



**ROTHESAY**  
COUNCIL MEETING  
Rothesay Town Hall  
**Monday, August 12, 2019**  
**7:00 p.m.**



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**1. APPROVAL OF AGENDA**

**2. APPROVAL OF MINUTES**                      Regular Meeting                      8 July 2019

➤ **Business Arising from Minutes**

**3. OPENING REMARKS OF COUNCIL**

**3.1 Declaration of Conflict of Interest**

**4. DELEGATIONS**

**4.1 Cameron Road**                                      Wayne Hatfield (*see Item 9.1.1*)

**5. CORRESPONDENCE FOR ACTION**

5.1 4 July 2019                      Email from resident RE: Speed concerns on Monaco Drive/Bel-Air Avenue

**Refer to the Works and Utilities Committee**

5.2 17 July 2019                      Letter from residents RE: Request for French Village Road sidewalk

**To be dealt with under Item 7.6**

5.3 22 July 2019                      Letter from resident RE: Excessive noise from motorcycles

**Refer to the Kennebecasis Regional Police Force**

5.4 22 July 2019                      Letter from resident RE: Traffic on Gondola Point Road

**Refer to the Works and Utilities Committee**

5.5 *Various*                                      Emails (2) from resident RE: Request for curb on Grove Avenue

**Refer to the Works and Utilities Committee**

5.6 4 July 2019                      Letter from the Mayors of Grand Bay-Westfield, Quispamsis, Rothesay, and  
St. Martins to Saint John RE: Regional support for tax reform

1 August 2019                      Letter from Saint John Mayor Don Darling RE: Heavy Industrial Property  
Tax Revenue

**Refer to the Mayor**

**6. CORRESPONDENCE - FOR INFORMATION**

6.1 28 June 2019                      Letter from CN RE: Rail Safety Week September 23-29 Proclamation

6.2 23 July 2019                      Letter from Camp Glenburn attendee RE: Thank You

6.3 2 May 2019                      Letter from CN RE: 2019 CN in your Community Report w/o attachment  
(*rec'd 24 July 2019*)                      (*Report available at www.cn.ca*)

6.4 18 July 2019                      Letter from resident to the Dept. of Transportation and Infrastructure RE:  
Hampton Road/Marr Road Intersection

6.5 29 July 2019                      Letter to Post Road residents w/o attachment (14)

6.6 30 July 2019                      Letter to Rothesay Park Road residents w/o attachment (32)

**ROTHESAY**

Regular Council Meeting

Agenda

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12 August 2019

**7. REPORTS**

- 7.0 August 2019 Report from Closed Session**
- 7.1 15 May 2019 Kennebecasis Public Library (KPL) Board Meeting Minutes  
May 2019 KPL Librarian's Report  
30 April 2019 KPL Comparative Income Statement  
May 2019 KPL Building Maintenance Report
- 7.2 22 May 2019 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC)  
Meeting Minutes  
31 May 2019 KRJBPC Statement of Financial Position  
16 June 2019 KRJBPC Call Summary
- 7.3 30 June 2019 Draft unaudited Rothesay General Fund Financial Statements  
30 June 2019 Draft unaudited Rothesay Utility Fund Financial Statements  
18 July 2019 Draft Finance Committee Meeting Minutes
- St. Joseph's Hospital Foundation – Late Night with the Foundation
  - Amendment to Grants and Donations Policy
  - Gas Tax Plan
- 7.4 16 July 2019 Draft Rothesay Hive Advisory Committee Meeting Minutes
- 7.5 16 July 2019 Draft Parks and Recreation Committee Meeting Minutes
- 7.6 17 July 2019 Draft Works and Utilities Committee Meeting Minutes
- Church Avenue Parking
  - French Village Road sidewalk
- 7.7 22 July 2019 Draft Emergency Measures Committee Meeting Minutes
- Sandbagging Equipment
  - Emergency Management Training
  - Emergency Measures Plan Review
- 7.8 6 August 2019 Draft Planning Advisory Committee Meeting Minutes
- 7.9 July 2019 Monthly Building Permit Report
- 7.10 7 August 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***8.2 Highland Avenue Storm Sewer Installation** (Tabled July 2019)*No action at this time*

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**9. NEW BUSINESS****9.1 BUSINESS ARISING FROM DELEGATIONS****9.1.1 Cameron Road**

- 15 July 2019 Email from resident RE: Request to address Council regarding Cameron Road with attachment
- 9 July 2019 Letter from residents RE: Request for restoration of Cameron Road

**ROTHERSAY**

Regular Council Meeting  
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12 August 2019

**DEVELOPMENT SERVICES**

**9.2 Encroachment Agreement – 71 Elizabeth Parkway**

26 July 2019 Report prepared by DPDS White

**9.3 Encroachment Agreement – 73 Elizabeth Parkway**

26 July 2019 Report prepared by DPDS White

**ADMINISTRATION**

**9.4 Draft Revisions to Water By-law 1-18**

7 August 2019 Memorandum from Town Manager Jarvie

**9.5 Mulberry Lane**

9 August 2019 Memorandum from Town Manager Jarvie

**OPERATIONS**

**9.6 Maintenance of Berm on Summer Haven Crescent**

2 August 2019 Memorandum from Town Manager Jarvie

**9.7 Test Well Drilling – Carpenter Pond**

7 August 2019 Report prepared by DO McLean

**10. NEXT MEETING**

**Regular meeting** Monday, September 9, 2019

**11. ADJOURNMENT**

2019August12OpenSessionFINAL\_014

# CAMERON RD. RESTORATION AND FLOOD MITIGATION

August 12<sup>th</sup> , 2019



# Agenda

- Background
- Express Concerns
- Hear town's detailed plans for Cameron Road restoration and flood mitigation, including time frames

2019 August 12 Open Session FINAL\_016

# Background

## Responding to a crisis

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# Concern 1 Safety



2019August12OpenSessionFINAL\_018

# Concern 1 Safety

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# Concern 1 Safety

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Beach at the end of  
Cameron. Six foot drop off  
no guard rail.



## Concern 2 Flood Mitigation

- Plans for back flow preventor valves
- Plans for raising sewer and storm drain systems to accommodate new road grade
- Mitigation for “water dam effect” on lower side of Cameron Road as a result of new road grade. Significant run off from brook and limited drainage.





## Concern 3 Property Restoration

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- Private Driveways restored to original state
- Lawns restored to new grade levels with storm sewers & culverts



## Concern 4 Restore Access to Beach at end of Cameron Road

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- Deeded access as part of original Fairvale Park subdivision plans
- Way of life for many in our community
- Provides recreational access summer and winter
- Address parking Issues



## Our ask

- Have town present detailed plans of restoration and flood mitigation strategy for Cameron Road during the session on August 12th
- Ensure our concerns are addressed in the plans
- Ongoing communication with residents and work together as a community.

2019August12OpenSessionFINAL\_024

**From:** [Liz Pomeroy](#)  
**To:** [Liz Pomeroy](#)  
**Subject:** FW: Speed concerns on Monaco/Belair drive  
**Date:** July-22-19 3:41:15 PM

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**From:** [REDACTED]  
**Sent:** July 4, 2019 2:58 PM  
**To:** Mary Jane Banks <[MaryJaneBanks@rothesay.ca](mailto:MaryJaneBanks@rothesay.ca)>  
**Cc:** Brett McLean <[BrettMcLean@rothesay.ca](mailto:BrettMcLean@rothesay.ca)>; [REDACTED]  
**Subject:** RE: Speed concerns on Monaco/Belair drive

Hi Mary Jane

No that is perfect, I spoke to Brett as well and suggested that I submit it to you first. Really appreciate that

[REDACTED]

[REDACTED]

[REDACTED]

---

**From:** Mary Jane Banks [<mailto:MaryJaneBanks@rothesay.ca>]  
**Sent:** July-04-19 2:53 PM  
**To:** [REDACTED]  
**Cc:** Brett McLean <[BrettMcLean@rothesay.ca](mailto:BrettMcLean@rothesay.ca)>; [REDACTED]  
**Subject:** RE: Speed concerns on Monaco/Belair drive

Good afternoon [REDACTED] - thanks for your email.

Rothsay Council meets on Monday, July 8. However, the agenda deadline was yesterday at noon. The next meeting will be August 12. It is not clear from your message whether this is intended for the Council agenda.

In the interim, I am forwarding your message to Brett McLean, Director of Operations.

Enjoy your day~

*Mary Jane*

Mary Jane E. Banks, BComm, NACLAA II  
Town Clerk - Rothsay  
Director of Administrative Services

70 Hampton Road  
Rothesay, NB E2E 5L5

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

p (506)848-6664

f (506)848-6677

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

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:** [REDACTED]

**Sent:** July 4, 2019 1:47 PM

**To:** Mary Jane Banks <[MaryJaneBanks@rothesay.ca](mailto:MaryJaneBanks@rothesay.ca)>

**Subject:** Speed concerns on Monaco/Belair drive

Hi Mary Jane, I hope that this email finds you well. I am emailing you from my work email, but please feel free to send any replies or correspondence to my personal email at [REDACTED]

I live at 8 Monaco drive, which is right at the point where Belair and Monaco Drive are now connected with the new road, that was completed in early 2018. I have some very serious concerns about the speed by which people are using the road now that it is complete.

Since the completion of the road, my wife and I have witnessed more and more cars speeding down the street than ever before with increased traffic. I appreciate that this is a newer street and short cut for some and there will be some getting used to things, but as the parent of 2 boys, who ride their bikes and walk in the road (as there are no sidewalks, I am concerned for at least two reasons Speed and how these speeds at 2 spots on the road increase potential accidents with Children and vehicles.

Two areas of concern;

As you come down Belair to where it joins up with Monaco, there are two potential spots where there is increased probability of an accident.

- 1) As I pull out of my driveway and cars flying down the hill towards Oakville lane,
- 2) where the road bends slightly in between 10 and 12 Monaco drive.


There major concern is children at play at both locations, especially if they are riding bikes or coming out of the trees/woods around the creek or across the street from my home and they enter the road. Anyone speeding in either direction at more than the limit will have a very hard time stopping in time.

- 2) The speed at which some of these vehicles are travelling are significantly faster than the suggested 40 Km/h that would be applicable in the sub division. I would even guess that there have been some vehicles that would easily double the speed limit both down and up the small hill where the two roads now join.

2019August12OpenSessionFINAL\_026

I know there is the potential to have a speed tracking signs posted on the street to gauge the potential speeding issue and I wonder if this is something possible for this street. If it were possible to track it in both directions, I think that the results would be valuable in helping to curb the speeding we have been seeing.

Thank you Mary Jane for your help and have a great day. With regards

  
**Resident of 8 Monaco Drive**  
**Rothsay, NB E2E 2P#.**





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

Jean-Paul Daigle  
[Redacted]  
Rothesay, NB  
E2S 1A6

July 17<sup>th</sup>, 2019

Dear Mayor, Town of Rothesay, Dr. Nancy Grant,

We the undersigned have a safety concern in Rothesay regarding the section of Route 860 (French Village Road) from the intersection with Dofred Road to the intersection with Hooper Drive and beyond. The road narrows at the Dofred Road intersection, and the absence of a sidewalk poses a significant risk to pedestrians. The gravel shoulders are in poor condition, forcing people to walk on the paved portion of the roadway. This combined with excessive motor vehicle speeds creates dangerous conditions.

We request the Town of Rothesay install sidewalks on the section of Route 860 (French Village Road) described above.

Sincerely,

Jean Paul & Dianis Daigle  
Gordon McKern  
Melvina Brooks-McKenzie  
Frederick  
Logan Mackenzie  
Michael Gauthier  
Jennifer Shannon  
Charlene Shannon  
Matheson

Jacqueline Henry  
Bob Morton  
Paulette Morton  
Rob & Joyce  
[Signature]  
Shelley Phillips  
Wayne Phillips  
Gary Slaven  
[Signature]  
Sam [Signature]  
Wendy Clark



NEVIN MULLIN

Justina Keirstead

Jynell Wyatt  
Wendy ~~Law~~

Chruslana Scott

Janet Budeau

Archie Bayer

~~Tom~~ Bayer

Art Damon

Get Damon

Michael Padilla

Candi Chisholm

Harold Chatham

~~Justin~~

Justin McCaskey

Andrea Hershman



Jean-Paul Daigle  
132 French Village Road  
Rothesay, NB  
E2S 1A6

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

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Sincerely,

<u>Christopher March</u>	<u>W. East</u>
<u>Samuel Daigle</u>	<u>Isla Ellis</u>
<u>Joseph Daigle</u>	<u>J. King</u>
<u>Bertin White</u>	<u>Johanne Grouard</u>
<u>Mr. Long Stuart Spring</u>	<u>Judy Bdes</u>
<u>Mr. Coy Cleveland</u>	<u>[Signature]</u>
<u>[Signature]</u>	<u>Dora James</u>
<u>Mindy Stoll</u>	<u>Austyn Madril</u>
<u>Kurtis Farjot</u>	<u>Ernie Barrault</u>
	<u>Michael Brodeur</u>



*Handwritten notes:*  
Abraham  
H. V. 1/1



Jean-Paul Daigle  
132 French Village Road  
Rothesay, NB  
E2S 1A6

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

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Sincerely,

*Handwritten signatures on the left side:*  
K. Keating  
P. Wright  
J. Maxwell  
Pat Mackin  
L. Hachey  
K. Conroy

*Handwritten signatures on the right side:*  
Jean-Paul Daigle  
Megan Clark  
Neil Arsenault



Jean-Paul Daigle  
132 French Village Road  
Rothesay, NB  
E2S 1A6

Mayor Dr. Nancy Grant  
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70 Hampton Road  
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Sincerely,

*David...*  
\_\_\_\_\_  
*Jana...*  
\_\_\_\_\_  
*Christine...*  
\_\_\_\_\_  
*Linda Mills*  
\_\_\_\_\_  
*Gerald...*  
\_\_\_\_\_  
*Loacal James*  
\_\_\_\_\_  
*Lisa Roy*  
\_\_\_\_\_  
*Kelly Gallant*  
\_\_\_\_\_

*Brent Newkome*  
\_\_\_\_\_  
*Bella Meunier*  
\_\_\_\_\_  
*Donna...*  
\_\_\_\_\_  
*Michelle...*  
\_\_\_\_\_  
*Krista Fraser*  
\_\_\_\_\_  
*Mandi Durn-Kennedy*  
\_\_\_\_\_  
\_\_\_\_\_

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



Jean-Paul Daigle  
132 French Village Road  
Rothesay, NB  
E2S 1A6

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Sincerely,



Susan Dubette

Kim O'Connor

Bill Kroger

Dubbie Allan

Michelle Legere

H. King

Phil Paquette

Dawn Fox

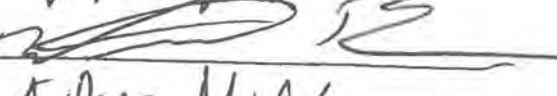
Monique Kyle

Don Taylor

H. Taylor

Penda Buckley

Jeff 1/6

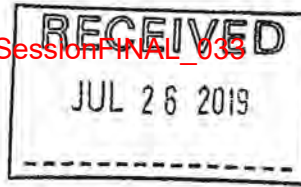


Barry King



COPY

2019 August 12 Open Session FINAL\_039



To the mayor and council of Rothesay

July 22, 2019

Rothesay and Quispamsis have just enjoyed a lovely summer weekend.

**Everything was wonderful!**

Well not exactly everything. There was a disturbance. A disturbance that all of us encounter every spring, summer and fall fine weekends. Even some weekdays that are gracing us with great weather..

**THE PROBLEM : LOUD MOTOR CYCLES**

The ones that have only half baffles in the muffler or worse, no baffles at all.. Both types of muffler emit a thundering roar. Bikers like the noise and want to share it for all to enjoy. Do you? I don't

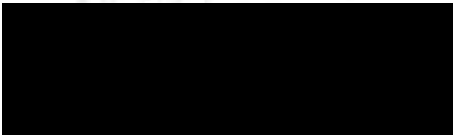
They often appear to be making noise a competition. And most qualify for the podium...

It's not the bikes' fault. It's the owner.

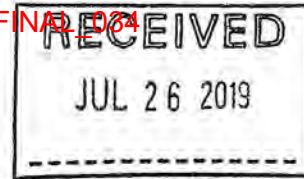
Admittedly; there are riders whose cycles make little sound. Sometimes less than the noise of a well tuned car or truck. These bikes prove there is no reason for any bike to make obnoxious sounds. I understand the two towns have noise by-laws that are being broken by the bikers. But enforcement is non-existent. Yet the decibel levels are such that in constant exposure the racket could cause hearing damage.

The reason that could be put forward for lack of enforcement would probably be that it is too hard, or impossible to monitor. This is not necessarily so. I spoke earlier about the missing baffles.

Eliminating the baffles is easy for the rider to do and easier for enforcement to identify. A short stop for a noise infraction would reveal the lack of baffles rendering the muffler unable to muffle. A safety infraction on top of noise. A few tickets would cut these infractions tremendously and release us from the unnecessary annoyance we now bear. Our lives, along with many of our friends and neighbours, will be enhanced when we're able to enjoy our homes, decks and yards in peace and quiet..







**COPY**

For your further consideration:

An item of concern is the traffic on Gondola Point Road. In the last 20 years traffic has increased on the street exponentially at all hours of the day and night. The worst hours are at the beginning of school and the end of school. During those two half hour periods traffic is held up at Isaac St then released to resume flow at normal volume (heavy) and speed.

With the arterial cut off at the end of Gondola Point Road, which at first was not planned, most traffic from the Vincent Road residential areas uses Gondola Point Road as exit and entrance to and from the city. This volume of traffic was not expected nor planned for when the arterial was being built.

Foresight anyone?

Quiispamsis has installed more speed bumps in residential areas where traffic presents a problem.

Would the same be useful for Rothesay, particularly on Gondola Point Road/? It wouldn't be popular but then councils and works departments are not there to be popular. Rather they're there to enhance the administration of the town.

At the top of Frances Av the intersection is also a problem as it is not a 90\* corner. Speeds entering and leaving Frances Av are often too fast because the turn is so gradual. With walkers to and from school and no sidewalk on either side of Frances there is an accident waiting to happen. Is this another place where speed bump would be useful?

Some creative thinking might come up with better solutions to both these problems.



2019August12OpenSessionFINAL\_035

**From:** [Liz Pomeroy](#)  
**To:** [Liz Pomeroy](#)  
**Subject:** FW: curb / Grove Ave  
**Date:** July-29-19 9:22:03 AM

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

**From:** [REDACTED]  
**Date:** Sun, Jul 28, 2019 at 6:32 PM -0300  
**Subject:** curb / Grove Ave  
**To:** "Nancy Grant" <[NancyGrant@rothesay.ca](mailto:NancyGrant@rothesay.ca)>

Dear Mayor and Council,

I contacted Council member, Miriam Wells. She suggested I forward my inquiry to you.

I have gone to the Town Hall and while the administrative assistants were helpful and suggested Town of Rothesay people to contact my emails were never responded to.

I have inquired about a curb in front of my house and expressed the same concerns regarding safety and drainage for a few years without response. I live on the Hillside Trail end of Grove Avenue (66 Grove Avenue). Although this is a short street section, it is very busy and at times cars go quickly. Often cars, use it to make U-turns to avoid traffic. Also, the community mailbox is placed there. Once the rock garden at the end of my drive was driven into. When mowing my lawn, I cannot hear the cars and had a few near misses.

There is also a drainage issue. As Campbell Drive does not have a drain at the bottom the hill, water drains down Campbell around the corner into the drain setback in my yard. I shovel out the drain and pick out the ice. However, it still clogs with ice. A curb may better direct the water to prevent flooding in heavy rain.

Also, I will forward emails / photos sent previously about this concern.

Thank you for your time.

Kind regards,

[REDACTED]

2019August12OpenSessionFINAL\_036

**From:** [Liz Pomeroy](#)  
**To:** [Liz Pomeroy](#)  
**Subject:** FW: 66 Grove Curb  
**Date:** July-29-19 9:21:09 AM  
**Attachments:** [Screen Shot 2019-07-05 at 12.54.22 AM.png](#)  
[Screen Shot 2019-07-03 at 7.32.40 AM.png](#)  
[Screen Shot 2019-07-03 at 7.32.25 AM.png](#)  
[Screen Shot 2019-07-05 at 12.54.34 AM.png](#)

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**From:** [REDACTED]  
**Sent:** July 15, 2019 4:26 PM  
**To:** John Jarvie <[JohnJarvie@rothesay.ca](mailto:JohnJarvie@rothesay.ca)>  
**Subject:** 66 Grove Curb

Mr Jarvie,

I have written a few emails over the past couple of years inquiring about a curb without a response. Recently, Tony Henry had forwarded the email for me. I have not had any replies. Please read the attached email . I have concerns because I have problems hearing traffic while doing yard work as well as questions about street drainage.

If there is someone else, I should have forwarded this to, please let me know.

Thank you,

---

**From:** [REDACTED]  
**Sent:** July 4, 2019 1:57 PM  
**To:** Brett McLean  
**Subject:** 66 Grove Curb

Dear Brett McLean,

I went to the Rothesay office and it was suggested I contact you regarding a request for a curb in front of my home at 66 Grove, Rothesay.

I have two reasons for requesting this - safety and drainage .

Safety - With the Hillside Trail across the road there is a lot of traffic all day. Also, many people use the driveway as a turn around spot - to avoid changing lanes into stopped traffic on the arterial in the evening / supper traffic. Often, the cars travel quickly. With the community mailbox in front of the house many people make a U-turn in from of the house.

This causes people to drive up over the lawn, once driving into the rock garden at the end of the drive. A few times I have been mowing or weeding the garden and have not heard as the cars make a U-turn behind me. I was concerned about being hit by cars.

Drainage / Structural - To the side of the driveway there is a town drain. I keep it clear in the winter chipping the ice out. However, without the proper structure / curb the water runs down Campbell and pools at the end of the lawn and then freezes. Recently, I had soil and my lawn seeded. With rain this week and water from the road, the soil was washed away.

2019August12OpenSessionFINAL\_037

I have included a couple of pictures, showing the damage from road water and marks from people turning.

Directly across the road from this there is a curb. Also, there is a curb on Grove to the other side of Campbell on either side.

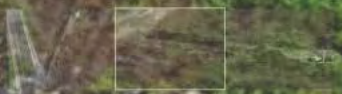
Thank you for your time. I look forward to your reply. I hope we can meet and I can better explain and show this to you.

Kind regards,



Previous attachment

2019August12OpenSessionFINAL\_038





2019August12OpenSessionFINAL\_039



2019August12OpenSessionFINAL\_040





Previous attachment

2019August12OpenSessionFINAL\_041



His Worship, Mayor Don Darling  
Saint John City Hall

OPEN LETTER

July 4, 2019

Mayor Darling:

Earlier today we met as a group of neighbours to discuss how we might be able to lend our support to you, and the City as a whole, in the ongoing dialogue and debate surrounding Saint John's 'new deal' with the Province.

As your regional partners, we want to make it clear that we **support you in your call for tax reform**. To that end, in an interview with the Telegraph Journal today we publicly (and jointly) lent you our support.

We are proud of our towns and villages, but we share one city – Saint John. We are all invested in your success!

In the spirit of cooperation, we join you in calling on the Province to work with us on a solution for our region. We are anxious to read and understand the working group recommendations set to be released next week.

Among the things we're hopeful will be included are significant changes to the way Provincial property tax revenues are shared between the Province and municipalities. As it stands, it's out-of-date and unfair. We know you agree.

In fact, taking our shared perspective one step further, we would assert that **Saint John hasn't gotten a 'new' or 'special deal'**. **We're talking about money that was raised in Saint John and should have stayed with the City in the first place.**

On average within the municipalities in our region, the Provincial share of the non-residential property tax is close to half. Does the province provide half of the local services? We don't think so! We think that the Province is taking far more than its fair share. Add to that the fact that Provincial property tax rates have remained unchanged since 1966, yet municipalities are expected to deliver more and more services. It's a weighty burden.

Municipalities need more tax revenue but our residents don't need to pay more taxes. The Province should transfer more of the Provincial tax it collects directly to municipalities. Or lower the Provincial non-residential rate and allow municipal governments to take up the tax room. This would better reflect the distribution of service delivery costs between provincial and municipal governments.

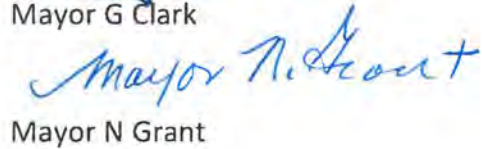
Mayor, we hope our public support contributes to advancing the Provincial discussion and decision-making in our region's favour. We have added our voices to yours because we all care about this region, and recognize that the rising tide of Saint John's success will lift our boats too.

We want to work together on the big picture. Residents in the region are tired of disputes over minor irritants like ice surfaces. If we solve the big problem, these smaller issues will take care of themselves.

Respectfully yours,

  
Mayor B. Chatterton

  
Mayor G Clark

  
Mayor N Grant

Mayor G Losier







The City of Saint John

August 1, 2019

Mayor Bette Ann Chatterton, Village of St. Martins  
Mayor Ken Chorley, Town of Hampton  
Mayor Gary Clark, Town of Quispamsis  
Mayor Nancy Grant, Town of Rothesay  
Mayor Grace Losier, Town of Grand Bay-Westfield

Dear Mayors of Greater Saint John,

Thank you all as our regional partners for having the vision and courage to support the needs of the City for tax reform. We thank you for undertaking to write to Common Council and for publicly and jointly stating your support.

Your letter is extremely important to the current discussion being had with respect to a First Phase of tax Reform, whereby the City of Saint John would receive the provincial portion of Heavy industrial tax. Estimates from the presentation at the July 18<sup>th</sup> Finance Committee indicates that this would generate in the range of \$9.0 million dollars per year in revenue. A request felt justified within the report and would restore balance with our Heavy Industrial companies.

At the July 29<sup>th</sup> Common Council meeting, your letter was discussed and Common Council passed a resolution authorizing me as Mayor to write to you the Mayors of Greater Saint John, including the Mayor of Hampton, seeking further written support for Heavy Industry cost-sharing as an immediate first phase of tax reform.

With that having been said, the City of Saint John would very much appreciate if you, our neighbouring Mayors and Councils, would consider endorsing the following statement:

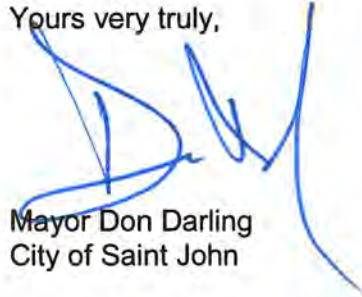
“The towns of Grand Bay-Westfield, Rothesay, Quispamsis, Hampton and the village of St Martins, formally request that the Province of New Brunswick implements the transfer of heavy industrial property tax revenue to host municipalities as a first phase of municipal taxation reform. We believe in a growing and thriving region of greater Saint John and need a strong Saint John, for this to be achieved.”





In conclusion, on behalf of myself, and the Members of Common Council we feel humbled and fortunate to be a part of such an amazing community of neighbours.

Yours very truly,



Mayor Don Darling  
City of Saint John

CC: Darcy Hutchinson, Clerk, Village of St. Martins  
Richard Malone, CAO, Town of Hampton  
Susan Deuille, CAO, Town of Quispamsis  
John Jarvie, Manager, Town of Rothesay  
Sandra Gautreau, Town Manager/ Clerk, Town of Grand Bay-Westfield





Corporate Services

Services corporatifs

Stephen Covey  
Chief of Police  
and Chief Security Officer

Chef de la Police  
et de la sécurité

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

935 de La Gauchetière Street West  
15<sup>th</sup> Floor  
Montreal, Quebec H3B 2M9  
Canada

935 rue de La Gauchetière Ouest  
15<sup>e</sup> étage  
Montréal (Québec) H3B 2M9  
Canada

June 28, 2019

Office of the Clerk  
Town of Rothesay  
70 Hampton Road  
Rothesay NB E2E 5L5



Dear Sir / Madam:

2019 is a very special year for CN as it marks our 100th anniversary. From the start, on June 6, 1919, safety has always been a core value at CN.

We are on a journey to become the safest railroad in North America. In addition to reinforcing a strong safety culture among our 25,000 employees, we collaborate with communities and local authorities to help prevent accidents and injuries at rail crossings, and ensure everyone's safety on and around railroad infrastructure.

This year, **Rail Safety Week** will be held in Canada from **September 23-29**. Hand in hand with *Operation Lifesaver*, CN Police Service officers and other CN employees will be in communities conducting hundreds of safety initiatives throughout the week. As proud partners, our commitment is to keep communities safe by raising rail safety awareness year-round.

### Safety is a shared responsibility

Last year, your council joined the safety efforts of many other Canadian municipalities by adopting a resolution in support of Rail Safety Week. For this initiative, I thank you.

Rail safety is everyone's responsibility and, by looking out for each other and working together, we can help keep our communities safe and prevent fatalities and injuries on or near railway property.

Your council can continue to be a powerful ally in this effort to save lives by once again adopting the enclosed draft resolution. Please send a copy of your resolution by mail or e-mail to [sandra.orsini@cn.ca](mailto:sandra.orsini@cn.ca) and let us know how you will be promoting rail safety in your community this year.

For additional information about Rail Safety Week 2019, please consult [www.cn.ca/railsafety](http://www.cn.ca/railsafety) or [www.operationlifesaver.ca](http://www.operationlifesaver.ca).

Yours sincerely,

Stephen Covey

Encl.







(Draft Resolution)

**RESOLUTION IN SUPPORT OF RAIL SAFETY WEEK**

**Whereas *Rail Safety Week*** is to be held across Canada from September 23 to 29, 2019;

**Whereas** it is in the public's interest to raise citizens' awareness of the dangers of ignoring safety warnings at level crossings and trespassing on rail property to reduce avoidable deaths, injuries and damage caused by incidents involving trains and citizens;

**Whereas** Operation Lifesaver is a public/private partnership whose aim is to work with the public, rail industry, governments, police services, media and others to raise rail safety awareness;

**Whereas** CN has requested City Council adopt this resolution in support of its ongoing efforts to raise awareness, save lives and prevent injuries in communities, including our municipality;

It is proposed by Councillor \_\_\_\_\_

seconded by Councillor \_\_\_\_\_

It is hereby **RESOLVED** to support national ***Rail Safety Week*** to be held from September 23 to 29, 2019.

RECEIVED  
JUL 23 2019

COSMOS  
Annex 2018

WE  
CAMP ♥ GLENBURN

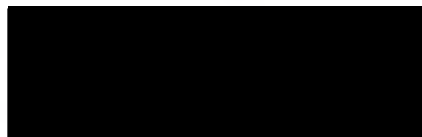




Dear Mayor Grant, Town of Rothesay

This is my first year at camp but I can already tell how special it is to the staff, the kids and the community. Everyone is ecstatic about the new dining hall and many great memories will surely be made here.

Thank you for your contribution to making this the best summer yet.





2019August12OpenSessionFINAL\_050

**Corporate Services**

**Sean Finn**  
Executive Vice-President  
Corporate Services  
and Chief Legal Officer

935 de La Gauchetière Street West  
16<sup>th</sup> Floor  
Montreal, Quebec H3B 2M9  
Canada  
T 514-399-8100  
F 514-399-4854

**Services corporatifs**

Vice-président exécutif  
Services corporatifs et chef de la  
direction des Affaires juridiques

935, rue de La Gauchetière Ouest  
16<sup>e</sup> étage  
Montréal (Québec) H3B 2M9  
Canada  
T 514 399-8100  
Tc 514 399-4854

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

May 2, 2019



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

Dear Mayor Grant:

At CN, we are committed to maintaining a strong connection with all of the communities across our network, spanning from coast to coast through eight provinces in Canada and stretching across sixteen states down to the Gulf of Mexico. As a key driver of the North American economy, we pride ourselves on moving goods safely, creating and supporting quality jobs, and investing in the many communities we serve.

We continue to have our sights set on becoming the safest railway in North America. In addition to reinforcing safety as a core value amongst our 27,000 employees, we collaborate with communities and local authorities to help prevent accidents and ensure everyone's safety.

As such, we are pleased to share our 2019 edition of our *CN in your Community* publication. In reading this report, you will find information about our different initiatives in your region, including our strong economic impact, our capital investments as well as our community partnerships.

This year will see record spending in capital investments, with a planned \$3.9 billion to ensure we are serving customers and communities safely and efficiently. As part of our largest-ever infrastructure program, we will invest in new track and increased yard capacity, which will benefit grain, forest products, intermodal, coal and potash business. In the last two years, CN invested a record \$7.4 billion in capital in our network.





Her Worship Nancy Grant  
May 2, 2019  
Page 2

Finally, 2019 is a very special year for CN, its customers, employees, retirees and the communities we serve as we celebrate our 100<sup>th</sup> anniversary, and we have much to celebrate. To commemorate this milestone, we have a number of initiatives planned to honour our strong community involvement and future. To learn more about those initiatives, I invite you to consult our website at [www.cn.ca/cn100](http://www.cn.ca/cn100).

Should you have any questions or concerns, please do not hesitate to contact me or to contact your region Public Affairs manager, of which you can find the contact information in your enclosed copy of *CN in your Community*. We look forward to collaborating and celebrating CN's 100<sup>th</sup> birthday with you in 2019.

Sincerely,



Sean Finn

Encl.



██████████  
24 Lennox Drive,  
Rothesay, N.B. E2E 2H9

TEL: (506) 847-1600

18 July, 2019

Province of New Brunswick  
Transportation and Infrastructure  
Kings Place,  
P.O. Box 6000,  
Fredericton, N.B. E3B 5H1



**RE: Intersection Of Hampton Road(NB-100) and Marr Road/Clark Road, Rothesay, NB**

Dear Sir or Madam;

I wish to bring the traffic flow (congestion) problem that is created at the captionally-noted intersection. I have attached a photo of the noted intersection for your review.

It must be noted that this intersection is one of two major intersections in the Kennebecasis Valley. The problem is with very poor traffic flow of vehicles coming down Marr Road. When a vehicle wants to turn left onto Hampton Road from Marr Road, all traffic behind this left-hand-turning vehicle comes to a halt. It is absolutely terrible during peak traffic periods. The intersection's layout prevents vehicles from going around the noted left-hand-turning vehicle because the space to the right of the left-hand-turning vehicle is hatched (wide diagonal white lines) forbidding traffic from driving on this portion of the road, going around the left-hand-turning vehicle, thus, traffic is at a standstill.

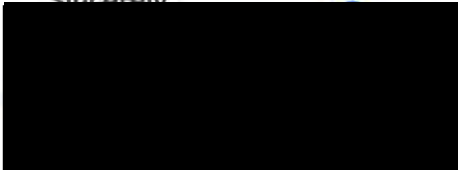
This problem can be rectified by cutting away some of the traffic triangle used to contain a traffic light pole, as indicated in the attached photo. The triangle is also used by pedestrians.

A couple of years back, the Province of N.B. and the Town of Rothesay did major construction on the Hampton Road between this intersection and the other major intersection located at Hampton Road and Campbell Road/Pettingill Road. New sidewalks were installed, islands or boulevards were installed, with lots of foliage, no doubt for traffic calming. This was basically cosmetic. With the millions spent on this road absolutely nothing was done to improve the congested traffic problem at the intersection to which I refer.

At present, construction is taking place on the Marr Road. This, therefore, is an opportune time to resolve this major traffic problem. This requires attention.

Sincerely,

cc Town of Rothesay









29 July 2019

[REDACTED]  
[REDACTED] Post Road  
Rothesay, NB  
E2H 2Y3

70 Hampton Road  
Rothesay, NB  
Canada E2E 5L5

T: 506-848-6600  
F: 506-848-6677

Rothesay@rothesay.ca  
www.rothesay.ca

Dear [REDACTED]

Re: Issues regarding Spring Freshet

Further to the [REDACTED] email of May 21<sup>st</sup>, discussed by Rothesay Council at its June 10<sup>th</sup> meeting, attached please find a staff report presented to Council at that time. We hope you will find it a useful starting point for discussion.

We would be pleased to discuss the contents of your email and the Council report if neighbours on Post Road would like to do so. If you wish, a meeting can be arranged at the Town Hall or on-site for such discussion. This can be arranged collectively or individually depending on your preferences.

We compliment you on your assessment of the flood related issues in your neighbourhood. Staff will be addressing some of these directly as indicated in the memorandum. Some others are more complex and will require discussion to define the parameters of any action.

We look forward to your response.

Yours truly,

  
John Jarvie, MCIP, RPP  
Town Manager

Attach: Staff Memorandum to Rothesay Council (June 6, 2019)

Cc : Post Road Neighbours  
: Rothesay Council





30 July 2019

██████████ ██████████ ██████████  
██████████  
Rothesay Park Road  
Rothesay, NB  
E2E 5T7

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

Dear ██████████

Re: Issues regarding Spring Freshet

Further to your letter of May 7<sup>th</sup>, discussed by Rothesay Council at its June 10<sup>th</sup> meeting, attached please find a staff report presented to Council at that time. We hope you will find it a useful starting point for discussion.

We would be pleased to discuss the contents of your letter and the Council report if neighbours on Rothesay Park Road would like to do so. If you wish, a meeting can be arranged at the Town Hall or on-site for such discussion. This can be arranged collectively or individually depending on your preferences.

We compliment you on your assessment of the flood-related issues in your neighbourhood. Staff will be addressing some of these directly as indicated in the memorandum.

In particular, this letter will advise that construction to raise the end of Rothesay Park Road will begin on the weekend of August 16<sup>th</sup>, weather permitting. The work will be coordinated with the installation of the large diameter storm sewer under the railway track. This phase of the project (Saturday until Monday noon) will involve working throughout the nights as the track must be removed and reinstalled.

Traffic will be rerouted to run in both directions from **noon on Friday, August 16<sup>th</sup>** for the duration of the project expected to be approximately three weeks. Traffic lights will be installed at #14 to compensate for the blind turn. If inclement weather is forecast, the project will be postponed for one week. (A notice will be posted on the Town website and social media.)

...2

Some other issues are more complex and will require further consideration to define the parameters of any action.

We look forward to your response.

Yours truly,



John Barrie, MCIP, RPP  
Town Manager

Attach: Staff Memorandum to Rothesay Council (June 6, 2019)

Cc : Rothesay Park Road Neighbours  
: Rothesay Council



## Agenda

### Kennebecasis Public Library Board

Wednesday, May 15th, 2019, 6:00 p.m.

- 1.) Call to Order
- 2.) Disposition of Minutes from Previous Meeting
- 3.) Communications
- 4.) Report of the Librarian
- 5.) Committee Reports
  - a. Financial
  - b. Facilities Management
  - c. Marketing Advisory Committee
- 6.) New and Unfinished Business
  - a. Smart Board Update
  - b. Local Strategic Plan
  - c. Library Forum Meeting Update
  - d. Skills Kits



A meeting of the Board of Trustees, Kennebecasis Public Library was held on May 15, 2019 at 6:00pm at the Library.

**In Attendance:** Mr. K Winchester, Chair; Mrs. Amy Watling, Treasurer; Ms. L. Corscadden; Mrs. L. Hansen; Ms. E. Greer; Councilor Mr. P. Rioux; Mr. Allison Maxwell; Councilor Mr. D. Shea; Mr. Chuck McKibbon, vice chair

**Regrets:** N/A

**Absences:** N/A

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

### **Approval of Agenda**

It was moved by Ms. Greer to approve the agenda as presented. Mr. Rioux seconded, and the motion carried.

### **Disposition of Minutes**

Ms. Jane MacGillivray's name was mistakenly included in the attendance section of the April regular meeting's minutes. It was moved by Mrs. Hansen to approve the minutes of the April regular meeting with Ms. MacGillivray's name removed, Mr. Maxwell seconded, and the motion carried.

### **Communications**

Ms. Corscadden had no communications to report.

### **Report of the Librarian**

Ms. Corscadden began by outlining programs offered at the library during the month of April. She also outlined how our two Summer Reading Club Activity Leaders have been hired, and we have received funding for four additional summer students through the Canada Summer Jobs program. Discussion ensued. Ms. Corscadden spoke to the board about paying for two extra days of work for our literacy tutors who are primarily funded by the Canada Summer Jobs program. Discussion ensued.

While outlining programs offered during April at the library, Ms. Corscadden mentioned how the library is going to be participating in the town-wide yard sale on Saturday, May 25<sup>th</sup>. Discussion ensued.

Ms. Corscadden related to the board how one of the library's self checkouts has broken. Discussion ensued.

Ms. Corscadden spoke of recent changes within the library; shelving has been lowered in the main entrance of the library to improve sight lines. Plans are also in place to rearrange collections in the children's area this summer. Discussion ensued.

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

### **Financial Statement**

Mrs. Watling presented the April 2019 Financial Statement. Discussion ensued. There is to be a transfer of funds from the Friends of the Kennebecasis Valley account, into the KPL operating account. Discussion ensued. Mrs. Watling also spoke of how our accounts are currently split into a chequing and a savings account. The savings account isn't used, so our accountant Cherie Madill has suggested that the savings account should be closed, and the two accounts merged. Discussion ensued.

### **Facilities Management**

Ms. Corscadden presented the facilities management report on behalf of Phil Shedd. There has recently been some work done on the urinals in the downstairs men's room. Discussion ensued.

### **Marketing Advisory Committee**

Ms. Greer spoke of the various free passes that are being distributed at the library; these include free passes to Hopewell rocks, the Fundy trail parkway, and the New Brunswick Museum. Discussion ensued.

Mr. Rioux moved to accept all committee reports. Mr. Maxwell seconded, and the motion passed.

### **New and Unfinished Business**

#### **Local Strategic Plan Update**

Mr. Winchester would like to postpone the local strategic plan update until the next meeting. Discussion ensued.

#### **Library Forum Meeting Update**

Mrs. Hansen provided the library board with updates from the NBPLS provincial board and the NBPLS Foundation. Discussion ensued. Mrs. Hansen also provided the library board with updates from the recent Fundy Library Forum meeting, which was held at the Kennebecasis Public Library. Discussion ensued.



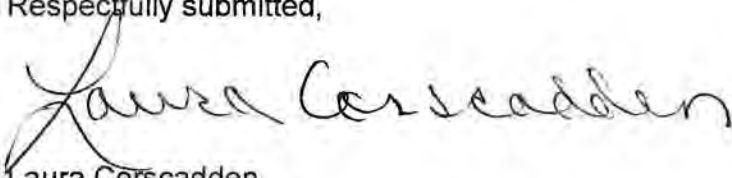
Skills Kits

Ms. Corscadden spoke to the library board about the upcoming addition to the library's collections; skills kits. These kits will contain everything that library patrons need to learn a new skill or hobby. The current proposed kits include canning, hiking, bird watching, stargazing, knitting, ukulele, and PiYo. Discussion ensued.

**Adjournment:** As there was no other business, Mr. McKibbon moved that the meeting be adjourned at 7:36pm.

**Next Meeting:** The next meeting is scheduled for June 19th, 2019 at 6:00pm at the Library.

Respectfully submitted,

A handwritten signature in black ink that reads "Laura Corscadden". The signature is written in a cursive style with a large, stylized initial 'L'.

Laura Corscadden  
Library Director and Secretary to the Board



## Librarian's Report May 2019

### Staffing and Volunteers

Our two Summer Reading Club Activity Leaders (provincially funded) have been hired; Liddy Greer and Paige MacDonald. Liddy and Paige are both returning employees from last year, and they start work on Tuesday, May 21<sup>st</sup>.

We have received the results from our Canada Summer Jobs funding application; we have received funding for four students, for eight weeks. We will have one Community Outreach Coordinator, one Student Library Clerk, and two Literacy Tutors. Ms. Corscadden has almost completed the hiring process for these positions; the students will be starting work on Tuesday, July 2<sup>nd</sup>.

### Programs

Ongoing programs offered in April included:

- Scrabble Club, Mondays at 2pm
- Baby Wonders with KV3C, Mondays 10am – 12pm
- English Social, Tuesdays at 10:30am (offered in partnership with the Saint John Newcomers Resource Centre). This program will end for the summer season in early May.
- Preschool Storytime, Wednesdays at 10:30
- Painter's Circle, Wednesdays at 10:00am
- Parlons Francais, Wed. mornings at 10:30am, and Thurs. evenings at 6:30pm
- Knit Wits, Thursdays at 7:00pm
- Toddler Storytime, Fridays at 10:30am
- Volunteens, Saturdays at 10:00am
- Builder's Club, Saturdays at 2:30
- Valley Reader's Circle Bookclub, Thursday, April 18th at 10:45am
- Pens of Oasis Writing program offered on Thursday, April 25th at 6:30pm

- Monthly Puppet Show programs offered on Friday, April 26th at 10:30am and 3:30pm

Special programs offered in April included:

- Family Movie Matinee, Friday April 5<sup>th</sup> at 2:30pm
- Evil Genius Club featuring Slime, Monday, April 8<sup>th</sup> at 2:30pm
- Royal Storytime (partnering with Perfectly Royal Princess Parties), Saturday, April 13<sup>th</sup> at 10:30am
- Crafternoon program on Tuesday, April 16<sup>th</sup> at 2:30pm
- National Canadian Film Day movie matinee, Wednesday, April 17<sup>th</sup> at 2:30pm

Ms. Corscadden has also registered the library to take part in the Quispamsis Town Wide Yard Sale, on Saturday May 25<sup>th</sup>, to raise funds for the library.

### **Collections and Spaces**

There is currently an art display from Harry Miller Middle School in the children's area of the library.

Ms. Corscadden is continuing to prepare to move the children's French collection into the opposite corner of the children's area.

After consolidating the books in the children's English non-fiction collection, Ms. Corscadden was able to remove one row of shelves to create additional open space for seating.

Ms. Corscadden also shortened the display shelf in the main entrance, to improve sight lines to the computer and gallery space.

### **Performance Indicators**

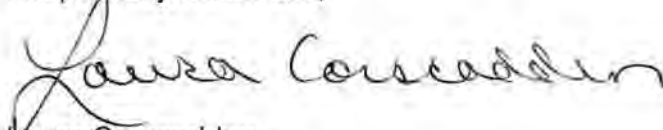
As of the end of February 2019, we have had more patrons through our doors than the previous two years.

**January & February 2017:** 14, 609 visitors

**January & February 2018:** 15, 212 visitors

**January & February 2019:** 17, 054 visitors

Respectfully Submitted,



Laura Corscadden,

Library Director and Secretary to the Board



Kennebecasis Public Library Inc.		2019 August 12 Open Session FINAL_063					
Comparative Income Statement (DRAFT)		OPERATING FUND					
Period ending April 30, 2019	a	b	c	b - c	d	b - d	
	<u>Restricted Fund</u>	<u>Operating YTD Actual</u>	<u>Year To Date Budget</u>	<u>Year To Date Variance Better (Worse)</u>	<u>Annual Budget</u>	<u>Annual Budget Variance</u>	
<b>REVENUE</b>							
Library service - Rothesay		28,355	28,354	1	85,061	(56,706)	
Library service - Quispamsis		44,372	44,370	2	133,111	(88,739)	
Room Rentals, Printer and copies		1,995	1,500	495	4,500	(2,505)	
Grants		0	0	0	17,680	(17,680)	
Donations	914	0	0			0	
Donation from Friends of KPL	225	0	0				
Interest Income (Savings)		8	0	8	0	8	
Previous Year's Surplus		907	908	(1)	2,723	(1,816)	
<b>TOTAL REVENUE</b>	<b>1,139</b>	<b>75,637</b>	<b>75,132</b>	<b>505</b>	<b>243,075</b>	<b>(167,438)</b>	
<b>EXPENSE</b>							
<u>Operations Expenditures</u>							
Other Expenditures - Restricted Fund	193					0	
Books, restricted fund	781					0	
Small Equipment and Furniture		1,511	2,755	1,244	8,265	6,754	
<b>Total Capital Expenditures</b>	<b>973</b>	<b>1,511</b>	<b>2,755</b>	<b>1,244</b>	<b>8,265</b>	<b>6,754</b>	
<u>Wages</u>							
Total Wages & Casual Labour		5,524	6,250	726	40,418	34,894	
<u>General &amp; Administration Expenses</u>							
Building Maintenance		21,780	23,609	1,830	70,828	49,048	
Grounds Maintenance		7,778	9,086	1,308	20,500	12,722	
Office		2,423	3,000	577	9,000	6,577	
Utilities		21,345	22,400	1,055	54,711	33,366	
Accounting, audit and legal		5,477	6,400	923	10,600	5,123	
Professional Development		235	667	432	2,000	1,765	
Insurance		2,529	2,529	0	7,587	5,058	
Public Relations		710	1,000	290	3,000	2,290	
Communications		1,938	3,262	1,324	9,786	7,848	
Miscellaneous Expense		184	627	443	1,880	1,696	
Program Exp		565	1,500	935	4,500	3,935	
<b>Total General &amp; Admin Expenses</b>		<b>64,964</b>	<b>74,080</b>	<b>9,116</b>	<b>194,392</b>	<b>129,428</b>	
<b>TOTAL EXPENSE</b>	<b>973</b>	<b>71,998</b>	<b>83,085</b>	<b>11,086</b>	<b>243,075</b>	<b>171,077</b>	
<b>NET INCOME (Deficit)</b>	<b>\$ 165</b>	<b>\$ 3,639</b>	<b>(7,953)</b>	<b>11,592</b>	<b>(0)</b>	<b>3,639</b>	

Building Maintenance Report May 2019

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

Repair to urinals . Waterless urinals require a filter that prevents order. These filters were replaced and spare one purchased.

Three book shelves units were moved. One was taken apart while the others were moved to their new location.

Rear Main door not closing properly. The self closing device was not working and the unit was replaced.

Windows have had spring cleaning.

Parking lot has been cleaned as required by the snowplowing contract.

The snow plowing contract has expired. We will be going to tender for new three year contract.

Laura's office was repainted and floor tile replaced before new office furniture arrived.

Front garden to be mulched and dead plants replaced.

Yours

Philip Shedd CET



2019 August 12 Open Session FINAL\_065  
**KENNEBECASIS REGIONAL JOINT BOARD  
OF POLICE COMMISSIONERS**

**Robert McLaughlin**  
Chairperson

**ADDRESS ALL CORRESPONDENCE TO:**

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

**TELEPHONE: (506) 847-6300  
FAX: (506) 847-6313  
E-MAIL: krpadmin@nbpolice.ca**

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**KENNEBECASIS REGIONAL JOINT BOARD  
OF POLICE COMMISSIONERS  
MEETING HELD AT  
KENNEBECASIS REGIONAL POLICE FORCE HEADQUARTERS BUILDING  
126 MILLENNIUM DRIVE  
QUISPAMISIS, NEW BRUNSWICK  
ON WEDNESDAY, MAY 22, 2019  
AT 4:00 P.M.**

**REGULAR MEETING**

**PRESENT:** Bob McLaughlin, Chair (Quispamsis)  
Rick MacPhee, Vice Chair (Rothesay)  
Richard Arbeau (Quispamsis)  
Peter Bourque (Rothesay)  
Libby O'Hara (Quispamsis)  
Emil Olsen (Quispamsis)  
Linda Sherbo (Provincial Representative)  
Chief Wayne Gallant  
Cherie Madill, Secretary Treasurer of the Board  
Mary Henderson  
Deputy Chief Jeff Giggey  
Maureen Adamson (Secretary)

**ABSENT:** Matt Alexander (Rothesay)  
Tiffany Mackay French (Rothesay)

**CALL TO ORDER**

The Chairman called the Regular Meeting to Order at 4:30 P.M.

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**TO SERVE FAITHFULLY**



1. APPROVAL OF AGENDA

The Chairman asked for a motion to approve the Agenda for the May 22, 2019 Regular meeting.

It was moved by Peter Bourque and seconded by Rick MacPhee that the Agenda for the Regular Meeting of May 22, 2019 be approved as circulated.

**MOTION CARRIED**

2. APPROVAL OF MINUTES

The Chairman asked for a motion to approve the Minutes of the Regular Meeting held on April 24, 2019.

It was moved by Linda Sherbo and seconded by Libby O'Hara that the Minutes of the Regular Meeting of April 24, 2019 be approved as circulated.

**MOTION CARRIED**

3. DECLARATION OF CONFLICT OF INTEREST

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

4. SECRETARY TREASURER'S REPORT

The Secretary Treasurer's Report for the period ending April 30, 2019 was reviewed. Cherie noted that we had received an advance of \$250,000 from the Towns last month. Our bank balance at the end of April was \$187,903. She said that Insurance had denied paying any monies regarding the Jeff Porter case but will possibly pay for the Human Rights process. Tanya is reviewing billings related to this case. At the moment, the monies paid fall within the \$5000 deductible but she is reviewing billings regarding the Human Rights case from 2017 onwards. The \$5000 deductible is for the total claim. In 2018 we incurred \$197,000 in legal labour relations costs alone. The Towns will have to pay these fees.

Under Crime Control Salaries and Benefits: We budgeted to have two November 1/18 hires probationary officers and one on April 1<sup>st</sup>, depending on extra person in Administration being gone. Under budget because of the probationary officers and the benefits.

Vehicles: Fuel is under budget - we now have a contract with the Town of Quispamsis for fuel. We are under budget on New Vehicles and will not buy another this year due to budget pressures.

Under Building: The air conditioner has been repaired and all toilets have been replaced

Administration: Up due to Inspector Porter situation we had only budgeted for 3 months. Labour relations reflects a lawyer for the contract negotiations.

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Telecom Fund - Has a small surplus of \$168. The Telecom Fund is not part of our budget - we are caretakers of this Fund.

Linda asked why the retiree's health insurance plan appears on this sheet. We had dispatch employees - and the last dispatch employee is now off the plan. Cherie explained why this was the case.

#### 2019 Budget Pressures

With regard to discussion at our last meeting on the 2019 deficit, and with the negotiated agreement with a 2.97% increase, Chief Gallant said things will not get better. This budget year we will try keep costs down but it is hard to do without important operations and safety.

This item was referred from the Committee of the Whole meeting. The 2019 Budget Issues sheet presented to the meeting was reviewed.

#### Pressures and Impact

Chief Gallant offered some priorities on how to keep costs down in the 2019 budget.

Building - Windows - the cost to seal the windows is \$5,000; building exterior to be painted - this could be removed from the budget and put over to 2020.

Libby expressed concern over suspending/cancelling fall training. She feels it is important to maintain. Also, with regard to the windows, disrepair may lead to a bigger issue.

Suspension of training for remainder of 2019: Mary said that it would be just new training that would be suspended. Re-certifications would continue.

Linda asked if there were some officers who were waiting for training. Chief Gallant said that the demands for training are immense and a constant struggle.

Richard felt that removal of purchasing vehicles could be considered. Chief Gallant said that this was the plan for 2019.

Linda asked about the roof - is there a problem? The windows and painting of the building should be at the top of the list.

Libby said that asset management is important and she would like to stay on top of this.

Item 8 (do not use temp term officers to replace officers out on LTD or maternity leave). This would create some safety and liability issues.

Emil would like to keep Items 2 (suspend/cancel fall training) & 5 (suspend maintenance and upgrades to building). Re Investigations - this would be background work before commencing with



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investigations. Peter said the longer cases sit, the longer they take to solve. Chief Gallant advised it gets very hard to defend not investigating serious files that need to be investigated.

Richard said investigations are the core of what we do; we have now provided Chief Gallant with some ideas and we should try to not go into a deficit this year but get close to "0". Richard suggested that Chief Gallant should come back to us with his suggestions; Chief Gallant said the margins are small and it will be difficult to come in without a deficit in 2019.

Board members will be meeting with the Town Councils and will enlighten the Councils on the costs involved. Libby said she sees taxes going up in Quispamsis regarding protective costs. Emil said that the Councils have said when monies were needed, it would be there. Libby said that the only thing we can look at is what the Chief has control of from day to day. Libby said that the Chief has done very well in bringing up the level of quality and morale. Chief Gallant said he wanted to be transparent in what we are facing and the limited options available to ensure we come in on budget in 2019.

Bob said that the Finance Committee will be meeting before the next Board meeting. Cherie noted that April's numbers have included none of the negotiations costs.

After much discussion,

It was moved by Libby O'Hara and seconded by Richard Arbeau that the Secretary Treasurer's report for the period ending April 30, 2019 be approved as submitted.

#### MOTION CARRIED

#### 5. CHIEF'S REPORT

Chief Gallant said he was happy with the Axon Conference (canine therapy was presented at this conference). This was paid for by the NBACP.

The on-line criminal check system is up and running and requests have been received and processed.

Linda asked if volunteers were still needed for schools, could they still come in to the Station. Yes they can.

Regarding meetings with civilian administrative staff: Linda has agreed to be become a full-time employee as of July 1st, 2019.

Bob and Rick recently attending a meeting with Jennifer Smith, new Executive Director of the Police Commission.

Emil asked when there was a presentation in Quispamsis council with Leanne Fitch, a lot of officers appeared missing - Chief Gallant noted that some officers were away, some were ill.



After review of the Chief's Report,

It was moved by Emil Olsen and seconded by Rick MacPhee that the Chief's Report be approved as submitted.

**MOTION CARRIED**

6. COMMITTEE REPORTS

Building

Four bids had been received for summer lawn care and landscaping services. The Building and Grounds Committee recommends that we accept the bid from Homestar Inc. for their landscaping service. The highest bid was over \$6000.

After discussion,

It was moved by Libby O'Hara and seconded by Richard Arbeau that we accept the bid of \$2675 plus tax from Homestar Inc. to provide lawn care and landscaping service over the summer months.

**MOTION CARRIED**

With regard to additional building space, Peter asked whether we should extend the building or build a new one. Adding on to the existing building would be more economical and most functional. Deputy Chief Giggey is leading an employee based committee to come up with a design.

Deputy Chief Giggey noted that there was a lot of interest in this project. The first meeting went very well. Adding on to the building would involve an additional 3300 square feet. The Investigative Unit would be moved to that area. Another smaller meeting room would be created in the new area. The existing space would be freed up. Another meeting will be held on Monday - then Bob will be given a plan and he will draw it up accordingly. Anika will attend the meeting as well. The goal is to have a proposal for the 2020 budget process.

Some notes:

- garage space is needed
- more storage space
- office space for the Traffic Section and HR
- CID section is scattered
- ETS needed more space

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- file storage - more space is needed
- extra offices - 4 work stations for CID constables
- old sergeant's office could be used for the corporal's office

It was noted that a kennel was being donated for Rosa (canine therapy)

#### Insurance

One case dealing with issues from some time ago is not covered.

#### Policy

Libby would like to call a meeting to review the Policy Binder.

#### Regional Service Commission

A meeting has been called for June 5th. Libby will be attending. This meeting will be about policing and regionalization. Chief Gallant will provide some background information to Libby.

Emil said he feared that we will be gobbled up by Saint John and become a satellite office.

After review and discussion on all reports,

It was moved by Emil Olsen and seconded by Linda Sherbo that all reports be received, approved and filed as submitted.

#### **MOTION CARRIED**

Libby noted that in the Annual Report brochure, one picture showed an officer in a Rothesay uniform.

At 5:15 PM the meeting moved to a Committee of the Whole to discuss some matters.

#### 7. CORRESPONDENCE

There was no new correspondence to present.

#### 8. NEW BUSINESS

There was no new business to present.

REGULAR MEETING  
MAY 22, 2019  
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9. ADJOURNMENT

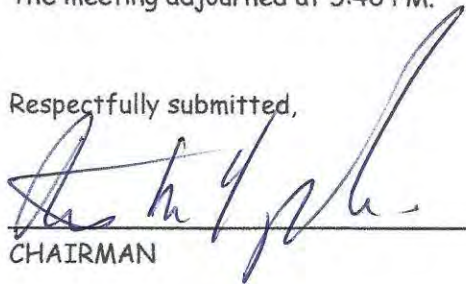
There being no further business to discuss,


It was moved by Emil Olsen and seconded by Peter Bourque that the meeting adjourn.

**MOTION CARRIED**

The meeting adjourned at 5:40 PM.

Respectfully submitted,

  
\_\_\_\_\_  
CHAIRMAN

  
\_\_\_\_\_  
SECRETARY



**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**STATEMENT OF FINANCIAL POSITION**  
**As at May 31, 2019**

	<u>2019</u>	<u>2018</u>
<b>-----Financial assets-----</b>		
Cash - General	276,522	249,882
Sick Pay/ Retirement Investments	816,460	831,910
Accounts Receivable	35,290	39,047
Sales tax recoverable	42,802	29,906
Receivable from Towns	194,990	
	<u>1,366,064</u>	<u>1,150,745</u>
<b>----Liabilities-----</b>		
Accounts payable and accrued	364,164	220,874
Budget advance from Towns	250,485	
Vested sick leave/retirement accrual	771,614	732,552
Sick leave replacement	15,299	13,299
Accrued pension benefit liability	454,600	554,700
Debenture payable	949,000	1,080,000
	<u>2,805,161</u>	<u>2,601,425</u>
<b>NET ASSETS (DEBT)</b>	<u>(1,439,097)</u>	<u>(1,450,680)</u>
<b>----Non-Financial Assets-----</b>		
Tangible capital assets (see page 2)	3,959,406	3,842,882
Accumulated amortization	<u>(1,807,002)</u>	<u>(1,597,202)</u>
	2,152,404	2,245,680
Unamortized Debenture costs	7,283	8,455
Prepaid expenses	115,723	121,617
	<u>2,275,410</u>	<u>2,375,752</u>
<b>ACCUMULATED SURPLUS</b>	<u>836,313</u>	<u>925,072</u>
Assets	3,641,474	3,526,497
Liabilities	3,641,474	3,526,497

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**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**SCHEDULE OF TANGIBLE CAPITAL ASSETS**  
**May 31, 2019**

	<u>2019</u>			<u>2018</u>	
	-----TANGIBLE CAPITAL ASSETS-----				
	Balance			Balance	
	beginning of year	Additions	Disposals	end of year	
<b><i>Millennium Drive</i></b>					
Land	194,248			194,248	194,248
Building - Roof	42,677			42,677	42,677
Mechanical	250,628			250,628	250,628
Electrical	330,543			330,543	330,543
Other	520,640			520,640	520,640
Structure	1,106,997			1,106,997	1,106,997
	2,251,484	0		2,251,484	2,251,484
Accumulated amortization	(888,161)			(888,161)	(822,139)
Net book value of Building	1,363,324	0	0	1,363,324	1,429,345
Paving	52,600			52,600	52,600
Accumulated amortization	(35,505)			(35,505)	(32,875)
Net book value of paving	17,095	0	0	17,095	19,725
Landscaping	3,268			3,268	3,268
Accumulated amortization	(3,268)			(3,268)	(3,268)
Net book value of landscaping	0	0	0	0	0
<b><i>Furnishings</i></b>	198,387			198,387	198,387
Accumulated amortization	(122,330)			(122,330)	(112,410)
Net book value of furnishings	76,057	0	0	76,057	85,977
<b><i>Machinery &amp; equipment</i></b>	88,300			88,300	88,300
Accumulated amortization	(58,634)			(58,634)	(54,207)
Net book value of equipment	29,666	0	0	29,666	34,093
<b><i>Information technology equipment</i></b>	427,158			427,158	387,790
Accumulated amortization	(280,101)			(280,101)	(222,096)
Net book value of IT equipment	147,057	0	0	147,057	165,694
<b><i>Vehicles</i></b>	743,960			743,960	666,804
Accumulated amortization	(419,003)			(419,003)	(350,207)
Net book value of vehicles	324,957	0	0	324,957	316,597
<b>Total Tangible Capital assets</b>	3,959,406	0	0	3,959,406	3,842,882
<b>Total Accumulated amortization</b>	(1,807,002)	0	0	(1,807,002)	(1,597,202)
<b>Net Book Value</b>	2,152,404	0	0	2,152,404	2,245,679

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS  
STATEMENT OF OPERATIONS  
FIVE MONTHS ENDING MAY 31, 2019**

	-----FIVE MONTHS -----				
	--ACTUAL--		PRIOR YR	-----BUDGET-----	
<b>REVENUE:</b>					
Fees	31,745	15%	\$23,231	\$27,500	\$66,000
Taxi & Traffic Bylaw	2,895	39%	3,687	2,083	5,000
Interest income	3,496	68%	4,426	2,083	5,000
Retirement investment income	5,001	-37%	2,348	7,917	19,000
Secondments	88,152	-3%	76,831	90,417	217,000
	<u>131,288</u>	1%	<u>110,523</u>	<u>130,000</u>	<u>312,000</u>
<b>EXPENDITURE:</b>					
<b>CRIME CONTROL</b>					
Salaries	1,400,228	-6%	\$1,328,677	1,484,827	\$3,563,584
Benefits	304,819	-2%	281,299	309,765	743,436
Training	26,540	27%	16,010	20,833	50,000
Equipment	8,431	1%	6,807	8,333	20,000
Equip repairs & IT support	1,822	9%	2,177	1,667	4,000
Communications	36,831	8%	27,884	34,250	82,200
Office function	6,182	-7%	6,688	6,667	16,000
Leasing	5,656	-16%	6,859	6,750	16,200
Policing-general	18,388	36%	20,973	13,542	32,500
Insurance	6,460	4%	6,060	6,240	14,977
Uniforms	35,669	138%	27,264	15,000	36,000
Prevention/p.r.	8,883	205%	3,303	2,917	7,000
Investigations	25,783	93%	15,677	13,333	32,000
Detention	11,298	-6%	10,868	11,958	28,700
Taxi & Traffic Bylaw	0	-100%	0	500	1,200
Auxillary	480	-54%	134	1,042	2,500
Public Safety	15,393	0%	14,484	15,393	36,942
	<u>1,912,863</u>	-2%	<u>1,775,164</u>	<u>1,953,016</u>	<u>4,687,239</u>
<b>VEHICLES</b>					
Fuel	34,657	-23%	43,431	45,000	108,000
Maint./repairs	20,556	-42%	20,190	35,417	85,000
Insurance	11,244	11%	9,861	10,157	24,376
New vehicles	37,627	16%	0	32,500	78,000
Equipment	0	-100%	4,011	2,500	6,000
	<u>104,084</u>	-17%	<u>77,493</u>	<u>125,573</u>	<u>301,376</u>



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**STATEMENT OF OPERATIONS**  
**FIVE MONTHS ENDING MAY 31, 2019**

EXPENDITURE continued:	-----FIVE MONTHS-----				
	--ACTUAL--		PRIOR YR	-----BUDGET-----	
<b>BUILDING</b>					
Maintenance	30,806	41%	19,011	21,875	52,500
Cleaning	11,137	9%	10,194	10,208	24,500
Electricity	23,023	18%	19,275	19,583	47,000
Taxes	20,441	4%	19,263	19,649	47,157
Insurance	2,547	1%	2,445	2,520	6,047
Grounds	5,316	16%	14,651	4,583	11,000
Interest on Debenture	10,815	1%	11,729	10,761	25,826
Debenture Principal	55,833	0%	54,583	55,833	134,000
	<u>159,918</u>	10%	<u>151,151</u>	<u>145,013</u>	<u>348,030</u>
<b>ADMINISTRATION</b>					
Salaries	309,063	12%	306,927	275,455	661,091
Benefits	73,901	9%	72,344	67,550	162,119
HR Contractor	27,324	-34%		41,129	98,710
Commissionaires	9,132	-51%	5,348	18,667	44,800
Professional Fees	21,853	12%	20,291	19,583	47,000
Travel/Training	19,155	155%	5,587	7,500	18,000
Board Travel/Expenses	252	-88%	1,440	2,083	5,000
Insurance	571	6%	519	537	1,288
Labour Relations	50,348	1108%	1,816	4,167	10,000
Sick Pay/Retirement	26,891	0%	25,640	26,891	64,539
Retirement int & dividends	5,001	-37%	2,348	7,917	19,000
2nd prior year (surplus) deficit	(48,949)		(31,097)	(48,949)	(117,477)
	<u>494,542</u>	17%	<u>411,163</u>	<u>422,529</u>	<u>1,014,070</u>
	2,540,119	1%	2,304,448	2,516,131	6,038,715
<b>CONTRIBUTED BY MEMBERS</b>	<u>2,520,621</u>		<u>2,381,056</u>	<u>2,516,131</u>	<u>6,038,715</u>
<b>Pre SURPLUS (DEFICIT)</b>	<u>(19,498)</u>		<u>76,608</u>	<u>(\$0)</u>	<u>(\$0)</u>
Extraneous legal & labour costs	17,711		26,854		
<b>SURPLUS (DEFICIT)</b>	<u><u>(\$37,209)</u></u>		<u><u>\$49,754</u></u>		
<b>TELECOM FUND</b>					
City of SJ telecomm services	155,810	0%	147,937	155,810	373,944
Data Networking charges	4,256		4,131	4,318	10,362
Retirees health insurance	(117)		(112)	0	
2nd prior year (surplus) deficit	(1,398)	0%	(1,267)	(1,398)	(3,356)
	<u>158,550</u>		<u>150,689</u>	<u>158,729</u>	<u>380,950</u>
<b>CONTRIBUTED BY MEMBERS</b>	<u>158,730</u>		<u>151,575</u>	<u>158,729</u>	<u>380,950</u>
<b>SURPLUS (DEFICIT)</b>	<u><u>\$180</u></u>		<u><u>\$886</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>

2019 August 12 Over Session FINAL 076

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**May 31, 2019**

**STATEMENT OF FINANCIAL POSITION**

BANK balance		276,522	at May 31/19
ACCOUNTS PAYABLE balance	364,164		
Debenture costs to be paid in June & December	(66,160)		
	-----		
Current Accounts Payable		298,004	Paid in Jun
		-----	
Extra (Shortfall) in bank account		(21,483)	
 <i>Prepays</i> include insurance, property taxes, SJ Telecom & Managed Health Care's deposit of \$13,500			

**STATEMENT OF OPERATIONS**

*Crime Control:*

\* Benefits Health insurance 2019: \$56,388 2018: \$61,459  
 Retirees health insurance 2019: \$-1,364 2018: \$-1,898

<b>Overtime costs at Jun 1, 2019</b>	<b>25,378</b>	
OT	15,436	
Flood OT	4,491	reimbursed
Call out OT	0	
Court OT	5,451	
 <b>Overtime costs at Jun 2, 2018</b>	 <b>19,610</b>	
OT	13,283	
Call out OT	4,258	
Court OT	2,070	
 <b>Change over prior year</b>		
OT	2,153	
Call out OT	(4,258)	
Court OT	3,382	
	<u>1,277</u>	

*Administration:*

\* Benefits Health Insurance 2019: \$17,353 2018: \$20,687  
 Retirees health insurance 2019: \$1,806 2018: \$1,993

# MONTHLY CRIME OCCURRENCE SUMMARY

2019August12OpenSessionFINAL\_077

## 2019 CALL SUMMARY

	Jan	Feb	Mar	Apr	May	Jun 16	YTD
<b>TOTAL CALLS FOR SERVICE</b>	<b>818</b>	<b>732</b>	<b>783</b>	<b>789</b>	<b>847</b>	<b>463</b>	<b>4432</b>
911 Hang-up CAD	24	26	24	27	19	12	132
Alarm CAD	48	41	32	26	41	21	209
Animal Complaint	4	6	7	4	8	10	39
Impaired Driving Complaint CAD	14	8	8	8	15	7	60
Parking/Driving Complaints CAD	51	36	43	47	56	32	265
Police Medical Call	13	10	9	9	5	4	50
Police Fire Call	8	8	2	7	4	5	34
Vehicle Stops	128	151	207	179	201	69	935
POPA TICKETS	78	80	124	112	128	24	546
Bylaw Tickets	1	7	4	4	0	0	16

<b>TOTAL FILES CREATED</b>	<b>188</b>	<b>176</b>	<b>187</b>	<b>194</b>	<b>195</b>	<b>124</b>	<b>1064</b>
Alarm	0	1	0	0	0	1	2
Animal Call	0	0	2	1	1	1	5
Ammo/Flare Disposal & Found	1	2	1	2	3	0	9
Arson-Damage to Property	0	1	0	2	0	0	3
Assault Bodily Harm/Weapon	0	0	2	1	0	0	3
Assault Police	0	0	1	0	0	0	1
Common Assault	3	3	7	7	2	4	26
Assist General Public	17	24	21	14	19	15	110
Assist Other Agency	3	6	4	6	4	7	30
Breach Recognizance	2	2	2	2	1	2	11
Break & Enter	0	1	0	3	0	0	4
Bylaws	1	0	0	2	1	0	4
Child Pornography	1	0	0	0	1	0	2
Counterfeiting	0	0	0	1	0	0	1



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Criminal Harassment	0	1	0	0	0	0	1
Dangerous Operation of Motor Vehicle	1	0	2	0	0	0	3
Disturbance	1	1	1	7	4	3	17
Domestic Call	2	5	6	3	3	1	20
Driving While Disqualified or Prohibited	2	3	6	5	2	4	22
Drug Complaint	2	0	0	0	0	0	2
ETS Incident	0	1	1	0	0	0	2
Fail to Comply	0	0	0	1	0	0	1
Fail to Stop or Remain	3	3	9	2	1	1	19
Fail to Yield Right of Way	0	0	1	0	0	0	1
Fight In Progress	0	0	0	0	1	0	1
Firearm Disposal	1	0	1	0	1	0	3
Fire Complaint	1	0	1	1	0	0	3
Lost/Found Property	2	1	7	5	7	10	32
Found Drugs	0	0	0	1	0	0	1
Fraud	1	7	2	1	3	2	16
Impaired Operation of MV	5	4	3	2	5	4	23
Indecent Act	0	0	0	0	0	1	1
Inspection Sticker, etc	3	0	2	0	3	0	8
Internet Complaint	1	0	0	0	0	0	1
Intoxicated Person	1	2	1	1	1	0	6
Medical Call	2	1	1	3	0	1	8
Mental Health Call	9	6	6	6	7	6	40
Mischief	8	1	8	6	5	1	29
Missing Person	1	3	6	1	4	1	16
MVA	42	41	28	29	22	23	185
No Drivers License	1	0	0	0	0	0	1
Non Criminal Domestic Dispute	3	2	1	2	1	2	11
Obstruct Police Officer	1	0	0	0	0	0	1
Other Criminal Code	1	1	0	0	1	0	3
Pass School Bus	1	0	1	1	3	0	6
Possess CDSA	2	1	2	0	1	0	6
Breach of Probation	2	0	0	3	3	3	11
Provincial Cannabis	0	0	0	1	1	0	2
Provincial Traffic	0	1	3	1	1	0	6
Public Relations	7	7	2	9	4	0	29
Refusal	0	2	0	2	0	0	4
Sexual Assault	0	2	0	1	8	1	12
Shoplifting	3	4	2	0	4	0	13
Sudden Death	2	3	1	1	1	1	9
Suspension	0	2	1	0	4	2	9
Suspicious Person	0	1	0	4	0	0	5
Suspicious Vehicle	0	0	0	1	0	0	1
Take MV without Consent	0	0	1	1	0	0	2
Theft Under \$5000	2	9	7	9	17	9	53
Theft Over \$5000	0	0	3	0	0	0	3

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Traffic Other CDSA	0	0	1	0	0	0	1
Traffic Check Stop	1	1	3	9	11	4	29
Traffic/Parking Complaint	1	1	2	11	8	3	26
Trespass at Night	0	2	1	0	0	2	5
Unwanted Person	2	0	1	0	1	0	4
Uttering Threats	2	2	1	5	5	2	17
Vagrancy	0	0	0	1	0	0	1
Voyeurism	0	1	0	0	0	0	1
Warrants/Execution of Warrant	2	0	3	1	0	0	6
Weapons Complaint Investigation	1	0	1	1	1	1	5

# Town of Rothesay

## General Fund Financial Statements

June 30, 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 - June	G11
Project Funding - July - Draft	G12



# Town of Rothesay

## Balance Sheet - Capital General Fund 6/30/19

### ASSETS

Capital Assets - General Land	4,465,620
Capital Assets - General Fund Land Improvements	7,955,285
Capital Assets - General Fund Buildings	5,380,993
Capital Assets - General Fund Vehicles	3,438,812
Capital Assets - General Fund Equipment	3,203,848
Capital Assets - General Fund Roads & Streets	39,912,224
Capital Assets - General Fund Drainage Network	19,172,748
Capital Assets - Under Construction - General	-
	<u>83,529,529</u>
Accumulated Amortization - General Fund Land Improvements	(3,342,712)
Accumulated Amortization - General Fund Buildings	(2,301,630)
Accumulated Amortization - General Fund Vehicles	(1,637,382)
Accumulated Amortization - General Fund Equipment	(1,143,284)
Accumulated Amortization - General Fund Roads & Streets	(20,141,594)
Accumulated Amortization - General Fund Drainage Network	(6,831,640)
	<u>(35,398,240)</u>
	<u>\$ 48,131,289</u>

### LIABILITIES AND EQUITY

Gen Capital due to/from Gen Operating	(660,000)
Total Long Term Debt	6,527,000
	<u>\$ 5,867,000</u>
Total Liabilities	
Investment in General Fund Fixed Assets	42,264,289
	<u>\$ 48,131,289</u>

## Town of Rothesay

Balance Sheet - General Fund Reserves  
6/30/19

### ASSETS

BNS General Operating Reserve #214-15	668,155
BNS General Capital Reserves #2261-14	2,097,566
BNS - Gas Tax Reserves - GIC	4,238,842
Gen Reserves due to/from Gen Operating	(889,605)
	\$ 6,114,958

### LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	3,973,327
Invest. in General Capital Reserve	1,021,866
General Gas Tax Funding	255,024
Invest. in General Operating Reserve	675,802
Invest. in Land for Public Purposes Reserve	135,986
Invest. in Town Hall Reserve	52,954
	\$ 6,114,959

**Town of Rothesay**  
 Balance Sheet - General Operating Fund  
 6/30/19

CURRENT ASSETS

Cash	2,145,085
Receivables	310,456
HST Receivable	256,886
Payroll Clearing	(104)
Inventory	29,645
Gen Operating due to/from Util Operating	(1,607,388)
Total Current Assets	<u>1,134,580</u>
Other Assets:	
Projects	<u>1,459,018</u>
	<u>1,459,018</u>
<b>TOTAL ASSETS</b>	<b><u><u>2,593,598</u></u></b>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	1,063,394
Other Payables	482,895
Gen Operating due to/from Gen Reserves	(889,605)
Gen Operating due to/from Gen Capital	660,000
Accrued Sick Leave	18,700
Accrued Pension Obligation	44,500
Accrued Retirement Allowance	395,220
Def. Rev-Quispamsis/Library Share	18,387
<b>TOTAL LIABILITIES</b>	<b><u><u>1,793,492</u></u></b>

EQUITY

Retained Earnings - General	2,445
Surplus/(Deficit) for the Period	<u>797,661</u>
	<u>800,106</u>
	<b><u><u>2,593,598</u></u></b>



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## Town of Rothesay

Statement of Revenue & Expenditure  
6 Months Ended 6/30/19

	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	8,021,511	8,021,511	(0)		16,043,021
Sale of Services	23,150	18,880	210,873	192,643	18,230		403,043
Services to Province of New Brunswick	5,000	5,000	30,000	30,000	0		60,000
Other Revenue from Own Sources	12,944	17,792	82,126	51,017	31,109		108,540
Unconditional Grant	10,183	10,183	61,095	61,095	(1)		122,190
Conditional Transfers	2,690	5,000	9,174	5,000	4,174		26,500
Other Transfers	250,000	250,000	576,706	576,706	0		1,076,706
	<u>\$1,640,885</u>	<u>\$1,643,773</u>	<u>\$8,991,484</u>	<u>\$8,937,972</u>	<u>\$53,512</u>		<u>\$17,840,000</u>
<b>EXPENSES</b>							
General Government Services	376,571	375,307	1,297,031	1,357,018	59,986		2,260,215
Protective Services	374,223	375,584	2,776,531	2,785,302	8,771		5,038,809
Transportation Services	239,202	232,772	1,982,381	1,863,500	(118,881)		3,444,029
Environmental Health Services	62,399	50,417	324,216	337,500	13,284		645,000
Environmental Development	50,218	51,539	319,631	349,690	30,059		649,680
Recreation & Cultural Services	144,366	155,803	935,532	1,010,782	75,250		2,049,910
Fiscal Services	553,459	553,497	558,499	558,651	153		3,752,357
	<u>\$1,800,436</u>	<u>\$1,794,919</u>	<u>\$8,193,822</u>	<u>\$8,262,444</u>	<u>\$68,621</u>		<u>\$17,840,000</u>
Surplus (Deficit) for the Year	<u>-\$159,552</u>	<u>-\$151,146</u>	<u>\$797,661</u>	<u>\$675,528</u>	<u>\$122,133</u>		<u>\$ 0</u>

## Town of Rothesay

Statement of Revenue & Expenditure  
6 Months Ended 6/30/19

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	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>							
Bill McGuire Memorial Centre	1,980	2,500	10,123	15,000	(4,878)	1	30,000
Town Hall Rent	4,550	4,167	27,500	25,000	2,500		50,000
Arena Revenue	0	500	134,734	125,233	9,502	2	245,678
Community Garden	80	0	820	1,300	(480)		1,300
Recreation Programs	16,540	11,713	37,696	26,111	11,585	3	76,065
	<u>23,150</u>	<u>18,880</u>	<u>210,873</u>	<u>192,643</u>	<u>18,230</u>		<u>403,043</u>
<b>Other Revenue from Own Sources</b>							
Licenses & Permits	6,774	16,664	21,765	44,247	(22,482)	4	95,000
Police Fines	0	0	60	0	60		0
Recycling Dollies & Lids	0	0	508	0	508		0
Interest & Sundry	4,656	417	24,950	2,500	22,450	5	5,000
Miscellaneous	1,513	712	31,829	4,270	27,559	6	8,540
Fire Dept. Administration	0	0	3,000	0	3,000		0
History Book Sales	0	0	15	0	15		0
	<u>12,944</u>	<u>17,792</u>	<u>82,126</u>	<u>51,017</u>	<u>31,109</u>		<u>108,540</u>
<b>Conditional Transfers</b>							
Canada Day Grant	0	0	2,000	0	2,000		1,500
Grant - Other	2,690	5,000	7,174	5,000	2,174		25,000
	<u>2,690</u>	<u>5,000</u>	<u>9,174</u>	<u>5,000</u>	<u>4,174</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	250,000	250,000	500,000	500,000	0		1,000,000
	<u>250,000</u>	<u>250,000</u>	<u>576,706</u>	<u>576,706</u>	<u>0</u>		<u>1,076,706</u>
<b>EXPENSES</b>							
<b>General Government Services</b>							
<b>Legislative</b>							
Mayor	2,938	3,542	19,897	21,250	1,353		42,500
Councillors	9,837	10,092	58,900	60,550	1,650		121,100
Regional Service Commission 9	0	0	3,342	3,500	159		7,000
Other	375	708	1,300	4,250	2,950		8,500
	<u>13,149</u>	<u>14,342</u>	<u>83,439</u>	<u>89,550</u>	<u>6,112</u>		<u>179,100</u>
<b>Administrative</b>							
Office Building	6,496	7,075	96,316	91,350	(4,966)	7	136,500
Solicitor	0	4,167	6,043	25,000	18,957		50,000
Administration - Wages & Benefits	77,542	71,708	484,457	480,250	(4,207)		1,063,300
Supplies	10,954	7,977	49,191	66,136	16,946		114,000
Professional Fees	0	3,182	11,698	35,909	24,211		55,000
Other	13,888	11,693	101,819	89,160	(12,659)	8	159,319
	<u>108,880</u>	<u>105,802</u>	<u>749,524</u>	<u>787,805</u>	<u>38,281</u>		<u>1,578,119</u>

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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Other General Government Services							
Community Communications	0	833	4,654	6,667	2,013		10,000
Civic Relations	46	333	74	2,000	1,926		4,000
Insurance	0	0	185,839	190,000	4,161		190,000
Donations	3,500	3,000	12,423	22,000	9,577		40,000
Cost of Assessment	250,996	250,996	250,996	250,996	0		250,996
Property Taxes - L.P.P.	0	0	10,084	8,000	(2,084)		8,000
	<u>254,542</u>	<u>255,163</u>	<u>464,069</u>	<u>479,663</u>	<u>15,594</u>		<u>502,996</u>
	<u>376,571</u>	<u>375,307</u>	<u>1,297,031</u>	<u>1,357,018</u>	<u>59,986</u>		<u>2,260,215</u>
<b>Protective Services</b>							
<b>Police</b>							
Police Protection	202,260	202,260	1,213,560	1,213,560	0		2,427,120
Crime Stoppers	0	0	2,800	2,800	0		2,800
	<u>202,260</u>	<u>202,260</u>	<u>1,216,360</u>	<u>1,216,360</u>	<u>0</u>		<u>2,429,920</u>
<b>Fire</b>							
Fire Protection	158,489	158,489	1,156,083	1,154,930	(1,154)		2,105,864
Water Costs Fire Protection	0	0	325,000	325,000	0		325,000
	<u>158,489</u>	<u>158,489</u>	<u>1,481,083</u>	<u>1,479,930</u>	<u>(1,154)</u>		<u>2,430,864</u>
<b>Emergency Measures</b>							
911 Communications Centre	12,377	12,377	74,263	74,262	(0)		148,525
EMO Director/Committee	80	833	399	5,000	4,601		10,000
	<u>12,457</u>	<u>13,210</u>	<u>74,662</u>	<u>79,262</u>	<u>4,600</u>		<u>158,525</u>
<b>Other</b>							
Animal & Pest Control	215	792	3,624	4,750	1,126		9,500
Other	802	833	802	5,000	4,198		10,000
	<u>1,017</u>	<u>1,625</u>	<u>4,426</u>	<u>9,750</u>	<u>5,324</u>		<u>19,500</u>
<b>Total Protective Services</b>	<u>374,223</u>	<u>375,584</u>	<u>2,776,531</u>	<u>2,785,302</u>	<u>8,771</u>		<u>5,038,809</u>

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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>Transportation Services</b>							
Common Services							
Administration (Wages & Benefits)	137,303	134,300	878,033	897,667	19,633		1,776,862
Workshops, Yards & Equipment	33,530	44,009	336,919	322,052	(14,867)	9	594,104
Engineering	0	625	1,324	3,750	2,426		7,500
	<u>170,833</u>	<u>178,934</u>	<u>1,216,276</u>	<u>1,223,469</u>	<u>7,193</u>		<u>2,378,466</u>
Street Cleaning & Flushing							
Streets	3,705	1,000	3,705	19,000	15,295	10	40,000
Roads & Streets	7,115	9,500	9,706	34,500	24,794	11	65,000
Crosswalks & Sidewalks	581	2,714	8,590	9,282	691		20,563
Culverts & Drainage Ditches	719	5,417	4,028	32,500	28,472	12	65,000
Snow & Ice Removal	0	0	440,781	374,000	(66,781)	13	554,000
2019 Flood Costs	647	0	144,281	0	(144,281)	14	0
	<u>12,768</u>	<u>18,630</u>	<u>611,091</u>	<u>469,282</u>	<u>(141,810)</u>		<u>744,563</u>
Street Lighting							
	11,782	11,500	69,169	69,000	(169)		145,000
Traffic Services							
Street Signs	3,676	1,000	3,980	6,000	2,020		12,000
Traffic Lanemarking	20,687	1,000	24,487	26,000	1,513		30,000
Traffic Signals	781	3,333	6,848	20,000	13,152		40,000
Railway Crossing	992	1,667	9,078	10,000	922		20,000
	<u>26,136</u>	<u>7,000</u>	<u>44,393</u>	<u>62,000</u>	<u>17,607</u>		<u>102,000</u>
Public Transit							
Public Transit - Comex Service	17,537	16,500	35,075	33,000	(2,075)		66,000
KV Committee for the Disabled	0	0	5,500	5,500	0		5,500
Public Transit - Other	146	208	876	1,250	374		2,500
	<u>17,683</u>	<u>16,708</u>	<u>41,451</u>	<u>39,750</u>	<u>(1,701)</u>		<u>74,000</u>
<b>Total Transportation Services</b>	<u>239,202</u>	<u>232,772</u>	<u>1,982,381</u>	<u>1,863,500</u>	<u>(118,881)</u>		<u>3,444,029</u>
<b>Environmental Health Services</b>							
Solid Waste Disposal Land Fill	28,352	16,250	106,824	97,500	(9,324)		195,000
Solid Waste Disposal Compost	2,834	2,083	12,751	12,500	(251)		25,000
Solid Waste Collection	23,186	24,167	139,116	145,000	5,884		290,000
Solid Waste Collection Curbside Recycling	8,027	7,917	48,164	47,500	(664)		95,000
Clean Up Campaign	0	0	17,361	35,000	17,639		40,000
	<u>62,399</u>	<u>50,417</u>	<u>324,216</u>	<u>337,500</u>	<u>13,284</u>		<u>645,000</u>
<b>Environmental Development Services</b>							
<b>Planning &amp; Zoning</b>							
Administration	35,749	36,015	230,524	253,350	22,826		460,200
Planning Projects	6,237	7,083	36,588	42,500	5,912		85,000
Heritage Committee	0	208	0	1,250	1,250		2,500
	<u>41,986</u>	<u>43,307</u>	<u>267,113</u>	<u>297,100</u>	<u>29,987</u>		<u>547,700</u>
Economic Development Comm.							
Tourism	8,232	8,232	49,390	49,390	0		98,780
	<u>0</u>	<u>0</u>	<u>3,129</u>	<u>3,200</u>	<u>71</u>		<u>3,200</u>
	<u>8,232</u>	<u>8,232</u>	<u>52,519</u>	<u>52,590</u>	<u>71</u>		<u>101,980</u>
	<u>50,218</u>	<u>51,539</u>	<u>319,631</u>	<u>349,690</u>	<u>30,059</u>		<u>649,680</u>

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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
G9							
<b>Recreation &amp; Cultural Services</b>							
Administration	23,242	18,404	147,891	140,500	(7,391)		259,500
Beaches	1,225	9,000	1,278	10,000	8,722		39,000
Rothsay Arena	20,659	16,458	170,425	174,730	4,305		332,680
Memorial Centre	4,240	4,083	30,471	32,500	2,030		57,000
Summer Programs	1,472	14,000	2,326	16,000	13,674		61,000
Parks & Gardens	69,126	62,675	247,003	284,250	37,247		585,700
Rothsay Common Rink	3,826	2,424	35,646	28,705	(6,941)	15	48,335
Playgrounds and Fields	8,309	12,750	31,016	50,500	19,484		110,000
Regional Facilities Commission	0	0	213,548	213,548	0		427,095
Kennebecasis Public Library	7,089	7,089	42,533	42,533	0		85,065
Special Events	5,179	8,833	13,087	17,000	3,913		36,000
PRO Kids	0	0	0	0	0		7,500
Rothsay Living Museum	0	86	311	518	206		1,035
	<u>144,366</u>	<u>155,803</u>	<u>935,532</u>	<u>1,010,782</u>	<u>75,250</u>		<u>2,049,910</u>
<b>Fiscal Services</b>							
Debt Charges							
Interest	97,459	97,497	102,499	102,651	153		198,857
Debt Payments	456,000	456,000	456,000	456,000	0		1,033,000
	<u>553,459</u>	<u>553,497</u>	<u>558,499</u>	<u>558,651</u>	<u>153</u>		<u>1,231,857</u>
Transfers To:							
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>553,459</u>	<u>553,497</u>	<u>558,499</u>	<u>558,651</u>	<u>153</u>		<u>3,752,357</u>

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Town of Rothesay

Variance Report - General Fund

6 months ending June-30-19

Note #	Revenue	Actual	Budget	Better/(Worse)	Description of Variance
1	Bill McGuire Memorial Centre	\$ 10,123	\$ 15,000	\$ (4,877)	Slow rentals this time of year, may catch up
2	Arena Revenue	\$ 134,734	\$ 125,233	\$ 9,501	Extra figure skating revenue
3	Recreation Programs	\$ 37,696	\$ 26,111	\$ 11,585	2018 RHS Field revenue
4	Licenses & Permits	\$ 21,765	\$ 44,247	\$ (22,482)	Fewer building permits, may catch up, budget may be high
5	Interest & Sundry	\$ 24,950	\$ 2,500	\$ 22,450	Interest on cash on hand, General receivables
6	Miscellaneous	\$ 31,829	\$ 4,270	\$ 27,559	Insurance refund on salt shed roof

Total \$ 48,613  
 Variance per Statement \$ 53,512  
 Expenses Explained 90.85%

Expenses					
General Government					
7	Office Building	\$ 96,316	\$ 91,350	\$ (4,966)	Panic button repair
8	Administration Other	\$ 101,819	\$ 89,160	\$ (12,659)	WHSCC over budget

Protective Services					
				\$	-

Transportation					
9	Workshops, Yards & Equipment	\$ 336,919	\$ 322,052	\$ (14,867)	Salt Shed repairs \$25,000; vehicle repairs over budget by \$11,000
10	Street Cleaning & Flushing	\$ 3,705	\$ 19,000	\$ 15,295	Work not done yet
11	Roads & Streets	\$ 9,706	\$ 34,500	\$ 24,794	Work not done yet
12	Culverts & Drainage Ditches	\$ 4,028	\$ 32,500	\$ 28,472	Purchases not made yet
13	Snow & Ice Removal	\$ 440,781	\$ 374,000	\$ (66,781)	Salt & Sand purchases over budget by \$51,000; fuel escalation on contracts
14	2019 Flood Costs	\$ 144,281	\$ -	\$ (144,281)	To be recovered

Environmental Health					
				\$	-

Environmental Development					
				\$	-

Recreation & Cultural Services					
15	Rothesay Common Rink	\$ 35,646	\$ 28,705	\$ (6,941)	Power cost high, purchase of video camera

Fiscal Services					
				\$	-

Total \$ (181,934)  
 Variance per Statement \$ 68,621  
 Expenses Explained -265.13%



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Town of Rothesay

Capital Projects 2019  
General Fund  
6 Months Ended 6/30/19

	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	27,897	62,103			
12010660 IT MS Office/Server/Laptops G-2019-006	50,000			50,000	14,647	35,353			
<b>Total General Government</b>	<b>140,000</b>	<b>0</b>	<b>0</b>	<b>140,000</b>	<b>42,544</b>	<b>97,456</b>			
<b>Protective Services</b>									
12011560 Protective Serv. Equipment Purchases P-2019-007	306,000			306,000	28,748	277,252			
<b>Total Protective Services</b>	<b>306,000</b>	<b>0</b>	<b>0</b>	<b>306,000</b>	<b>28,748</b>	<b>277,252</b>			
<b>Transportation</b>									
12021360 Transportation Equipment Purchases T-2018-003	580,000	352,600	-227,400	352,600	12,493	340,107	3/4T Pickup (R072)	60,000	12,493
12023860 Engineering 2020 T-2020-001	60,000			60,000	0	60,000	1T Truck (R078)	70,000	
12026660 Asphalt/Microseal 2019 T-2019-001	1,795,000	1,605,000	-40,000	1,605,000	314,218	1,290,782	Single Axle Plough (R035)	225,000	
12026860 Church Avenue Reconstruction T-2019-002	930,000	1,450,000	370,000	1,450,000	433,762	1,016,238	Single Axle Plough (R038)	225,000	
12026960 Cameron Rd/Mulberry Lane T-2019-006			170,000	170,000	6,772	163,228		580,000	12,493
Unassigned:						0			
Designated Highway	282,500		-282,500	0		0			
Secondary Plan - Roadway	50,000			50,000		50,000			
<b>Total Transportation</b>	<b>3,697,500</b>	<b>3,407,600</b>	<b>-9,900</b>	<b>3,687,600</b>	<b>767,246</b>	<b>2,920,354</b>			
<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	72,500	12,500	72,500	62,273	10,227	Truck	60,000	54,104
12025260 Trail Connector/Crossing T-2016-017	1,050,000			1,050,000	0	1,050,000	Equipment	25,000	8,169
12026360 Synthetic Turf Supply & Installation R-2018-012	400,000	455,000	55,000	455,000	419,183	35,817		85,000	62,273
12026760 McGuire Centre Renos R-2019-003	0			0	80,919	-80,919			
<b>Total Recreation</b>	<b>1,675,000</b>	<b>527,500</b>	<b>42,500</b>	<b>1,717,500</b>	<b>566,037</b>	<b>1,151,463</b>			
<b>Carryovers</b>									
12026260 Fox Farm Retaining Wall & Railing T-2018-011	0			0	1,752	-1,752			
12025960 2018 Asphalt/Microseal T-2018-008	0			0	50,081	-50,081			
12023760 Eriskay Upgrade T-2018-001	0			0	2,610	-2,610			
	0	0	0	0	54,443	-54,443			
<b>Total</b>	<b>\$ 5,818,500</b>	<b>\$ 3,935,100</b>	<b>\$ 32,600</b>	<b>\$ 5,851,100</b>	<b>\$ 1,459,018</b>	<b>\$ 4,392,082</b>			
<b>Funding</b>									
General Government	140,000					140,000			
Protective Services	306,000					40,500		265,500	
Transportation	3,517,600	70,625	930,000	211,875	1,805,100	500,000			
Recreation	1,717,500	350,000		700,000	267,500	400,000			
	<b>\$ 5,681,100</b>	<b>\$ 420,625</b>	<b>\$ 930,000</b>	<b>\$ 911,875</b>	<b>\$ 2,253,100</b>	<b>\$ 1,165,500</b>			
Original	\$ 5,818,500	\$ 420,625	\$ 930,000	\$ 911,875	\$ 2,390,500	\$ 1,165,500			

2019August12OpenSessionFINAL\_091

Town of Rothesay

Capital Projects 2019  
General Fund  
7 Months Ended 7/31/19

DRAFT!

	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	28,658	61,342			
12010660 IT MS Office/Server/Laptops G-2019-006	50,000			50,000	14,647	35,353			
Total General Government	140,000	0	0	140,000	43,305	96,695			
<b>Protective Services</b>									
12011560 Protective Serv. Equipment Purchases P-2019-007	306,000			306,000	28,748	277,252			
Total Protective Services	306,000	0	0	306,000	28,748	277,252			
<b>Transportation</b>									
12013560 Land Aquisitions	0	0	0	0	7,950	-7,950			
12021360 Transportation Equipment Purchases T-2018-003	580,000	352,600	-227,400	352,600	12,493	340,107	3/4T Pickup (R072)	60,000	12,493
12023860 Engineering 2020 T-2020-001	60,000			60,000	0	60,000	1T Truck (R078)	70,000	
12026660 Asphalt/Microseal 2019 T-2019-001	1,795,000	1,605,000	-40,000	1,605,000	314,218	1,290,782	Single Axle Plough (R035)	225,000	
12026860 Church Avenue Reconstruction T-2019-002	930,000	1,450,000	370,000	1,450,000	433,762	1,016,238	Single Axle Plough (R038)	225,000	
12026960 Cameron Rd/Mulberry Lane T-2019-006			170,000	170,000	6,772	163,228		580,000	12,493
Unassigned:						0			
Designated Highway	282,500		-282,500	0	0	0			
Secondary Plan - Roadway	50,000			50,000		50,000			
Total Transportation	3,697,500	3,407,600	-9,900	3,687,600	775,196	2,912,404			
<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	72,500	-12,500	72,500	62,273	10,227	Truck	60,000	54,104
12025260 Trail Connector/Crossing T-2016-017	1,050,000			1,050,000	0	1,050,000	Equipment	25,000	8,169
12026360 Synthetic Turf Supply & Installation R-2018-012	400,000	455,000	55,000	455,000	419,183	35,817		85,000	62,273
12026760 McGuire Centre Renos R-2019-003	0			0	80,919	-80,919			
Total Recreation	1,675,000	527,500	42,500	1,717,500	566,037	1,151,463			
<b>Carryovers</b>									
12026260 Fox Farm Retaining Wall & Railing T-2018-011	0			0	1,752	-1,752			
12025960 2018 Asphalt/Microseal T-2018-008	0			0	50,081	-50,081			
12023760 Eriskay Upgrade T-2018-001	0			0	2,610	-2,610			
	0	0	0	0	54,443	-54,443			
<b>Total</b>	<b>\$ 5,818,500</b>	<b>\$ 3,935,100</b>	<b>\$ 32,600</b>	<b>\$ 5,851,100</b>	<b>\$ 1,467,729</b>	<b>\$ 4,383,371</b>			
<b>Funding</b>									
General Government	140,000				140,000				
Protective Services	306,000				40,500	265,500			
Transportation	3,517,600	70,625	930,000	211,875	1,805,100	500,000			
Recreation	1,717,500	350,000		700,000	267,500	400,000			
	<b>\$ 5,681,100</b>	<b>\$ 420,625</b>	<b>\$ 930,000</b>	<b>\$ 911,875</b>	<b>\$ 2,253,100</b>	<b>\$ 1,165,500</b>			
Original	\$ 5,818,500	\$ 420,625	\$ 930,000	\$ 911,875	\$ 2,390,500	\$ 1,165,500			

# Town of Rothesay

## Utility Fund Financial Statements

June 30, 2019

### Attached Reports:

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



**Town of Rothesay**  
Capital Balance Sheet  
As at 6/30/19

ASSETS

Assets:

Capital Assets Utilities Land	119,970
Capital Assets Utilities Buildings	1,953,740
Capital Assets Utilities Equipment	565,752
Capital Assets Utilities Water System	27,057,088
Capital Assets Utilities Sewer System	23,652,628
Capital Assets Utilities Land Improvements	42,031
Capital Assets Utilities Roads & Streets	220,011
Capital Assets Utilities Vehicles	85,374
	<u>53,696,596</u>

Accumulated Amortization Utilites Buildings	(552,074)
Accumulated Amortization Utilites Water System	(7,145,519)
Accumulated Amortization Utilites Sewer System	(8,172,567)
Accumulated Amortization Utilites Land Improvements	(42,031)
Accumulated Amortization Utilites Vehicles	(16,128)
Accumulated Amortization Utilites Equipment	(89,221)
Accumulated Amortization Utilites Roads & Streets	(13,204)
	<u>(16,030,744)</u>

TOTAL ASSETS	<u><u>37,665,852</u></u>
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LIABILITIES

Current:

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

Long-Term:

Long-Term Debt	9,212,726
Total Liabilities	<u>8,512,726</u>

EQUITY

Investments:

Investment in Fixed Assets	29,153,125
Total Equity	<u>29,153,125</u>

TOTAL LIABILITIES & EQUITY	<u><u>37,665,851</u></u>
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# Town of Rothesay

## Utility Reserve Balance Sheet

As at 6/30/19

### ASSETS

Assets:

Bank - Utility Reserve	1,108,598
Due from Utility Operating	10,895
TOTAL ASSETS	<u>\$ 1,119,493</u>

### EQUITY

Investments:

Invest. in Utility Capital Reserve	764,926
Invest. in Utility Operating Reserve	103,659
Invest. in Sewage Outfall Reserve	250,908
TOTAL EQUITY	<u>\$ 1,119,494</u>

**Town of Rothesay**  
 Utilities Fund Operating Balance Sheet  
 As at 6/30/19

ASSETS

Current assets:		
Accounts Receivable Net of Allowance		1,159,655
Total Current Assets		<u>1,159,655</u>
Other Assets:		
Projects		105,168
		<u>105,168</u>
 TOTAL ASSETS		 <u>\$ 1,264,822</u>

LIABILITIES

Accrued Payables		43,648
Due from General Fund		(1,607,388)
Due from (to) Capital Fund		700,000
Due to (from) Utility Reserve		10,895
Deferred Revenue		16,016
Total Liabilities		<u>(836,829)</u>

EQUITY

Surplus:		
Opening Retained Earnings		80,599
Profit (Loss) to Date		2,021,053
		<u>2,101,652</u>
 TOTAL LIABILITIES & EQUITY		 <u>\$ 1,264,823</u>



Town of Rothesay  
Utilities Operating Income Statement  
6 Months Ended 6/30/19

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>RECEIPTS</b>							
Sale of Water	350,382	258,375	622,184	533,250	88,934	1	1,050,000
Meter and non-hookup fees	13,241	10,525	25,121	21,050	4,071		42,100
Water Supply for Fire Prot.	0	0	325,000	325,000	0		325,000
Local Improvement Levy	0	0	61,743	59,000	2,743		59,000
Sewerage Services	(462)	0	1,646,553	1,610,000	36,553	2	1,610,000
Connection Fees	4,100	7,778	52,100	31,111	20,989		70,000
Interest Earned	10,074	4,167	50,171	25,000	25,171	3	50,000
Misc. Revenue	550	182	2,550	1,094	1,457		2,187
Infrastructure Grants	129,504	0	168,684	0	168,684	4	0
Surplus - Previous Years	0	0	11,713	11,713	0		11,713
<b>TOTAL RECEIPTS</b>	<b>507,388</b>	<b>281,027</b>	<b>2,965,819</b>	<b>2,617,218</b>	<b>348,602</b>		<b>3,220,000</b>
<b>WATER SUPPLY</b>							
Share of Overhead Expenses	100,000	100,000	200,000	200,000	0		400,000
Audit/Legal/Training	68	708	3,476	7,250	3,774		11,500
Purification & Treatment	11,811	18,659	142,484	145,045	2,562		357,000
Transmission & Distribution	515	6,667	34,578	72,000	37,422		112,000
Power & Pumping	3,584	3,500	23,545	21,000	(2,545)		42,000
Billing/Collections	98	333	1,447	2,000	553		4,000
Water Purchased	0	50	177	300	123		600
Misc. Expenses	8,197	1,000	11,798	6,000	(5,798)	5	12,000
<b>TOTAL WATER SUPPLY</b>	<b>124,271</b>	<b>130,917</b>	<b>417,504</b>	<b>453,595</b>	<b>36,091</b>		<b>939,100</b>
<b>SEWERAGE COLLECTION &amp; DISPOSAL</b>							
Share of Overhead Expenses	150,000	150,000	300,000	300,000	0		600,000
Audit/Legal/Training	0	1,000	9,739	13,000	3,261		19,000
Collection System Maintenance	638	2,667	3,774	16,000	12,226		64,000
Sewer Claims	0	1,667	438	10,000	9,562		20,000
Lift Stations	5,136	3,500	26,591	21,000	(5,591)	6	42,000
Treatment/Disposal	7,554	6,250	50,319	47,500	(2,819)		92,000
Infiltration Study	0	0	2,192	0	(2,192)	7	0
Misc. Expenses	2,283	139	9,947	6,668	(3,280)	8	7,502
<b>TOTAL SWGE COLLECTION &amp; DISPOSAL</b>	<b>165,612</b>	<b>165,222</b>	<b>403,000</b>	<b>414,168</b>	<b>11,167</b>		<b>844,502</b>
<b>FISCAL SERVICES</b>							
Interest on Long-Term Debt	103,095	103,095	112,262	112,262	0		330,261
Principal Repayment	12,000	25,500	12,000	25,500	13,500		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>115,095</b>	<b>128,595</b>	<b>124,262</b>	<b>137,762</b>	<b>13,500</b>		<b>1,436,398</b>
<b>TOTAL EXPENSES</b>	<b>404,978</b>	<b>424,735</b>	<b>944,766</b>	<b>1,005,525</b>	<b>60,759</b>		<b>3,220,000</b>
<b>NET INCOME (LOSS) FOR THE PERIOD</b>	<b>102,410</b>	<b>(143,708)</b>	<b>2,021,053</b>	<b>1,611,693</b>	<b>409,360</b>		<b>0</b>

# Town of Rothesay

Variance Report - Utility Operating  
6 Months Ended June 30, 2019

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Sale of Water	622,184	533,250	88,934	A couple of extreme usages
2	Sewer Services	1,646,553	1,610,000	36,553	Multi-residential higher than budget
3	Interest Earned	50,171	25,000	25,171	Interest on receivables
4	Infrastructure Grants	168,684	-	168,684	I/I study, offset by expenses
Expenditures					
Water					
5	Misc. Expenses	11,798	6,000	(5,798)	Meter purchases, software support
Sewer					
6	Lift Stations	26,591	21,000	(5,591)	Power costs high
7	Infiltration Study	2,192	-	(2,192)	Offset by grant
8	Misc. Expenses	9,947	6,668	(3,279)	Clothing and boot purchases
Fiscal Services					

## Town of Rothesay

Capital Projects 2018  
Utility Fund  
6 Months Ended 6/30/19

	Original BUDGET	Rivisions	CURRENT Y-T-D	Remaining Budget
<b>WATER</b>				
12043430 Well Development - Quality W-2018-003	300,000		3,047	296,953
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>\$ 8,379</u>	<u>\$ 916,621</u>
<b>SEWER</b>				
12042330 Wastewater Treatment Plant - S-2014-016-A	-		61,688	-61,688
12044130 WWTP Design Phase 2 S-2017-001	1,500,000		0	1,500,000
12044630 Sewer Repair College Hill S-2019-001	-		15,680	-15,680
12044730 Church Avenue Reconstruction (Sewer) T-2019-002	650,000		0	650,000
12044830 Sewer Costs in Asphalt Contract T-2019-001	100,000		0	100,000
12045130 Flood Prevention Check Valve	-		18,250	-18,250
12045030 Turnbull Court Design S-2019-004	75,000		1,170	73,830
Unassigned:				
SCADA Changeover	35,000			35,000
	<u>2,360,000</u>	<u>-</u>	<u>96,788</u>	<u>2,263,212</u>
Unassigned				
<b>Total Approved</b>	<u>3,285,000</u>	<u>-</u>	<u>105,168</u>	<u>3,179,832</u>
<b>Carryovers</b>				
Funded from Reserves			<u>0</u>	
	<u>3,285,000</u>		<u>105,168</u>	<u>3,179,832</u>

Funding:	Total	Reserves	Gas Tax	Grants	Borrow	Operating
Water	925,000	250,000			250,000	425,000
Sewer	2,360,000	35,000		1,000,000	1,150,000	175,000
	<u>\$ 3,285,000</u>	<u>\$ 285,000</u>	<u>\$ -</u>	<u>\$ 1,000,000</u>	<u>\$ 1,400,000</u>	<u>\$ 600,000</u>
<b>Original</b>	<u>\$ 3,285,000</u>	<u>\$ 285,000</u>	<u>\$ -</u>	<u>\$ 1,000,000</u>	<u>\$ 1,400,000</u>	<u>\$ 600,000</u>



# Town of Rothesay

Capital Projects 2018  
Utility Fund  
7 Months Ended 7/31/19

**DRAFT!**

	Original BUDGET	Revisions	CURRENT Y-T-D	Remaining Budget
<b>WATER</b>				
12043430 Well Development - Quality W-2018-003	300,000		4,129	295,871
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>\$ 9,461</u>	<u>\$ 915,539</u>
<b>SEWER</b>				
12042330 Wastewater Treatment Plant - S-2014-016-A	-		61,688	<del>61,688</del>
12044130 WWTP Design Phase 2 S-2017-001	1,500,000		0	1,500,000
12044630 Sewer Repair College Hill S-2019-001	-		15,680	<del>15,680</del>
12044730 Church Avenue Reconstruction (Sewer) T-2019-002	650,000		0	650,000
12044830 Sewer Costs in Asphalt Contract T-2019-001	100,000		0	100,000
12045130 Flood Prevention Check Valve	-		18,250	<del>18,250</del>
12045030 Turnbull Court Design S-2019-004	75,000		1,170	73,830
Unassigned:				
SCADA Changeover	35,000			35,000
	<u>2,360,000</u>	<u>-</u>	<u>96,788</u>	<u>2,263,212</u>
Unassigned				
<b>Total Approved</b>	<u>3,285,000</u>	<u>-</u>	<u>106,249</u>	<u>3,178,751</u>
<b>Carryovers</b>				
Funded from Reserves			<u>0</u>	
	<u>3,285,000</u>		<u>106,249</u>	<u>3,178,751</u>

Funding:	Total	Reserves	Gas Tax	Grants	Borrow	Operating
Water	925,000	250,000			250,000	425,000
Sewer	2,360,000	35,000		1,000,000	1,150,000	175,000
<b>\$</b>	<b>3,285,000</b>	<b>\$ 285,000</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>	<b>\$ 1,400,000</b>	<b>\$ 600,000</b>
<b>Original</b>	<b>\$ 3,285,000</b>	<b>\$ 285,000</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>	<b>\$ 1,400,000</b>	<b>\$ 600,000</b>

# TOWN OF ROTHESAY

FINANCE COMMITTEE

July 18, 2019

In attendance:

Councillor Grant Brennan, Chairman

Mayor Nancy Grant

Deputy Mayor Matt Alexander

Councillor Don Shea

Town Manager John Jarvie

Treasurer Doug MacDonald

Financial Officer Ellen K. Steeves

The meeting was called to order at 8:15. The agenda was accepted with the addition of "Rink Financing" as 4.1 (NG/DS)

## June Financial Statements

### General Fund

Treasurer MacDonald reviewed the statements, stating that things are on track. The Recreation Wages needs to be reviewed for an allocation between Arena, Parks and Common, although the total is still under budget. He reviewed the capital spending report, noting that the revisions to the original budget were due to differences in tenders, and all were approved by Council. We have received approval for a Designated Highway project, our share being approximately \$92,000.

### Utilities Fund

Treasurer MacDonald explained the water revenue was high mainly due to one user. This user may approach Council for an adjustment, however the costs of producing and disposing of this water remains. There will be one adjustment to the Utility Capital report: The \$61,688 in WWTP needs to be moved to Well Development.

The statements were accepted as presented, with the one revision. (MA/DS)

## Donations

The donations summary was accepted as presented. There was a brief discussion on St. Joe's giving up the Dragonboat fundraiser, which the town would support, to several smaller events and requests. It was agreed to **recommend to Council to contribute \$1,000 to St. Joe's.** (MA/NG)

Further, it was also agreed to **recommend to Council they amend the policy to state one submission a year would be accepted, preferably at budget time, and it should be noted on the applications form.** (MA/NG)

**2019 2023 Gas Tax Plan**

Treasurer MacDonald noted we need a 5-year agreement, which must include a 5-year Capital Plan. He reviewed the past five years' spending. The agreement says we should spend all funds by the end of the agreement. We will stick to broad categories rather than specific projects to allow for more flexibility. The Asset Management Plan is tied to this. After a brief discussion, it was agreed to **recommend to Council to accept the plan.**

**Rink Financing**

There was a brief discussion keeping Council informed on funding option status. Town Manager Jarvie is to write a memo.

The Mayor left the meeting at 9:15.

There was also a brief discussion on the city's 3-step plan.

**Next Meeting**

The next meeting is set for Thursday, August 22, 2019 at 8:15 a.m. The meeting adjourned at 9:30.

\_\_\_\_\_  
Grant Brenan, Chairman

\_\_\_\_\_  
Ellen K. Steeves, Recording Secretary





# ROTHESAY MEMORANDUM



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TO : Finance Committee  
FROM : Doug MacDonald  
DATE : August 1, 2019  
RE : Donations

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**Recommendation:**

The Finance Committee recommend Council adopt the following motion:

*Council approve a donation to St. Joseph's Hospital Foundation in the amount of \$1,000.00 relating to the "Late Night with the Foundation" fundraising event.*

**Recommendation:**

The Finance Committee recommend Council adopt the following motion:

*Council approve an amendment to the Grants and Donations Policy to include Section 2(g) – Council will consider requests for financial support from groups that have not made a request for funding within the previous 12 months.*

2019August12OpenSessionFINAL\_103

St. Joseph's Hospital  
**Foundation**



**La Fondation**  
De L'Hôpital St. Joseph

June 25, 2019

Mr. Michael A. Gillis  
Foundation Chairman

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



**COPY**

Dear Mayor Grant,

I am writing to request your support of the **1<sup>st</sup> Annual "Late Night with the Foundation"**, October 19<sup>th</sup> at the Saint John City Market. (Not your usual Rubber Chicken Dinner) Sure to be a feast for the senses, "Late Night" will deliver a whimsical experience within the City Market. This enchanting October evening will include a cocktail party, live entertainment, delicious appetizers, and much more. This uniquely exclusive event offers community-minded partners the opportunity to support the continued development of St. Joseph's Hospital.

This year we are committed to supporting St. Joseph's Eye Clinic, the comprehensive eye centre for Southern New Brunswick. Serving patients from Sussex to St. Stephen and beyond. The ophthalmology team delivers excellence in care and the treatment of conditions that range from simple eye infections, trauma and disorders that cause blindness.

Recently St. Joseph's Hospital welcomed Dr. Zack Ashkenazy a corneal specialist to the ophthalmology team. The addition of Dr. Ashkenazy will provide total corneal care at St. Joseph's Hospital. Our goal for our first Annual "Late Night with the Foundation" is to support equipment and technology needs supporting patients who are in need of corneal transplant. **With your help we will be able to prevent blindness and in many cases, restore sight.**

The cost of the equipment is approx. \$100,000. Your generous support today will enable the Foundation to provide the Eye Centre with the support it needs to remain at the forefront of patient care and on the leading edge of innovation. **More importantly it will provide New Brunswick Patients with sight-restoring corneal transplant!**

You have been very generous to St. Joseph's in the past and it is our hope that you will partner with us assist us in transitioning this event into a successful endeavour for St. Joseph's Hospital.

I have attached our Sponsorship Package for your information. Thank you in advance for your kind consideration of our request.

Sincerely,

Laurie A. Flood  
Executive Director



# LATE NIGHT

with the *Foundation*

## SPONSORSHIP OPPORTUNITIES

**Presenting Sponsor: \$10,000 Only 1 available**

- Prominent customized Presenting Sponsor recognition in all promotional materials, event materials A/V and potential media publications, social media venues and post-event newspaper thank you ad.
- Recognition from reception podium at "Late Night"
- Speaking Opportunity at "Late Night"
- Opportunity to distribute product or company information at event (must be pre-approved)
- Opportunity for staff to volunteer at event
- Cumulative recognition on Foundations Donor Wall
- 10 Complimentary tickets
- 1st option for this sponsorship at next years "Late Night"

### Gold: \$5,000

- Recognition as Gold Sponsor in "Late Night" Program provided to every guest, AV presentation, social media venues and post-Event newspaper thank you ad in Telegraph Journal
- On-site signage provided by you if interested i.e. banner bug, banner etc...
- Recognition from reception podium at
- 6 Complimentary tickets

### Silver: \$2,500

- Recognition as Silver Sponsor in "Late Night" Program provided to every guest, AV presentation, social media venues and post-Event newspaper thank you ad in Telegraph Journal.
- On-site signage provided by you if interested i.e. banner bug, banner etc...
- 4 complimentary tickets.

### Bronze: \$1,000

- Recognition as Bronze Sponsor in "Late Night" Program at every place setting, AV, social media venues and post- Gala newspaper thank you ad in Telegraph Journal.
- 2 complimentary tickets.

### OTHER:

INVITATION SPONSOR: \$1,000  
PROGRAM SPONSOR: \$1,000

ENTERTAINMENT SPONSOR: \$5,000 –  
In "Late Night" event program & post event newspaper ad + 6 tickets  
RECEPTION GOODY BAR SPONSOR: \$2,500 - In "Late Night" event program & post event newspaper ad + 4 tickets



For More Information please call 632-5595  
[Stjosephshospitalfoundation.com](http://Stjosephshospitalfoundation.com) • Find us on Facebook

St. Joseph's Hospital  
Foundation



La Fondation  
De L'Hôpital St. Joseph



# LATE NIGHT

with the  
Foundation



The 1st Annual "Late Night with the Foundation" an exciting event in a unique space will take place at the Saint John City Market, October 19th, 2019.

"Late Night" is a unique fundraising event that will invite participants to experience the Saint John City Market in a whole new way. Join St. Joseph's Hospital Foundation as we experience the richness of the Saint John City Market transformed to provide guests with a once in a life time experience. Guests will enjoy a cocktail party, live entertainment, delicious hors d'oeuvres and so much more. This exclusive event offers community minded partners the opportunity to support the continued development of our vibrant uptown while supporting our uptown Hospital.

St. Joseph's Hospital Foundation is committed to supporting St. Joseph's Eye Clinic, the comprehensive Eye Centre for Southern New Brunswick, serving patients from Sussex to St. Stephen and beyond. The ophthalmology team delivers excellence in care and the treatment of conditions that range from simple eye infections, trauma and disorders that cause blindness.

Recently St. Joseph's Hospital welcomed Dr. Zack Ashkenazy a Corneal Specialist to the ophthalmology team. The addition

of Dr. Ashkenazy will provide total corneal care at St. Joseph's Hospital including Corneal Transplant.

Our goal for our first Annual "Late Night with the Foundation" is to support equipment and technology needs for patients who are in need of corneal treatment to prevent blindness.

Dr. Ashkenazy and his team need a Pentacam - Cornea Analyzer for early diagnosis of corneal disease and for corneal transplant surgery. The cost of the equipment is approximately \$100,000. We will be partnering with our community to support this new endeavour.

With your help we can establish a Cornea Service for New Brunswick patients!

## Did you Know?

- It has been 22 years since Cornea Service has been available in New Brunswick.
- Currently there is a long waiting list for Surgeons in Halifax. Some patients are unable to withstand the drive and /or cost.
- In seven short months the number of New Brunswick patients requiring corneal transplant has grown to 40 patients.

- The age range for patients requiring corneal transplant is 19- 85.
- The New Brunswick Eye Bank is located at St. Joseph's Hospital; currently tissue is sent out of province.
- The Corneal Program will help New Brunswick patients see what they can currently only imagine.

Please choose a Sponsorship package that suits your philanthropic needs, or call the Foundation today to discuss further opportunities (506) 632-5595.

For those who would like to help St. Joseph's Hospital Foundation but cannot commit to a sponsorship, we encourage you to come on board in any way you can. You can help New Brunswick Corneal Program patients by purchasing tickets, donating an auction item or donating to the Foundation. Your partnership with us will bring us that much closer to our goal and ensure quality healthcare for your family, friends and neighbors.

**Thank you!**

For More Information please call 632-5595  
Stjosephshospitalfoundation.com • Find us on Facebook

St. Joseph's Hospital  
Foundation



La Fondation  
De L'Hôpital St. Joseph



# 2019 SPONSORSHIP

2019 August/2019 Open Session FINAL\_106

*Thank you* for your support of  
 "Late Night with the Foundation".  
 We look forward to seeing you on  
 October 19, 2019 at the Saint John City Market.



## CONTACT INFORMATION

Company Name	
Contact Names	
Donor name for sponsorship recognition	
Website	
Address	
City, Province, Postal Code	
Phone	
Email	

## SPONSORSHIP LEVEL

<input type="checkbox"/> Presenting (\$10,000)	<input type="checkbox"/> Bronze (\$1,000)	<input type="checkbox"/> Invitation Sponsor (\$1,000)
<input type="checkbox"/> Gold (\$5,000)	<input type="checkbox"/> Donor (\$100 – \$1,000)	<input type="checkbox"/> Program Sponsor (\$1,000)
<input type="checkbox"/> Silver (2,500)	<input type="checkbox"/> Silent Auction	
<input type="checkbox"/> Please contact me as I'm interested in a multi-year sponsorship or a custom package.		

## PAYMENT INFORMATION

	Sponsorship:	
	Additional Donation:	
	Total Payment	
<input type="checkbox"/> Please send invoice	<input type="checkbox"/> Cheque (made payable to St. Joseph's Hospital Foundation)	
<input type="checkbox"/> Credit Card	<input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> Amex	Corporate / Personal (Please circle)
Credit Card #		
Expiry		
Cardholder		
Signature		

For More Information please call 632-5595  
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St. Joseph's Hospital  
 Foundation



La Fondation  
 De L'Hôpital St. Joseph

# 2018 AUCTION DONATION FORM



*We are grateful* for your contributions and look forward to featuring them at Late Night with the Foundation!

*Thank you*

### CONTACT INFORMATION

<input type="checkbox"/> same as reverse	
Company name	
Contact Name	
Donor name for recognition	
Website	
Address	
City, Province, Postal Code	
Phone	
Email	

### ITEM DESCRIPTION

**Please include a full item/package description with value, noting any limitations and/or restrictions. Please forward a high-res photos of the item so we are able to showcase your donation in the best way!**




## Grants and Donations Policy

### BACKGROUND:

This policy provides guidance to Council in considering requests for financial support from groups to apply consistent criteria in evaluating requests. In accordance with the criteria outlined below, all requests for financial support shall be accompanied by the attached application (Schedule A)

### CRITERIA:

- 1) Council will consider requests for financial support from **individuals** who:
  - a) are engaged in an activity for which they receive no income
  - b) have been a resident of the town for at least 12 months prior to the request
  - c) have not made a similar request within the preceding 36 months
  - d) are prepared to make a significant personal contribution to the activity
  - e) are not in arrears of any amount owing to the Town
  - f) have excelled in the field or activity for which funding is requested
  - g) might not otherwise be able to participate in the activity for which the funding is requested
- 2) Council will consider requests for financial support from **groups** that:
  - a) are a registered charity or not for profit group
  - b) have a mandate which includes public service to Rothesay citizens
  - c) include a substantial number of Town residents in their memberships
  - d) are not in arrears of any amount owing to the Town
  - e) do not have primarily religious or political objectives nor are affiliated with organizations which do
  - f) are not receiving funding from the Town through a regular funding arrangement, nor are associated with a group receiving regular funding
  - g) **have not made a request for funding within the previous 12 months.**
- 3) The activity to be funded should:
  - a) be beneficial to the Town or residents of the greater Saint John region
  - b) promote the Town or the greater Saint John region, as a place to live, work or play
  - c) reflect a need beyond the resources of the individual or group
  - d) be a proposal to host an event of national or international importance
- 4) Council may consider requests at a Council meeting at which a presentation may be made by the requesting group or individual. Any presentation will be made in accordance with Town policy for Council delegations.
- 5) Requests for "in-kind" donations are subject to this policy



# ROTHESAY MEMORANDUM



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TO : Finance Committee  
FROM : Doug MacDonald  
DATE : August 1, 2019  
RE : Gas Tax Plan

---

**Recommendation:**

The Finance Committee recommend Council adopt the following motion:

*That the document entitled **Rothesay Five-Year Capital Investment Plan for the GTF Administrative Agreement 2019-2023** be adopted.*



**Rothesay**

**Five-Year Capital Investment Plan  
for the GTF Administrative  
Agreement**

**2019 – 2023**

Department of Environment and Local Government



## **INTRODUCTION**

The *City/Town/Village/Rural Community/Regional Municipality* of Rothesay has prepared a five-year Capital Investment Plan for the years 2019 – 2023 respecting the Gas Tax Fund (GTF) administrative agreement. Included are descriptions, cost estimates and financing for each selected project. Each project will contribute towards achieving the following program benefits:

- a) Beneficial impacts on communities of completed eligible projects;
- b) Enhanced impact of GTF as a predictable source of funding including incrementality; and,
- c) Progress made on improving Local Government planning and asset management.

## **CAPITAL INVESTMENT PLAN CONTENT**

The capital investment plan for the GTF administrative agreement includes the following:

1. Certified copy of the resolution from Council adopting the five-year Capital Investment Plan for the GTF Agreement of the municipality
2. Project name, category, description, expected outcomes, proposed indicators for each tangible capital asset project. Also indicate if an Environmental Impact Assessment (EIA) and a tender are required for each project.
3. Five-Year Capital Budget Summary (Excel spreadsheet)

**Rothesay**  
**FIVE-YEAR CAPITAL INVESTMENT PLAN**  
**FOR THE GTF ADMINISTRATIVE AGREEMENT**  
  
**2019- 2023**  
  
**RESOLUTION**

Moved by Councilor \_\_\_\_\_ and seconded by Councilor \_\_\_\_\_ "that the document entitled *Rothesay Five-Year Capital Investment Plan for the GTF Administrative Agreement 2019-2023* be adopted".

Motion Carried

I certify that the above resolution of the council of \_\_\_\_\_ was adopted while in *regular session August 12, 2019*.

(SEAL)

\_\_\_\_\_  
Town Clerk, Rothesay

**PROJECTS**

**1) Recreation infrastructure**

**Project Category (select one):**

- |                          |                                     |                             |                                     |
|--------------------------|-------------------------------------|-----------------------------|-------------------------------------|
| Drinking water           | <input type="checkbox"/>            | Recreational Infrastructure | <input checked="" type="checkbox"/> |
| Wastewater               | <input type="checkbox"/>            | Cultural Infrastructure     | <input type="checkbox"/>            |
| Local roads and bridges  | <input type="checkbox"/>            | Tourism Infrastructure      | <input type="checkbox"/>            |
| Community energy systems | <input type="checkbox"/>            | Solid waste                 | <input type="checkbox"/>            |
| Capacity building        | <input type="checkbox"/>            | Brownfield Redevelopment    | <input type="checkbox"/>            |
| Disaster mitigation      | <input type="checkbox"/>            | Public transit              | <input type="checkbox"/>            |
| Sport Infrastructure     | <input checked="" type="checkbox"/> | Regional and local airports | <input type="checkbox"/>            |

**Project Description:**

Renovation of existing infrastructure including but not limited to community wellness center, softball and soccer fields, and Wells Park building.

EIA Required  Tender Required

**Expected Outcome:**

Upgrades to existing facilities.

**Proposed indicator(s):**

Residents access to new facilities upon completion. Also report of type of construction completed, buildings, fields, etc.

Year	GTF Contribution	Total Cost
2019		
2020	2,524,627	5,000,000
2021		
2022		
2023		



**2) Sanitary Sewer System Improvements**

**Project Category (Select one):**

- |                          |                          |                             |                                     |
|--------------------------|--------------------------|-----------------------------|-------------------------------------|
| Drinking water           | <input type="checkbox"/> | Recreational Infrastructure | <input type="checkbox"/>            |
| Wastewater               | <input type="checkbox"/> | Cultural Infrastructure     | <input type="checkbox"/>            |
| Local roads and bridges  | <input type="checkbox"/> | Tourism Infrastructure      | <input type="checkbox"/>            |
| Community energy systems | <input type="checkbox"/> | Solid waste                 | <input checked="" type="checkbox"/> |
| Capacity building        | <input type="checkbox"/> | Brownfield Redevelopment    | <input type="checkbox"/>            |
| Disaster mitigation      | <input type="checkbox"/> | Public transit              | <input type="checkbox"/>            |
| Sport Infrastructure     | <input type="checkbox"/> | Regional and local airports | <input type="checkbox"/>            |

**Project Description:**

Improvements to sewer system including installation of back-up power, improvements to pumping stations, sewage treatment lagoons, and relocation and replacement of sewer mains.

EIA Required  Tender Required

**Expected Outcome:**

More effective sewage treatment facilities.

**Proposed indicator(s):**

New facilities constructed and length of pipe installed (also report on diameter and type of pipe installed).

Year	GTF Contribution	Total Cost
2019		
2020	250,000	350,000
2021	250,000	350,000
2022	250,000	350,000
2023	250,000	350,000

**3) Storm Sewer and Drainage Improvements**

**Project Category** (Select one):

- |                          |                                     |                             |                          |
|--------------------------|-------------------------------------|-----------------------------|--------------------------|
| Drinking water           | <input type="checkbox"/>            | Recreational Infrastructure | <input type="checkbox"/> |
| Wastewater               | <input checked="" type="checkbox"/> | Cultural Infrastructure     | <input type="checkbox"/> |
| Local roads and bridges  | <input type="checkbox"/>            | Tourism Infrastructure      | <input type="checkbox"/> |
| Community energy systems | <input type="checkbox"/>            | Solid waste                 | <input type="checkbox"/> |
| Capacity building        | <input type="checkbox"/>            | Brownfield Redevelopment    | <input type="checkbox"/> |
| Disaster mitigation      | <input type="checkbox"/>            | Public transit              | <input type="checkbox"/> |
| Sport Infrastructure     | <input type="checkbox"/>            | Regional and local airports | <input type="checkbox"/> |

**Project Description:**

Installation of storm sewer pipes and collection systems, to improve drainage and reduce the risk of overland flooding.

EIA Required  Tender Required

**Expected Outcome:**

Reduced risk of flooding and improved storm water management.

**Proposed indicator(s):**

New facilities constructed and length of pipe installed (also report on diameter and type of pipe installed).

Year	GTF Contribution	Total Cost
2019	230,000	1,000,000
2020	200,000	300,000
2021	200,000	300,000
2022	200,000	300,000
2023	200,000	300,000

**4) Sidewalk and Walking Trail Construction**

**Project Category (Select one):**

- |                          |                          |                             |                                     |
|--------------------------|--------------------------|-----------------------------|-------------------------------------|
| Drinking water           | <input type="checkbox"/> | Recreational Infrastructure | <input checked="" type="checkbox"/> |
| Wastewater               | <input type="checkbox"/> | Cultural Infrastructure     | <input type="checkbox"/>            |
| Local roads and bridges  | <input type="checkbox"/> | Tourism Infrastructure      | <input type="checkbox"/>            |
| Community energy systems | <input type="checkbox"/> | Solid waste                 | <input type="checkbox"/>            |
| Capacity building        | <input type="checkbox"/> | Brownfield Redevelopment    | <input type="checkbox"/>            |
| Disaster mitigation      | <input type="checkbox"/> | Public transit              | <input type="checkbox"/>            |
| Sport Infrastructure     | <input type="checkbox"/> | Regional and local airports | <input type="checkbox"/>            |

**Project Description:**

Improvements to sidewalk and trail network including construction of new pedestrian network.

EIA Required  Tender Required

**Expected Outcome:**

Promote healthy living and active transportation plans.

**Proposed indicator(s):**

Length of sidewalk and trails constructed.

Year	GTF Contribution	Total Cost
2019		0
2020	250,000	300,000
2021	250,000	300,000
2022	250,000	300,000
2023	250,000	300,000



**5) Street Re-surfacing**

**Project Category** (Select one):

- |                          |                                     |                             |                          |
|--------------------------|-------------------------------------|-----------------------------|--------------------------|
| Drinking water           | <input type="checkbox"/>            | Recreational Infrastructure | <input type="checkbox"/> |
| Wastewater               | <input type="checkbox"/>            | Cultural Infrastructure     | <input type="checkbox"/> |
| Local roads and bridges  | <input checked="" type="checkbox"/> | Tourism Infrastructure      | <input type="checkbox"/> |
| Community energy systems | <input type="checkbox"/>            | Solid waste                 | <input type="checkbox"/> |
| Capacity building        | <input type="checkbox"/>            | Brownfield Redevelopment    | <input type="checkbox"/> |
| Disaster mitigation      | <input type="checkbox"/>            | Public transit              | <input type="checkbox"/> |
| Sport Infrastructure     | <input type="checkbox"/>            | Regional and local airports | <input type="checkbox"/> |

**Project Description:**

Improvements to local street surfaces including re-pavement and/or reconstruction of the street surface.

EIA Required  Tender Required

**Expected Outcome:**

Upgrades to road network.

**Proposed indicator(s):**

Street names and length of pavement installed.

Year	GTF Contribution	Total Cost
2019	800,000	1,605,000
2020	500,000	1,000,000
2021	500,000	1,000,000
2022	500,000	1,000,000
2023	500,000	1,000,000

**7) Water System Improvements**

**Project Category (Select one):**

- |                          |                                     |                             |                          |
|--------------------------|-------------------------------------|-----------------------------|--------------------------|
| Drinking water           | <input checked="" type="checkbox"/> | Recreational Infrastructure | <input type="checkbox"/> |
| Wastewater               | <input type="checkbox"/>            | Cultural Infrastructure     | <input type="checkbox"/> |
| Local roads and bridges  | <input type="checkbox"/>            | Tourism Infrastructure      | <input type="checkbox"/> |
| Community energy systems | <input type="checkbox"/>            | Solid waste                 | <input type="checkbox"/> |
| Capacity building        | <input type="checkbox"/>            | Brownfield Redevelopment    | <input type="checkbox"/> |
| Disaster mitigation      | <input type="checkbox"/>            | Public transit              | <input type="checkbox"/> |
| Sport Infrastructure     | <input type="checkbox"/>            | Regional and local airports | <input type="checkbox"/> |

**Project Description:**

Installation of water pipes and well field transmission network.

EIA Required  Tender Required

**Expected Outcome:**

Increase capacity of the potable water network.

**Proposed indicator(s):**

New facilities constructed and length of pipe installed (also report on diameter and type of pipe installed).

Year	GTF Contribution	Total Cost
2019	250,000	650,000
2020	200,000	250,000
2021	200,000	250,000
2022	200,000	250,000
2023	200,000	250,000

## **Five-Year Capital Budget Summary**

Please refer to the Excel document named: **“Five-Year Capital Budget Summary 2019-2023.xls”**.



ROTHESAY

FIVE-YEAR CAPITAL BUDGET SUMMARY

PROJECT NAMES	2019	2020	2021	2022	2023	Total
Recreation infrastructure		\$ 5,000,000				\$5,000,000
Sanitary Sewer System Improvements		\$350,000	\$350,000	\$350,000	\$350,000	\$1,400,000
Storm sewer and drainage improvements	\$1,000,000	\$300,000	\$300,000	\$300,000	\$300,000	\$2,200,000
Sidewalk and walking trail construction		\$300,000	\$300,000	\$300,000	\$300,000	\$1,200,000
Street resurfacing	\$1,605,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$5,605,000
Water system improvements	\$650,000	\$250,000	\$250,000	\$250,000	\$250,000	\$1,650,000
<b>Total Capital Expenditures</b>	<b>\$3,255,000</b>	<b>\$7,200,000</b>	<b>\$2,200,000</b>	<b>\$2,200,000</b>	<b>\$2,200,000</b>	<b>\$17,055,000</b>
<b>SOURCE OF FUNDS</b>						
GTF Agreement 2019-2023	\$803,422	\$803,422	\$839,941	\$839,941	\$876,461	\$4,163,187
GTF Agreement 2019 Top-Up	\$890,075					\$890,075
GTF Bank Account	\$413,497	\$3,121,205	\$560,059	\$560,059	\$523,539	\$4,351,365
Interim Financing						\$0
Capital Reserve Fund						\$0
Operating Fund	\$1,975,000	\$1,835,000	\$800,000	\$800,000	\$800,000	\$6,210,000
Long Term Borrowing		\$1,440,373				\$1,440,373
Others (specify) _____						\$0
<b>Total Sources of Funds</b>	<b>\$3,255,000</b>	<b>\$7,200,000</b>	<b>\$2,200,000</b>	<b>\$2,200,000</b>	<b>\$2,200,000</b>	<b>\$17,055,000</b>



# ROTHESAY

2018 August 12 Open Session FINAL 121  
Rothesay Hive Advisory Committee Meeting

Tuesday, July 16, 2019

Rothesay Town Hall – Common Room

10:00 a.m.



**DRAFT**

**PRESENT:** MAYOR NANCY GRANT, *ex-officio member*  
JULIE ATKINSON  
GINA CHIARELLA  
JILL JENNINGS  
DR. SHAWN JENNINGS  
JEAN PORTER MOWATT  
DIANE O'CONNOR, VICE-CHAIRPERSON  
NEA STEPHENSON  
ROBERT TAYLOR

NATALIE REID, YMCA OF GREATER SAINT JOHN  
DANIELLE HAWKINS, HIVE COORDINATOR

RECREATION COORDINATOR KERI FLOOD  
RECORDING SECRETARY LIZ POMEROY

MARK OSBORNE, ROUTINIFY  
KRISTINE SEXTON, ROUTINIFY

**ABSENT:** COUNC. MIRIAM WELLS, CHAIRPERSON  
SCOTT COCHRANE  
STEPHANIE TOMILSON

## 1. WELCOME

Vice-Chairperson O'Connor called the meeting to order at 10:00 a.m. and welcomed Committee members.

## 2. APPROVAL OF AGENDA

**MOVED** by R. Taylor and seconded by S. Jennings the agenda be approved as circulated.

**CARRIED.**

## 3. APPROVAL OF MINUTES

➤ 18 June 2019

**MOVED** by J. Porter Mowatt and seconded by J. Atkinson the minutes of June 18, 2019 be approved as circulated.

## ON THE QUESTION:

Mayor Grant requested a status update regarding thank you letters (donor recognition) for the opening of the Hive. D. Hawkins advised all thank you letters are expected to be complete by next week.

**CARRIED.**

**4. PROGRAMMING MONTHLY REPORT BY COORDINATOR**

The Committee reviewed the monthly report prepared by D. Hawkins. The following was highlighted as of June 30<sup>th</sup>: a total of 21 memberships (19 purchased, 2 promotional); full YMCA memberships have not been purchased at the Hive, however Hive memberships were purchased at the regional YMCA; YMCA members have utilized the Hive; some individuals using a three day pass have purchased Hive memberships; and some programs were rescheduled due to low registration.

D. Hawkins encouraged Committee members to reach out to community members for volunteer recruitment and membership. G. Chiarella questioned if the YMCA's screening process is necessary for all volunteers. D. Hawkins clarified individuals that volunteer for single events do not have to complete the screening process. Volunteers that provide support on a regular basis must complete the screening process.

G. Chiarella noted during a presentation held at the Kennebecasis Public Library regarding the ServUs health app she was informed the Hive may require a license to show films. N. Reid advised the YMCA has all necessary licensing through SOCAN. The Committee discussed opportunities to integrate the ServUs app into the Hive. It was noted there may be a cost to promote the Hive within the app, however the app could be promoted to Hive members through materials or a presentation.

S. Jennings commented on the array of programming in the July calendar. D. Hawkins noted the variety of programs is intended to showcase the flexibility and different opportunities available to members. S. Jennings and D. O'Connor commended D. Hawkins on promoting the Hive at community events. R. Taylor noted Hive events were promoted on the electronic sign near Villa Madonna.

**5. SPONSORSHIP/DONOR RECOGNITION**

It was noted the matter was discussed earlier. N. Reid advised the New Horizons application was submitted and includes the Hive as a facility.

**6. COMMUNICATION/MARKETING UPDATE**

D. Hawkins highlighted the following: the address of the Hive will be added to the three day pass flyers (both large and small); the three day pass will not expire until two month following activation; a legend was added to the monthly calendars to identify events that are free for all members, free to full YMCA members only, and have an additional cost to all participants; Committee members interested in distributing flyers or three day passes throughout the community can do so by contacting D. Hawkins; and G. Chiarella and N. Reid are comprising a master list of organizations and facilities to track flyer distribution. K. Flood advised flyers to be posted to bulletin boards at Town facilities can be left at the front desk of Town Hall. Mayor Grant suggested flyers be distributed during Concerts on the Common events. N. Reid encouraged Committee members to identify other community events where flyer distribution could also occur. The Committee suggested the fall Speaker Series, the Wellness Week events, and "Grandparents Day" at Touchstone Academy and Rothesay Netherwood School.



D. Hawkins advised individuals can still complete the Interests and Activities survey. To date twenty-four were completed. She gave a brief overview of the Frequently Asked Questions document, and encouraged Committee members to submit feedback. K. Flood questioned if flyers are promoted on the Hive's Facebook Page. D. Hawkins advised some flyers were created as Facebook "events". There was general discussion with respect to improving visibility of Hive related information on social media. It was noted community group social media sites will be included in the master list for flyer distribution.

R. Taylor inquired if donations were obtained for programs such as Tuesday Afternoon Tea. D. Hawkins advised after approaching various businesses in the community interest was received from two businesses. Suggestions were made for future donation requests. Mayor Grant stressed the importance of donor recognition.

In response to an inquiry, D. Hawkins advised the Intergenerational Coordinator for the YMCA has begun their summer position at the Hive.

## **7. SEPTEMBER GRAND OPENING**

The Committee discussed the possibility of hosting a grand opening event in the fall. Concern was expressed such an event may not be necessary due to the success of the "soft launch" and Age-Friendly designation celebration in May. There was consensus to host an event in the fall to promote available programs. It was suggested the event be scheduled for late September/early October to allow individuals to settle into regular routines and coincide with the Wellness Week campaign.

## **8. FURNISHINGS AND EQUIPMENT UPDATE**

- Piano
- Other

K. Flood noted because of the size Town staff could not move the piano. It was noted there may be companies that can assist with moving the piano.

D. Hawkins advised a bulletin board was installed in the Centre and showcases the monthly calendar and other pertinent information. She added a table is used to display various brochures, however due to space restrictions not all brochures are displayed at once. Instead, brochures are rotated in and out of the display regularly. The Committee expressed interest in the installation of a "brochure wall". It was suggested the painting beside the television be relocated to provide adequate space. J. Porter Mowatt commented on the increasing use of electronic notifications for resources. N. Reid advised a blended approach for distribution (electronic and physical) could be investigated, inclusive of the cost of a brochure rack for the wall. D. Hawkins advised Vulnerable Persons Forms are available at the Hive for individuals to complete and will be collected regularly by the Kennebecasis Regional Police Force.

It was suggested opportunities to promote the ServUs app be explored and the matter be discussed further at the next meeting.

**Meeting Addendum:**

Mr. Osbourne and Ms. Sexton gave a presentation for Routinify, a system to help maintain self-care and independence of older adults. The system helps monitor health, issue reminders for medication and events, provides continuous communication with family, friends, and caregivers, encourages social and mental engagement through various resources, and provides reports of ongoing care received. They invited Committee members to participate or encourage others to join a study to test the Routinify system.

**9. DATE OF NEXT MEETING:**

The next meeting is tentatively scheduled for Tuesday, August 20, 2019 at 10 a.m.

**10. ADJOURNMENT**

**MOVED** by J. Atkinson and seconded by S. Jennings the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 11:35 a.m.

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CHAIRPERSON

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RECORDING SECRETARY



# ROTHESAY

2019 August 12 Open Session FINAL 125  
Parks and Recreation Committee Meeting

Tuesday, July 16, 2019

Rothesay Town Hall – Common Room

6:30 p.m.



**DRAFT**

**PRESENT:** MAUREEN DESMOND  
MARY ANN GALLAGHER  
DR. SHAWN JENNINGS  
BRENDAN KILFOIL  
GARY MYLES  
RAHA MOSCA  
HOLLY YOUNG

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

**ABSENT:** COUNC. MIRIAM WELLS  
COUNC. PETER LEWIS  
ALLYSON MURRAY

Vice-Chairperson Gallagher called the meeting to order at 6:30 p.m.

**1. APPROVAL OF AGENDA:**

**MOVED** by H. Young and seconded by B. Kilfoil the agenda be approved as circulated.

**CARRIED.**

**2. APPROVAL OF MINUTES:**

2.1 Meeting minutes of May 21, 2019

**MOVED** by M. Desmond and seconded by B. Kilfoil the meeting minutes of May 21, 2019 be approved as circulated.

**CARRIED.**

**3. DELEGATIONS:**

N/A

**4. REPORTS & PRESENTATIONS:**

N/A

**5. UNFINISHED BUSINESS**

5.1 Kennebecasis Park Volleyball Court

➤ 21 June 2019 Email from resident

Correspondence was received stating opposition to establishing a volleyball court in the area of the outdoor rink in Kennebecasis Park citing noise concerns. The principal of Kennebecasis Park School is amenable to constructing the volleyball court on school property. If there is interest, staff will contact the principal to encourage a request to the school board for approval. M. Desmond inquired about the work necessary to prepare the area for a volleyball court. Vice-Chairperson Gallagher noted minimal work is anticipated as the proposed area is relatively flat. She added use of Town resources



combined with funds provided by the Kennebecasis Rate Payers Association will be adequate to complete the project. It was noted if approval is granted it is likely the project will be deferred until next year.

**MOVED** by B. Kilfoil and seconded by M. Desmond the principal of Kennebecasis Park School be contacted to confirm interest in constructing a volleyball court on Kennebecasis Park School property subject to school board approval.

**ON THE QUESTION:**

RC Flood questioned if residents should be consulted with respect to the proposed location. As there are no adverse impacts anticipated to neighbouring properties, and the proposed location is on school property the Committee agreed public consultation may not be necessary. In response to an inquiry, it was noted school board permission is required before the proposal can proceed.

**CARRIED.**

**6. CORRESPONDENCE FOR ACTION:**

6.1 16 June 2019 Email from Counc. Wells RE: Mobi Mats

The following comments were made: Mobi mats are used to make beaches more accessible by providing a non-slip surface for wheelchairs, strollers, walkers, and pedestrians on sand or other soft and unstable surfaces; there must be a hard wheelchair accessible surface that extends to the mat; another alternative for wheelchair users are surf chairs – wheelchairs with balloon tires that can be rolled over sand and into the water; and the KV Committee for Disabled Persons had two chairs (one adult and one child size) constructed by NBCC that were donated to Meenan's Cove Beach. Concern was expressed beaches in Rothesay may not have hard surfaces to access the mats or adequate storage for the mats and/or surf chairs. DRP Jensen agreed to investigate feasibility, available grants, and typical use of surf chairs at Meenan's Cove Beach and will report back to the Committee.

6.2 11 July 2019 Memorandum from Town Clerk Banks RE: FIXIT Bike Stations with Attachment

A request was received for the Town to consider the purchase and installation of a FIXIT Bike station. It was noted the station may not be necessary as avid cyclists likely travel with tools on hand, and the distance between gas stations and other useful facilities within Rothesay is minimal. S. Jennings suggested avid cyclists be consulted to gauge interest in such a product. DRP Jensen advised he will investigate and contact Grand Bay-Westfield to inquire about usage and any research conducted prior to installation. B. Kilfoil suggested Quispamsis be consulted to determine if there may be an opportunity for a joint initiative.

**7. NEW BUSINESS:**

7.1 Parks and Recreation Update

RC Flood reported: roughly 85 individuals attended the first Sunset Yoga session of the season; lunch sessions are a success for the Playground Program; registration for swimming lessons was low early in the season but have increased; a Picnic in the Park is scheduled for August 5<sup>th</sup> 12 p.m. – 2 p.m. to act as an official opening of the East Riverside Kingshurst Park pavilion; community members are encouraged to bring a lunch, desserts will be provided, as well as face painting, and a DJ will play music by New Brunswick artists.

DRP Jensen advised: there has been good turnout for the Concert on the Common series; eight summer students began work in the Parks department; new banners were put up along Hampton Road; trail work for Wells Park is ongoing; soccer and baseball seasons are underway and field schedules are full; Rothesay's Parks Supervisor is retiring and interviews are in progress to fill the position; the work to repair the boardwalk on Renforth wharf is expected to be complete in the next few weeks; and Canada Day on the Common was a success, however there was one complaint regarding the long lines due to the large crowd.

S. Jennings commented on the recent passing of John Steele, noting a donation from the Steele family assisted with development of the Steele-Kennedy Park.

#### 7.2 Wells Recreation Building

DRP Jensen advised Council referred the item to the Committee to discuss installing air conditioning in the Wells Recreation Building, and consideration of acquiring a newer, possibly larger, building in the future. He reported an air conditioning unit has been installed. He gave a brief history of the building noting it is roughly 25 years old and was relocated from a property on Marr Road 15 years ago. After some discussion, the Committee agreed due to the age of the building and the rising popularity of Wells Park it may be advantageous to investigate options for a new building during budget deliberations. DRP Jensen noted the item will be included for consideration during budget discussions. He commented on the deteriorating condition of the Scribner ballfield, noting options will be considered to either repair and upgrade the area, or relocate the facility.

M. Desmond inquired if the Saint John Recreation Card program will impact Rothesay facilities. DRP Jensen noted there may be an increase in demand for ice-time however it is unclear if the initiative has been implemented at this time. He added ice-time commitments will be deferred until further information is received.

#### **8. CORRESPONDENCE FOR INFORMATION:**

N/A

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

The next meeting is scheduled for Tuesday, August 20, 2019.

#### **10. ADJOURNMENT**

**MOVED** by B. Kilfoil and seconded by H. Young the meeting be adjourned.

**CARRIED.**

The meeting ended at 7:05 p.m.

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CHAIRPERSON

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RECORDING SECRETARY



**ROTHESAY**  
2019 August 12 Open Session FINAL 128  
**Works and Utilities Committee Meeting**  
Wednesday, July 17, 2019  
Rothesay Town Hall – Sayre Room  
5:30 p.m.



**DRAFT**

**PRESENT:** DEPUTY MAYOR MATT ALEXANDER  
PETER GRAHAM  
SCOTT SMITH  
SHAWN CARTER

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

**ABSENT:** COUNCILLOR MIRIAM WELLS  
PAUL BOUDREAU  
MARK McALOON

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

**1. APPROVAL OF AGENDA**

**MOVED** by S. Carter and seconded by P. Graham the agenda be approved as circulated, with the following additions:

- Item 5.4 Letter from Peter Allaby, Crandall Engineering RE: Church Avenue Parking Options
- Item 5.7 Update on Frances Avenue
- Item 5.8 Revisions to Water By-law 1-18

**CARRIED.**

**2. APPROVAL OF MINUTES**

**MOVED** by S. Smith and seconded by S. Carter the minutes of 19 June 2019 be adopted as circulated.

**CARRIED.**

**3. DELEGATIONS**

N/A

**4. REPORTS & PRESENTATIONS**

N/A

**5. UNFINISHED BUSINESS**

**5.1 Capital Projects Summary**

The Committee discussed the pros and cons of issuing a separate tender versus adding a project as a change order to an existing contract. DO McLean noted as favourable unit prices were secured for contracts awarded earlier in the year, it is unlikely lower prices can be obtained unless there is a reduction in the market value of bitumen (liquid asphalt) or oil. The reduction in market value of materials may not be immediately reflected in the cost of asphalt.



## 5.2 Solid Waste Tonnage Report

Deputy Mayor Alexander commented on the public concerns with respect to the quality of service provided by FERRO. P. Graham added FERRO recently announced that cardboard is not permitted in compost bins.

## 5.3 Private water system

DO McLean advised he is in the process of scheduling a meeting with the homeowner and customers. He noted due to busy summer schedules it may be fall before the meeting is scheduled.

## 5.4 Rothesay Common parking

17 July 2019 Letter from Peter Allaby, Crandall Engineering RE: Church Avenue Parking Options

The Committee reviewed a letter from Peter Allaby of Crandall Engineering. The letter details three options for Church Avenue parking:

Option 1: Two-way traffic with parallel parking on the north side of Church Avenue, diagonal parking on the south side of Church Avenue and bike lanes on both sides.

- Total parking stalls: 47 spaces (net gain 4 spaces)
- Encroachment onto Common beyond existing curb: 10.4 m
- Cost: approx. \$77,000

Option 2: Two-way traffic with no parking on the north side of Church Avenue, diagonal parking on the south side of Church Avenue and bike lanes on both sides.

- Total parking stalls: 26 spaces (net loss of 16 spaces)
- Encroachment onto Common beyond existing curb: 7.0 m
- Cost: approx. \$46,000

Option 3: One-way traffic (eastbound) with no parking on the north side of Church Avenue, diagonal parking on the south side of Church Avenue and bike lanes on both sides.

- Total parking stalls: 26 spaces (net loss of 16 spaces)
- Encroachment onto Common beyond existing curb: 5.8 m
- Cost: approx. \$36,000

Mr. Allaby's letter concluded that "*a configuration with parallel parking on both sides of Church Avenue (per the exp design) would provide a total of approximately 43 parking stalls if bike lanes were incorporated. Option 1 provides a total of 47 spaces resulting in a net gain of 4 spaces, but with further encroachment onto the Common*".

DO McLean clarified that the findings did not account for the existing project to widen Church Avenue within the Town right-of-way (1.8 m), therefore total encroachment onto the Common will be roughly: 8.6 m (Option 1), 5.2 m (Option 2), and 4 m (Option 3). S. Smith expressed concern that spending \$77,000 for a net gain of four spaces is not worthwhile. Concern was expressed that eliminating a direction of traffic may also result in redirecting traffic towards other areas such as the Rothesay Corner intersection or Almon Lane which may create further concerns. DO McLean advised the estimated cost does not include expenses necessary to restore areas on the Common that will be altered due to encroachment.

**MOVED** by S. Smith and seconded by S. Carter the Works and Utilities Committee recommends a configuration with parallel parking on both sides of Church Avenue (per the design prepared by exp).

**CARRIED.**

#### 5.5 Update on Carpenter Pond Wellfield Testing and Modelling

For the benefit of new Committee member S. Carter, DO McLean gave a brief overview noting testing is being completed to determine if the regulated daily withdrawal limit (1910 m<sup>3</sup>) for the Carpenter Pond wellfield can be increased sustainably. He reported testing and modelling is underway and will progress through the fall and winter. If the results are favourable it is expected a meeting will be scheduled with the Department of Environment in the spring. S. Carter inquired if there is a contingency plan if the results are unfavourable. DO McLean noted the following options would be explored: connecting existing lower capacity wells, resume investigating alternative sources of groundwater; or consider shifting to a surface water source. DO McLean advised use of surface water as a source is not preferred.

#### 5.6 Brock Court drainage

Town Manager Jarvie advised staff are exploring options to redirect stormwater through 10 Hampton Road and into the Town system near the Common. He noted the property owner was amenable to the proposal. Further details must be confirmed with respect to drainage work to be completed on other surrounding properties.

#### 5.7 Update on Frances Avenue

DO McLean advised a video inspection was completed by the property owner and it was discovered the low connection point of the lateral to the main sewer pipe appears to be the cause of the issue. He noted staff agreed to source a backflow prevention device that provides notification when backflow occurs. He clarified installation of curb in the area of Beach Drive may occur in the fall as funds are available in the 2019 budget for shoulder rebuilding, and the project is not considered an intensive capital project.

#### 5.8 Draft Revisions to Water By-law 1-18

**Dealt with below.**

### 6. CORRESPONDENCE FOR ACTION

#### 6.1 4 July 2019 Email from resident RE: Request for signage on Cedar Drive

The following comments were made: Cedar Drive is a relatively short street with few residences and minimal traffic; drivers typically only slow their speed in the immediate vicinity of “Children Playing” signage; and issues have been raised regarding an excess of signage in the Town. It was suggested the signage may not produce the intended result.

**MOVED** by S. Smith and seconded by P. Graham the request for “Children Playing” signage on Cedar Drive be denied, and the resident be encouraged to explore alternative solutions.

**CARRIED.**

6.2 10 July 2019 Letter from resident RE: Request for sidewalk extension on Hooper Drive  
DO McLean clarified the request is for sidewalk extension along French Village Road between Hooper Drive and Dofred Road. He noted a similar request was received for the installation of sidewalk between Acadia Avenue and 70 French Village Road. He added resurfacing of French Village Road will be recommended for the 2020 Asphalt and Microseal Program therefore it may be advantageous to consider both requests for the 2020 budget. S. Smith inquired about winter sidewalk maintenance along French Village Road. DO McLean advised snow plows typically “drop the wing” to clear large snow drifts and sidewalk tractors operated by Town staff clear the remainder.

**MOVED** by S. Smith and seconded by S. Carter the Works and Utilities Committee recommends Council consider the installation of sidewalk on French Village Road between Hooper Drive and Dofred Road, and between Acadian Avenue and 70 French Village Road during 2020 budget deliberations.

**CARRIED.**

## **7. NEW BUSINESS**

N/A

## **8. CORRESPONDENCE FOR INFORMATION**

8.1 June 2019 Letter to Flood Prone area residents w/o attachment (16)

**RECEIVED FOR INFORMATION.**

8.2 Hampton Road Watermain Replacement

2 July 2019 Report prepared by DO McLean

**RECEIVED FOR INFORMATION.**

8.3 Hampton Road Designated Highway Resurfacing

3 July 2019 Report prepared by DO McLean

**RECEIVED FOR INFORMATION.**

8.4 Wastewater Treatment Funding

3 July 2019 Memorandum from Town Manager Jarvie

P. Graham inquired about decommissioning the lagoon in Kennebecasis Park. Town Manager Jarvie advised the project does not include costs to decommission existing lagoons. He explained the purpose of the project is to ensure the Town meets the requirements of new legislation regarding wastewater treatment. When asked about regional cooperation DO McLean advised Quispamsis was approached in the past to collaborate on a joint wastewater treatment facility but declined. S. Smith questioned if spring freshet flooding will affect operation of the proposed wastewater treatment facility. DO McLean advised the plant will be constructed to ensure the base of the facility is at 7 metre elevation. S. Smith suggested it may be advantageous to increase the base height in case flood levels increase over time. DO McLean advised doing so will require extra fill and will increase the cost substantially.



**5.8 Draft Revisions to Water By-law**

Town Manager Jarvie advised: a meeting was held with multi-unit property owners to provide a forum to hear all concerns; the changes proposed reduces the cost to landlords by mandating regular testing and deferring the requirement to connect and use Town water until December 31, 2025 or a date to be determine by Council; however it remains a staff objective to have all businesses and multi-unit housing connect to Town water to ensure a safe reliable water source for all residents; and the policy continues to require new residential development and businesses connect to the municipal water system. He reported difficulties identifying a definitive provincial position pertaining to the provision of water for multi-unit properties. Deputy Mayor Alexander noted after some investigation he discovered the requirements for quarterly microbiology testing and biannual inorganic testing are reasonable. He added at the meeting the property owners indicated they were agreeable to the proposed changes. DO McLean advised changes to the fixed charge for multi-unit properties have been implemented; multi-unit properties are required to pay a fee based on meter size rather than \$50 per quarter. The Committee agreed the proposed changes to Water By-law 1-18 are reasonable and upholds the Town's interest in ensuring residents have access to a reliable and potable water source.

**Meeting Addendum – Mulberry Lane**

The Committee reviewed the estimated total cost and compared the following options for distribution amongst property owners based on: area, assessment, frontage, and number of properties (developed or capable of being developed). After some discussion, the Committee agreed distributing the cost equally based on the number of properties is preferred. Town Manager Jarvie added the Town will contribute to the cost as a property owner, and may contribute more as the project is expected to reduce typical maintenance costs. It was noted the item will be brought to Council for further discussion.

**9. DATE OF NEXT MEETING**

The next meeting will be Wednesday, August 21, 2019.

**10. ADJOURNMENT**

**MOVED** by S. Carter and seconded by S. Smith 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 August 12 Open Session FINAL\_133  
**ROTHESAY**  
**MEMORANDUM**



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TO : Mayor and Council  
FROM : Works & Utilities Committee  
DATE : July 19, 2019  
RE : Motion Passed at July 17, 2019 Meeting

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**Recommendation:**

It is recommended Council direct staff to pursue a configuration with parallel parking on both sides of Church Avenue (per the design prepared by exp).

**Background:**

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, July 17, 2019:

**MOVED** ... and seconded ... the Works and Utilities Committee recommends a configuration with parallel parking on both sides of Church Avenue (per the exp design).

**CARRIED.**



Crandall File: 1900827  
July 17, 2019

“SENT VIA E-MAIL”

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

**ATTENTION: Mr. Brett McLean, P. Eng. - Director of Operations**

Dear Mr. McLean:

**Church Avenue Parking Options  
Rothesay, New Brunswick**

At the Town's request, we have prepared conceptual drawings for three parking and bike lane options along Church Avenue between Hampton Road and Gondola Point Road. The objective of this assignment was to determine the number of parking spaces that could be provided and the encroachment on the Rothesay Common in each option. The three options are:

- Option 1: Two-way traffic with parallel parking on the north side of Church Avenue, diagonal parking on the south side of Church Avenue and bike lanes on both sides.
- Option 2: Two-way traffic with no parking on the north side of Church Avenue, diagonal parking on the south side of Church Avenue and bike lanes on both sides.
- Option 3: One-way traffic (eastbound) with no parking on the north side of Church Avenue, diagonal parking on the south side of Church Avenue and bike lanes on both sides.

The concept plans for the three options are shown in the attached drawing. Assumptions applied were as follows:

- 30-degree angled parking was used for ease of access and egress. The stalls are shown for a “back-in” configuration, but could also be mirrored for a “front-in” configuration with no change to the number of spaces.
- “Parking protected” bike lanes are shown, which places the bike lane between the parking stalls and the curb. This is the current best practice and is safer than placing the bike lane between the parking lane and driving lane.
- Bike lanes are buffered from parking and driving lanes to increase safety. There would be some flexibility in the width of these buffers.

Crandall Engineering Ltd. - a division of Fugro Ltd.

400-5777 or 1-800-361-1111  
Newton, MA 02459  
Tel: (508) 552-2222  
Fax: (508) 552-2222

100-113, Prince William Rd  
2000, Ames, VA 22026  
Tel: (703) 400-5800  
Fax: (703) 400-5800

3115 Oakridge Dr.  
Framingham, MA 01024  
Tel: (508) 451-1000  
Fax: (508) 451-1751

700 York Ave.  
Dorchester, MA 01922  
Tel: (508) 248-0000  
Fax: (508) 248-0170

24 Brimley Ave.  
Barnstable, MA 01953  
Tel: (508) 537-8188  
Fax: (508) 537-8188





The proposed curb extensions on the north side of Church Avenue, as shown in the design by exp Services Inc., are not shown in our concepts, but the maximum parking encroachment on the Common would not be impacted.

A comparison of the three options is summarized as follows:

**Option 1:**

- Parallel Parking stalls on one side: 21 spaces
- Angled Parking stalls on opposite side: 26 spaces (including 2 barrier free spaces)
- Total Parking stalls: 47 spaces
- Protected bike lanes
- Two-way traffic flow
- Overall curb-to-curb width = 20.2 m
- Encroachment onto Common beyond existing curb = 10.4 m

**Option 2:**

- Parallel Parking stalls on one side: 0 spaces
- Angled Parking stalls on opposite side: 26 spaces (including 2 barrier free spaces)
- Total Parking stalls: 26 spaces
- Protected bike lanes
- Two-way traffic flow
- Overall curb-to-curb width = 16.8 m
- Encroachment onto Common beyond existing curb = 7.0 m

**Option 3:**

- Parallel Parking stalls on one side: 0 spaces
- Angled Parking stalls on opposite side: 26 spaces (including 2 barrier free spaces)
- Total Parking stalls: 26 spaces
- Protected bike lanes
- One-way traffic flow
- Overall curb-to-curb width = 15.8 m
- Encroachment onto Common beyond existing curb = 5.8 m

In summary, a configuration with parallel parking on both sides of Church Avenue (per the exp design) would provide a total of approximately 43 parking stalls if bike lanes were incorporated. A configuration with both parallel and 30 degree angled parking provides a total of 47 spaces (per Option 1), resulting in a net gain of 4 spaces, but with further encroachment on the Common.

Crandall Engineering Ltd., a division of Englobe Corp. 

100 1077 St. George Blvd.  
Moncton, N.B. E1E 4C9  
Tel: (506) 857-7277  
Fax: (506) 857-2753

703 - 151 Prince William St  
Saint John, N.B. E2L 2B5  
Tel: (506) 693-5890  
Fax: (506) 693-3250

101 564 Prospect St.  
Fredericton, N.B. E3B 5M7  
Tel: (506) 451-4100  
Fax: (506) 397-7753

97 Troop Ave.  
Dartmouth, N.S. B1B 2A7  
Tel: (902) 466-6488  
Fax: (902) 466-8117

39 Sagona Ave.  
Moncton, N.B. E1A 4E9  
Tel: (506) 576-8188  
Fax: (506) 576-3211



Town of Rothesay  
Crandall File: 1900827  
July 17, 2019  
Page 3 of 3

Please do not hesitate to contact us should you require any additional information.

Yours very truly,

**CRANDALL ENGINEERING LTD.**

A handwritten signature in blue ink, appearing to read 'Peter Allaby', is written over a faint, larger blue outline of the signature.

Peter Allaby, P.Eng.  
Team Leader and Sr. Transportation Engineer

Q:\2019\1900827-00-C Rothesay Common Parking\Admin\Letters\Letter\_Rothesay Common Parking  
Options\_20190716.docx

Crandall Engineering Ltd., a division of Englobe Corp.

400 1077 St. George Blvd.  
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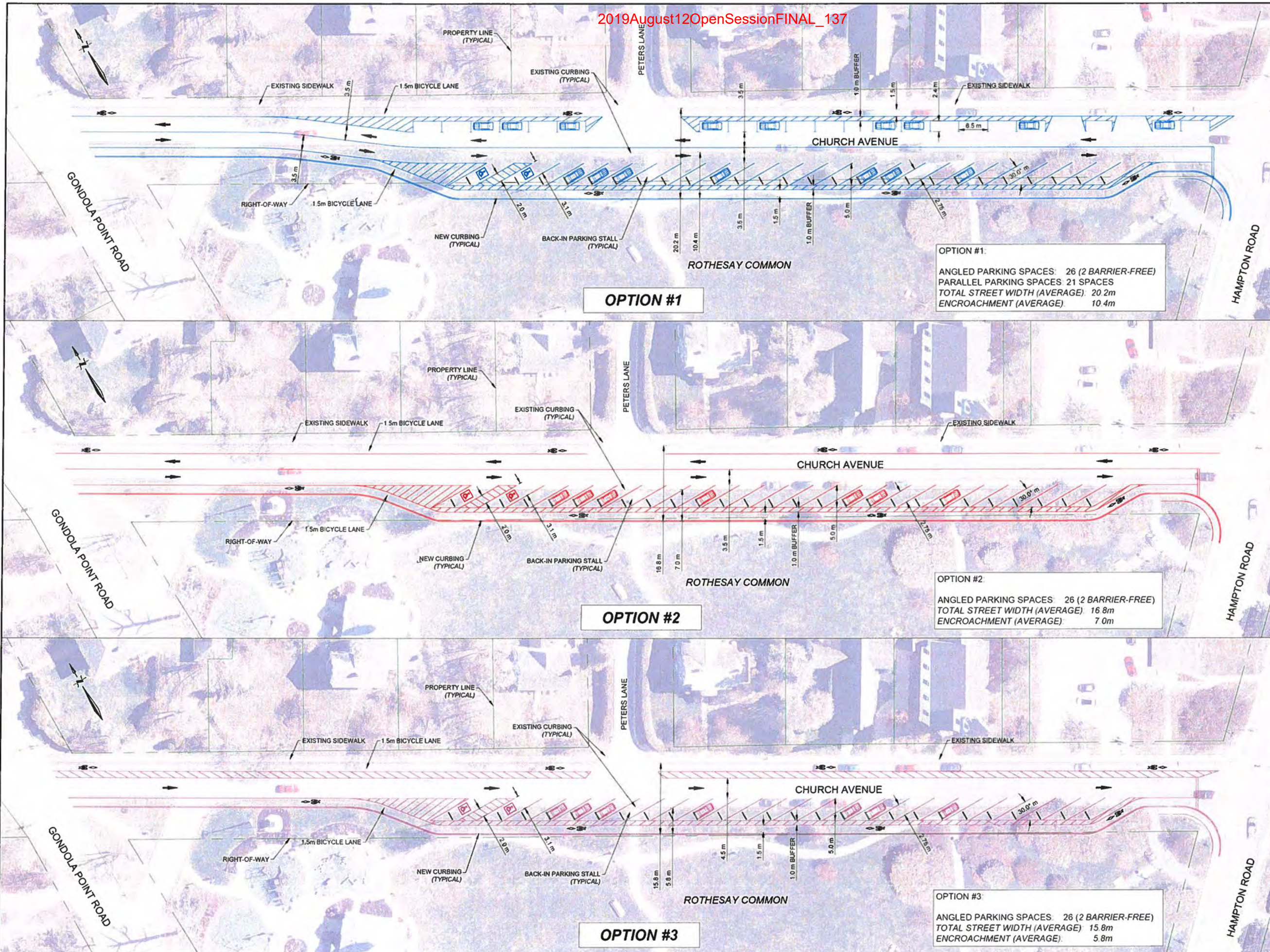
101-564 Prospect St.  
Fredericton, N.B. E3B 9A3  
Tel: (506) 451-4100  
Fax: (506) 857-2753

97 Troop Ave  
Dartmouth, N.S. B3H 2A7  
Tel: (902) 468-6186  
Fax: (902) 468-6119

39 Sagami Ave.  
Mount Pearl, N.L. A1H 4P9  
Tel: (709) 576-0148  
Fax: (709) 576-0148

[CRANDALLENGINEERING.CA](http://CRANDALLENGINEERING.CA)





**OPTION #1**

**OPTION #1:**  
 ANGLED PARKING SPACES: 26 (2 BARRIER-FREE)  
 PARALLEL PARKING SPACES: 21 SPACES  
 TOTAL STREET WIDTH (AVERAGE): 20.2m  
 ENCROACHMENT (AVERAGE): 10.4m

**OPTION #2**

**OPTION #2:**  
 ANGLED PARKING SPACES: 26 (2 BARRIER-FREE)  
 TOTAL STREET WIDTH (AVERAGE): 16.8m  
 ENCROACHMENT (AVERAGE): 7.0m

**OPTION #3**

**OPTION #3:**  
 ANGLED PARKING SPACES: 26 (2 BARRIER-FREE)  
 TOTAL STREET WIDTH (AVERAGE): 15.8m  
 ENCROACHMENT (AVERAGE): 5.8m

NOTES

A 0	JUL 12/19	ISSUED FOR INFORMATION	JTGB	PA
NO.	DATE	REVISIONS	BY	APPR.



**PRELIMINARY ONLY**  
 NOT FOR USE IN CONSTRUCTION

PROJECT TITLE  
**TOWN OF ROTHESAY  
 CHURCH AVENUE  
 PARKING AND BIKE LANE OPTIONS**

ROTHESAY N.B.  
 DRAWING TITLE  
**FIGURE 1  
 PARKING AND BIKE LANE OPTIONS**

Scale	Drawn By	Design By
4m 0 8m (1:400 FULL SCALE)	JTGB	JTGB
	Checked By	Costs Check
	PA	JTGB
	Sheet	01 of 01

File Name  
 FIGURE 1 DWG

Drawing No.  
 1900827-1-C01

Q:\2019\1900827-00-C ROTHESAY COMMON PARKING AND BIKE LANE REPRESENTATION DWG\FIGURE 1.DWG 15/07/2019 11:24 AM





2019 August 12 Open Session FINAL\_138  
**ROTHESAY**  
**MEMORANDUM**



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TO : Mayor and Council  
FROM : Works & Utilities Committee  
DATE : July 19, 2019  
RE : Motion Passed at July 17, 2019 Meeting

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**Recommendation:**

It is recommended Council consider the installation of sidewalk on French Village Road between Hooper Drive and Dofred Road, and between Acadian Avenue and 70 French Village Road during 2020 budget deliberations.

**Background:**

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, July 17, 2019:

**MOVED** ... and seconded ... the Works and Utilities Committee recommends Council consider the installation of sidewalk on French Village Road between Hooper Drive and Dofred Road, and between Acadian Avenue and 70 French Village Road during 2020 budget deliberations.

**CARRIED.**



# ROTHESAY

Emergency Measures Committee  
Monday, July 22, 2019 at 9:00 a.m.  
SAYRE ROOM ROTHESAY TOWN HALL



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

DIRECTOR OF PLANNING/DEVELOPMENT SERVICES BRIAN WHITE  
RECORDING SECRETARY LIZ POMEROY

LES WEBER, REGION 9 NB EMO COORDINATOR

Chairperson Lewis called the meeting to order at 9:00 a.m.

**1. APPROVAL OF AGENDA**

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

**CARRIED.**

**2. APPROVAL OF MINUTES**

2.1 Regular meeting of April 8, 2019

**MOVED** by Mayor Grant and seconded by Counc. McGuire the minutes of April 8, 2019 be approved as circulated.

**CARRIED.**

**3. DELEGATIONS**

N/A

**4. REPORTS**

N/A

**5. OLD BUSINESS**

N/A

**6. NEW BUSINESS**

6.1 Regional NB EMO – Update Les Weber

Mr. Weber advised activity surrounding spring freshet flooding has died down. He noted some neighbouring municipalities experienced flooding during the heavy rainstorm yesterday. It appears Rothesay did not experience similar issues. Mr. Weber stressed the importance of updating Rothesay’s Emergency Measures Plan (EMP) and suggested a review be conducted on either an annual or biannual basis. He offered to provide guidance during the review process.

There was discussion with respect to the pros and cons of developing a Regional EMP. Mr. Weber noted there are challenges as incidents can impact municipalities differently. For instance, water levels at 3.8 meters may impact one community and not another. It was noted Rothesay and Quispamsis explored a regional approach to emergency planning in the past but decided individual efforts were preferred. Mr. Weber noted there are disadvantages to sharing emergency services between two municipalities. More specifically, if an incident affects both towns senior staff of emergency services must allocate their time between the towns or assign a designate to one town.

Counc. Lewis commented on the public confusion created by different municipal plans for the provision of sand and sandbags. Mr. Weber advised meetings were held with regional municipalities prior to rising water levels to coordinate a strategy. However, one municipality adopted a different plan. To ensure residents in the region received the same support each municipality applied a similar strategy with some variations. Sand and sandbags were available to Rothesay residents prior to the long weekend in May to ensure residents could prepare in advance. It was suggested the EMP include a predetermined water level that must be reached before sand and sandbags are provided. Mr. Weber indicated development of a 7-day forecast is being explored. In response to an inquiry, Mr. Weber reported the sandbag filling machines utilized by Saint John were effective, purchased at a reasonable cost (approximately \$6,000 each), and reduced safety concerns associated with volunteer sandbagging operations. There was discussion with respect to whether the provision of sandbags is a provincial or municipal responsibility. Mr. Weber noted municipalities have a better understanding of how many sandbags are required. It was suggested a regional meeting be scheduled in the fall to discuss a bulk purchase of sandbags to reduce the overall cost and other efforts to mitigate flood concerns.

Mr. Weber recommended Rothesay explore potential Memorandums of Understanding with local organizations to guarantee aid in the event of an emergency. He advised there is a misconception that issuing a State of Local Emergency is the first step in emergency management. He noted activation of an Emergency Operations Centre (EOC) should be a primary focus. There was a lengthy discussion with respect to the role of the EOC (municipal and regional), and the Incident Command System (ICS).

Counc. Lewis commented on Rothesay's decision to maintain Level 1 activation during the spring freshet flood. Mr. Weber advised Level 1 is enhanced monitoring and indicates the incident is manageable with local resources; Level 2 and higher implies assistance is required from other sources – regional, provincial, or federal. He added military support was available however it is not a service that is guaranteed in future years. Counc. Lewis noted there is room for improvement regarding the organization of sandbagging operations. Mr. Weber advised emergency management training and activation of an EOC can assist with management of sandbagging operations. He added a military liaison may also assist if military support is provided.

There was further discussion with respect to the typical procedure during activation of an EOC.



Mr. Weber suggested Rothesay focus on six areas:

1. Separation – Council from the EOC
2. Identification – key roles and resources
3. Training – staff and Council
4. Infrastructure – establishment of EOC (permanent or temporary)
5. Emergency measures – policies and procedures
6. Mutual aid agreements – community support

Mr. Weber suggested senior staff be separate from the EOC as regular Town operations are expected to continue during incidents. He gave a brief overview of the roles of Incident Commander, EOC Director, and emergency services personnel. There was a lengthy discussion. Mr. Weber stressed the importance of ensuring more than one individual has the knowledge to prepare the EOC and that set up can be completed in a timely fashion. He added it is important that roles can be performed by several people to reduce dependency on few individuals.

There was further discussion with respect to emergency management actions undertaken by Rothesay during the flood, and mitigation measures to reduce concerns for possible future events. Mr. Weber advised he encourages municipalities not to be afraid of “pushing the EMO button”. He noted support is available and reduces the overall burden on communities.

The Committee discussed potential training opportunities. It was suggested training be scheduled in the fall as individuals are typically busy during the summer. In response to an inquiry, Mr. Weber advised it is expected the postponed NB EMO exercise will be rescheduled in the fall. He added Rothesay’s request for rail incident injects will be incorporated into Rothesay’s exercise.

There was discussion with respect to suggested MOUs with Ground Search and Rescue and hotels in the area. Mr. Weber commended Rothesay on the detailed Reception Centre section of the EMP. DPDS White advised the Red Cross was consulted during preparation of the section. He added the map needs to be updated as there have been changes to Town Hall, more specifically the addition of the HIVE.

In response to an inquiry, Mr. Weber advised the onus is on property owners to protect their properties. He suggested developing a policy that determines how and when the Town will provide assistance, and sharing the policy with residents through an educational campaign. He noted this duty typically falls to the role of the Public Information Officer. DPDS White advised the Clerk’s office manages communication during emergencies. Mr. Weber noted opportunities to manage development in flood prone areas are being explored by the Provincial government and should be addressed locally as well.

It was suggested policies regarding sandbagging operations be discussed at the next meeting.

**MOVED** by Mayor Grant and seconded by Counc. McGuire the EMO Committee recommends Council consider the purchase of a sandbag machine during 2020 budget deliberations.

**CARRIED.**

**MOVED** by Mayor Grant and seconded by Counc. McGuire the EMO Committee recommends progressive training in emergency management be a priority.

**CARRIED.**

**MOVED** by Mayor Grant and seconded by Counc. McGuire the EMO Committee recommends a review of the Emergency Measures Plan be undertaken with Les Weber to be completed by the end of 2019.

**CARRIED.**

**7. CORRESPONDENCE FOR INFORMATION**  
N/A

**8. DATE OF NEXT MEETING**

The next meeting is tentatively scheduled for September 16, 2019.

**9. ADJOURNMENT**

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

**CARRIED.**

The meeting adjourned at 10:20 a.m.

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CHAIRPERSON

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RECORDING SECRETARY



2019 August 12 Open Session FINAL\_143  
**ROTHESAY**  
**MEMORANDUM**



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TO : Mayor and Council  
FROM : EMO Committee  
DATE : July 24, 2019  
RE : Motion Passed at July 22, 2019 Meeting

---

**Recommendation:**

It is recommended Council consider the purchase of a sandbag machine during 2020 budget deliberations.

**Background:**

Please be advised the EMO Committee passed the following motion at its regular meeting on Monday, July 22, 2019:

**MOVED** ... and seconded ... the EMO Committee recommends Council consider the purchase of a sandbag machine during 2020 budget deliberations.

**CARRIED.**





2019 August 12 Open Session FINAL\_144  
**ROTHESAY**  
**MEMORANDUM**



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TO : Mayor and Council  
FROM : EMO Committee  
DATE : July 24, 2019  
RE : Motion Passed at July 22, 2019 Meeting

---

**Recommendation:**

It is recommended progressive training in emergency management be a priority.

**Background:**

Please be advised the EMO Committee passed the following motion at its regular meeting on Monday, July 22, 2019:

**MOVED** ... and seconded ... the EMO Committee recommends progressive training in emergency management be a priority.

**CARRIED.**



2019 August 12 Open Session FINAL\_145  
**ROTHESAY**  
**MEMORANDUM**



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TO : Mayor and Council  
FROM : EMO Committee  
DATE : July 24, 2019  
RE : Motion Passed at July 22, 2019 Meeting

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**Recommendation:**

It is recommended a review of the Emergency Measures Plan be undertaken with Les Weber to be completed by the end of 2019.

**Background:**

Please be advised the EMO Committee passed the following motion at its regular meeting on Monday, July 22, 2019:

**MOVED** ... and seconded ... the EMO Committee recommends a review of the Emergency Measures Plan be undertaken with Les Weber to be completed by the end of 2019.

**CARRIED.**



**ROTHESAY**  
 2019 August 12 Open Session FINAL 146  
 PLANNING ADVISORY COMMITTEE MEETING  
 Rothesay Town Hall  
**Tuesday, August 6, 2019**  
**5:30 p.m.**



DRAFT

**PRESENT:** CRAIG PINHEY, VICE-CHAIRPERSON  
 TRACIE BRITTAIN  
 JOHN BUCHANAN  
 ELIZABETH GILLIS  
 COUNCILLOR DON SHEA

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

**ABSENT:** COLIN BOYNE, CHAIRPERSON  
 COUNCILLOR BILL McGUIRE  
 ANDREW MCMACKIN

Vice-Chairperson Pinhey called the meeting to order at 5:30 p.m.

**1. APPROVAL OF THE AGENDA**

**MOVED** by T. Brittain and seconded by Counc. Shea to approve the agenda as circulated.

**CARRIED.**

**2. ADOPTION OF MINUTES**

2.1 Regular Meeting of May 6, 2019

**MOVED** by E. Gillis and seconded by J. Buchanan the Minutes of 6 May 2019 be adopted as circulated.

**CARRIED.**

**3. NEW BUSINESS**

3.1 **19 Chapel Road**

OWNER:

PID:

PROPOSAL:

**Maritess Flores**

Maritess Flores

00064725

Assisted Living Facility

Ms. Flores was in attendance. DPDS White gave a brief summary of the report and advised as there are no specific guidelines for assisted living facilities in the Zoning By-law, staff evaluated the application based upon the Zoning By-law standards intended for the establishment of a home occupation in a residential neighbourhood. He highlighted the following: the proposal is compliant with the by-law requirements and is considered compatible with the residential character of the neighbourhood; there are no exterior changes proposed; the facility must adhere to Provincial regulations; and neighbors expressed concern that the business would not maintain the existing character of the neighbourhood. The Committee reviewed the site plan of the home.



The Committee inquired if the residence can properly accommodate individuals that may require assistance with mobility. Ms. Flores advised she has engaged the services of a contractor to ensure the building fulfills all necessary requirements. Counc. Shea commented that the proposal differs from a typical revolving door nature of a home business. DPDS White advised the proposal is similar to a home occupation as the owner of the residence will reside in the building.

In response to an inquiry, DPDS White advised criteria for assisted living facilities will be considered during the ongoing review of the Municipal Plan and Zoning By-law. There was further discussion with respect to the layout of the building. It was noted: adjustments will be made to create a hallway between the first and second bedroom to increase privacy; the applicant's family will reside on the second floor of the building; and there are no young children residing in the house that may disturb other residents.

The Committee inquired about the level of care required for potential occupants. Ms. Flores advised she is able to accept individuals requiring either a Level 1 or Level 2 degree of care. She added should an individual's health deteriorate requiring a Level 3 degree of care while living in the residence, the Department of Social Development will be notified and the individual will remain in the residence until space is available in an appropriate facility. If the occupant's health should decline significantly before space in another facility is available, the individual would be relocated to the emergency department of the hospital. She further noted she is able to choose which individuals reside in her facility subject to client approval from the Department of Social Development. In response to an inquiry, Ms. Flores noted she is able to accept clients with mobility issues as long as they require either a Level 1 or 2 degree of care.

It was noted "Zone approval" is a requirement to obtain a Provincial license. DPDS White clarified, the application is for a conditional use and not to rezone the property. He added approval of the proposal is subject to adherence to all Provincial regulations. The Committee inquired if the proposal may impact tax assessments. Town Manager Jarvie advised it may impact the property assessment however it is unclear.

Casey Hoogeveen, 26 Chapel Road, commended Ms. Flores on recent improvements to the property. He added he has concerns that the building may not provide sufficient space to accommodate an assisted living facility.

T. Brittain inquired about precedent, and suggested guidelines be considered in the future for similar proposals. DPDS White advised all applications are evaluated individually on merit. Counc. Shea questioned if the license is transferable if ownership of the residence changes. DPDS White advised it is unlikely as the license is typically associated with the operator of the business.

**MOVED** by Counc. Shea and seconded by E. Gillis the Planning Advisory Committee grant a conditional use approval to operate an Assisted Living Facility not exceeding three (3) persons, from the residential dwelling located at 19 Chapel Road (PID 00064725) subject to the following conditions:

1. The facility be licensed and/or otherwise permitted in accordance with all applicable Provincial or Federal requirements regarding assisted living facilities and all such documentation, licenses and approvals shall be submitted to the Development Officer.

**CARRIED.**

Ms. Flores and Mr. Hoogeveen left the meeting.

**4. OLD BUSINESS**

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**TABLED ITEMS (Tabled February 5, 2018) – no action at this time**4.1 Subdivision Approval - 7 Lots off Appleby Drive (PID 30175467)

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**5. CORRESPONDENCE FOR INFORMATION**5.1 Municipal Plan – Working Draft Future Land Use Map  
1 August 2019 Memorandum from DPDS White

DPDS White gave a presentation with respect to the Working Draft Future Land Use Map. He advised six chapters (Rural Area, Residential Development, Special Areas, Institutional, Commercial Development, Industrial, and Recreation) from the 2010 Municipal Plan were revised and combined to form a “Land Use” chapter proposed for the 2020 Municipal Plan. He gave a brief overview of the difference between Land Use and Zoning. Land Use is: a guide for how the lands are to be developed and/or used in the future, shown on the Future Land Use map, indicates the general intent of land, and contains zones that allow specific uses within each zone. Zoning regulates specific uses through standards and guidelines, and uses are contained within a zone and shown on the Zoning By-law map. The draft Future Land Use map showcases nine proposed land uses: low density residential, medium density residential, high density residential, commercial, light industrial, traditional, institutional, parks and conservation, and rural. The Committee then reviewed the Future Land Use map broken down into the nine individual land uses.

DPDS White highlighted the following proposed changes: the vacant land off Millennium Drive, across from Kent, and the Atlantic Superstore would be designated as General Commercial; the Riverside Golf Club property will change from Recreational to Commercial (zoned Commercial Recreational), the area along Campbell Drive near the fire station and Fairvale Animal Hospital will change from Residential to Commercial; the Rothesay Yacht Club property would be zoned as Commercial Recreational; the Secondary Plan area will include High Density Residential, Institutional, Low Density Residential, Medium Density Residential, and Parks and Conservation; Light Industrial areas will remain the same with the addition of land between Campbell Drive to Grove Avenue housing Carpenter’s Excavating; Park and Conservation areas will include Spyglass Hill and tentatively the river front properties at risk to flooding (to permit existing residential use but prohibit more intense uses); Medium Density Residential areas may include land near Kaitlyn Street and Miller Park Drive; and Rothesay’s Traditional Area designation will be expanded.

He noted the proposed changes will help guide future development, will better suit the existing use of lands, as well as provide opportunities for future amenities. There was discussion with respect to the area surrounding the Villa Madonna Retreat House. DPDS White advised the area will remain Institutional. Counc. Shea inquired about pits and quarries. DPDS White advised they are designated as Rural and zoned Rural Industrial. Staff noted that the Rural designation includes seven zones. There was discussion with respect to potential impact to tax assessments if lands are designated Park Land. DPDS White advised a set of policies will accompany each land use. Policies may also be created for other topics, for instance accessibility or affordability.

There was discussion with respect to feedback from the Secondary Plan, vacant land on Millennium Drive, and the different processes for rezoning vs. a by-law amendment. DPDS White advised: feedback from the Secondary Plan was considered during the Municipal Plan review therefore it is not expected residents will be surprised by any changes; development of the vacant land on Millennium Drive may have been hindered by the previous land use designation; and amending the Municipal Plan after enactment is a more extensive process than rezoning a property.

In response to an inquiry, DPDS White advised the land on Scott Avenue owned by the Town will remain designated as Institutional. When questioned about the Riverside Golf Club, DPDS White advised there was a previous proposal by the golf club to develop a high density residential project on the property. As the property may be suitable for such a project the change to a portion of the property near Hampton Road would allow Council to consider a similar application in the future. Counc. Shea questioned how the owner may be impacted if Spyglass Hill is designated as Park and Conservation Land. DPDS White advised the proposed change would allow for residential development in the area. He added that the land was previously within the Secondary Plan area and development was not previously permitted.

When questioned about the next steps, DPDS White advised a first draft of the new Plan will be released in a public presentation followed by a thirty day review period, and a public hearing by Council.

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

The next meeting will be held on **Tuesday, September 3, 2019.**

**7. ADJOURNMENT**

**MOVED** by T. Brittain and seconded by E. Gillis the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 6:50 p.m.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
RECORDING SECRETARY





2019August12OpenSessionFINAL\_150

# BUILDING PERMIT REPORT

7/1/2019 to 7/31/2019

<b>Date</b>	<b>Building Permit No</b>	<b>Property Location</b>	<b>Nature of Construction</b>	<b>Value of Construction</b>	<b>Building Permit Fee</b>
07/23/2019	BP2019-00002	27 GROVE AVE	RENOVATION	\$60,000.00	\$435.00
07/12/2019	BP2019-00023	7 EDGEMONT	SINGLE FAMILY	\$300,000.00	\$2,175.00
07/15/2019	BP2019-00057	82 FRENCH VILLAGE RD	WINDOWS	\$2,100.00	\$21.75
07/15/2019	BP2019-00076	75 DONLYN DR	DECK	\$11,500.00	\$87.00
07/26/2019	BP2019-00080	27 GROVE AVENUE	ATTACHED GARAGE	\$20,000.00	\$145.00
07/18/2019	BP2019-00090	7 ANNA AVE	ACCESSORY STRUCTURE	\$1,200.00	\$20.00
07/04/2019	BP2019-00094	24 BIRCHVIEW TERR	DECK	\$3,000.00	\$21.75
07/15/2019	BP2019-00095	18 CHARLES CRES	DECK	\$5,000.00	\$36.25
07/04/2019	BP2019-00096	25 LARSEN DR	RENOVATION	\$30,000.00	\$217.50
07/04/2019	BP2019-00097	8 CHARLES CRES	DECK	\$4,000.00	\$29.00
07/15/2019	BP2019-00099	33 DOFRED RD	WINDOWS	\$1,180.00	\$20.00
07/15/2019	BP2019-00100	259 GONDOLA POINT RD	INTERIOR RENOVATIONS - COMMERCIAL	\$12,000.00	\$87.00
07/17/2019	BP2019-00101	1 EDGEMONT	ADDITION	\$23,400.00	\$174.00



## BUILDING PERMIT REPORT

7/1/2019 to 7/31/2019

<b>Date</b>	<b>Building Permit No</b>	<b>Property Location</b>	<b>Nature of Construction</b>	<b>Value of Construction</b>	<b>Building Permit Fee</b>
07/15/2019	BP2019-00104	50 HIGHLAND AVE	ABOVE GROUND POOL/DECK	\$13,000.00	\$94.25
07/29/2019	BP2019-00106	LOT #6 GOLF CLUB COURT	SINGLE FAMILY	\$450,000.00	\$3,262.50
07/15/2019	BP2019-00107	125 WILJAC ST	ELECTRICAL UPGRADE	\$1,400.00	\$20.00
07/12/2019	BP2019-00108	57 RIVER RD	ADDITION	\$10,000.00	\$72.50
07/12/2019	BP2019-00109	18 WEDGEWOOD DR	RENOVATION	\$7,000.00	\$50.75
07/12/2019	BP2019-00110	7 DOBBIN ST	ADDITION	\$16,500.00	\$123.25
07/18/2019	BP2019-00111	78 SECOND ST	SIDING	\$11,195.00	\$87.00
07/17/2019	BP2019-00114	14 DOFRED RD	ELECTRICAL UPGRADE	\$500.00	\$20.00
07/17/2019	BP2019-00117	32 IONA AVE	FENCE	\$2,850.00	\$21.75
07/17/2019	BP2019-00119	162 RIDGEWAY ST	STORAGE SHED	\$3,500.00	\$29.00
07/29/2019	BP2019-00121	4 GARRISON DR	DECK	\$9,500.00	\$72.50
07/22/2019	BP2019-00122	52 ELIZABETH PKWY	ELECTRICAL UPGRADE	\$10,000.00	\$72.50
07/23/2019	BP2019-00124	82 HAMPTON RD	DEMOLITION	\$0.00	\$500.00



## BUILDING PERMIT REPORT

7/1/2019 to 7/31/2019

<b>Date</b>	<b>Building Permit No</b>	<b>Property Location</b>	<b>Nature of Construction</b>	<b>Value of Construction</b>	<b>Building Permit Fee</b>
07/29/2019	BP2019-00125	12 ALEXANDER AVE	STORAGE SHED	\$3,000.00	\$21.75
<b>Totals:</b>				<b>\$1,011,825.00</b>	<b>\$7,917.00</b>
<b>Summary for 2019 to Date:</b>				<b>\$3,436,311.00</b>	<b>\$26,789.50</b>

### 2018 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
<b>Monthly total:</b>	<b>\$2,854,450.00</b>	<b>\$14,737.50</b>
<b>Summary to Date:</b>	<b>\$11,821,982.00</b>	<b>\$81,283.75</b>



**ROTHESAY****INTEROFFICE MEMORANDUM**

TO : Mayor Grant & Council  
 FROM : John Jarvie  
 DATE : 7 August 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 31/05/19*	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	SCADA upgrade	35,000		New technology based on internet – in progress
	2019 Resurfacing design	60,000	75%	Survey complete, prel design complete, tender March 18
	WWTP Phase II	\$22M	-	Funding Application resubmitted
	Designated Highways 2019	282,500	-	Grant confirmation received in the amount of \$371,000, paperwork on adding to resurfacing contract in progress
	Trail & sidewalk connector Wells	\$1.05M	-	Subject to grants
	Protective Services (KVFD)	306,000	9%	Truck, miscellaneous
	Town Hall	90,000	32%	Includes Hive
	IT equipment & Software	50,000	30%	
	2019 street resurfacing	\$1.37M	19%	Allan Avenue roadway complete, Cameron Road under construction, Milling for Marr/Rickett's/Chapel planned for week of Aug 12
	Curb & Sidewalks (Marr Road)	425,000	-	Included in the 2019 resurfacing project, work progressing, north curb complete, sidewalk 70% complete, south curb under construction
	Drainage (Church Ave)	1.75M	22%	Underway
	Fleet/Equipment	665,000	11%	Utility vehicle still to be purchased
	Rothesay Arena	110,000	-	Stage I – expressions of interest received
	Arthur Miller Field resurfacing	400,000	100%	Lower field – Tender awarded, installation pending weather
	Trails	40,000	14%	Wells & Link to Quispamsis
	2020 Resurfacing design	60,000		Street list to be tabled with WUC August 21st
	Secondary Plan road design	50,000	-	Wiljac – decision tabled
Hillsview/Shadow Hill Court water	450,000	1%	Water main replacement, RFP awarded, design underway	
Turnbull Court Design	75,000	2%	Survey for design work underway, residents being notified of interior plumbing inspections in the coming weeks	
Water quantity	300,000	1%	Project start up pending	

\* Funds paid to this date.

2019August12OpenSessionFINAL\_154

**From:** [Liz Pomeroy](#)  
**To:** [Liz Pomeroy](#)  
**Subject:** FW: Letter from residence of Cameron road area  
**Date:** July-18-19 1:44:14 PM

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**From:** Wayne Hatfield [REDACTED]  
**Sent:** July 16, 2019 5:51 PM  
**To:** Nancy Grant <NancyGrant@rothesay.ca>  
**Cc:** Matthew Alexander <MatthewAlexander@rothesay.ca>; Miriam Wells <MiriamWells@rothesay.ca>; Tiffany Mackay French <TiffanyMackayFrench@rothesay.ca>; Peter Lewis <PeterLewis@rothesay.ca>; Don Shea <DonShea@rothesay.ca>; Grant Brenan <GrantBrenan@rothesay.ca>; Mary Jane Banks <MaryJaneBanks@rothesay.ca>  
**Subject:** Re: Letter from residence of Cameron road area

Thank you Nancy and Matthew much appreciated . I will let the group know.

All the best ,

Wayne

On Tue, Jul 16, 2019, 11:26 AM Nancy Grant <[NancyGrant@rothesay.ca](mailto:NancyGrant@rothesay.ca)> wrote:

Good Morning Mr. Hatfield,

Your letter has been referred to the office of the Town Clerk for inclusion on the agenda for August Council.

The Clerk will be in touch with you regarding your delegation.

Enjoy your day,  
Nancy

Dr. Nancy Grant  
Mayor

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

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**From:** Wayne Hatfield [REDACTED]  
**Sent:** Monday, July 15, 2019 3:45 PM  
**To:** Nancy Grant; Matthew Alexander; Miriam Wells; Tiffany Mackay French; Peter Lewis; Don Shea; Grant Brenan  
**Subject:** Letter from residence of Cameron road area

Dear Mayor N Grant and Council,

My name is Wayne Hatfield from 1 Ricketts Lane. I am one of the group of residences that drop by the July 8th council session. Thank you for taking the time to chat with us. As per

2019August12OpenSessionFINAL\_155

your suggestion at the meeting , attached is a copy of the physical letter that was dropped off to town hall today. It is requesting time on August council session agenda to discuss future plans for restoration and flood mitigation on Cameron road. The letter was written and signed by many residences in the Cameron Road area that share the same concerns.

Also below is a link to some recent pictures of the area if your not familiar with it.

[https://ewh1-my.sharepoint.com/:f/p/wayne\\_hatfield/EtfiGnjz5eNHvHRz-WiWk0BOG\\_NPG22\\_jFal9T2oX7k2w?e=QhceVP](https://ewh1-my.sharepoint.com/:f/p/wayne_hatfield/EtfiGnjz5eNHvHRz-WiWk0BOG_NPG22_jFal9T2oX7k2w?e=QhceVP)

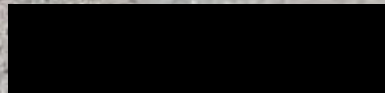
Look forward to further discussions and a better understanding of the plans that are currently in place that may address many of our concerns.

Many Thanks,

Wayne



2019August12OpenSessionFINAL\_156



Driveway 30  
Cameron Road

2019August12OpenSessionFINAL\_157

Beach at the end of  
Cameron. Six foot drop off  
no guard rail.

2019August12OpenSessionFINAL\_158

Beach access at  
end of Cameron.



2019August12OpenSessionFINAL\_159

A) Ricketts Ln

STOP  
ARRÊT

Corner of  
Cameron and  
Ricketts.

2019August12OpenSessionFINAL\_160



Community Mailbox  
Cameron Road. Hard to  
access for seniors.



Page 1 of 3  
Hand delivered  
July 15/19

July 9, 2019

Mayor Nancy Grant  
70 Hampton Rd,  
Rothesay,  
NB E2E 5Y2



Dear Mayor N. Grant and Council,

We the residents of the Cameron Rd., Wynn St., Mulberry Lane, Ricketts Lane and surrounding area affected by the 2019 Spring Freshet flooding are formally seeking support and assistance from Rothesay Mayor and Council pertaining to the repair and mitigation efforts required to restore our neighborhood as a result of the 2019 Spring freshet flood.

As residents of the Cameron Road area we have experienced extensive damage to area infrastructure including roads, parkland, property as well as private homes. Our concerns include immediate road repair and mitigation efforts by the town of Rothesay to prevent further flooding and damage to our roads, property and homes.

For the past few years the reoccurring spring freshet has adversely affected our neighborhood. The impact of this flood has been enormous:

- Firstly we do appreciate the quick response and temporary road access that was created during the flood crisis. One of major concerns is the health and public safety concerns specifically the jeopardized critical emergency service provisions as the lower Cameron Road was inaccessible to emergency vehicles including police, fire and ambulance. We want to be assured when the final project is completed the road will be safe for seniors and children in the community and accessible by emergency responders
- the economic impact of property and home damage resulting in increased debt and higher insurance costs
- and the physical damage including personal and property loss and/or damage.

It is our position that upgrading and rebuilding infrastructure to handle flood waters and further protecting our neighborhood is a valuable investment for the future.

As such we are respectfully requesting the following items to be addressed:

- Restoration of the Cameron Road



- Detailed plans and time frames for immediate improvements to the Cameron Road to address the current hazardous impediments which include perilously high drop-off on both sides as well as rough and uneven surfacing
- Restoration of private properties affected by the temporary grading of the Cameron road (Repair Driveways and lawns restored to new grade levels etc)
- Restoration and accessible entry to the waterfront area at the foot of the Cameron Road. The area has been used by generations of residents in Rothesay for recreational access year-round to the Kennebecasis River. As deeded landowners with beach rights we also require easy accessibility to the beach area at the foot of Cameron.
- The past few years have seen increased usage of the beach and small boat launch on the Cameron Road. Parked vehicles can block community mailbox access and cause congestion on a narrow road. Road widening in this area or additional parking may be required.
- Installation of backflow preventer valves on storm drains and other appropriate measures to ensure effective floodwater drainage and the prevention of floodwater entry into the sewer lines. The towns plans for raising existing storm sewers and sewer pipes to accommodate new grade.
- Regular and timely communication to area residents impacted by the Cameron Road area spring freshet flood

Please add our request to address the council on the issue of the Cameron road area flooding at the next council meeting of August 12, 2019.

Thank you for your efforts to date. We also understand that many of our concerns may be addressed in your current plans, but they have just not been communicated to us. We look forward to your further dialogue on these matters.

Respectfully,

Name	Address
Sharon Hatfield	
Wayne Hatfield	
Gerry Hochsoma	
BRENDA HEKSEMA	
Celine McKay	
Lindsay Joubert	
Mary Joubert	
Phil Joubert	
Mike Adams	
Kevin R Brown	
Kelly Brown	
S. Cell	





**To:** John Jarvie, Town Manager  
**From:** Brian White, MCIP, RPP  
Director of Planning and Development Services  
**Date:** Friday, July 26, 2019  
**Subject:** Encroachment Agreement – 71 Elizabeth Parkway

**RECOMMENDATION:**

Council HEREBY authorizes the Mayor and Clerk to enter into an Encroachment Agreement with Lorraine and Michael Zed, of 71 Elizabeth Parkway.

**ORIGIN:**

A request from residents at 71 Elizabeth Parkway to enter into an Encroachment Agreement pursuant to By-law No. 1-11, "A By-law to Manage Town Owned Lands" for stairs which encroach on Town property.

**BACKGROUND:**

Since it's creation in the 1960's the residents of Kennebecasis Park have enjoyed a deeded right to use Town owned beaches for "swimming, sun bathing, boating and picnicking". However the northern river frontage of Kennebecasis Park is only accessible by negotiating down a steep bank. Consequently, abutting landowners have accessed the beaches through stairs that they built and maintained. The stairs constructed in 2019 by the Zed family are a replacement for stairs which have previously deteriorated.

In order to accommodate privately owned structures (stairs, sheds, etc.) on Town owned lands Rothesay Council enacted By-law No. 1-11, "A By-law to Manage Town Owned Lands". By-law 1-11 is also intended to protect the Town from liability claims by ensuring that such encroachments are safe and do not cause public nuisance.

Attached is a copy of the Encroachment Agreement that was prepared and sent to the Zed family to accommodate stairs they own and which encroach upon Town land.

Should Council agree to enter into the agreement the residents would then sign both copies of the agreement and return these documents along with payment of \$200. Once the agreement is returned along with the payment the Mayor and Clerk would then sign the agreement and it would be registered to the Town property.

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

Date: Friday, July 26, 2019



**ENCROACHMENT AGREEMENT**  
Land Titles Act, S.N.B. 1981, c.L-1.1, s.24

**Rothesay By-law No. 1-11, A By-law to Manage Town Owned Lands**

Parcel Identifier of Parcel Burdened  
by Agreement: **PID 00234575**

Parcel Identifier of Parcel Benefiting  
from Agreement: **PID 00235515**

Owners of Structure: Zed, Lorraine Marie  
71 Elizabeth Parkway  
Rothesay, NB  
E2H 1E8

Zed, Velmore Michael  
71 Elizabeth Parkway  
Rothesay, NB  
E2H 1E8

(hereinafter called the "Owners")

Agreement with: **Rothesay**  
70 Hampton Road  
Rothesay, N.B.  
E2E 5L5

(hereinafter called "Rothesay")

a body corporate located in the County of Kings and  
incorporated under the laws and regulations of the  
Province of New Brunswick

Purposes of Agreement: Lorraine Marie Zed, and Velmore Michael Zed, (Owners)  
own a stair case that encroaches on land owned by  
Rothesay (hereinafter called the 'Town'), as identified on  
SCHEDULE A,

And whereas the Owners is desirous of continuing and  
maintaining the encroachment

**NOW THEREFORE THIS AGREEMENT WITNESSTH** that for and in the consideration  
of the payment of \$200.00 to the Town, receipt of which is hereby acknowledged, the  
parties agree as follows:

- A. The Town agrees that the Owners and their executors, administrators or assigns may continue the encroachment only in accordance with this agreement.
- B. The Owners agree that they will continue the encroachment, including any surface and structure, to be located as shown on SCHEDULE B and generally described as:
  - i. Wooden Stairs providing access to beach
- C. The Owners agree that the encroachment and associated structure(s) do not obstruct access to the general public.
- D. The Owners agree that there will not be, at any time, any intentional subsurface disturbance of the sewer easement right of way, as a result of the use or construction of said stairs.
- E. The Owners agree that there will be no removal of existing vegetation other than what is necessary to accommodate the placement of the structure(s).
- F. The Owners agree to correct or repair any Building Code deficiencies in said structures as may be identified by the Town in order to adhere to the standards stated in the National Building Code.
- G. The Owners agree that, should the structure or any portion of it be structurally altered, ordinary repairs excepted, the alterations shall be done so that the structure shall not encroach at all or further on the Town owned land after the

alterations and shall be in full compliance with the Town's By-laws.

- H. The Town has the explicit right to remove the encroachment without notice in the event of the structure being deemed a hazard at the sole discretion of the Town, which discretion shall not be unreasonably exercised.
- I. The Town may withdraw permission to encroach at any time, after which the Owners shall be responsible for the removal of the structure.
- J. This agreement will be issued for a maximum of five (5) years from the date executed and may be renewed.
- K. The Owners shall provide Rothesay with proof of liability insurance with the Owners and Rothesay as named insurers for the lands of Rothesay affected by the encroachment with respect to any claim in relation thereto.
- L. Notwithstanding any other terms and conditions contained herein, the parties hereto agree that the Owners are not surrendering any of the easement rights the Owners acquired to use Town property, including but not limited to beach rights, by virtue of the easements and covenants contained the deed bearing date the 6<sup>th</sup> day of November, 1953 and duly recorded in the Provincial Land Registration Office in St. Stephen, New Brunswick as No. 112705 in Book 73 at pages 72-76.

**Waiver of Liability**

The Owners shall indemnify Rothesay against any liability, claim, demand, action or cause of action of any nature whatsoever, or any expense incident thereto, for injury to or death of a person or loss or damage to property, occurring on or pertaining to the encroachment, including any surface and or structure as shown on Schedule A during the term of this agreement, or arising out of any breach of the Owners covenants.

**Registration**

A copy of this Agreement and every amendment and/or discharge of this Agreement shall be recorded at the Provincial Land Registration Office in St. Stephen, New Brunswick and the Owners shall incur all costs in recording such documents.

**Subsequent Owners**

This Agreement shall be binding upon the parties hereto, their heirs, successors, assigns, mortgagees, lessees and all subsequent owners, and shall run with the Lands which is the subject of this Agreement until this Agreement is discharged by Council.

Upon the transfer of title to any lot(s), the subsequent owners(s) thereof shall observe and perform the terms and conditions of this Agreement to the extent applicable.

**IN WITNESS HEREOF** the parties have duly executed these presents this

\_\_\_\_\_ day of \_\_\_\_\_, 2019.

Witness:

Lorraine Marie Zed (Owners)

\_\_\_\_\_

\_\_\_\_\_

Witness:

Velmore Michael Zed (Owners)

\_\_\_\_\_

\_\_\_\_\_

Witness:

Rothesay

\_\_\_\_\_

Nancy Grant, Mayor

Witness:

Mary Jane Banks, Clerk

\_\_\_\_\_

\_\_\_\_\_

**Schedule A**

PID 00234575

DRAFT



**SCHEDULE B**

**Description of Encroachment:** An existing wooden stair case providing access from 71 ELIZABETH PARKWAY (PID 00235515) to Town owned waterfront land PID 00234575.



Form 43

AFFIDAVIT OF EXECUTION

Land Titles Act, S.N.B. 1981, c.L-1.1, s.55

Subscribing Witness: \_\_\_\_\_

Address; \_\_\_\_\_

Persons Who Executed the Instrument: **Lorraine Marie Zed**  
**Velmore Michael Zed**

Place of Execution: Rothesay, New Brunswick

Date of Execution: \_\_\_\_\_

I, the subscribing witness, make oath and say:

1. That I was personally present and saw the attached instrument duly executed by the party specified and that I am the
2. subscribing witness;
3. That the person who executed the instrument is known to me or the person's identity has been proved to my satisfaction;
4. That the instrument was executed at the place and on the date specified above;
5. That at the time of execution of the instrument I was of the full age of sixteen years; and
6. That the person who executed the instrument is, in my belief, of the age of majority.

DECLARED TO at \_\_\_\_\_, in the )  
 County of \_\_\_\_\_ and )  
 and Province of New Brunswick, )  
 on the \_\_\_\_\_ )  
 day of \_\_\_\_\_ 2019 )

BEFORE ME: )  
 )  
 )  
 \_\_\_\_\_ )

Commissioner of Oaths

\_\_\_\_\_  
Subscribing Witness

Form 45

**AFFIDAVIT OF CORPORATE EXECUTION**  
*Land Titles Act, S.N.B. 1981, c.L-1.1, s.55*

Deponent: **MARY JANE E. BANKS**  
Rothesay  
70 Hampton Road  
Rothesay, N.B.  
E2E 5L5

Office Held by Deponent: Town Clerk

Corporation: **Rothesay**

Other Officer Who Executed the Instrument: **NANCY E. GRANT**  
Rothesay  
70 Hampton Road  
Rothesay, N.B.  
E2E 5L5

Office Held by Other Officer Who Executed the Instrument: Mayor

Place of Execution: Rothesay, Province of New Brunswick.

Date of Execution: \_\_\_\_\_, 2019

I, **MARY JANE E. BANKS**, the deponent, make oath and say THAT:

1. I hold the office specified above in the corporation specified above, and am authorized to make this affidavit and have personal knowledge of the matters hereinafter deposed to;
2. the attached instrument was executed by me and **NANCY E. GRANT**, the other officer specified above, as the officer(s) duly authorized to execute the instrument on behalf of the corporation;
3. the signature "**NANCY E. GRANT**" subscribed to the within instrument is the signature of **NANCY E. GRANT**, who is the Mayor of the town of Rothesay, and the signature "**Mary Jane E. Banks**" subscribed to the within instrument as Town Clerk is the signature of me and is in the proper handwriting of me, this deponent, and was hereto subscribed pursuant to resolution of the Council of the said Town to and for the uses and purposes therein expressed and contained;
4. the Seal affixed to the foregoing indenture is the official seal of the said Town and was so affixed by order of the Council of the said Town, to and for the uses and purposes therein expressed and contained; AND
5. the instrument was executed at the place and on the date specified above.

DECLARED TO at town of \_\_\_\_\_ )  
Rothesay, in the County of Kings, )  
and Province of New Brunswick, )  
This \_\_\_ day of \_\_\_\_\_, 2019 )

BEFORE ME: \_\_\_\_\_ )  
\_\_\_\_\_)  
\_\_\_\_\_)

\_\_\_\_\_)  
Commissioner of Oaths )

\_\_\_\_\_  
MARY JANE E. BANKS





**To:** John Jarvie, Town Manager  
**From:** Brian White, MCIP, RPP  
Director of Planning and Development Services  
**Date:** Friday, July 26, 2019  
**Subject:** Encroachment Agreement – 73 Elizabeth Parkway

**RECOMMENDATION:**

Council HEREBY authorizes the Mayor and Clerk to enter into an Encroachment Agreement with Lauren and Mark Anderson of 73 Elizabeth Parkway.

**ORIGIN:**

A request from residents at 73 Elizabeth Parkway to enter into an Encroachment Agreement pursuant to By-law No. 1-11, "A By-law to Manage Town Owned Lands" for stairs and a garden shed.

**BACKGROUND:**

Since the subdivision's establishment, in the 1960's, residents of Kennebecasis Park have enjoyed a deeded right to use Town owned beaches for "swimming, sun bathing, boating and picnicking". The subject property 73 Elizabeth Parkway is located along the northern river frontage of Kennebecasis Park which is only accessible by negotiating down a steep bank. Consequently, the original and subsequent abutting landowners have accessed the beach through stairs they built and maintained. Previous owners of 73 Elizabeth Parkway constructed stairs for beach access as well as a garden shed for maintenance of their property and gardens. The stairs and shed constructed by the Anderson family are a replacement for stairs and shed which were in poor condition.

Rothesay's By-law to Manage Town Owned Lands (By-law # 1-11) was enacted in order to accommodate residents that want to maintain their privately owned structures on Town owned lands. By-law 1-11 is also intended to protect the Town from liability claims by ensuring that such encroachments are safe and do not cause public nuisance.

Attached is a copy of the Encroachment Agreement that was prepared and sent to the Anderson family to accommodate the stairs and shed they own and which encroach upon Town land.

Should Council agree to enter into the agreement the Andersons would then sign both copies of the agreement and return these documents along with payment of \$200. Once the agreement is returned along with the payment the Mayor and Clerk would then sign the agreement and it would be registered on the Town's property title.

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

Date: Friday, July 26, 2019

**ENCROACHMENT AGREEMENT**  
Land Titles Act, S.N.B. 1981, c.L-1.1

**Rothesay By-law No. 1-11, A By-law to Manage Town Owned Lands**

Parcel Identifier of Parcel Burdened  
by Agreement: **PID 00234575**

Parcel Identifier of Parcel Benefiting  
from Agreement: **PID 00235523**

Owners of Structures: **Anderson, Lauren Marie**  
73 Elizabeth Parkway  
Rothesay, NB  
E2H 1E8

**Anderson, Mark David**  
73 Elizabeth Parkway  
Rothesay, NB  
E2H 1E8

(hereinafter called the "Owners")

Agreement with: **Rothesay**  
70 Hampton Road  
Rothesay, N.B.  
E2E 5L5

(hereinafter called "Rothesay")

a body corporate located in the County of Kings and  
incorporated under the laws and regulations of the  
Province of New Brunswick

Purposes of Agreement: Lauren Marie Anderson and Mark David Anderson,  
(Owners) own a stair case and shed that encroach on  
land owned by Rothesay (hereinafter called the 'Town'),  
as identified on SCHEDULE A,

And whereas the Owners are desirous of continuing and  
maintaining the encroachment

**NOW THEREFORE THIS AGREEMENT WITNESSTH** that for and in the consideration  
of the payment of \$200.00 to the Town, receipt of which is hereby acknowledged, the  
parties agree as follows:

- A. The Town agrees that the Owners and their executors, administrators or assigns may continue the encroachment only in accordance with this agreement.
- B. The Owners agree that they will continue the encroachment, including any surface and structure, to be located as shown on SCHEDULE B and generally described as:
  - i. Wooden Stairs providing access to beach
  - ii. Wooden (garden) shed (10 feet x 10 feet)
- C. The Owners agree that the encroachment and associated structure(s) do not obstruct access to the general public.
- D. The Owners agree that there will not be, at any time, any intentional subsurface disturbance of the sewer easement right of way, as a result of the use or construction of the said stairs or shed.
- E. The Owners agree that there will be no removal of existing vegetation other than what is necessary to accommodate the placement of the structure(s).
- F. The Owners agree to correct or repair any Building Code deficiencies in said structures as may be identified by the Town in order to adhere to the standards stated in the National Building Code.
- G. The Owners agree that, should the structure or any portion of it be structurally altered, ordinary repairs excepted, the alterations shall be done so that the structure shall not encroach at all or further on the Town owned land after the

alterations and shall be in full compliance with the Town's By-laws.

- H. The Town has the explicit right to remove the encroachment without notice in the event of the structure being deemed a hazard at the sole discretion of the Town, which discretion shall not be unreasonably exercised.
- I. The Town may withdraw permission to encroach at any time, after which the Owners shall be responsible for the removal of the structure.
- J. This agreement will be issued for a maximum of five (5) years from the date executed and may be renewed.
- K. The Owners shall provide Rothesay with proof of liability insurance with the Owners and Rothesay as named insurers for the lands of Rothesay affected by the encroachment with respect to any claim in relation thereto.
- L. Notwithstanding any other terms and conditions contained herein, the parties hereto agree that the Owners are not surrendering any of the easement rights the Owners acquired to use Town property, including but not limited to beach rights, by virtue of the easements and covenants contained in Deed # 114331 registered on 1955-03-29 in Kings County in Book 76, Page 286.

**Waiver of Liability**

The Owners shall indemnify Rothesay against any liability, claim, demand, action or cause of action of any nature whatsoever, or any expense incident thereto, for injury to or death of a person or loss or damage to property, occurring on or pertaining to the encroachment, including any surface and or structure as shown on Schedule A during the term of this agreement, or arising out of any breach of the Owners covenants.

**Registration**

A copy of this Agreement and every amendment and/or discharge of this Agreement shall be recorded at the Provincial Land Registration Office in St. Stephen, New Brunswick and the Owners shall incur all costs in recording such documents.

**Subsequent Owners**

This Agreement shall be binding upon the parties hereto, their heirs, successors, assigns, mortgagees, lessees and all subsequent owners, and shall run with the Lands which is the subject of this Agreement until this Agreement is discharged by Council.

Upon the transfer of title to any lot(s), the subsequent owners(s) thereof shall observe and perform the terms and conditions of this Agreement to the extent applicable.

**IN WITNESS HEREOF** the parties have duly executed these presents this

\_\_\_\_\_ day of \_\_\_\_\_, 2019.

Witness:

Lauren Marie Anderson (Owners)

\_\_\_\_\_

\_\_\_\_\_

Witness:

Mark David Anderson (Owners)

\_\_\_\_\_

\_\_\_\_\_

Witness:

Rothesay

\_\_\_\_\_

Nancy Grant, Mayor

Witness:

\_\_\_\_\_

Mary Jane Banks, Clerk



**SCHEDULE A**

PID 00234575

DRAFT

**SCHEDULE B**

**Description of Encroachment:** An existing shed and wooden stair case providing access from 73 ELIZABETH PARKWAY (PID 00235523) to Town owned waterfront land PID 00234575.





Form 43

AFFIDAVIT OF EXECUTION

Land Titles Act, S.N.B. 1981, c.L-1.1, s.55

Subscribing Witness:

Address:

Persons Who Executed  
the Instrument:

**Lauren Marie Anderson,  
Mark David Anderson**

Place of Execution:

Rothesay, New Brunswick

Date of Execution:

\_\_\_\_\_

I, the subscribing witness, make oath and say:

1. That I was personally present and saw the attached instrument duly executed by the party specified and that I am the
2. subscribing witness;
3. That the person who executed the instrument is known to me or the person's identity has been proved to my satisfaction;
4. That the instrument was executed at the place and on the date specified above;
5. That at the time of execution of the instrument I was of the full age of sixteen years; and
6. That the person who executed the instrument is, in my belief, of the age of majority.

DECLARED to at the Town of Rothesay)

County of Kings and )

and Province of New Brunswick, )

on the \_\_\_\_\_ )

day of \_\_\_\_\_ 2019 )

BEFORE ME: )

)

)

\_\_\_\_\_ )

Commissioner of Oaths

\_\_\_\_\_

Subscribing Witness



Form 45

**AFFIDAVIT OF CORPORATE EXECUTION**  
*Land Titles Act, S.N.B. 1981, c.L-1.1, s.55*

Deponent: **MARY JANE E. BANKS**  
Rothesay  
70 Hampton Road  
Rothesay, N.B.  
E2E 5L5

Office Held by Deponent: Town Clerk

Corporation: **Rothesay**

Other Officer Who Executed the Instrument: **NANCY E. GRANT**  
Rothesay  
70 Hampton Road  
Rothesay, N.B.  
E2E 5L5

Office Held by Other Officer Who Executed the Instrument: Mayor

Place of Execution: Rothesay, Province of New Brunswick.

Date of Execution: \_\_\_\_\_, 2019

I, **MARY JANE E. BANKS**, the deponent, make oath and say THAT:

1. I hold the office specified above in the corporation specified above, and am authorized to make this affidavit and have personal knowledge of the matters hereinafter deposed to;
2. the attached instrument was executed by me and **NANCY E. GRANT**, the other officer specified above, as the officer(s) duly authorized to execute the instrument on behalf of the corporation;
3. the signature "**NANCY E. GRANT**" subscribed to the within instrument is the signature of **NANCY E. GRANT**, who is the Mayor of the town of Rothesay, and the signature "**Mary Jane E. Banks**" subscribed to the within instrument as Town Clerk is the signature of me and is in the proper handwriting of me, this deponent, and was hereto subscribed pursuant to resolution of the Council of the said Town to and for the uses and purposes therein expressed and contained;
4. the Seal affixed to the foregoing indenture is the official seal of the said Town and was so affixed by order of the Council of the said Town, to and for the uses and purposes therein expressed and contained; AND
5. the instrument was executed at the place and on the date specified above.

DECLARED TO at town of )  
Rothesay, in the County of Kings, )  
and Province of New Brunswick, )  
This \_\_\_ day of \_\_\_\_\_, 2019 )

BEFORE ME: )

\_\_\_\_\_) \_\_\_\_\_  
Commissioner of Oaths ) **MARY JANE E. BANKS**



# ROTHESAY

## INTEROFFICE MEMORANDUM



---

TO : Mayor Grant & Rothesay Council  
FROM : John Jarvie  
DATE : 7 August 2019  
RE : DRAFT Revisions to Water Bylaw 1-18

---

**Recommendation:**

It is proposed that the following amendments be recommended to Council for inclusion in the Water Bylaw 1-18.

Add:

7.6.2 Where an owner of an Residential Apartment Complex established prior to January 1, 1998 has provided regular reporting as required by Schedule 'F', the requirements of sections 4.15 and 7.61(d) will be deferred until December 31<sup>st</sup>, 2025 or some later date as may be determined by Council.

And add:

**Requirements for Existing Residential Apartment Complex NOT Connected to Available Town Water**

**“Schedule F”**

It is an objective of Rothesay that residents of any Residential Apartment Complex be served by a safe and reliable potable water source. When the owner of an existing Residential Apartment Complex chooses not to connect to the available public potable water system operated by the Town, such owner is responsible for demonstrating to the Town that a safe and reliable potable water supply is provided to the tenants. Such demonstration shall be by the following method.

- a. Obtain an electrical permit from the Town for the installation of an approved interface of the building electrical panel with a generator of capacity sufficient to power emergency lighting and the pump for the private water supply;
- b. Receipt by the Town Clerk of an affidavit from a licensed electrician that such an interface has been installed;
- c. Receipt by the Town Clerk of an affidavit from a licensed electrician within twelve months from the latest affidavit confirming that the interface has been tested and performed satisfactorily;
- d. Receipt by the Town Clerk of results of water quality testing from the well supplying the tenants of the Residential Apartment Complex as follows:
  - i. Coliform and ecoli tests conducted within thirty days of the end of each calendar month; and
  - ii. Inorganic water quality tests conducted within thirty days of the end of March, June, September and December.
- e. The tests set out in paragraph d. shall be conducted at the Provincial Analytical Services or at a laboratory accredited under the International Organization for Standardization

standard ISO/IEC 17025:2005, *entitled General requirements for the competence of testing and calibration laboratories.*

- f. Failure to preform such tests and/or provide the required results may result in penalties under section 8.1 of this Bylaw and will cause the requirements of section 7.6 to be applied without delay.

### **Background:**

The owners of a number of rental apartment buildings have raised concerns about the Water Bylaw passed earlier this year. There are a number of types of issues raised and essentially the cost of connecting and using the municipal water system seems the key concern. There have been threats about raising rents to low income tenants, the challenges of the landlords in financing the required physical improvements and even the taste of the chlorinated water.

The following paragraph is the part of the bylaw that seems to cause the greatest concern.

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.

The specific application of the bylaw to residential apartment properties is set out in section 7.61(d).

#### 7.61(d)

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

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

- o connection to the water system required on or before March 31, 2022;
- o connection permit fee due at the start of construction;
- o water system access fee payable in 40 equal quarterly instalments starting in the first quarter of water use but not later than June 30, 2022
- o the Town is responsible for the cost and installation of service from the main line to the residents property line (i.e. to the "curb stop")
- o water meter rental charges payable over 5 years
- o interest will be charged on payments in arrears

Staff have researched the provincial legislation applicable to this situation and have been unable to identify a definitive provincial position on potable water quality for apartment buildings. This is likely due to many apartment buildings in the province relying on an individual well source for drinking water. The following definitions from the Clean Water Act are relevant.

*"potable water" means water at a point of consumption that is being supplied from a well, public water supply system or water supply system and is intended to be used for cooking or drinking by humans*

*"private well" means a well from which the water is used only by the owner or the owner's immediate family for the purposes of the owner or the owner's immediate family*

*"public water supply system" means a public water supply system as defined by regulation*

*"water supply system" means a works that conveys or is able to convey water for human consumption;*

It seems that the water source and pipework in an apartment building meet the definition of a "water supply system" not that of a "private well" nor a "public water supply system". While the owner of the public water supply system is obliged to test the water regularly, we could find no such explicit requirement for the water supply system in an apartment building although no one can supply water in a 'water supply system' posing a significant health risk.



**11(3)** Every owner of a public water supply system shall have the water in the public water supply system tested in accordance with the regulations.

**13(2)** No person shall supply water or permit water to be supplied to consumers from a well, public water supply system or **water supply system**, except a private well, if the water poses a significant health risk.

The responsibility for water quality issues with public water supply system or a water supply system appears to rest with the Minister of Environment and Local Government; however, it is unclear how the Minister would know of a water quality problem with a water supply system since no regular testing seems to be required.

The authority of the Minister is broad once a significant health risk associated with water quality in a water supply system has been identified. These include making orders that access to a water source is banned and/or water provided including digging new wells. The Minister of Health also has authority to ban access to a water source, provide a new water source and order the owner of the water supply system to provide temporary water at his expense

It may be that the provisions proposed infringe on the authority of the Minister to such a degree as to be ultra vires of the authority of the municipality. Staff are continuing to explore this aspect. Staff believe the powers of Council set out in the Local Governance Act are sufficient to enable the adoption of such a bylaw. The following excerpts are applicable:

**10(1)** Subject to this Act, without limiting the generality of section 6, a local government may make by-laws for municipal purposes respecting

- (a) the safety, health and welfare of people and the protection of people and property;
- ...
- (e) maintenance and occupancy standards for buildings and premises;
- ...
- (i) programs and services provided by or on behalf of the local government;
- (j) utilities, facilities, infrastructure and improvements on public or private property;

And this is to be read in the context of the following:

**5** The purposes of a local government are

...

- (c) to develop and maintain safe and viable communities, and
- (d) to foster the economic, social and environmental well-being of its community.

**7** Recognizing that a local government is a responsible and accountable level of government, the powers of a local government under this or any other Act shall be interpreted broadly in order to provide broad authority to the council to enable it to govern the affairs of the local government as it considers appropriate and to enhance the council's ability to respond to issues in the local government.

The changes proposed reduce the cost to the landlords by eliminating the requirement to physically connect and use Town water in the medium term. It remains a staff objective to have all businesses and multifamily housing connected to the municipal water system. The amendment is designed to raise this matter in future when the buildings are somewhat older and perhaps circumstances will have somewhat changed in the market. The policy continues to required new residential development and businesses to be connected.

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## INTEROFFICE MEMORANDUM

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TO : Mayor Grant & Council  
FROM : John Jarvie  
DATE : 9 August 2019  
RE : Mulberry Lane

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### Recommendation:

It is recommended Council:

- a) give first reading to the attached By-law 1-19-01, To Direct the Undertaking of Hard Surfacing of the Roadway Known as Mulberry Lane as a Local Improvement; and
- b) direct that a notice be sent to the owners of the properties listed on Schedule 'A' of the draft by-law.

### Background:

Mulberry Lane (at one time known as 'Ash Lane') is a short dead end lane lying parallel to the river at the end of Cameron Road. The properties fronting the Lane are served with municipal sewer but not Town water (see air photo attached). The adjacent section of Cameron Road has been raised in the 2019 resurfacing program.

Staff have had several discussions with residents on the Lane about the condition of the road surface and ongoing maintenance. The road right of way is not owned by the Town and the surface is gravel and requires annual maintenance. Since Cameron Road has been raised, an upgrade to Mulberry Lane and establishing it as a public road would be timely.

Since the Lane is not considered a Town street at present, it would be required to be upgraded to Town standards prior to the Town taking responsibility. This process includes legal survey, design and construction work and is proposed to be carried out as a local improvement with property owners fronting on the Lane responsible for some of the costs. Council will know that Stuart Dobbin Park fronts on Mulberry Lane and therefore the Town would be responsible as a property owner as well as for whatever share of the project Council might agree to fund. Staff suggests the Town contribute \$11,000 to project cost to reflect the reduced cost of maintenance with a hard surface street. An estimate for the cost of the Mulberry work is in the order of \$60,000.

Staff have met with the property owners to discuss the possibility and the response has been generally positive.

Attached is the draft By-law 1-19-01 for Council consideration. Council will note that there are two property owners with multiple Property Account Numbers (PAN) and several with more than one Property Identifier (PID) or distinct parcels. While in theory each of these parcels could be developed resulting in an unfair allocation of costs of the work, staff consider it unlikely and recommend the By-law be adopted as presented. If Council considers the allocation as unfair, Schedules A and C can be redrafted to, for example, charge each PAN (13 in total).

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**BY-LAW NO. 1-19-01**

**A BY-LAW OF THE MUNICIPALITY OF ROTHESAY**

**To Direct the Undertaking of Hard Surfacing of the Roadway Known as Mulberry Lane as a Local Improvement**

The Council of Rothesay, under authority vested in it by the Local Governance Act (S.N.B. 2017, c-18) and amendments thereto (the 'Act') and pursuant to By-law 1-19 'A By-law Describing The Procedure for Directing the Undertaking of a Work as A Local Improvement enacts as follows:

**1. TITLE**

This By-law may be cited as the "Mulberry Lane Local Improvement By-law".

**2. INTERPRETATION**

In this By-law, unless the context otherwise requires;

- a. words in this By-law which are defined in the Act, and amendments thereto, have the meaning as defined in the Act;
- b. words in this By-law which are defined in Rothesay By-law 1-19, A By-Law Describing The Procedure for Directing the Undertaking of a Work as A Local Improvement (the 'Local Improvement By-law'), and amendments thereto, have the meaning as defined in that By-law;
- c. "Council" means the Mayor and Councillors of Rothesay;

**4. DEFINITION OF THE WORK**

The work to be undertaken under the authority of this By-law is the acquisition of the road right of way and the hard surfacing of the roadway known as Mulberry Lane in Rothesay, together with required appurtenances thereto. Council has determined this Work is necessary in the interests of the property owners listed in Schedule 'A'.

**5. BENEFITTING PROPERTIES**

Council has determined that the properties principally benefitting from the carrying out of the work are those properties listed in Schedule 'A' to this By-law.

**6. ESTIMATE OF COSTS OF THE WORK**

The cost of the Work includes legal, survey, land acquisition, engineering and construction, including placement of asphalt base and seal courses. The estimated costs are as shown in Schedule 'B'. The final cost shall be determined by the Director of Operations upon completion of the work and it is these costs which will be used to calculate the charges to the benefitting properties.

**7. MUNICIPAL CONTRIBUTION**

In addition to the charge to the property owned by the Town known as Dobbin Park, the Town shall contribute eleven thousand dollars (\$11,000) to the cost of the Work in recognition of maintenance costs that would otherwise be incurred by the Town.

**8. ALLOCATION OF COSTS**

Costs for the Work are to be allocated in accordance with Schedule 'C'. Council authorizes the Clerk and Treasurer to raise the cost set out in said Schedule by special assessment collected over no more than twenty (20) years.

**9. ADMINISTRATION**

The Clerk and Treasurer are hereby authorized and directed to issue such notices and take such steps as are required by the Act and By-law 1-19.

Council further authorizes the Work be carried out as part of the Town resurfacing program.

**EFFECTIVE DATE**

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

FIRST READING BY TITLE

\_\_\_\_\_

SECOND READING BY TITLE

\_\_\_\_\_

READ IN SUMMARY:

(Advertised as to content on the Rothesay website in accordance with Section 15 of the Local Governance Act (S.N.B. 2017, c.18))

\_\_\_\_\_

THIRD READING BY TITLE AND ENACTMENT

\_\_\_\_\_

\_\_\_\_\_  
Nancy Grant  
MAYOR

\_\_\_\_\_  
Mary Jane E. Banks  
CLERK

Schedule A – Effected Properties

Civic	Street	Property Account #	Property Identifier
1	Mulberry Lane	1239513	30133516 245308
3	Mulberry Lane	1239521	30333074
5	Mulberry Lane	1239539	96040 245324
7	Mulberry Lane	1240190	30091045 30107817 246009
9	Mulberry Lane	6321991	30304695
11	Mulberry Lane	6322010	30304703
8	Mulberry Lane	4820711	30167712
6	Mulberry Lane	1245996 1246007	64451 154138 30008965 173005
4	Mulberry Lane	5289895 5866370	30197826 99101
2	Mulberry Lane	5866362	99135 99093 99085
40	Cameron Road	5866354	99143 245290



## Schedule B – Cost Estimates

line	Description	Estimated Cost
1	Land Acquisition	7,500
2	Legal & Survey	5,000
3	Engineering	2,800
4	Construction	48,500
5	Contingency	5,000
6	Subtotal	68,800
7	plus HST	10,320
8	less HST Rebate	7,370
9	Total	71,750
10	less Town contribution	11,000
11	GRAND TOTAL	\$60,750

Schedule C – Costs To Be Charged to Properties

	Civic	Street	Property Account #	Cost	Annual
<b>A</b>	1	Mulberry Lane	1239513	\$5,520	\$350.
<b>B</b>	3	Mulberry Lane	1239521	\$5,520	\$350.
<b>C</b>	5	Mulberry Lane	1239539	\$5,520	\$350.
<b>D</b>	7	Mulberry Lane	1240190	\$5,520	\$350.
<b>E</b>	9	Mulberry Lane	6321991	\$5,520	\$350.
<b>F</b>	11	Mulberry Lane	6322010	\$5,520	\$350.
<b>G</b>	8	Mulberry Lane	4820711	\$5,520	\$350.
<b>H</b>	6	Mulberry Lane	1245996, 1246007	\$5,520	\$350.
<b>I</b>	4	Mulberry Lane	5289895, 5866370	\$5,520	\$350.
<b>J</b>	2	Mulberry Lane	5866362	\$5,520	\$350.
<b>K</b>	40	Cameron Road	5866354	\$5,520	\$350.
				\$60,750	\$4,500.



# ROTHESAY



## INTEROFFICE MEMORANDUM

TO : Mayor Grant and Council  
 FROM : John Jarvie  
 DATE : 2 August 2019  
 RE : Maintenance of Berm on Summer Haven Crescent

### Recommendation:

It is recommended this memorandum be received and filed.

### Background:

During the July Council meeting review of the capital project summary, Councillor Lewis raised a question regarding maintenance of the berms installed by the developer, A. E. MacKay during development of the Summer Haven Crescent.

While Town forces typically are responsible for maintenance of the roadbed in the road right of way and curbs, sidewalks and turf on arterials, the land between the road bed and the property line of the right of way is typically maintained by the adjacent property owner. In fact, Bylaw 1-17 requires abutting property owners to carry out regular maintenance activities.

### Vegetation in Street Right-of-Way

14. Abutters shall maintain any grass between the curb and a sidewalk abutting their property and between the curb and their abutting property except in areas designated by Council resolution as exempt from this requirement including:
- (1) clipping, cutting, or mowing the grass to a height of not greater than eight (8) centimetres;
  - (2) raking and renewing grass as necessary in order to maintain a neat and tidy appearance; and
  - (3) collecting and removing litter or waste.

### Encroaching Vegetation

15. Abutters shall trim the branches of trees, hedges, bushes, or other shrubbery which encroaches from the abutting property over a street so as to prevent such tree, hedge, bush, or other shrubbery:
- (1) from interfering with pedestrian traffic on a sidewalk;
  - (2) from interfering with or affecting the sight lines of any person on a bicycle or in a motor vehicle traveling on the roadway up to a minimum height of two and a quarter (2.25) meters; or
  - (3) from interfering with any structure on or in a street.

### Nuisance

16. No abutter shall place, permit to be placed, or permit to escape from the abutter's property or driveway, dirt, dust, or other nuisance onto the street.

Applying this policy to the situation on Summer Haven Crescent suggests that the property owners facing Gibbon Road might be considered to be responsible for maintenance of the berms as they are the abutting property owners. However, the beneficiaries of the berm and hedges certainly include the property owners whose properties front on Summer Haven

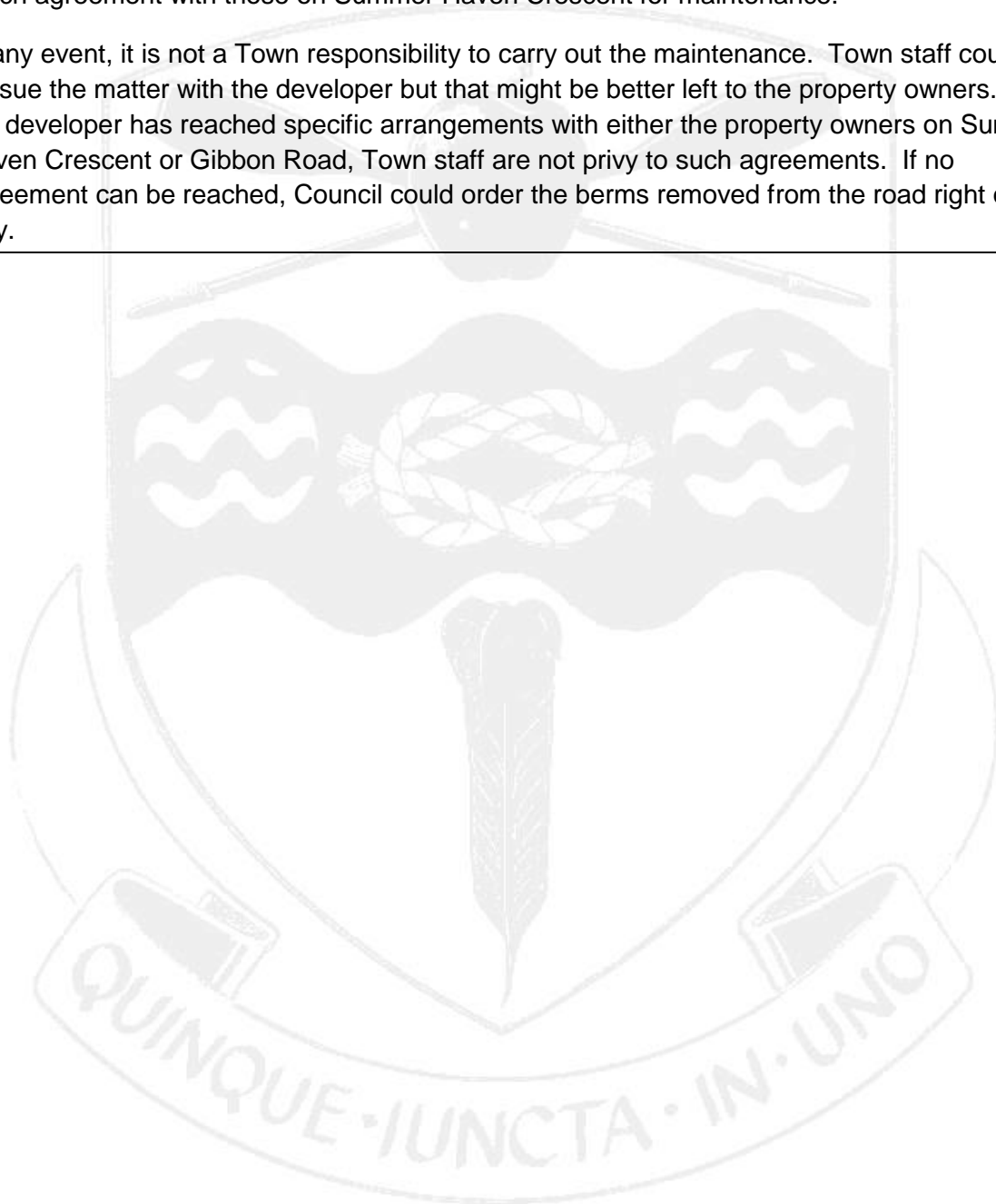


Crescent and face the berms. We understand those property owners may be prepared to take some responsibility for the maintenance.

While some of the berm is in place on Town right of way, some of it appears to be located on the private property fronting on Gibbon Road and put there with the permission of the owner(s). It would be up to the owners of these properties to maintain such berms or to reach agreement with those on Summer Haven Crescent for maintenance.

In any event, it is not a Town responsibility to carry out the maintenance. Town staff could pursue the matter with the developer but that might be better left to the property owners. If the developer has reached specific arrangements with either the property owners on Summer Haven Crescent or Gibbon Road, Town staff are not privy to such agreements. If no agreement can be reached, Council could order the berms removed from the road right of way.

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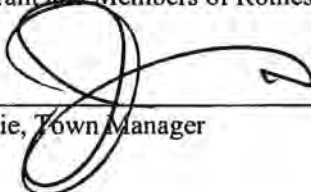


70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**August 12, 2019**

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

**SUBMITTED BY:**

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

**DATE:** August 7, 2019

**SUBJECT:** Test Well Drilling – Carpenter Pond

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### **RECOMMENDATION**

It is recommended that:

- 1) the proposal submitted by E. R. Steeves Ltd. in the amount of \$45,856.25 for the drilling of two test wells in the Carpenter Pond Wellfield be accepted and further that the Mayor and Town Clerk be authorized to execute the appropriate documentation in that regard; and
- 2) the Director of Operation be authorized to approve additional drilling, if required, such that the total project cost does not to exceed the 2019 Utility Fund Capital Budget allocation of \$70,000.

### **ORIGIN**

The 2019 Utility Fund Capital Budget included an amount of \$70,000 carried forward from 2018. The intent of the budget allocation was to drill two test/monitoring wells from which to measure aquifer drawdown during a separate, larger scale project to conduct pumping tests on each of the existing production wells in the Carpenter Pond Wellfield.

### **BACKGROUND**

In April 2019 Council approved the engagement of Wood Environment and Infrastructure Solutions to create a numerical model to determine a sustainable daily withdrawal rate from the Carpenter Pond Wellfield as a whole. This work requires full scale pumping tests for each of the existing production wells. In order to complete the pump tests it is necessary to drill two strategically located test/monitoring wells in order to measure draw down

of the aquifer as each of the production wells is pumped. Drilling the test/monitoring wells was not included in the modelling study work awarded to Wood as they are a consulting engineering firm not a drilling contractor.

## **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 increased number of contaminants in surface water would result in higher treatment costs which would require a rate increase to Utility customers.

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. Part of creating the model is to drill the two test/monitoring wells in order to monitor the affect that pumping existing wells beyond 1910 cubic metres per day will have on the water table.

## **TENDER RESULTS**

On July 29, 2019 a Public Tender call was issued through the New Brunswick Opportunities Network (NBON) online service.

It was expected that three firms would potentially bid this work. All three expected bidders inquired about the project, however owing to schedules, workload and other unknown factors only one firm submitted a bid as follows:

- E. R. Steeves Ltd., Saint John, NB \$45,856.25

The engineer’s estimate for the project was \$72,000.00

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



The tender was found to be formal in all respects and, although it was the sole tender for the project, the price was well below the estimated cost of \$72,000 and staff recommend acceptance of the bid.

**FINANCIAL IMPLICATIONS**

The 2019 General Fund Capital Budget included an amount of \$70,000 for test well drilling. The table below outlines the costs associated with the bid submitted by E. R. Steeves:

Tender amount (inc HST)	HST rebate	Subtotal	2019 Budget	Variance from Budget
45,856.25	4,272.21	41,584.04	70,000.00	28,415.96

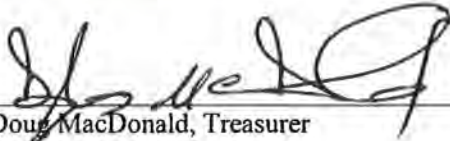
The sole bid for the project, factoring in the Town’s eligible HST rebate, amounts to \$41,584.04; a difference of \$28,415.96 from the 2019 budgeted amount.

The tendered project allowed for drilling two wells to a depth of 45 metres each. Given the uncertain nature of well drilling and considering the opportunity to evaluate these test wells as future production wells during the drilling phase, staff recommend that the balance of the 2019 budget be approved as a contingency amount to be used in the case where additional depth is required either for monitoring purposes or evaluation purposes.

The associated numerical modelling project will generate a final report which will be tabled with the Works & Utilities Committee upon completion. This report will include a section detailing the final depth, cost and future potential for each of the test wells.



Report Prepared by:   
Brett McLean, Director of Operations

Report Reviewed by:   
Doug MacDonald, Treasurer