



ROTHESAY
 COUNCIL MEETING
 Rothesay Town Hall
Monday, December 9, 2019
7:00 p.m.



1. APPROVAL OF AGENDA

- | | | |
|-------------------------------|---------------------------------|------------------|
| 2. APPROVAL OF MINUTES | Public Hearing (By-law 1-19-01) | 12 November 2019 |
| | Public Hearing (By-law 1-18-01) | 12 November 2019 |
| | Regular Meeting | 12 November 2019 |
| | Special Meeting | 26 November 2019 |

➤ **Business Arising from Minutes**

3. OPENING REMARKS OF COUNCIL

3.1 Declaration of Conflict of Interest

4. DELEGATIONS

N/A

5. CORRESPONDENCE FOR ACTION

N/A

6. CORRESPONDENCE - FOR INFORMATION

- | | | |
|-----|------------------|--|
| 6.1 | 14 November 2019 | Letter from the Department of Transportation and Infrastructure to Garth Miller RE: KV Marathon |
| 6.2 | 22 November 2019 | Letter to Minister Carr RE: Calculation of Contributions – Greater Saint John Regional Facilities Commission |

7. REPORTS

- | | | |
|-----|----------------------|--|
| 7.0 | December 2019 | Report from Closed Session |
| 7.1 | 10 September 2019 | Fundy Regional Service Commission (FRSC) Meeting Minutes |
| 7.2 | 18 September 2019 | Kennebecasis Public Library (KPL) Board Meeting Minutes |
| | 31 August 2019 | KPL Comparative Income Statement |
| | September 2019 | KPL Librarian's Report |
| | September 2019 | KPL Building Maintenance Report |
| 7.3 | 31 October 2019 | Draft unaudited Rothesay General Fund Financial Statements |
| | 31 October 2019 | Draft unaudited Rothesay Utility Fund Financial Statements |
| | 30 November 2019 | Donation Summary |
| | 2 December 2019 | Draft Finance Committee Meeting Minutes |
| | | ➤ 2020 Budget (<i>see item 9.1</i>) |
| 7.4 | 19 November 2019 | Draft Rothesay Hive Advisory Committee Meeting Minutes |
| | | ➤ 2020 Budget Request (<i>see item 9.1</i>) |
| 7.5 | 19 November 2019 | Draft Parks and Recreation Committee Meeting Minutes |
| | | ➤ Rothesay Arena |
| 7.6 | 20 November 2019 | Draft Works and Utilities Committee Meeting Minutes |
| 7.7 | 2 December 2019 | Draft Emergency Measures Committee Meeting Minutes |

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9 December 2019

- 7.8 November 2019 Monthly Building Permit Report
- 7.9 5 December 2019 Capital Projects Summary
- 7.10 2018-2019 Fundy Library Region Annual Report

8. UNFINISHED BUSINESS

TABLED ITEMS

8.1 Wiljac Street Reconstruction and Extension – Design (Tabled March 2019)

No action at this time

8.2 Mayor’s Round Table on Climate Change (Tabled October 2019)

No action at this time

9. NEW BUSINESS

FINANCE AND ADMINISTRATION

9.1 2020 Rothesay Budget

9.1.1 General Fund

- 3 December 2019 Memorandum from Treasurer MacDonald RE: Motions
2020 General Fund Master Budget

9.1.2 Donation Request Motions

- 3 December 2019 Memorandum from Treasurer MacDonald
 - 2020 Arts Atlantic Symposium
 - KV Oasis Youth Centre

9.1.3 Utility Fund

- 3 December 2019 Memorandum from Treasurer MacDonald RE: Motions
2020 Utility Fund Capital Budget
2020 Utility Fund Operating Budget

9.1.4 Reserve Motions

- 4 December 2019 Memorandum from Treasurer MacDonald RE: General Fund
- 4 December 2019 Memorandum from Treasurer MacDonald RE: Utility Fund

9.2 Committee Appointments

- 28 November 2019 Memorandum from Nominating Committee

9.3 City of Dieppe – Appeal to Supreme Court of Canada

- 5 December 2019 Report prepared by DPDS White
- 7 November 2019 Email from Dieppe RE: Request for support with attached resolution

9.4 Electronic Kiosks

- 6 December 2019 Memorandum from Town Manager Jarvie

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9 December 2019

DEVELOPMENT SERVICES

9.5 Mulberry Lane – Land Acquisition Assent for Public Road

14 November 2019 Memorandum from DPDS White

9.6 Assent for Public Road – Mulberry Lane Cul-de-sac

4 December 2019 Memorandum from DPDS White

9.7 Assent for Public Road – Portion of Oakville Lane

4 December 2019 Report prepared by DPDS White

9.8 Encroachment Agreement - 280 Renshaw Road

4 December 2019 Memorandum from Town Manager Jarvie

OPERATIONS

9.9 Designated Highway Funding

5 December 2019 Memorandum from Town Manager Jarvie

9.10 Engineering Design and Construction Management Services 2020 Asphalt Resurfacing and Microseal Placement Program

6 December 2019 Report prepared by DO McLean

RECREATION

9.11 Parking Related Signage – Our Lady of Perpetual Help

5 December 2019 Memorandum from Town Manager Jarvie with attachment

10. NEXT MEETING

Regular meeting Monday, January 13, 2020

11. ADJOURNMENT

Department of Transportation & Infrastructure
50 Crown Street
Suite 105
Saint John, NB
E2L 2X6

November 14, 2019

Garth Millar
Race Director



Dear Mr. Millar:

We wish to acknowledge the receipt of your letter dated September 10th, 2019, requesting permission to use Centennial Road, Route 100, Nauwigewauk Loop Road, Station Loop Road and Route 119 (Gondola Point Arterial) for your K. V. Marathon, in September 2020. At this time, no construction or maintenance work is scheduled for these highways, which would interfere with the event. Therefore, I hereby approve the use of the Provincial Routes identified in your letter on the following conditions:

- The RCMP must be contacted for their approval to ensure they can be made available as required.
- Support staff is positioned at all intersections, ramps, etc., to ensure the safety of the participants.
- Fire and Ambulance contacted for their concerns
- Municipal Approval is required

Please reach out to DTI a couple of months prior to this event to make sure that there has been no construction or maintenance work scheduled, as this request is so far in advance without a confirmed date.

It is essential that every effort be taken to ensure the safety of the events participants and the motoring public. Best wishes for a safe and successful event.

Sincerely,

A handwritten signature in blue ink, appearing to be "M.A." or similar initials.

For Dave Thompson, P.Eng.
A/District Engineer

cc: Jason McCarthy
Rob Blackmore
Town of Hampton
Town of Quispamsis
Town of Rothesay



**fundy**
SPORTS & TOURISM
K.V. Marathon



Garth & Helena Millar, Race Organisers

[REDACTED]

Alan Kerr
District Engineer
50 Crown Street
Suite 105
Saint John E2L 2X6

10 September 2019

Dear Mr Kerr,

We are planning on reviving the KV Marathon in September 2020 and I want to ensure that I have the correct permissions to set this event up.

We want to run the race on the original route that was used between 2004-2014 which is a point to point route starting in Bloomfield on Centennial Road and finishing 42k further on in at the Bill Maguire Center in Rothesay.

I have signs that I would erect to direct the runners in the correct direction and signs to warn motorists of runners on the roads.

The event will be sanctioned by RunNB, the Provincial Sporting organization for running which will include Insurance for the runners and I will follow all rules as set out by RunNB.

Start time of the race will be 8.00am from Bloomfield and 9.00am from the old Leisure World property.

We will also be seeking permission from the various municipalities along the way including Hampton, Rothesay and Quispamsis and the local RCMP.

At this stage I would just like to know if this would be possible and if there is anything else I need to do to set this up.

Here is a road by road listing of the route

- 1) Route starts on Centennial Road after Bloomfield Bridge Road and before the road ends.
- 2) Stay on Centennial Road all the way into the town of Hampton
- 3) Centennial Road turns into Main Street in Hampton at the traffic circle.
- 4) Continue on Main Street until it turns into Route 100
- 5) Take a right into the Nauwigewauk Loop.
- 6) Rejoin route 100.
- 7) Take a right into Station loop Road.
- 8) Rejoin route 100 – Hampton Road.
- 9) Take a right continuing on Hampton Road at Palme Brook Road.
- 10) When the road ends take a left at Model Farm Road but continuing on Hampton Road.
- 11) Take a right onto the Gondola Point Arterial.
- 12) Stay on the Arterial all the way down to the Ferry.
- 13) Take a left through the walkway onto Gondola Point Road.
- 14) Rejoin Route 100 at the Rothesay Road at the 4 way junction at Rothesay Park Road.
- 15) Continue on Rothesay Road – route 100.
- 16) Turn right into VillaMadonna Road.
- 17) Turn immediate right onto James Renforth Drive.
- 18) Finish at the Bill Maguire Community Centre.

Please contact me on [REDACTED] if you have any questions.

Thank you for your help in this matter.

Yours faithfully,



Garth Millar

Fundy Sports & Tourism

<http://fundysportstourism.com/>



22 November 2019

New Brunswick Department of Environment & Local Government
Marysville Place
P.O. Box 6000
Fredericton, NB
E3B 5H1
Attention: Hon. Jeff Carr, Minister

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

Dear Minister Carr:

Re: Calculation of Contributions - GSJRFC

On Wednesday, Rothesay, along with other New Brunswick municipalities received notice of our municipal tax base and the amount of the Core Funding Rothesay will receive in 2020. Once again as in years past, we are disappointed in the absence of any equalization funding when we look at other municipalities of similar population size.

We believe population is a key indicator of the cost of delivering municipal services. The average single-family homeowner in Rothesay pays the highest property tax in New Brunswick (tax burden) and yet the municipality receives no equalization. Let us be clear: the property tax is not a progressive tax and is not based on *ability to pay*. The real estate market is relatively strong in this area and the fact that homeowners here must pay more for the same accommodation than they would elsewhere in New Brunswick is not a reasonable rationale for receiving less support from the Province. We understand you have made a commitment to review the property tax system and we look forward to your government addressing this inequity in the near future.

However, that is not the main reason for writing you today. On Wednesday, you tabled Bill 2, An Act to Amend the Greater Saint John Regional Facilities Commission Act. As we have pointed out several times in the past, there was no consultation on this with the surrounding communities before the commitment was made to the City of Saint John to make this change. We do recognize the inclusion of the local service districts as positive; that seems fair given the residents living there are also users of the 'regional facilities'.

...2

recipient
subject

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Perhaps it is serendipitous that these two notifications came at virtually the same time. In comparing the two documents, we note that there is no consideration in Bill 2 of the amounts received in unconditional funding.

Municipalities in the Fundy Region are receiving almost \$16 million that is general revenue to be spent in whatever manner each municipality sees as appropriate, i.e. revenue identical to money raised through the property tax. It is a simple mathematical calculation to derive the tax base necessary to generate the revenue received through the equalization grant. Perhaps such an adjustment should be included in the calculation of the cost-sharing formula. Even better, why not base the formula on population rather than tax base? The equalization grant is an attempt to equalize revenue capacity on a per capita basis. By using tax base rather than population, it is doubly onerous on those municipalities with a higher tax base per capita.

Mr. Minister, the City of Saint John receives much more per capita in equalization than its neighbouring communities. (Since 2010, the City has received \$190M while the total funding to the surrounding towns was \$11M). We are told this is because Saint John plays a service centre role in the region. If this is so, why are the outlying communities expected to pay in addition to the "equalization" grant money the City receives? Residents in the outlying communities pay for their services without the benefit of a large non-residential component to the tax base and without substantial "equalization" payments. These residents may service larger mortgages or be on fixed incomes but even if they are not, the property tax is not the fair tool from which to derive financial equality.

I trust there is still time for amendments to Bill 2 to be considered and look forward to hearing about your intentions to include the equalization grants in this respect.

Yours truly



Dr. Nancy Grant, Mayor

Cc: Hon. Blaine Higgs, Premier
Hon. Ted Flemming, MLA, Rothesay
Don Darling, Mayor, Saint John
Grace Losier, Mayor, Grand Bay-Westfield
Gary Clark, Mayor, Quispamsis
Bette-Ann Chatterton, Mayor, St. Martins
Ken Chorley, Mayor, Hampton
Rothesay Council



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

**Regular Monthly Meeting
September 10, 2019**

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Tuesday, September 10, 2019, at 10 Crane Mountain Rd., Saint John NB.

1. Call to Order

The Board Chairperson, Gary Clark, called the regular board meeting to order at 11:19 a.m.

2. Record of Attendance

Gary Clark	Chairperson
Glen Baxter	Vice Chairperson
Bette Anne Chatterton	Mayor, St. Martins
Don Darling	Mayor, Saint John
Grace Losier	Mayor, Grand Bay-Westfield
Nancy Grant	Mayor, Rothesay (Phone)
Brenda Rathburn	Local Service District Representative
Jim Bedford	Local Service District Representative
John Cairns	Local Service District Representative

Absent

OTHERS

Marc MacLeod, Executive Director, FRSC
Alicia Raynes, Recording Secretary, FRSC
Pat McCarthy, Recycle NB
Marco Sivitilli, Gemtec
General Public

3. Approval of the Order of Business

The Chairperson asked for approval of the Order of Business

Motion: To approve the September, 2019 Agenda as presented with the re-numbering of item 11 to item 12 and the addition of "HR – Executive Annual Raise" as item 11. There will also be an addition of item 11a "Leachate Truck #3", item 11b "Back-Gate Upgrade", item 11c "Cell #7 Landfill Gas Wells", and item 11d "Compost Hall #2 Demolition".

Moved: Director Losier
Seconded: Director Chatterton
Vote: *Motion Carried*

4. Disclosure of Conflict of Interest

None

5. Approval of the Minutes

Motion: To approve the June 24, 2019 minutes.

Moved: Director Chatterton
Seconded: Director Darling
Vote: *Motion Carried*

6. Planning – Building Inspection

a. Q2

The Q2, 2019 Report for Building, Development & Planning for the Village of St. Martins & FRSC LSD's was provided for consideration.

Motion: To receive and file the report as provided.

Moved: Director Cairns
Seconded: Director Rathburn
Vote: *Motion Carried*

b. July

The July, 2019 Report for Building, Development & Planning for the Village of St. Martins & FRSC LSD's was provided for consideration.

Motion: To receive and file the report as provided.

Moved: Director Grant
Seconded: Director Chatterton
Vote: *Motion Carried*

7. Printed Paper & Packaging – Recycle NB – Pat McCarthy

Pat McCarthy, with Recycle NB, presented an overview of the Printed Paper & Packaging Program which is currently being considered by the Province of New Brunswick. This type of extended producer responsibility (EPR) program could increase waste diversion rates up to 75% for residential household waste. The presentation provided the background on the program which is currently in place in several Canadian Provinces. The benefits of introducing this type of program in NB were discussed as well as what this means for Municipalities. Mr. McCarthy also extended an invitation to board members for the upcoming October workshop in Fredericton, NB.

Motion: To send a letter of support for the PPP program to the Minister and the Department of Environment and Local Government.

Moved: Director Losier
Seconded: Director Baxter

Vote: *Motion Carried*

Chair Clark left meeting at 12:00pm and Vice Chair Baxter assumed Chair duties.

8. EIA Update – Gemtec & Marco Sivitilli

Marco Sivitilli, with Gemtec, provided an overall update on the Environmental Impact Assessment being conducted with regards to the land purchase being considered by the FRSC. During the presentation he reviewed the EIA process, the tasks that have been completed to date, the public consultation process, the ongoing work, timeline and the next steps to be taken. Mr. Sivitilli discussed the need for the undertaking, reiterating the benefits to the FRSC and the region. The target date for Final Determination is on schedule for November, 2019.

Motion: To receive and file the EIA Update as presented.

Moved: Director Losier
Seconded: Director Darling
Vote: *Motion Carried*

9. Finance

a. Q2 2019 Financial Statements

Executive Director MacLeod presented the 2nd Quarter Financial Statements. The Commission overall is in a surplus position of about \$1.4 million at the end of July.

Motion: To receive and file Q2 2019 Financial Statements as presented.

Moved: Director Darling
Seconded: Director Grant
Vote: *Motion Carried*

b. Debenture

Executive Director MacLeod discussed the current debenture issue. In April, 2018 the Commission borrowed funds to construct Cell #8. The construction of the cell was paid on an as need basis out of operating surplus over the past year to minimize the debenture from \$3.62 million to \$2 million. Since the two-year limit will occur in 2020, the accountant has recommended to utilize the debenture.

Motion: It be resolved that the Executive Director be authorized to issue and sell, to the New Brunswick Municipal Finance Corporation, a Fundy Regional Service Commission debenture in the principal amount of \$ 2,000,000 with a 3 year term, and on such terms and conditions as are recommended by the New Brunswick Municipal Finance Corporation, and be it resolved that the Fundy Regional Service Commission agree to issue post dated cheques payable to the New Brunswick Municipal Finance Corporation as and when they are requested in payment of principal and interest charges on the above debenture.

Moved: Director Losier
Seconded: Director Grant
Vote: *Motion Carried*

c. 2020 Budget

Executive Director MacLeod presented the 2020 Budget for consideration. Some of the changes, including affected tipping fees and upcoming costs were highlighted and discussed in further detail. The reduction of compost volume and the need to increase tip fees from \$28 to \$40 to recover equivalent base costs was discussed.

Motion: That the 2020 Budget be approved for distribution to its constituent communities to meet the 45-day notice requirement as required by the Regional Service Delivery Act.

It was requested that a summary of highlights be included with the distribution of the 2020 Budget to provide a clear picture of the reason behind the changes.

Moved: Director Losier
Seconded: Director Rathburn
Vote: *Motion Carried*

10. Plastic Bags – City of Saint John Correspondence

A letter from the City of Saint John was provided to the Commission requesting that the FRSC consider a ban on single use plastic bags in the region.

Motion: To refer the item to Executive Director MacLeod to put together a report with the implications of a ban on single use plastic bags and bring it back to the board for further discussion.

Moved: Director Losier
Seconded: Director Darling
Vote: *Motion Carried*

11. HR – Executive Director Annual Raise

A letter was provided by Kevin Murphy, President of HR on Demand, indicating that as per the Employment Contract for Executive Director MacLeod, the applicable wage adjustment entitlement is 2.0% effective April 1, 2019 as per the NB Consumer Price Index.

Motion: To approve the 2.0% wage increase, retroactive to April 1, 2019 for Executive Director MacLeod.

Moved: Director Losier
Seconded: Director Cairns
Vote: *Motion Carried*

a. Leachate Truck #3

Executive Director MacLeod discussed the use of the 2006 Sterling truck, which was originally intended for backup use. Due to the demands of the additional Cell #8 and the production of leachate, it was necessary to use the Sterling on a regular basis. In addition, this truck is also used to haul compost to Clarendon. It has now become difficult to find parts to maintain the truck in good working order, and meet provincial standards.

Motion: That the Commission authorize the capital procurement of a new Leachate Truck #3 to be funded by operating budget surplus for up to \$200,000 before applicable taxes.

Moved: Director Losier
Seconded: Director Rathburn
Vote: *Motion Carried*

b. Back-Gate Upgrade

Executive Director MacLeod discussed the need for an upgrade to the back-gate entrance at the Landfill. The upgrade will include enhanced security features, ground work, electrical power and infrastructure. The upgrade will help to reduce maintenance costs on the leachate truck fleet as using the back-gate entrance will reduce each trip by 3km resulting in savings on fuel, tires, and regular maintenance.

Motion: That the Commission authorize the capital procurement of a new back-gate entrance upgrade to be funded by operating budget surplus for up to \$50,000 before applicable taxes.

Moved: Director Losier
Seconded: Director Chatterton
Vote: *Motion Carried*

c. Cell #7 Landfill Gas Wells

Executive Director MacLeod discussed the need for landfill gas wells to be drilled for Cell #7. It was reiterated that there is a favorable opportunity to “piggy-back” a tender out of the Southeast, Northwest and Southwest landfills. This will keep the float expenses down for the equipment out of the province of Quebec. Weather and vendor project timing may determine the ability to execute this project in 2019.

Motion: That the Commission authorize the capital procurement of new landfill gas wells to be funded by operating budget surplus for up to \$250,000 before applicable taxes.

Moved: Director Losier
Seconded: Director Grant
Vote: *Motion Carried*

d. Compost Hall #2 Demolition

Executive Director MacLeod discussed the need for Compost Hall #2 to be demolished. It was originally planned for the 2020 Budget, however, due to the current condition of the building, it has become a safety concern and it is preferred to do the demolition now.

Motion: That the Commission authorize the procurement of demolition services for compost hall #2 to be funded by operating budget surplus for up to \$20,000 before applicable taxes.

Moved: Director Losier
Seconded: Director Darling
Vote: *Motion Carried*

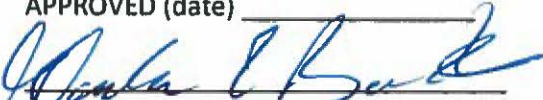
The date for the next meeting was discussed. It's anticipated that the next meeting will be the October meeting but there may be a need for a phone meeting on September 23, 2019.

Vice Chairperson Baxter called for a motion to adjourn.

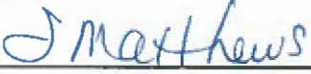
Motion: To adjourn the meeting at 12:40 pm.

Moved: Director Darling
Seconded: Director Rathburn.
Vote: *Motion Carried*

APPROVED (date) _____

for 

Gary Clark, Chairperson

for 

Alicia Raynes, Recording Secretary

Agenda

Kennebecasis Public Library Board

Wednesday, September 18th, 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
 - i. 2020 Budget Proposal
 - b. Facilities Management
 - c. Marketing Advisory Committee
- 6.) New and Unfinished Business
 - a. Study on How NB Libraries Can Improve Services

A meeting of the Board of Trustees, Kennebecasis Public Library was held on September 18, 2019 at 6:00pm at the Library.

In Attendance: Mr. K Winchester, Chair; Treasurer; Ms. L. Corscadden; Ms. E. Greer; Councilor Mr. P. Rioux; Mr. Allison Maxwell; Councilor Mr. D. Shea; Ms. Susan Webber

Regrets: N/A

Absences: Mrs. L. Hansen, Mrs. Amy Watling

Call to Order: Mr. Winchester called the meeting to order at 6:04pm.

Approval of Agenda

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

Disposition of Minutes

It was moved by Mr. Rioux to approve the minutes of the July regular meeting. Ms. Greer seconded, and the motion carried.

Communications

Ms. Corscadden had no communications to report.

Report of the Librarian

Ms. Corscadden outlined her report for the month of September to the board. She first spoke about how she was going through the process to hire at least two new on-call employees at the library. These are the employees that cover shifts when library staff are absent from work. Discussion ensued.

Ms. Corscadden gave a report on how the remainder of the summer programs went at the library. The summer reading club had a total of 611 registrations (2018 had 403), 5348 books were read (2018 had 4382), and there were 207 total programs offered (2018 had 177). Discussion ensued.

After her review of the summer programs, Ms. Corscadden outlined the line up of fall programs for the board. Discussion ensued.

Mr. Shea moved to accept the librarian's report as presented. Mr. Rioux seconded, and the motion carried.

M. Corscadden presented the August 2019 Financial Statement. Discussion ensued. Ms. Corscadden outlined while it appears we are running over budget in the grounds maintenance and programs sections of the budget, there is usually a slight increase in spending in those areas during the summer months. We are still on track for the annual amounts of spending. Discussion ensued.

Ms. Corscadden outlined her proposed budget for the 2020 year. The most notable increase in expenses is on the building maintenance area of the budget. This is due to the increased amount of repairs required to keep the library's heating and cooling system running. Discussion ensued. The issues with the HVAC system have been ongoing, Ms. Corscadden suggests that in the new year the library's facilities manager Phil Shedd obtain a quote for a new system. Discussion ensued.

Ms. Corscadden outlined how with the surplus funds from the second previous year, the library would be asking for less funds from the towns this year. Discussion ensued. Ms. Corscadden suggested that due to the high volume of programs offered in the summer, extra funds to support the Canada Summer Jobs employees would be highly beneficial. Discussion ensued. Mr. Maxwell suggested that those funds be added to the proposed budget. Mr. Rioux added that the slight increase to the budget for funds for student wages would be acceptable. Discussion ensued.

Mr. Maxwell made motion to accept the proposed budget, with the addition of extra wages for Canada Summer Jobs students. Mr. Sea seconded Mr. Maxwell's motion, and the motion carries. Ms. Corscadden said after making the revisions, she would share the document with the board executive before sending it to the joint financial committee.

Facilities Management

Mr. Maxwell presented the facilities management report on behalf of Mr. Shedd. Discussion ensued. Ms. Corscadden mentioned that the Town of Rothesay has taken a good portion of the extra shelving in the storage room. She will be in contact with them to get the remainder of the shelves. Discussion ensued.

Marketing Advisory Committee

Ms. Greer spoke of social media strategies being used by the library – Ms. Corscadden has been increasing the use of Facebook events to promote library programs.

Mr. Shea moved to accept all committee reports. Ms. Webber seconded, and the motion passed.

Study on How NB Libraries Can Improve Services

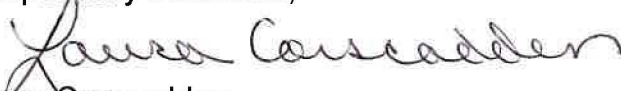
Library board members who went to the engagement session in August outlined their experience at the meeting. There were prompt questions that were sent out in advance. Discussion ensued. Mr. Winchester spoke of some of the topics that were covered; library staffing, hours, and funding. Discussion ensued.

Mr. Maxwell asked Ms. Corscadden about the possibility have having a program at the library that would invite members of the community to come in and record their stories. Discussion ensued. It was suggested that Ms. Corscadden reach out to the Rothesay Museum. Discussion ensued.

Adjournment: As there was no other business, Mr. Maxwell moved that the meeting be adjourned at 7:37pm.

Next Meeting: The next meeting is scheduled for October 30th, 2019 at 6:00pm at the Library.

Respectfully submitted,



Laura Corscadden
Library Director and Secretary to the Board

Kennebecasis Public Library Inc.		2019December9OpenSessionFINAL_040					
Comparative Income Statement (DRAFT)		OPERATING FUND					
Period ending August 31, 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>	
REVENUE							
Library service - Rothesay		56,710	56,707	3	85,061	(28,351)	
Library service - Quispamsis		88,744	88,741	3	133,111	(44,367)	
Room Rentals, Printer and copies		3,815	3,000	815	4,500	(685)	
Grants		0	0	0	17,680	(17,680)	
Donations	4,935	0	0			0	
Donation from Friends of KPL	1,812	0	0				
Interest Income (Savings)		16	0	16	0	16	
Previous Year's Surplus		1,815	1,815	(0)	2,723	(908)	
TOTAL REVENUE	6,747	151,100	150,263	837	243,075	(91,975)	
EXPENSE							
<u>Operations Expenditures</u>							
Other Expenditures - Restricted Fund	1,171					0	
Books, restricted fund	2,787					0	
Small Equipment and Furniture		2,516	4,510	1,994	8,265	5,749	
Total Capital Expenditures	3,958	2,516	4,510	1,994	8,265	5,749	
<u>Wages</u>							
Total Wages & Casual Labour		10,106	15,908	5,802	40,418	30,312	
<u>General & Administration Expenses</u>							
Building Maintenance		42,205	47,219	5,014	70,828	28,623	
Grounds Maintenance		14,819	14,047	(772)	20,500	5,681	
Office		5,799	6,000	201	9,000	3,201	
Utilities		35,681	36,811	1,130	54,711	19,030	
Accounting, audit and legal		7,208	8,000	792	10,600	3,392	
Professional Development		290	1,333	1,044	2,000	1,710	
Insurance		5,058	5,058	0	7,587	2,529	
Public Relations		1,649	2,000	351	3,000	1,351	
Communications		3,886	6,524	2,638	9,786	5,900	
Miscellaneous Expense		568	1,253	686	1,880	1,312	
Program Exp		3,720	3,000	(720)	4,500	780	
Total General & Admin Expenses		120,883	131,245	10,363	194,392	73,509	
TOTAL EXPENSE	3,958	133,504	151,663	18,159	243,075	109,571	
NET INCOME (Deficit)	\$ 2,789	\$ 17,596	(1,400)	18,996	(0)	17,596	



Librarian's Report September 2019

Staffing and Volunteers

A new session of our teen volunteer program "the volunteens" begins on Saturday, September 28th.

We are currently recruiting for at least two new on-call library clerks for the library. Our first interview is this week on September 20th, however we will continue to interview until the positions are filled.

Our library is closed on Wednesday, September 18th for our annual regional Employee Development Day.

Programs

Summer Reading Club 2019 Statistics

Total registrations: 611
(2018: 403)

Total books read: 5348
(2018: 4382)

Total programs: 207
(2018: 177)

Summer Reading Club Closing Party

Our SRC closing party was on Tuesday August 20th from 6-8pm at the library. We estimated around 300 individuals were in attendance. The theme was "under the sea", to fit with our 2019 SRC theme of the environment.

Special guests included the Kennebecasis Valley Fire Department, Perfectly Royal Princess Parties, and the Canada Learning Code "Code Mobile".

We also had donations from a number of local businesses including the Great Canadian Dollar Store (balloons), the Atlantic Superstore (cake), Sobeys (gold fish crackers), and the Bulk Barn (popcorn).

Ongoing programs offered in September include:

- Baby Wonders with KV3C, Mondays 10am-12pm
- Scrabble Club, Mondays at 2:00pm
- English Social program for newcomers, Tuesdays at 10:30am
(Offered in Partnership with the Saint John Newcomers Centre)
- Painter's Circle, Wednesdays at 10:00am
- Parlons Francais, Wed. mornings at 10:30am, and Thurs. evenings at 6:30pm
- Pre-School Storytimes, Wednesday mornings at 10:30am
- Knit Wits, Thursdays at 7:00pm
- Toddler Storytimes, Fridays at 10:30am
- Builder's Club, Saturdays at 2:30
- Valley Reader's Circle BookClub (offered the 3rd Thursday of every month),
Thursday the 19th at 10:45am
- Monthly Crafternoon, Tuesday the 24th at 3:30pm
- Monthly Puppet Shows, Friday the 27th at 10:30am and 3:30pm

Special programs being offered this month:

- Get Started With Tech: Learn about the Internet and Google Basics, Tuesday
September 17th at 2:00pm
- Author Reading: Shandi Mitchell, Tuesday the 17th at 7:00pm

Collections and Spaces

The Kennebecasis Valley Quilting Guild have their quilts on display in the library for the months of September and October.

The large storage room on the lower level of the library is almost completely cleared of shelving, and is starting to be repurposed into a program supply room.

Respectfully Submitted,



Laura Corscadden,

Library Director and Secretary to the Board

Building Maintenance Report September 2019

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

Snow plowing contract awarded to Home star ltd

Shelves in Storage room have been installed. Some extra shelving has been taken by the Town of Rothesay.

There have been issues with the lower heat pump. There is a circuit board that is overheating. A new one has been ordered but delivery time is 4 weeks. The unit will work when the outside temperature is cool.

A new contract is being drawn up for cleaning services.

I was away for two week in late August.

Yours

Philip Shedd CET

Town of Rothesay

General Fund Financial Statements

October 31, 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 - October	G11
Project Funding - November - Draft	G12

Town of Rothesay

Balance Sheet - Capital General Fund 10/31/19

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><u>\$ 48,131,289</u></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><u>\$ 48,131,289</u></u>

Town of Rothesay
 Balance Sheet - General Fund Reserves
 10/31/19

ASSETS

BNS General Operating Reserve #214-15	672,629
BNS General Capital Reserves #2261-14	2,108,002
BNS - Gas Tax Reserves - GIC	4,291,639
Gen Reserves due to/from Gen Operating	402,181
	\$ 7,474,450

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	5,265,113
Invest. in General Capital Reserve	1,030,688
General Gas Tax Funding	307,821
Invest. in General Operating Reserve	680,275
Invest. in Land for Public Purposes Reserve	137,143
Invest. in Town Hall Reserve	53,411
	\$ 7,474,451

Town of Rothesay
 Balance Sheet - General Operating Fund
 10/31/19

CURRENT ASSETS

Cash	1,761,493
Receivables	318,973
HST Receivable	514,685
Payroll Clearing	(117)
Inventory	29,645
Gen Operating due to/from Util Operating	(773,052)
Total Current Assets	<u>1,851,626</u>
Other Assets:	
Projects	<u>4,359,451</u>
	<u>4,359,451</u>
TOTAL ASSETS	<u><u>6,211,077</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	1,693,171
Other Payables	451,942
Gen Operating due to/from Gen Reserves	402,181
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
TOTAL LIABILITIES	<u>3,684,100</u>

EQUITY

Retained Earnings - General	78,145
Surplus/(Deficit) for the Period	<u>2,448,833</u>
	<u>2,526,977</u>
	<u><u>6,211,077</u></u>

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Town of Rothesay

Statement of Revenue & Expenditure
10 Months Ended 10/31/19

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Warrant of Assessment	1,336,919	1,336,918	13,369,185	13,369,184	0		16,043,021
Sale of Services	71,642	56,628	357,573	317,497	40,076		403,043
Services to Province of New Brunswick	14,339	5,000	59,339	50,000	9,339		60,000
Other Revenue from Own Sources	156,693	9,045	346,331	95,944	250,387		108,540
Unconditional Grant	10,183	10,183	101,825	101,825	(1)		122,190
Conditional Transfers	14,374	0	41,374	26,500	14,874		26,500
Other Transfers	-75,700	0	751,006	826,706	(75,700)		1,076,706
	<u>\$1,528,448</u>	<u>\$1,417,774</u>	<u>\$15,026,631</u>	<u>\$14,787,656</u>	<u>\$238,976</u>		<u>\$17,840,000</u>
EXPENSES							
General Government Services	135,119	126,881	1,894,174	1,943,320	49,146		2,260,215
Protective Services	373,421	375,584	4,274,291	4,287,640	13,349		5,038,809
Transportation Services	290,676	241,870	3,022,319	2,816,195	(206,123)		3,444,029
Environmental Health Services	49,741	50,417	531,420	539,167	7,747		645,000
Environmental Development	33,568	46,539	492,677	556,603	63,926		649,680
Recreation & Cultural Services	242,456	218,941	1,803,130	1,820,988	17,858		2,049,910
Fiscal Services	298	333	559,788	559,985	197		3,752,357
	<u>\$1,125,279</u>	<u>\$1,060,565</u>	<u>\$12,577,799</u>	<u>\$12,523,898</u>	<u>-\$53,901</u>		<u>\$17,840,000</u>
Surplus (Deficit) for the Year	<u>\$403,169</u>	<u>\$357,209</u>	<u>\$2,448,833</u>	<u>\$2,263,758</u>	<u>\$185,074</u>		<u>\$ 0</u>

Town of Rothesay

Statement of Revenue & Expenditure
10 Months Ended 10/31/19

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Sale of Services							
Bill McGuire Memorial Centre	3,808	2,500	22,760	25,000	(2,240)	1	30,000
Town Hall Rent	5,983	4,167	48,800	41,667	7,133	2	50,000
Arena Revenue	52,299	45,416	189,652	174,234	15,418	3	245,678
Community Garden	0	0	820	1,300	(480)		1,300
Recreation Programs	9,552	4,546	95,541	75,296	20,246	4	76,065
	<u>71,642</u>	<u>56,628</u>	<u>357,573</u>	<u>317,497</u>	<u>40,076</u>		<u>403,043</u>
Other Revenue from Own Sources							
Licenses & Permits	8,712	7,917	80,397	84,661	(4,263)	5	95,000
Fox Farm Rental	3,198	0	4,898	0	4,898		0
Police Fines	0	0	60	0	60		0
Recycling Dollies & Lids	57	0	722	0	722		0
Interest & Sundry	4,612	417	41,885	4,167	37,718		5,000
Miscellaneous	137,098	712	209,339	7,117	202,223		8,540
Fire Dept. Administration	3,000	0	9,000	0	9,000		0
History Book Sales	15	0	30	0	30		0
	<u>156,693</u>	<u>9,045</u>	<u>346,331</u>	<u>95,944</u>	<u>250,387</u>		<u>108,540</u>
Conditional Transfers							
Canada Day Grant	0	0	2,000	1,500	500		1,500
Grant - Other	14,374	0	39,374	25,000	14,374	6	25,000
	<u>14,374</u>	<u>0</u>	<u>41,374</u>	<u>26,500</u>	<u>14,874</u>		<u>26,500</u>
Other Transfers							
Surplus of 2nd Previous Year	(75,700)	0	1,006	1,006	0		1,006
Utility Fund Transfer	0	0	750,000	750,000	0		1,000,000
Transfer fr. Operating Reserve	0	0	0	75,700	(75,700)		75,700
	<u>(75,700)</u>	<u>0</u>	<u>751,006</u>	<u>826,706</u>	<u>(75,700)</u>		<u>1,076,706</u>
EXPENSES							
General Government Services							
Legislative							
Mayor	3,496	3,542	34,775	35,417	641		42,500
Councillors	11,078	10,092	100,612	100,917	305		121,100
Regional Service Commission 9	1,671	1,750	6,683	7,000	317		7,000
Other	475	708	3,948	7,083	3,136		8,500
	<u>16,719</u>	<u>16,092</u>	<u>146,018</u>	<u>150,417</u>	<u>4,399</u>		<u>179,100</u>
Administrative							
Office Building	8,123	7,895	139,746	121,410	(18,336)	10	136,500
Solicitor	910	4,167	8,588	41,667	33,079		50,000
Administration - Wages & Benefits	74,340	71,708	816,461	850,883	34,423		1,063,300
Supplies	13,201	7,977	101,824	98,045	(3,779)		114,000
Professional Fees	0	3,182	11,698	48,636	36,938		55,000
Other	10,044	11,693	157,009	135,933	(21,076)	11	159,319
	<u>106,618</u>	<u>106,622</u>	<u>1,235,326</u>	<u>1,296,574</u>	<u>61,249</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	3,449	833	8,102	10,000	1,898		10,000
Civic Relations	50	333	226	3,333	3,107		4,000
Insurance	0	0	185,839	190,000	4,161		190,000
Donations	6,588	3,000	38,636	34,000	(4,636)	12	40,000
Cost of Assessment	0	0	250,996	250,996	0		250,996
Property Taxes - L.P.P.	685	0	11,791	8,000	(3,791)		8,000
Fox Farm Rental Expenses	1,009	0	17,241	0	(17,241)	13	0
	<u>11,781</u>	<u>4,167</u>	<u>512,830</u>	<u>496,329</u>	<u>(16,501)</u>		<u>502,996</u>
	<u>135,119</u>	<u>126,881</u>	<u>1,894,174</u>	<u>1,943,320</u>	<u>49,146</u>		<u>2,260,215</u>
Protective Services							
Police							
Police Protection	202,260	202,260	2,022,600	2,022,600	0		2,427,120
Crime Stoppers	0	0	2,800	2,800	0		2,800
	<u>202,260</u>	<u>202,260</u>	<u>2,025,400</u>	<u>2,025,400</u>	<u>0</u>		<u>2,429,920</u>
Fire							
Fire Protection	158,489	158,489	1,790,040	1,788,886	(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>2,115,040</u>	<u>2,113,886</u>	<u>(1,154)</u>		<u>2,430,864</u>
Emergency Measures							
911 Communications Centre	12,377	12,377	123,771	123,771	(0)		148,525
EMO Director/Committee	80	833	719	8,333	7,614		10,000
	<u>12,457</u>	<u>13,210</u>	<u>124,490</u>	<u>132,104</u>	<u>7,614</u>		<u>158,525</u>
Other							
Animal & Pest Control	215	792	5,889	7,917	2,027		9,500
Other	0	833	3,473	8,333	4,861		10,000
	<u>215</u>	<u>1,625</u>	<u>9,362</u>	<u>16,250</u>	<u>6,888</u>		<u>19,500</u>
Total Protective Services	<u>373,421</u>	<u>375,584</u>	<u>4,274,291</u>	<u>4,287,640</u>	<u>13,349</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
Transportation Services							
Common Services							
Administration (Wages & Benefits)	123,872	135,148	1,435,676	1,499,973	64,297	14	1,776,862
Workshops, Yards & Equipment	77,775	46,009	520,592	502,087	(18,505)	15	594,104
Engineering	1,893	625	9,458	6,250	(3,208)		7,500
	<u>203,540</u>	<u>181,782</u>	<u>1,965,726</u>	<u>2,008,310</u>	<u>42,584</u>		<u>2,378,466</u>
Street Cleaning & Flushing	20,962	10,000	26,582	32,000	5,418		40,000
Roads & Streets	17,844	4,000	57,223	61,000	3,777		65,000
Crosswalks & Sidewalks	679	1,714	15,496	19,136	3,640		20,563
Culverts & Drainage Ditches	7,264	5,417	55,167	54,167	(1,000)		65,000
Snow & Ice Removal	8,668	2,000	449,598	376,000	(73,598)	16	554,000
2018 Flood Costs	0	0	62,306	0	(62,306)	17	0
2019 Flood Costs	0	0	152,409	0	(152,409)	18	0
	<u>55,417</u>	<u>23,130</u>	<u>818,781</u>	<u>542,303</u>	<u>(276,478)</u>		<u>744,563</u>
Street Lighting	11,834	13,250	118,674	118,500	(174)		145,000
Traffic Services							
Street Signs	0	1,000	4,548	10,000	5,452		12,000
Traffic Lanemarking	393	1,000	25,654	30,000	4,346		30,000
Traffic Signals	817	3,333	12,908	33,333	20,425		40,000
Railway Crossing	992	1,667	16,456	16,667	210		20,000
	<u>2,202</u>	<u>7,000</u>	<u>59,567</u>	<u>90,000</u>	<u>30,434</u>		<u>102,000</u>
Public Transit							
Public Transit - Comex Service	17,537	16,500	52,612	49,500	(3,112)		66,000
KV Committee for the Disabled	0	0	5,500	5,500	0		5,500
Public Transit - Other	146	208	1,460	2,083	623		2,500
	<u>17,683</u>	<u>16,708</u>	<u>59,572</u>	<u>57,083</u>	<u>(2,489)</u>		<u>74,000</u>
Total Transportation Services	<u>290,676</u>	<u>241,870</u>	<u>3,022,319</u>	<u>2,816,195</u>	<u>(206,123)</u>		<u>3,444,029</u>
Environmental Health Services							
Solid Waste Disposal Land Fill	15,233	16,250	164,014	162,500	(1,514)		195,000
Solid Waste Disposal Compost	3,294	2,083	22,933	20,833	(2,100)		25,000
Solid Waste Collection	23,186	24,167	231,861	241,667	9,806		290,000
Solid Waste Collection Curbside Recycling	8,027	7,917	80,273	79,167	(1,106)		95,000
Clean Up Campaign	0	0	32,339	35,000	2,661		40,000
	<u>49,741</u>	<u>50,417</u>	<u>531,420</u>	<u>539,167</u>	<u>7,747</u>		<u>645,000</u>
Environmental Development Services							
Planning & Zoning							
Administration	24,401	31,015	372,415	398,169	25,755		460,200
Planning Projects	9,167	7,083	43,049	70,833	27,785		85,000
Heritage Committee	0	208	0	2,083	2,083		2,500
	<u>33,568</u>	<u>38,307</u>	<u>415,463</u>	<u>471,086</u>	<u>55,623</u>		<u>547,700</u>
Economic Development Comm.	0	8,232	74,085	82,317	8,232		98,780
Tourism	0	0	3,129	3,200	71		3,200
	<u>0</u>	<u>8,232</u>	<u>77,214</u>	<u>85,517</u>	<u>8,303</u>		<u>101,980</u>
	<u>33,568</u>	<u>46,539</u>	<u>492,677</u>	<u>556,603</u>	<u>63,926</u>		<u>649,680</u>

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G9

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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Recreation & Cultural Services							
Administration	20,355	18,404	230,486	222,692	(7,794)		259,500
Beaches	0	0	45,500	39,000	(6,500)	19	39,000
Rothsay Arena	24,383	32,023	250,786	271,134	20,348	20	332,680
Memorial Centre	3,451	4,083	49,413	48,834	(580)		57,000
Summer Programs	1,297	0	62,646	61,000	(1,646)		61,000
Parks & Gardens	60,886	39,475	512,497	510,750	(1,747)		585,700
Rothsay Common Rink	1,536	2,424	42,543	38,400	(4,143)	21	48,335
Playgrounds and Fields	16,090	7,750	83,058	96,500	13,442		110,000
Regional Facilities Commission	106,774	106,774	427,095	427,095	0		427,095
Kennebecasis Public Library	7,089	7,089	70,888	70,888	0		85,065
Special Events	596	833	27,907	33,833	5,927		36,000
PRO Kids	0	0	0	0	0		7,500
Rothsay Living Museum	0	86	311	863	551		1,035
	<u>242,456</u>	<u>218,941</u>	<u>1,803,130</u>	<u>1,820,988</u>	<u>17,858</u>		<u>2,049,910</u>
Fiscal Services							
Debt Charges							
Interest	298	333	103,788	103,985	197		198,857
Debenture Payments	0	0	456,000	456,000	0		1,033,000
	<u>298</u>	<u>333</u>	<u>559,788</u>	<u>559,985</u>	<u>197</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>298</u>	<u>333</u>	<u>559,788</u>	<u>559,985</u>	<u>197</u>		<u>3,752,357</u>

10 2019 Ending - 9/30/2019 2019 December 31 Open Session FINAL_053

Note #	Revenue	Actual	Budget	Better/(Worse)	Description of Variance
1	Bill McGuire Memorial Centre	\$ 22,760	\$ 25,000	\$ (2,240)	Slow rentals
2	Town Hall Rent	\$ 48,800	\$ 41,667	\$ 7,133	Rent increases and more tenants
3	Arena Revenue	\$ 189,652	\$ 174,234	\$ 15,418	Sign rental increase, extra School revenue
4	Recreation Programs	\$ 95,541	\$ 75,296	\$ 20,245	Includes yearly RHS field charge, baseball field revenue
5	Licenses & Permits	\$ 80,397	\$ 84,661	\$ (4,264)	Fewer building permits
6	Interest & Sundry	\$ 41,885	\$ 4,167	\$ 37,718	Interest on cash on hand, General receivables
7	Miscellaneous	\$ 209,339	\$ 7,117	\$ 202,222	Insurance, DFA proceeds
8	Grants - Other	\$ 39,374	\$ 25,000	\$ 14,374	Summer student grants
9	Transfer from Operating Reserve	\$ -	\$ 75,700	\$ (75,700)	Not required as yet
		Total		\$ 238,976	
		Variance per Statement		\$ 314,676	
		Explained		75.94%	
Expenses					
General Government					
10	Office Building	\$ 139,746	\$ 121,410	\$ (18,336)	Panic button repair, Hive expenses
11	Administration - Other	\$ 157,009	\$ 135,933	\$ (21,076)	WHSCC
12	Donations	\$ 38,636	\$ 34,000	\$ (4,636)	
13	Fox Farm Rental Expenses	\$ 17,241	\$ -	\$ (17,241)	Unbudgeted
Protective Services					
\$ -					
Transportation					
14	Administration (Wages & Benefits)	\$ 1,435,676	\$ 1,499,973	\$ 64,297	Safety Services \$16,000 under budget, Wages \$65,000 under budget, Overtime \$16,000 over budget
15	Workshops, Yards & Equipment	\$ 520,592	\$ 502,087	\$ (18,505)	Fleet repairs \$25,000 over budget
16	Snow & Ice Removal	\$ 449,598	\$ 376,000	\$ (73,598)	Salt & Sand purchases over budget by \$60,000; fuel escalation on contracts
17	2018 Flood Costs	\$ 62,306	\$ -	\$ (62,306)	To be recovered
18	2019 Flood Costs	\$ 152,409	\$ -	\$ (152,409)	To be recovered
Environmental Health					
\$ -					
Environmental Development					
\$ -					
Recreation & Cultural Services					
19	Beaches	\$ 45,500	\$ 39,000	\$ (6,500)	Lifeguard costs higher than budgeted
20	Rothesay Arena	\$ 250,786	\$ 271,134	\$ 20,348	Wages \$11,000 under budget, possible adjustment needed between Recreation Admin. and Parks. Utilities \$5,000 under budget
21	Rothesay Common Rink	\$ 42,543	\$ 38,400	\$ (4,143)	Power cost high, purchase of video camera
Fiscal Services					
\$ -					
		Total		\$ (53,901)	
		Variance per Statement		\$ (49,603)	
		Explained		108.66%	

2019December9OpenSessionFINAL_054

Town of Rothesay

Capital Projects 2019
General Fund
10 Months Ended 10/31/19

	Original BUDGET	Tender	Revisions	Amended Plan	CURRENT Y-T-D	Remaining Budget		Budget	Actual
General Government									
12010560 Town Hall Equipment Purchases G-2019-005	90,000			90,000	45,055	44,945			
12010660 IT MS Office/Server/Laptops G-2019-006	50,000			50,000	35,615	14,385			
Total General Government	140,000	0	0	140,000	80,670	59,330			
Protective Services									
12011560 Protective Serv. Equipment Purchases P-2019-007	306,000			306,000	32,999	273,001			
Total Protective Services	306,000	0	0	306,000	32,999	273,001			
Transportation									
12021360 Transportation Equipment Purchases T-2018-003	580,000	352,600	-227,400	352,600	291,606	60,994	3/4T Pickup (R072)	60,000	89,038
12013560 Land Aquisitions	0	0	0	0	161,535	-161,535	1T Truck (R078)	70,000	
12023860 Engineering 2020 T-2020-001	60,000			60,000	0	60,000	Single Axle Plough (R035)	225,000	
12026660 Asphalt/Microseal 2019 T-2019-001	1,795,000	1,605,000	-40,000	1,605,000	2,192,581	-587,581	Single Axle Plough (R038)	225,000	202,568
12026860 Church Avenue Reconstruction T-2019-002	930,000	1,450,000	370,000	1,450,000	902,091	547,909		580,000	291,606
12026960 Cameron Rd/Mulberry Lane T-2019-006			170,000	170,000	6,877	163,123			
Unassigned:						0			
Designated Highway	282,500		88,500	371,000		371,000			
Secondary Plan - Roadway	50,000			50,000		50,000			
Total Transportation	3,697,500	3,407,600	361,100	4,058,600	3,554,689	503,911			
Recreation									
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	9,758	30,242			
12020860 Recreation Equipment Purchases R-2019-008	85,000	72,500	-12,500	72,500	78,146	-5,646	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	24,041
12026360 Synthetic Turf Supply & Installation R-2018-012	400,000	455,000	55,000	455,000	419,183	35,817		85,000	78,146
12026760 McGuire Centre Renos R-2019-003	0			0	133,272	-133,272			
Total Recreation	1,675,000	527,500	42,500	1,717,500	640,358	1,077,142			
Carryovers									
12026260 Fox Farm Retaining Wall & Railing T-2018-011	0			0	1,752	-1,752			
12025960 2018 Asphalt/Microseal T-2018-008	0			0	47,769	-47,769			
12023760 Eriskay Upgrade T-2018-001	0			0	1,214	-1,214			
	0	0	0	0	50,735	-50,735			
Total	\$ 5,818,500	\$ 3,935,100	\$ 403,600	\$ 6,222,100	\$ 4,359,451	\$ 1,862,649			
Funding									
General Government	140,000				140,000				
Protective Services	306,000				40,500	265,500			
Transportation	3,970,100	70,625	930,000	211,875	2,257,600	500,000			
Recreation	1,717,500	350,000		700,000	267,500	400,000			
	\$ 6,133,600	\$ 420,625	\$ 930,000	\$ 911,875	\$ 2,705,600	\$ 1,165,500			
Original	\$ 5,818,500	\$ 420,625	\$ 930,000	\$ 911,875	\$ 2,390,500	\$ 1,165,500			

2019December9OpenSessionFINAL_055

Town of Rothesay

Capital Projects 2019

General Fund

11 Months Ended 30/11/2019

Draft!

	Original BUDGET	Tender	Revisions	Amended Plan	CURRENT Y-T-D	Remaining Budget		Budget	Actual
General Government									
12010560	90,000			90,000	53,194	36,806			
12010660	50,000			50,000	35,615	14,385			
Total General Government	140,000	0	0	140,000	88,809	51,191			
Protective Services									
12011560	306,000			306,000	32,999	273,001			
Total Protective Services	306,000	0	0	306,000	32,999	273,001			
Transportation									
12021360	580,000	352,600	-227,400	352,600	315,583	37,017	3/4T Pickup (R072)	60,000	89,038
12013560	0	0	0	0	161,535	-161,535	1T Truck (R078)	70,000	
12023860	60,000			60,000	0	60,000	Single Axle Plough (R035)	225,000	
12026660	1,795,000	1,605,000	-40,000	1,605,000	2,192,581	-587,581	Single Axle Plough (R038)	225,000	202,568
12026860	930,000	1,450,000	370,000	1,450,000	1,459,554	-9,554		580,000	291,606
12026960			170,000	170,000	6,877	163,123			
Unassigned:						0			
Designated Highway	282,500		88,500	371,000		371,000			
Secondary Plan - Roadway	50,000			50,000		50,000			
Total Transportation	3,697,500	3,407,600	361,100	4,058,600	4,136,128	-77,528			
Recreation									
12012060	100,000			100,000	0	100,000			
12020760	40,000			40,000	9,758	30,242			
12020860	85,000	72,500	-12,500	72,500	78,146	-5,646	Truck	60,000	54,104
12025260	1,050,000			1,050,000	0	1,050,000	Equipment	25,000	24,041
12026360	400,000	455,000	55,000	455,000	419,183	35,817		85,000	78,146
12026760	0			0	133,272	-133,272			
Total Recreation	1,675,000	527,500	42,500	1,717,500	640,358	1,077,142			
Carryovers									
12026260	0			0	1,752	-1,752			
12025960	0			0	47,769	-47,769			
12023760	0			0	1,214	-1,214			
	0	0	0	0	50,735	-50,735			
Total	\$ 5,818,500	\$ 3,935,100	\$ 403,600	\$ 6,222,100	\$ 4,949,029	\$ 1,273,071			
Funding									
General Government	140,000					140,000			
Protective Services	306,000					40,500		265,500	
Transportation	3,970,100	70,625	930,000	211,875	2,257,600	500,000			
Recreation	1,717,500	350,000		700,000	267,500	400,000			
	\$ 6,133,600	\$ 420,625	\$ 930,000	\$ 911,875	\$ 2,705,600	\$ 1,165,500			
Original	\$ 5,818,500	\$ 420,625	\$ 930,000	\$ 911,875	\$ 2,390,500	\$ 1,165,500			

Town of Rothesay

Utility Fund Financial Statements

October 31, 2019

Attached Reports:

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

Town of Rothesay
Capital Balance Sheet
As at 10/31/19

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
	<hr/>
	53,696,596

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 Improvement:	(42,031)
Accumulated Amortization Utilites Vehicles	(16,128)
Accumulated Amortization Utilites Equipment	(89,221)
Accumulated Amortization Utilites Roads & Streets	(13,204)
	<hr/>
	(16,030,744)

TOTAL ASSETS	<hr/> <hr/>
	37,665,852

LIABILITIES

Current:

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

Long-Term:

Long-Term Debt	9,050,589
Total Liabilities	<hr/> 8,350,589

EQUITY

Investments:

Investment in Fixed Assets	29,315,262
Total Equity	<hr/> 29,315,262
TOTAL LIABILITIES & EQUITY	<hr/> <hr/> 37,665,851

Town of Rothesay

Utility Reserve Balance Sheet
As at 10/31/19

ASSETS

Assets:

Bank - Utility Reserve	1,116,020
Due from Utility Operating	10,895
TOTAL ASSETS	<u>\$ 1,126,915</u>

EQUITY

Investments:

Invest. in Utility Capital Reserve	769,997
Invest. in Utility Operating Reserve	104,347
Invest. in Sewage Outfall Reserve	252,572
TOTAL EQUITY	<u>\$ 1,126,916</u>

Town of Rothesay
 Utilities Fund Operating Balance Sheet
 As at 10/31/19

ASSETS

Current assets:		
Accounts Receivable Net of Allowance		717,954
Total Current Assets		<u>717,954</u>
Other Assets:		
Projects		812,675
		<u>812,675</u>
 TOTAL ASSETS		 <u>\$ 1,530,629</u>

LIABILITIES

Accrued Payables	43,648
Due from General Fund	(773,052)
Due from (to) Capital Fund	700,000
Due to (from) Utility Reserve	10,895
Deferred Revenue	16,016
Total Liabilities	<u>(2,494)</u>

EQUITY

Surplus:		
Opening Retained Earnings		80,599
Profit (Loss) to Date		1,452,524
		<u>1,533,122</u>
 TOTAL LIABILITIES & EQUITY		 <u>\$ 1,530,629</u>

Town of Rothesay
Utilities Operating Income Statement
10 Months Ended 10/31/19

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	0	0	870,838	791,625	79,213	1	1,050,000
Meter and non-hookup fees	0	0	38,373	31,575	6,798		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	0	0	1,647,108	1,610,000	37,108	2	1,610,000
Connection Fees	6,500	7,778	115,500	62,222	53,278	3	70,000
Interest Earned	8,928	4,167	86,598	41,667	44,931		50,000
Misc. Revenue	750	182	6,000	1,823	4,178		2,187
Infrastructure Grants	0	0	168,684	0	168,684	5	0
Surplus - Previous Years	0	0	11,713	11,713	0		11,713
TOTAL RECEIPTS	16,178	12,127	3,331,556	2,934,624	396,931		3,220,000
WATER SUPPLY							
Share of Overhead Expenses	0	0	300,000	300,000	0		400,000
Audit/Legal/Training	45	708	4,568	10,083	5,515		11,500
Purification & Treatment	25,967	18,659	367,942	319,682	(48,260)	6	357,000
Transmission & Distribution	33,802	6,667	91,051	98,667	7,616		112,000
Power & Pumping	3,643	3,500	39,905	35,000	(4,905)	7	42,000
Billing/Collections	97	333	2,706	3,333	627		4,000
Water Purchased	0	50	659	500	(159)		600
Misc. Expenses	0	1,000	12,912	10,000	(2,912)	8	12,000
TOTAL WATER SUPPLY	63,554	30,917	819,744	777,265	(42,479)		939,100
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	0	0	450,000	450,000	0		600,000
Audit/Legal/Training	0	1,000	10,338	17,000	6,662		19,000
Collection System Maintenance	26,667	2,667	74,889	58,667	(16,222)	9	64,000
Sewer Claims	4,256	1,667	12,686	16,667	3,981		20,000
Lift Stations	3,917	3,500	49,434	35,000	(14,434)	10	42,000
Treatment/Disposal	5,908	6,250	71,304	79,500	8,196		92,000
Infiltration Study	0	0	3,501	0	(3,501)	11	0
Misc. Expenses	306	139	12,133	7,224	(4,909)	12	7,502
TOTAL SWGE COLLECTION & DISPOSAL	41,054	15,222	684,285	664,057	(20,227)		844,502
FISCAL SERVICES							
Interest on Long-Term Debt	0	0	200,866	202,005	1,138		330,261
Principal Repayment	0	0	174,137	174,137	0		436,137
Transfer to Reserve Accounts	0	0	0	0	0		70,000
Capital Fund Through Operating	0	0	0	0	0		600,000
TOTAL FISCAL SERVICES	0	0	375,003	376,141	1,138		1,436,398
TOTAL EXPENSES	104,607	46,140	1,879,032	1,817,464	(61,568)		3,220,000
NET INCOME (LOSS) FOR THE PERIOD	(88,429)	(34,013)	1,452,524	1,117,161	335,363		0

Town of Rothesay

2019December9OpenSessionFINAL_061

Variance Report - Utility Operating
10 months ending October 31, 2019

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Sale of Water	\$ 870,838	\$ 791,625	\$ 79,213	A couple of extreme usages
2	Sewer Services	\$ 1,647,108	\$ 1,610,000	\$ 37,108	Multi-residential higher than budget
3	Connection Fees	\$ 115,500	\$ 62,222	\$ 53,278	New home starts, Phase 2 Hillcrest
4	Interest Earned	\$ 86,598	\$ 41,667	\$ 44,931	Interest on receivables
5	Infrastructure Grants	\$ 168,684	\$ -	\$ 168,684	I/I study, offset by expenses
Water System Expenses					
6	Purification /Treatment	\$ 361,288	\$ 319,682	\$ (41,606)	Rehab on Well C5
7	Power & Pumping	\$ 39,905	\$ 35,000	\$ (4,905)	Power costs high
8	Misc. Expenses	\$ 12,912	\$ 10,000	\$ (2,912)	Purchase of meters
Sewerage Collection and Disposal					
9	Collection Systems Maintenance	\$ 74,889	\$ 58,667	\$ (16,222)	Sewer line repairs
10	Lift Stations	\$ 49,434	\$ 35,000	\$ (14,434)	Power costs high
11	Infiltration Study	\$ 3,501	\$ -	\$ (3,501)	Offset by grant
12	Misc. Expenses	\$ 12,133	\$ 7,224	\$ (4,909)	Clothing and boot purchases
Fiscal Services					
				\$ -	

2019December9OpenSessionFINAL_062

Town of Rothesay

Capital Projects 2018
Utility Fund
10 Months Ended 10/31/19

	Original BUDGET	Rivisions	CURRENT Y-T-D	Remaining Budget
WATER				
12043430 Well Development - Quality W-2018-003	300,000		6,027	293,973
12044330 Hillsview/Shadow Hill Watermain W-2018-002	450,000		5,332	444,668
12033730 Church Avenue Reconstruction (Water) T-2019-002	500,000		500,000	0
Unassigned:				
McGuire Compound Fencing	35,000			35,000
Filter Bldg Heating	70,000			70,000
Well Drilling	70,000			70,000
	<u>\$ 1,425,000</u>		<u>\$ 511,359</u>	<u>\$ 913,641</u>
SEWER				
12042330 Wastewater Treatment Plant - S-2014-016-A	-		103,499	-103,499
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	150,000		175,000	-25,000
12044830 Sewer Costs in Asphalt Contract T-2019-001	100,000		0	100,000
12045030 Turnbull Court Design S-2019-004	75,000		7,137	67,863
Unassigned:				
SCADA Changeover	35,000			35,000
	<u>1,860,000</u>	<u>-</u>	<u>301,316</u>	<u>1,558,684</u>
Unassigned				
Total Approved	<u>3,285,000</u>	<u>-</u>	<u>812,675</u>	<u>2,472,325</u>
Carryovers				
Funded from Reserves			<u>0</u>	
	<u>3,285,000</u>		<u>812,675</u>	<u>2,472,325</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>
Original	<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
11 Months Ended 30/11/2019

DRAFT!

	Original BUDGET	Rivisions	CURRENT Y-T-D	Remaining Budget
WATER				
12043430 Well Development - Quality W-2018-003	300,000		16,281	283,719
12044330 HillsvieW/Shadow Hill Watermain W-2018-002	450,000		5,332	444,668
12033730 Church Avenue Reconstruction (Water) T-2019-002	500,000		500,000	0
Unassigned:				
McGuire Compound Fencing	35,000			35,000
Filter Bldg Heating	70,000			70,000
Well Drilling	70,000			70,000
	<u>\$ 1,425,000</u>		<u>\$ 521,613</u>	<u>\$ 903,387</u>
SEWER				
12042330 Wastewater Treatment Plant - S-2014-016-A	-		103,499	-103,499
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	150,000		175,000	-25,000
12044830 Sewer Costs in Asphalt Contract T-2019-001	100,000		0	100,000
12045030 Turnbull Court Design S-2019-004	75,000		26,578	48,422
Unassigned:				
SCADA Changeover	35,000			35,000
	<u>1,860,000</u>	<u>-</u>	<u>320,757</u>	<u>1,539,243</u>
Unassigned				
Total Approved	<u>3,285,000</u>	<u>-</u>	<u>842,370</u>	<u>2,442,630</u>
Carryovers				
Funded from Reserves			<u>0</u>	
	<u>3,285,000</u>		<u>842,370</u>	<u>2,442,630</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>
Original	<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

30/11/2019 219500-60

Donations/Cultural Support	Budget 2019	Paid to date
KV3C	2,500.00	
NB Medical Education Trust	5,000.00	5,000.00
SJRH	2,500.00	2,500.00
KV Food bank	6,000.00	6,587.95
Fairweather Scholarship	1,000.00	1,000.00
KV Oasis	2,500.00	2,500.00
Saint John Theatre Company	1,000.00	1,000.00
YMCA	10,000.00	10,000.00

sub	<u>30,500.00</u>	<u>28,587.95</u>
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Other:	9,500.00	
NB Competitive Festival of Music		100.00
Cst. Shanda Weir		100.00
Vocational Training Centre		6,000.00
In Memory of		25.00
In Memory of Jared Holder		25.00
Kidney Foundation		50.00
Shooting Stars Booster Club		250.00
Walk for Muscular Dystrophy		250.00
NB Competitive Festival of Music		150.00
Rothesay Netherwood Art Show		300.00
Rothesay High School Safe Grad		150.00
In Memory		22.67
Imperial Theatre IATA		500.00
St. Jospeh's Hospital Foundation		1,000.00
Heart & Stroke		25.00
Masters Curling		1,000.00
Special Olympics Torch Run		100.00

sub	9,500.00	10,047.67
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	<u>40,000.00</u>	<u>38,635.62</u>
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G/L Balance

38,635.62

TOWN OF ROTHESAY

FINANCE COMMITTEE
OPEN SESSION
December 2, 2019

In attendance:

Deputy Mayor Matt Alexander, Acting Chairman

Mayor Nancy Grant

Councillor Don Shea

Town Manager John Jarvie

Treasurer Doug MacDonald

Financial Officer Ellen K. Steeves

Absent: Councillor Grant Brenan, Chairman

The meeting was called to order at 8:20. Deputy Mayor Alexander assumed the chair. The agenda and minutes of October 22 and Sept. 26 were accepted as presented. (NG/DS)

Budget Discussion

Treasurer MacDonald explained that the motions presented should be the final motions for Council. There may be minor adjustments, but the motion refers to totals. The individual budgets for Fire, Police and Library must be authorized in open session, along with the additional payment to Police.

Motion to recommend to Council to accept the following General Fund budget motions.

Motion: General Capital Fund

RESOLVED that the General Fund 2020 Capital Budget of \$6,075,500 be approved.

Motion: General Operating Fund

RESOLVED that the sum of \$18,325,000 be the total operating budget of the Municipality, that the sum of \$16,492,464 be the Warrant of the Municipality for the ensuing year, and that the tax rate for the municipality be \$1.2400.

The Council orders and directs the levying by the Minister of Environment and Local Government of said amount on real property liable to taxation under the Assessment Act within the Municipality of Rothesay.

RESOLVED that the Rothesay contribution to the 2020 budget of Economic Development of Greater Saint John be approved at \$98,780:

RESOLVED that the 2020 budget of the Kennebecasis Public Library be approved at \$220,950 and the Rothesay contribution be approved as \$86,144:

RESOLVED that the 2020 operating budget of the Kennebecasis Valley Fire Department Inc. be approved at \$5,323,823 and the Rothesay contribution be approved as \$2,225,646.

RESOLVED that the 2020 capital budget of the Kennebecasis Valley Fire Department Inc. be approved at \$1,175,200 and the Rothesay contribution be approved as \$478,720.

RESOLVED that the 2020 operating budget of the Kennebecasis Regional Joint Board of Police Commissioners be approved at \$6,431,215 and the Rothesay contribution be approved as \$2,581,645.

RESOLVED that the 2020 telecom budget of the Kennebecasis Regional Joint Board of Police Commissioners be approved at \$402,059 and the Rothesay contribution be approved as \$156,755.

RESOLVED that the Rothesay contribution to the 2019 operating budget of the Kennebecasis Regional Joint Board of Police Commissioners be increased by \$120,000 to address extraneous costs. Funding to be obtained from the Operating reserve.

(NG/DS) CARRIED

Treasurer MacDonald noted that from the minutes of the joint meeting with Quispamsis, there was a recommendation if the force requests additional staff, that an independent study be completed. Also from that meeting, it was recommended that KVFD save the funds from the sale of used equipment. These will be noted in the budget acceptance letters sent to the organizations. Treasurer MacDonald reviewed the donations budget, noting that these are budget numbers and not automatically paid. Mayor Grant commented on KV3C in regard to the excellent work with moms and dads and children. It was agreed we should see the financial information for the food bank and the Vocational Training Centre before granting additional funds.

Treasurer MacDonald noted the Utility motions are the same amounts as presented to Council.

Motion to recommend to Council to accept the following Utility Fund motions.

Motion: Utility Capital Fund

RESOLVED that the Utility Fund 2020 Capital Budget of \$3.675 million be approved.

Motion: Utility Operating Fund

RESOLVED that pursuant to subsection 117(4) of the Local Governance Act, the total budget for the Water and Sewerage Utility for the ensuing year would consist of total revenues of \$3,400,000 and total expenditures of \$3,400,000

(DS/NG) CARRIED

Donations

The summary to Oct. 31 was accepted as presented. The request from KV Oasis was deferred to later in the meeting.

NB Arts Link Conference – After a brief discussion, it was agreed to **recommend to Council to approve a donation of \$1,500.00 (DS/NG)**

Amazetorium – after a brief discussion, it was agreed to purchase two bundles of 20 tickets, at a value of \$600.

October Financial Statements

Treasurer MacDonald reviewed the statements, noting there should be no surprises and we should expect a small surplus in each fund. Some review of capital projects will be required when we get the next contractors' request for payment. The financial statements were accepted as presented. (NG/DS)

KV Oasis

Mayor Grant left the meeting. It was noted this is KV Oasis's second request, which goes against our policy. After a brief discussion it was agreed to **recommend to Council to donate \$2,500 for 2020. (MA/DS)**

Compliance Report

The compliance report was accepted as presented.

Next Meeting

The next meeting is set for January 23, 2020 unless called earlier. The meeting adjourned at 8:55.



ROTHESAY

2019 December 8 Open Session FINAL 068
Rothesay Hive Advisory Committee Meeting

Tuesday, November 19, 2019

Rothesay Town Hall – Common Room

10:00 a.m.



DRAFT

PRESENT: MAYOR NANCY GRANT, *ex-officio member*
COUNC. MIRIAM WELLS, CHAIRPERSON
JULIE ATKINSON
BILL BISHOP
GINA CHIARELLA
JEAN PORTER MOWATT
DIANE O'CONNOR, VICE-CHAIRPERSON
NEA STEPHENSON
ROBERT TAYLOR

TOWN MANAGER JOHN JARVIE
RECREATION COORDINATOR KERI FLOOD
RECORDING SECRETARY LIZ POMEROY

ABSENT: JILL JENNINGS
DR. SHAWN JENNINGS
STEPHANIE TOMILSON
DANIELLE HAWKINS, HIVE COORDINATOR
NATALIE REID, YMCA OF GREATER SAINT JOHN (GSJ)

1. CALL TO ORDER

Chairperson Wells called the meeting to order at 10:00 a.m. and welcomed Committee members.

2. APPROVAL OF AGENDA

MOVED by J. Porter Mowatt and seconded by G. Chiarella the agenda be approved as circulated, with the addition of *Rothesay Budget Request* under Item 7.

CARRIED.

3. APPROVAL OF MINUTES

➤ 22 October 2019

MOVED by B. Bishop and seconded by N. Stephenson the minutes of October 22, 2019 be approved as circulated.

CARRIED.

4. PROGRAMMING MONTHLY REPORT

RECEIVED FOR INFORMATION.

5. VOLUNTEER MEETING

G. Chiarella reported she spoke with Sam Howe, Volunteer Coordinator for the YMCA, and was informed the YMCA is governed by standards established by Volunteer Canada and Public Safety Canada. She added Ms. Howe was receptive to comments and encouraged feedback. She referenced a document circulated to Committee members at the beginning of the meeting, noting she has compiled a list of steps or a “roadmap” to complete the YMCA volunteer application process. The list includes costs,

time commitment, materials required, and was put to the test by a senior. There was discussion with respect to the process for criminal record checks including fees and online options, as well as current volunteer opportunities for the Hive and their varying time commitments. G. Chiarella noted the document cannot be circulated to the public until it has been vetted by the YMCA Communications Department.

Concerns were expressed the documentation in the application process specifically mentions children, rather than seniors or vulnerable persons, and a total of three references may be excessive. G. Chiarella noted Ms. Howe relayed that the documents are used nationally and work is underway to create updated localized documents. It was noted there are advantages and disadvantages to the requirement for three references. It was suggested references can be sought from atypical sources such as doctors, pharmacists, and community business owners. The Committee discussed a need to promote the volunteer opportunities through both the Hive and the Town's social media channels.

After some discussion, G. Chiarella agreed to:

- speak with D. Hawkins about the possibility of hosting a monthly program at the Hive to assist potential volunteers through the application process;
- consult with YMCA staff to formalize the volunteer application "roadmap" for the purposes of circulating the document to the public; and
- share current Hive volunteer opportunities with K. Flood to be promoted on the Town's social media.

6. FUNDY WINTERFEST & SPEAKER SERIES

D. O'Connor reported a Speaker Series event was planned in the Hive outside regular operating hours but relocated as attendees were required to have a membership (YMCA or the Hive) or a three day pass to enter the facility. K. Flood advised she and D. Hawkins are planning to host Fundy Winterfest related events in the Hive however individuals may be deterred if membership or a pass is required. She noted the Operational Philosophy in the YMCA/Rothesay agreement for operation of the Hive states:

"Programs delivered by partner organizations at the Centre shall be coordinated by the YMCA and fall within the membership structure and/or as per an alternative agreed delivery mechanism determined by the YMCA in consultation with the Committee."

The Committee discussed interest in exploring an opportunity to host Town events in the Hive outside of regular operating hours. The following comments were made: the agreement encourages collaboration; it could be an opportunity to promote the Hive, its resources, and memberships; the presence of Town staff and members of the Committee would be required; and Speaker Series events were held in the facility before the agreement was established. Town Manager Jarvie agreed to discuss the matter with YMCA staff to inquire about the possibility. It was clarified the events hosted outside of regular operating hours are not intended to compete with YMCA programs. The Committee suggested the following for potential events: visitors be directed to sign-in to the facility; donations to the Strong Communities Fund be encouraged; and volunteer forms as well as YMCA promotional materials be available. It was noted the additional promotion may encourage guests to sponsor the facility.

There was further discussion with respect to roles of the YMCA and the Town with respect to the facility, the agreement between both parties, and the importance of collaboration. Town Manager Jarvie will discuss the matter with YMCA staff and report back.

In response to an inquiry, K. Flood listed the proposed Winterfest events including Trivia (February 25th), Tea (January 28th), Paint Night (date to be determined), and a SuperBowl party (February 2nd).

7. BUDGET

- Sponsorship

Counc. Wells reported the Sponsorship sub-committee met before the meeting with K. Wheaton Clayton, YMCA VP of Philanthropy, to further discuss opportunities to raise funds for the facility. The sub-Committee expressed interest in contacting local businesses and organizations directly to ask what specific benefits may entice sponsorships. Suggestions were made to prepare a formal letter to request donations or sponsorships from organizations, and to focus on collecting a greater amount of smaller donations rather than a smaller amount of large sponsorships. It was noted proposals will be prepared to help Committee members prepare for individual meetings; and meetings with organizations such as the Kiwanis Club or Lion's Club will likely focus on identifying the proper process to request donations. Counc. Wells stressed the importance of collecting funds to cover minor or unforeseen operational expenses. It was noted the sub-Committee will contact organizations and report back.

- *Rothesay Budget Request*

Counc. Wells noted Council is in the process of reviewing the Town's 2020 budget. She noted last year Council approved an allocation of \$40,000 to furnish the Hive. Since the facility is still in its infancy and there was difficulty predicting the facility's needs prior to operation, she suggested the Committee request funds be allotted in the 2020 Town budget to cover items such as additional folding tables, chairs, a storage cabinet, a boot tray, a bulletin board, and coffee and tea thermos'. It was suggested expenses such as refreshments and exercise equipment are related to programming and therefore a responsibility of the YMCA. Counc. Wells commented that Council's iPads may be replaced in the near future. She inquired if some of the existing iPads could be repurposed and donated to the Hive to create an educational program to teach seniors how to operate the device. Town Manager Jarvie noted he could look into it but some devices may be used to replace others in different departments, and the condition of the software may be problematic for certain use. In response to an inquiry, Town Manager Jarvie advised the table for the computers was ordered but has not arrived. After some discussion, it was suggested \$10,000 may be sufficient to cover the needs of the facility.

MOVED by J. Porter Mowatt and seconded by B. Bishop the Rothesay Hive Advisory Committee recommend Council consider the inclusion of \$10,000 in the 2020 budget for the Hive.

CARRIED.

8. DATE OF NEXT MEETING:

The next meeting is scheduled for Tuesday, December 17, 2019 at 10 a.m.

DRAFT

9. ADJOURNMENT

MOVED by D. O'Connor and seconded by R. Taylor the meeting be adjourned.

CARRIED.

The meeting adjourned at 11:30 a.m.

CHAIRPERSON

RECORDING SECRETARY



2019 December 9 Open Session FINAL_072
ROTHESAY
MEMORANDUM



TO : Mayor and Council
FROM : Hive Advisory Committee
DATE : November 26, 2019
RE : 2020 Budget Request

Recommendation:

It is recommended Council allocate \$10,000 in the 2020 Rothesay budget for the Hive.

Background:

Please be advised the Hive Advisory Committee passed the following motion at its regular meeting on Tuesday, November 19, 2019:

MOVED ... and seconded ... the Rothesay Hive Advisory Committee recommend Council consider the inclusion of \$10,000 in the 2020 budget for the Hive.

CARRIED.



ROTHESAY

2019 December Open Session FINAL 073
Parks and Recreation Committee Meeting

Tuesday, November 19, 2019

Rothesay Town Hall – Common Room

6:00 p.m.



DRAFT

PRESENT: COUNC. MIRIAM WELLS
COUNC. PETER LEWIS
MAUREEN DESMOND
MARY ANN GALLAGHER
BRENDAN KILFOIL
DR. SHAWN JENNINGS
GARY MYLES
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: RAHA MOSCA
ALLYSON MURRAY

Chairperson Wells called the meeting to order at 6:05 p.m.

1. APPROVAL OF AGENDA:

MOVED by G. Myles and seconded by B. Kilfoil the agenda be approved as circulated.

CARRIED.

2. APPROVAL OF MINUTES:

2.1 Meeting minutes of October 22, 2019

MOVED by S. Jennings and seconded by B. Kilfoil the meeting minutes of October 22, 2019 be approved as circulated.

CARRIED.

Counc. Wells noted the December meeting may be cancelled if there are no items to discuss. She reported B. Kilfoil's term has expired on the Committee and thanked him for six years of commitment and contributions as a member.

3. DELEGATIONS:

N/A

4. REPORTS & PRESENTATIONS:

N/A

5. UNFINISHED BUSINESS

5.1 Update on Kennebecasis Park Volleyball Court (Elementary School)

RC Flood advised a proposal was sent to the School District for approval. Staff are waiting for a response.

5.2 Draft 2020 Budget

DRP Jensen identified changes to the proposed capital budget including the omission of upgrades to Jordan Miller Park (boat launch and lighting), and the Wells Park building. He noted installation of a boat launch at Jordan Miller Park requires approval from property owners in the area, and Council agreed to restore vehicle access to Cameron Road beach. He further noted construction of a new building at Wells Park was deferred pending consultation with residents in the area to determine if there is demand, and if so, request input for the design of the building. When questioned, DRP Jensen advised the existing portable washroom at Wells Park is available for use throughout the winter.

There was discussion with respect to construction of a new ballfield in Wells Park. DRP Jensen advised there is sufficient space to accommodate additional parking; the new ballfield will accommodate 16 and older age groups; the Bicentennial ballfield will be converted to a Bantam field; there are no plans at this time to install lights at the new field due to the substantial cost; the new field may encourage organizations to host tournaments in the area; the new ballfield will be located behind the existing ballfield; and construction will not adversely impact the existing trail system. Council Wells commented that the size of Wells Park is comparable to the Irving Nature Park.

5.3 Rothesay Arena

➤ 16 November 2017 Rothesay Arena Assessment (WSP and Architecture49)

DRP Jensen provided background with respect to the evolution of the Arena project. He noted a recommendation from the 2009 Recreation Master Plan for more indoor court space sparked the idea to update the facility. He reported: a partnership was proposed with Rothesay High school to convert the gym into a theatre and construct a fieldhouse attached to the school; however the School District and Town could not come to a final agreement; and a contribution of \$1 million dollars was made by the Province but reallocated to other recreation projects following the dissolution of the project. Subsequently, an idea to twin the arena was investigated but was also unsuccessful. The concept then transformed into a new build for an arena and a fieldhouse; however the substantial cost and unanswered funding requests from other levels of government led to a downscaled design. Council with the understanding that external funding may be available, purchased and prepared property on Scott Avenue for the project. Throughout the years neighbouring municipalities constructed facilities such as the QPlex, two schools, and the Saint John Fieldhouse which lessened the demand for recreational facilities and indoor court space; thus the project was once again downscaled to solely an arena. Council then decided to engage consultants to complete an assessment of the facility for the purposes of comparing a new build and a renovation. As government financial support remained unclear, and the arena continued to deteriorate, Council opted to pursue renovation of the arena.

The following comments were made: the report estimates the cost of a renovation will be similar to the cost of a new build but only extend the lifespan of the facility an additional 20 years opposed to 40 years; a new build allows age-friendly amenities such as a walking track; it remains unclear if external funding will be provided; use of gas tax funds for the project is contingent upon provincial approval; Rothesay must adhere to regulations set forth in the Procurement Act with respect to issuing tenders for the project; a hazardous materials assessment is required however if hazardous materials are detected immediate action will be required which may impact regular operations; the report identifies necessary work to ensure current building code requirements are met; the provision of contingency funding is beneficial as destructive testing was not completed to determine the full scope of work required; due to the age of the building it is likely issues may arise throughout the

process of a renovation; it may be a multi-year project; completing the project in a “piecemeal” fashion may increase the cost; staff have undertaken minor repairs however long-term solutions are necessary; and it would be advantageous to develop a plan to determine appropriate phasing of the project.

Counc. Lewis suggested the item be deferred as there may be further discussion at the Council level. Town Manager Jarvie noted the funds allocated in the budget were included as a placeholder. He gave a brief overview of options available and noted consideration is given to the impact on regular operations. He noted conducting a hazardous materials assessment at the end of the regular ice season is preferred to avoid impacting the regular schedule if immediate action is required. He clarified companies were invited to submit expressions of interest for a new build (with a budget of roughly \$8 million dollars), rather than proposals for a design. He further noted a construction management approach can be implemented for a renovation.

There was discussion with respect to the difficulty obtaining funding from other levels of government, the size of the existing ice surface, and the pros and cons of soliciting sponsorships. Concern was expressed requesting sponsorship without a design concept may be difficult; however spending money to develop a design may not be worthwhile if the outcome of the hazardous materials assessment is not favourable. When questioned, Town Manager Jarvie advised the costs included in the report are likely a reasonable estimate but may increase due to inflation. There was discussion with respect to using previously acquired conceptual drawings for a new build to solicit sponsorships. Counc. Lewis expressed concern prior designs may be misleading as they showcase the project before the concept was downscaled. B. Kilfoil inquired if the Town could save an allotted amount each year to pay for the project. Town Manager Jarvie advised this method is not preferred as it requires residents to contribute to a future amenity they may or may not benefit from. Counc. Wells noted there may be further discussion by Council however a statement from the Committee may be helpful.

MOVED by B. Kilfoil and seconded by M. Desmond the Parks and Recreation Committee has reservations about the choice to renovate versus building new due to the risks, high cost, and 20 year lifespan of the renovated arena and recommends a committee be formed to solicit contributions for a new build.

Counc. Lewis abstained from voting.

CARRIED.

6. CORRESPONDENCE FOR ACTION:

N/A

7. NEW BUSINESS:

7.1 Parks and Recreation Update

DRP Jensen advised staff are decorating Town facilities for the holiday season including along Hampton Road in preparation for the upcoming Santa Claus Parade. He reported: trail work remains ongoing at Wells Park; weather permitting, preparations are underway to open the ice surface at the Common by December 2nd; and ice schedules will be available on the Town website.

RC Flood reported new safety measures will be implemented for the Santa Claus Parade in response to a tragic incident that occurred during a parade in Yarmouth, Nova Scotia last year. The initiatives include safety spotters that will walk beside floats for the duration of the parade, distribution of arm bands with lights, and first responders located at the mid-point of the parade. She commented on upcoming events such as the Mayor's Tree Lighting (December 11th), the Winter Speaker Series (February and March), Fundy Winterfest, and tentative events such as a Glow in the Dark skate, and Learn to Play Sledge Hockey. She noted the Sea Dogs are unable to attend a special skating event this year however the mascot Fleaburn may be available. B. Kilfoil suggested the Saint John Major Midget Vito's AAA hockey team be contacted to ask if they are interested in participating in a similar event.

Counc. Wells commended RC Flood for her work with the Rothesay Hive.

8. CORRESPONDENCE FOR INFORMATION:

N/A

9. DATE OF NEXT MEETING:

The next meeting is tentatively scheduled for Tuesday, December 17, 2019 at 6:30 p.m.

10. ADJOURNMENT

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

CARRIED.

The meeting ended at 7:25 p.m.

CHAIRPERSON

RECORDING SECRETARY



2019 December 9 Open Session FINAL_077

ROTHESAY

MEMORANDUM



TO : Mayor and Council
FROM : Parks and Recreation Committee
DATE : November 26, 2019
RE : Rothesay Arena

Recommendation:

It is recommended a Committee be formed to solicit contributions to construct a new arena.

Background:

Please be advised the Parks and Recreation Committee passed the following motion at its regular meeting on Tuesday, November 19, 2019:

MOVED ... and seconded ... the Parks and Recreation Committee has reservations about the choice to renovate versus building new due to the risks, high cost, and 20 year lifespan of the renovated arena and recommends a committee be formed to solicit contributions for a new build.

CARRIED.



ROTHESAY
2019 December 9 Open Session FINAL_078
Works and Utilities Committee Meeting
Wednesday, November 20, 2019
Rothesay Town Hall – Sayre Room
5:30 p.m.



DRAFT

PRESENT: DEPUTY MAYOR MATT ALEXANDER
COUNCILLOR MIRIAM WELLS (*arrived at 5:25 p.m.*)
PAUL BOUDREAU
SHAWN CARTER
PETER GRAHAM
MARK McALOON (*arrived at 5:30 p.m.*)
SCOTT SMITH

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

Chairperson Alexander called the meeting to order at 5:20 p.m.

1. APPROVAL OF AGENDA

MOVED by P. Boudreau and seconded by S. Carter the agenda be approved as circulated.

CARRIED.

2. APPROVAL OF MINUTES

MOVED by P. Graham and seconded by S. Carter the minutes of 23 October 2019 be adopted as circulated.

CARRIED.

3. DELEGATIONS

N/A

4. REPORTS & PRESENTATIONS

N/A

5. UNFINISHED BUSINESS

5.1 Capital Projects Summary
RECEIVED FOR INFORMATION.

5.2 Solid Waste Tonnage Report
RECEIVED FOR INFORMATION.

5.3 Update on snow clearing equipment (Etobicoke, Ontario)
DO McLean reported after further investigation he could only find specialized snow clearing equipment that attaches to graders; and snow must be below a height of four inches or the attachment becomes ineffective. Residents of areas located outside the urban core of Toronto are able to submit work orders for snow removal in private driveways if the height of the snow exceed 25 centimeters.

Counc. Wells arrived at the meeting.

It was noted graders are not used to remove snow in the Town. Concern was expressed that offering a similar service is not feasible in Rothesay as additional staff would be required to handle the anticipated demand as snowfalls typically exceed 25 centimeters. It was further noted providing such a service may adversely impact local snow plowing businesses. When questioned, DO McLean advised he will notify the author of the correspondence that the initiative is not feasible at this time.

M. McAloon arrived at the meeting.

5.4 Update on Cameron Road beach access

➤ 14 November 2019 Memorandum from Town Clerk Banks

DO McLean advised a permit was secured and vehicle access was restored. He added it is expected the signage will be installed in the near future.

5.5 Draft 2020 Budget

Revised copies of the proposed 2020 Utility Fund and General Fund Capital budgets, as well as the Utility Fund Operating budget, and the Transportation and Environmental Health Operating budget were circulated. DO McLean gave an overview of the documents.

In response to an inquiry, DO McLean reported growth of less than half a percent for water consumption. He added since 2002 the number of municipal water users has only increased from 1100 to 1820. He further noted an increase for either sewer or water rates is not recommended in the proposed 2020 budget. However, if external funding is granted for the Wastewater Treatment Plant project prior to budget approval, sewer rates may be increased to cover a portion of the Town's share.

DO McLean noted the schedules distributed contained an error in the capital from operating for street resurfacing. He noted the \$900,000 should be \$600,000 for a total amount of \$1,200,000, rather than \$1,500,000. This further reduces the total for the Transportation capital budget from \$3,950,500 to \$3,650,500. He added at this time there is no proposed change to the existing tax rate. He commented on the Stormwater Master Plan noting the project is intended to analyze existing stormwater systems in the Town, identify deficiencies, and recommend improvements. He noted the project is expected to improve future planning and may mitigate localized drainage issues.

DO McLean advised: eight streets are included in the proposed 2020 microseal program; roughly \$57,000 is allocated to update all the lights in the Works and Utility facilities to LED fixtures; however the initiative is expected to produce \$12,000 in cost savings with a payback period of six years; sand and salt costs have increased to accommodate demand; \$40,000 is earmarked to update traffic signal infrastructure; and Environmental Health Services has increased due to an increase in the compost tipping fee from \$28 to \$40 per ton.

6. CORRESPONDENCE FOR ACTION

- 6.1 16 October 2019 Email from resident RE: Request for speed bumps on Gondola Point Road between Vincent Road and Isaac Street

DO McLean reported vehicle speeds of 80 – 90 km/hr were recorded along Gondola Point Road. He noted the installation of speed bumps may be problematic due to the high speeds. The following comments were made: the crosswalk and deer in the area act as deterrents; additional signage may be excessive; rumble strips create considerable noise; a signalized intersection near Vincent Road may be beneficial but also costly; and use of structural impediments has been proven to reduce speeding. After some discussion, the Committee suggested the digital speed signs be moved to the area, and if speeding continues, implementation of structural impediments be explored. There was general discussion with respect to speed detection cameras, and roundabouts. DO McLean advised the digital speed signs will be relocated from their current location to Gondola Point Road early in the new year, and a letter will be sent to notify the author of the correspondence of the Committee's discussion.

7. NEW BUSINESS

N/A

8. CORRESPONDENCE FOR INFORMATION**8.1 By-law 1-19-01 (Mulberry Lane)**

14 November 2019 Memorandum from Town Clerk Banks

RECEIVED FOR INFORMATION.

8.2 Amending Water By-law 1-18-01

14 November 2019 Memorandum from Town Clerk Banks

RECEIVED FOR INFORMATION.

8.3 Works Garage Roof Replacement

6 November 2019 Report prepared by DO McLean

DO McLean noted after further inspection ridge vents were installed to improve ventilation and prevent premature degradation of the new shingles. When questioned, DO McLean advised it is unlikely any recourse is available to the Town for the shorter than expected lifespan of the shingles.

8.4 Perimeter Fencing – Utility Department Compound

6 November 2019 Report prepared by DO McLean

RECEIVED FOR INFORMATION.

8.5 Fleet Vehicle Purchase – Utility Department

6 November 2019 Report prepared by DO McLean

DO McLean advised the vehicle was delivered and the yellow wrap is scheduled to be applied tomorrow.

8.6 Brock Court

8 November 2019

Report prepared by DO McLean

DO McLean reported the project includes the installation of a properly sized storm sewer pipe that would carry the existing ditch flow adjacent to the new water and sanitary sewer pipes. Discussions are underway with the property owner of 10 Hampton Road for an agreement to direct water across 10 Hampton Road and into the upgraded system along Church Avenue. It is expected the project may alleviate some concerns, but not all, due to the existing elevations in the area.

9. DATE OF NEXT MEETING

The next meeting is tentatively scheduled for Wednesday, December 18, 2019.

Chairperson Alexander noted there may not be a meeting in December if there are no items to discuss. Counc. Wells reported S. Smith's term has expired on the Committee and thanked him for his years of commitment and contributions as a member.

10. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 6:20 p.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY

Emergency Measures Committee
Monday, December 2, 2019 at 9:00 a.m.
SAYRE ROOM ROTHESAY TOWN HALL



PRESENT: MAYOR NANCY GRANT
COUNCILLOR PETER LEWIS (*arrived at 9:10 a.m.*)
COUNCILLOR BILL McGUIRE

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

DEPUTY FIRE CHIEF DAN McCOY, KVFD
LES WEBER, REGION 9 NB EMO COORDINATOR

The meeting was called to order by Mayor Grant at 9:00 a.m.

1. APPROVAL OF AGENDA

MOVED by Counc. McGuire and seconded by Town Manager Jarvie the agenda be approved as circulated.

CARRIED.

2. APPROVAL OF MINUTES

2.1 Regular meeting of September 30, 2019

MOVED by Counc. McGuire and seconded by Town Manager Jarvie the minutes of September 30, 2019 be approved as circulated.

CARRIED.

3. DELEGATIONS

N/A

4. REPORTS

N/A

5. NEW BUSINESS

5.1 Regional NB EMO – Update Les Weber

L. Weber gave an overview of Emergency Measures Plans (EMPs) noting they are typically comprised of four components: 1. Introduction and Definitions 2. Hazards Analysis 3. Roles/duties of the Emergency Operations Center (EOC) and agreements with external organizations through memorandums of understanding (MOUs) and 4. Annexes (contact lists, facilities, etc.).

Counc. Lewis arrived at the meeting and assumed the Chair.

L. Weber distributed drafts of the first two components for Rothesay’s EMP and noted completion of the final two components is expected in the next month. He requested Committee members review the materials and submit feedback. He stressed the importance of an EMO Director to implement the EMP. He gave a brief summary of emergency

management courses available and encouraged staff to contact him if individuals are interested in completing the courses.

L. Weber reported Disaster Financial Assistance has been announced for the aftermath of Hurricane Dorian. He noted a regional EMO meeting was held in Grand Bay-Westfield on November 27th and the following was discussed: the Joint Information Centre (JIC), the 2019 spring freshet After Action Report, the need for uniform communication, potential bulk purchase of sandbags, and a trigger point (an agreed upon timeframe or flood elevation that launches implementation of EMPs). He reported discussion with respect to a bulk sandbag purchase and regional trigger point was tabled and will be discussed further in January.

Concern was expressed that municipalities experience different flood levels therefore it is challenging determining a singular regional trigger point. DPDS White noted the trigger point can be associated with flood elevations in northern communities as once flooding occurs in those areas it is anticipated a similar event will occur downstream. L. Weber added the 5-day forecast can help municipalities prepare for impending rising water levels. Deputy Fire Chief McCoy suggested the 3-day forecast may be more accurate. Concern was expressed the 3-day forecast may not provide sufficient time for preparation.

DPDS White commented that the draft EMP does not specify the provision of sandbags or a trigger point. L. Weber advised the information will be included in the regional spring freshet support plan which is currently tabled. DPDS White inquired about a unified command approach. L. Weber noted this approach is typically undertaken by field responders rather than EOCs. He added the REOC is an external resource available to municipal EOCs.

L. Weber commented on the After-Action Report (AAR) for Region 9. He noted the report was conducted by the NB EMO's Regional Emergency Management Coordinator (REMC) to foster continuous improvement; and several organizations provided input.

5.1.1 Report on Exercise Brunswick Bravo – October 23rd

L. Weber advised Exercise Brunswick Charlie is scheduled for June 2020, planning has begun, and the event will focus on a simulated heat wave. He noted heat waves can occur in the region and can cause harm to vulnerable groups such as seniors. The exercises are well attended and help municipalities practice their emergency plans as well as assist with contingency planning. There were roughly 114 participants for Brunswick Alpha and roughly 100 participants for Brunswick Bravo. The decline is likely due to the timing of Hurricane Dorian.

There was discussion with respect to emergency training courses. DPDS White advised he and the Director of Operations Brett McLean attended the 2-day ICS 200 course with individuals from the town of Quispamsis as well as firefighters.

DPDS White commented on the Town's participation in Exercise Brunswick Bravo. He noted an After-Action Report was subsequently completed and identified the need for greater contingency planning with respect to back-up personnel for senior staff positions, and water provision in the event of disruption to the municipal water system. He added the event identified the following needs: to renew the agreement with the Red Cross, to develop a plan

for transporting residents, and clarification with respect to the prevention of gas price gouging. He noted municipalities must declare a state of local emergency in order to request an adjustment of gas prices. L. Weber advised he can be contacted to request use of school buses to transport residents. When questioned, L. Weber noted representatives of the school district are not present in the REOC however they are consulted during events.

DPDS White advised Exercise Brunswick Bravo also identified the potential for alternate reception centers such as the Bradley Lake Community Centre or the Fairvale Outing Association, as well as Trunk Mobile Radios (TMRs). DPDS White inquired if it may be beneficial to purchase a TMR at a cost of \$5,000. L. Weber advised municipalities can submit a request to borrow a TMR in anticipation of an event; and municipalities are encouraged to confirm communication plans prior to purchase as it may be costly to adjust the structure of the bands on the devices. He noted he will put staff in touch with a provincial representative to investigate a possible purchase. He cautioned the amount of TMRs available to borrow may be limited depending on how many requests are submitted by other municipalities. He advised training is required to operate the devices, and the devices are intended to contact first responders. DFC McCoy clarified a mutual aid channel will be available for individual EOCs to prevent disruption to standard operations.

DPDS White advised plans are underway to improve the Town's communication systems as a recent generator malfunction during a power outage rendered the phones in Town Hall inoperable due to their connection to the server.

Town Manager Jarvie gave a brief summary of actions undertaken and planned for flood mitigation including raising roads to improve access to vulnerable areas, and the installation of back-flow prevention devices on storm sewers. He noted the full impact of future flooding may be lessened due to actions undertaken by residents to protect private property. Council Lewis questioned the cause of past flooding. L. Weber advised the cause is unclear but noted it could be a combination of variables including unexpected weather events. Mayor Grant reported funds were included in the recent draft of the 2020 budget for a part-time EMO Director.

6. OLD BUSINESS

6.1 2020 Flood Preparedness and Response Planning

Council Lewis requested an update on the sandbagging machine. He noted there is an attachment for loaders that can fill and fasten multiple sandbags at once. DPDS White noted the loader attachment requires specific materials for sand, sandbags, and individuals are still necessary to load/unload sandbags. He added the specialized sandbags may be challenging to source as they must have drawstrings, and are likely to cost more. L. Weber added it is unlikely specialized bags will be included in a regional bulk purchase. DPDS White advised staff are exploring the option of a 4-chute motorized sandbagging machine to prevent the clumping of sand.

There was discussion with respect to strategies and equipment used by neighbouring municipalities for sandbagging operations, and the importance of a regional strategy. Concern was expressed due to a high demand Rothesay may not be able to secure the desired amount of sandbags if the bulk purchase is deferred until January. It was suggested if a regional bulk purchase does not proceed by a certain date, staff be directed to purchase a desired amount following a specified date. It was noted participating in a regional bulk purchase may reduce the overall cost and reinforce regional collaboration. Town Manager Jarvie advised further decisions are required with respect to how sandbags are distributed (at a cost or free of charge), and whether the bags are available solely for residents, or non-residents as well. There was interest to provide sandbags solely to residents in a similar fashion as neighbouring municipalities. Town Manager Jarvie advised staff will set up meetings with residents of flood prone areas to discuss preparation, resources, and planned mitigation efforts.

L. Weber commented that some municipalities expect, and rely on, military assistance during emergencies. He cautioned that support from the military, and other organizations such as Ground Search and Rescue, is not always guaranteed therefore municipalities are encouraged to omit the resources from emergency plans. There was discussion with respect to the federal cost of utilizing military services. L. Weber advised if necessary municipalities may apply pressure on other levels of government to dispatch various resources. He added it is important to communicate the unpredictable availability of these resources to the public. He further suggested municipalities create a list of volunteers to contact if the need arises. It was noted Rothesay has undertaken such an initiative however work schedules, poor weather conditions, and the appearance of sufficient support (military assistance) can deter individuals from volunteering. It was noted staff will report back following further regional discussions.

7. CORRESPONDENCE FOR INFORMATION

N/A

8. DATE OF NEXT MEETING

The date of the next meeting is to be determined.

9. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 10:20 a.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY

2019December9OpenSessionFINAL_086

BUILDING PERMIT REPORT

11/1/2019 to 11/30/2019

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
11/01/2019	BP2019-00170	115 CAMPBELL DR	INTERIOR RENOVATIONS - COMMERCIAL	\$350,000.00	\$2,537.50
11/19/2019	BP2019-00182	8 ARTHUR AVE	ELECTRICAL UPGRADE	\$2,500.00	\$21.75
11/19/2019	BP2019-00188	77 ELIZABETH PKWY	ACCESSORY STRUCTURE	\$2,000.00	\$20.00
11/05/2019	BP2019-00192	69 MARR RD	INTERIOR RENOVATIONS - COMMERCIAL	\$15,000.00	\$108.75
11/05/2019	BP2019-00193	10 VINCENT RD	WINDOWS	\$10,855.00	\$79.75
11/05/2019	BP2019-00195	1 FRANCES AVE	FENCE	\$9,000.00	\$20.00
11/19/2019	BP2019-00202	7 EDGEMONT	FENCE	\$1,500.00	\$20.00
11/07/2019	BP2019-00203	147 FRENCH VILLAGE RD	ELECTRICAL UPGRADE	\$1,500.00	\$20.00
11/12/2019	BP2019-00204	309 ERISKAY DR	ELECTRICAL UPGRADE	\$2,000.00	\$20.00
11/12/2019	BP2019-00205	74 HIGHLAND AVE	ELECTRICAL UPGRADE	\$2,000.00	\$20.00
11/19/2019	BP2019-00206	11 ALEXANDER AVE	ADDITION	\$20,000.00	\$145.00
11/13/2019	BP2019-00207	88 MARR RD	INTERIOR RENOVATIONS - COMMERCIAL	\$20,000.00	\$145.00
11/14/2019	BP2019-00208	10 CHURCH AVE	ELECTRICAL UPGRADE	\$500.00	\$20.00



BUILDING PERMIT REPORT

11/1/2019 to 11/30/2019

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
11/22/2019	BP2019-00209	49 MALISEET DR	ELECTRICAL UPGRADE	\$2,000.00	\$20.00
11/22/2019	BP2019-00210	37 DOBBIN ST	ELECTRICAL UPGRADE	\$2,000.00	\$20.00
11/22/2019	BP2019-00211	33 DOBBIN ST	ELECTRICAL UPGRADE	\$2,000.00	\$20.00
11/22/2019	BP2019-00213	19 HILLCREST DR	WINDOWS	\$4,500.00	\$36.25
11/25/2019	BP2019-00214	5 ASPEN DR	WINDOWS	\$3,689.00	\$29.00
11/27/2019	BP2019-00217	17 SPRUCEWOOD AVE	STORAGE SHED	\$13,522.00	\$101.50
11/29/2019	BP2019-00220	31 BROADWAY ST	WINDOWS	\$8,000.00	\$58.00
Totals:				\$472,566.00	\$3,462.50
Summary for 2019 to Date:				\$9,716,311.99	\$73,067.50

2018 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$1,910,080.00	\$13,904.00
Summary to Date:	\$18,933,398.00	\$133,646.25



ROTHESAY

INTEROFFICE MEMORANDUM

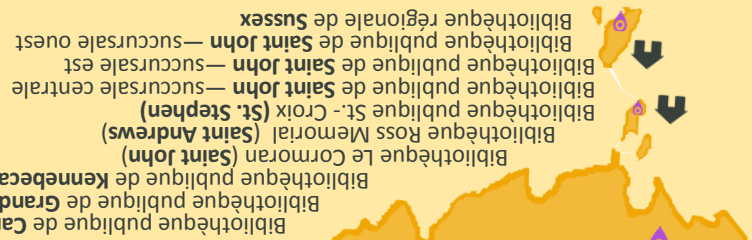


TO : Mayor Grant & Council
 FROM : John Jarvie
 DATE : 5 December 2019
 RE : Capital Project – Status Report

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 30/11/19*	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		Materials on order; coordination meeting December 5 th
	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	100%	Work substantially complete,
	Trail & sidewalk connector Wells	\$1.05M	-	Subject to grants
	Protective Services (KVFD)	306,000	96%	Truck, miscellaneous
	Town Hall	90,000	60%	Includes Hive
	IT equipment & Software	50,000	80%	
	2019 street resurfacing	\$1.37M	100%	Substantially complete; holdbacks released
	Curb & Sidewalks (Marr Road)	425,000	100%	complete
	Drainage (Church Ave)	1.75M	90%	Sidewalk, curb, underground and paving complete, landscaping work remaining
	Fleet/Equipment	665,000	100%	Utility vehicle received and in service
	Rothesay Arena	110,000	-	Stage I – expressions of interest received, project planning underway
	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		Proposal for consulting service to be included in December Council Agenda
	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	45%	Detailed design and construction proposed for 2020 budget
	Water quantity	300,000	5%	Well drilling completed, testing and model development underway.

* Funds paid to this date.



64 277 questions de référence répondues

sur nos rayons (+ 26 041 nouveaux documents ajoutés)

livres	360 615
musique & audio	14 244
titres de magazines	600
films	30 603
autres	1 711

= 407 773 documents disponibles

576 381 documents prêts

+ 4% documents prêts quotidiennement

2 882 documents réservés / jour

130 documents ajoutés aux rayons des bibliothèques / jour

75 525 = 378 ordinateurs des ordinateurs utilisés quotidiennement

291 ordinateurs du WiFi / jour

3 515 visiteurs par jour

+ 4% au total

702 945 au total

6 584 programmes offerts

= 77 368 participants

33 programmes offerts quotidiennement avec 387 participants

932 programmes offerts dans nos communautés

59 365 usagers

+ 2% nouveaux membres

5 822 nouveaux membres

Fundy Library Region Annual Report 2018-2019



59,365 cardholders

+ 5,822 new members

+ 2% new members

6,584 total programs offered

= 77,368 participants

932 programs offered outside of our libraries in our communities

3,515 visitors per day

+ 4%

702,945 total

33 programs offered each day with **387** participants

75,525 computer uses = **378** computers used daily

291 individual WiFi connections / day

576,381 items circulated

* not including e-resources

+ 4%

2,882 items checked out each day

130 items added to our libraries each day

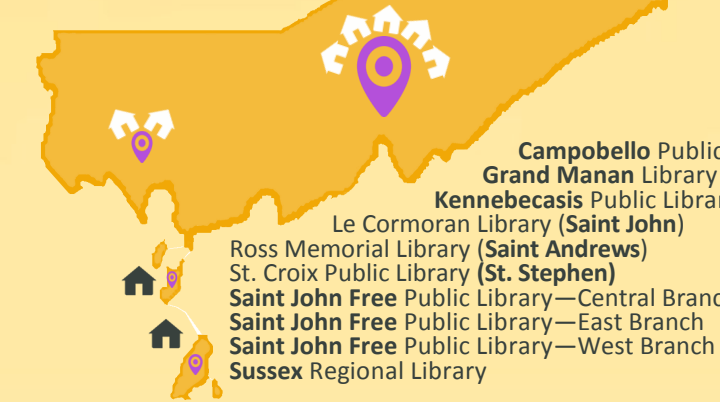
372 holds placed each day

on our shelves (+ 26,041 new items added)

360,615 books	14,244 music & audiobooks
600 magazine titles	
30,603 movies	1,711 other

= 407,773 items to choose from

64,277 reference questions answered



Rapport Annuel 2018-2019

Région de bibliothèques de Fundy



connect



1



2



5



6



7

succeed

Photos

1. Campobello
2. Sussex
3. Saint John—Central
4. Saint John—East
5. Grand Manan
6. Sussex
7. Saint John—East
8. Saint John—Central
9. Saint John—West
10. Saint Andrews
11. Saint John—Central
12. Grand Manan
13. St. Stephen
14. Kennebecasis



8



9



10

CREATE

3



4

Learn

PLAY



11



12

read



13



14

\$409,936

worth of donations & grants to support programming opportunities

Thank you!

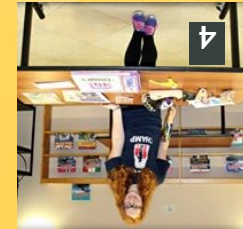


Thank you!

Volunteers gave **5,812** hours!



apprendre



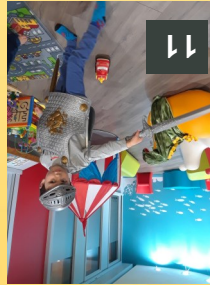
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3



12



11

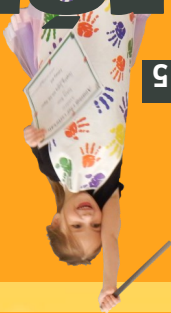
je réussis



7



9



5

CRÉER



10



6



8

réussir

se connecter



1



2

Merci ! les bénévoles ont donné **5 812** heures !

une valeur de **\$409 936** en dons et subventions pour appuyer les programmes possibles

Merci !

1. Campobello
2. Sussex
3. Saint John—centrale
4. Saint John—est
5. Grand Manan
6. Sussex
7. Saint John—est
8. Saint John—centrale
9. Saint John—ouest
10. Saint Andrews
11. Saint John—centrale
12. Grand Manan
13. St. Stephen
14. Kennebecasis

Photos



ROTHESAY
INTEROFFICE MEMORANDUM



TO : Mayor and Council
FROM : Doug MacDonald, Treasurer
DATE : December 4, 2019
RE : Motions for General Fund Capital and Operating Budgets 2020

The Finance Committee has recommended the following motions be adopted.

Motion: General Capital Fund

RESOLVED that the General Fund 2020 Capital Budget of \$6,075,500 be approved.

Motion: General Operating Fund

RESOLVED that the sum of **\$18,325,000** be the total operating budget of the Municipality, that the sum of **\$16,492,464** be the Warrant of the Municipality for the ensuing year, and that the tax rate for the municipality be **\$1.2400**.

The Council orders and directs the levying by the Minister of Environment and Local Government of said amount on real property liable to taxation under the *Assessment Act* within the Municipality of Rothesay.

RESOLVED that the Rothesay contribution to the 2020 budget of Economic Development of Greater Saint John be approved at \$98,780:

RESOLVED that the 2020 budget of the Kennebecasis Public Library be approved at \$220,950 and the Rothesay contribution be approved as \$86,144:

RESOLVED that the 2020 operating budget of the Kennebecasis Valley Fire Department Inc. be approved at \$5,323,823 and the Rothesay contribution be approved as \$2,225,646.

RESOLVED that the 2020 capital budget of the Kennebecasis Valley Fire Department Inc. be approved at \$1,175,200 and the Rothesay contribution be approved as \$478,720.

RESOLVED that the 2020 operating budget of the Kennebecasis Regional Joint Board of Police Commissioners be approved at \$6,431,215 and the Rothesay contribution be approved as \$2,581,645.

RESOLVED that the 2020 telecom budget of the Kennebecasis Regional Joint Board of Police Commissioners be approved at \$402,059 and the Rothesay contribution be approved as \$156,755.

ROTHESAY

TO:

FROM:

2019December9OpenSessionFINAL_092

RE:

-2-

(DATE)

RESOLVED that the Rothesay contribution to the 2019 operating budget of the Kennebecasis Regional Joint Board of Police Commissioners be increased by \$120,000 to address extraneous costs. Funding to be obtained from the Operating reserve.



Town of Rothesay

Capital Plan Summary
General Fund

2020

Services

	Total	Operating	Reserves	Gas Tax	Grants	Borrow
GENERAL GOVERNMENT						
Building (Town Hall)	170,000	170,000	-	-	-	-
IT (MS Office/Server/Laptops)	45,000	45,000	-	-	-	-
	<u>215,000</u>	<u>215,000</u>	-	-	-	-
PROTECTIVE (Fire Dept)	480,000	112,500	-	-	-	367,500
	<u>480,000</u>	<u>112,500</u>	-	-	-	<u>367,500</u>
TRANSPORTATION						
Street surfacing (per approved list)	1,200,000	800,000	-	400,000	-	-
Curb & Sidewalks	305,500	145,000	-	160,500	-	-
Drainage	-	-	-	-	-	-
Designated Highways	1,130,000	282,500	-	-	847,500	-
Design / Studies	400,000	400,000	-	-	-	-
Fleet / Equipment	615,000	615,000	-	-	-	-
	<u>3,650,500</u>	<u>2,242,500</u>	-	<u>560,500</u>	<u>847,500</u>	-
RECREATION						
Scribner Ball Field Replacement	550,000					550,000
Parks Equipment	50,000	50,000				
Trails	50,000	50,000				
Fleet Replacement	60,000	60,000				
Arena Compressor & Condenser Overhaul	20,000	20,000				
Arena Renovations	1,000,000			1,000,000		
	<u>1,730,000</u>	<u>180,000</u>	-	<u>1,000,000</u>	-	<u>550,000</u>
Total Capital Expenditures	<u>\$ 6,075,500</u>	<u>\$ 2,750,000</u>	<u>\$ -</u>	<u>\$ 1,560,500</u>	<u>\$ 847,500</u>	<u>\$ 917,500</u>

Town of Rothesay

General Fund Master Budget 2020

	Year End Outlook	Budget 2019	Budget 2020	
REVENUE				
Warrant of Assessment	\$ 16,043,021	\$ 16,043,020	\$ 16,492,464	2.80%
Sale of Services	419,508	403,043	410,300	
Services to Province of New Brunswick	60,000	60,000	60,000	
Other Revenue from Own Sources	348,422	184,240	108,150	
Unconditional Grant	122,190	122,190	128,335	
Conditional Transfers	41,373	26,500	26,500	
Other Transfers	1,001,006	1,001,006	1,099,251	
	<u>\$ 18,035,521</u>	<u>\$ 17,840,000</u>	<u>\$ 18,325,000</u>	
EXPENSES				
General Government Services	2,223,380	2,260,215	2,308,843	2.15%
Protective Services	5,146,938	5,038,809	5,331,346	5.81%
Transportation Services	3,575,295	3,444,029	3,606,766	4.73%
Environmental Health Services	619,271	645,000	658,000	2.02%
Environmental Development	564,974	649,680	605,940	-6.73%
Recreation & Cultural Services	2,033,012	2,049,911	2,112,991	3.08%
	<u>14,162,869</u>	<u>14,087,643</u>	<u>14,623,887</u>	
Fiscal Services	3,741,641	3,752,357	3,701,113	
	<u>\$ 17,904,510</u>	<u>\$ 17,840,000</u>	<u>\$ 18,325,000</u>	2.72%
Surplus (Deficit) for the Year	\$ 131,011	-\$ 0	\$ 0	



ROTHESAY
INTEROFFICE MEMORANDUM



TO : Mayor and Council
FROM : Doug MacDonald, Treasurer
DATE : December 3, 2019
RE : Motions for 2020 donations requests

The Finance Committee recommends the following motions be adopted:

RESOLVED that the following 2020 funding requests be approved as follows:

Rothesay High School	\$ 1,000	Fairweather Scholarship
KV3C	\$ 2,500	maximum, in kind

RESOLVED that the 2020 funding request from the Kennebecasis Crime Stoppers be approved in the amount of \$2,800.

RESOLVED that the 2020 funding request from the KV Committee for Disabled persons be approved in the amount of \$4,000.

RESOLVED that the 2020 funding request from PRO Kids be approved in the amount of \$7,500.

RESOLVED that the 2020 funding request from Arts Link Symposium be approved in the amount of \$1,500.

RESOLVED that the 2020 funding request from KV Oasis be approved in the amount of \$2,500.

November 7, 2019

Dear Mayor and Council:

I am writing today to request financial support for the Arts Atlantic Symposium, taking place in Saint John, New Brunswick, October 14-18, 2020.

Produced by not for profit arts organization Artslink NB, this event aims to be the largest multi-disciplinary art symposium ever to take place on the East Coast. The Arts Atlantic Symposium will investigate Atlantic Canadian professional artists who currently reside within the Atlantic provinces, expatriated artists who have shared their talents with other parts of the world, and 'Fromaways', artists that have settled in this place.

Art will be around every corner of the city in various forms: installations, exhibitions, and showcases. In addition, this significant event seeks to promote art education by including a component specifically for youth in the community with a focus on Indigenous art and culture.

There is a very unique opportunity to show your support of the arts community by being involved in this event. While our corporate sponsorship maintains a non-traditional model, allowing us to tailor the benefits to each individual business, we recognize that structure at the municipal level is appreciated and appropriate.

For your contribution of \$1500, you will receive:

- Half-page acknowledgement in the event program (written greetings from the mayor and council) (\$175 value)
- Town/City logo or name projected on or around music stages (\$200 value)
- Tourism ad space (full page) in printed program (\$300 value)
- Two spoken-word acknowledgements during conference
- 4 tickets to Saturday night concert (min. \$200 value)
- 4 tickets to Friday night performance (min. \$200 value)
- 2 conference delegate passes (min. \$300 value)

We are advertising for the symposium at present and would like to include your municipality to our list of supporters. I can be reached at the number or email address below.

Respectfully,

Mark Burnett

Event Coordinator | ArtsLink NB
Arts Atlantic Symposium | October 14-18, 2020
Online: artsatlanticnb.com
Mail: 89 Canterbury St., Unit 300
Saint John, NB, E2L 2C7
Phone: (506) 609-6699
Watch: <https://youtu.be/0mqilGd-pC8>





Arts Atlantic 2020 Overview

Intro

Produced by not for profit arts organization Artslink NB, this event aims to be the largest multi-disciplinary art symposium to ever take place on the East Coast. Taking place October 14-18, 2020 in Saint John, the Arts Atlantic Symposium will investigate Atlantic Canada's professional artists who currently reside within the Atlantic provinces, (expats) or artists who have shared their talents with other parts of the world, and 'Fromaways', artists that have settled in this place.

Art will be around every corner of the city in various forms: installations, exhibitions, and showcases. In addition, this significant event seeks to promote art education by including a component specifically for youth in the community with a focus on Indigenous art and culture.

Welcome

On the evening of October 14, a rooftop reception will be held for sponsors, artists, dignitaries and VIPs to welcome them all to the symposium and set the tone for the coming days. This will be framed around a showcase of the events to follow; short film screenings, installations, performances etc. Many of the high-profile artists featured throughout the festival and conference will be in attendance during the VIP reception.

Conference

Day One: 'Fromaways'

Framing the first day around themes relating to professional artists who have made the decision to move here and now make their living in the arts, working in Atlantic Canada. We will talk about the merits of living in a small province like its lower cost of living and how that allows artists the opportunity to own a home or live here affordably. We will be highlighting some artists who have done so and have been successful, giving others the chance to see how things are possible here.

Day Two: Leaving the nest

The second day of the conference will focus on those who have created and honed their art here and have become successful around the world. Discussions, roundtables and keynotes will take place talking about how those that have done it have maintained their success and the steps they took to get to where they are now. How does their roots in the maritimes enhance their professional practice, their point of view and themes they explore professionally? The

purpose of the theme for this day is to provide an understanding to artists working in Atlantic Canada inspiration and to set realistic expectations and goals.

Day three: Making it!

The third and final full day of the conference with centre around artists who have stayed here and have been successful in making a living from their artistic endeavours as well as highlighting excellence of Atlantic Canadian artists. Family ties, our natural treasures, the close proximity of all major centres are a few things that have kept them here.

Festival

As with all evenings of the festival portion of the symposium, from 7pm until the early hours of the morning will be filled with exhibits of dynamic contemporary art, public performances in-theatre, art being created on the street and more! In regards to programming, ArtsLink's partner organizations will be engaged to program components of the event. Music New Brunswick has agreed to assist in curating a music stage during the festival and our organizing committee has expressed interest in hosting Juno award winner, Jeremy Dutcher, at the Imperial Theatre as a marquee performance.

We are allowing a two hour window between our conference and festival programming to encourage attendees and delegates to patronize local businesses including shops and restaurants. This will be in addition to the economic benefits of having them staying in the city of an extended period. We are working closely with the local destination marketing organization, Discover Saint John and business improvement association, Uptown Saint John to optimize the benefits for the host city and its businesses.

We are making the art being created in Atlantic Canada accessible to everyone, regardless of socioeconomic background, age, sexual orientation, race or physical ability. While a number of events during the festival will be ticketed, others will be free of charge and all-ages to allow the general public the experience. Most all programming will take place within a 4-5 block radius of Uptown Saint John which boasts its walkability. For other programming, we will be employing shuttles for those who may need them.

The City of Saint John will ensure proper street closures and provide outdoor city-owned spaces to allow for our free-of-charge public exhibits and demonstrations. We have confirmed King's Square, Charlotte Street from King to Princess, South Market Street and King Square South in front of the Imperial Theatre as the areas that will be available for the 2020 edition of the festival.

Venues

Delta Saint John

Located in the midst of historic Uptown Saint John, this hotel allows guests to easily walk to the city's most popular attractions including the Saint John City Market, New Brunswick Museum and King's Square. Gather with friends or colleagues after a busy day at Mix - Resto Bar for a round of handcrafted cocktails and light cuisine. Find relaxation in their oversized guest rooms boasting pillow top mattresses and complimentary Wi-Fi. From intimate board meetings to lavish celebrations, their flexible event venue can accommodate gatherings of any size and style. We are happy to be calling the Delta Saint John home for the conference portion of the Arts Atlantic Symposium.

Imperial Theatre

Originally constructed in 1913 with the finest in amenities, Imperial Theatre is a fully restored proscenium arch-type facility – one of the premier venues for live performance in Atlantic Canada. Rebuilt over a period of more than eleven years, the state-of-the-art facility re-opened in May of 1994. The theatre features 900 seats and will be the venue for our Saturday night feature performance.

BMO Studio Theatre

The BMO Studio Theatre is a flexible, intimate 100 seat venue that is ideally suited for live theatre and entertainment experiences. It is operated by the Saint John Theatre Company. The theatre space is located at 112 Princess Street and will be used as our home-base. Exposed brick walls, high ceilings, and black hardwood floor create a warm and trendy atmosphere which serves as a classic backdrop for any décor.

King Square South, Charlotte Street and South Market Street

The City of Saint John has agreed to assist with this event by allowing for street closures throughout the uptown. Charlotte Street from King to Princess and King Square South from Charlotte to Sydney will house the lion's share of open-air programming while King Square will play host to more artists and our films in the park programming. The Saint John City Market has offered for us to make use of South Market Street in order to accommodate a greater number of artists.

Partners

Uptown Saint John
Discover Saint John
Music New Brunswick
The Writer's Federation of New Brunswick
NB Film Co-op
Craft NB
Charlotte Street Arts Centre
Lawson Creamer Law Firm
The Government of New Brunswick

Marketing

We will market our programming to all of Atlantic Canada. Online marketing including Google Ads, Facebook and Instagram advertising will be the focus from now until summer 2020 with a push on radio and in print in the two months leading up to the festival. As this is an annual event, taking place in a different city each time, we will be making an effort to maintain brand awareness throughout the year. This will be a significant benefit to our sponsors and partners.

Accessibility

The artists that we have approached and those who have reached out since our soft launch have expressed an interest in creating art live during the festival portion of the symposium. Those Professional and emerging artists including ethnic dancers, a glass blower, painters and musicians, filmmakers, among others. We believe that providing this opportunity to the general public will be a significant benefit and enhance the cultural fabric of the area.

We will employ shuttle vehicles to move pass holders and delegates to and from the uptown area. Those vehicles will include at least one wheel chair accessible van. We will be working with the Saint John Tool Library to build wheelchair ramps to use at venues that may not be completely accessible. Every effort will be taken to accommodate those with disabilities including those who are deaf or hard of hearing. Our local professional audio-video company, Port City Productions, has the capability to provide services so that people who need it will be able to have access to assistive equipment in order to enjoy our programming.

Conclusion

We are positive, due to our extensive experience bringing art and its critical discourse within reach of the general public, that this event will do that and more. There is a belief in Canada that art past Quebec or Ontario is all folk, or hobbyist work. As an organization, we recognize that this is not the case and we aim to give our artists the platform to exhibit to thousands of people as they congregate in Saint John in 2020. *Arts in the Atlantic is critical, contemporary and interesting.*

SCHEDULE A

Application for Rothesay Municipal Grant

App. Date: Nov 14th 2019

Applicant: Kennebecasis Valley Oasis Youth Centre

Address: 26 Pettingill Road, Quispamsis, NB

Contact: Cortney Ellis Tel. 506-847-2383

Email: cortney@kvoasis.com

Organization Description: The Kennebecasis Valley Oasis Youth Centre is a non-profit organization. We give our youth the resources they need to develop and learn new skills, engage with peers and access medical attention if needed

Amount Requested: \$ 5,000.00

Descriptions of proposed event or activity: We are requesting funds for operational costs at the Centre. This includes programming, rent, and staff wages.

Project costs: Our annual operating costs are: \$450,000 (this value is based off of 2018)

Benefits to town of Rothesay: KV Oasis is keeping the youth of our communities off the streets, out of trouble, and keeping them safe. We are teaching them life skills, and giving them much needed medical attention for mental, physical, and sexual health needs. All contributing towards preventative and reactive solutions for the future leaders of our community.

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

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



ROTHESAY
INTEROFFICE MEMORANDUM



TO : Mayor and Council
FROM : Doug MacDonald, Treasurer
DATE : December 3, 2019
RE : Motions for Utility Fund Capital and Operating Budgets 2020

The Finance Committee has recommended the following motions be adopted:

Motion: Utility Capital Fund

RESOLVED that the Utility Fund 2020 Capital Budget of \$3.675 million be approved.

Motion: Utility Operating Fund

RESOLVED that pursuant to subsection 117(4) of the Local Governance Act, the total budget for the Water and Sewerage Utility for the ensuing year would consist of total revenues of \$3,400,000 and total expenditures of \$3,400,000

Rothesay

UTILITY CAPITAL PLAN - 2020

	2020	Capital Reserves	Grants	Gas Tax Infrastructure	Operating	Borrow
WATER CAPITAL PLAN - 2020						
Production wells	\$ 250,000				250,000	
Station Road cast iron water line replacement	250,000			250,000		
ShadowHill Court water line repalcement	400,000	200,000				200,000
	<u>\$ 900,000</u>	<u>200,000</u>	<u>-</u>	<u>250,000</u>	<u>250,000</u>	<u>200,000</u>
SEWER CAPITAL PLAN - 2020						
Asphalt related sewer work, same as 2019	\$ 100,000				100,000	
Turnbull Ct sewer replacement -Taylor Brook sewer drill	1,000,000			325,000	175,000	500,000
Conversion to digital radio	65,000				65,000	
Turnbull Court design/engineering	110,000				110,000	
WWTF Phase 2 design	1,500,000		1,000,000			500,000
	<u>\$ 2,775,000</u>	<u>-</u>	<u>1,000,000</u>	<u>325,000</u>	<u>450,000</u>	<u>1,000,000</u>
TOTAL CAPITAL 2020	\$ 3,675,000	200,000	1,000,000	575,000	700,000	1,200,000

Town of Rothesay

2020 UTILITY OPERATING FUND BUDGET December 9 Open Session FINAL_104

	YE Outlook	2019 Budget	2020 Budget
REVENUE			
1 Sale of Water	\$ 1,130,000	\$ 1,050,000	\$ 1,100,000
2 Water Connection Fees	88,000	45,000	45,000
Development infrastructure-Water			
3 Meter and Non-Hookup Fees	51,164	42,100	47,200
4 Water Supply for Fire Protection	325,000	325,000	325,000
5 Sewerage Services	1,647,000	1,610,000	1,650,000
6 Sewer Connection Fees	30,000	25,000	25,000
7 Infrastructure grants	169,000		
8 Interest Earned	90,000	50,000	65,000
9 Transfer from operating reserve			
10 Prior Years surplus	11,713	11,713	80,211
11 Local improvement levy	61,743	59,000	62,000
12 Misc Revenue	5,380	2,187	589
TOTAL REVENUE	\$ 3,609,000	\$ 3,220,000	\$ 3,400,000

EXPENDITURES

WATER SUPPLY			
13 Share of Overhead Expenses	400,000	400,000	400,000
14 Profess. Fees/Legal/Training	11,500	11,500	11,500
15 Purification/Treatment	400,000	357,000	360,000
16 Water Purchased	750	600	750
17 Trans/Distribution	112,000	112,000	112,000
18 Power & Pumping	50,000	42,000	50,000
19 Billing and Collections	3,000	4,000	3,000
20 Other Expenses	14,000	12,000	18,000
TOTAL WATER SUPPLY	\$ 991,250	\$ 939,100	\$ 955,250

1.7%

SEWERAGE COLLECTION AND DISPOSAL			
21 Share of Overhead Expenses	600,000	600,000	600,000
22 Profess. Fees/Legal/Training	19,000	19,000	13,000
23 Collection System	84,000	84,000	84,000
24 Lift Stations	60,000	42,000	65,000
25 Treatment/Disposal	92,000	92,000	92,000
26 Other Expenses (study)	35,000	7,502	14,000
TOTAL SEWERAGE COLL & DISP	890,000	844,502	868,000

2.8%

\$ 1,881,250 \$ 1,783,602 \$ 1,823,250

2.2%

FISCAL SERVICES			
27 Interest on Short Term Loans		-	
28 Interest on Long Term Debt- Water	217,958	217,958	175,224
29 Interest on Long Term Debt- Sewer	89,494	89,494	124,152
30 Principal Repayment- Water	327,357	327,357	304,060
31 Principal Repayment- Sewer	108,780	108,780	179,075
32 New Debenture	36,411	22,809	24,238
33	780,000	766,398	806,750
34			
35 Trf to Reserves - connect fees	118,000	70,000	70,000
36 Trf to Reserves-Dev infrastruc.			
37 Trsfr to Reserve Accts - other			
38 Capital Fund	700,000	600,000	700,000
39 Prev Yrs Deficits			
TOTAL FISCAL SERVICES	\$ 1,598,000	\$ 1,436,398	\$ 1,576,750

5.3%

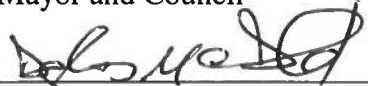
TOTAL EXPENSES	\$ 3,479,250	\$ 3,220,000	\$ 3,400,000
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5.6%

NET INCOME (LOSS)	\$ 129,750	\$ (0)	\$ 0
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TO : Mayor and Council

Submitted By: 
Doug MacDonald, Treasurer

DATE : December 4, 2019

RE : General Fund Reserve Motions 2019

Recommendation:

It is recommended that Rothesay Mayor and Council approve the following motions:

RESOLVED that the sum of \$120,000.00 be transferred from the General Operating Reserve Fund to the General Operating Fund to cover operating costs.

RESOLVED that the sum of \$168,000.00 be transferred from the General Capital Reserve Fund to the General Operating Fund to cover the costs of Capital projects.

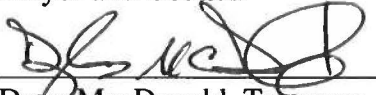
RESOLVED that Gas Tax Funding in the amount of \$1,693,497.00 for the year 2019, be transferred to the General Capital Reserve Fund (Gas Tax).

RESOLVED that the sum of \$1,200,000.00 be transferred from the General Capital Reserve (Gas Tax) to the General Operating Fund to cover the costs of Capital projects.

RESOLVED that the sum of \$8,345.16 be transferred from the General Operating Fund to the Land for Public Purposes Reserve Fund for external contributions.



TO : Mayor and Council

Submitted By: 
Doug MacDonald, Treasurer

DATE : December 4, 2019

RE : Utility Fund Reserve Motions 2019

Recommendation:

It is recommended that Rothesay Mayor and Council approve the following motions:

RESOLVED that \$115,600.00 be transferred from the Utility Operating Fund to the Utility Capital Reserve Fund for water and sewer connection fees.

RESOLVED that the sum of \$100,000.00 be transferred from the General Capital Reserve (Gas Tax) to the Utility Operating Fund to cover the costs of Capital projects.

RESOLVED that \$5,686.00 be transferred from the Utility Operating Fund to the Utility Sewage Outfall Reserve Fund for Rothesay's contribution to the Sewage Outfall Reserve.

RESOLVED that \$10,802.00 received from Quispamsis for Sewage Outfall be transferred from the Utility Operating Fund to the Utility Sewage Outfall Reserve Fund.

RESOLVED that \$70,000.00 be transferred from the Utility Operating Fund to the Utility Capital Reserve Fund for future capital projects.



2019 December 9 Open Session FINAL_107
ROTHESAY
MEMORANDUM



TO : Mayor and Council
FROM : Nominating Committee
DATE : 28 November 2019
RE : Committee Appointments

RECOMMENDATION: Council approve the following Committee/Board appointments and terms:

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS

Peter Bourque December 31, 2021

PLANNING ADVISORY COMMITTEE

John Buchanan December 31, 2021

Elizabeth Gillis December 31, 2021

WORKS AND UTILITIES COMMITTEE

Mark McAloon December 31, 2021

Ann McAllister December 31, 2021

HERITAGE PRESERVATION REVIEW BOARD

Jon LeHeup December 31, 2021

Catharine MacDonald December 31, 2022

Lorraine Forbes December 31, 2022

PARKS AND RECREATION COMMITTEE

Mary Ann Gallagher December 31, 2021

Jon McEachern December 31, 2021

KENNEBECASIS PUBLIC LIBRARY

Elizabeth Greer December 31, 2021

TD STATION

Andrew Peters December 31, 2021

AQUATIC CENTRE

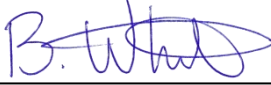
Lloyd Foote December 31, 2020



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
December 9, 2019

TO: John Jarvie, Town Manager

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

DATE: Thursday, December-05-19

SUBJECT: City of Dieppe – Appeal to Supreme Court of Canada

RESOLUTION:

WHEREAS in a ruling dated June 13, 2019 in the case of Noron Inc. against the City of Dieppe, the Court of Appeal of New Brunswick overstepped its jurisdiction by rewriting, on its own initiative, By-law No. 78-5 of the Municipality of Dieppe concerning the water and sewerage systems in order to reduce the service unit rate, despite having declared it duly approved by the Municipal Council of the City of Dieppe;

WHEREAS this ruling by the Court of Appeal calls into question the degree of deference due to municipal governments as democratic institutions;

WHEREAS the breath of the judgment by the Court of Appeal could have provincial and national implications and reach and may encourage courts to venture further into the area of municipal politics;

WHEREAS the City of Dieppe has filed an application for leave to appeal to the Supreme Court of Canada to appeal the judgment in the case of Noron Inc.;

BE IT RESOLVED that Rothesay supports the request of the City of Dieppe for this case to be heard by the Supreme Court of Canada.

BACKGROUND:

On November 7, 2019 Rothesay as a member of the Association of Municipal Administrators of New Brunswick received a request from the City of Dieppe inviting Municipalities to adopt a resolution supporting the City of Dieppe's request to be heard by the Supreme Court of Canada.

The City's request to the Supreme Court of Canada stems from a decade long battle over unpaid water bills. In 2011 the City of Dieppe cut off the water supply to 163 residences of the Dover Estates mobile home park in because the park owner had not paid a water bill in four years.

In 2011 the city claimed the owner of the park, Noron Inc., owed more than \$500,000 in unpaid sewer and water bills, Noron in response launched a lawsuit against Dieppe.

Dover Estates was the first mini-home park in Dieppe, when in 1996, Noron obtained a rezoning from the City that permitted it to develop. Dover Estates is a private project, where Noron Inc. (rather than the city) owns and maintains the streets, the fire hydrants, the piping for the sewage system, and the water system. Dover Estates' water system is connected to the city water supply and sewage system.



Figure 1 - Dover Estates Mini-Home Park, Dieppe, NB

Dieppe billed Noron Inc. a user-charge for water and sewer services according to its by-law on the same basis as homeowners who were exclusively serviced by Dieppe and charged the same per unit amount as it does for other residential housing.

On November 16, 2018 the Court of Queen's Bench declared that the city was entitled to use a fixed unit cost for billing Noron Inc. for water and sewer services at its mini-home park and found in favour of the City of Dieppe in the amount of \$1,048,300.

On June 13, 2019 the Court of Appeal held that the Queen's Bench judge made an error with respect to his determination of the average consumption at the mini-homes at Dover Estates. It allowed Noron Inc.'s appeal in part and remitted the matter to the trial judge for determination of the assessment of user-charges.

On September 12, 2019 the City of Dieppe filed an application for leave to appeal to the Supreme Court of Canada. Dieppe requests permission to appeal the judgment of the New Brunswick Court of Appeal rendered on June 13, 2019, in the case against Noron Inc., the owner of a prefabricated mini-home park.

Dieppe's appeal to the Supreme Court addresses two findings of the Court of Appeal.

1. The City of Dieppe asserts that the Court of Appeal erred in law and exceeded its powers by re-writing, on its own initiative, a municipal bylaw adopted by the municipal council of Dieppe in accordance with the Local Governance.

The bylaw in question (No. 78-5) concerns the rate of user charges for water and sewer services. This bylaw provides that user charges for water and sewer services are billed at a fixed rate of one unit per house. The NB Court of Appeal held that the rate imposed on Noron Inc. since 1997 was too high and reduced it, despite the fact that it found that Dieppe was acting within the municipal powers conferred upon it by law.

2. The City of Dieppe also maintains that the Court of Appeal not only erred by rewriting the municipal bylaw, but acted outside the bounds of law by ordering Dieppe to reimburse Noron Inc. \$1.5 million plus interest at 18%, or 3.2 million dollars, for the rates it would have paid in accordance with the bylaw. Dieppe also emphasizes that the NB Court of Appeal ignored the principles of law by imposing this reimbursement retroactively from 1997 to 2018.

This ruling calls into question the degree of deference due to municipal governments as democratic institutions, the City of Dieppe intends to request that the Supreme Court of Canada settle the issue and to clarify the decision of the New Brunswick Court of Appeal. This decision is unprecedented; and the primary concern is that for municipal councils a significant financial risk would now exist across the country.

Mary Jane Banks

From: Mary Jane Banks
Sent: December 3, 2019 2:59 PM
To: Mary Jane Banks
Subject: FW: Demande de la Ville de Dieppe - Cour suprême du Canada/ City of Dieppe Application - Supreme Court of Canada
Attachments: Résolution demande cour suprême.docx
Importance: High

From: Marc Melanson <marc.melanson@dieppe.ca>

Date: Thursday, November 7, 2019 at 2:47 PM

ENGLISH WILL FOLLOW

Bonjour,

Le 12 septembre dernier, la Ville de Dieppe a déposé une demande d'autorisation d'appel auprès de la Cour suprême du Canada. Dieppe demande la permission d'appeler du jugement de la Cour d'appel du Nouveau-Brunswick rendu le 13 juin 2019 dans l'affaire l'opposant à Noron Inc., le propriétaire d'un parc de mini maisons préfabriquées.

L'appel porté par Dieppe à la Cour suprême vise deux conclusions de la Cour d'appel. D'abord, Dieppe fait valoir que la Cour d'appel a erré en droit et outrepassé les pouvoirs qui lui sont dévolus en réécrivant, de son propre chef, un arrêté municipal valablement adopté par le conseil municipal élu de la Ville de Dieppe conformément à la Loi sur la gouvernance locale (anciennement la Loi sur les municipalités) du Nouveau-Brunswick.

L'arrêté en question (n° 78-5) a trait au taux de redevances d'usage des services d'eau et d'égouts. Ce dernier prévoit que les redevances d'usage des services d'eau et égout sont facturées à un taux fixe d'une unité par maison comme c'est le cas dans plusieurs autres municipalités à travers le Canada.

La Cour d'appel a jugé que le taux imposé à Noron Inc. depuis 1997 était trop élevé et l'a réduit, et ce, malgré le fait qu'elle ait conclu que Dieppe agissait à l'intérieur des pouvoirs municipaux que la loi lui octroie.

La Ville de Dieppe soutient également que la Cour d'appel a non seulement erré en réécrivant l'arrêté municipal, mais a agi en dehors des balises du droit en ordonnant à Dieppe de rembourser à Noron Inc. 1,5 million de dollars plus des intérêts à 18 %, soit 3,2 millions pour les taux qu'elle aurait payés en vertu de l'arrêté valablement adopté par les élus. Dieppe souligne en outre que la Cour d'appel a fait fi des principes de droit en imposant ce remboursement rétroactivement de 1997 à 2018.

Cette confusion des rôles remet en question le degré de déférence dû aux gouvernements municipaux en leur qualité d'institutions démocratiques, et risque d'encourager les tribunaux à s'aventurer davantage sur le terrain politique.

Il incombera donc au plus haut tribunal de ce pays de trancher sur les questions et de clarifier que la décision de la Cour d'appel du Nouveau-Brunswick n'est pas conforme au droit canadien.

Cette décision est sans précédent; elle entraîne une incertitude pour les conseils municipaux canadiens et crée un risque financier important pour les municipalités à l'échelle du pays.

Elle est donc un dossier qui concerne toutes les municipalités canadiennes et les associations qui les représentent.

C'est pourquoi nous vous invitons à partager ces informations avec vos membres, à adopter une résolution appuyant la demande de la Ville de Dieppe d'être entendue par la Cour suprême du Canada (exemple en pièce jointe) et d'émettre un communiqué faisant part de votre inquiétude et de votre appui, et de dénoncer publiquement cette décision.

N'hésitez pas à nous contacter si vous souhaitez avoir plus d'information.

Cordialement,

Marc Melanson

Directeur général

Chief Administrative Officer

Ville de/City of Dieppe

333 Ave Acadie Dieppe, N-B E1A 1G9

Tel: (506) 877-7963 Fax: (506) 877-7910

Site web: www.dieppe.ca



Avant l'impression, il faut penser à l'Environnement. / Before printing, think about the Environment.

Hello,

On September 12, 2019, the City of Dieppe filed an application for leave to appeal to the Supreme Court of Canada. Dieppe requests permission to appeal the judgment of the New Brunswick Court of Appeal rendered on June 13, 2019, in the case against Noron Inc., the owner of a prefabricated mini-home park.

Dieppe's appeal to the Supreme Court addresses two findings of the Court of Appeal. First, Dieppe asserts that the Court of Appeal erred in law and exceeded its vested powers by re-writing, on its own initiative, a municipal bylaw validly adopted by the elected municipal council of the City of Dieppe in accordance with the Local Governance Act (formerly the Municipalities Act) of New Brunswick.

The bylaw in question (No. 78-5) pertains to the rate of user charges for water and sewer services. This bylaw provides that user charges for water and sewer services are billed at a fixed rate of one unit per house, as is the case in several other municipalities across Canada.

The Court of Appeal held that the rate imposed on Noron Inc. since 1997 was too high and reduced it, despite the fact that it found that Dieppe was acting within the municipal powers conferred upon it by law.

The City of Dieppe also maintained ~~2018~~ ~~at the Court of Appeal~~ ~~FINAL~~ ~~148~~ by rewriting the municipal bylaw, but acted outside the bounds of law by ordering Dieppe to reimburse Noron Inc. 1.5 million dollars plus 18% interest or 3.2 million dollars for the rates it would have paid in accordance with the bylaw validly adopted by elected officials. Dieppe also emphasizes that the Court of Appeal ignored the principles of law by imposing this reimbursement retroactively from 1997 to 2018.

This confusion in jurisdiction calls into question the degree of deference due to municipal governments as democratic institutions, and risks encouraging courts to venture further into the political arena.

It will therefore fall to the highest court in this country to rule on the issues and to clarify that the decision of the New Brunswick Court of Appeal is not in accordance with Canadian law.

This decision is unprecedented; it causes uncertainty for Canadian municipal councils and creates significant financial risk for municipalities nationwide.

It is a matter that concerns all Canadian municipalities and the associations that represent them.

That is why we invite you to share this information with your members, to adopt a resolution supporting the City of Dieppe's request to be heard by the Supreme Court of Canada (example attached) and to issue a press release sharing your concerns and support, and to publicly oppose this decision.

Please do not hesitate to contact us if you need any additional information.

Best regards,

Marc Melanson
Directeur général
Chief Administrative Officer
Ville de/City of Dieppe

Toute correspondance créée, reçue ou envoyée par les employés, agents ou les élus de la Ville de Dieppe pourrait être divulguée conformément aux dispositions de la Loi sur le droit à l'information et la protection de la vie privée de la province du Nouveau-Brunswick.

Any correspondence created, sent or received by employees, agents, or elected officials of the City of Dieppe may be subject to disclosure under the provisions of the Right to Information and Protection of Privacy Act of the Province of New Brunswick.

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Pour envoyer un message, utiliser l'adresse courriel amanb-aamnb@googlegroups.com
Pour se désabonner, envoyer un courriel à amanb-aamnb+unsubscribe@googlegroups.com
Visiter le groupe au <https://groups.google.com/d/forum/amanb-aamnb>
Visionner ce message au <https://groups.google.com/d/msg/amanb-aamnb/topic-id/message-id>
Pour plus d'options, visiter <https://groups.google.com/d/optout>

You received this message because you are subscribed to the Google Groups "AMANB-AAMNB" group.
To unsubscribe from this group and stop receiving emails from it, send an email to amanb-aamnb+unsubscribe@googlegroups.com.

Résolution

ATTENDU QUE dans une décision du 13 juin 2019 dans l'affaire Noron Inc. contre la Ville de Dieppe, la Cour d'appel du Nouveau-Brunswick a outrepassé les pouvoirs qui lui sont dévolus en réécrivant, de son propre chef, l'arrêté No 78-5 de la Municipalité de Dieppe concernant les réseaux d'eau et d'égouts, de façon à réduire le taux unitaire du service et ce, malgré qu'elle l'ait déclaré validement adopté par le conseil municipal élu de la Ville de Dieppe;

ATTENDU QUE cette décision de la Cour d'appel remet en question le degré de déférence dû aux gouvernements municipaux en leur qualité d'institutions démocratiques;

ATTENDU QUE la portée de ce jugement de la Cour d'appel pourrait avoir une incidence et une portée d'ordre provincial et national, et risque d'encourager les tribunaux à s'aventurer davantage sur le terrain politique municipal;

ATTENDU QUE la Ville de Dieppe a déposé une demande d'autorisation d'appel auprès de la Cour suprême du Canada dans l'affaire Noron Inc. pour en appeler de ce jugement;

IL EST PROPOSÉ QUE xx appuie la demande de la Ville de Dieppe pour que cette cause soit entendue par la Cour suprême du Canada.

Resolution

WHEREAS in a ruling dated June 13, 2019 in the case of Noron Inc. against the City of Dieppe, the Court of Appeal of New Brunswick overstepped its jurisdiction by rewriting, on its own initiative, By-law No. 78-5 of the Municipality of Dieppe concerning the water and sewerage systems in order to reduce the service unit rate, despite having declared it duly approved by the Municipal Council of the City of Dieppe;

WHEREAS this ruling by the Court of Appeal calls into question the degree of deference due to municipal governments as democratic institutions;

WHEREAS the breath of the judgment by the Court of Appeal could have provincial and national implications and reach and may encourage courts to venture further into the area of municipal politics;

WHEREAS the City of Dieppe has filed an application for leave to appeal to the Supreme Court of Canada to appeal the judgment in the case of Noron Inc.;

BE IT RESOLVED that the xx supports the request of the City of Dieppe for this case to be heard by the Supreme Court of Canada.



2019December9OpenSessionFINAL_115

ROTHESAY

INTEROFFICE MEMORANDUM



TO	:	Mayor Grant & Council
FROM	:	John Jarvie
DATE	:	6 December 2019
RE	:	Electronic Kiosks

Recommendation:

It is recommended Council receive this memorandum for information.

Background:

Council has requested a report on the electronic kiosks. Three kiosks were purchased using some of the funds available from the 150 Canada Anniversary grant from the Province of New Brunswick. Two of the kiosks are in place and are either operational or about to be. The third unit is in storage pending a decision about final location. Flooding the last two springs has inundated the original site at the Renforth lighthouse.

The cost of acquisition and installation was \$46,500 and some staff labour for the bases. The intended purpose of the kiosks is to provide information about the Rothesay in a manner that complements the social media and hard copy information the Town regularly produces. This is in response to the idea that all residents are not active on social media.


There have been several issues with the kiosks including flooding at the Renforth wharf location. Several challenges were experienced with the use of the kiosks including the language used in programming the software and the panels being accessed for purposes not relevant to their intended use. These have been overcome through using a different content approach and information will be dispensed in a display fashion with rolling messaging composed by the Rothesay Hive and staff of the recreation department. This messaging will be changed regularly to maintain currency with changing activities. The displays will not be interactive unless and until revised technology can be identified. Accordingly, there are no analytics associated with the use of the kiosks. Staff will continue to review ways in which the kiosks can be used to best advantage in conveying public messaging about the Town and its activities. For example relocating the kiosk at the lighthouse to higher ground or perhaps to the Wells Park will be explored. The users of the Rothesay Hive will be invited to make suggestions about locations and content. Although the kiosks are heated and suitable for use in winter, staff is re-examining the location at the Renforth wharf with a view to reducing susceptibility to flooding. This will delay the reinstallation of that kiosk.



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
December 2, 2019

TO: John Jarvie, Town Manager

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

DATE: Thursday, November-14-19

SUBJECT: Mulberry Lane - Land Acquisition Assent for Public Road

RECOMMENDATION:

Rothesay Council HEREBY Assents to the plan of subdivision prepared by KIERSTEAD QUIGLEY and ROBERTS Ltd. labelled as Dwg. No. 3821 Fairvale Park Subdivision Public Streets to vest a portion of Cameron Road and all of Mulberry Lane to the Town of Rothesay as Public Streets in accordance with Section 88 (6) (a) of the Community Planning Act.

BACKGROUND:

On November 12, 2019 Council enacted By-law 1-19-01, To Direct the Undertaking of Hard Surfacing of the Roadway Known as Mulberry Lane as a Local Improvement and directed staff to proceed in accordance with the requirements as outlined in the by-law.

Converting Mulberry Lane from a private lane to a public road; requires that the road be upgraded to meet Town standards before the Town can assume ownership and ongoing maintenance; By-law 1-19-01 enables the necessary work to be completed and cost shared by all property owners in the area

As required by the Community Planning Act Council must Assent to a plan of subdivision in order for land to be vested as a Public Street.

ATTACHMENTS:

Attachment A Dwg. No. 3821 Fairvale Park Subdivision Public Streets prepared by KIERSTEAD QUIGLEY and ROBERTS Ltd.

N.B. Grid Co-ordinate Values (HPN)

Point	Easting	Northing	Remarks
27	2539197.924	7378812.934	SMF(HSL)
48	2539045.518	7378902.519	CALC
109	2539074.365	7378958.221	SMF(NBLS 180)
114	2539072.477	7378910.048	IPF
125	2539202.558	7379004.891	IBF
419	2539131.516	7379046.635	SMS
420	2539118.025	7379053.559	IBF
602	2539052.770	7378921.632	SMS
603	2539078.306	7378955.904	SMF(NBLS 180)
604	2539015.861	7378943.275	CALC
605	2539062.265	7378892.675	CALC
606	2539041.083	7378915.475	CALC
607	2539028.042	7378934.038	CALC
608	2539034.920	7378925.461	CALC
713	2539150.066	7378987.905	SMF(NBLS 341)
723	2539128.646	7378951.720	SMF(NBLS 341)
1585	2539146.829	7379072.434	SMF(NBLS 308)
4007	2539110.644	7379011.044	SMF(NBLS 308)
4069	2539043.451	7378927.057	CALC
28156	2534232.573	7362095.001	NBHPN
Scale Factor = 1.000013			

APPROVALS/REGISTRATION:

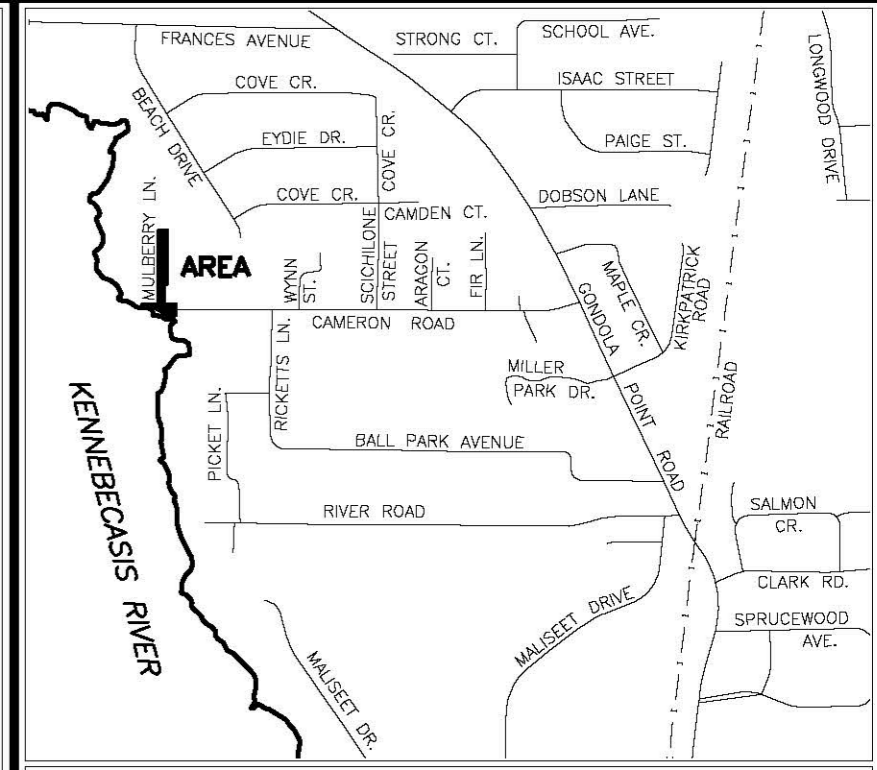
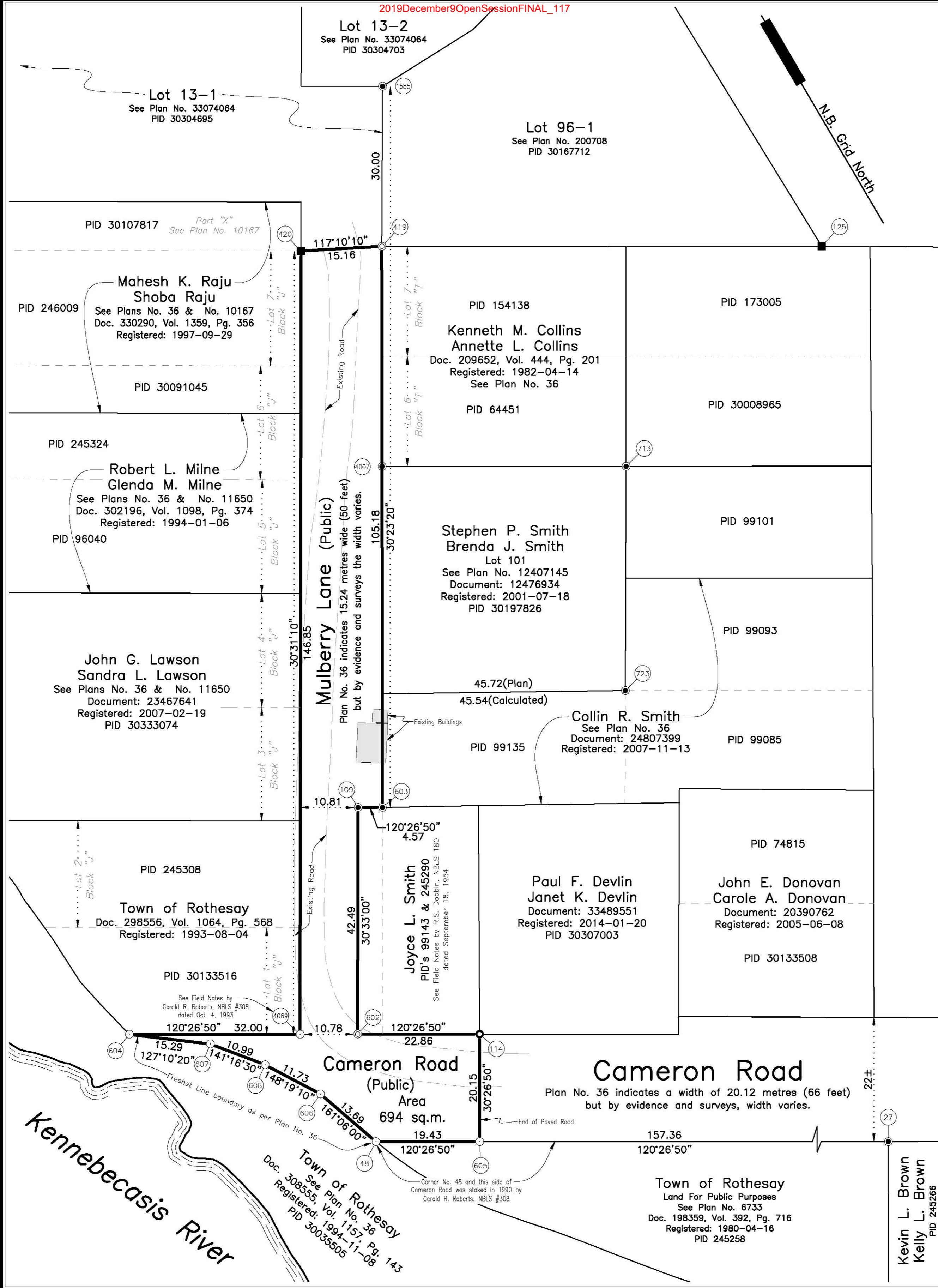
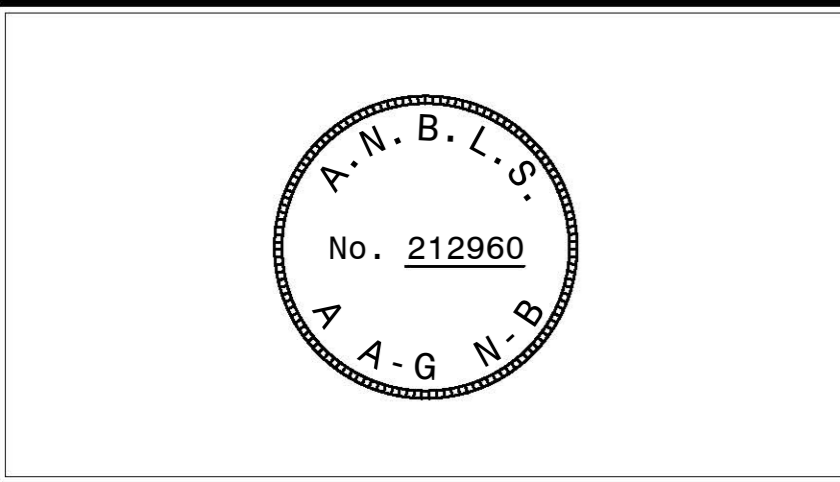
Mahesh K. Raju
Shoba Raju
See Plans No. 36 & No. 10167
Doc. 330290, Vol. 1359, Pg. 356
Registered: 1997-09-29

Robert L. Milne
Glenda M. Milne
See Plans No. 36 & No. 11650
Doc. 302196, Vol. 1098, Pg. 374
Registered: 1994-01-06

John G. Lawson
Sandra L. Lawson
See Plans No. 36 & No. 11650
Document: 23467641
Registered: 2007-02-19
PID 30333074

TITLE DATA:
Owner: Estate of Gerald P. McCully
Document 145273, Volume 162, Page 585
Registered: 1970-01-19

SIGNATURE OF OWNER:
Karen Theresa McCully, Executor



Key Plan
Scale = 1:15,000

LEGEND:
 ● SMF - Standard survey marker found
 ⊙ SMS - Standard survey marker set
 ○ RIBF - Round iron bar found
 ■ IBF - Square iron bar found
 ○ IPF - Iron pipe found
 ○ CALC - Calculated point
 ▲ NBCM - N.B. Co-ordinate Monument
 sq.m. - Square metres
 NBHPN - New Brunswick High Precision Network station
 --- Line not to scale
 PID - Parcel identifier number
 HPN - High precision network
 (100) - Tabulated co-ordinate reference
 A.N.B.L.S. - Association of N.B. Land Surveyors
 HSL - Hughes Surveys Ltd.

NOTES:
 1. Azimuths and Co-ordinate values refer to the NEW BRUNSWICK GRID CO-ORDINATE SYSTEM (HPN) and referenced to New Brunswick High Precision Network Station 28156 using GNSS technology. Computations performed and co-ordinate values shown are based on the New Brunswick Stereographic Double Projection and the NAD83 (CSRS) ellipsoid.
 2. Azimuths are rounded to the nearest 10 seconds.
 3. Distances are in METRES and are rounded to the nearest CENTIMETRE.
 4. Lands dealt with by this plan are bounded thus
 5. Peripheral information and adjacent names were derived from various sources and should be verified.
 6. All plans and documents referenced are recorded in the Kings County Registry Office or in the Land Titles Office for the District of New Brunswick.
 7. Field survey was completed March 12, 2019. Field Book 389, Page 35

PURPOSE OF PLAN:
 ♦ To vest a portion of Cameron Road and all of Mulberry Lane to the Town of Rothesay as Public Streets pursuant to Section 88(6)(a) of the Community Planning Act, 2017, Chapter 19.

Subdivision Plan
Fairvale Park Subdivision
Public Streets
Cameron Road & Mulberry Lane
Town of Rothesay
Kings County, N.B.

0 5 10 15 20 25 metres 50

Scale = 1:500
Dated: March 26, 2019

KIERSTEAD QUIGLEY and ROBERTS Ltd.
Saint John, New Brunswick

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

Job No. 19-0010
Dwg. No. 3821


Kevin L. Brown
Kelly L. Brown
PID 245266



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

**Rothesay Council
December 9, 2019**

TO: John Jarvie, Town Manager

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

DATE: Wednesday, December-04-19

SUBJECT: Assent for Public Road – Cul de Sac Mulberry Lane

RECOMMENDATION:

Rothesay Council HEREBY Assents to the plan of subdivision prepared by KIERSTEAD QUIGLEY and ROBERTS Ltd. labelled as Dwg. No. 3874 Amending Subdivision Plan Sean & Heather Ryan Subdivision to vest as an extension of Mulberry Lane to the Town of Rothesay as a Public Street in accordance with Section 88 (6) (a) of the Community Planning Act.

BACKGROUND:

On November 12, 2019 Council enacted By-law 1-19-01, To Direct the Undertaking of Hard Surfacing of the Roadway Known as Mulberry Lane as a Local Improvement and directed staff to proceed in accordance with the requirements as outlined in the by-law.

Converting Mulberry Lane from a private lane to a public road; requires that the road terminate in a cul-de-sac to permit the turning of large service vehicles. For that reason Rothesay has acquired private lands for the purpose of creating a cul-de-sac turning area on the end of Mulberry Lane and as required by the Community Planning Act Council must Assent to a plan of subdivision in order for land to be vested as a Public Street.

ATTACHMENTS:

Attachment A Dwg. No. 3874 Amending Subdivision Plan Sean & Heather Ryan Subdivision prepared by KIERSTEAD QUIGLEY and ROBERTS Ltd.

N.B. Grid Co-ordinate Values (HPN)

Point	Easting	Northing	Remarks
419	2539131.516	7379046.635	SMF
420	2539118.025	7379053.559	IBF
610	2539125.822	7379084.816	SMS
611	2539113.141	7379067.075	SMS
612	2539114.878	7379070.010	SMS
613	2539125.192	7379073.834	Rad.Pt.
1584	2539133.709	7379080.166	SMF
1585	2539146.837	7379072.427	SMF
4018	2539122.669	7379061.438	SMF
28156	2534232.573	7362095.001	NBCMHPN

Scale Factor = 1.000010

APPROVALS/REGISTRATION:

Lot 13-1 (Remnant)
See Plan No. 33074064
PID 30304695

Parcel "X"
See Plan No. 10167
PID 30107817
PID 246009

Mahesh K. Raju
Shoba Raju
Document 330290, Volume 1359, Page 356
See Plan No's 36 & 10167
PID 246009
PID 30091045

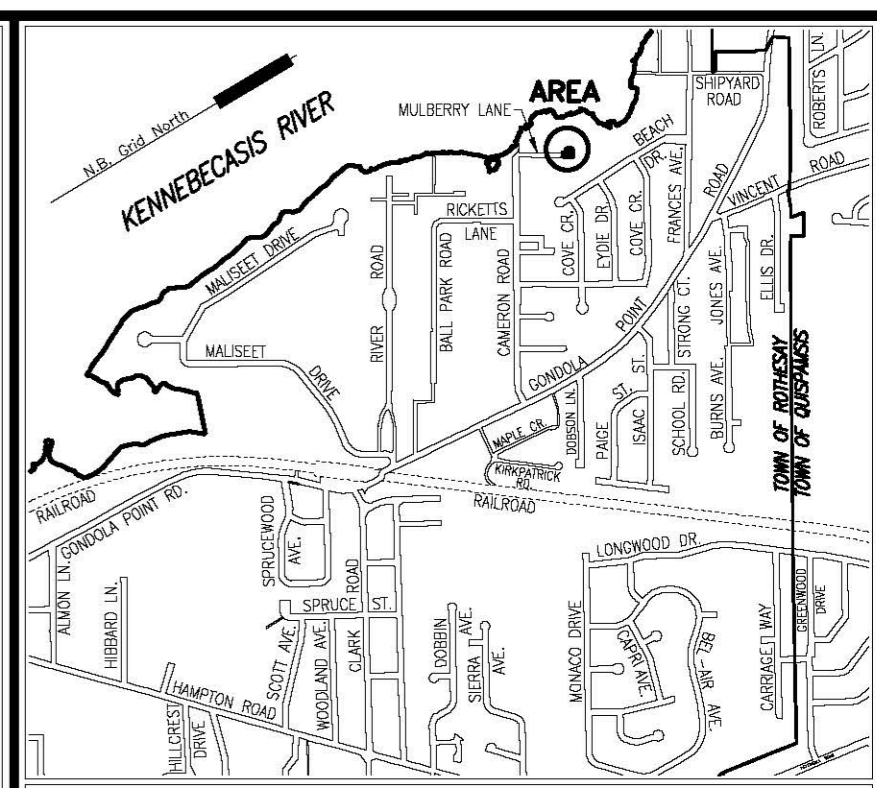
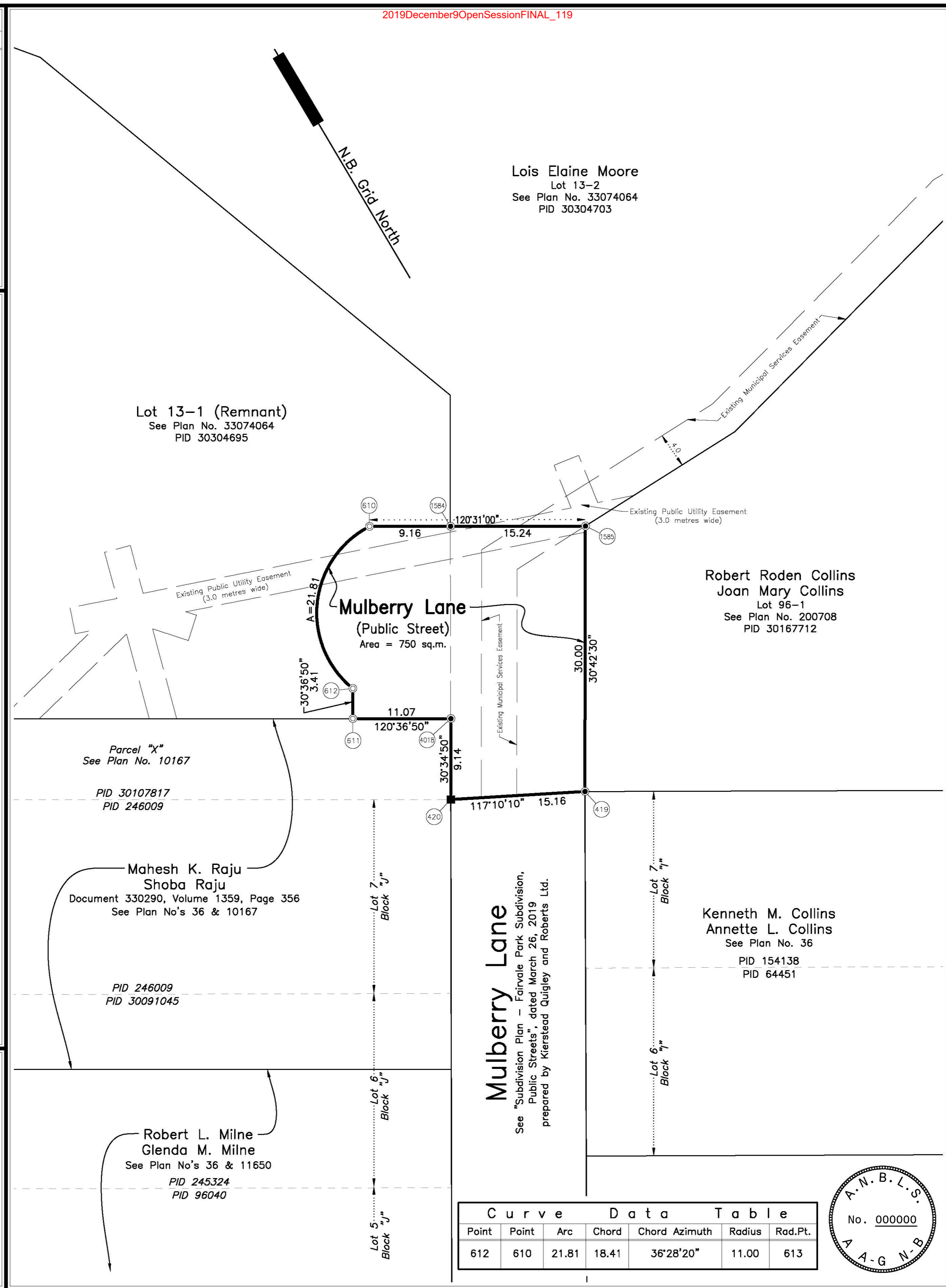
Robert L. Milne
Glenda M. Milne
See Plan No's 36 & 11650
PID 245324
PID 96040

TITLE DATA:
PID 30304695
Owner: Sean Tracy Ryan
Owner: Heather Colleen Ryan
Document: 32903412
Registered: 2013-07-19

SIGNATURE OF OWNER:

Sean Tracy Ryan

Heather Colleen Ryan



Key Plan
Scale = 1:25,000

LEGEND:

- SMF - Standard survey marker found
- ⊙ SMS - Standard survey marker set
- RIBF - Round iron bar found
- IBF - Square iron bar found
- IPF - Iron pipe found
- CALC - Calculated point
- ▲ NBCM - N.B. Co-ordinate Monument
- sq.m. - Square metres
- A - Arc R - Radius
- Rad.Pt. - Radius point
- ⊖ - Centreline
- - - Line not to scale
- x - Fence
- PID - Parcel identifier number
- HPN - High precision network
- 100 - Tabulated co-ordinate reference
- A.N.B.L.S. - Association of N.B. Land Surveyors

NOTES:

1. Azimuths and Co-ordinate values refer to the NEW BRUNSWICK GRID CO-ORDINATE SYSTEM (HPN) and referenced to New Brunswick High Precision Network Station 28156 using GNSS technology. Computations performed and co-ordinate values shown are based on the New Brunswick Stereographic Double Projection and the NAD83 (CSRS) ellipsoid.
2. Azimuths are rounded to the nearest 10 seconds.
3. Distances are in METRES and are rounded to the nearest CENTIMETRE.
4. Lands dealt with by this plan are bounded thus
5. Peripheral information and adjacent names were derived from various sources and should be verified.
6. All plans and documents referenced are recorded in the Kings County Registry Office or in the Land Titles Office for the District of New Brunswick.
7. Field survey was completed.
8. This plan amends "Subdivision Plan - Sean & Heather Ryan Subdivision", plan dated July 30, 2013 and registered September 5, 2013 as number 33074064.

PURPOSE OF PLAN:
To create and vest an extension of Mulberry Lane. This street vests in the Town of Rothesay pursuant to Section 88(6)(a) of the Community Planning Act, 2017, Chapter 19.

Amending Subdivision Plan
Sean & Heather Ryan
Subdivision
Town of Rothesay
Kings County, N.B.

0 3 6 9 12 15 metres 30

Scale = 1:300
Dated: November 29, 2019

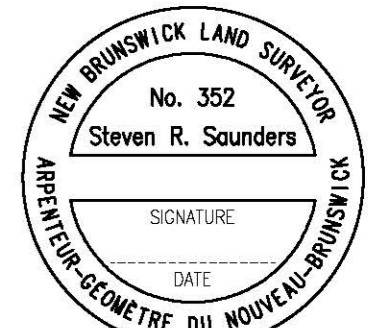
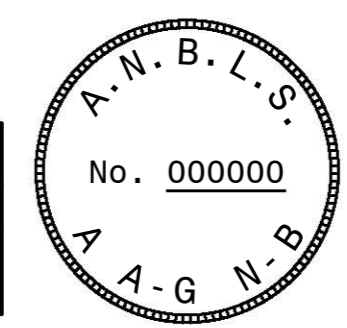
KIERSTEAD QUIGLEY and ROBERTS Ltd.
Saint John, New Brunswick

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

Job No. 19-0010
Dwg. No. 3874

Curve Data Table

Point	Point	Arc	Chord	Chord Azimuth	Radius	Rad.Pt.
612	610	21.81	18.41	36°28'20"	11.00	613






70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
December 9, 2019

TO: John Jarvie, Town Manager

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

DATE: Wednesday, December-04-19

SUBJECT: Assent for Public Road – Portion of Oakville Lane

RECOMMENDATION:

Rothesay Council HEREBY Assents to the plan of subdivision prepared by KIERSTEAD QUIGLEY and ROBERTS Ltd. labelled as Dwg. No. 3852 to create and vest a portion of 153 Hampton Road PID 243139 to the Town of Rothesay as a part of Oakville Lane a Public Street pursuant to Section 88(6)(a) of the Community Planning Act.

BACKGROUND:

The flankage yard of 153 Hampton Road abuts Oakville Lane. During construction of a new public sidewalk on Oakville Lane Staff determined that in order to retain street trees it would be necessary to install a retaining wall on a portion of 153 Hampton Road. For that reason Rothesay is acquiring that portion of 153 Hampton Road for the purpose of accommodating the retaining wall and sidewalk and as required by the Community Planning Act Council must Assent to a plan of subdivision in order for land to be vested as a Public Street.

ATTACHMENTS:

Attachment A Survey Drawing. No. 3852 Prepared by KIERSTEAD QUIGLEY and ROBERTS Ltd.

N.B. Grid Co-ordinate Values (Adj)

Point	Easting	Northing	Remarks
4	2541068.668	7378046.976	SMF
5	2541083.996	7378061.646	SMF
6	2541039.844	7378155.406	SMF
500	2541029.008	7378131.195	SMF
615	2541064.841	7378055.102	SMS
616	2541043.425	7378100.580	SMS
617	2541043.144	7378100.447	SMS
618	2541062.359	7378053.933	SMS
20713	2539706.981	7377960.747	NBCM (Adj)
20759	2541321.910	7379652.072	NBCM (Adj)
25537	2540499.676	7377494.923	NBCM (Adj)
25538	2541808.964	7378704.821	NBCM (Adj)

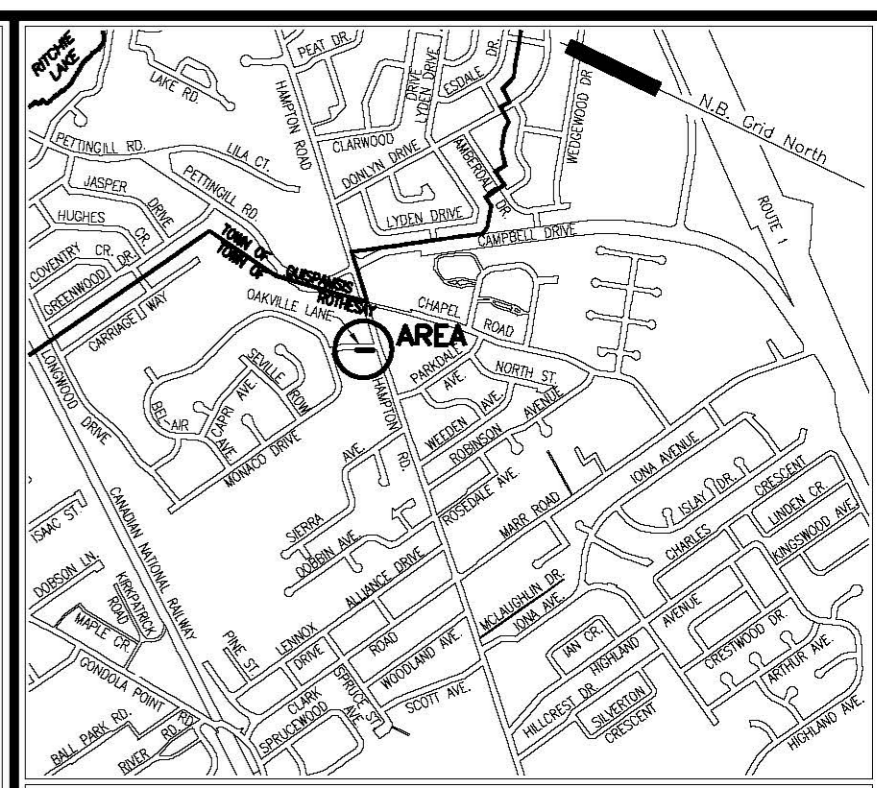
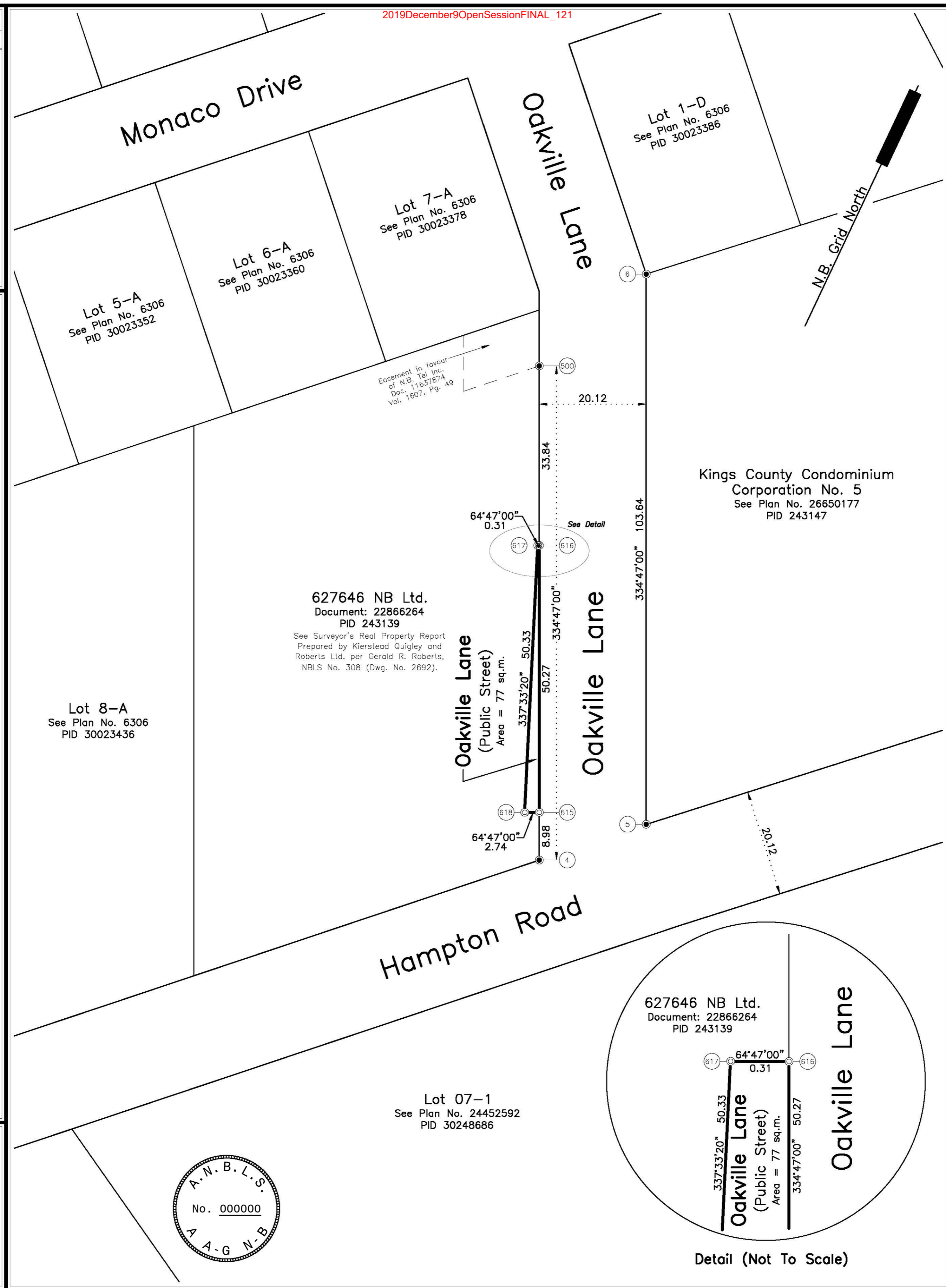
Scale Factor = 1.000010

APPROVALS/REGISTRATION:

TITLE DATA:
 PID 243139
 Owner: 627646 NB Ltd.
 Document: 22866264
 Registered: 2006-10-05

SIGNATURE OF OWNER:

 Ronald Allen Buckley, President - 627646 NB Ltd.



LEGEND:

- SMF - Standard survey marker found
- ⊙ SMS - Standard survey marker set
- RIBF - Round iron bar found
- IBF - Square iron bar found
- IPF - Iron pipe found
- CALC - Calculated point
- ▲ NBCM - N.B. Co-ordinate Monument
- sq.m. - Square metres
- A - Arc R - Radius
- Rad.Pt. - Radius point
- ⊖ - Centreline
- Line not to scale
- x- Fence
- PID - Parcel identifier number
- Adj - Adjusted network
- 100 - Tabulated co-ordinate reference
- A.N.B.L.S. - Association of N.B. Land Surveyors

NOTES:

1. Azimuths and Co-ordinate values refer to the NEW BRUNSWICK GRID CO-ORDINATE SYSTEM (Adjusted Network) and were derived from the tabulated New Brunswick Co-ordinate Monuments. Computations performed and co-ordinate values shown are based on the New Brunswick Stereographic Double Projection and the NAD83 (CSRS) ellipsoid.
2. Azimuths are rounded to the nearest 10 seconds.
3. Distances are in METRES and are rounded to the nearest CENTIMETRE.
4. Lands dealt with by this plan are bounded thus _____
5. Peripheral information and adjacent names were derived from various sources and should be verified.
6. All plans and documents referenced are recorded in the Kings County Registry Office or in the Land Titles Office for the District of New Brunswick.
7. Field survey was completed on July 22, 2019.

PURPOSE OF PLAN:
 To create and vest a portion of PID 243139 as a part of Oakville Lane (Public Street). This parcel vests in the Town of Rothesay pursuant to Section 88(6)(a) of the Community Planning Act, 2017, Chapter 19.

Subdivision Plan
627646 NB Ltd.
 Subdivision
 Oakville Lane
 Town of Rothesay
 Kings County, N.B.

0 5 10 15 20 25 metres 50

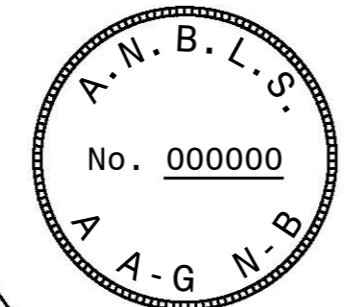
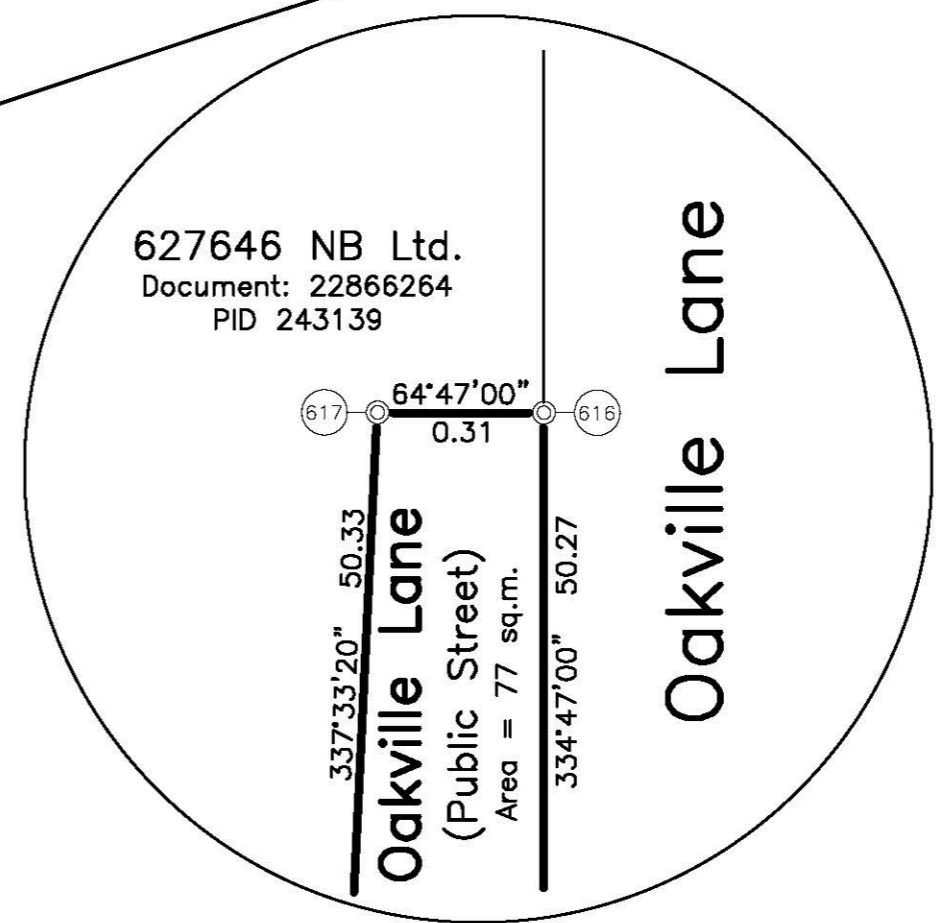
Scale = 1:500
 Dated: August 26, 2019

KIERSTEAD QUIGLEY and ROBERTS Ltd.
 Saint John, New Brunswick

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

Job No. 19-0043
Dwg. No. 3852

NEW BRUNSWICK LAND SURVEYOR
 No. 308
 Gerald R. Roberts
 SIGNATURE
 DATE





To: Mayor Grant and Rothesay Council

From: John Jarvie, Town Manager

Date: Wednesday, December 04, 2019

Subject: Encroachment Agreement (By-law No. 1-11)

Applicant:	Dr. Oriano Andreani,; and Maria De Carlo	Property Owner:	Dr. Oriano Andreani,; and Maria De Carlo
Mailing Address:	280 Renshaw Road Rothesay, NB E2H 2S3	Mailing Address:	280 Renshaw Road Rothesay, NB E2H 2S3
Property Location:	280 Renshaw Road	PID(s):	30290910 & 30269153
Plan Designation:	NA	Zone:	NA
Application For:	Encroachment Agreement (By-law No. 1-11)		
Input from Other Sources:	Director of Operations		

Recommendation:

Rothesay Council Hereby authorizes the Mayor and Clerk to enter into an encroachment agreement with Dr. Oriano Andreani and Maria De Carlo to construct a reinforced landscaped slope along the frontage of 280 Renshaw Road (PID 30290910) which encroaches onto the Renshaw Road public street road right-of-way on the condition that the encroachment agreement be signed by the applicants within 120 days from the date of this approval otherwise this approval shall be void and all obligations arising shall be at an end.

Origin:

Staff received a request from Dr. Oriano Andreani and Maria De Carlo to construct a reinforced landscaped slope along the frontage of 280 Renshaw Road (PID 30290910) which encroaches onto public street road right-of-way owned by Rothesay as Renshaw Road PID 30269153.

Background:

On September 10, 2012 Council enacted By-law No. 1-11, "A By-law to Manage Town Owned Lands" in order to accommodate residents that desire to develop improvements on Town owned lands that would complement their properties. Part 7 of By-Law 1-11 specifies that "Where a property owner wishes to make improvements not in place at the time of the adoption of this By-law, he or she may apply for an agreement to construct such improvements (encroachment agreement), which agreement shall be approved by Council."

An encroachment agreement may be issued, if the following criteria are met.

Encroachment Criteria	Staff Observation
a. The improvement does not create a hazard or make a natural hazard more severe.	The Director of Operations reviewed the request with the consulting engineer hired by

Encroachment Criteria	Staff Observation
	the applicants and has accepted the design proposal.
b. The improvement does not obstruct access to the general public.	The Town parcel road ROW would be partially obstructed, however, travel area and shoulder of the road will not be greatly impacted.
c. The appearance of the improvement is generally complementary to development in the vicinity.	The proposed landscaped area along Renshaw Road would be in character with the established residential standard in the area.
d. The applicant agrees to remove the improvement or modify it in the future if so directed by the Town.	The encroachment agreement specifies this requirement.
e. The applicant agrees that the Town may remove or have removed any improvement, at the applicant's expense, if such removal is required to conduct municipal operations or activities.	The encroachment agreement specifies this requirement.
f. The applicant agrees to pay for the cost of supplying and installing signage identifying hazards where deemed necessary by the Town.	No hazards have been identified that would be mitigated by signage.
g. The applicant indemnifies the Town against third party claims against the Town and executes a waiver of liability for any damages to persons or property resulting from the improvements on public land.	The encroachment agreement specifies this requirement.
h. The applicant pays the fees set out in schedule A for such agreement.	The applicant intends to pay all required fees.

Attachments:

Attachment A Proposed Encroachment Agreement 280 Renshaw Road

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 30269153**

Parcel Identifier of Parcel Benefiting
from Agreement: **PID 30290910**

Owners of Structures: **Andreani, Oriano; and
De Carlo, Maria Elena**
280 Renshaw Road
Rothesay, NB
E2H 2S3

(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: The Owners wish to construct a reinforced landscaped
slope that encroaches on land owned by Rothesay, 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 Rothesay, receipt of which is hereby acknowledged, the
parties agree as follows:

- A. Rothesay 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. Reinforced Landscaped Slope
- 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 be no removal of existing vegetation other than what is necessary to accommodate the placement of the encroachment.
- E. The Owners agree to correct or repair any Building Code deficiencies in said structures as may be identified by Rothesay in order to adhere to the standards stated in the National Building Code.
- F. 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 Rothesay owned land after the alterations and shall be in full compliance with the Rothesay's By-laws.
- G. The Owners agree that Rothesay 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 Rothesay, which discretion shall not be unreasonably exercised.
- H. The Owners agree that Rothesay may withdraw permission to encroach at any time, after which the Owners shall be responsible for the removal of the structure.
- I. This agreement will be issued for a maximum of five (5) years from the date executed and may be renewed.

J. The Owners shall provide Rothesay with proof of liability insurance with Rothesay as a named insured for the lands owned by Rothesay and affected by the encroachment with respect to any claim in relation thereto.

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 Owner 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:

Andreani, Oriano

Witness:

De Carlo, Maria Elena

Witness:

Rothesay

Nancy Grant, Mayor

Witness:

Mary Jane Banks, Clerk

SCHEDULE A

PID 30269153 NOT IN LAND TITLES

**PARCEL DESCRIPTION BY PLAN REFERENCE
TO BE INCLUDED**

DRAFT

SCHEDULE B

Description of Encroachment: A reinforced landscaped slope along the frontage of 280 Renshaw Road (PID 30290910) which encroaches onto public street road right-of-way owned by Rothesay as Renshaw Road PID 30269153.

DRAFT

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:

**Andreani, Oriano; and
De Carlo, Maria Elena**

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

DECLARED to at town of Rothesay)
 In the 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**

Renshaw Road

2019December9OpenSessionFINAL_130





ROTHESAY

INTEROFFICE MEMORANDUM



TO	:	Mayor Grant and Council
FROM	:	John Jarvie
DATE	:	5 December 2019
RE	:	Designated Highway Funding

Recommendation:

It is recommended this memorandum be received for information.

Background:

In 2018, Zone 3 of the Union of Municipalities of New Brunswick, the Sussex to Grand Bay-Westfield municipalities, sponsored a resolution at the Annual Meeting asking the Department of Transportation and Infrastructure to provide more information regarding the Municipal Designated Highway Program. A meeting was held with Hon. Bill Oliver, Minister of Transportation and Infrastructure in the summer at which possible improvements to the program were discussed. The following is an excerpt from Minister Oliver advising of changes to be implemented in the Program.

As a result of our meeting, I am pleased to announce that the following changes will be made to our Municipal Designated Highway (MDH) Program. Going forward, the Department will identify the funded MDH work in the capital budget appendices. The appendices list the work to be carried out by the Department in the fiscal year and are made public after the capital budget approval. In addition, the Department will provide a letter to municipalities not receiving any funding.

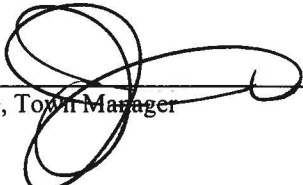
These changes will be beneficial in planning for annual road work programs in Rothesay and other New Brunswick municipalities and will also aid in transparency with respect to this important Provincial transfer. Accordingly we hope to see an allocation for Rothesay in the capital budget estimated tabled in this sitting of the Legislature.



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
December 9, 2019

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY: 
John Jarvie, Town Manager

DATE: December 6, 2019

SUBJECT: Engineering Design and Construction Management Services
2020 Asphalt Resurfacing and Microseal Placement Program

RECOMMENDATION

It is recommended that the proposal submitted by Dillon Consulting Ltd. in the amount of \$127,949.75 including HST for the 2020 Asphalt Resurfacing and Microseal Placement Program be accepted and further that the Mayor and Town Clerk be authorized to execute the appropriate documentation in that regard.

ORIGIN

The 2019 General Fund Capital Budget includes funding for the design work associated with the Asphalt Resurfacing and Microseal Placement Program proposed for 2020.

BACKGROUND

As part of the 2019 General Fund Budget Mayor and Council approved a plan to issue an RFP for engineering design services in 2019 for the proposed 2020 Asphalt Resurfacing and Microseal Placement Program.

The following list of streets has been developed for the 2020 Asphalt Resurfacing and Microseal Placement Program using the standard formula:

Asphalt:

- Highland Avenue – Kingswood to Grove
- Eydie Drive
- College Hill Road
- Wharf Road
- French Village Road
- Jordan Lane

- Elizabeth Parkway – raise sections related to flooding
- Park Drive – raise sections related to flooding

Microseal:

- Donald Road
- Dykeman Crescent
- McKinney Court
- Ryan Drive
- Terri Street

DISCUSSION

On November 21, 2019 with a comprehensive and detailed scope of work document developed by staff, a proposal for consulting engineering services was requested from the engineering consulting community at large by way of a proposal call on the New Brunswick Opportunities Network (NBON) online service.

In response to this proposal call, six (6) compliant submissions were received from consulting engineering firms on December 4, 2019. Proposals were received from the following firms:

- Brunswick Engineering & Consulting Inc.,
- CBCL Consulting Engineers Limited,
- Crandall Engineering Ltd.,
- Dillon Consulting Ltd.,
- exp, and
- Gemtec Ltd.

The proposals were submitted in sealed envelopes with the Technical and Financial Proposals being submitted under separate cover. A review Committee consisting of the following staff completed an independent analysis and ranking of each Technical Proposal:

John Jarvie, Town Manager
Brett McLean, Director of Operations

Subsequent to the Technical Proposal Analysis, the Committee jointly discussed the information presented and opened the sealed envelopes containing the Financial Proposals for each submission. The upset price contained in each proposal was evaluated, ranked and combined with the scores from the technical evaluation.

The result of this process was to obtain the highest ranking proposal for recommendation to Mayor and Council for award. The Dillon proposal ranked highest in technical points and also carried the lowest price of the 6 proposals submitted.

The submission from Dillon met all of the requirements of the proposal call, in a manner acceptable to the committee, with a cost effective bid for the project.

FINANCIAL IMPLICATIONS

The 2019 General Fund Capital Budget included an amount of \$60,000 for the preliminary and detailed design work for the 2020 Asphalt Resurfacing and Microseal Placement programs. It is anticipated that the construction management component of the engagement will be included with the overall construction budget proposed for 2020. Engineering fees for this type of work are generally accepted to be 12 – 17% of the overall budget however in this case a budget for the project has not yet been formalized. Town staff is of the opinion that the overall project cost will be in the order of 1.2 million dollars. Assuming award by Council, an analysis has been completed for the fee schedule submitted by the consultant and the anticipated costs are shown in the table below:

Consultant	Fees (inc HST and contingency)	HST rebate	Subtotal	2019 Budget	% of 2018 design budget	Budget Item (expected overall cost)	% of overall Budget Item
Prelim and detailed design (2016)	69,481.96	6,473.30	63,008.66	60,000	105	1,200,000	5.25
Project mgmt (future overall budget)	58,467.79	5,447.16	53,020.63	0		1,200,000	4.42
Total	127,949.75	11,920.46	116,029.29				9.67

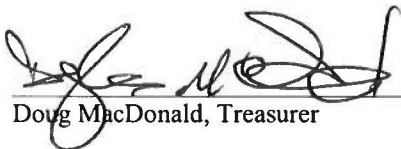
The preliminary and detailed design portions of the work to be completed under this consultant engagement beginning in 2019 will be \$63,008.66. The 2019 budget is \$60,000 and the variance, \$3,008.66, will be captured within the approved Capital Budget envelope.

The remainder of the engagement value, \$53,020.63, for project management will be included as part of the overall construction budget proposed for the future as this portion of the work will not be completed until the project moves forward.

Council, by virtue of approving this consultant engagement, is **not** committing the Town to spending the additional \$53,020.63 for construction management **nor** are they committing to the construction component on any of the proposed streets.



Report Prepared by: Brett McLean, Director of Operations



Report Reviewed by: Doug MacDonald, Treasurer

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



ROTHESAY

MEMORANDUM



TO	:	Mayor Grant & Council
FROM	:	John Jarvie
DATE	:	5 December 2019
RE	:	Parking Related Signage – Our Lady of Perpetual Help

Recommendation:

It is recommended this memorandum be received for information.

Background:

We have consulted with Father Paulin and the Chair of the Parish Council regarding arrangements to allow public parking for the Common at the Church parking lot.

Attached is wording for the sandwich board signs to be placed by the Common and at the driveway entrances to the main parking lot. The text is to be on the Town website and Facebook page.

The ice surface at the Common is now in use and the signs will be in place in the immediate future. We will supplement this with regular tweets reminding the public of the arrangement. Town staff will call the Parish Office weekly (Thursday) for an update on future events at the Church and the signs will be placed as required to avoid conflict in the use of the facility.

The signs are 3 feet high by two feet wide and similar to the sandwich board signs used at the Common now to indicate whether the facility is open. We propose to use a different colour sign when the parking lot is available from that when not so.

Users of Common: Complimentary Parking Our Lady of Perpetual Help Church

Website and Facebook text:

Our Lady of Perpetual Help Church has generously agreed to allow the public attending events at the Rothesay Common to use the Church parking lot when it is not needed for activities at the Church.

The following photos show the signage used to indicate that the parking lot may be used or is not available due to Church activities.



The Town wishes to thank the Parish Council and Father Stan Poulin for this generous gift to the community. We ask all users of the Common to respect the signs and use the parking lot only when indicated.

Users of Common

NO PARKING

TODAY

Our Lady of
Perpetual Help
Church Parking