	10,000	0		60,000
Other Revenue from Own Sources	3,146	4,045	8,557	8,090	467		108,540
Unconditional Grant	10,183	10,183	20,365	20,365	0		122,190
Conditional Transfers	0	0	0	0	0		26,500
Other Transfers	0	0	76,706	76,706	0		1,076,706
	<u>\$1,397,016</u>	<u>\$1,396,408</u>	<u>\$2,871,621</u>	<u>\$2,869,521</u>	<u>\$2,100</u>		<u>\$17,840,000</u>
<b>EXPENSES</b>							
General Government Services	126,502	143,811	451,677	499,735	48,058		2,260,215
Protective Services	376,006	378,384	749,132	753,969	4,837		5,038,809
Transportation Services	381,519	330,417	761,102	693,334	(67,768)		3,444,029
Environmental Health Services	47,427	50,417	99,815	100,833	1,018		645,000
Environmental Development	60,923	73,557	89,966	113,114	23,148		649,680
Recreation & Cultural Services	101,716	112,831	305,760	333,936	28,176		2,049,910
Fiscal Services	303	333	625	667	42		3,752,357
	<u>\$1,094,395</u>	<u>\$1,089,750</u>	<u>\$2,458,077</u>	<u>\$2,495,587</u>	<u>\$37,510</u>		<u>\$17,840,000</u>
Surplus (Deficit) for the Year	<u>\$302,621</u>	<u>\$306,658</u>	<u>\$413,544</u>	<u>\$373,934</u>	<u>\$39,610</u>		<u>\$ 0</u>

## Town of Rothesay

G6

Statement of Revenue & Expenditure  
2 Months Ended 2/28/19

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>REVENUE</b>							
<b>Sale of Services</b>							
Bili McGuire Memorial Centre	1,480	2,500	3,325	5,000	(1,675)		30,000
Town Hall Rent	4,650	4,167	9,000	8,333	667		50,000
Arena Revenue	29,529	33,216	63,026	66,431	(3,405)		245,678
Community Garden	0	0	0	0	0		1,300
Recreation Programs	6,110	380	6,806	759	6,047		76,065
	<u>41,770</u>	<u>40,262</u>	<u>82,156</u>	<u>80,524</u>	<u>1,633</u>		<u>403,043</u>
<b>Other Revenue from Own Sources</b>							
Licenses & Permits	645	2,917	2,882	5,833	(2,952)		95,000
Recycling Dillies & Lids	110	0	250	0	250		0
Interest & Sundry	2,081	417	4,165	833	3,332		5,000
Miscellaneous	310	712	1,260	1,423	(164)		8,540
	<u>3,146</u>	<u>4,045</u>	<u>8,557</u>	<u>8,090</u>	<u>467</u>		<u>108,540</u>
<b>Conditional Transfers</b>							
Canada Day Grant	0	0	0	0	0		1,500
Grant - Other	0	0	0	0	0		25,000
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>26,500</u>
<b>Other Transfers</b>							
Surplus of 2nd Previous Year	0	0	76,706	76,706	0		76,706
Utility Fund Transfer	0	0	0	0	0		1,000,000
	<u>0</u>	<u>0</u>	<u>76,706</u>	<u>76,706</u>	<u>0</u>		<u>1,076,706</u>
<b>EXPENSES</b>							
<b>General Government Services</b>							
Legislative							
Mayor	2,938	3,542	5,964	7,083	1,119		42,500
Councillors	9,822	10,092	19,497	20,183	686		121,100
Regional Service Commission 9	0	0	1,671	1,750	79		7,000
Other	150	708	350	1,417	1,067		8,500
	<u>12,910</u>	<u>14,342</u>	<u>27,482</u>	<u>30,433</u>	<u>2,951</u>		<u>179,100</u>
<b>Administrative</b>							
Office Building	5,531	7,075	12,387	14,150	1,763		136,500
Solicitor	1,280	4,167	1,727	8,333	6,606		50,000
Administration - Wages & Benefits	73,115	81,708	150,279	163,417	13,138		1,063,300
Supplies	4,799	7,977	26,293	32,318	6,025		114,000
Professional Fees	0	3,182	0	6,364	6,364		55,000
Other	24,843	21,193	42,383	42,387	4		159,319
	<u>109,568</u>	<u>125,302</u>	<u>233,069</u>	<u>266,968</u>	<u>33,900</u>		<u>1,578,119</u>

# 2019April8OpenSessionFINAL\_062

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
G7							
Other General Government Services							
Community Communications	0	833	324	1,667	1,343		10,000
Civic Relations	0	333	0	667	667		4,000
Insurance	0	0	185,578	190,000	4,422		190,000
Donations	4,025	3,000	5,225	10,000	4,775		40,000
Cost of Assessment	0	0	0	0	0		250,996
Property Taxes - L.P.P.	0	0	0	0	0		8,000
	4,025	4,167	191,127	202,333	11,207		502,996
	126,502	143,811	451,677	499,735	48,058		2,260,215
<b>Protective Services</b>							
Police							
Police Protection	202,260	202,260	404,520	404,520	0		2,427,120
Crime Stoppers	2,800	2,800	2,800	2,800	0		2,800
	205,060	205,060	407,320	407,320	0		2,429,920
Fire							
Fire Protection	158,489	158,489	316,978	316,978	0		2,105,864
Water Costs Fire Protection	0	0	0	0	0		325,000
	158,489	158,489	316,978	316,978	0		2,430,864
Emergency Measures							
911 Communications Centre	12,377	12,377	24,754	24,754	(0)		148,525
EMO Director/Committee	80	833	80	1,667	1,587		10,000
	12,457	13,210	24,834	26,421	1,587		158,525
Other							
Animal & Pest Control	0	792	0	1,583	1,583		9,500
Other	0	833	0	1,667	1,667		10,000
	0	1,625	0	3,250	3,250		19,500
<b>Total Protective Services</b>	376,006	378,384	749,132	753,969	4,837		5,038,809



# 2019April8OpenSessionFINAL\_063

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
G8							
<b>Transportation Services</b>							
Common Services							
Administration (Wages & Benefits)	144,575	140,945	282,568	281,889	(679)		1,776,862
Workshops, Yards & Equipment	84,598	46,009	138,098	100,017	(38,081)	1	594,104
Engineering	0	625	0	1,250	1,250		7,500
	229,173	187,578	420,666	383,156	(37,510)		2,378,466
Street Cleaning & Flushing	0	1,000	0	2,000	2,000		40,000
Roads & Streets	751	4,000	977	7,000	6,023		65,000
Crosswalks & Sidewalks	1,457	714	1,726	1,427	(299)		20,563
Culverts & Drainage Ditches	0	5,417	0	10,833	10,833		65,000
Snow & Ice Removal	137,852	114,000	304,832	248,000	(56,832)	2	554,000
	140,060	125,130	307,535	269,261	(38,275)		744,563
Street Lighting	10,471	11,500	21,978	23,000	1,022		145,000
Traffic Services							
Street Signs	0	1,000	0	2,000	2,000		12,000
Traffic Lanemarking	0	0	0	0	0		30,000
Traffic Signals	770	3,333	2,822	6,667	3,845		40,000
Railway Crossing	900	1,667	2,309	3,333	1,025		20,000
	1,670	6,000	5,131	12,000	6,869		102,000
Public Transit							
Public Transit - Comex Service	0	0	0	0	0		66,000
KV Committee for the Disabled	0	0	5,500	5,500	0		5,500
Public Transit - Other	146	208	292	417	125		2,500
	146	208	5,792	5,917	125		74,000
Total Transportation Services	381,519	330,417	761,102	693,334	(67,768)		3,444,029
<b>Environmental Health Services</b>							
Solid Waste Disposal Land Fill	14,697	16,250	34,853	32,500	(2,353)		195,000
Solid Waste Disposal Compost	995	2,083	2,014	4,167	2,153		25,000
Solid Waste Collection	23,186	24,167	46,372	48,333	1,961		290,000
Solid Waste Collection Curbside Recycling	8,027	7,917	16,055	15,833	(221)		95,000
Clean Up Campaign	521	0	521	0	(521)		40,000
	47,427	50,417	99,815	100,833	1,018		645,000
<b>Environmental Development Services</b>							
Planning & Zoning							
Administration	58,807	66,265	87,222	98,531	11,309		460,200
Planning Projects	2,116	7,083	2,744	14,167	11,423		85,000
Heritage Committee	0	208	0	417	417		2,500
	60,923	73,557	89,966	113,114	23,148		547,700
Economic Development Comm.	0	0	0	0	0		98,780
Tourism	0	0	0	0	0		3,200
	0	0	0	0	0		101,980
	60,923	73,557	89,966	113,114	23,148		649,680

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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>Recreation &amp; Cultural Services</b>							
Administration	22,853	18,404	44,639	36,808	(7,831)		259,500
Beaches	53	0	53	0	(53)		39,000
Rothsay Arena	29,668	29,299	55,478	58,598	3,121		332,680
Memorial Centre	1,692	4,083	7,130	8,167	1,037		57,000
Summer Programs	50	0	52	0	(52)		61,000
Parks & Gardens	26,662	37,475	52,887	74,950	22,063		585,700
Rothsay Common Rink	6,917	7,311	15,214	17,123	1,909		48,335
Playgrounds and Fields	3,917	5,750	5,360	11,500	6,140		110,000
Regional Facilities Commission	0	0	106,774	106,774	0		427,095
Kennebecasis Public Library	7,089	7,089	14,178	14,178	0		85,065
Special Events	2,814	3,333	3,996	5,667	1,671		36,000
PRO Kids	0	0	0	0	0		7,500
Rothsay Living Museum	0	86	0	173	173		1,035
	<u>101,716</u>	<u>112,831</u>	<u>305,760</u>	<u>333,936</u>	<u>28,176</u>		<u>2,049,910</u>
<b>Fiscal Services</b>							
Debt Charges							
Interest	303	333	625	667	42		198,857
Debt Payments	0	0	0	0	0		1,033,000
	<u>303</u>	<u>333</u>	<u>625</u>	<u>667</u>	<u>42</u>		<u>1,231,857</u>
<b>Transfers To:</b>							
Capital Fund for Capital Expenditures	0	0	0	0	0		2,390,500
Reserve Funds	0	0	0	0	0		120,000
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>2,520,500</u>
	<u>303</u>	<u>333</u>	<u>625</u>	<u>667</u>	<u>42</u>		<u>3,752,357</u>

G9

## Town of Rothesay

## Variance Report - General Fund

2 months ending February 28, 2019

Note #		Actual	Budget	Better/(Worse)	Description of Variance
Revenue					
				\$ -	
			Total	\$ -	
			Variance per Statement	\$ 2,100	
			Explained	0.00%	
Expenses					
General Government					
				\$ -	
Protective Services					
				\$ -	
Transportation					
1	Workshops, Yards & Equipment	\$ 138,098	\$ 100,017	\$ (38,081)	Salt Shed repairs \$25,000; vehicle repairs over budget by \$21,000
2	Snow & Ice Removal	\$ 304,832	\$ 248,000	\$ (56,832)	Salt & Sand purchases
Environmental Health					
				\$ -	
Environmental Development					
				\$ -	
Recreation & Cultural Services					
				\$ -	
				\$ -	
Fiscal Services					
				\$ -	
			Total	\$ (94,913)	
			Variance per Statement	\$ 37,510	
			Explained	-253.03%	

## Town of Rothesay

Capital Projects 2019  
General Fund  
2 Months Ended 2/28/19

	Original BUDGET	Tender	Revisions	Amended Plan	CURRENT Y-T-D	Remaining Budget		
<b>General Government</b>								
12010560 Town Hall Equipment Purchases G-2019-005	90,000			90,000	3,013	86,987		
12010660 IT MS Office/Server/Laptops G-2019-006	50,000			50,000	0	50,000		
Total General Government	140,000	0	0	140,000	3,013	136,987		
<b>Protective Services</b>								
12011560 Protective Serv. Equipment Purchases P-2019-007	306,000			306,000	5,774	300,226		
Total Protective Services	306,000	0	0	306,000	5,774	300,226		
<b>Transportation</b>								
12021360 Transportation Equipment Purchases T-2018-003	580,000			580,000	0	580,000	3/4T Pickup (R072)	Budget Actual
12023860 Engineering 2020 T-2020-001	60,000			60,000	0	60,000	1T Truck (R078)	60,000 70,000
12025260 Trail Connector/Crossing T-2016-017	1,050,000			1,050,000	0	1,050,000	Single Axle Plough (R035)	225,000
12026660 Asphalt/Microseal 2019 T-2019-001	1,795,000			1,795,000	1,637	1,793,363	Single Axle Plough (R038)	225,000
12026860 Church Avenue Reconstruction T-2019-002	930,000			930,000	0	930,000		580,000
Unassigned:						0		
Designated Highway	282,500			282,500		282,500		
Secondary Plan	500,000			500,000		500,000		
Total Transportation	5,197,500	0		5,197,500	1,637	5,195,863		
<b>Recreation</b>								
12012060 Arena Renovation Contract Mgmt R-2019-008	100,000			100,000	0	100,000		
12020760 Trail Development R-2018-007	40,000			40,000	0	40,000		
12020860 Recreation Equipment Purchases R-2019-008	85,000			85,000	8,169	76,831	Truck	60,000
12026360 Synthetic Turf Supply & Installation R-2018-012	400,000			400,000	0	400,000	Equipment	25,000 8,169
12026760 McGuire Centre Renos R-2019-003	0			0	7,498	-7,498		85,000 8,169
Total Recreation	625,000	0		625,000	15,667	609,333		
<b>Carryovers</b>								
12026260 Fox Farm Retaining Wall & Railing T-2018-011	0			0	1,752	-1,752		
<b>Total</b>	<b>\$ 6,268,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,268,500</b>	<b>\$ 27,843</b>	<b>\$ 6,240,657</b>		
<b>Funding</b>								
General Government	140,000				140,000			
Protective Services	306,000				40,500	265,500		
Transportation	5,197,500	70,625	930,000	211,875	1,985,000	500,000		
Recreation	625,000	350,000		700,000	225,000	400,000		
	<b>\$ 6,268,500</b>	<b>\$ 420,625</b>	<b>\$ 930,000</b>	<b>\$ 911,875</b>	<b>\$ 2,390,500</b>	<b>\$ 1,165,500</b>		



## Town of Rothesay

Capital Projects 2019  
General Fund  
3 Months Ended 3/31/19

	Original BUDGET	Tender	Revisions	Amended Plan	CURRENT Y-T-D	Remaining Budget		Budget	Actual
<b>General Government</b>									
12010560 Town Hall Equipment Purchases G-2019-005	90,000			90,000	3,861	86,139			
12010660 IT MS Office/Server/Laptops G-2019-006	50,000			50,000	0	50,000			
Total General Government	140,000	0	0	140,000	3,861	136,139			
<b>Protective Services</b>									
12011560 Protective Serv. Equipment Purchases P-2019-007	306,000			306,000	5,774	300,226			
Total Protective Services	306,000	0	0	306,000	5,774	300,226			
<b>Transportation</b>									
12021360 Transportation Equipment Purchases T-2018-003	580,000			580,000	0	580,000	3/4T Pickup (R072)	60,000	
12023860 Engineering 2020 T-2020-001	60,000			60,000	0	60,000	1T Truck (R078)	70,000	
12025260 Trail Connector/Crossing T-2016-017	1,050,000			1,050,000	0	1,050,000	Single Axle Plough (R03S)	225,000	
12026660 Asphalt/Microseal 2019 T-2019-001	1,795,000			1,795,000	1,637	1,793,363	Single Axle Plough (R03S)	225,000	
12026860 Church Avenue Reconstruction T-2019-002	930,000			930,000	0	930,000		580,000	-
Unassigned:						0			
Designated Highway	282,500			282,500		282,500			
Secondary Plan	500,000			500,000		500,000			
Total Transportation	5,197,500	0		5,197,500	1,637	5,195,863			
<b>Recreation</b>									
12012060 Arena Renovation Contract Mgmt R-2019-008	100,000			100,000	0	100,000			
12020760 Trail Development R-2018-007	40,000			40,000	3,662	36,338			
12020860 Recreation Equipment Purchases R-2019-008	85,000			85,000	8,169	76,831			
12026360 Synthetic Turf Supply & Installation R-2018-012	400,000			400,000	0	400,000			
12026760 McGuire Centre Renos R-2019-003	0			0	7,498	-7,498	Truck	60,000	
Total Recreation	625,000	0		625,000	19,329	605,671	Equipment	25,000	8,169
								85,000	
<b>Carryovers (funded from reserves)</b>									
12026260 Fox Farm Retaining Wall & Railing T-2018-011	0			0	1,752	-1,752			
12025360 Asphalt/Microseal T-2017-001	0			0	46,553	-46,553			
	0	0	0	0	48,305	-48,305			
<b>Total</b>	<b>\$ 6,268,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,268,500</b>	<b>\$ 78,906</b>	<b>\$ 6,189,594</b>			
<b>Funding</b>									
General Government	140,000				140,000				
Protective Services	306,000				40,500	265,500			
Transportation	5,197,500	70,625	930,000	211,875	1,985,000	500,000			
Recreation	625,000	350,000		700,000	225,000	400,000			
	<b>\$ 6,268,500</b>	<b>\$ 420,625</b>	<b>\$ 930,000</b>	<b>\$ 911,875</b>	<b>\$ 2,390,500</b>	<b>\$ 1,165,500</b>			

# Town of Rothesay

## Utility Fund Financial Statements

February 28, 2019

### Attached Reports:

Capital Balance Sheet	U1
Reserve Balance Sheet	U2
Operating Balance Sheet	U3
Operating Income Statement	U4
Variance Report	N/A
Project Listing - February	U6
Project Listing - March - Draft!	U7

**Town of Rothesay**  
**Capital Balance Sheet**  
**As at 2/28/19**

**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**

36,764,975

**LIABILITIES**

**Current:**

Util Capital due to/from Util Operating	(700,000)
Total Current Liabilities	<u>(700,000)</u>

**Long-Term:**

Long-Term Debt	9,200,726
Total Liabilities	<u>8,500,726</u>

**EQUITY**

**Investments:**

Investment in Fixed Assets	28,264,248
Total Equity	<u>28,264,248</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>36,764,974</u></u>

# Town of Rothesay

Utility Reserve Balance Sheet  
As at 2/28/19

## ASSETS

Assets:

Bank - Utility Reserve	1,101,520
Due from Utility Operating	93
TOTAL ASSETS	<u>\$ 1,101,613</u>

## EQUITY

Investments:

Invest. in Utility Capital Reserve	760,078
Invest. in Utility Operating Reserve	103,002
Invest. in Sewage Outfall Reserve	238,533
TOTAL EQUITY	<u>\$ 1,101,613</u>



# Town of Rothesay

## Utilities Fund Operating Balance Sheet

As at 2/28/19

### ASSETS

Current assets:	
Accounts Receivable Net of Allowance	552,917
Accounts Receivable - Misc.	1,200
Accounts Receivable - Projects	537,430
Total Current Assets	<u>1,091,547</u>
Other Assets:	
Projects	21,012
	<u>21,012</u>
 TOTAL ASSETS	 <u><u>\$ 1,112,559</u></u>

### LIABILITIES

Accrued Payables	43,648
Due from General Fund	207,300
Due from (to) Capital Fund	700,000
Due to (from) Utility Reserve	93
Deferred Revenue	18,685
Total Liabilities	<u>969,726</u>

### EQUITY

Surplus:	
Opening Retained Earnings	180,599
Profit (Loss) to Date	(37,765)
	<u>142,833</u>
 TOTAL LIABILITIES & EQUITY	 <u><u>\$ 1,112,559</u></u>

**Town of Rothesay**  
**Utilities Operating Income Statement**  
**2 Months Ended 2/28/19**

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>RECEIPTS</b>							
Sale of Water	(243)	0	(243)	0	(243)		1,050,000
Meter and non-hookup fees	195	0	195	0	195		42,100
Water Supply for Fire Prot.	0	0	0	0	0		325,000
Local Improvement Levy	0	0	0	0	0		59,000
Sewerage Services	0	0	0	0	0		1,610,000
Connection Fees	0	0	0	0	0		70,000
Interest Earned	6,869	4,167	14,457	8,333	6,124		50,000
Misc. Revenue	325	182	850	365	486		2,187
Infrastructure Grants	39,180	0	39,180	0	39,180	1	0
Surplus - Previous Years	0	0	11,713	11,713	0		11,713
<b>TOTAL RECEIPTS</b>	<b>46,325</b>	<b>4,349</b>	<b>66,152</b>	<b>20,411</b>	<b>45,741</b>		<b>3,220,000</b>
<b>WATER SUPPLY</b>							
Share of Overhead Expenses	0	0	0	0	0		400,000
Audit/Legal/Training	28	708	125	1,417	1,292		11,500
Purification & Treatment	16,382	18,659	50,249	50,409	160		357,000
Transmission & Distribution	17,544	6,667	20,941	13,333	(7,607)	2	112,000
Power & Pumping	4,083	3,500	7,396	7,000	(396)		42,000
Billing/Collections	960	333	1,057	667	(390)		4,000
Water Purchased	0	50	0	100	100		600
Misc. Expenses	0	1,000	130	2,000	1,870		12,000
<b>TOTAL WATER SUPPLY</b>	<b>38,997</b>	<b>30,917</b>	<b>79,899</b>	<b>74,926</b>	<b>(4,973)</b>		<b>939,100</b>
<b>SEWERAGE COLLECTION &amp; DISPOSAL</b>							
Share of Overhead Expenses	0	0	0	0	0		600,000
Audit/Legal/Training	0	1,000	487	2,000	1,513		19,000
Collection System Maintenance	1,459	2,667	2,003	5,333	3,330		64,000
Sewer Claims	0	1,667	438	3,333	2,895		20,000
Lift Stations	3,918	3,500	5,931	7,000	1,069		42,000
Treatment/Disposal	6,206	6,250	11,914	12,500	586		92,000
Infiltration Study	2,192	0	2,192	0	(2,192)		0
Misc. Expenses	0	625	1,054	1,250	196		7,502
<b>TOTAL SWGE COLLECTION &amp; DISPOSAL</b>	<b>13,774</b>	<b>15,709</b>	<b>24,018</b>	<b>31,417</b>	<b>7,399</b>		<b>844,502</b>
<b>FISCAL SERVICES</b>							
Interest on Long-Term Debt	0	0	0	0	0		330,261
Principal Repayment	0	0	0	0	0		436,137
Transfer to Reserve Accounts	0	0	0	0	0		70,000
Capital Fund Through Operating	0	0	0	0	0		600,000
<b>TOTAL FISCAL SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>1,436,398</b>
<b>TOTAL EXPENSES</b>	<b>52,771</b>	<b>46,626</b>	<b>103,917</b>	<b>106,343</b>	<b>2,426</b>		<b>3,220,000</b>
<b>NET INCOME (LOSS) FOR THE PERIOD</b>	<b>(6,446)</b>	<b>(42,277)</b>	<b>(37,765)</b>	<b>(85,932)</b>	<b>48,166</b>		<b>0</b>

# Town of Rothesay

Variance Report - Utility Operating  
2 Months Ended February 28, 2019

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Infrastructure Grants	39,180	-	39,180	CWWF grant
Expenditures					
Water					
2	Transmission & Distribution	20,941	13,333	(7,608)	Water leak repairs \$14,000
Sewer					
Fiscal Services					

# Town of Rothesay

Capital Projects 2018

Utility Fund

2 Months Ended 2/28/19

	Original BUDGET	CURRENT Y-T-D	Remaining Budget
<b>WATER</b>			
12043430 Well Development - Quality W-2018-003	300,000	0	300,000
12044330 Hillsview/Shadow Hill Watermain W-2018-002	450,000	5,332	444,668
Unassigned:			
McGuire Compound Fencing	35,000		35,000
Filter Bldg Heating	70,000		70,000
Well Drilling	70,000		70,000
	<u>\$ 925,000</u>	<u>\$ 5,332</u>	<u>\$ 919,668</u>

<b>SEWER</b>			
12042330 Wastewater Treatment Plant - S-2014-016-A	1,500,000	0	1,500,000
12044630 Sewer Repair College Hill S-2019-001	-	15,680	-15,680
12044830 Sewer Costs in Asphalt Contract T-2019-001	100,000	0	100,000
Unassigned:			
SCADA Changeover	35,000		35,000
Turnbull Court Design	75,000		75,000
	<u>1,710,000</u>	<u>15,680</u>	<u>1,694,320</u>

Unassigned

<b>Total Approved</b>	<u>2,635,000</u>	<u>21,012</u>	<u>2,613,988</u>
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Carryovers

Funded from Reserves

0

<u>2,635,000</u>	<u>21,012</u>	<u>2,613,988</u>
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Funding:

	Total	Reserves	Gas Tax	Grants	Borrow	Operating
Water	925,000	250,000			250,000	425,000
Sewer	1,710,000	35,000		1,000,000	500,000	175,000
	<u>2,635,000</u>	<u>285,000</u>	<u>-</u>	<u>1,000,000</u>	<u>750,000</u>	<u>600,000</u>



# Town of Rothesay

Capital Projects 2019  
Utility Fund  
3 Months Ended 3/31/19

DRAFT!

	Original BUDGET	CURRENT Y-T-D	Remaining Budget
<b>WATER</b>			
12043430 Well Development - Quality W-2018-003	300,000	0	300,000
12044330 Hillsvieview/Shadow Hill Watermain W-2018-002	450,000	5,332	444,668
Unassigned:			
McGuire Compound Fencing	35,000		35,000
Filter Bldg Heating	70,000		70,000
Well Drilling	70,000		70,000
	<u>\$ 925,000</u>	<u>\$ 5,332</u>	<u>\$ 919,668</u>

<b>SEWER</b>			
12042330 Wastewater Treatment Plant - S-2014-016-A	1,500,000	0	1,500,000
12044630 Sewer Repair College Hill S-2019-001	-	15,680	-15,680
12044830 Sewer Costs in Asphalt Contract T-2019-001	100,000	0	100,000
Unassigned:			
SCADA Changeover	35,000		35,000
Turnbull Court Design	75,000		75,000
	<u>1,710,000</u>	<u>15,680</u>	<u>1,694,320</u>

Unassigned

<b>Total Approved</b>	<u>2,635,000</u>	<u>21,012</u>	<u>2,613,988</u>
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**Carryovers**

Funded from Reserves

0

<u>2,635,000</u>	<u>21,012</u>	<u>2,613,988</u>
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**Funding:**

	Total	Reserves	Gas Tax	Grants	Borrow	Operating
Water	925,000	250,000			250,000	425,000
Sewer	1,710,000	35,000		1,000,000	500,000	175,000
	<u>2,635,000</u>	<u>285,000</u>	<u>-</u>	<u>1,000,000</u>	<u>750,000</u>	<u>600,000</u>

# Town of Rothesay

28/02/2019 219500-60

Donations/Cultural Support	Budget 2019	Paid to date
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KV3C	2,500.00	
NB Medical Education Trust	5,000.00	
SJRH	2,500.00	2,500.00
KV Food bank	6,000.00	
Fairweather Scholarship	1,000.00	
KV Oasis	2,500.00	
Saint John Theatre Company	1,000.00	1,000.00
YMCA	10,000.00	
sub	30,500.00	3,500.00

Other:	5,000.00	
NB Competitive Festival of Music		100.00
Cops for Cancer		100.00
Vocational Training Centre		1,500.00
In Memory of		75.00
sub	5,000.00	1,775.00

35,500.00	5,275.00
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Mayor's Expense	7,500.00	
Saint Andrews Society		110.00 Burns dinner

7,500.00	110.00
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Other:			
Kennebecasis Crimestoppers	2,800.00	2,800.00	Protective Services
KV Committee for the Disabled	5,500.00	5,500.00	Transportation
PRO Kids	7,500.00		Recreation

58,800.00	13,685.00
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# TOWN OF ROTHESAY

## FINANCE COMMITTEE

March 21, 2019

### In attendance:

Mayor Nancy Grant

Deputy Mayor Matt Alexander

Councillor Don Shea

Town Manager John Jarvie

Treasurer Doug MacDonald

Absent: Councillor grant Brennan

The meeting was called to order at 8:15. In the absence of the Chair, Deputy Mayor Alexander acted as the Chair of the meeting. The agenda was accepted as circulated. The meeting notes of February 21, 2019 were received for information.

### **February 2019 Draft Financial Statements**

Treasurer MacDonald reviewed the February financial statements including variances from budget. The transportation services expenditure is higher than budget due to larger than expected vehicle repairs and sand and salt usage. The winter weather freeze/thaw cycle is particularly hard on equipment and requires more material than budgeted. Future budgets will reflect this new pattern. The utility water transmission expenditure is higher than expected due to emergency repairs required to a broken water line. February financial statements were accepted (NG/DS).

### **Donation Requests**

Sumaary information was reviewed and accepted as information.

KV Oasis – Power of Determination event. – The Mayor declared a conflict and left the meeting. As a quorum was lost, it was agreed to send this to Council for a decision. The Mayor returned to the meeting.

Pro-Kids- the Mayor agreed to purchase two tickets from her budget for the event.

St Joseph's hospital Foundation – the Mayor agreed to allocate \$100 to the event from her budget.

### **Compliance Report**

The compliance report was accepted as presented.

### **Next Meeting**

The next meeting is set for April 18, 2019 at 8:15 in the Sayre Room. The meeting adjourned at 8:45.

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Matt Alexander, Deputy Mayor

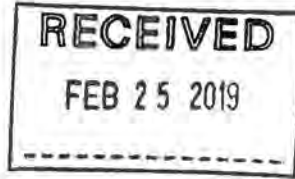
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Doug MacDonald, Treasurer





February 7, 2019



Nancy Grant  
Town of Rothesay  
Rothesay, NB

**COPY**

Dear Nancy,

The Power of Determination event is a major fundraiser for KV Oasis Youth Centre. KV Oasis opened its doors in Quispamsis in 2016 and offers daily support for youth, ages 12-25, from the Greater Saint John area. Programming at the Centre helps youth develop and learn new skills, engage with their peers, seek medical attention, and take care of their mental health. The survival of KV Oasis is imperative to families in our communities.

The 2018 Power of Determination event raised \$32,000 for the Centre, and we're pleased that this year's event will be held on Thursday, May 16th at Heritage Hall, Rothesay Netherwood School. Doors will open at 6 pm and dinner will begin at 7 pm.

We are excited to announce that our guest speaker will be the Honourable Frank McKenna who will be interviewed by James Mullinger – two individuals who are very passionate about our province!

Your purchase of tickets in 2017 & 2018 was very much appreciated and helped contribute to programming and activities run through the Centre. This year, we encourage you to purchase a table or to become a sponsor. Please review the following sponsorship opportunities:

**\$1,000:** Name on screen, thanked at event.

**\$2,000:** Name on screen/event poster, thanked at event, 2 tickets.

**\$5,000:** Name on screen/event poster, thanked at event, table.

**\$10,000:** Title sponsor or co-title sponsor, thanked at event, prominent logo on materials and slide at event, table.

To become a sponsor or to purchase a table, please contact Cortney Ellis, the Fundraising and Events Director, at (506) 847-2383 or [cortney@kvoasis.com](mailto:cortney@kvoasis.com) or myself Nancy Creamer Ervin at 646-1126 or [nancy.creamerervin@td.com](mailto:nancy.creamerervin@td.com)

Your support is vital to the continued success of KV Oasis Youth Centre. Thank you for your consideration, and we hope to see you on May 16th, 2019. It will be an event to remember!

Thank you very much for considering, Nancy!

Best Regards,

A handwritten signature in cursive script, appearing to read "Nancy".

Nancy Creamer Ervin  
TD Wealth  
Event Chair

*For Finance  
Committee  
March please  
thanks  
NB*





2019April8OpenSessionFINAL\_079  
**ROTHESAY**  
Emergency Measures Committee  
**Monday, March 11, 2019 at 5:00 p.m.**  
**SAYRE ROOM ROTHESAY TOWN HALL**



**PRESENT:** MAYOR NANCY GRANT  
COUNCILLOR PETER LEWIS  
COUNCILLOR BILL McGUIRE

TOWN MANAGER JOHN JARVIE  
DIRECTOR OF PLANNING/DEVELOPMENT SERVICES BRIAN WHITE  
RECORDING SECRETARY LIZ POMEROY

Chairperson Lewis called the meeting to order at 5:00 p.m.

**1. APPROVAL OF AGENDA**

**MOVED** by Counc. McGuire and seconded by Mayor Grant the agenda be approved as circulated.

**CARRIED.**

**2. APPROVAL OF MINUTES**

2.1 Regular meeting of January 7, 2019

**MOVED** by Mayor Grant and seconded by Counc. McGuire the minutes of January 7, 2019 be approved as circulated.

**ON THE QUESTION:**

Counc. Lewis inquired if correspondence was received from Mr. Weber since the January 7, 2019 meeting. DPDS White advised the information report regarding the NBEMO Exercise Brunswick Bravo listed on the agenda was sent by Mr. Weber.

**CARRIED.**

**3. DELEGATIONS**

N/A

**4. REPORTS**

N/A

**5. OLD BUSINESS**

5.1 Update on NBEMO Exercise Brunswick Bravo

DPDS White noted the report is intended to provide background information regarding the exercise. He added: a Planning Conference is scheduled for April 24, 2019; the Town must assign a trusted agent for the exercise; and feedback is requested from the Committee regarding the report provided. The Committee agreed to review the report in greater detail and provide feedback to DPDS White to pass along to Mr. Weber.

**MOVED** by Counc. McGuire and seconded by Mayor Grant the Information Report regarding the NBEMO Exercise Brunswick Bravo be received for information.

**CARRIED.**

**6. NEW BUSINESS****6.1 Update from Town Manager RE: KVFD**

Town Manager Jarvie reported both the Fire Chief and Deputy Fire Chief are amenable to appointing the Deputy Fire Chief as the municipal EMO Director for Rothesay. He added he will contact Quispamsis to discuss the idea. It was suggested, if approved, the position be included in the Deputy Fire Chief's job description. There was general discussion regarding the potential advantages to communication if the Deputy Fire Chief were to assume the EMO Director role for both Rothesay and Quispamsis. In response to an inquiry, it was noted it is expected the Deputy Fire Chief will attend future EMO Committee meetings as the EMO Director. Mayor Grant expressed interest in providing training opportunities for Council members regarding emergencies. DPDS White noted he will investigate opportunities for training and report back to the Committee.

**6.2 Update on Spring Freshet 2019**

The following comments were made: there is interest in discussing a strategy early; direction is needed regarding the roles of Council members during a flood; the Town's involvement regarding mitigation efforts (i.e. sandbagging) must be clearly defined; staff inquired about Provincial support however no response has been received; resources required must be determined (sandbags, sand, equipment, portable toilets, showers etc.) as well as the timeline to acquire the materials and recruit volunteers; the location for sandbagging operations must be identified and communicated to residents; setting up sandbagging operations closer to the flood zone (i.e. Kennebecasis Park) may be advantageous; it may be beneficial to assemble the safety cone apparatus used to fill sandbags prior to water levels rising; local businesses could be contacted to determine interest in providing support either through equipment or volunteers; plans for volunteer roles, traffic control in the sandbagging area, and communication during the flood should be discussed prior to water levels rising; it was suggested a map be prepared and shared with residents identifying the traffic flow pattern in the sandbagging area; signage be provided to identify key areas within the sandbagging location and flood zones; a suggestion for online and onsite volunteer registration; possible provision of safety equipment for volunteers (i.e. vests, glasses, gloves); it was suggested requesting the presence of St. John Ambulance to provide first aid for the duration of sandbagging operations; and proper sandbagging techniques should be made available to residents. There was consensus to schedule a meeting in three weeks to discuss the matter further. It was requested a map be prepared and circulated at the next meeting to identify a desirable flow of traffic within the sandbagging area. Town Manager Jarvie advised staff will contact local business to gauge interest in providing support for mitigation efforts.

In response to an inquiry, Town Manager Jarvie advised the Collective Agreement between CUPE Local 5369 and the Town discusses the possibility of staff working in the event of an emergency. It was suggested Town staff meet with representatives of the Union in the near future to discuss the possibility of another flood.

**7. CORRESPONDENCE FOR INFORMATION****7.1 EMO Chapter of Municipal Plan**

DPDS White requested the Committee review the EMO Chapter of the Municipal Plan and submit feedback regarding updates.

**8. DATE OF NEXT MEETING****TBD****9. ADJOURNMENT**

**MOVED** by Mayor Grant and seconded by Counc. McGuire the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 5:45 p.m.

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**CHAIRPERSON**

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**RECORDING SECRETARY**



# ROTHESAY

~~2019 April 8 Open Session FINAL 088~~  
Parks and Recreation Committee Meeting

Tuesday, March 19, 2019  
Rothsay Town Hall – Sayre Room  
6:30 p.m.



**DRAFT**

**PRESENT:** COUNC. MIRIAM WELLS  
MARY ANN GALLAGHER  
BRENDAN KILFOIL  
CHUCK MCKIBBON  
GARY MYLES  
HOLLY YOUNG

TOWN MANAGER JOHN JARVIE (*arrived at 6:53 p.m.*)  
DIRECTOR OF PARKS AND RECREATION CHARLES JENSEN  
FACILITIES COORDINATOR RYAN KINCADE  
RECREATION COORDINATOR KERI FLOOD  
RECORDING SECRETARY LIZ POMEROY

**ABSENT:** COUNC. PETER LEWIS  
RAHA MOSCA  
MAUREEN DESMOND  
ALLYSON MURRAY

Chairperson Wells called the meeting to order at 6:35 p.m.

**1. APPROVAL OF AGENDA:**

**MOVED** by B. Kilfoil and seconded by M. Gallagher the agenda be approved as circulated.

**CARRIED.**

**2. APPROVAL OF MINUTES:**

2.1 Meeting minutes of January 22, 2019

**MOVED** by B. Kilfoil and seconded by C. McKibbon the meeting minutes of January 22, 2019 be approved as circulated.

**CARRIED.**

**3. DELEGATIONS:**

N/A

**4. REPORTS & PRESENTATIONS:**

N/A

**5. UNFINISHED BUSINESS**

5.1 Outdoor exercise equipment for parks

DRP Jensen reported he spoke with other Recreation Directors and they expressed similar concerns as Saint John, more specifically that the average use of the equipment does not warrant the significant cost. There was consensus not to pursue the initiative. Counc. Wells requested a response be sent expressing appreciation for the correspondence and noting the idea was discussed but will not be pursued at this time.



**6. CORRESPONDENCE FOR ACTION:**

- 6.1 26 February 2019 Letter from Raymond Carriere RE: Invite to participate in the 25<sup>th</sup> Edition of Communities in Bloom

DRP Jensen advised limited resources may deter the Town's participation unless a partnership is struck with a local gardening group. He added typically preparation occurs a year in advance. DRP Jensen agreed to discuss the idea with local gardening groups to gauge interest in partnering for a future event.

**7. NEW BUSINESS:**

- 7.1 Parks and Recreation Update

DRP Jensen advised: the early opening of the Rothesay Common ice surface was well received by the public and the surface is now closed for the season; efforts were made to reduce softening of the ice by the sun; the average loss of use due to weather was comparable to past years; and special events such as the Glow Skate were well received by the public.

There was general discussion with respect to sponsorship for special events, and trail grooming. In response to an inquiry DRP Jensen noted icy conditions may prevent grooming of the Wells trail beyond the bridge. He added extensions of the Wells trail system are expected to be complete by the end of the year, and trail maps will be installed with birding signage at Bicentennial Park and the Wells Recreation Park. DRP Jensen further noted staff are investigating the possibility of including an "off-leash" area for dogs within the Wells trail system. C. McKibbin commented that regular trail users have indicated they are deterred from using the trail if damage is caused by ATVs. DRP Jensen noted staff are discussing possible options for deterring use of the trails by ATVs.

DRP Jensen advised staff are reviewing resumes for seasonal positions for the Parks Department. In response to an inquiry, DRP Jensen advised Student Employment Experience Development (SEED) grants are not required for seasonal positions.

Town Manager Jarvie arrived at the meeting.

There was general discussion with respect to SEED grants.

DRP Jensen advised: the greenhouse will open mid-April; Arthur Miller Field will open April 22, 2019; replacement of the lower field turf is expected to be completed by May 17, 2019; installation of the new turf will impact regular bookings; winterkill is a concern for natural fields within the Town; and the method of disposal for the lower field turf has not been confirmed. B. Kilfoil inquired if the old turf could be repurposed for baseball fields. DRP Jensen advised it could however installation requires preparation of the surface below the turf which will result in additional costs.

DRP Jensen noted: the Rothesay Arena is expected to close for the season May 11, 2019; upcoming events for the Arena include a car show, and a circus (July 3<sup>rd</sup>); and Council authorized the circulation of a Request for Expressions of Interest for the Rothesay Arena. Town Manager Jarvie gave a brief summary of the process and noted it is expected the document will be released by the end of the week. He added it is anticipated a recommendation will be prepared for Council's review at the May Council meeting. G. Myles inquired about the possibility of creating a public-private partnership for the project. Town Manager Jarvie advised typically public-private partnerships are created for projects of a much larger scale. It was noted the Request for Expressions of Interest for the Rothesay Arena will be included for the Committee's review at the next meeting. In response to

an inquiry, Town Manager Jarvie noted funding applications were submitted to the Federal and Provincial governments for the Arena project.

RC Flood gave a brief report for the Recreation Department noting: applicants are submitting resumes for ten playground program and seven lifeguard positions; wages were increased for lifeguard positions to encourage applications; these wages are now comparable to neighbouring municipalities; April 1<sup>st</sup> is the deadline for applications; the Town will host an event on June 1<sup>st</sup> at the Wells Recreation Park to participate in ParticipACTION's Community Better Challenge, an event intended to engage community members to get active; grants are available for participating municipalities; staff are discussing activities including partnerships with local groups such as BIRD, KV Softball, and Fundy Soccer; and other proposed activities include pickleball and a trail walk for National Trail Day (June 1<sup>st</sup>). M. Gallagher commented that there are members in the community that instruct agility training for dogs. She suggested these individuals be contacted to determine interest in utilizing the Wells Dog Park for activities during the event. C. McKibbon suggested the River and Trail Company be contacted for possible participation in the event.

B. Kilfoil inquired about the grand opening for the East Riverside-Kingshurst Park. It was noted the Park may not be fully restored until later in the year. It was suggested an event be considered for the New Brunswick Day weekend August 3-5, 2019. RC Flood advised Sunset Yoga will continue this year. Yoga Haus has indicated an interest in partnering with the Town for other events more specifically related to seniors and children. It was suggested Stand-Up Paddleboard Yoga be investigated.

There was discussion with respect to the request for a gate on Regatta Row. Town Manager Jarvie advised details must be confirmed prior to installation.

RC Flood commented on upcoming events such as Canada Day celebrations (July 1<sup>st</sup>) and the Concert on the Common series (July 4<sup>th</sup> – August 29<sup>th</sup>). There was general discussion with respect to the Speaker Series events held at Town Hall. Counc. Wells added the grand opening of the Hive is scheduled for May 23<sup>rd</sup>. She noted the facility is targeted to seniors however intergenerational activities will also be available.

**8. CORRESPONDENCE FOR INFORMATION:**  
N/A

**9. DATE OF NEXT MEETING:**

The next meeting is scheduled for Tuesday, April 16, 2019.

**10. ADJOURNMENT**

**MOVED** by B. Kilfoil and seconded by C. McKibbon the meeting be adjourned.

**CARRIED.**

The meeting ended at 7:15 p.m.

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CHAIRPERSON

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RECORDING SECRETARY



# ROTHESAY

Works and Utilities Committee Meeting

Wednesday, March 20, 2019

Rothesay Town Hall – Sayre Room

5:30 p.m.



**DRAFT**

**PRESENT:** DEPUTY MAYOR MATT ALEXANDER  
COUNCILLOR MIRIAM WELLS  
PAUL BOUDREAU  
SCOTT SMITH  
PETER GRAHAM

TOWN MANAGER JOHN JARVIE  
RECORDING SECRETARY LIZ POMEROY

**ABSENT:** DIRECTOR OF OPERATIONS BRETT McLEAN  
TRUDY COSTELLO  
MARK McALOON

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

## 1. APPROVAL OF AGENDA

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

**CARRIED.**

## 2. APPROVAL OF MINUTES

**MOVED** by Counc. Wells and seconded by P. Boudreau the minutes of 20 February 2019 be adopted as circulated.

**CARRIED.**

## 3. DELEGATIONS

N/A

## 4. REPORTS & PRESENTATIONS

N/A

## 5. UNFINISHED BUSINESS

### 5.1 Capital Projects Summary

**RECEIVED FOR INFORMATION.**

### 5.2 Solid Waste Tonnage Report

**RECEIVED FOR INFORMATION.**

## 6. CORRESPONDENCE FOR ACTION

N/A

## 7. NEW BUSINESS

### 7.1 FERO Collection Schedule

Town Manager Jarvie advised FERO will be transitioning from a three day per week schedule to five days per week in May. The Committee reviewed the proposed schedule. Residents will be notified through Town utility bills, and the RInsider newsletter. Town Manager Jarvie advised FERO indicated an interest in providing direct communication to notify residents (ex. door hangers); there may also be an advertisement in the KV Style.

Chairperson Alexander reported the Fundy Regional Service Commission provides a FundyRecycles app that displays garbage and compost schedules and reminders for personal collection days. It was noted staff are in the process of creating a map to showcase the changes.

## 7.2 RInsider Newsletter Content discussion

Town Manager Jarvie advised the item was included on the agenda to discuss potential content to include in the RInsider newsletter. There was general discussion with respect to the typical content included in the newsletter. Since distribution of the RInsider occurs infrequently during the year content is typically focused on seasonal topics or items with a “shelf-life”.

The Committee inquired about communication regarding flood mitigation. Town Manager Jarvie advised discussions are underway to ensure residents are prepared for potential flooding. He noted staff monitor the New Brunswick River Watch website and residents can access the site for current updates. There was general discussion with respect to sandbags more specifically, the provision, disposal, and cost. Town Manager Jarvie advised staff have contacted the Provincial government to inquire about the possible provision of sandbags however a response has not been received at this time. He added staff are investigating options to mitigate potential flooding through the storm sewer system in Kennebecasis Park.

## 8. CORRESPONDENCE FOR INFORMATION

### 8.1 “Rothsay Corner” Intersection

6 March 2019 Report prepared by DO McLean

#### 8.1.1 Revised letter to residents prepared by Deputy Mayor Alexander

Town Manager Jarvie advised it is expected the letter to residents will be distributed either this week or the following week. P. Boudreau inquired about anticipated feedback from residents. Town Manager Jarvie noted residents may have concerns regarding access and egress for properties on Station Road closest to the Rothsay Corner intersection. He added the matter was discussed and the proposal was changed to mitigate these concerns. He advised after further investigation it was discovered a traffic island had been constructed in the Rothsay Corner intersection in the past. There was general discussion with respect to existing traffic behaviour in the area. Town Manager Jarvie advised, if approved, the proposal may not be implemented until completion of the Church Avenue reconstruction project to reduce traffic concerns. There was general discussion with respect to the public meeting regarding the Church Avenue project.

### 8.2 Master Local Improvement By-law

7 March 2019 Memorandum from Town Manager Jarvie

DRAFT By-law 1-19 “A By-law Describing the Procedure for Directing the Undertaking of A Work as A Local Improvement”

#### ***Meeting Addendum:***

8.2.1 20 March 2019 Memorandum from Town Manager Jarvie

REVISED By-law 1-19 “A By-law Describing the Procedure for Directing the Undertaking of A Work as A Local Improvement”

Town Manager Jarvie noted a revised copy of the draft By-law 1-19 “A By-Law Describing the Procedure for Directing the Undertaking of a Work as a Local Improvement” was distributed to the Committee prior to the meeting. He advised the proposed change is to consolidate Sections 14 and 15 and identify that a majority vote of Council is required. He briefly summarized the legislative changes that impact the new by-law. There was general discussion with respect to the Hillview Crescent, Shadowhill Court, and Mulberry Lane projects.



Town Manager Jarvie advised individuals use the beach near Cameron Road to set up fishing shacks. He noted raising Cameron Road, to mitigate flooding concerns, will restrict vehicle access to the beach thus community members may express opposition to the project. The Committee agreed the project is worthwhile as there are other areas within the Town where individuals can transport their fishing shacks; and the project is intended to mitigate flood concerns for residents in the area.

**MOVED** by Counc. Wells and seconded by P. Graham the Works and Utilities Committee recommends Council approve the following revisions for incorporation into draft Rothesay By-law 1-19 "A By-Law Describing the Procedure for Directing the Undertaking of a Work as a Local Improvement" at third reading:

(a) Delete paragraphs 14 and 15, insert the following and renumber accordingly:

1. A by-law adopted under paragraph 13 shall:

- (a) Declare a work to be necessary in the interest of the specific area of the Town in which it is to be made;
- (b) authorize and direct the undertaking of such work;
- (c) order that the cost thereof shall be raised by special assessment, or such portion of the cost as may be fixed by by-law;
- (d) describe the work to be done as a local improvement;
- (e) define the area of Rothesay which is the subject of the local improvement and the parcels of land that will be affected;
- (f) state the total cost of the local improvement and the mechanism for determining that cost; and
- (g) state the proportion of the total cost to be levied against each parcel of land that will benefit from the local improvement and the mechanism for determining and recovering that cost.

**CARRIED.**

Town Manager Jarvie reported items that may be discussed by the Committee in the future are the list of roads for engineering design of the 2020 Asphalt Resurfacing and Microseal program, and possible relocation of a sanitary sewer pipe near Taylor Brook bridge due to concerns regarding a recent ice jam. Counc. Wells requested a status update regarding the Wastewater Treatment Plant Upgrade project. Town Manager Jarvie advised there is nothing new to report. In response to an inquiry, Town Manager Jarvie advised the Federal budget indicates the Town, and other municipalities, will receive additional Gas Tax funding.

## **9. DATE OF NEXT MEETING**

The next meeting will be Wednesday, April 17, 2019.

## **10. ADJOURNMENT**

**MOVED** by P. Boudreau and seconded by Counc. Wells the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 6:15 p.m.

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CHAIRPERSON

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RECORDING SECRETARY

**ROTHESAY**

PLANNING ADVISORY COMMITTEE MEETING  
Rothsay Town Hall  
**Monday, April 1, 2019**  
**5:30 p.m.**



**PRESENT:** COLIN BOYNE, CHAIRPERSON  
CRAIG PINHEY, VICE-CHAIRPERSON  
TRACIE BRITTAIN  
ELIZABETH GILLIS  
ANDREW MCMACKIN  
COUNCILLOR DON SHEA

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

**ABSENT:** COUNCILLOR BILL McGUIRE  
JOHN BUCHANAN  
TOWN MANAGER JOHN JARVIE

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

**1. APPROVAL OF THE AGENDA**

**MOVED** by T. Brittain and seconded by E. Gillis to approve the agenda as circulated.

**CARRIED.**

**2. ADOPTION OF MINUTES**

2.1 Regular Meeting of February 4, 2019

**MOVED** by Counc. Shea and seconded by C. Pinhey the Minutes of 4 February 2019 be adopted as circulated.

**CARRIED.**

Counc. Shea declared a conflict of interest and left the meeting.

**3. NEW BUSINESS****3.1 Edgemont Lane**

OWNER:

PID:

PROPOSAL:

**Patrick D. Shea, Jr.**

619699 N.B. Inc.

30279137

Local Government Services Easement

There were no representatives in attendance. DPDS White gave a brief summary of the report. E. Gillis inquired about responsibility for maintenance of the easement. DPDS White advised the Town will provide maintenance of the infrastructure within the easement. Landscaping, other than restoration required during maintenance of the infrastructure, is the responsibility of the property owner. He added the area of the easement provides adequate space to ensure maintenance is completed without adversely impacting landscaping on the property.

**ROTHESAY**

Planning Advisory Committee  
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1 April 2019

**MOVED** by C. Pinhey and seconded by E. Gillis the Planning Advisory Committee recommends Council, pursuant to Section 88(7) of the Community Planning Act, assent to the Hillcrest Gardens Subdivision Plan Phase 8 Dwg. No. 3819 dated March 12, 2019 prepared by Kierstead Quigley and Roberts Ltd. showing a Local Government Services Easement located on Lot 10 off Edgemont Lane (PID 30279137).

**CARRIED.**

Counc. Shea returned to the meeting.

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

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

**5. CORRESPONDENCE FOR INFORMATION**

5.1 Hillside Secondary Planning Study – Municipal Plan Review

28 March 2019

Information Report prepared by DPDS White

DPDS White and Town Planner Scory gave a brief overview of the Hillside Secondary Planning Study and highlighted the following: the process began two years ago; two public consultation sessions were held – March 2016 and November 2018; the project is in the last phase – a presentation to Council, a public presentation, and preparation of the final plan; and it is expected the final plan will be available for review at the May Planning Advisory Committee meeting.

Town Planner Scory reported the purpose of the Plan is to develop municipal policy that will allow for coordination of roads, utilities, open space, and recreation amenities. It will be used to manage land use growth and ensure future development of the area is compatible with the existing quality of life within Rothesay. He commented on the declining growth rate of Rothesay's population. DPDS White noted the importance of planning for growth despite the declining population.

There was discussion with respect to diversity of housing, average annual housing starts within Rothesay, an estimated 40-50 year “build out” period, and vacancies in Rothesay's existing commercial district negating the need for commercial development in the Hillside area.

It was clarified the Plan does permit commercial properties for the purpose of neighbourhood convenience however some restrictions apply.

Town Planner Scory summarized the feedback collected from the March 2016 and November 2018 public consultation sessions noting concerns arose regarding the protection of cherished open spaces – particularly Spyglass Hill, and the purpose of the Plan. DPDS White commented that the Plan will be used to implement regulations regarding future development in the area. He added future development of the area is dependent on the interest of developers.

Town Planner Scory reported the Plan was revised to mitigate concerns of the public. There was

**ROTHESAY**

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1 April 2019

discussion with respect to traffic concerns expressed by community members, existing and proposed trail systems, and ownership of land in the subject area. Counc. Shea reported an individual expressed concern at the November 2018 public consultation session regarding a lack of communication with the Riverside Country Club regarding the Plan. DPDS White clarified Town staff discussed the concern with the owner of the Riverside Country Club and were informed the individual did not speak on behalf of the Club. He added further discussion provided feedback from the organization that was considered in the development of the final Plan.

E. Gillis inquired about a potential conflict of interest. It was noted the information provided is for review only and available to the public.

There was further discussion with respect to existing and proposed housing options in the area. Town Planner Scory noted an updated rendering of the proposal will be included in the final plan. He added the rendering will help individuals visualize the proposal with more clarity than a zoning map.

E. Gillis inquired about drainage concerns. DPDS White advised discussion is underway proposing changes to the Zoning By-law to ensure stormwater management controls are required for newly constructed single family homes. E. Gillis inquired if the public will be informed of the proposed changes to mitigate drainage concerns. DPDS White noted the information will be available to the public.

DPDS White commented that the Plan includes an area zoned for institutional purposes should there be interest in building a school in the future. He clarified that there has been no interest expressed regarding construction of a school at this time; however the inclusion of institutional zoning in the area may be advantageous for future development.

Town Planner Scory noted before development begins, it is recommended Wiljac Street be upgraded with curb and sidewalk and extended to Fox Farm Road. The extension requires two property acquisitions. DPDS White advised Council tabled a recommendation for a detailed study regarding upgrades to Wiljac Street pending completion of the Secondary Plan. The Committee inquired about alternative options for access to the area. DPDS White noted due to Provincial regulations other options did not prove viable. Town Planner Scory commented on the expected impact to existing traffic. He noted the increase in traffic is comparable to other residential neighbourhoods such as French Village and Kennebecasis Park.

DPDS White concluded the draft Plan is available on the Town website and it is expected the final report will be available for review at the next Committee meeting.

**MOVED** by Counc. Shea and seconded by T. Brittain the Information Report prepared by DPDS White RE: Hillside Secondary Planning Study – Municipal Plan Review dated 28 March 2019 be received/filed.

**CARRIED.**



**ROTHESAY**

Planning Advisory Committee  
Minutes

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1 April 2019

There was a brief discussion with respect to the cancellation of the March meeting and the one agenda item.

DPDS White advised the Community Planning Act does give authority to the Development Officer to approve certain variance applications. He noted that, as a result of the cancellation of the meeting and a lack of opposition to the sideyard variance application for 27 Grove Avenue, he approved the variance application so as not to delay the project.

**6. DATE OF NEXT MEETING(S)**

The next meeting will be held on **Monday, May 6, 2019**.

**7. ADJOURNMENT**

**MOVED** by C. Pinhey and seconded by E. Gillis the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 6:40 p.m.

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CHAIRPERSON

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RECORDING SECRETARY



2019 April 8 Open Session FINAL\_092

# ROTHESAY

## MEMORANDUM



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TO	:	Mayor and Council
FROM	:	Planning Advisory Committee
DATE	:	April 2, 2019
RE	:	Motion Passed at April 1, 2019 Meeting

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### Recommendation

Council, pursuant to Section 88(7) of the Community Planning Act, hereby assents to the Hillcrest Gardens Subdivision Plan Phase 8 Dwg. No. 3819 dated March 12, 2019 prepared by Kierstead Quigley and Roberts Ltd. showing a Local Government Services Easement located on Lot 10 off Edgemont Lane (PID 30279137).

### Background

The Planning Advisory Committee passed the following motion at its regular meeting on Monday, April 1, 2019:

**MOVED** ... and seconded ... the Planning Advisory Committee recommends Council, pursuant to Section 88(7) of the Community Planning Act, assent to the Hillcrest Gardens Subdivision Plan Phase 8 Dwg. No. 3819 dated March 12, 2019 prepared by Kierstead Quigley and Roberts Ltd. showing a Local Government Services Easement located on Lot 10 off Edgemont Lane (PID 30279137).

**CARRIED.**

**To:** Chair and Members of Rothesay Planning Advisory Committee

**From:** Brian L. White, MCIP, RPP  
Director of Planning and Development Services

**Date:** Wednesday, March 27, 2019

**Subject:** Local Government Services Easement - Edgemont Lane (PID 30279137)

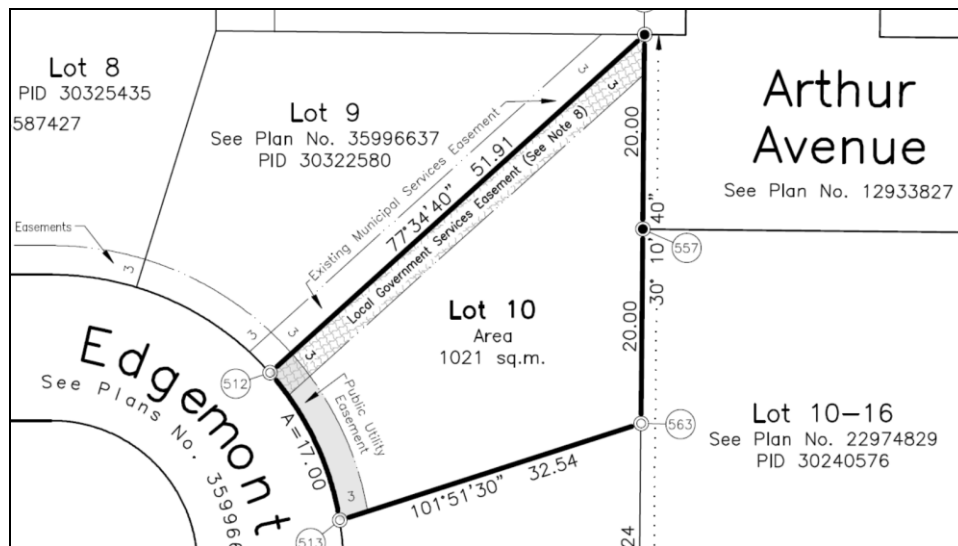
<b>Applicant:</b>	Patrick D. Shea, Jr.	<b>Property Owner:</b>	619699 N.B. Inc.
<b>Mailing Address:</b>	270 ERISKAY DRIVE Rothsay NB E2E 5G7	<b>Mailing Address:</b>	270 ERISKAY DRIVE Rothsay NB E2E 5G7
<b>Property Location:</b>	Vacant land off Edgemont Lane	<b>PID:</b>	30279137
<b>Plan Designation:</b>	Low Density	<b>Zone:</b>	Attached Residential Zone [R3]
<b>Application For:</b>	Local Government Service Easement		
<b>Input from Other Sources:</b>	Director of Operations		

**ORIGIN:**

The Council approved development agreement for the 19 lot subdivision known as Hillcrest Gardens dates back to 2010 with amendments in 2012 and 2013. The lands are generally developed with only three lots remaining to be subdivided from the remnant parcel (PID 30279137). The original tentative plan of subdivision attached to the development agreement did not include the local government service easement and was therefore not given ASSENT by Council.

## BACKGROUND:

The proposed services easement currently houses storm sewer infrastructure that is under the management of the Director of Operations. In order to file a plan of subdivision containing a Local Government Service Easement Council must give ASSENT pursuant to Section **88 (7)** of the Community Planning Act and the Designated Easements Regulation (84-217) of the Community Planning Act. Staff are recommending that PAC recommend Council assent of the plan of subdivision showing the proposed easement.



**Figure 1 - Lot 10 with Service Easement**

**RECOMMENDATION:**

Staff recommend that the Planning Advisory Committee consider the following Motion:

- A. PAC HEREBY recommends that Council pursuant to Section 88(7) of the Community Planning Act ASSENT to the Hillcrest Gardens Subdivision Plan Phase 8 Dwg No. 3819 dated March 12, 2019 prepared by Kierstead Quigley and Roberts Ltd. showing a Local Government Services Easement located on Lot 10 off Edgemont Lane.

A handwritten signature in blue ink, appearing to read "B. White", with a stylized flourish at the end.

Report Prepared by: Brian L. White, MCIP, RPP

Date: Wednesday, March 27, 2019

**Attachments:**

Attachment A Proposed Hillcrest Gardens Subdivision Plan Phase 8 Dwg No. 3819



N.B. Grid Co-ordinate Values (Adj)			
Point	Easting	Northing	Remarks
512	2540495.341	7376499.331	SMS
513	2540494.074	7376482.606	SMS
557	2540535.978	7376493.207	SMF
563	2540525.924	7376475.918	SMS
579	2540546.032	7376510.496	SMF
583	2540512.733	7376453.234	SMF
1806	2540465.986	7376493.144	Rad.Pt.
1223	2542845.423	7378048.262	NBCM (Adj)
1225	2540075.498	7374258.446	NBCM (Adj)
16551	2539370.962	7376408.718	NBCM (Adj)
25536	2539752.678	7376783.919	NBCM (Adj)
Scale Factor = 1.000013			

APPROVALS/REGISTRATION:

TITLE DATA:

PID 30279137  
Owner: 619699 N.B. Inc.

Document: 29503571  
Registered: 2010-11-22 (Registry)  
Land Titles First Notice  
Document: 29514347  
Registered: 2010-11-24

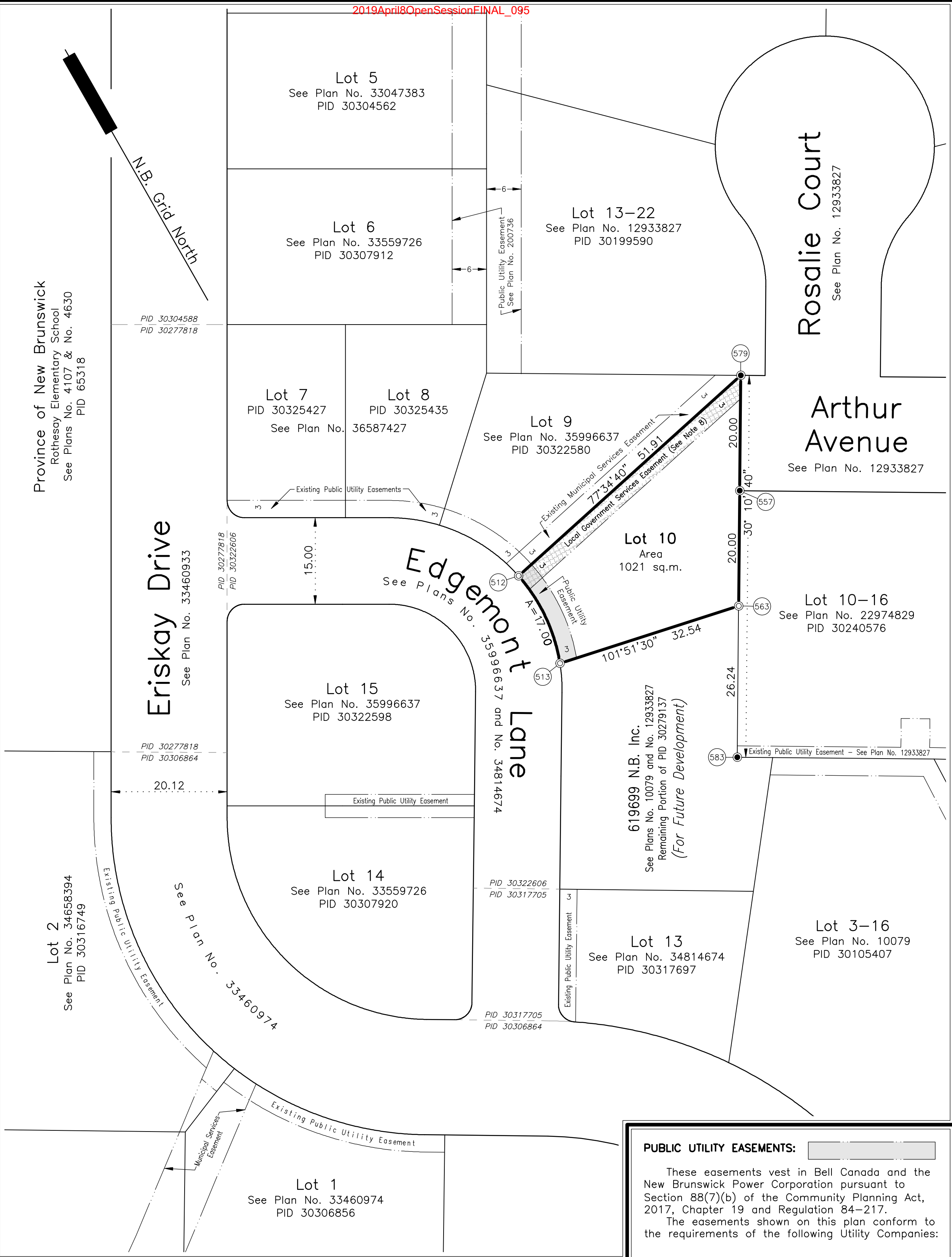
Document: 29411031  
Registered: 2010-10-29 (Registry)  
Land Titles First Notice  
Document: 29464725  
Registered: 2010-11-12

Document: 29404564  
Registered: 2010-10-28 (Registry)  
Land Titles First Notice  
Document: 29516854  
Registered: 2010-11-25

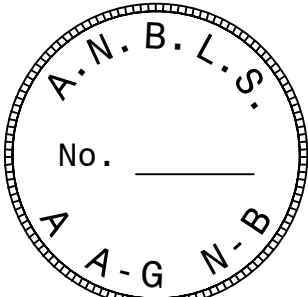
Partial Release of Easement  
Document: 33391807  
Registered: 2013-12-10

SIGNATURE OF OWNER:

for 619699 N.B. Inc.



Curve Data Table						
Point	Point	Arc	Chord	Chord Azimuth	Radius	Rad.Pt.
512	513	17.00	16.77	184°19'50"	30.00	1806

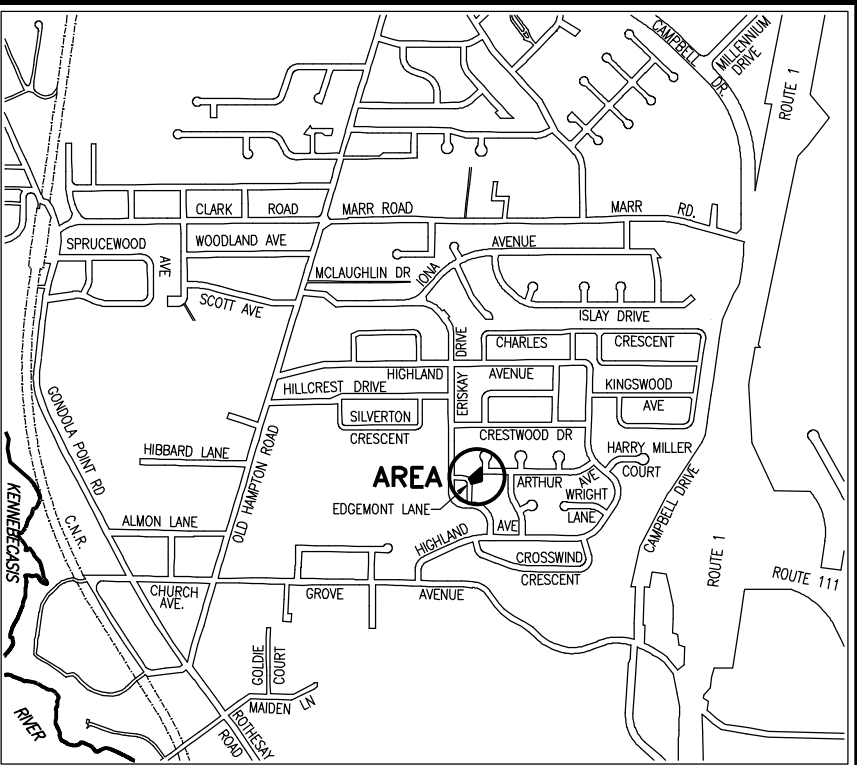


PUBLIC UTILITY EASEMENTS:

These easements vest in Bell Canada and the New Brunswick Power Corporation pursuant to Section 88(7)(b) of the Community Planning Act, 2017, Chapter 19 and Regulation 84-217.  
The easements shown on this plan conform to the requirements of the following Utility Companies:

For Bell Canada

For New Brunswick Power Corporation



Key Plan

Scale = 1:25,000

LEGEND:

- SMF – Standard survey marker found
- ⊙ SMS – Standard survey marker set
- RIBF – Round iron bar found
- IBF – Square iron bar found
- IPF – Iron pipe found
- CALC – Calculated point
- ▲ NBCM – N.B. Co-ordinate Monument
- sq.m. – Square metres
- A – Arc R – Radius
- Rad.Pt. – Radius point
- PID – Parcel identifier number
- Adj – Adjusted network
- 100 – Tabulated co-ordinate reference
- A.N.B.L.S. – Association of N.B. Land Surveyors

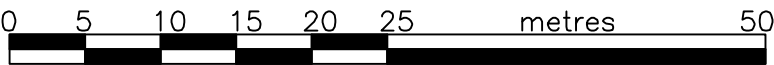
NOTES:

1. Azimuths and Co-ordinate values refer to the NEW BRUNSWICK GRID CO-ORDINATE SYSTEM (Adjusted Network) and were derived from the tabulated New Brunswick Co-ordinate Monuments. Computations performed and co-ordinate values shown are based on the New Brunswick Stereographic Double Projection and the NAD83 (CSRS) ellipsoid.
2. Azimuths are rounded to the nearest 10 seconds.
3. Distances are in METRES and are rounded to the nearest CENTIMETRE.
4. Lands dealt with by this plan are bounded thus
5. Peripheral information and adjacent names were derived from various sources and should be verified.
6. All plans and documents referenced are recorded in the Kings County Registry Office or in the Land Titles Office for the District of New Brunswick.
7. Field survey was completed November 19, 2013. Field Book 378, Pages 36-42.
8. Local Government Services Easement  
This easement vests in the Town of Rothesay pursuant to Section 88(7)(a) of the Community Planning Act, 2017, Chapter 19 and Regulation 84-217.

PURPOSE OF PLAN:

- To create Lot 10.
- To create a Public Utility Easement. (See Public Utility Easement Note).
- To create a Local Government Services Easement (See Note 8).

Subdivision Plan  
Hillcrest Gardens  
Subdivision – Phase 8  
Town of Rothesay  
Kings County, N.B.

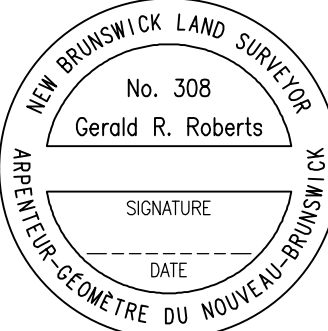


Scale = 1:500  
Dated: March 12, 2019

**KIERSTEAD QUIGLEY and ROBERTS Ltd.**  
Saint John, New Brunswick

I hereby certify that this plan has been prepared by me, to the best of my knowledge, in accordance with the requirements of the Community Planning Act, the Surveys Act and the regulations made thereunder.

Job No. 10-0009  
Dwg. No. 3819





# ROTHESAY

2019April8OpenSessionFINAL\_096

## BUILDING PERMIT REPORT

3/1/2019 to 3/31/2019

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
03/29/2019	BP2019-00004	32 ISLAY DR	WINDOWS	\$1,100.00	\$20.00
03/06/2019	BP2019-00009	15 SILVERTON CRES	WINDOWS	\$4,500.00	\$36.25
03/06/2019	BP2019-00010	28 CARRIAGE WAY	STORAGE SHED	\$15,000.00	\$108.75
03/06/2019	BP2019-00011	95 HIGHLAND AVE	RENOVATION	\$30,000.00	\$217.50
03/19/2019	BP2019-00014	80 HAMPTON RD	INTERIOR RENOVATIONS - COMMERCIAL	\$2,000.00	\$20.00
03/15/2019	BP2019-00015	117 GREEN RD	RENOVATION	\$12,000.00	\$87.00
03/08/2019	BP2019-00016	112 HAMPTON RD	DEMOLITION	\$0.00	\$500.00
03/27/2019	BP2019-00017	3 IONA	SINGLE FAMILY	\$120,000.00	\$870.00
03/27/2019	BP2019-00020	6 FAIRWEATHER LN	SIDING AND WINDOWS	\$15,000.00	\$108.75
03/29/2019	BP2019-00021	1 HAMPTON RD	INTERIOR RENOVATIONS - COMMERCIAL	\$26,000.00	\$188.50
03/19/2019	BP2019-00022	15 BROADWAY ST	ELECTRICAL UPGRADE	\$2,400.00	\$21.75



# ROTHESAY

2019 April 8 Open Session FINAL Q37

## BUILDING PERMIT REPORT

3/1/2019 to 3/31/2019

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
Totals:				\$228,000.00	\$2,178.50
Summary for 2019 to Date:				\$593,807.00	\$4,877.50

### 2018 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$314,640.00	\$2,296.50
Summary to Date:	\$688,090.00	\$5,075.50



2019April8OpenSessionFINAL\_098

# ROTHESAY

## INTEROFFICE MEMORANDUM



TO : Mayor Grant & Council  
 FROM : John Jarvie  
 DATE : 5 April 2019  
 RE : Capital Project – Status Report

The following is a list of 2019 capital projects and the status of each along with continuing projects from 2016 and 2018.

	PROJECT	BUDGET	\$ TO 28/02/19*	COMMENTS
2016	Secondary Plan – Hillside area	52,000	70%	Concepts being developed;
	General Specification for Contracts	40,000	40%	draft document under review by staff
2018 Projects	WWTP Phase II design	1.4M <sup>1</sup>	-	Funding application submitted
	Fields & Trails	40,000	85%	Wells rustic trails underway
	Iona/Erisky upgrade	680,000	116%	Project substantially complete
	SCADA upgrade	35,000		New technology based on internet – in progress
	Fox Farm Rd retaining wall	125,000	90%	Complete
	2019 Resurfacing design	60,000	75%	Survey complete, prel design complete, tender March 18
	IT upgrades	90,000	60%	MS Office upgraded
	Fleet Replacement	620,000	83%	1T plow truck ordered
	Trail link R/Q	100,000	-	Partial estimate
	Capital Asset Management Plan	65,200	100%	FCM grant – underway
	Protective Services	81,500	63%	KVFD
	Designated Highways 2019	282,500	-	Subject to grants
	Trail & sidewalk connector Wells	\$1.05M	-	Subject to grants
	Protective Services (KVFD)	306,000	1%	Truck, miscellaneous
	Town Hall	90,000	3%	Includes Hive
	IT equipment & Software	50,000	-	
	2019 street resurfacing	1.37M	-	On Agenda for award of tender
	Curb & Sidewalks (Marr Road)	425,000	-	Included in the 2019 resurfacing project (on Agenda)
	Drainage (Church Ave)	1.75M	-	On Agenda for award of tender
	Fleet/Equipment	665,000	-	1 Ton & one dump truck on Agenda for award of tender
	Rothesay Arena	110,000	-	
	Arthur Miller Field resurfacing	400,000	-	Lower field – Tender awarded, installation pending weather
	Trails	40,000	-	Wells & Link to Quispamsis
	2020 Resurfacing design	60,000		Street list preparation in progress
	Secondary Plan road design	50,000	-	Wiljac – decision tabled
	Hillview/Shadow Hill Court water	450,000	1%	Water main replacement, RFP awarded, design underway
	Turnbull Court Design	75,000	-	RFP posted to NBON, to close in time for May approval
	Water quantity	300,000	-	On Agenda for approval of proposal

\* Funds paid to this date.

<sup>1</sup> Subject to Build Canada funding





# ROTHESAY

## INTEROFFICE MEMORANDUM



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TO	:	Mayor Grant & Council
FROM	:	John Jarvie
DATE	:	5 April 2019-
RE	:	Local Improvement Master Bylaw No. 1-19 - Revisions

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### Recommendation:

It is recommended that Rothesay Bylaw 1-19 A By-Law Describing the Procedure for Directing the Undertaking of a Work as a Local Improvement be revised as follows:

(a) delete paragraphs 14 and 15, insert the following and renumber accordingly:

14. A by-law adopted under paragraph 13 shall:

- (a) declare a work to be necessary in the interest of the specific area of the Town in which it is to be made;
- (b) authorize and direct the undertaking of such work;
- (c) order that the cost thereof shall be raised by special assessment, or such portion of the cost as may be fixed by by-law;
- (d) describe the work to be done as a local improvement,
- (e) define the area of Rothesay which is the subject of the local improvement and the parcels of land that will be affected,
- (f) state the total cost of the local improvement and the mechanism for determining that cost, and
- (g) state the proportion of the total cost to be levied against each parcel of land that will benefit from the local improvement and the mechanism for determining and recovering that cost.

(b) And the By-Law be read in its entirety, given third reading by title and be enacted.

### Background:

The current work program contemplates three projects that may be carried out as local improvements and partially funded by special assessment. Municipalities have typically adopted a general bylaw setting out the processing of local improvements which are then adopted in individual bylaws dealing with the specifics of individual projects. In 2000, Council adopted a similar bylaw (#3-00) to this proposed bylaw under the Municipalities Act. However, a change in the enabling legislation has meant that no further bylaws can be adopted based on Bylaw 3-00. With the adoption of the Local Governance Act, the process for local improvements/special assessments has been made significantly less prescriptive. Several features are noteworthy.

- Public advertisement is no longer required, notices go directly to the individual property owners in the area affected.
- Special assessments are no longer required to be based on lot frontage; other characteristics such as lot area or number of lots can also be the basis for the special assessment.
- The adoption of a local improvement bylaw no longer requires a two-thirds vote of the whole of Council; instead, a two-thirds vote of Council is sufficient.

- A single letter of opposition triggers a public hearing; as opposed to a percentage of the property owners affected with reference to the value of the properties.
- Council has more discretion when there is some opposition to the proposed bylaw.

Even with the changes noted (and other less notable requirements), the process to adopt a local improvement bylaw requires some time, particularly if there is any opposition. Council has given first and second reading to this bylaw and identified a concern related to the majority vote required being inconsistent in the Bylaw.

The revision proposed in this memorandum resulted from comments at the Council session. Council has given the bylaw first and second reading and changes can be incorporated at third reading before enactment.

Essentially the revision consolidates the original wording in paragraphs 13 and 14 and clarifies the majority required to pass a specific local improvement bylaw. It is important to specify that the costs be recovered by local improvement.

The Works & Utilities Committee recommends the revision to Council for incorporation into the By-law at third reading.

A copy of the revised bylaw is attached.

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**ROTHESAY BY-LAW 01-19**  
**A BY-LAW DESCRIBING THE PROCEDURE FOR DIRECTING THE UNDERTAKING OF A WORK**  
**AS A LOCAL IMPROVEMENT**

The Council of the town of Rothesay (hereinafter called the "Council") pursuant to the authority vested in it under the provisions of the Local Governance Act, S.N.B. 2017, c. 18 (hereinafter referred to as the "Act") enacts the following By-Law:

1. This By-Law may be cited as the 'Local Improvement Procedures By-Law - 2019'.
2. In this By-law "owner" means the person or persons in whose name real property is assessed under the Assessment Act, R.S.N.B. 1973, c. A-14 and amendments thereto.
3. Where this By-Law provides that to enact a By-Law two-thirds of the Council must vote in favour thereof, it shall be sufficient compliance with such provision if two-thirds of the Council vote in favour of the By-Law on third reading by title.
4. The Council may authorize and direct the undertaking of any capital work of greater benefit to a specific area of Rothesay than to the whole municipality as a Local Improvement and order that the cost thereof or such portion of the cost as determined by By-Law be raised by special assessment.
5. The Director of Operations, upon the completion of the work, shall determine the cost of the work and file with the Clerk a certificate showing:
  - (a) the date of completion of the work, and
  - (b) the cost of the work done.
6. Such certificate referred to in paragraph 5 is conclusive evidence of such cost and of the amount payable by each owner.
7. The cost of a work is deemed to include:
  - (a) the actual cost of construction;
  - (b) the cost of engineering and surveying;
  - (c) the compensation for lands taken for the purpose of the work or injuriously affected by it and the expenses incurred by the municipality in connection with determining such compensation;
  - (d) the estimated cost of the issue and sale of debentures and any discount allowed the purchasers of them;
  - (e) the interest on all borrowings in connection with such work and any expenses incidental to the entering on, carrying out and completing the work and raising the money to pay the cost thereof; and
  - (f) such other cost as Council deems appropriate to attribute to the work.

8. Council may cause a notice of its intention to undertake a work as a local improvement to be delivered to all benefiting real property owners who will be liable to pay the cost of the local improvement:
  - (a) on its own initiative; or
  - (b) upon presentation of a petition to Council asking that a work be undertaken, signed by at least two-thirds of the owners of the parcels proposed to be specially assessed.
9. The notice referenced in paragraph 8 shall include:
  - (a) a summary of the local improvement;
  - (b) the costs specified in a By-Law as set out under paragraph 14; and
  - (c) a statement that the owner may file a written objection to the local improvement with the Clerk within 30 days after receiving the notice.
10. The notice referenced in paragraph 8 shall be left at the residence or place of business of the owner or mailed to the owner at his or her last known residence or place of business.
  - (a) A notice left at a residence or place of business is deemed to have been given to the owner on the day it was left.
  - (b) A notice mailed shall be deemed to have been given to the owner seven days after the day it was mailed.
11. If an owner of a parcel proposed to be specially assessed, files an objection against proceeding with the proposed work with the Clerk within thirty (30) days of the notice, Council shall set a time for a public hearing.
12. Council shall provide notice of the public hearing to the benefiting real property owners of the proposed local improvement at least thirty (30) days before the date set for the hearing.
  - (a) Notice of the hearing shall be given in accordance with paragraph 10.
13. Council may, by By-Law passed by the affirmative vote of not less than two-thirds of the Council, make a By-law respecting a local improvement:
  - (a) if no objection has been received within the time specified in paragraph 11; or
  - (b) if an objection is received within the time specified in paragraph 11, after holding a public hearing under paragraph 11.
14. A By-Law adopted under paragraph 13 shall:
  - (a) declare a work to be necessary in the interest of the specific area of the Town in which it is to be made;
  - (b) authorize and direct the undertaking of such work;
  - (c) order that the cost thereof shall be raised by special assessment, or such portion of the cost as may be fixed by by-law;



- (d) describe the local improvement,
  - (e) define the area of Rothsay which is the subject of the local improvement and the parcels of land that will be affected,
  - (f) state the total cost of the local improvement and the mechanism for determining that cost, and
  - (g) state the proportion of the total cost to be levied against each parcel of land that will benefit from the local improvement and the mechanism for determining and recovering that cost.
15. The owners' portion of the cost of any work undertaken as a local improvement shall be one hundred percent (100%) or such lesser share as shall be prescribed by Council in a particular local improvement by-law.
16. If any lot or parcel of land that has not been assessed by way of special assessment for any part of the cost of a local improvement connected therewith, Council may by resolution order that such lot or parcel of land be assessed by a special assessment as was assessed against the lands to which the local improvement was constructed and the Clerk shall add to the local improvement assessment roll for the work, the name of the owner of each parcel of land when benefited by the local improvement and the notice provisions of paragraph 8 shall apply.
17. Except as hereinafter provided the owners' portion of the cost of the work shall be paid by equal annual instalments over the term fixed for payment.
18. Except as herein otherwise provided, every parcel shall be assessed according to a formula set out in the By-Law and which shall be established by Council so as to render a result Council considers to be fair and equitable.
19. Where a lot is for any reason wholly or in part unfit for construction purposes a reduction shall be made in the special assessment which would otherwise be chargeable thereon, sufficient to adjust its assessment as compared with the lots fit for building purposes on a fair and equitable basis. The Clerk shall make a reduction under the provisions of this paragraph.
20. Every parcel other than a parcel belonging to Canada or to the Province shall be liable to special assessment.
21. A bylaw describing the procedure for directing the undertaking of a local improvement
- (a) cause to be prepared a special assessment roll to be known as the local improvement assessment roll for the work; and
  - (b) within ninety days after the passing of the By-Law directing the undertaking of a work as a local improvement, deliver to the owner of each parcel to be assessed a notice in the form set out in 'Schedule A' that shall contain the following information:
    - i. a description in general terms of the work;
    - ii. the estimated cost of the work;
    - iii. the owners' portion of the cost expressed in dollars or as a percentage of the total cost to be specially assessed; and
    - iv. the number of annual instalments in which the assessment is payable.

22. The notice referred to in paragraph 23 shall be delivered in the same manner as set out in paragraph 10.
23. Any person to whom a notice of a special assessment has been delivered may within thirty (30) days after delivery thereof petition the Clerk for revision of the local improvement assessment roll in the following matters:
  - (a) the names of the owners of affected parcels; and
  - (b) the application of the calculation to any affected parcels.
24. The Clerk shall consider such petition and if she finds any error in respect of the matters referred to in paragraph 23 such that an adjustment should be made, she shall make such alterations or amendments in the roll as appear proper but the charge to any parcel shall not be altered on the roll until notice of such intended alteration is first given to the owner of such parcel.
25. In the manner prescribed by paragraph 22, the Clerk shall deliver notice of her decision to the applicant and to the owner of any parcel whose charge is affected by an alteration or amendment.
26. Each year on or before February 15<sup>th</sup>, Council shall by resolution determine the owners' portion of the cost of each work completed within the preceding twelve months and shall direct the Clerk by warrant of assessment in the form set out in Schedule B to assess and levy such cost in accordance with this part.
27. The warrant of assessment shall be executed by the Mayor and Clerk under the corporate seal of Rothesay and attached to the local improvement assessment roll. A local improvement assessment roll shall be prepared in the form set out in Schedule C.
28. When the Clerk receives a warrant of assessment she shall determine the charge and compute the total assessment to be levied on each parcel and the amount of each annual instalment in accordance with the form set out in Schedule D.
29. The Clerk after having completed the local improvement assessment roll shall certify the roll to be correct and thereupon the roll and the special assessment shall be valid and binding upon all persons concerned, and upon the parcels specially assessed; and the work in respect of which the local improvement assessment roll has been made and certified shall be conclusively deemed to have been lawfully undertaken and proceeded with pursuant to and in accordance with the Act.
30. The Clerk shall on or before the first day of March in each year in which an instalment is payable, deliver to the Treasurer an assessment roll containing the names of the owners of each parcel that has been assessed, identifying it, and the addresses of such owners together with the amount of the instalment payable in such year and shall endorse on such assessment roll a precept in the form as set out by Schedule D. The Treasurer shall cause the special assessment to be levied and collected in accordance with paragraph 31.
31. The terms and conditions for collection and payment of special assessments are as follows:
  - (a) special assessments shall be paid annually as a component of the utility accounts;
  - (b) annual installments shall be paid to the Town on or before the first day of June in

- each year,
- (c) installments in arrears shall bear interest at the same rate as that for outstanding utility account per month or part thereof until paid;
  - (d) the same terms and conditions respecting the collection of accounts in default of payment as set out in Rothsay Sewage and Water By-Laws, shall also apply to the special assessment component of the invoice.
32. The proportion of the total cost referred to in paragraph 14 (g) that is due and payable for a period of sixty (60) days constitutes a special lien and charge on the land in priority to every claim, privilege, lien or encumbrance of any person whether the right or title of that person has accrued before or accrues after the lien arises, and the lien is not defeated or impaired by any neglect or omission of the local government or of any officer or employee of the local government or by want of registration.
33. A special assessment, except so much as is in arrears and unpaid, shall not as between a vendor and a purchaser or in respect of a covenant against encumbrances or for the right to convey, or for quiet possession, free from encumbrances, be deemed to be an encumbrance upon the lands upon which the special assessment is made.
34. Rather than basing the special assessment on the cost of the work, Council may by By-Law fix a uniform unit rate for a class of work that may be undertaken as a local improvement.
35. The omission to deliver any notice in no way affects the liability of any person to pay any special assessment or the validity of any proceeding taken hereunder to enforce payment of any assessment imposed under this By-Law or local improvement By-Laws prepared in accordance with this By-Law.
36. When a parcel against which a special assessment is in effect is divided, the Clerk, with the written consent of the owners of each parcel, may apportion the balance of the special assessment between such owners in such manner as she shall determine, and thereafter the lien for the balance of the special assessment payable by each owner shall extend only to the parcel of such owner.
37. Where an owner of a property pays an amount determined by the Clerk to be the full sum of the outstanding balance of the special assessment calculated under paragraph 14 (g), no further payments against the property will be assessed under the By-Law.
38. The Treasurer will cause any payments received in accordance with paragraph 37 to be deposited in a reserve account solely for the purpose of retiring the debt associated with the work.
39. This By-Law applies to any local improvement by-laws enacted under authority of the Act after January 1, 2019.

FIRST READING BY TITLE

SECOND READING BY TITLE

READ IN ENTIRETY

THIRD READING BY TITLE  
AND ENACTED

---

Dr. Nancy Grant, MAYOR

---

Mary Jane Banks, CLERK



**Schedule A. FORM OF NOTICE TO PROPERTY OWNERS**

Please be advised that:

The Council of the town of Rothesay pursuant to the authority vested in it under the provisions of the Local Governance Act, S.N.B. 2017, c. 18 and By-Law 1-19 has undertaken a local improvement to be paid by special assessment against affected properties.

Account #

The work to be done is as follows:

By-Law #

*description in general terms of the work*

*a description in general terms of the area affected*

The estimated total cost of the work is: \$ *the estimated cost of the work*

As the owner of: *Civic address* PID:

You are to be assessed \$ *amount in \$* per year which is % % of the total cost  
approximately of the work

A total of is being assessed for this work.

This special assessment is payable in# equal annual installments.

Issued at Rothesay *date* signed *Signature of clerk* Clerk

**Schedule B. FORM OF WARRANT OF ASSESSMENT**

The warrant of assessment shall be in the following form:

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_

Whereas projects were undertaken as local improvements in accordance with the pertinent By-Laws, Rothesay Council hereby directs that a special warrant be issued for the sums set out in the local improvement assessment roll for 20XX and further directs the Clerk to cause such special assessments to be collected in accordance with By-Law 1-19.

Local Improvement By-Law #	Amount to be collected

Dated \_\_\_\_\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

Schedule C. FORM OF LOCAL IMPROVEMENT ASSESSMENT ROLL

For the Year 20\_\_    Rothesay Local Improvement By-Law #\_\_\_\_\_

1			2		3	4	5	6	7	8
Assessment account number	PID of Assessed Property	Owner name	Owner Address	Civic Address of Assessed Property	Total of Variables	Variables reduced or exempted	Net Variables	\$ per Variable	total assessment (\$)	amount of each annual instalment (\$)


\_\_\_\_\_  
prepared by

\_\_\_\_\_  
date

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
date

**Schedule D. FORM OF PRECEPT**

The precept required by paragraph 30 shall be set out in the form as shown below.

***Rothsay Letterhead***

To the Treasurer for Rothsay:

I hereby certify that the attached assessment roll accurately identifies the properties subject to the special assessment in the amounts shown and I hereby direct you to collect from the several owners named in the annexed assessment roll the sums set against their respective names.

---

Clerk  
Rothsay



INTEROFFICE MEMORANDUM



---

TO	:	Mayor Grant & Council
FROM	:	John Jarvie
DATE	:	6 April 2019
RE	:	Regional Ice Strategy – City Proposition

---

**Recommendation:**

It is suggested that Rothesay Council:

- a) continue to endorse the February 22<sup>nd</sup> Regional Ice Strategy as proposed by the Fundy Regional Service Commission. (see attached.); and
- b) should the City of Saint John proceed with its ultimatum to charge user fees to Rothesay residents, Council direct staff to identify any actions to be considered in response.

**Background:**

As Council members know, the Fundy Regional Service Commission has been attempting to win support for some type of inter-municipal strategy for the use/funding of the ice rinks in the region. This has been largely at the initiative of the City of Saint John. Mayor Grant has reported that at the last Regional Service Commission meeting the Mayor of Saint John presented a concept for the City version of such a regional ice strategy. Although the motion was not passed, the Directors agreed to discuss the concept with their Councils by the end of April. Mayor Grant has asked me to provide a few thoughts on the concept, as I understand it to initiate Council discussion on the matter. The following is the motion of the City Mayor.

Commit by May 1, 2019 to the following principles of a regional arena funding formula:

- i. The formula shall redistribute the applicable total operating cost deficit of all regional arenas among taxpayers of the respective municipalities and LSDs based on proportion of usage in the respective jurisdictions,
- ii. Operating cost deficits determined not to be applicable shall not be included in the funding formula and shall remain the responsibility of the host municipality.

Fundamentally, the City proposes that the cost of most ice rinks in the Region be shared based on the residency of those using these facilities. The City's full report is attached.

**Analysis:**

Parsing this proposal, a number of questions are raised:

Costs

What costs are to be shared? Do they include only operating costs such as power, water, and basic staff time or are other costs such as overhead, management and administrative staff time, capital costs beyond basic repairs, time provided on a complementary basis, also included? Are the cost to be shared net of revenues and if so what revenues? If the funding is to be based on deficits, how are those jurisdictions providing the funding to know that the facilities are being run efficiently to keep deficits as low as possible?



The reported deficits at the City rinks are substantially larger than that for the Rothesay Arena. This is not surprising considering that the City only generates revenue from 40% of the available hours at four of its community rinks<sup>1</sup>. There would be some concern over the calculation of deficits when four of the City rinks are running at utilization rates of approximately 70%.

### Users

What are the parameters for determining users from outside the jurisdiction? Are all users treated equally? How are user data collected and kept current?

### Time of Ice Rental

Are all hours in the rink considered equal for the purposes of the proposed subsidy? Is there any differentiation for ice use in spring and summer?

Many of these and similar questions can be answered by a financial analysis and consultation with the operators of the facilities as proposed by the Regional Service Commission. Given the need for objectivity in this exercise, it was suggested that the task be outsourced to a private consultant. The City seems to concur with the need for this analysis but demands that it follow a commitment to adoption of regional funding in principle. Rothesay would not generally agree to a significant financial commitment without understanding the magnitude of the implications. The preparation of this analysis should be relatively straightforward and provide a better basis for discussion. (This aspect may be of lesser interest to the local service districts representatives as they are not facility operators.)

The City goes on to suggest that further collaboration could lead to sharing resources of some sort including capital costs. As it is fundamental to the City's proposition that property tax from the jurisdiction in which users are resident should contribute to the upkeep of their facilities, we can only assume this means the City is seeking capital contributions to their facilities from the outlying municipalities and local service district property taxpayers.

### Equity

Essential to the City's argument seems to be that all users of rinks should be subsidized by the property taxpayers in the jurisdiction in which they are resident. This has not been the philosophy in Rothesay. Many leisure activities take place in private facilities such as the golf club, tennis club and yacht club and are funded by the users of these facilities. The members generally determine if there are to be subsidies in the fee structure used to support their operations. Similarly, Rothesay attempts to recover the full operating cost of the Rothesay Arena when used by adults. That is the rates charged to adult hockey playing groups generally reflect the operational cost of the arena. Rothesay Council may not wish to subsidize adult hockey at City rinks while Rothesay taxpayers using other recreation facilities pay the full cost.

In addition to the age of the users, there may be factors about the type of users or the nature of the use that is relevant. For example if 30 seniors are attending public skating in the daytime when the demand for ice time is relatively low perhaps the cost of providing them with the opportunity to recreate is significantly different than a youth hockey team with 16 skaters on the entire ice surface at 6 PM for a practice. Likewise, users will not see an hour of ice time at 6 AM

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<sup>1</sup> Page 2, Regional Ice Strategy Update, Feb 22, 2019

on a weekday as equivalent in value to the same period 12 hours later in the day. It is unclear how the City proposition would account for such considerations.

### Governance

Philosophically taxpayers generally expect that those they directly elect will oversee the funds raised by their property taxes. Among other considerations, this encourages efficiency by the individual arena operators. In other words, the council of the jurisdiction in which property taxes are raised should decide whom and in what circumstances users will be subsidized. In Rothesay, such subsidies have generally been limited to children and youth. If there is substantial use of City facilities by Rothesay residents, it may well be that these residents are adults and would expect to pay the cost of enjoying City facilities, through a user pay system.

### User Fees

The City is proposing to invoke a “non-resident user fee” if there is not in the agreement by the end of the month. The effects of the imposition of a user fee is difficult to analyse without a better understanding of which Rothesay residents may be using City rinks and under what circumstances. It can be expected that Rothesay Council will hear from its residents if they are subject to such a fee. Rothesay Council may also wish to consider whether a non-resident user fee is appropriate at the Rothesay Arena.

### Summary

Council should consider the following when determining its position on the City proposition on a regional ice strategy.

- i. The City proposition leaves many key questions unanswered.
- ii. It is premature to support the City proposition given the potential for significant financial commitments on behalf of Rothesay taxpayers.
- iii. Engaging a consultant to add clarity would be useful to all the parties.
- iv. Adopting the City proposition would reduce the control of Council over some municipal expenditures.
- v. At present Rothesay staff does not know how much use of the Rothesay Arena is by City residents.
- vi. The details of the use of City facilities by Rothesay residents is also unknown.
- vii. There appear to be steps the City could take to reduce its deficit without resorting to non-resident user fees however, it would be inappropriate for Rothesay to propose such action in another jurisdiction.

### Conclusion

In its response, Council may wish to make a statement regarding its views on regional collaboration. Such a statement could include the Town’s long-standing support for regional entities and its willingness to continue to work with the other municipal jurisdictions and the provincial government (on behalf of the LSDs) for the overall betterment of the region’s residents.

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**COUNCIL REPORT**

M&C No.	M&C 2019-57
Report Date	March 19, 2019
Meeting Date	March 25, 2019
Service Area	Transportation and Environment Services

His Worship Mayor Don Darling and Members of Common Council

***SUBJECT: Regional Ice Strategy Update***

***OPEN OR CLOSED SESSION***

This matter is to be discussed in open session of Common Council.

***AUTHORIZATION***

Primary Author	Commissioner/Dept. Head	City Manager
<b><i>Tim O'Reilly</i></b>	<b><i>Michael Hugenholtz</i></b>	<b><i>John Collin</i></b>

***RECOMMENDATIONS***

Your City Manager recommends Common Council:

1. Endorse Mayor Darling's motion he presented for consideration at the March 25, 2019 Regional Service Commission Board meeting that reads as follows:
  - a) Commit by May 1, 2019 to the following principles of a regional arena funding formula:
    - i. The formula shall redistribute the applicable total operating cost deficit of all regional arenas among taxpayers of the respective municipalities and LSDs based on proportion of usage in the respective jurisdictions,
    - ii. Operating cost deficits determined not to be applicable shall not be included in the funding formula and shall remain the responsibility of the host municipality.
  - b) Approves, only after commitments in (a) are obtained, external consulting services be hired to define the applicable operating cost deficits by accessing, and reviewing for consistency, usage and financial data related to each regional arena. The Commission agrees the applicable operating cost deficits and usage data defined by the consultant will be binding.
  - c) Commission Directors will provide a resource for the Staff Working Group to coordinate (b)
  - d) Commit to exploring further regional collaboration relative to arena management following a ratified arena funding agreement. Collaboration would include sharing resources, sharing arena Capital costs, and developing an arena supply plan that meets the current and future demands of users and/or is financially sustainable for the regional taxpayers.

2. Proceed with Saint John's alternate Plan B "non-resident user fee" approach in the absence of agreement from the Regional Service Commission as sought in (1a) by May 1, 2019
3. Reconfirm that Saint John Common Council believes a co-operative regional approach is preferred over a solution that requires a form of non-resident user fees to advance the priorities of regional fairness and sustainability

## EXECUTIVE SUMMARY

The City of Saint John is at a cross-roads in its involvement in working toward a collaborative Regional Ice Strategy. There is a need for regional consensus on principles that would define a fair and sustainable arena funding formula and agreement. In the absence of movement on collaborative solution, the City will need to continue to pursue a solution that achieves fairness and sustainability on its own.

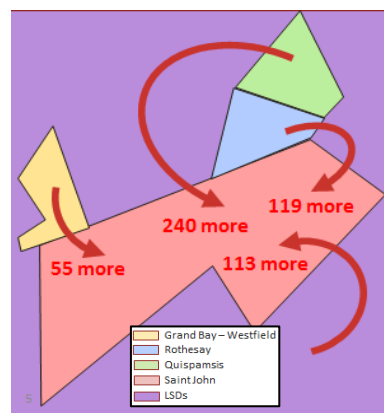
## REPORT

The purpose of the Regional Ice Strategy is to improve regional co-operation in the management of similar facilities (arenas) for similar customers. It started in 2017 as a result of the Regional Service Commission's completion of a Regional Recreation Plan in 2016. The City of Saint John advocated that the Ice Strategy be the first pilot project when it was presented with the final 2016 plan.

The City advocated for the Ice Strategy and provided a staff resource towards its development because of the opportunities it presented in seeking regional fairness and sustainability:

- It was important that demand and supply of arenas be considered regionally to align with the fact the customers are regional
- Regional sharing of resources for essentially identical services can generate cost savings for all taxpayers and users
- A funding formula and agreement would align taxpayer subsidization with usage levels from the respective jurisdictions within the region.

With the data currently available, there is an imbalance between taxpayer responsibility for arena lifecycle cost contributions and the level of use from each jurisdiction. Approximately 1/3 of the use of Saint John's arenas is from outside our city. The adjacent figure demonstrates the net difference between the number of users from each town and all LSDs using City arenas relative to flow in the other direction. In each case, Saint John is supplying more ice to our neighbours' users.



The Regional Ice Strategy developed over approximately a one year period between 2017 until 2018. A Working Group of staff members from the Commission, municipalities and LSDs worked on the strategy. Two consultation sessions involving municipal Council and LSD leadership representatives from across the region were completed in August 2018 provided additional input. Check-ins with the Commission Board were completed at various point in time.

City staff did a check-in with Council in September 2018 to ensure Council was aligned on a set of principles as staff continued working their regional partners toward the strategy and associated funding formula. The principles, that generally fit into one of two overall themes of regional fairness or sustainability, were:

- Arena lifecycle costs (design, construction, operation, maintenance, capital renewal, decommissioning) need to be recovered from regional users and taxpayers in a deliberate, consistent, fair, and financially sustainable way
- Share of arena lifecycle costs from the taxpayers between the different municipalities and LSDs should be based primarily on the proportion of regional use with some consideration of other factors such as comparative tax bases, level of service provided at the respective facilities, lifecycle phase of respective facilities, and location of the arenas (user convenience and positive economic impact for host municipalities),
- The municipalities and LSDs need to obtain residency data from users of the arenas in the 2018-2019 season necessary to ensure taxpayer costs are more fairly distributed based on use,
- A funding agreement needs to be in place in time to allow for sufficient communication in advance of the 2019-2020 winter season that starts in October 2019,
- Collaborative efforts to reduce costs and increase revenues need to be explored to reduce burden on all regional taxpayers and users, such as matching inventory of available ice surfaces to demand, and more importantly, affordability and exploring efficiencies associated with co-located ice surfaces from a regional perspective,
- The City of Saint John remains open to extending the strategy and developed agreement for other recreational facilities and programs in the future. However, implementation of the arena model needs current focus.

The draft Regional Ice Strategy was released publicly in the Fall of 2018 for review. The draft Strategy and other information about the project can be found at: [www.fundyrecycles.com/ice](http://www.fundyrecycles.com/ice).

Page 19 of the draft strategy describes guiding principles believed to best capture the regional views in pursuing the funding formula. Staff point out a few aspects of these guiding principles:

- There must be mutual benefits and risks



- The funding model needs to consider lifecycle costs and be data driven
- The data that would be used to develop the funding model was not clarified.

Page 17 of the draft strategy summarizes a review of funding formulas used in other jurisdictions in the province and beyond. Unfortunately a preferred formula is not identified in the draft strategy as a result of this review. However, there are some take-aways identified:

- A formula used in Nanaimo BC is referenced more than other formulas
- The need for a formula that is fair to all communities is referenced
- A solution that unfairly targets LSDs should be avoided

City staff believe the referenced Nanaimo BC funding formula has similarities to our Fundy Region:

- Multiple jurisdictions supply and use the referenced recreation facilities
- The formula appears to fairly redistribute taxpayer subsidization of the referenced recreation facilities based on usage levels

After public release of the draft Strategy, the Working Group developed working funding formulas that could be applicable to the Fundy Region. Although there were variations of both, essentially two models were developed.

The City staff representative on the Working Group developed one of the funding formulas. This formula can be described as follows:

- The formula first calculates and adds up the net status quo taxpayer subsidization of all regional arenas (with the exception of Harbour Station given its cost sharing formula in the Regional Facilities Commission legislation). The net subsidization of each arena is calculated from:
  - Operations & maintenance costs related to service provided
  - A proportion of “normalized” lifecycle asset costs
  - Subtracting revenues generated from user fees
- The formula also calculates the proportion of regional usage from each municipality and LSD
- The formula then redistributes the total regional taxpayer subsidization responsibility between jurisdictions based on proportion of use and identifies if there is a net contribution due or owed based on comparison with status quo subsidization.
- For any jurisdictions owed a contribution from others, the formula requires investment of a proportion of what is owed toward its arenas’ Capital costs
- City staff built some flexibility into the formula if required to build consensus such as:
  - Debiting any additional benefit received by taxpayers and/or users that are in proximity to an arena
  - The formula allows other weighted factors besides usage data to be considered

Another funding formula was developed by other members of the Working Group. This model can be described as follows:

- The formula calculates a tax levy from each LSD without an arena
  - The levy is capped at 3 cents based on Provincial input and application elsewhere
- Credit is given to LSDs for recreation spending, which equally reduces the levy below 3 cents
- The formula then adds up the LSD tax levies and distributes to municipalities proportional to the number of arenas in jurisdictions
- The formula obligates capital reinvestment of a portion of funding each municipality receives from the LSDs
- The levy is intended to cover broader recreation services than just arenas

City staff believed there was a fundamental difference between the two formulas. The formula the City representative developed provided a fair redistribution of taxpayer subsidization responsibilities whereas the formula developed by others only contemplated corrections in responsibility for a portion of the region (the LSDs). With the cross flow data available that demonstrated the City is also subsidizing town users, and the City's consistent believe in a regionally fair funding formula, staff could not support the formula developed by others. There was also not consensus with using the City's formula.

The City representative on the Working Group continued to remain open to building consensus while adhering to the City's consistent Guiding Principles. The City representative developed a formula that combined philosophies of the two previous ones. There was some value in considering LSDs once and similar to other jurisdictions in the province given the need to involve the Provincial Department of Environment & Local Government. City staff was clear however that subsidization realignment based on usage between municipalities must be part of solution to remain aligned with City's consistent commitment to regional fairness. Unfortunately consensus on this combined formula was also not reached.

A lack of clear regional consensus has been a significant issue in making substantial progress. As mentioned previously in this report, the draft Strategy released in the Fall did not propose a preferred funding formula and did not identify what data should be considered in developing it. When presented with the draft Strategy, the Councils of the region were asked to continue exploring funding formulas and to require its arena users to collect residency data. There was support for the two recommendations except for one municipality making their support contingent on support from all other partners and another municipality not approving the collection of user data. Staff also reviewed the minutes of Board meetings of the Regional Service Commission in relation to the Strategy; there were three received and filed updates to the Strategy and an approval to engage a consultant to assist with consultation sessions.

Reliable data to use within a funding formula was another barrier to achieving regional consensus. There was only very recent unanimous support from municipalities to collect user data and there has been some concern over use of collected data from regional ice user associations. There are differences in how municipalities report on arena service and facility costs.

A Regional Service Commission Board meeting scheduled for the morning of March 25, 2019 includes a report and recommendations relative to the Ice Strategy. This meeting would have been concluded when Common Council considers this report and recommendations. Staff attached the March 25 Commission report to this report.

City staff agree with the report that regional data (such as usage and financial data) needs to be improved. Unfortunately, however, the report also makes references to data that is incomplete. The City's arena usage data is reported without regional context and all factors that will need to be considered to improve the quality of the data are not reported.

City staff believe alternate resolutions to the recommendations in the report are required to advance regional consensus toward a finalized Ice Strategy. This conclusion is based on the following observations in reviewing the March 25 Commission report:

- The contextual information in the report is incomplete
- The two recommendations, proceeding with LSD resident contributions and finalizing contributions from municipalities, are independent and therefore are not aligned with a regionally fair solution
- Recommendation 2 does not further regional consensus on a funding formula as it simply asks the municipal partners to continue working on it
- Recommendation 2 would require continued investment of City resources without advancing consensus on a regionally fair formula.

City staff would like to provide Council with context around the term "User Fees" that has generated a stigma in the region:

- Each municipality in the region charges user fees
  - The proportion of lifecycle costs paid by users and taxpayers is a reflection of value of public good received. The level of public good that justifies the degree of taxpayer subsidization in the place of full cost recovery from user fees may be perceived differently in each community. The City's Operating Budget Policy requires deliberate reflection in this regard with referencing full lifecycle costs.
- The term "Non-Resident User Fees" has its own stigma. However, non-resident user fees are used in other jurisdictions. Application by the City of Saint John would allow regional fairness to be achieved in the absence of regional co-operation and would not be intended to be punitive.

- Staff suggest Saint John Common Council could reconfirm its belief that a regional co-operative approach is preferred over non-resident user fees. Staff also point out that the resources Common Council has invested in the Regional Ice Strategy has demonstrated this belief.

### ***STRATEGIC ALIGNMENT***

This report aligns with Council priorities and policies:

- Council's Financial Responsibility priority related to revenue generation
- Council's Operating Budget Policy
- Council's commitment to Asset Management

### ***SERVICE AND FINANCIAL OUTCOMES***

The exact opportunities related to service and financial outcomes remain unconfirmed until agreement on a funding model is reached or implementation plan of Saint John's Plan B are detailed. In either outcome, the goal is to align taxpayer contributions with usage of regional arenas from each jurisdiction.

### ***ATTACHMENTS***

Ice Strategy report on March 25, 2019 Regional Service Commission agenda

City Staff presentation slides for March 25, 2019 Common Council meeting

## Regional Ice Strategy Update

February 22<sup>nd</sup> 2019

Submitted by Nick Cameron



**Fundy Regional  
Service Commission**

**Commission de Services  
Régionaux de Fundy**

### Purpose

Confirm commitment of Commission members to participate in a regional funding agreement process to avoid non-resident fees at arenas and keep access to arenas open to all residents in the Fundy Region.

### Findings of the Working Group

A working group of representatives from across the region has been meeting since December 2017 to develop solutions that will improve access, usage and financial sustainability of our arenas.

Their work has led to a number of solutions including consensus on:

- Creating an allocation policy that prioritizes youth and improves gender equity in ice-sports.
- Cooperation on facility rental pricing.
- Creating a standing regional collaboration and oversight committee.
- Avoid non-resident fees by offering **communities without arenas** access to recreation facilities, if they agree to contribute to their subsidization. A fair contribution that was generated was a property tax levy of 0.03 per \$100 of assessment. By comparison, Saint John property tax payers subsidize recreation services and facilities by \$0.114 per \$100 of assessment. It was also agreed that communities without arenas that subsidize local recreation facilities, such as outdoor rinks or community centres, shall receive a credit that may reduce the levy to no less than \$0.02 per \$100 of assessment.

The working group held a closing meeting with **CAOs** and **DELG**. An agreement could not be reached to address the crossflow of arenas users from **service provider** communities before the agreed deadline. Without an agreement, there is a risk of non-resident user fees being implemented at Saint John arenas this year. Therefore, it is recommended to engage an independent consultant to determine any imbalance between service provider communities by analyzing usage, financial and census data. More details regarding these challenges and recommended solutions may be found below.

### Definitions

**LSD:** local service district

**FRSC:** Fundy Region Service Commission

**CAOs:** Chief Administrative Officers such as town managers, city manager

**DELG:** New Brunswick Department of Environment and Local Government

**Service Providers:** Communities which currently subsidize arenas through property taxes. Those communities include:

- Town of Grand Bay-Westfield
- City of Saint John
- Town of Rothesay
- Town of Quispamsis
- Village of St Martins
- LSD of Saint Martins

### **Communities Without Arenas:**

Communities which do not currently subsidize arenas through property taxes. Those communities include:

- LSD of Musquash
- LSD of Petersville
- LSD of Westfield
- LSD of Greenwich
- LSD of Kingston
- LSD of Rothesay
- LSD of Simonds
- LSD of Fairfield



## Challenges

### Subsidization of Arenas

All public arenas are funded by two primary sources: rental fees and property taxes from the host community. One challenge has been striking a balance between the two sources so that property taxes and access to arenas remain affordable, and that arenas can be financially sustainable. In striking this balance, some New Brunswick communities have therefore decided to impose additional fees on residents of communities which do not subsidize arenas.

### Impending Non-Resident User Fees

In Saint John, more than 30% of usage in their 5 arenas comes from non-residents. Some of this usage is from communities which do not subsidize arenas, but also from neighbouring communities with their own arenas. Saint John has stated that without a regional funding agreement, a new fee system shall be implemented by Fall 2019. The added fees for non-residents have yet to be determined. However, looking at a case study in Fredericton, the city has implemented a non-resident user fee of \$890 per person, per sport. Arenas in Quispamsis, Rothesay, Grand Bay-Westfield and St Martins also demonstrate non-resident usage of 30%, suggesting there is significant crossflow in the Region.

### Comparing Crossflow and Level of Service Between Arenas

When comparing the level of service being offered by each arena, many factors must be considered including condition of the facility, number of hours served, how many of those hours were paid, unpaid or shared by large groups (e.g. cross-ice hockey). Complicating matters are the differences in financial information such as accounting practices and capital investment strategies. Comparing all of these factors requires further analysis with appropriate expertise, such as financial accounting, asset management and service management.

### Over Supply of Ice

There is currently a surplus of available ice-time, particularly within Saint John. Saint John's Recreation Plan (PlaySJ, 2015) and their infrastructure inventory plan (2010) both recommend rightsizing. In the 2017-2018 season, each of the 4 Saint John civic arenas provided just under 2,100 hours. Cumulatively, 3,300 hours were unused. Through the process this past year, several stakeholders have asked that this over supply of ice-time be addressed before a regional cost sharing agreement can be considered.

Facility	Hours Available	Hours Used	Revenue Hours	Comp Hours	Maint Hours	Utilize %
Belyea Arena	2,875.83	2,047.25	1,119.25	528.50	399.50	71.19%
Gorman Arena	2,875.83	2,070.17	1,182.25	502.00	385.92	71.98%
Hurley Arena	2,875.83	2,054.50	1,124.00	517.50	413.00	71.44%
Peter Murray Arena	2,875.83	2,029.42	1,174.08	462.50	392.83	70.57%
	11,503.33	8201.34	4599.58	2010.5	1591.25	71.30%

*Utilization Report of Saint John Civic Arenas for the 2017-2018 season.*

*Comp Hours are unpaid hours that would include public free-skate, in-kind ice-time and refunded time.*

### **Local Service Districts Representation**

The process up to now has lacked representation from the local service districts (LSDs). Unlike municipalities, LSDs do not have staff resources that can represent their community in meetings. Several calls were made to community members, including one member that participated for one meeting, but all candidates sited that they could not make the time commitment to participate on an on-going basis. New methods of LSD community participation must be included in steps going forward.

### **Data Collection and Privacy Concerns**

It has been clear since the beginning of this process that verifiable data will be a key factor to ensure this process is fair and evidence based. Necessary data for this process has been postal codes of registered ice-sports participants. Sports organizations are responsible for protecting the privacy of their participants. They are therefore weary of requests to access this information. Consultation with the FRSC's lawyer has confirmed that sharing only postal codes is not considered personally identifiable information. Regardless, concerns and misunderstanding still exist among sports organizations regarding why this information is needed and how it will be used. Although many groups have cooperated, some responded that privacy concerns prevent them from sharing postal codes and other group simply have not responded.

The City of Saint John has provided the most data through this process because they have been collecting this information for several years. This is a new practice for other service providers. Therefore, it is unrealistic to expect the same level of detail in their data after only the first round of collection. There is also a lot of confusion and misunderstanding among user groups, with whom cooperation is contingent to retrieve this data. Building trust with user groups and the public is essential, and cannot be rushed. We must allow for the proper consultation and communication process to listen to concerns and address them before an agreement can be decided upon.

## Recommendations

It is recommended that a regional funding agreement be implemented to avoid non-resident fees, so that all residents in the Fundy Region may continue to have healthy activity options through access to regional recreation facilities, such as arenas. Sufficient data has been collected to propose an offer of service to communities without arenas. However, further information gathering is required to determine the crossflow of users between service providers and any potential imbalance. Therefore, the process moving forward has been separated into two steps.

### Process for Step 1: Offer of Service & Public Consultation

Service providers are asked to agree to offer communities without arenas the same level of access to all recreation facilities as their own residents if communities without arenas choose to support those facilities through a levy of \$0.03 per \$100 of assessment. Those communities with local recreation spending may receive a credit, reducing the levy to no less than \$0.02 per \$100 of assessment. Funds generated by the levy shall be distributed to arenas based on usage data.

The Commission shall begin consultation with stakeholder groups and the public, residents of communities without arenas in particular, regarding the proposed offer above. Feedback from these consultations will be sent to the Commission and Minister of Environment and Local Government for their consideration.

Tentative Timeframe: April

To facilitate this process, service providers are asked to agree to:

- Make it mandatory for user groups to provide residency information (e.g. postal codes) of their participants in order to rent ice-time on an on-going basis: weekly or monthly. One-time bookings are excluded from this requirement.
- Share collected residency information, ice-time schedules and financial information with FRSC.
- Cooperate with regional partners on ice-time allocation and pricing; prioritizing youth and gender equity.
- Address any oversupply of ice and optimize existing ice-time by utilizing early time slots and shared-ice whenever possible.

## Process for Step 2:

### Determine Crossflow Between Service Providers & Potential Imbalance

Confirm commitment of Commission members to provide a resource for the working group going forward in this process.

Issue a request for proposal for a consultant to analyze the crossflow of arena users between service provider communities and compare the level of service offered by each arena. The consultant shall also develop a standard operating and capital cost per ice pad in its calculations. If an imbalance in service and usage is determined between service provider communities, the consultant shall recommend an appropriate funding formula to address the imbalance. Awarding a successful supplier for this work shall be decided at a Commission board meeting.

Tentative Timeframe: April

Findings of the consultant's report shall be considered at a Commission board meeting.

Tentative Timeframe: May

Begin decision-making process with local service districts through the Minister of Environment & Local Government.

Tentative Timeframe: June-July

The estimated timeframe to conclude both steps and the decision-making process for an agreement is July 2019

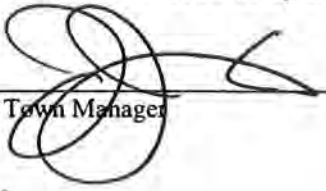


70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**April 8, 2019**

**TO:** Mayor Grant and Members of Rothesay Council

**SUBMITTED BY:**

  
\_\_\_\_\_  
John Jarvie, Town Manager

**DATE:** April 2, 2019

**SUBJECT:** Water By-law 1-18

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**RECOMMENDATION**

It is recommended that Mayor and Council receive the following for information.

**ORIGIN**

Third Reading and Enactment of By-law 1-18: Water By-law was approved by Rothesay Mayor and Council at their meeting of January 14, 2018. Since Enactment of the By-Law a number of affected parties have written letters of opposition to the Mayor and Council.

**BACKGROUND**

The Works and Utilities Committee undertook the task of reviewing and revising Water By-law 7-04. By-law 7-04 was divided into manageable sections for review during the periods between (monthly) committee meetings. Over the course of several meetings the By-law was reviewed in detail and suggestions from committee members and staff were debated. Consensus on revisions, if any, was achieved for each section of the By-law before the Committee moved on to the next section. Once this process was complete, a final review was completed by all members and the revised, reformatted By-law, numbered 1-18, was drafted by the secretary. It is important to note that the Committee includes 2 Councillors, 2 staff persons and 6 members of the Rothesay general public.

At their regular meeting of December 10, 2018 Rothesay Mayor and Council gave first reading to By-law 1-18.

A Public Hearing was held on January 14, 2019 and Council gave 2<sup>nd</sup> and 3<sup>rd</sup> reading to the By-law on January 14, 2019. There were questions raised and answered during the debate and the resulting votes for 2<sup>nd</sup> and 3<sup>rd</sup> reading were unanimous.



## **DISCUSSION**

The Water By-Law was largely unchanged from the existing version with the exception of one major addition under section 4.15 whereby certain classifications of users will be required to connect to, and exclusively use, Town Water where it is available. Section 7.6 was also amended to include timing and payment provisions for connection fees, meter charges etc. This is a substantive change and it means that all residential apartment complexes, commercial and institutional users that exist in serviced areas (ie. are now paying the fixed water rate) shall connect to, and use, Town water. Section 4.15 of By-law 1-18 reads as follows:

4.15 Any owner of a commercial property, institutional property or residential apartment complex situated on land abutting a street, right-of-way or public place in which there is a watermain shall connect to the main in a manner approved by the Town and use such watermain as its sole source of water.

Since Enactment of the By-law a number of residential apartment complex owners and two commercial property owners have written letters of opposition to the Council requesting a reversal of the unanimous decision to enact By-law 1-18. The reasons for such a request were varied, however there were a few common themes. The major, common points raised by the concerned owners group are listed below with staff's response included.

- 1) *I was not informed of the possibility of such a by-law being presented to council in January.*

Notice of the Public Hearing was posted to the Town website and on the Town's social media channels on December 18, 2018 as follows:

### **NOTICE OF PUBLIC HEARING**

13 December 2018 – Rothesay Council has scheduled a Public Hearing to give consideration to enactment of By-law 1-18, "Water By-law", under authority of Section 117 of the Local Governance Act, SNB (2017) c.18.

The Public Hearing will be held on Monday, January 14, 2019 in the Common Room, Rothesay Town Hall, 70 Hampton Road, Rothesay, NB, commencing at 7:00 p.m. The purpose of the By-law is to regulate the connection to, and use and maintenance of the Rothesay potable water system, and to establish water system fees and charges. The proposed By-law requires all commercial and multi-family buildings to use the Town water system, where available.

The relevant documentation can be found [here](#) and is available for review in the Clerk's Office at Rothesay Town Hall during normal business hours (exclusive of civic holidays).

1 Reading was given to By-law 1-18 at the December 10, 2018 Council meeting. A Table of Concordance (comparison to existing By-law 7-04) is included for reference, along with a draft copy of By-law 1-18.

Comments on the proposed by-law will be received by the undersigned until 12 noon, Wednesday, January 9, 2019. Any person wishing to speak may do so at the Public Hearing on Monday, January 14, 2019.

Mary Jane E. Banks, BComm

SEE ALSO ATTACHED COPIES OF SOCIAL MEDIA MESSAGING

- 2) *We feel this is discrimination that only a select few have to be forced to hook up.*

The previous Water By-law 7-04 which had been in place since 2004 stated that all buildings, defined separately from dwelling units, were required to connect to Town water if available. By-law 1-18 clarifies this by defining *building* in clause 4.15 as commercial property, institutional

property or residential apartment complex. The requirement has always existed to connect these buildings to the Town water system. Council, by adopting By-law 1-18, simply adopted the recommendation to enforce clause 4.15 going forward. Discrimination would imply that a particular group was being treated differently; this is not the case. The vast majority of commercial properties in Rothesay are in compliance with both By-law 7-04 and the new By-law 1-18. All apartment complexes in Rothesay constructed since 2004, the time of adoption of the previous By-law 7-04, are in compliance with both By-law 7-04 and the new By-law 1-18. Discrimination, if it were happening, could be argued to be against the vast majority of building owners who are in compliance. It could also be argued that the relative few owners that are not contributing equally to the system are in fact being favoured by the Town.

- 3) *If you were presented two choices in your home would you hook up to municipal water, or continue with your quality well water & bear no added expenses?*

This is a very good question and one that every owner of a commercial, institutional, apartment complex or individual dwelling unit can understand.

Nobody wants to pay for something that is, arguably, free. The concern is that the question specifically mentions “*your home*” as in your personal, single family dwelling. As a Councillor it would be easy to identify with that question in one’s own case, however the uses prescribed in section 4.15 requiring connection to a safe, treated, consistent supply of water is not similar to one’s own home.

The matter is one of Public Health. Owners of a commercial establishments that involve such uses as food service and daycare, or owners of residential apartment complexes are responsible for providing the one thing that we all require to survive –water- in safe and sufficient quantity to multiple patrons, users and residents. The important questions regarding provision of water in such cases are:

- a) Is the water safe to consume?
- b) Is there enough water to serve the life needs of the users for which the owner is responsible?
- c) Can the water supply be guaranteed for any amount of time?

The answers to these questions are as follows:

- a) Water can be tested for potability, however the results are only as reliable as the last sample tested. Groundwater quality can change very quickly and without the benefit of a continuous monitoring program, it is almost certain that the majority of building owners could not consistently and reliably answer yes to this question at any given point in time.
- b) The amount of available groundwater from a well can be determined through pump tests and flow monitoring however it is vulnerable to sudden changes.
- c) No raw groundwater supply can be unconditionally guaranteed for quality or quantity.

The Town operates a public water utility under strict guidelines from the province. The Town, similar to individual users, cannot guarantee supply from any one well. However, the Town has multiple sources of groundwater with continuous level monitoring and contingency plans in place for the potential loss of one or more of the wells. The Town can guarantee the safety and potability of the water system at any given time owing to the 24/7/365 continuous treatment and monitoring mandated by the province. The Town’s water filtration plant has the capability to adjust automatically to changes in water chemistry thus producing the same quality product post treatment.



- 4) *I spoke with some of the employees of the town and tried to obtain information about why some of the town staff are so determined to get this new by-law passed. Their opinion seems to be that the water system has been way over designed and treats and produces a lot more than the demand.*

The Town's water filtration plant treats raw water from the Carpenter Pond Wellfield and pumps it to two storage reservoirs east of the McKay Highway. Demand for water is supplied by these two reservoirs. The comment regarding over production is simply false. On many summer days the max demand for water in the community is greater than the average hourly production of the plant. The result is a reduction in reservoir levels during the peak demand periods through the day. The plant operates at a set capacity such that the reservoir levels rebound through the night when demand is reduced. The Rothesay Water Utility neither overproduces nor wastes treated, potable water. There is an annual spring flushing program during which fire hydrants around Town are operated at capacity to flush the underground lines, however this is a controlled maintenance function which happens during a single 2 to 3-week period each year.

- 5) *pipes bursting from increased pressure and chemicals in the water ...referred to ... ongoing lawsuit in Saint John for tens of thousands of dollars as a result of forced water hookup to older buildings.*

The residential plumbing code requires materials of a certain strength and pressure class to be utilized within buildings. The Town of Rothesay system, in general, operates at a pressure well below the upper pressure threshold specified by the plumbing code. In areas of higher pressure, the Town supplies individual devices for each property to reduce the incoming pressure to a level below the maximum threshold specified by code. The reference to Saint John relates to buildings that were already connected to City water and experienced issues when the source of water was changed from surface water to ground water. There was no forced hookup; they were already hooked up. In Rothesay's case the Town water system is supplied by groundwater wells the same as individually owned wells on private property. The circumstances are completely different and any comparison to Saint John is flawed.

- 6) *Although there is a ten-year time frame to pay for the "Hook Up" fees, the rate of \$ 1,500 is not reasonable.*

This comment came from a residential apartment complex owner. The connection fee for a residential apartment complex is \$1,125 per unit, not \$1,500 per unit.

- 7) *I feel the town has been sneaky and underhanded in the way this was handled by the placing of the ad.*

Notice of the Public Hearing was advertised on the Town website and various social media channels well in advance of the Hearing. In addition, Council discussed the item several times in open session as minutes of the Works and Utilities Committee meetings are reviewed monthly at the regularly scheduled Council Meeting. The Committee minutes included discussion on By-law 1-18 as follows:

18 April 2018

First appeared at Committee level. Referred by Council at April 9, 2018 Council meeting.  
Discussion by Utilities Committee.

20 June 2018

Discussion by Works and Utilities Committee and deferral for further review.

18 July 2018

Discussion.

19 September 2018

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.

**CARRIED.**

17 October 2018

MOVED by I. Hachey and seconded by S. Smith the Works and Utilities Committee recommend Council give first reading to Draft Water By-law 1-18.

**CARRIED.**

23 January 2019

Discussion of enactment by Council.

Meetings of the Works and Utilities Committee are open to the public and the dates and times are advertised publicly. In addition, the regularly scheduled open session Council Meeting agendas are posted to the Town's website before each meeting and the minutes of the Works and Utilities Committee are a standing item on those advertised agendas.

- 8) *Is this a tactic to make the area unaffordable to lower income, tax paying individuals and also to minimize small business opportunity?*

This is an initiative to ensure the safety and reliability of an absolutely essential service to the residents of this community and in the case referenced above, to the most vulnerable residents of our community.

Some of the major concerns that led the Works and Utilities Committee to develop and recommend this By-law and that ultimately led to Council adopting the By-law are safety, security and guaranteed supply.

One existing example that illustrates the concerns very well is as follows:

- a 15-unit apartment building that sits upon a 0.75-acre parcel.
- The building is serviced by a private well located on the parcel.
- The parking lot occupies 0.30 acres of the 0.75 acre parcel.
- The building itself occupies 0.13 acres of the 0.75 acre parcel.

The building and parking lot occupy 60% of the parcel, therefore only 40% of the parcel remains to locate a well and allow for onsite recharge of the well. The remaining 40% equates to only 0.32 acres.

Assuming 1 car per unit, that translates into 15 vehicles parked within very close proximity to the well. The breach of one oil pan or 1 gasoline tank from any of the 15 vehicles could have catastrophic results for the well. It is unreasonable to think that the building owner could find an alternate location within the remaining 0.32 acres of available land to drill a new well that would be unaffected by the contamination. What happens then? The Town could respond and the building could be connected to Town water, however the exercise would take considerable time and residents could not live in the building without water during that time. In such a scenario the parking lot is a potential point source of contamination for not only its own well, but those of other single family homes in the area.

The By-law enacted by the Town is not about discriminating against any particular group, its not about increasing sales for the Utility, its not about unnecessarily taxing vulnerable residents and its not about discouraging small business; its about eliminating the possibility of groundwater contamination and providing a safe and reliable water supply to residents who have a stake in, but no say in, the quality of the water they consume.



2019April8OpenSessionFINAL\_116  
2019January14 WaterBy-law1-18FINAL\_002

Phone: (506) 848-6600 (24/7 service) Email: [rothesay@rothesay.ca](mailto:rothesay@rothesay.ca)

# ROTHESAY



TOWN HALL

## BY-LAW NOTICES / HEARINGS

### NOTICE OF PUBLIC HEARING

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1<sup>st</sup> Reading was given to By-law 1-18 at the December 10, 2018 Council meeting. A Table of Concordance (comparison to existing By-law 7-04) is included for reference, along with a draft copy of By-law 1-18.

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Mary Jane E. Banks, BComm





**Rothesay**

January 11 • 



Rothesay Council will hold a public hearing on Monday, January 14 at 7:00 p.m. to consider enactment of Water By-law 1-18.

Find more information here: <https://www.rothesay.ca/town-hall/by-law-notices-hearings/>



**Rothesay**

January 12 • 



Rothesay Council will hold a public hearing on Monday, January 14 at 7:00 p.m. to consider enactment of Water By-law 1-18.

Find more information here: <https://www.rothesay.ca/town-hall/by-law-notice-hearings/>



ROTHESAY.CA

**By-law Notices / Hearings | Rothesay**

NOTICE OF PUBLIC HEARING 13 December 2018 – R...





**Rothesay**

January 14 · 🌐



Rothesay Council will hold a public hearing on Monday, January 14 at 7:00 p.m. to consider enactment of Water By-law 1-18.

Find more information here: <https://www.rothesay.ca/town-hall/by-law-notice-hearings/>



ROTHESAY.CA

**By-law Notices / Hearings | Rothesay**

NOTICE OF PUBLIC HEARING 13 December 2018 – R...



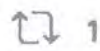
Tweets  
**6,123**

Following  
**904**

Followers  
**3,378**

Likes  
**84**

List  
**1**



**Rothesay** @Rothesay\_NB · Jan 14

Rothesay Council will hold a public hearing on Monday, January 14 at 7:00 p.m. to consider enactment of Water By-law 1-18.

Find more information here: [rothesay.ca/town-hall/by-l...](https://rothesay.ca/town-hall/by-l...)



**Rothesay** @Rothesay\_NB · Jan 12

Rothesay Council will hold a public hearing on Monday, January 14 at 7:00 p.m. to consider enactment of Water By-law 1-18.

Find more information here: [rothesay.ca/town-hall/by-l...](https://rothesay.ca/town-hall/by-l...)



**Rothesay** @Rothesay\_NB · Jan 11

Rothesay Council will hold its regular meeting this Monday, January 14th at 7pm. Rothesay Town Hall in the Common Room. [rothesay.ca/town-hall/agen...](https://rothesay.ca/town-hall/agen...)



**Rothesay** @Rothesay\_NB · Jan 11

Rothesay Council will hold a public hearing on Monday, January 14 at 7:00 p.m. to consider enactment of Water By-law 1-18.

Find more information here: [rothesay.ca/town-hall/by-l...](https://rothesay.ca/town-hall/by-l...)





April 1, 2019

Mary Jane Banks  
Town Clerk - Rothesay

Re: Water By-law 1-18

We are submitting our request to appear before Town Council April 8th, 2018. We would like to address the recently approved Water By-law 1-18. We will have a designated spokesperson to represent the group however we are requesting a "question and answer" format. We believe it is crucial that the councilors have to the opportunity to ask questions to those who will be directly impacted by this by-law. Please find attached impact letters that were sent to the Mayor and each of the councilors.

Respectfully submitted,  
Cheryl Kennedy representing

Charlie Turnbull  
Heather Attoe  
Doug Ramier  
Mark Hatfield  
Carol Anne Murphy  
Andrew Baskin  
Mark Flynn  
Lynn Flynn  
Tony Bamford  
Dino Cipolla



Mayor and Counselors of Rothesay,

This letter and the attached letters are to make you all aware of the hardships the new "Water by-Law"/forced hookup would cause for my new business and what it means for my tenants.

Contrary to popular belief by the council, I was not informed of the possibility of such a by-law being presented to council in January. I have had no opportunity to defend myself, my business or my tenants. Given my purchase of 4 Scribner & 16 Scribner Cres, (a total of 31 apartments) in October and November 2018, none of this was disclosed & the banks lent between 75 & 85% based on the cash flow of these buildings. This causes a major obstacle which, if passed, this would strip almost all of the equity which we have from the down payment money we invested in these buildings & in the town of Rothesay.

I spoke with my business partners who are in Quebec and Alberta respectively and neither of them would have signed off on the purchases had we known of the forced water fees which will strip all of the cash flow of these affordable rentals. We would be in a near underwater situation & are in the crosshairs of losing hundreds of thousands in equity & paying tens of thousands dollars of unnecessary fees.

We feel this is discrimination that only a select few have to be forced to hook up whilst there are hundreds, if not thousands of homes which could just as easily be hooked up. We also believe that the fees do not line up with the services being rendered by the town as we are being charged a fee for one pipe, one hook up & one line but being charged based on the amount of apartments.

The 10 or so businesses that have been selected are all being discriminated against as there are many other non-users in Rothesay that could hookup but are not being forced to do so with the stroke of a pen.

Costs to my buildings are the most critical part of the operation & staying afloat. The costs of hooking up, excavation, landscaping, repaving, re-plumbing the entire buildings etc. would put my business in jeopardy of staying in business, especially within 6 months of purchasing & investing in this town. I have been informed by my plumber that the existing waterlines in my buildings would have to be replaced to accommodate the increase in pressure. One of my partners is actively involved in the city of Saint John lawsuit as his buildings were affected by the Saint John water crisis on the west side where something similar has happened.

I have tried to get a total estimate on the cost of replacing the water lines inside our buildings and it has only been guessed as a cost of \$2-3 thousand per apartment & would also involve digging up our concrete slab as the water lines run through the slab which would be an additional cost.

If I did do all of this work there is no way to finance the work other than by personal means or expensive business lines of credit as they are currently financed to the max (being purchased within 6 months). The property value loss would be so severe that the only way to recoup the costs are to charge the tenants more money for the same service (clean safe well water is the same as town water).

In reality it will be difficult to retain tenants with increases to service the costs & the disruption in their living situations with the yards, driveways & building all torn apart as part of the forced hook up.

I have yet to discuss with my bankers, appraisers & Insurance representatives however, having just gone through the financing of the building & having a partner involved in the Saint John water crisis on the west side, we know what's going to happen. Our buildings will be worth much less, we will have to make claims or face the costs out of pocket & when our loans are up for renewal, there will be stripped equity which will not allow us to keep the buildings well maintained.

Having just removed a town work order on my building at 4 Scribner Cres, the town knows I am a proactive landlord trying to give my tenants a better accommodation than the previous absentee owner. The town building inspector and provincial fire marshall have been in my building at 4 Scribner on March 28th & 29th & have said that the building was grandfathered in for some of the "quirks" that would not be allowed in today's building code. So my thoughts are if we are grandfathered in for the building & we did not sign a developers agreement to build in your town, how can we be expected to brunt these costs?

My final thought is a direct question to each of you councillors:

"If you were presented two choices in your home, which was built in 1980 where you currently have a safe, clean well providing adequate water without issues, would you:

- 1) Hook up to municipal water, paying tens of thousands of dollars and had to re-do the plumbing, landscaping & tear apart the inside of your home & start paying a fee each quarter based on usage OR
- 2) Continue with your quality well water & bear no added expenses & continue with the water you have been accustomed to drinking and using for years

This is what we landlords and our tenants are being presented. Except in January your stroke of the pen has eliminated the option & I forgot to mention, only you and 10 other neighbours are forced while the rest of the community gets to carry on with their wells.

We have a water test from our purchases & can provide you with a full water test, shall you require to show the safety and condition of the water being consumed by our tenants & your constituents which I would bet is safer for consumption than the treated water offered by the town.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrew C. Baskin". The signature is fluid and cursive, with a large initial "A" and a stylized "B".

Andrew Baskin on behalf of InvestinUs Inc.

4 & 16 Scribner Crescent Rothesay NB



**Aztech Lab Inc.**

Testing water from A to Z

**CERTIFICATE OF ANALYSIS**

Job No: 080918-5

Attn: Andrew Baskin	Property ID: 4 Scribner Cres
Date: August 17, 2018	Rothsay
Date Sample Taken: 8/9/2018	Submitted By: Grant Lipscombe
Date Received: 8/9/2018	Client/ Purchaser: InvestinUs Inc.

Metals	Units	RESULT	Gov't Guideline	RDL
Hardness	Mg/L	84	200*	1
Total Aluminum (Al)	ug/L	ND	100*	5.0
Total Antimony (Sb)	ug/L	ND	6	1.0
Total Arsenic (As)	ug/L	ND	10	1.0
Total Barium (Ba)	ug/L	7.3	1,000	1.0
Total Beryllium (Be)	ug/L	ND		1.0
Total Bismuth (Bi)	ug/L	ND		2.0
Total Boron (B)	ug/L	68	5,000	50
Total Cadmium (Cd)	ug/L	ND	5	0.010
Total Chromium (Cr)	ug/L	ND	50	1.0
Total Cobalt (Co)	ug/L	ND		0.40
Total Copper (Cu)	ug/L	8.7	1,000*	2.0
Total Iron (Fe)	ug/L	ND	300*	50
Total Lead (Pb)	ug/L	ND	10	0.50
Total Manganese (Mn)	ug/L	ND	50*	2.0
Total Molybdenum (Mo)	ug/L	ND		2.0
Total Nickel (Ni)	ug/L	ND		2.0
Total Selenium (Se)	ug/L	ND	10	1.0
Total Silver (Ag)	ug/L	ND		0.10
Total Sodium (Na)	ug/L	9800	200,000	100
Total Thallium (Tl)	ug/L	ND		0.10
Total Tin (Sn)	ug/L	ND		2.0
Total Titanium (Ti)	ug/L	ND		2.0
Total Uranium (U)	ug/L	8.0	20	0.10
Total Vanadium (V)	ug/L	ND		2.0
Total Zinc (Z)	ug/L	53	5,000	5.0

ND – Not Detected above the detection limit.

RDL – Reportable Detection Limit. Any result smaller than this value must be expressed as not detected.

mg/L – milligrams per litre. Unless otherwise indicated, all results are expressed in ug/L – micrograms per litre.

Metal analysis is subcontracted to Maxxam Laboratories.

Interpretation: Results that are below the corresponding recommended maximum guideline are considered to be acceptable. \*Aluminum guideline is for treatment plants using aluminum-based coagulants. Copper, Iron and Manganese are aesthetic objectives and are not health based.

Grant Lipscombe, B. SC

p.p.

Aztech Laboratory Inc.

Office: 506.849.3300

Fax: 506.849.3219

1 Pleasant Ave. Quispamsis NB, E2E 1A7

aztechlab@nb.aibn.com

www.aztechlab.ca



Mayor and Counselors of Rothesay,

This letter and the attached letters are to make you all aware of the hardships the new "Water by-Law"/forced hookup would cause for my business as well as any other business forced to do so.

I was not informed of the possibility of such a by-law being presented to council. I have had no opportunity to defend myself or my business.

I spoke with some of the employees of the town and tried to obtain information about why some of the town staff are so determined to get this new by-law passed. Their opinion seems to be that the water system has been way over designed and treats and produces a lot more than the demand. Therefore water has to be retreated and dumped. This would be at a significant cost to the town. The simple fix would be to force some large users of water to hook up and they would then solve the over design/production issue and pay for it all. That is asking us to fix a problem they created.

The 10 or so businesses that have been selected are being (discriminated) against as there are many other non-users in Rothesay that could hookup but are not being forced to do so.

Costs to my businesses are a critical part of the operation every day. The costs of hooking up, digging up and landscaping, repaving etc. would be huge. Then I am informed by experts in the field that the waterlines in my buildings would have to be replaced to accommodate the increase in pressure. I have tried to get an estimate on the cost of replacing the water lines inside the buildings and it seems that it would be so complex that no one I spoke to would dare give me an estimate.

If I did do all of this work the bank informs they could not loan me the funds because my property's value will drop between 10 and 12 % due to the reduced profits, increased cost to my tenants and ongoing costs for water. In reality there it would be very difficult to retain tenants with increases large enough to pay for all the work necessary to become hooked up.

I have discussed with my Insurance agent the possibility of damage claims due to pipes bursting from increased pressure and chemicals in the water. He informed me that most claims would be lower than the deductible and after three or more claims the Insurance Company would cancel my policy. When I re apply the rates would double because of multiple claims. He referred me to an ongoing lawsuit in Saint John for tens of thousands of dollars as a result of forced water hookup to older buildings.

In closing I am asking you to carefully have another look at this by law and be open to discussion from the people and businesses affected.

Thank You,

Tony Bamford

Apartments 87 Hampton Rd.

Fairvale Mall 83 Hampton Rd.

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

Attn: Mayor Nancy Grant  
Matt Alexander  
Miriam Wells  
Tiffany McKay French  
Bill McGuire  
Peter Lewis  
Don Shea  
Grant Brennan

Re: Rothesay Water By-law 1-18

Dear Mayor Grant and Members of Council,

It is with mixed emotions that I find myself writing this letter 4 years after our group appeared before the Town Council to oppose the said Water By-law. Aside from the fact that this by-law was recently approved by your council the circumstances surrounding the opposition remains the same.

This by-law directly affects multi-unit residential properties in the Town of Rothesay as well as small business owners. These units consist of single parents, young couples, small families and seniors among others. The average rent for these units are far less than the current rents offered by many of the newly constructed buildings in the area. It is clear that these apartments qualify as "affordable housing". The people living in these units are not among the Town's highest income earners. If I recall correctly the Town of Rothesay drafted a comprehensive report addressing the status of "affordable housing" in Rothesay as well as the municipality's role in providing affordable housing within its boundaries. The very document that was drafted by the town states that "ideally, affordable, appropriate and adequate housing should be available for people of all abilities, incomes, lifestyles, and household sizes... Housing is also the central building block for a healthy, sustainable community. On a larger scale housing affordability plays an important role in supporting a competitive regional economy and in promoting social well-being of families and individuals."

Considering that you have approved this by-law, that will inevitably increase a property owner's expenses to sustain his/her buildings, "affordable housing" will no longer exist for the very people who inhabit these units. The additional fees and charges outlined in the package that was sent to the members of this group, will have to be paid by the tenants who live in the affected units through increased rents and a water consumption bill. This certainly is a step backwards in providing "affordable housing". It also appears very discriminatory and unfair to burden these individuals and families who already live in some of the only affordable units remaining in the whole Town.

I am perplexed by several issues surrounding the approval of this by-law by the council. If "affordable housing" is truly a priority for the Town of Rothesay why are these units being targeted? Also, why were we not given notice that this by-law was going to be passed? I understand from talking to some of the other property owners that there was a notice submitted to the paper regarding the by-law. Considering that in the 21st century and the

many methods of communication, placing an announcement in the Telegraph Journal seems a bit archaic and narrow.

Our hope is that you will take everything into consideration regarding this issue. Given the current property tax system in the Province of New Brunswick landlords and tenants are already unfairly targeted as rental properties are exempt from the residential tax credit, ultimately more than doubling the property tax burden. Considering the demographics in the area it is crucial that everything surrounding the negative impact this by-law will have be taken into consideration. We respectfully request that you reconsider the by-law and meet with us to come up with a solution to this issue.

Sincerely,

Dale and Cheryl Kennedy



Mayor and Counsellors of Rothesay

I am writing this letter to express my concerns with the new water by-law, 1-18. This by-law was passed without the stake holders being notified. I understand there was an announcement in the Telegraph Journal but we should have been notified as we were when this by-law was first presented a few years ago. Council members who were present during the town hall meeting 3-4 years ago were well aware of the concerns of the stake holders and tenants due to the large turn out for the meeting.

I don't believe the council and mayor fully understand the negative economic impact this by-law will have on the affected property owners and tenants. In my own situation I will need to increase rents approximately \$125 per month, between the three tenants. This increase in rents does not factor the unknown costs of connecting the water line to my building, capping my well and any possible plumbing issues in my building, for possible water pressure issues. The negative economic impact of my personal situation pales in comparison to the property owners of larger apartment buildings which have been outlined in some of their letters.

I am a real estate appraiser and can say, with confidence, that an increase in expenses this by-law will create will have a negative impact on property values. Based on typical capitalization rates or cap rates of 8 % to 9% results in a property value loss of \$11,000 to \$12,500 for every \$1,000 loss of income. The only way to offset or partially offset this loss in value is to increase rents. The lower income earners who reside in our buildings will bare the brunt of the costs associated with the water by-law. If affordable housing is a priority of the Town of Rothesay, this by-law, in its present form, does not make sense.

It is my understanding the primary reasons for this by-law was to ensure a safe and continuous supply of municipal water to the citizens of Rothesay. There is merit for these reasons and if that is the main concern all properties currently on wells, but have the availability of municipal water, should be forced to connect to town water, not just a select group. Also if this is a "safety" issue eliminate the \$1,500 per unit "hook up" fee. This would be more equitable to the stake holders and keep all concerned with a safe water supply. I should note that the well water at my building is tested annually with no problems and power has not been interrupted over the seven years I have owned the building.

I believe this by-law is unfair and is targeted to a small amount of property owners and lower income tenants. Although there is a ten year time frame to pay for the "Hook Up" fees, the rate of \$1,500 is not reasonable. Please reconsider this by-law.

Doug Ramier



Mayor and Counselors of Rothesay,

70 Hampton Road  
Rothesay, NB  
E2E 5L5

March 29, 2019

Re: Rothesay Water By-law 1-18

Dear Mayor And Members of Council,

My name is Mark Flynn and I am the owner of the building at 48 Marr Road. I am one of the businesses that is affected by the new Water by-law 1-18. I am still trying to figure out just how much money this is proposed to cost me, that I doubt I will be able to recoup. I wish I was smart enough to quote exact pricing for connection fees as well as permits and usage fees and access fees and plumbing fees and driveway repair fees and any and all other fees that are going to accompany this new by-law. All I do know at this point, is that it's going to be more than I can afford and more than I am budgeted for. My fear is that this has the potential to be financially devastating to my business, no matter how many years I will be allowed to pay for it. I don't understand why the previous by-law 7-40 needed replacing with this by-law 1-18. If fundraising was the motive couldn't you have had a bottle drive?

It seems absurd that the town is going ahead with this by-law 1-18 that only targets a small group of businesses. I can't help but wonder if perhaps there was a method to this. (discrimination?)

I feel the town has been sneaky and underhanded in the way this was handled by the placing of the ad in the Telegraph Journal. This council was well aware of the history that this by-law 1-18 has with these businesses that it is going to affect, in the name of fairness and mutual respect for businesses I feel we should have been involved in trying to agree to a solution. If the town of Rothesay needed help in coming to some sort of resolve to a problem they created, bullying wasn't the way to go about it. How are we able to move forward from this?

I am strongly suggesting tabling this water by-law 1-18 as we don't want or need it, and certainly weren't considered when your council decided to pass it. I urgently request a meeting with our group to try to come to some sort of fair compromise.

Sincerely,

Mark and Lynn Flynn

Town of Rothesay Mayor and Councilors

Rothesay, NB

March 29, 2019

Dear Mayor & Councilors:

We are writing this letter regarding the recently passed "Water By-Law" for the Town of Rothesay. We, a small group of landlords of buildings which are completely self sufficient in terms of water supply, would like to express our resounding disappointment and our full objection to the process that unfolded to take this by-law from consideration to enforcement without any notice to those directly impacted by this decision. This By-Law was visited 4 years ago for consideration and even at that time there were meetings that took place without disclosure. With little notice and a lot of shock we were able to present ourselves at a town hearing for an opportunity to defend our business. This motion was tabled to the best of our knowledge and we've not been informed otherwise until recently but unfortunately and unjustly, after the fact. Once again we stand together shocked that hidden agenda and lack of transparency remain alive and well in one of the richest towns in the country. It is unacceptable to proceed in a direction that pushes lower income, tax-paying individuals out of their homes and small business owners into a situation where their properties are diminished in value and unprofitable.

This By-law places extreme "hardship" on both landlords and tenants. This letter is to educate you on the trickle effect of such a discriminatory decision and the disadvantages the working-poor and small business owners now face. This is insult to injury with the upcoming "carbon-tax".

There are many factors here that are being completely disregarded around the costs associated to the landlords and the potential rental increase to tenants to offset these expenses. It should be noted that the majority of rents in this category are between \$500-\$700/month. We are providing nice housing to people that cannot afford more. These multi-unit buildings are building equity for retirement and financial security in very small and hard earned increments. This is not a cash-cow business that can afford the costs that will be outlined in this letter. There has been no regard in this direction.

We currently operate with NO water bill and pay \$50/quarter non-hook-up fee for a total annual cost of \$200/yr payable to the Town of Rothesay. This By-law would see an \$18,000 hookup fee amortized over 10 years with 40 quarterly equal payments of \$450 for a 16 unit building. In comparison a single property with a single hookup, only one pipe/water line, one water meter, will have only one bill. This one payment should apply to the multiunit building as well. This is unfair! There is absolutely no increase to the cost to the Town. The infrastructure is not new. These properties are not new development, they have been self-sufficiently standing for a long time. Most of the water lines in our area and in the old village of Fairvale were installed by insurance companies in the mid 80's. Water should be and is, a "consumption tax" .....not an "opportunity tax"! \$18,000 is unreasonably excessive to hook up one property.

Water Fixed Fee: 1" Connection Costs      \$128/quarter.....\$512/yr (could be higher depending on connection size).

Consumption Fee for Water Usage: 329 l/day/person (national average)... 120,085/yr/person or 120.085 cubic meters/person/yr or 30.021 cubic meters/quarter times 2 for average number of tenants per unit equates to 60.042 cubic meters of water/unit/quarter for double occupancy..



$60.042 \times 1.15$  consumption rate = \$69.05 cost/unit/quarter or \$1,104.77/quarter for 16 units or \$368.26/month for 16 units or broken down, \$23.01/unit/month.

Application Fee: \$100. (Another unnecessary bureaucratic cost).

Quarterly cost broken down:

Connection Fee	\$450.00
Consumption Rate	\$1,104.77
1" Meter Charge	\$128.00 (Could be higher depending on pipe size)
Total	\$1,682.77/quarter or \$560.92/month
OR	\$35.06/month/unit

A Personal Loan for \$12,000. to run water line from hook-up to inside building to meter, based on 5.45% interest over a 5 year term, equates to \$228.94/month or \$14.31/unit/month. Adding the unit costs gives us a cost of \$49.37/month/unit. This breakdown shows a minimum of a \$50.00/month increase and a more probable cost increase of \$75.00/month/unit. This cost cannot be afforded by either the tenant or the landlord.

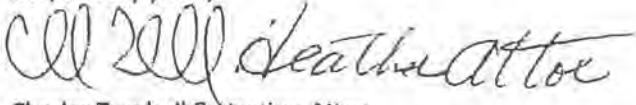
The costs associated, (see attached spreadsheet), with hooking up at the curb stop or town line, getting it to the building which will require digging up the landscape, paved driveways, parking lots, shrubbery etc., and then install water lines is very conservatively ball-parked between \$8,000 and \$12,000. Additional financing would be required for the potential plumbing costs inside of the building should they currently not be adequate to handle the water pressure delivered from the town's current system. Not only does this By-law reduce net income and profitability, but it also diminishes equitable value in the properties. We have spoken to professional Appraisers and are advise that the decrease in value would be in the realm of 10%. This is an unrecoverable loss of equity and therefore compromises our borrowing power against a diminished asset. A 10% decrease in value on a \$700,000 building renders the property now worth \$630,000 – a loss of \$70,000. Consider the upfront costs, the decrease in income, increase in vacancy (**cannot pass a \$50-\$75/month increase to tenant for something they currently receive for free**)! When all of these costs are considered we are looking at a number well within \$100,000 to \$120,000 range and possibly more. How do you justify this gross hardship for something that is not broken, is completely sufficient and is being provided already at no cost?

We landlords are providing desirable well-maintained housing for the working-poor of this town. We pay double in property taxes. We are good neighbors. We are hard-working small business people in our town. We reinvest in our properties as profit allows. This By-law strips everyone involved leaving less for those that already have less and a most certain decrease in the standard of accommodation.

This By-law has segregated multi-family apartment building owners from single-family residents for discrimination for the town's unethical financial gain. Why are the single-family homes not currently on town water not being targeted? Why is this By-law only targeting a group of 10 owners, a minority? A single building hook up is one pipe, one meter and will only receive one bill and this is how multi-units and lower income tenants should be considered. This is unconstitutional and a direct attack on us and the working poor of this town? Is this a tactic to make the area unaffordable to lower income, tax paying individuals and also to minimize small business opportunity? Are these political maneuvers?

As tax paying citizens and landlords we should have been given an opportunity to explain the gravity of consequence surrounding this By-law before it was secretly passed. We urgently request a meeting to discuss and reach a fair and equitable compromise for all.

Respectfully yours,

A handwritten signature in black ink, appearing to read "Charles Turnbull & Heather Attoe". The signature is written in a cursive, flowing style.

Charles Turnbull & Heather Attoe

A solid black rectangular redaction mark covering a line of text.



BASING ON A 16 UNIT BUILDING		MONTHLY	QUARTERLY	ANNUALLY
Typical Rent for 1-2 Br Apt. now		\$500 to \$700		
Current Non-Hook Up Water Fee			\$50	200
By-Law Hook Up Fee of \$18,000 amortized over 10 yrs (16 Units)		\$ 450.00		
Connection Costs (based on 1" hose)		\$ 128.00		512
Consumption Fee for Water currently free	based on national avg.			
329 l/day pp or 120,085l/yr. pp				
or 120.085 cbm/yr pp	30.021 cbm			
or 30.021 cbm/qtr pp, double occupancy	60.042 cbm/qtr pu			
cbm cost x consumption rate of 1.15 = cost pu	60.042 x 1.15		368.26	1,104.77
Cost pu		\$ 23.01		
Application Fee	100	\$ 100.00		
Connection Fee		\$ 450.00		
Consumption Fee		\$ 368.26		
1" Meter Charge		\$ 128.00		
TOTAL		\$ 560.92	or \$35.06 pu/mo	
Financing on Loan of \$12,000 to connect from curb to building based on 5.45%/5yr		\$ 228.94	or \$14.31 pu/mo	
	TOTAL	\$ 1,836.12	49.37 pu/mo	Conservatively

**Sinclair Investments**

April 1, 2019

Mayor Grant and Members of Council,

I am writing in regards to the Water Bylaw that was passed January 14, 2019. I received a letter dated March 5th stating that my building on 35 Dobbin St would be a building affected. Surprisingly, there was no notice issued stating that this bylaw was under consideration, apparently only notices are sent directly after decisions are made.

I need to bring a few things to light that I would like you to consider. The first being that my 16 unit property is considered affordable housing. My tenants vary from single seniors, to single mothers, working adults and one student. Everyone of my tenants live on a single income. Six out of sixteen do not even own a vehicle. My working tenants are employed by local businesses earning minimum wage or just slightly higher. Several tenants due to EI, part time hours, loss of a second job are paying their rent in payments instead of on the first.

This bylaw would create a situation in having to start immediately with a rental increase of fifty dollars per month and within the year add possibly another twenty five. I have started to share this news with some tenants and they are in disbelief, that I, am considering imposing that kind of a rental hike for water, a service they already have. Considering the rent that I presently charge there is no possible way to absorb any of the costs of fees or installation or usage.

The proposal submitted to you by the town staff left out a very significant point and that was the impact it would have financially on the residents that are being told to pay for this. Rothesay is considered the wealthiest communities in New Brunswick, why would affordable housing be the starting point to implement residents hook up to the town water? These residents should be asked last -not first.

Please reconsider this Bylaw

Sincerely,

CarolAnn Murphy

Mayor and Council of Rothesay NB,  
70 Hampton Road  
Rothesay, NB  
E2L 5L5

April 2, 2019

Re: Rothesay Water By-law 1-18

Dear Mayor and Counselors,

My name is Dino Cipolla, I own apartments buildings at 30 Marr Road, 12 & 14 Marr Road and 19 Woodland Ave in Rothesay NB.

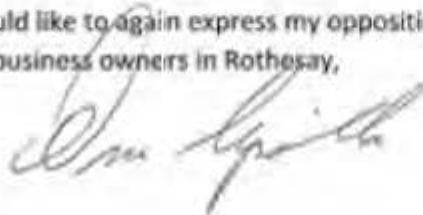
I would like to take this opportunity to express my concerns regarding the water by-law 1-18. The previous attempt at passing this by-law the Rothesay landlords were extremely opposed and were represented at council as a group through a lawyer. However, this time we were not properly notified of changes by the Town. I feel that is an attempt by the Town to undermine the area landlords.

There will be a huge financial stress placed on landlords, along with the unknown expenses that will be incurred during the hook-up process. I also feel this will de-value our properties.

There will also be a huge burden on the tenants as we, the landlords, will have no choice but to pass along the costs to them in the form of rental increases that will possibly be beyond the reach of those that choose to live in our community that work in service industries.

In closing I would like to again express my opposition to this By-Law and all it will mean to many residents and business owners in Rothesay,

Dino Cipolla

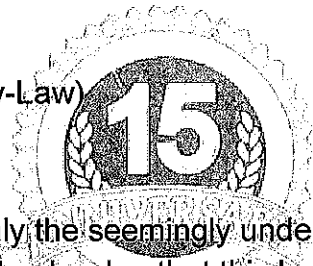


April 3, 2019

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

Attention: Mayor Nance Grant  
Matt Alexander  
Grant Brenan  
Tiffany McKay French  
Peter Lewis  
Bill McGuire  
Don Shea  
Miriam Wells

Re: By-Law 1-18 (Water By-Law)



We write this letter to address not only the seemingly underhanded way that the by-law noted above was enacted, but also the undue burden that this by-law places on just a few to recoup costs of ill-advised past decisions made by the town of Rothesay. As well, the hardship that this by-law would bring upon the less fortunate struggling to provide financially affordable dwellings for their families in the Town of Rothesay.

Approximately 4 years ago this identical (except for the payment options) by-law was proposed and then tabled by council after listening from the ten property owners of the time as to how this by-law brought an undue financial burden on only a select few and would eliminate a significant portion of available low-income housing for the disadvantaged in the Town of Rothesay.

Now, four years later we find ourselves in the same situation, without proper notice given, as it appears that staff have tried again to sneak something through without giving town council all the information on the negative consequences of this by-law.



How else can you explain the fact that the only pre notice of this by-law was in the local newspaper, a medium that in this day and age is arguably becoming more and more irrelevant? If staff's intent were to be fair and equitable, why weren't the concerned citizens from 4 years ago given notice of this proposed by-law and offered an opportunity to go before council?

Our four buildings at Kingsview Court (the effected properties) have 19 separate rental dwellings, with an average monthly rent of \$ 710.53, with the highest rent at \$ 750.00 and the lowest at \$ 400.00. These units are smaller than the apartments available on Scott Avenue and Arena Court and provide essential housing for low income residents with small families.

Our rental rates have been calculated to provide the lowest rent to our tenants as possible; we have been actively attempting to keep our rents at their current level, which is becoming more and more difficult due to the increases in property taxes, power costs, the recent carbon tax levy, and the current rise in interest rates.

Based on conversations with town staff and the information sheet that was provided to us, the capital costs that we will incur from this by-law combined with the annual fixed and consumption charges of being on the town water system will make it impossible to operate these buildings without significantly increasing the monthly rents of these less fortunate families.

A conservative projected annual recurring cost estimate alone will increase the tenants monthly rent payments by 7.64% or \$ 54.32 per month. The estimated capital outlay is estimated to be \$ 2,709.21 per unit. This cost passed on to the tenants over 5 years works out to an increase of \$ 45.15 per month. Aggregating the recurring annual costs with the upfront capital costs yields a per month rent increase of \$ 99.47, or 14.0%. An increase that our tenants will be unable to afford. (See Schedules A & B)

Please also consider that financing of the capital outlay is a concern, as we have been informed by our financing source that they will not finance any capital upgrades for this project, nor would they have financed the initial mortgage(s) of these buildings based on the negative financial repercussions from this by-law.

The requirement for hooking-up to town water changes not only the business model which was provided to the bank to obtain the necessary mortgage(s), it also lowers the market value of the buildings given they are considered a single use (providing affordable housing) due to the size of the individual apartments.

## ***Let's Make It Happen!***

As soon as this by-law was enacted the fair market value of this land and buildings was reduced a significant amount due to the loss of income. Based on cap rate norms the fair market value of our property was reduced 23 – 25%. (See Schedule C)

To say that there is a negative financial impact on our company is an understatement. However, it is not just our company that is impacted negatively, but also our tenants who cannot afford to have these costs passed on to them.

The town as well could be seen as giving only lip service to its public statements about affordable low-income housing being a priority at a time when an affordable housing crisis is a well-covered topic for local mainstream media.

Just yesterday an online article was published by the CBC on April 2, 2019, states "Moncton city council voted unanimously to accept 57 recommendations to boost affordable housing", and in the last 30 days the CBC has posted related articles titled:

- A rooming-house super's hard-earned wisdom about homelessness
- Many questions, few answers on homeless crisis
- Breaks my heart': Homeless face cold streets again with no plan in place
- You feel like the world hates you': Homeless desperate for more than a warm bed

We trust that after reading this letter you understand the seriousness of this situation and realize that due to this seriousness, we cannot allow this by-law to remain in force without advancing our concerns of the unfairness of this by-law to the next level if required.

Sincerely,

Mark Hatfield  
Owner and Chief Operating Officer  
Propertystar Inc.

# 2019April8OpenSessionFINAL\_140

Propertystar Inc.  
Financial Impact of New  
Town of Rothesay Water-Bylaw  
April 3, 2019  
Schedule A

Impacted Properties	PID	# of Units	Water System Access Fee	Water System Access Cost	Meter Permit Connection Fee	Installation Costs	Total Projected Capital Outlay	Projected Capital Outlay Per Unit	Avg Monthly Rent Per Unit	Rev # of Months to Pay Capital Outlay
2 Kingsview	00064865	4	\$ 1,125.00	\$ 4,500.00	\$ 25.00	\$ 7,500.00	\$ 12,025.00	\$ 3,006.25	\$ 737.50	4.1
6 Kingsview	00245449	4	\$ 1,125.00	\$ 4,500.00	\$ 25.00	\$ 7,500.00	\$ 12,025.00	\$ 3,006.25	\$ 731.25	4.1
10 Kingsview	00064873	5	\$ 1,125.00	\$ 5,625.00	\$ 25.00	\$ 7,500.00	\$ 13,150.00	\$ 2,630.00	\$ 755.00	3.5
12 Kingsview	00064881	6	\$ 1,125.00	\$ 6,750.00	\$ 25.00	\$ 7,500.00	\$ 14,275.00	\$ 2,379.17	\$ 641.67	4.1
		19		\$ 21,375.00	\$ 100.00	\$ 30,000.00	\$ 51,475.00	\$ 2,709.21	\$ 710.53	3.8

Propertystar Inc.  
Financial Impact of New  
Town of Rothesay Water-Bylaw  
April 3, 2019  
Schedule B

Annual Fixed Water User Charge		Annual Fixed Water User Charge
1 inch line		\$1,152.00
2 inch line		\$2,048.00
4 inch line		\$8,192.00
6 inch line		\$18,432.00
Median Annual Fixed Water User Charge Estimate		\$5,120.00

Annual Consumption Costs	Per Day	Avg Occupancy Per Unit	m <sup>3</sup> Per Day Per Unit	Annual m3 Consumption Per Unit	Consumption Charge	Annual Per Unit Consumption Charge	# of Units	Annual Consumption Charges
National Consumption Average	251.0 litres	2.8	0.7028	256.522	\$1.73	\$443.78	19	\$8,431.88
Town of Rothesay Consumption Estimate	181.5 litres	2.8	0.5082	185.493	\$1.73	\$320.90	19	\$6,097.15
Median Consumption Estimate	216.25 litres	2.8	0.6055	221.0075	\$1.73	\$382.34	19	\$7,264.52

Combined Annual Recurring Costs		
Aggregate Median Estimate		\$12,384.52
Aggregate Per Unit Estimate		\$651.82



Propertystar Inc.  
 Financial Impact Review  
 Town of Rothesay By-Law 1-18  
 Cap Rate Impact Analysis  
 April 3, 2019  
 Schedule C

Land and Buildings Fair Market Value			<u>\$622,700</u>
Annual			
Rental Income	95% Occupancy		\$142,740
Operating Expenses			<u>109,974</u>
Operating Income	Cap Rate	5.3%	32,766
Hookup & Annual Costs of Town Water			<u>21,475</u>
Adjusted Operating Income	Cap Rate	1.8%	<u>11,291</u>

The above is calculated assuming the occupancy rate remains at its current annual level of 95%. However, it is unlikely that this will be the case once the rent increases are levied to the tenants.



# ROTHESAY

## MEMORANDUM



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TO	:	Mayor and Council
FROM	:	Nominating Committee
DATE	:	3 April 2019
RE	:	Committee Appointments

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For your information, Mayor Grant has appointed Counc. Miriam Wells as the Council representative on the Rothesay Hive Advisory Committee.

### RECOMMENDATION:

- 1) Council appoints the following representatives to serve on the Rothesay Hive Advisory Committee, with terms to expire 31 December 2020; SUBJECT to completion and acceptance through the YMCA volunteer screening policies and practices:

Robert Taylor  
Shawn Jennings  
Jill Jennings  
Jean Porter Mowatt  
Diane O'Connor  
Gina Chiarella  
Nea Stephenson - Under 55 years of age representative  
Stephanie Tomilson - RHS representative  
Julie Atkinson - Elementary / Middle School representative  
Natalie Reid - YMCA representative

- 2) Council appoints the following representative to serve on the Rothesay Hive Advisory Committee, with terms to expire 30 June 2020 ; SUBJECT to completion and acceptance through the YMCA volunteer screening policies and practices:

Scott Cochrane

Non voting members on the Advisory Committee will include Keri Flood, Rothesay Recreation Coordinator and the Rothesay Hive Coordinator (YMCA employee)

- 3) Council appoints Shawn Jennings to the Rothesay Parks and Recreation Committee for a term to expire 31 December 2020.



70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**April 8, 2019**

**TO:** Mayor Grant and Members of Rothesay Council

**SUBMITTED BY:**

  
John Jarvie, Town Manager

**DATE:** April 5, 2019

**SUBJECT:** Church Avenue Reconstruction

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### **RECOMMENDATION**

It is recommended that Rothesay Mayor and Council award Contract T-2019-002: Church Avenue Reconstruction to the low tenderer, TerraEx Inc., at the tendered price of \$2,117,546.75 (including HST), as calculated based on estimated quantities, and further that the Mayor and Town Clerk be authorized to execute the necessary contract documents.

### **ORIGIN**

The 2019 General Fund and Utility Fund Capital Budgets include funding for the design and reconstruction of Church Avenue including installation of a new storm sewer system and replacement of the existing water and sanitary sewer systems.

### **BACKGROUND**

The existing water, sanitary and storm sewer services on Church Avenue are in need of replacement. Incidents of storm sewer surcharging have been reported and an area drainage study determined that additional storm sewer capacity is required.

### **TENDER RESULTS**

The tender closed on April 3, 2019 and six (6) bids were submitted. All six bids were deemed compliant by the Tender Opening Committee. The results were as follows:

1. Galbraith Construction Ltd., Saint John, NB	\$ 2,875,455.40
2. Debly Enterprises Ltd., Saint John, NB	\$ 2,485,336.30
3. Dexter Construction Company, Saint John, NB	\$ 2,460,471.00

4. Classic Construction Ltd, Saint John, NB	\$ 2,431,686.50
5. Fairville Constructon Ltd., Saint John, NB	\$ 2,239,849.25
6. TerraEx Inc., Saint John, NB	\$ 2,117,546.75

The Engineer's estimate for the project was \$2,407,059.25

The tenders were reviewed by staff and all tenders were found to be formal in all respects. Staff is of the opinion that the low tenderer has the necessary resources and expertise to perform the work, and recommend acceptance of their tender.

#### **FINANCIAL IMPLICATIONS**

The 2019 General Fund and Utility Fund Capital Budgets include a combined amount of \$1,700,000 for design and construction of the work. Assuming award by Council, an analysis has been completed. The anticipated completion costs are shown in the table below: There will also be a small write-off of approximately \$30,000 in the book value of the existing assets.

	Total	HST rebate	Subtotal	2019 Budget	Difference from 2019 Budget
Design and construction management fees	154,818.75	14,423.72	140,395.02		
Construction cost	2,117,546.75	191,837.95	1,925,708.80		
Subtotal	2,272,365.50	206,261.67	2,066,103.82	1,700,000	-366,103.82

The project, as budgeted, has a \$366,103.82 shortfall. Staff recommend approving this necessary project with the overage to be funded from Gas Tax. It is important to note that at the time of tender close the portion of work to be completed near the CN rail tracks had not been finalized. A generous allowance for the work was included as a provisional sum within the contract. Once the exact method of construction is refined with CN, the amount of the actual work can be identified and it is assumed there will be additional funds remaining in the (included) provisional sum which will help to offset the budget overage.

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**  
**April 8, 2019**

**TO:** Mayor Grant and Members of Rothesay Council

**SUBMITTED BY:**

  
\_\_\_\_\_  
John Jarvie, Town Manager

**DATE:** April 4, 2019

**SUBJECT:** One Ton Truck Purchase – Works Department

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### **RECOMMENDATION**

It is recommended that Council:

- 1) accept the submission from Dobson Chrysler Dodge for the purchase of a one-ton truck cab and chassis at the base price of \$69,625.00 plus HST and further that the Director of Operations be authorized to issue a purchase order in that regard; and
- 2) accept the submission from Parts for Trucks Inc. for the purchase of a landscape style box and dump cylinder at the price of \$19,700.00 plus HST and further that the Director of Operations be authorized to issue a purchase order in that regard.

### **ORIGIN**

The approved Fleet Management Plan and the 2019 General Fund Capital Budget include an amount of \$520,000 to purchase equipment to serve the Rothesay Works Department.

### **BACKGROUND**

The purchase of fleet vehicles for the town has historically been undertaken by issuing a public call for tenders through the New Brunswick Opportunities Network. This approach has failed to yield a wide cross section of bidders for the Town to choose from.

At the request of Council, in May of 2015 the Director of Operations convened a meeting of several local vehicle retailers and asked the question "why don't you answer our vehicle tender calls?" The meeting brought to light many concerns the retailers had, produced many points of view and generally assisted the Town in preparing a more fair and consistent method of purchasing vehicles that all the retailers could support.

The purchasing method that was discussed was to build and price similar vehicles, from various manufacturers, that suited the Town's current needs and then provide the (online generated) build sheets to the various retailers for firm pricing. The retailers were all satisfied with the open, transparent nature of this method and understood that the lowest price from the exercise would represent the winning bid.

The build and price method has been employed to purchase multiple vehicles since 2015.

### **DISCUSSION**

In March 2019 requests for pricing were sent to the two area dealers who supply one-ton vehicles. The two dealers submitted bids as follows:

- |                                 |                      |
|---------------------------------|----------------------|
| 1. Ford, Downey Ford Sales      | \$75,406.00 plus HST |
| 2. Dodge, Dobson Chrysler Dodge | \$69,625.00 plus HST |

### **FINANCIAL IMPLICATIONS**

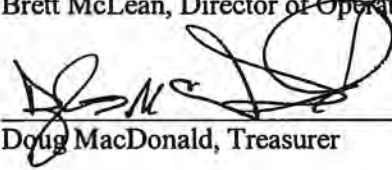
A total amount of \$640,000 for fleet replacement was provided in the General Fund Capital Budget. The delivered cost of the 2019 Dodge 5500 series will be \$72,609.13.

2019 purchases	Delivered cost	Budget	Difference
One ton truck	72,609.13	60,000	+ 12,609.13

The difference between the actual cost of the unit and the budgeted amount will be managed within the overall approved 2019 General Fund Capital Budget. (see memorandum re plough trucks)

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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).*



Standard Features - DP0L94-5500 CREW CAB CHASSIS (197.4 IN WB - CA of 84 IN)		
Code	Description	
DJK	10.5-inch front axle	
DRY	12-inch banjo rear axle	
JJJ	12V aux pwr outlet - centre console	
JJ6	140 km/h (87 mph) maximum speed	
BAD	180-amp alternator	
WP3	19.5x6-inch steel wheels	
NFH	196-litre (43.2-gal) rear fuel tank	
CSJ	2-way rear headrests	
JDC	200 km/h primary speedometer	
TUY	225/70R19.5G FT A-P Rr Traction tire	
JAЕ	3.5-in Blk&White in-cluster display	
SCF	4-spoke steering wheel	
BRT	4-wheel anti-lock disc brakes	
DMK	4.44 rear axle ratio	
NAS	50 State Emissions	
RCG	6 speakers	
DF3	6-speed AISIN® heavy-duty automatic	
ESB	6.4L HEMI® V8 engine	
XFK	7-pin wiring harness	
BCN	730-amp maintenance-free battery	
RD3	Accent-colour shark fin antenna	
MDX	Active grille shutters	
CG3	Advanced multistage front air bags	
HAA	Air conditioning	
DR8	American Axle (AAM) brand	
DSA	Anti-spin differential rear axle	
RSU	Audio Jack Input for Mobile Devices	
LMG	Automatic headlamps	
NHB	Auxiliary transmission oil cooler	
A6A	Base Equipment Group	
MNA	Black door handles	
MB1	Black front bumper	
CKJ	Black vinyl floor covering	
XRB	Bluetooth® integrated voice command	
LB6	Bulb out detection defeat for LED	
X75	Bumper parts module II	
X8S	Centre console parts module	
MFP	Chrome headlamp bezels	
LNC	Clearance lamps	
TZC	Continental brand tires	
DS7	Conventional differential frnt axle	
NHM	Cruise control	
HGB	Dash liner insulation	

Standard Features - DP0L94-5500 CREW CAB CHASSIS (197.4 IN WB - CA of 84 IN)		
Code	Description	
LP8	Delete cargo lamp	
XBC	Delete pickup box	
TBF	Delete spare tire	
X82	Door parts module	
CTL	Door trim panel	
CSP	Driver and passenger assist handles	
CDX	Driver and passenger headrests	
WLA	Dual rear wheels	
JJB	Dual-note electric horns	
DH4	Electronic range select	
BNB	Electronic Stability Control	
LAZ	Electronic Vehicle Info. Centre	
NHN	Electronically controlled throttle	
NHK	Engine block heater	
HGF	Floor tunnel insulation	
CBE	Front 40/20/40 split bench seat	
MXB	Front air dam	
CDR	Front armrest with cup holders	
X83	Front end parts module	
SFB	Front heavy-duty shock absorbers	
CGD	Front height adjust shoulder belts	
MDA	Front license plate bracket	
SHA	Front stabilizer bar	
MHR	Front wheel well liners	
X79	Grille parts module	
Z0D	GVWR: 8164 kg (18,000 lb)	
*TX	HD vinyl front 40/20/40 bench seat	
LHD	Headlamp off time delay	
X8Y	Headliner parts module	
NMC	Heavy-duty engine cooling	
MW5	HEMI® badge	
JY1	Instrument cluster	
X81	Instrument panel parts module	
LHL	IP-mounted auxiliary switches	
XZG	Job Rated	
GX4	Keyless Enter 'n Go™ w/ push-start	
DK1	Man. shift-on-the-fly transfer case	
JVA	Manual 4-way adjustable driver seat	
JWA	Manual 4-way adjustable pass seat	
MFF	Matte Black mesh grille	
RSF	Media hub w/ 2 USB & aux input jack	
APA	Monotone paint	
CUH	No underseat storage	



Standard Features - DP0L94-5500 CREW CAB CHASSIS (197.4 IN WB - CA of 84 IN)	
Code	Description
XA8	Non-adjustable pedals
JE1	Painted instrument panel bezels
GNM	Passenger sun visor with mirror
JKY	Power accessory delay
SBE	Power steering
JP3	Power windows with front 1-touch
MUW	Ram 5500 badge
ME4	Ram door badges
ME6	Ram grille badge
BHD	Ready Alert Braking
GJD	Rear fixed window
CFM	Rear folding seat
SGB	Rear heavy-duty shock absorbers
SHD	Rear heavy-duty stabilizer bar
CUE	Rear underseat compartment storage
GNA	Rearview day/night mirror
RS3	Remote USB charging port
RSX	Remote USB port
X8Z	Seat parts module
GXX	Sentry Key® engine immobilizer
JPH	Speed Sensitive Power Locks
BNF	Stationary elevated engine idle
SUA	Tilt steering column
GAC	Tinted glass
GBB	Tinted windshield glass
XBN	Tip start
X88	Tire & wheel parts module
XEA	Tow hooks
UA1	Uconnect® 3.0
XXS	Upfitter electronic module (VSIM)
RF7	USB mobile projection
JHA	Variable windshield wipers



70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**April 8, 2019**

**TO:** Mayor Grant and Members of Rothesay Council

**SUBMITTED BY:**

  
John Jarvis, Town Manager

**DATE:** April 2, 2019

**SUBJECT:** Contract T-2019-005: Single Axle Dump (plough) Trucks

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**RECOMMENDATION**

It is recommended that:

- 1) Equipment Supply Tender T-2019-005: One (1) Single Axle Dump Trucks, be awarded to the only eligible tenderer, Universal Truck and Trailer, at the tendered price of \$158,500.00 plus HST and further that the Director of Operations be authorized to issue a purchase order in that regard; and
- 2) The supply of Tenco plow rigging be awarded to Parts for Trucks Inc., in the amount of \$110,178.00 plus HST (for one) and further that the Director of Operations be authorized to issue a purchase order in that regard.

**ORIGIN**

The 2019 General Fund Capital Budget included funds to purchase and rig (as required for winter maintenance) two (2) Single Axle Dump Trucks to serve the Rothesay Public Works Department.

## **BACKGROUND**

The 2019 General Fund Capital Budget included funding for the purchase of two (2) Single Axle Dump Trucks to replace two 2005 trucks that are now 14 years old. A tender call for the supply of these trucks was issued through the New Brunswick Opportunities Network on March 15, 2019.

All plow trucks owned by the Town are equipped with Tenco plows and rigging. The Town's mechanic is familiar with the installation and repair of this type of equipment and the Town's entire parts inventory is for this type of equipment. For these reasons it is being recommended that the Town purchase Tenco equipment for the new plow trucks. Parts for Trucks Inc. is the local distributor for Tenco equipment and have submitted a written quotation for supply of the necessary parts. The Town will record the reasoning for sole sourcing the equipment as per the Procurement Act Regulation 2014-93 section 154(1). The cost of the plough rigging for each truck is \$105,650.

## **TENDER RESULTS**

Tenders for the two (2) Single Axle Dump Trucks closed on April 2, 2019 with the following results:

- |   |                              |
|---|------------------------------|
| 1. Universal Truck and Trailer, Quispamsis, NB  | \$317,000.00 + HST (for two) |
| 2. East Coast International Trucks, Moncton, NB | \$296,642.00 + HST (for two) |

## **ANALYSIS**

The tenders were reviewed by staff. The Universal tender was found to be formal in all respects. The East Coast Tender did not meet the required specifications with respect to the engine. Staff are of the opinion that the East Coast tender has not met all of the requirements outlined in the tender call and do not recommend acceptance of their tender as they bid an unapproved engine that was not accepted as an equivalent product prior to tender close.

## **FINANCIAL IMPLICATIONS**

The tender includes the supply of equipment that will be charged against the 2019 General Fund Capital Budget. Assuming award of the contract to the low tenderer, a budget analysis has been completed.

The analysis concludes that a total amount of \$450,000 was provided in the General Fund Capital Budget for the purchase of two (2) single axle plow trucks and associated plow



equipment. The delivered cost of the 2019 Freightliner plow trucks including rigging would be \$550,943 factoring in the Town's eligible HST rebate. The total budget for equipment purchases in 2019 is \$640,000.00. The expected cost of the two trucks including rigging was estimated to be \$450,000. The effect of the Canadian/US dollar exchange rate has contributed to an increased cost for these trucks.

Equipment	Tender price	Net HST	Cost to Town	Budget	Difference
Service Truck (Parks Dept.)*			47,524	60,000	+12,609
One Ton Truck	69,625	2,984	72,609	60,000	- 12,476
Single Axle Dump Truck (2)	317,000	13,587	330,587	450,000	+221,076
Plow rigging	211,300	9,056	220,356	Inc. above	
Utility Service Unit	Not tendered			60,000	0
Total			671,076	640,000	+91,076

In order to adjust for the unanticipated higher cost of the larger plough equipment, there are several options. One of these would be to rebuild the plough rigging for one of the new trucks using parts from the existing equipment at a saving of about \$73,000. This will likely mean additional repair and maintenance costs over the lifecycle of the unit and possibly the need for a premature replacement of the rigging. Another would be to delay the purchase of the utility vehicle until later in the year or the next budget year; and a third would be to defer the purchase of one of the trucks to the 2020 budget.

Another option is to add additional funds to the fleet budget from capital reserves however, gas tax monies may not be used for such purchases. It should be noted that revenue from the sale of surplus vehicles being replaced by these units is not included in the budget due to the uncertainty associated with the timing of the sales and the amounts recovered.

Staff have considered these options and recommend the purchase of one of the single axle dump trucks be deferred to the 2020 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**  
**April 8, 2019**

**TO:** Mayor Grant and Members of Rothesay Council

**SUBMITTED BY:**

  
\_\_\_\_\_  
John Jarvie, Town Manager

**DATE:** April 4, 2019

**SUBJECT:** Carpenter Pond Wellfield Testing and Modelling

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### **RECOMMENDATION**

It is recommended that Rothesay Mayor and Council accept the proposal submitted by Wood Environment and Infrastructure Solutions in the amount of \$84,853.00 including HST to conduct pump tests on existing production wells, create a 3D numerical model of the Carpenter Pond Wellfield and present findings to provincial regulators.

### **ORIGIN**

The Utility Fund Capital Budget has included funding for wellfield development in each of the past 5 years. The 2019 budget includes an amount of \$300,000.

### **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 2002. 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.

## **DISCUSSION**

Town water use, on several days per month, currently exceeds 1,910 cubic metres – the maximum allowable daily withdrawal rate from the Carpenter Pond Wellfield. The Water Treatment Facility has the ability to treat approximately 2,400 cubic metres per day. The Utility's current max day demand is in the order of 2,150 cubic metres. The Utility augments the raw water supply over and above 1,910 cubic metres from a sand point well which is essentially the same as pumping water directly from Carpenter Pond. The amount of water pumped from this well is not included in the maximum daily withdrawal limit for the ground water wells in the wellfield.

The Water Treatment Facility has the capability to treat surface water from Carpenter Pond with no increased risk to the integrity of the drinking water. However, the treatment process was not designed to deal with the increased number of contaminants in surface water. The additional contaminants cause the membranes to clog and lose efficiency much faster than they would if treating only ground water; this translates into greater cleaning frequency for the membranes. The task of cleaning the treatment membranes involves completely shutting down water production. During the cleaning process, demand is met from water stored in the Town's two storage reservoirs. The cleaning process requires several hours of production shutdown and in the current dry climate/high usage period the storage reservoirs cannot supply the demand.

This issue regarding water quantity is not unique to 2019. Usage has steadily increased over the past 10 years and will continue to increase with the advent of multi-unit construction. When the wellfield was designated and the maximum daily allowable withdrawal rate was established, the Utility had approx. 1150 users. In 2019 the Utility has approximately 1850 users yet the maximum allowable withdrawal has not changed and no new sources of groundwater have been added.

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 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. Staff is confident that the wellfield can withstand higher pumping rates and that, through testing and modelling, it can be proven.

## **PROPOSAL RESULTS**

On March 19, 2019 with a comprehensive and detailed scope of work document developed by staff, a proposal for consulting engineering services was requested from the engineering consulting community at large by way of a proposal call on the New Brunswick Opportunities Network (NBON) online service.

In response to this proposal call, five (5) compliant submissions were received from consulting engineering firms on April 2, 2019. Proposals were received from the following firms:

- CBCL Consulting Engineers Limited,
- Wood Environment and Infrastructure Solutions,



- A.E. Com Canada Ltd.,
- BGC Engineering Inc.,
- Stantec Consulting Ltd.

The proposals were submitted in sealed envelopes with the Technical and Financial Proposals being submitted under separate cover. A review Committee consisting of the following staff completed an independent analysis and ranking of each Technical Proposal:

Douglas MacDonald, Acting Town Manager  
Brett McLean, Director of Operations

Subsequent to the Technical Proposal Analysis, the Committee jointly discussed the information presented and opened the sealed envelopes containing the Financial Proposals for each submission. The upset price contained in each proposal was evaluated, ranked and combined with the scores from the technical evaluation.


The result of this process was to obtain the highest ranking proposal for recommendation to Mayor and Council for award. The highest ranked overall submission following this evaluation process was the proposal submitted by Wood Environment and Infrastructure Solutions.

The submission from Wood met all of the requirements of the proposal call, in a manner acceptable to the committee, with a cost effective bid for the project.

### **FINANCIAL IMPLICATIONS**

The 2019 Utility Fund Capital Budgets includes \$300,000 for wellfield development. The testing, model building and reporting to be completed under this engineering engagement is only a portion of the work staff anticipate completing in 2019. The cost of this portion of work will be \$76,702.35 including the Town's eligible HST rebate.

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**  
**April 8, 2019**

**TO:** Mayor Grant and Members of Rothesay Council

**SUBMITTED BY:**

John Jarvie, Town Manager

**DATE:** April 3, 2019

**SUBJECT:** Contract T-201-001  
Asphalt Resurfacing and Microseal Placement

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### **RECOMMENDATION**

It is recommended that Rothesay Mayor and Council award Contract T-2019-00: Asphalt Resurfacing and Microseal Placement to the low tenderer, Galbraith Construction Ltd., at the tendered price of \$1,577,812.65 (including HST), as calculated based on estimated quantities, and further that the Mayor and Town Clerk be authorized to execute the necessary contract documents.

### **ORIGIN**

The 2019 General Fund Capital Budget includes funding for the resurfacing of asphalt and chip seal streets in Rothesay as follows:

**Asphalt:**

- Chapel Road
- Marr Road
- Ricketts Lane
- Allan Avenue

**Microseal:**

- Olive Lane
- Sheryl Drive
- Canwell Court
- Hooper Drive
- Kimberley Drive
- Mark Avenue
- Joelyn Lane
- Rodney Street



## **BACKGROUND**

The 2019 General Fund Capital budget included funding for asphalt resurfacing and microseal placement on the streets listed above as well as the replacement of the concrete curb and sidewalk on Marr Road.

## **TENDER RESULTS**

The tender closed on April 13, 2019 and four bids were submitted. All four bids were deemed compliant by the Tender Opening Committee. The results were as follows:

1. Galbraith Construction Ltd., Saint John, NB	\$ 1,577,812.65
2. Debly Enterprises Ltd., Saint John, NB	\$ 1,595,909.63
3. NRB Construction Company, Saint John, NB	\$ 1,665,487.50
4. Classic Construction Ltd, Saint John, NB	\$ 1,641,642.25

The Engineer's estimate for the project was \$2,271,477.70

The tenders were reviewed by staff and all tenders were found to be formal in all respects. Staff is of the opinion that the low tenderer has the necessary resources and expertise to perform the work, and recommend acceptance of their tender.

## **FINANCIAL IMPLICATIONS**

The anticipated completion cost is as follows:

	Total incl. HST	HST rebate	Subtotal	Diff from \$1,645,000.00 Budget
Consulting Fees	189,445.25	17,649.71	171,795.54	
Construction costs	1,577,812.65	146,997.26	1,430,815.39	
Subtotal	1,767,257.90	164,646.97	1,602,610.93	42,389.07

The 2019 General Fund Capital Budget included an amount of \$1,645,000 for the project.

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).*