



ROTHESAY
COUNCIL MEETING
Rothesay Town Hall
Monday, January 14, 2019
Immediately following Public Hearing



1. APPROVAL OF AGENDA

2. APPROVAL OF MINUTES Regular Meeting 10 December 2018

➤ **Business Arising from Minutes**

3. OPENING REMARKS OF COUNCIL

3.1 Declaration of Conflict of Interest

4. DELEGATIONS

4.1 The Work Room Lauren MacKeigan (*see Item 9.2.1*)

4.2 Rothesay Arena Brendan Kilfoil and Lance Henry (*see Item 9.2.2*)

5. CORRESPONDENCE FOR ACTION

5.1 *Various* Correspondence (4) from residents RE: Secondary Plan comments

Refer to staff

5.2 9 December 2018 Email from Deputy Mayor Doucet, Hampton RE: Deer Management Program

Council to provide direction

5.3 8 January 2019 Email from ACAP Saint John RE: Freshwater Plastic Pollution Project

Provide a letter of support

6. CORRESPONDENCE - FOR INFORMATION

6.1 28 November 2018 Letter from KV Oasis Youth Centre RE: Thank You – In the Spotlight Fundraiser

6.2 1 December 2018 Letter from the Union of Municipalities New Brunswick (UMNB) RE: 2018/2019 Update

6.3 6 December 2018 Letter from the Great Trail RE: 2018 Update

6.4 9 December 2018 Email from resident RE: Nativity Scene on the Common

6.5 20 December 2018 Letter from New Brunswick Emergency Measures Organization RE: Disaster Financial Assistance Program Contribution

6.6 2 January 2019 Letter from resident RE: Thank You – Improvements to Kennebecasis Park entrance

6.7 9 January 2019 Letter to Brock Court and Goldie Court residents (17)

7. REPORTS

7.0 January 2019 Report from Closed Session

7.1 26 November 2018 Fundy Regional Service Commission (FRSC) Meeting Minutes

22 October 2018 FRSC Meeting Minutes

ROTHESAY

Regular Council Meeting

Agenda

-2-

14 January 2019

- | | | |
|-----|-------------------|--|
| 7.2 | 14 November 2018 | Kennebecasis Valley Fire Department (KVFD) Board Meeting Minutes |
| | 30 September 2018 | KVFD Statement of Expense with Budget Variance |
| | 14 November 2018 | KVFD Chief's Report |
| | 31 October 2018 | KVFD Response Report |
| 7.3 | 30 November 2018 | Draft unaudited Rothesay General Fund Financial Statements |
| | 30 November 2018 | Draft unaudited Rothesay Utility Fund Financial Statements |
| 7.4 | 7 January 2019 | Draft Emergency Measures Committee Meeting Minutes |
| 7.5 | December 2018 | Monthly Building Permit Report |
| | 1998-2018 | Single and Multi-Unit Housing Starts |
| 7.6 | 10 January 2019 | Capital Projects Summary |

8. UNFINISHED BUSINESS

N/A

9. NEW BUSINESS

9.1 BUSINESS ARISING FROM PUBLIC HEARING

- | | |
|-----------------|--|
| 10 January 2019 | Memorandum from Town Clerk Banks |
| 9 January 2019 | Report prepared by DO McLean |
| 4 December 2018 | Concordance table prepared by L. Pomeroy |
| DRAFT | By-law 1-18 |

9.2 BUSINESS ARISING FROM DELEGATIONS

9.2.1 The Work Room

- | | |
|-----------------|--|
| 2 November 2018 | Letter from L. MacKeigan RE: KV Work Room with attachments |
|-----------------|--|
- Receive for Information*

9.2.2 Rothesay Arena

- | | |
|---------------|--|
| December 2018 | Letter from residents RE: Request for a Public Meeting |
|---------------|--|

RECREATION

9.3 Morell Arena

- | | |
|------------------|----------------------------|
| 16 November 2018 | Memorandum from DRP Jensen |
|------------------|----------------------------|

FINANCE

9.4 Municipal Capital Borrowing Board Application

- | | |
|----------------|-------------------------------------|
| 4 January 2019 | Memorandum from Treasurer MacDonald |
|----------------|-------------------------------------|

DEVELOPMENT SERVICES

9.5 Contract Award – GIS Consulting Services

- | | |
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| 4 January 2019 | Report prepared by DPDS White |
|----------------|-------------------------------|

ROTHESAY

Regular Council Meeting

Agenda

-3-

14 January 2019

ADMINISTRATION

9.6 Amendment to Disposal of Surplus Vehicles and Equipment Policy

9 January 2019

Memorandum from Town Clerk Banks

REVISED

Disposal of Surplus Vehicles and Equipment Policy

OPERATIONS

9.7 2019 Asphalt Resurfacing and Microseal Placement Program

9 January 2019

Report prepared by DO McLean

9.8 Engineering Design and Construction Management Services Church Avenue Reconstruction

9 January 2019

Report prepared by DO McLean

10. NEXT MEETING

Regular meeting

Monday, February 11, 2019

Public Hearing (Bridlewood Estates)

TBD

11. ADJOURNMENT



2019January14OpenSessionFINAL_022

KV WORK ROOM

Located in Kennebecasis Valley High School

Lauren MacKeigan
Work Room Coordinator



www.careersthatwork.ca





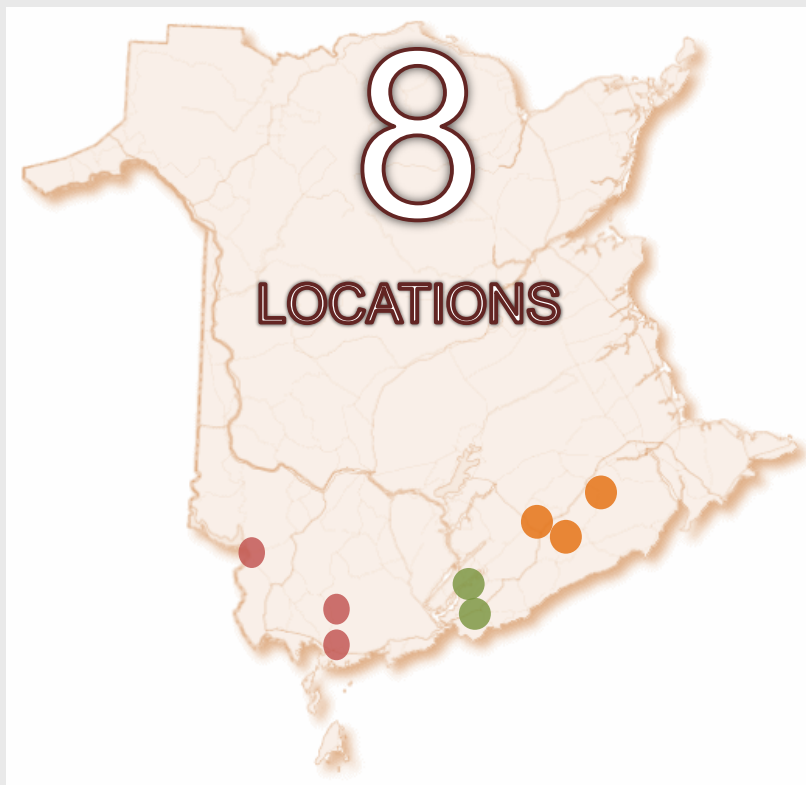
WORK ROOMS ARE MADE POSSIBLE BY:

- Funding through Government of Canada & Province of New Brunswick through Labour Market Agreements.
- The Department of Post-Secondary Education, Training and Labour (Funder)
(Employment and Continuous Learning Services, Saint John)
- The Anglophone South School District (Employer)

The Work Room

Where are the Work Rooms?

2019 January 14 Open Session FINAL_024



Fundy High School

Ganong Place*

St. Stephen High School

Agar Place*

Simonds High School

Hampton High School

Kennebecasis Valley High School

Sussex Regional High School

*Two centers are located in PETL offices

The Work Room



www.careersthatwork.ca



WORK ROOM SERVICES INCLUDE:

2019 January 14 Open Session FINAL_025

- Internet access for job search, resume writing and career research
- Access to multimedia career planning tools
- Publications and multimedia information on post-secondary training opportunities
- Workshops and special training events
- One-on-one consultation to help you find the information you're looking for!

All services are FREE of charge

The Work Room



www.careersthatwork.ca



HOW CAN WE HELP

2019 January 14 Open Session FINAL_026

- Polish your résumé
- Write a cover letter
- Explore industry sectors
- Identify marketable skills
- Provide interview tips
- Complete a mock job interview
- Explore career fields

The Work Room



www.careersthatwork.ca



Are the Work Rooms just for high school students?

The Work Rooms are open to **everyone in the community!** We serve both students and members of the public on a regular basis. Employers are welcome to visit to talk about their companies and provide information about employment opportunities.

Is a referral required to access the centre?

No, referrals are not required.

The Work Room



www.careersthatwork.ca



Is an appointment required?

Walk-Ins are welcome, particularly if you just need to use the computer for career-related tasks. However, if you are looking for one-on-one consultation, appointments are strongly recommended.

When are you open?

The centres are open **year-round** Monday—Friday from 8:15am—4:30pm. Please contact the centre nearest you to confirm hours as some of our rural centres have adjusted hours of operation.

The Work Room

Over 22,012 client served



15, 433 visits to the Work Room's website this year

14, 189 students and 7,823 members of the community accessed services through the Work Room in 2016-17

www.careersthathwork.ca



All Work Room Coordinators became Certified Resume and Interview Strategist through Career Professionals of Canada in 2015-16

8 Locations throughout Southwest New Brunswick

INDUSTRY PROFILES **Post Secondary Days**
Job Search Tips **Interview Coaching**
Résumés **Customized workshops** **Live Chat** **6 Destinations**
Career Coaching workshop for parents

THANK YOU!

QUESTIONS?

Lauren MacKeigan
Work Room Coordinator

(506) 848-6693

lauren.mackeigan@nbed.nb.ca

The Work Room



www.careersthatwork.ca



[REDACTED]
3107 Rothesay Road,
Rothesay, NB, E2E 5V3
[REDACTED]

[REDACTED]

Rothesay Hillside Secondary Plan:

Thank you in advance for any consideration of my thoughts and suggestions as per the below. A Rothesay resident since 1977 and now closer to 75 years than 70 years, I realize fully that it is highly unlikely that I will ever see any of the planned development unless there is a dramatic positive change in our Regional economic development.

The below thoughts are in random order but I hope they stimulate some interest and possible revisions to the current proposal.

1: Roundabouts: CBC news: <https://www.cbc.ca/news/canada/new-brunswick/seven-new-roundabouts-fredericton-1.4914478> This is an excellent article on the value/safety of roundabouts. England has used them for years and Quispamsis has them in place in their newer residential areas.

I would like to suggest that a roundabout be placed where Campbell Drive meets Grove Ave and the proposed new road into the Hillside North Study area. In addition, and what could be sought in the immediate future is an added lane at the lights in front of the Fire Station on Campbell drive for those south bound to Grove Ave when coming from Superstore/Kent's etc. Most traffic turns left at the lights to access the highway but there are an increasing number heading straight toward Grove which would really increase with the proposed development.

In addition, a roundabout should be definitely considered for the Hillside South Study area at Fox Farm Road. Another left hand turn out of this South study area is definitely not needed re morning traffic headed to Saint John.

2: Traffic flow behind Riverside Golf Course: Even if current land use between the Golf Course and the Highway is too narrow for 2 way traffic-- 1 way alternating traffic using lights is critical for local "neighborhood" activity between North and South Study areas as well as all those in the South Study area wishing to go to Commercial areas off Campbell/ Millennium Drives and Marr Road.

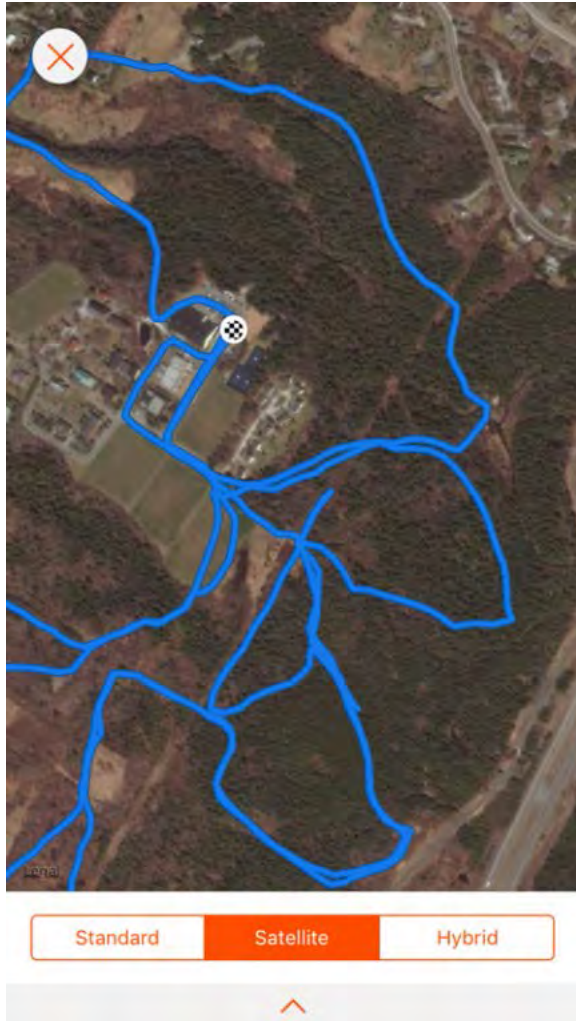
3: Based on all the complaints from NB Power re power easements behind homes off Highland Avenue for downed power lines, very serious consideration should be given to underground wiring, even though initially more expensive, but over the long term extremely cost effective for NB Power and for the home owners not being without power

4: Spyglass Hill: Planned walking accesses from a number of directions between properties planned ahead so that children have safe and more direct access to this wonderful space is critical before fences go up and restrict children "cutting across my backyard". I can readily see several locations where this will be necessary.

In addition, I assume some planned parking will be apart of the detailed planning of this space.

5: I am not sure how many of the current Rothesay Council Members have walked into the very end of Maiden Lane, found the little trail in front of the very last property that immediately has a small bridge across a stream and then opens up into a wonderful trail heading east with Taylor Brook on the right (mostly not visible) and Grove Avenue properties on the left (not at all visible). This trail crosses the power line, continues to where you cross Taylor Brook and one can continue all the way to Spy Glass Hill. Such existing wonderful recreation spaces should be documented, superimposed on the current plan and attempts made to integrate where possible. See trail map below.

The "X" is about 2/3rds in on Maiden Lane where one can immediately go to the right down over the hill, across Taylor Brook and walk directly up to RNS. The other choice is to continue in Maiden Lane and follow the trail that initially parallels Grove Avenue seen here.



Thank You for any consideration of my thoughts. Any and all attempts to make this area a fun place to live and having adequate and easy access in and out of this area to go to work, school or to commercial venues is critical. All current residents on the various roads in that area now that have to make a left hand turn onto Rothesay Road in the morning will attest to the need to not worsen the current problem.



5 Hibbard Lane,
Rothesay, N.B.,
E2E 5M3
December 9, 2018



Mayor and Council,
Town of Rothesay,
70 Hampton Road,
Rothesay, N.B.

Dear Mayor and Council;

The public presentation on November 15th, 2018 regarding the Draft of the Hillside Secondary Plan was certainly thought provoking. It is interesting to read the results of the survey of opinions following the March, 2016 Open House regarding development of this area. They show a clear concern that the wetlands, water courses and steep slopes be protected.

The 2018 draft Secondary Plan Vision statement reiterates this response, "The Secondary Plan will facilitatewhile enabling a diversity of housing options and protecting sensitive environmental areas and key open space features highly valued by the residents of Rothesay".

With all that in mind I have 3 questions about the Secondary Plan.

What consideration is the Town giving to the importance of having a movement corridor/ buffer zone for wildlife movement between the 2 parklands? The Draft plan shows 2 isolated pockets of park land which would have negative consequences on wildlife and remaining original vegetation?

At this time there is enough vegetation to provide cover for movement through the undeveloped wooded areas. Once development begins, these areas will disappear. The draft map shows numerous 2 lane road systems as well as the lots which owners will clear as they wish...usually clearing many of the trees and lower vegetation. This development without buffer/movement corridor zones creates greater pressure on the birdlife and other living creatures as well as vegetation.

When is it planned to put in the continuous collector road linking Campbell Drive/Grove Avenue with Fox Farm Road? The Draft Plan says that it is not envisioned at this time. However, the Preliminary Secondary Plan Map on page 37 shows a road from Campbell and Grove ending at the edge of the Golf Club and another road from Wiljac ending at that side of the Golf Club. These two roads serve the same purpose as a connected arterial. The Draft Plan does not firmly reject a continuous connector road but this idea has been firmly rejected by residents in previous public consultations.

The Draft Hillside Plan states "storm water flows can be discharged into local streams". During the November public meeting the presenters spoke of Fairweather's Brook, Taylor's Brook and Renforth Bog as the places where storm water would be sent as well as retention of part of the water in created ponds. Isn't Renforth Bog a protected wetland? Does the protection include controlling extra drainage into it as a result of development?

I have seen Taylor's Brook after some of the heavy rains in recent years, and have concerns as to how the two brooks can manage the pressure of any extra storm water and its speed from the paved areas and cleared landscapes of the development outlined in this plan. Once the mature trees and large amounts of lower level vegetation are cleared, the rainfall force on the ground will be greater. The heavy rainfall pattern over the past few years intensifies this problem.

The runoff from paved roads and landscaped properties would negatively impact the ecosystems of Renforth Bog, Fairweather's Brook and Taylor's Brook as well as erosion affecting the homes below the proposed developments.

In survey responses and on the *courbanize* map, residents have noted the importance of reducing the numbers of housing units and the desire to have higher levels of green space retention in this development proposal. It is a special swathe of land that could be a real gift to the future (think of Rockwood Park) if the Town works with the owners to preserve the present landscape and habitats to a greater extent than shown in this Draft.

There are interesting suggestions in the Draft regarding amounts of land to be reserved as green space. Please consider exploring methods to *expand* these ideas and increase the amount of undeveloped land for future generations to enjoy. Have there been any discussions with owners of the undeveloped land as to tax benefits of donation to Nature Trust of New Brunswick? Their website states that about 117 hectares (289 acres) of land is protected by them on Long Island. Hillside has a variety of habitats which should be preserved for the future.

Yours respectfully,

[Redacted signature]

[REDACTED]
9 Goldie Court
Rothesay, NB, E2E 5J5
[REDACTED]
[REDACTED]

November 11, 2018

To: Mayor and Council, Town of Rothesay

Municipal Plan – Secondary Plan Study – Allison Drive Study Area

Dear Mayor Grant and Councilors:

We are writing to express our views on how development should be governed in the Allison Drive Study Area. Regrettably, we have an unresolvable conflict on November 15 and cannot attend the Public Meeting. We sincerely hope that our views can be considered during the review.

Found within the study are three priceless features that will need to be protected as the area develops:

Taylor's Brook

Taylor's Brook is a nearly pristine watershed that has maintained its quality as a result of being extensively buffered for generations by mature forest and wetland vegetation. This is an increasingly rare asset in suburban settings across the country. Its value both for the ecosystem services it provides and for its contribution to the enjoyment, health and well being of the residents of Rothesay is immense. It is also a significant reservoir of biodiversity. From my 33 years in the Department of Fisheries and Oceans, I have learned that watersheds such as these are fragile and, as such, are at risk from ill-considered or poorly planned development. Once lost, they are almost impossible to rehabilitate

We advise that

- More than minimum watercourse buffering standards be part of any development plan. The extents of the buffer zones need to be matched with the particular topography of given sections of the brook so as to minimize the risks of pre and post-development run off or wash outs.
- Watercourse protection techniques need to be more robust than minimum standards and should include features such as detention and settling ponds, berms and extensive use of landscape fabrics.
- All exposed soils in work areas should be immediately protected from erosion by hay or similar materials.

- Subdivision plans should contain measures to protect trees over a given diameter on lots backing on the buffer zone (and preferably in all areas under development) and that trees over that diameter only be removed when they interfere with the construction of the building. (See foot note)
- ¹
- Equally important is the need for vigorous monitoring and enforcement of resulting permitting conditions and a requirement for immediate mitigation in the event of the failure of protection measures.

Spyglass Hill

With its high elevation and commanding views, Spyglass Hill attracts residents year-around as a destination for vigorous walks and to connect with nature. Almost certainly, it has been used by aboriginal people and residents of Rothesay since its founding. As children 60 years ago, we learned of Spyglass Hill from our parents and grandparents.

We ask that

- This site receive special protections and that it become part of the Rothesay parks system.
- There be a sufficient buffer around the summit to assure that any building construction not impact on the view planes.

Trail System

This third feature of the Allison Drive Study Area is the system of walking trails that connects virtually all areas of the Town to Spyglass Hill and Taylor's Brook. This trail system is an incredibly important asset that is revered by residents. There are few communities of Rothesay's size that have such a valuable asset. Trail systems encourage outdoor activities and support health and wellness.

While protecting all these trails (which the owners of these properties have so generously shared in the past) may be impossible, we ask that:

- The Town work with developers and residents to create a network of trails to allow residents to continue to connect with these wonderful natural sites.
- More specifically, there be several points of access to a Taylor's Brook trail and to Spyglass Hill. A good example to study is Rennie's Brook in St. John's, NL, where the community and developers worked together to institute an

¹ As an aside, we believe this should apply to all new development in the Town. We have witnessed too many subdivisions in the Kennebecasis Valley where virtually all trees were eliminated and the land was exposed with the result that large amounts of sediments were deposited in watercourses and in the Kennebecasis River itself. Climate change planning calls for the retention of trees to assist in temperature moderation and to act as carbon sinks.

extraordinary buffer and system of trails for the protection of the watercourse and for the benefit of residents.

We appreciate that the requested watershed, Spyglass Hill and trail system protections will require additional efforts and expense by the Town and developers. However, these three assets are at the core of what makes our Town such a wonderful place to live. To lose them would be a tragedy and would degrade the quality of life for one-and-all.

Thank you for receiving this letter. We would be pleased to contribute in any future consultations on development in the Allison Drive Study Area.

Sincerely:

(Original signed by)

(Original signed by)

Cc: Mr. Stirling Scory, Town Planner, Town of Rothesay
Mr. Peter Allaby, P.Eng., Crandall Engineering

2019January14OpenSessionFINAL_038

From: [Liz Pomeroy](#)
To: [Liz Pomeroy](#)
Subject: FW: Feedback on Secondary Plan (Hillside Development)
Date: December-11-18 8:23:27 AM

From: Matthew Alexander
Sent: December 10, 2018 7:23 PM
To: John Jarvie <JohnJarvie@rothesay.ca>; Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Subject: Fwd: Feedback on Secondary Plan (Hillside Development)

FYI

Matt Alexander
Deputy Mayor, Rothesay

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

Begin forwarded message:

From: [REDACTED]
Date: November 21, 2018 at 10:58:34 AM AST
To: grantbrenan@rothesay.ca, donshea@rothesay.ca, peterlewis@rothesay.ca, billmcguire@rothesay.ca, Tiffany Mackay French <tiffanymackayfrench@rothesay.ca>, miriamwells@rothesay.ca, mattalexander@rothesay.ca, nancygrant@rothesay.ca
Subject: **Feedback on Secondary Plan (Hillside Development)**

My name is [REDACTED]. I am a new home owner in Rothesay. My husband and I recently purchased a property on Dunedin Rd. That being said, I grew up in Rothesay and have always considered it "home."

I am an MBA and a PMP certified Project Manager by trade and I am now a very concerned citizen and taxpayer of Rothesay.

With respect to the Hillside Plan that was presented on Thursday Nov. 15th, I have several comments, questions and concerns.

- 1) **Stakeholder Management** - Has a Stakeholder Management Plan and supporting Communications Plan been created? Do you have a complete list of stakeholders (which includes anyone or group who will be impacted either positively or negatively by this plan) and a formal plan to communicate appropriately with each stakeholder and stakeholder group?

It was very clear to me at the meeting on Thursday night that not all stakeholders have been appropriately contacted by the town with respect to this plan. There was a noticeable gap with at least 3 concerned land owners who claimed to have not been contacted at all.

As a new resident and participant at the meeting, I now wonder how many more land owners and stakeholders have not been appropriately and respectfully engaged in the development of this plan. I also now question how viable this plan is given the fact that there are land owners who are unwilling to sell.

A colour-coded map that provides visibility to who is willing to sell and who is not, would be very helpful in terms of testing viability of the plan.

- 2) **Taxpayer investment** - How much of taxpayer dollars has been spent thus far on the engineering consulting firms who have been engaged to build these detailed plans for the last 2 years without a clear understanding from current land-owners? It concerns me greatly, as a taxpayer, that a great deal of money has been spent on a very detailed plan that may not even be possible to execute as a result of a lack of private land owner support and Town of Rothesay resident support.
- 3) **Phasing the plan** - While there are projections as to how long this plan will take to execute (30-40 years) there is no phasing information provided. Phasing this plan would be highly beneficial not only from a communication / stakeholder management perspective but also from a business case visibility and financial management perspective.

By using filters such as (a) land owner willingness to sell, (b) adjacent street access, (c) low cost of infrastructure investment, (d) proximity to water etc..a prioritized phased plan could be developed and communicated.

- a. What roads / development areas would start immediately once the plan has passed (Phase 1)?
- b. Where is the development anticipated within the next 5 years (Phase 2)?
- c. Where is the development anticipated within the next 10 years (Phase 3)?
- d. Where is the development anticipated within the next 20 years (Phase 4)?
- e. Where is the development anticipated within the next 40 years (Phase 5)?

With this kind of high-level phased roadmap, as a town council, you can invest in the earliest and most “real” development opportunities. Assume, for Phases 1 and 2 you already have land owner and developer interest, you can then invest in realistic and accurate detailed planning, and business case builds and be in a better position to answer detailed questions for those who will be impacted in the near term.

With a phased high-level roadmap, as a town council, you can then also

appropriately decrease your level of investment in detailed planning for later phases that are “at risk” due to the timeline (out 20-40 years) and / or whereby the land owner is not willing to sell.

- 4) **Population Growth / Market Demand** - I am unclear as to where the buyers for this proposed development are going to come from. The “demand” side of the financial model for this project weak at best. The population for Saint John and for New Brunswick is declining. (Telegraph Journal Nov. 19th). While Rothesay may be experiencing small increases in population, those are likely only to the detriment of Saint John and the growth is certainly not directly linked to any major local project or business start-up in the area.

While your population numbers cite an increase in the senior citizen population as a driver for this initiative, the population “bubble” within this demographic on the graph likely represents the Baby Boom generation. Building to accommodate the needs of this generation 30-40 years out does not make sense as this demographic “bubble” will no longer exist in 30-40 years. I would also argue that the Hillcrest AE McKay Condo development still has 22 units for sale. Clearly the demand for those looking to downsize or for alternative housing options is either being currently met, or it does not exist to the extent projected.

- 5) **Cost of development for taxpayers – The cost to taxpayers for this development is unacceptably unclear.**

It was stated at the meeting the hope is that this development will be “tax neutral” for residents. In other words, the tax base increase would off-set the cost of the infrastructure development that would be shouldered by the residents of Rothesay.

This plan drives many net new costs:

- The costs of the engineering firms for the last two years to build this plan
- The cost of upgrades to existing roads. For example, sidewalks only go part way up Dunedin Rd. This existing infrastructure would have to be upgraded for many existing roads if this plan were to come to fruition.
- The cost of the new development infrastructure.
- The increase in on-going road maintenance costs (more roads means more cost.)

There is the very real possibility that the “demand” for these properties does not come to fruition and therefore the new infrastructure costs will have to be supported without a tax dollar off-set.

There is also the possibility that this development may in fact de-value

existing properties (the mere chatter about this plan has the potential to do just that) and therefore the existing tax base will decrease.

I am not at all confident that all the checks and balances are being built into the financial model / business case. Let's make sure that property developers fully understand and shoulder the required costs so as to ensure that this does not create an additional cost burden for the tax payers of Rothesay.

- 6) **Loss of the Hillside Trail Asset** - The loss of the Hillside trail and connecting green spaces is a significant concern. This is clearly a wide-spread concern amongst residents. I would suggest that the concern within the Rothesay resident population base spans well beyond the residents who have been contacted thus far regarding this plan. There are many residents who access and enjoy this recreational space who do not live within the Hillside area. Town councillors need to ensure that ALL Rothesay residents are made aware of how this plan will impact this trail.
- 7) **Traffic Flow Analysis** - There are clearly still many outstanding concerns within the plan with respect to traffic flow analysis as it relates to the grade (steepness) of many of the roads that will be required to support increased traffic volumes. Traffic volume patterns were compared to Highland Ave and K-Park. From a population perspective, this comparison may be valid. However, once you build in the grade, blind / hairpin corners, a lack of sidewalks, and hazardous winter driving conditions that come with any of the existing roads on the hillside, I suspect these models will be called into question.
- 8) **Water costs** – There was discussion regarding water costs at the planning meeting. Specifically, within this new plan town water was presented as an “opportunity” for existing residents, not an “obligation.” Again, clear understanding and messaging for residents is required. I currently consider this positioning to be false and misleading.

We recently purchased our home on Dunedin Road. At the time the home was built, town water was not an option. We are therefore on a well. Interestingly however, we must pay for town water monthly even though we do not have the current capability to access it or use it. The town informed us that because the option for us to pay approximately \$5000 to hook up to town water is a possibility for us, we must pay as though we are hooked up to it. From my standpoint, this is an “obligation,” not an “opportunity.”

Thank you for reviewing my concerns. I can be contacted directly at [REDACTED].

Best,

[REDACTED]



2019January14OpenSessionFINAL_043

From: [Liz Pomeroy](#)
To: [Liz Pomeroy](#)
Subject: FW: Deer Letter
Date: December-10-18 9:11:08 AM

From: Rob Doucet [mailto:deputymayor.doucet@townofhampton.ca]
Sent: December 9, 2018 7:03 PM
To: Nancy Grant <NancyGrant@rothesay.ca>; Snow, Cathy <csnow@quispamsis.ca>; Megan O'Brien Harrison <megan@townofhampton.ca>
Cc: Clark, Gary <gclark@quispamsis.ca>; Ken Chorley <Mayor.Chorley@townofhampton.ca>; Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Subject: RE: Deer Letter

Hi all,

I reached out to Regional Biologist, Joe Kennedy on Friday. The bow hunt is over for this year and he has the numbers. He will be able to do a presentation to committee/councils in the new year. We should decide if we are going to open the meeting to the public like we did last presentation or have it presented to just committee and councils.

If you want, im sure we can have the presentation in Hampton Town council as it can seat many.

I wish you all a very merry Christmas and a happy, healthy new year.

Bob (Dewey) Doucet.

From: Nancy Grant <NancyGrant@rothesay.ca>
Sent: Friday, October 26, 2018 11:08 AM
To: Rob Doucet <deputymayor.doucet@townofhampton.ca>; Snow, Cathy <csnow@quispamsis.ca>
Cc: Clark, Gary <gclark@quispamsis.ca>; Ken Chorley <Mayor.Chorley@townofhampton.ca>; Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Subject: Re: Deer Letter

Good Morning Dewey,

Thank you for your ongoing concern re the deer population in our municipalities.

I have shared your e- mail with our Clerk, and we feel that a formal letter should come to Rothesay Council from Hampton Council asking for this item to be placed on Council Agenda. We would then be happy to discuss it.

Thanks, Nancy

Dr. Nancy Grant
Mayor

From: [Liz Pomeroy](#)
To: [Liz Pomeroy](#)
Subject: FW: Freshwater plastic pollution project - seeking project support
Date: January-08-19 3:45:57 PM

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

From: "ACAP Saint John" <office@acapsj.org>
Date: Tue, Jan 8, 2019 at 3:03 PM -0400
Subject: Freshwater plastic pollution project - seeking project support
To: "Mary Jane Banks" <MaryJaneBanks@rothesay.ca>

Dear Mayor and Council,

I am writing today in hopes to gain support for a grant application for a project ACAP Saint John is applying to conduct next year. We are applying to Environment and Climate Change Canada for an Eco Action grant, which fosters community participation in environmental actions. Our proposed project will be centered around plastics in our freshwater and will seek to reduce the amount of plastic while propagating a message to reduce plastic use within the community. It will involve community outreach centered around university or high school science classes, interested community members, local boat operators, and canoe/kayak enthusiasts. This project will benefit all of our local municipalities, any recreational users of our waterways, and all wildlife that inhabits these waterways.

We wanted to reach out to you as Rothesay community members would have a great interest in keeping plastic out of the Kennebecasis and Saint John rivers. If you are interested in supporting this project through either outreach within your community, clean-up actions, reduced plastic programming, or in another capacity we would love to hear back about that. A letter of support from your organization would be very helpful to attach to our application. I have included a few details about our project plan below for your reference. Our application will be submitted January 16th to Environment and Climate Change Canada.

Looking forward to hearing from you.

Bethany Reinhart
Biologist, ACAP Saint John

Project summary:

While plastic pollution is not a new issue, it is recently growing as a global concern in the public eye. This type of plastic in water poses threats for aquatic wildlife that enter rivers and oceans. They can come from runoff, our clothing, microbeads in hygiene products, fishing equipment, beach littering, etc. These plastics are often confused with food and are ingested by aquatic animals. This can lead to detrimental health issues or death of marine life caused by blockages or toxic contaminants leeching off the

plastics. It is possible to easily survey the concentration of microplastics found on local beaches using some simple tools, to trawl for plastics through rivers, or to increase awareness and promote plastic-free lifestyles. ACAP Saint John has the goal of taking on these activities to help reduce the amount of plastic entering our rivers and oceans. We seek to engage youth and community members in important plastic reducing activities through programming public outreach, clean-up events, and trawling through water. There would be educational benefits for the participants of this program, environmental benefits for all users of the rivers and oceans, as well as important data created from community science. ACAP Saint John is currently sampling microplastics in Saint John Harbour surface water (2018), and this freshwater work will compliment that greatly.

The activities proposed for this project include the following:

Public outreach and regular blog posts would occur to discuss our local plastic pollution problem, where most plastic in water comes from (clothing, rope, industry, etc.) and what the community can do to reduce their impact. We would also push for actions to reduce or even ban unnecessary plastics in our community.

Reaching out to volunteers throughout the city and surrounding areas for two hour beach clean-up events to reduce the amount of plastic entering waterways. We typically conduct at least five clean-ups of this sort each year.

Citizen science plastic surveys: Collecting microplastics with kits from beach sand. A volunteer/educational opportunity for youth to quantify plastic found in a specified quadrat of sand. Classes will be led through the activity by an ACAP employee and use survey kit supplies to acquire samples. After collection of samples, classes will take samples back to their respective laboratories or classrooms to be inspected with microscopes for plastics to be sorted and counted. The data will be shared among groups and stored in a database by ACAP Saint John for future reporting. These kits would be available for borrow from ACAP Saint John by many different classes. Information about the program will be disseminated to teachers, professors, or any other potentially interested participants via social media platforms and our website. We hope to reach at least five classes each field season to carry out this activity.

Trawling for plastic: To build on our current trawling for microplastics in the Saint John Harbour, we would like to remove larger plastic from the rivers and estuaries of Saint John by use of trawls and Seabins. We would like to reach out to local yacht clubs, boat operators, kayak, and canoe

2019January14OpenSessionFINAL_046

enthusiast. We would like to propose volunteer participation in trawling through water in areas that contain concentrated plastic pollution (i.e., near marinas). Any microplastic trawls conducted would be sent away to be sorted and analyzed for content to be reported. We would like to analyze samples from five trawled sites located in the lower Saint John River watershed.

This program would create an open platform for discussing our reliance on plastics, the harms they pose to aquatic life, and the need for reduction. If our youth and community members begin discussing these topics then there will be potential for changed habits in the future. Beyond this, giving students an introduction to environmental science and aquatic studies may lead to pursuing studies later. There would be immediate a future benefits realized from this program, and once established, it could continue for many years.



2019January14OpenSessionFINAL_047



November 28, 2018



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

Dear Dr. Grant,

On behalf of the Kennebecasis Valley Oasis Youth Centre we would like to extend a heart-felt thank you! In the Spotlight was a remarkable success and none of it would have been possible without your help. The support you have shown this Centre has been wonderful and it's supporter like you that help make this Centre a success!

We are grateful for your support of KV Oasis and the youth in our community. Our mission is to provide safe, comfortable and accessible activities and programs which enhance and develop youth and families within our community.

Thanks to your donation we were able to raise \$52,000! These funds will allow us to continue to provide resources to the youth and give them a space to come and feel safe. The money raised will help to make a difference in the lives of the youth in our community.

With great thanks,



Brad Stanley
Event Chair



Yennah Hurley
Executive Director





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



December 1, 2018

Dear Mayor and Council,

Thank you for being a member of the Union of the Municipalities of New Brunswick! With your membership, you are strengthening your voice and working hard to make the future bright for our communities.

UMNB had a busy year in 2018 – but 2019 will be even more important. The new government has said they plan to tackle some of our province’s biggest issues, including municipal reform. We have a critical opportunity to move the agenda. UMNB’s mission is to make sure your voice is heard loud and clear in the conversations to come.

UMNB is proud to be the association that brings municipalities of all sizes to the same table: cities and their neighbours, rural and urban, both official languages. We’re stronger together. That’s why your membership is so important.

We have exciting plans for 2019, and your Zone Directors will be reaching out in the coming weeks and months. I look forward to meeting you in person at your next Zone meeting.

On behalf of the Board of Directors: Merry Christmas, Happy Holidays, and Happy New Year!

Sincerely,

A handwritten signature in black ink, appearing to read 'Wayne H. Sturgeon', written over a light blue horizontal line.

Wayne H. Sturgeon
President, UMNB

December 6, 2018

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



Dear Friends of the Trail,

As the trail-building season winds down for the winter, we are pleased to share with you some of the highlights and successes of the past few months. Following the coast-to-coast-to-coast connection of The Great Trail in 2017, our focus has turned to maintaining, enhancing and extending this iconic network of multi-use recreational trails – the longest in the world – and we look forward to continuing our important work, as we begin the next 25-year chapter together.

Support for the Trail

We are extremely grateful to the Government of Canada for its ongoing support – on September 4, 2018, the federal government formally announced \$30 million in funding over four years for Trans Canada Trail from Parks Canada. This is a testament to the importance of our national Trail for all Canadians. Additionally, the federal government's support allows us to leverage others to give, which continues to boost our private sector fundraising efforts.

In late June, we announced a \$250,000 donation from Enterprise Rent-a-Car Foundation, a gift made in honour of their 25th anniversary in Canada. This gift will establish a 'Mobility Fund' that will make the Trail more accessible with the addition of amenities, including designated parking, benches and universally accessible facilities, such as docks with accessible launch systems, the installation of guide wires and adapted signage for those with visual impairments.

We launched our *Deeply Connected* Campaign in Toronto on October 18 and then in Vancouver on October 23. We are grateful to the many donors and *Champions* who joined us to hear more about the ways the Trail can benefit our health, our local economies and our diverse cultures.

Trail Projects

We were thrilled to have been able to support so many amazing projects this year, including a new greenway connecting the communities of Mississauga First Nation and Blind River in Ontario; a boardwalk to remove a road section of the Trail in Penniac Bay, Manitoba; and a new greenway in the hamlet of Tulita, Northwest Territories.

Board of Directors Conseil d'administration

Trans Canada Trail Sentier Transcanadien

Neil Yeates
(Chair/Président)
Japman Bajaj
Eric Gionet
James Goulden
Graham Green
Ron Hicks
Michael Lindsay
(Vice-chair/vice-président)
Carolyn MacKay
Michele McKenzie
Emma Mohs
Valerie Pringle
Patrice Ryan
Robyn Seetal
Gillian Winckler
Kim Wynn

Trans Canada Trail Foundation Fondation du sentier Transcanadien

Valerie Pringle, C.M., LL.D.
(Chair/Présidente)
David Cottingham
Kirby Gavelin
Laureen Harper
Amanda Lang
Michael Lindsay
Ian Pearce
Aidan Richardson
Ed Steeves
Neil Yeates

President & CEO Présidente et chef de la direction Deborah Apps

While the work on the ground may be slowing down now, we are already looking ahead to next year's construction season. In the latest request for funding applications, we received over 140 new proposals for Trail projects from across the country. These projects will create more greenways and active transportation routes, improve accessibility, provide for more signage and trailheads, and repair Trail sections that have been damaged by natural disasters.

In the spirit of reconciliation and building new partnerships, we continue to forge connections with Indigenous communities and organizations across the country. A number of new projects are connected to or spearheaded by Indigenous communities, including a new tourism project being developed by Beardy's & Okemasis' Cree Nation in Saskatchewan.

Connecting with Canadians

Summer and fall were a busy time at the Trail! The Great Trail Treasure Hunt brought thousands of families onto the Trail searching for treasure boxes all across Canada, which created great excitement and increased awareness.

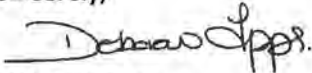
We also launched our *Deeply Connected* Campaign online by sharing the stories of individuals for whom the Trail holds a special place in their hearts (thegreattrail.ca/videos). Whether cross-country hiking, cycling or using the Trail for daily exercise, the connection of Canadians to the Trail is deep. To inspire more people to get out and discover their own special place on the Trail, we continue to add itineraries for day, weekend and multi-day journeys to our website (thegreattrail.ca/journeys).

On November 1, we were humbled and honoured to receive the Royal Canadian Geographical Society's (RCGS) Gold Medal, which is the highest award bestowed upon an organization. Trans Canada Trail received this award at the RCGS Fellows Dinner, in honour of the cross-Canada connection of The Great Trail in 2017. We would not have celebrated this great achievement had it not been for the tireless work of trail groups and volunteers; the tremendous support of donors, *Champions* and all levels of government; and the passion and dedication of Canadians across the country.

Thank you for being on this journey with us!

If you have any questions, or would like additional information on the Trail, please feel free to contact my office at ceo@tctrail.ca or at 800-465-3636 x. 4341.

Sincerely,



Deborah Apps
President & CEO

From: [Liz Pomeroy](#)
To: [Liz Pomeroy](#)
Subject: FW: Thank You To mayor and Council
Date: December-10-18 9:10:47 AM

From: [REDACTED]
Sent: December 9, 2018 4:03 PM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: Thank You To mayor and Council

Dear Mayor and Council,

What a glad surprise to see the Christmas Nativity Creche on the Commons again this year. We were not certain it would be there as there was controversy about it. It is so good for everyone to know why we celebrate Christmas in Canada and all around the world. The greatest gift surely is the gift given by God of His Son Jesus for all who will accept Him.

With grateful thanks,

[REDACTED]



Justice and Public Safety / Justice et Sécurité publique
65 Brunswick St. / rue Brunswick P.O. Box 6000 / C.P. 6000
Fredericton, New Brunswick / (Nouveau-Brunswick) E3B 5H1

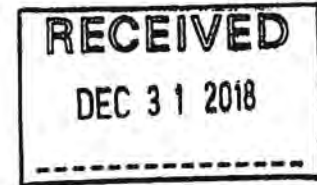
December 20, 2018

Le 20 decembre 2018

COPY

Mayor Nancy Grant
Town of Rothesay
Rothesay, NB
E2E 5L5

Maire Nancy Grant
Ville de Rothesay
Rothesay, N.-B.
E2E 5L5



Your Worship:

Maire Grant,

Please find enclosed a cheque in the amount of \$296,428.84 allocated as a contribution from the Government of New Brunswick and the Government of Canada to assist in the recovery from damages the Town suffered as a result of the 2018 Spring Flood event.

Veillez trouver ci-joint un chèque d'un montant de 296 428, 84\$ alloué à titre de contribution du gouvernement du Nouveau-Brunswick et du gouvernement du Canada afin d'aider à recouvrer les dommages subis par la ville à la suite de l'événement 2018 du déluge de printemps.

We hope that the Town has been able to repair the damages sustained during the Spring Flood and that this assistance will help to cover the costs incurred.

Nous espérons que le ville a été en mesure de réparer les dommages subis pendant le déluge de printemps et que cette aide contribuera à couvrir les coûts encourus.

Should you have any questions concerning the claim, please contact the Disaster Financial Assistance office at 1-888-553-8558.

Si vous avez des questions concernant la réclamation, veuillez communiquer avec le Bureau d'aide financière aux sinistrés au 1-888-553-8558.

Yours truly,

Je vous prie d'agréer, Maire, l'expression de mes sentiments les meilleurs.

La gestionnaire du Programme d'aide financière en cas de catastrophe,

Lisa Munn

Recovery Manager

Disaster Financial Assistance Program

Emergency Measures Organization / Organisation des mesures d'urgence

Encl. / Pièce jointe

www.gnb.ca



We appreciate and value your service and commitment to our area!

Sincerely,



Best Wishes for a Happy Christmas!

RECEIVED
JAN 02 2019

124 Park Dr,
Rethony NB

Dear Mayor Grant and Members of Rethony Council!

Please accept our thanks and praise for the excellent changes and improvements to Park Drive at the entrance to Kennabecan's Park. It no longer seems like we are entering a third world neighborhood but one of which we can all be proud!



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

9 January 2019

[Redacted address]

Dear [Redacted]:

Re: Neighbourhood Drainage

This is to provide information on Town drainage work effecting your neighbourhood.

A development proposal in 2018 at the intersect of Brock and Goldie courts generated concerns expressed to the Town regarding drainage issues in the neighbourhood. Council directed that an engineering study be conducted and a consultant was engaged and a report produced.

With this in mind a major capital project has been included in the Town's capital budget for 2019. This project involves construction of a new, larger capacity storm sewer down Church Avenue and Station Road to outlet to the River. Not only will this project intercept storm water originating from as far away Highland Avenue, it should address drainage issues experienced by property owners in the immediate vicinity of Church Avenue. By reducing the load on the system around the Common, it will also provide an opportunity to redirect additional water on Goldie and Brock court to the existing system.

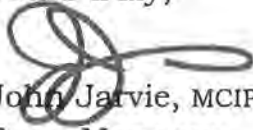
In short, downstream capacity has to be increased to provide a path to the River for storm water from the neighbourhood. Otherwise the problem is not resolved but rather moved to downstream properties.

In addition to the major project described (estimated cost \$1.7M), this year Town staff will be designing drainage improvements for the immediate Goldie and Brock area which will assist homeowners in dealing with drainage issues on individual properties. Some of this work may be implemented in 2019 but is more likely to be carried out the following year once the Church Avenue project is fully functional.

Details of the Church Avenue project are not yet complete and a public meeting will be included in the design consultant's mandate as this project moves forward.

I hope this helps in understanding how the Town is approaching the problems some of you are experiencing on your properties.

Yours truly,



John Jarvie, MCIP, RPP
Town Manager

Cc : Rothesay Council



**Regular Monthly Meeting
November 26, 2018**

Minutes of a special meeting of the Board of Directors of Fundy Regional Service Commission (FRSC) held on Monday, November 26, 2018, by conference call.

1. Call to Order

The Board Chairperson, Gary Clark, called the meeting to order at 10:02am.

2. Record of Attendance

BOARD MEMBERS

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

OTHERS

Marc MacLeod, Executive Director, FRSC
Louise Lukeman, Recording Secretary, FRSC

3. Approval of Order of Business

Motion: To approve the November 26, 2018 agenda.

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

4. Disclosure of Conflict of Interest

None

5. Leachate Tanker

Director MacLeod explained to the Board the reasons for buying a used leachate tanker. As a result of increased garbage disposal from the flood of 2018, the capping of cells #5 and #6 was delayed and resulted in a larger footprint of landfill cells open to leachate production with the addition of cell #8. The cost of third party trucking is prohibitive and the large footprint is higher environmental risk during extreme weather events.

A question was asked about the chiller account surplus in the 2018 capital plan. The Executive Director explained that that surplus was a result of avoiding a new purchase and rebuilding the unit which was not originally considered an option. The total savings of approximately \$145,000 was a result of rebuilds, new suppliers or buying used. The purchase of the tanker is not in the Capital Plan but will be contained within the 2018 capital budget amount. Payback against third party contract hauling would be 20 operating days during large volume weather events.

In addition, the choice of a stainless steel tanker was brought forward and it was explained that a stainless steel tanker has a greater longevity considering the harsh nature of leachate on aluminium and regular steel. It was also discussed that Hydrogen Sulphide levels were too low in leachate to affect the stainless steel integrity and was what we currently used in tankers.

The Executive Director was asked to look into disaster relief funding as a result of the flood for this funding.

Motion: That the commission approve the purchase of a used Tremcar tanker trailer, as presented, for the purchase price of \$65,000 before taxes to be funded from operations from savings within the 2018 Capital Plan.

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


6. Adjournment

Chairperson Clark called for a motion to adjourn

Motion: To adjourn the meeting at 10:15am.

Moved: Director Rathburn
Seconded: Director Grant
Vote: Motion Carried

APPROVED (date) December 10, 2018



Gary Clark, Chairperson



Louise Lukeman, Recording Secretary



**Regular Monthly Meeting
October 22, 2018**

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission (FRSC) held on Monday, October 22, 2018, at 10 Crane Mountain, Saint John.

1. Call to Order

The Board Chairperson, Gary Clark, called the meeting to order at 10:00am.

2. Record of Attendance

BOARD MEMBERS

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

OTHERS

Marc MacLeod, Executive Director, FRSC
Louise Lukeman, Recording Secretary, FRSC
Terry Keating, Dept. of Environment & Local Gov't
Nick Cameron, Recreation Facilitator, FRSC
Brian Shannon, Senior Building Inspector and Development Officer, FRSC

3. Approval of Order of Business

Motion: To approve the October 22, 2018 agenda.

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

4. Disclosure of Conflict of Interest

None

5. Approval of Minutes

Motion: To approve the minutes of August 27, 2018.

Moved: Director Darling
Seconded: Director Baxter
Vote: Motion Carried

6. Building and Planning Quarterly Report – Brian Shannon

Brian Shannon presented the third quarter Building and Planning report and gave explanation and response to the questions which arose during the August Board meeting. The large year to date construction value difference between 2017 to 2018 seems to be due to slow start in the building season, possibly due to the flood. The construction value is now on par with 2017. In most cases repairs to seasonal properties required environmental approvals and insurance claim approvals before permits were issued. Some owners live away and had to schedule time to begin their repairs.

Motion: To receive and file the building and planning report as provided by Brian Shannon.

Moved: Director Baxter
Seconded: Director Chatterton
Vote: Motion Carried

7. 2019 Budget

As per legislation, the 45-day Stakeholder review was completed and the budget was presented for approval. Executive Director MacLeod updated the commission on his budget presentations to LSD's, Quispamsis, Rothesay and Grand Bay-Westfield. No other communities requested presentations. No corrections were noted or requested.

Motion: To approve the 2019 Budget as presented.

Moved: Director Bedford
Seconded: Director Chatterton
Vote: Motion Carried

8. Capital

a) Backhoe - Item 8a was struck from the Agenda

b) Leachate Shack

The leachate shack was salvaged from the landfill cell in 2005, after being discarded by a contractor. It was never included in the capital plan, but is in need of major repairs or needs to be replaced immediately.

It was determined that a replacement shed would be cheaper than repairing the existing shed considering mold and rot around windows, doors and corners. The purchase would be an emergency purchase funded from capital in the operating budget and the shack would be added to the asset plan.

Motion: That the Commission authorize the purchase and installation of a new leachate shack and equipment up to \$18000 including the HST portion after rebate to be funded by capital from the operating budget for 2018.

Moved: Director Speight
Seconded: Director Rathburn
Vote: Motion Carried

9. Ice Strategy

Recreation Facilitator Nick Cameron presented an update on the Ice Strategy. The next phase in the development of the Ice Strategy is to meet with councils, RAC, FRSC and the public for review. Feedbacks from these meeting will be presented at the next Board meeting on December 10, 2018.

Motion: To receive and file the report as presented.

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

10. Fire Department – Support for LSD’s

For information purposes, Chair Clark presented proposed changes to the terms of the existing Fire Protection Services Agreement.

11. Impairment and Fit for Duty Policy

Director MacLeod presented to the Board the new “Fit for Duty” policy following the legalization of Cannabis on October 17, 2018.

This policy is designed for all employees on or off site and includes contractors and suppliers, it the expectations and guidelines related to impairment and fitness for duty. The policy has been reviewed by staff, the HR consultant and legal. Only some minor corrections would be made upon final review with any major changes coming back to the Commission if required.

Motion: To accept the policy as presented.

Moved: Director Speight
Seconded: Director Rathburn
Vote: Motion Carried

12. Adjournment

Chairperson Clark asked that before the meeting is adjourned that the next meeting date be set.

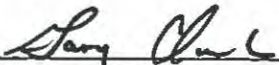
Executive Director MacLeod advised that as in the past, it is proposed that the November meeting be cancelled and the December meeting moved up from the regular schedule of the 4th Monday. The purpose for the change in date is that the regular date will fall over the Holidays and there is a need to have year-end items dealt with so the proposed date is December 10th.

The next meeting date will be December 10th at 10:00am.

Motion: To adjourn the meeting at 10:50am.

Moved: Director Speight
Seconded: Director Baxter
Vote: Motion Carried

APPROVED (date) December 10, 2018



Gary Clark, Chairperson



Louise Lukeman, Recording Secretary

**KENNEBECASIS VALLEY FIRE DEPARTMENT INC BOARD MEETING
FIRE STATION ONE, 7 CAMPBELL DRIVE, ROTHESAY, NB
NOVEMBER 14, 2018**

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

Chief Bill Ireland
Carlene MacBean, Executive Assistant

Regrets: Commissioner Susan Deuville

1.0 Call to Order

Chair Miller called the meeting to order at 6:04 pm.

2.0 Chair's Remarks

None

3.0 Approval of Agenda

Moved by G. Brenan and seconded by P. Lewis, to approve the agenda with the following:

- Item 6.1 Strategic Plan – Update: another handout was distributed
- Item 9.2 Updated 2019 Operating Budget: add discussion on Medical First Response Costs
- Item 11.2 Response Summary: a revised handout was distributed

CARRIED

4.0 Conflict of Interest

None

5.0 Approval of Previous Minutes

5.1 October 10, 2018

Moved by G. Brenan and seconded by S. Luck, that the minutes of October 10, 2018 be approved as presented.

CARRIED

6.0 Unfinished Business

6.1 Strategic Plan Update

No bids were received on the request for proposals for the strategic plan. Chief Ireland received one last minute from a local firm and has been told by another they would have liked to submit but were too busy. Upon discussion the Board felt that the second company should be contacted to see if they would be able to submit before the December Board meeting.

Moved by S. Luck and seconded by G. Brenan to defer discussion until the December meeting.

CARRIED

6.2 Fire Marque

Update will be provided at December meeting.

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

6.3.1 Letter to Province of New Brunswick of October 12, 2018

Moved by S. Luck and P. Lewis to receive and file.

CARRIED

6.3.2 Response from Province of New Brunswick to letter of October 12, 2018

Moved by S. Luck and P. Lewis to receive and file.

CARRIED

6.4 Administrative Agreement

Moved by P. Lewis and seconded by G. Brenan to accept the Administrative Agreement.

CARRIED

7.0 Correspondence

7.1 Letter from Susan Deuville re: Resignation from KVFD Inc Board of Commissioners

Moved by G. Brenan and R. McIntyre to receive and file.

CARRIED

7.2 Letter from John Jarvie re: Resignation from KVFD Inc Board of Commissioners

Moved by G. Brenan and R. McIntyre to receive and file.

CARRIED

8.0 New Business

8.1 Letter from Town of Quispamsis re: Kennebecasis Valley Fire Department Inc. Amending Agreement to Regional KVFD Inc. Agreement Change in Board Composition and the Amending Agreement for Signature

Moved by S. Luck and seconded by G. Brenan to agree to the Amending Agreement for the change in the Fire Board composition.

CARRIED

8.2 Letter from Town of Quispamsis re: Rent for KVFD Station No. 2 and the Lease Amendment Agreement for Signature

Moved by S. Luck and seconded by N. Soobratee to accept the lease amendment agreement.

CARRIED

9.0 Financial

9.1 Email on behalf of the Joint Finance Committee of October 30, 2018 re: 2019 Budget Presentation to Joint Finance Committee

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

CARRIED

9.2 Updated 2019 Operating Budget

With the Sienna not being replaced there has been a decrease to the revenue line and the numbers for WorkSafe NB fees have not been released yet. Will be an update at the December meeting.

At the Joint Finance Committee there were some questions about the fire departments medical first response. Chief Ireland stated that it is hard to break down the cost to certain types of calls.

When Chief Ireland last calculated the costs of medical calls in 2012 he used the cost of fuel and maintenance for the two vehicles that respond to medical calls and the cost of medical supplies. The overall cost in 2012 was \$12,568 or \$22 per incident. Using the numbers from 2017 the overall cost was \$30,793 or \$50 per incident. The overall cost in 2017 increase due to the maintenance costs of the trucks involved due to their age.

Back in 2012, Chief Ireland stated he was questioned on not adding in manpower to the cost of medical calls and he pointed out that they are being paid whether they respond to a call or stay at the station. Commissioners McIntyre and Luck both noted that they were in the area of a medical call in the past week and that the fire department arrived 10 minutes before the ambulance and worked on the patient until they arrived. Both felt that the firefighters are trained and should be used.

Commissioner Brenan noted that some people have an issue with the large trucks and the lights and siren being used for this purpose. Chief Ireland explained that that the department responds to about 40% of the 911 medical calls. As calls come in to the dispatch centre they are tiered and we are only dispatched to the most serious but sometimes the situation changes during the taking of a call after we have been dispatched.

Chief Ireland stated that the problem we have had since the province separated the ambulance dispatch is they did not put in a process for fire dispatch. When you call 911 it goes to the Saint John Communications Centre and they determine if it meets the requirements for fire to be dispatched and do so. They then send the caller to the Moncton Communications Centre where they get more information as the call progresses that we do not receive. Commissioner Miller stated this is important information to get out to the councils and a presentation should be made to each.

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

CARRIED

9.3 Updated 2019 Capital Budget

Moved by R. McIntyre and seconded by P. Lewis to receive and file.

CARRIED

9.4 Draft Financial Statements for the Nine Months ended September 30, 2018

Moved by G. Brenan and seconded by S. Luck to receive and file the draft financial statements for the eight months ended September 30, 2018.

CARRIED

10.0 Business Arising from Committee of the Whole

None

11.0 Reports

11.1 Chief's Report

Moved by G. Brennan and seconded by R. McIntyre to receive and file.

CARRIED

11.2 Response Summary

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

CARRIED

12.0 Adjournment

Moved by S. Luck that the meeting be adjourned at 6:46 pm.

Date of next meeting – December 12, 2018

Respectfully submitted,



CHAIR



SECRETARY / TREASURER

Kennebecasis Valley Fire Department Inc.

2019 January 14 Open Session FINAL_071

Statement of Expense with Budget Variance For the 9 months ending September 2018

	BUDGET	ACTUAL	VARIANCES	BUDGET	Actual	
	YEAR TO DATE	YEAR TO DATE	YEAR TO DATE	2018	2017	
			(Under Budget)			
EXPENSES:						
ADMINISTRATION:						
9	Admin. Wages and Benefits	\$447,742	\$441,329	(\$6,413)	\$605,500	\$420,674
10	Convention/ Dues/ Training	\$12,500	\$14,245	\$1,745	\$15,000	\$5,813
11	Professional Services	\$13,742	\$9,548	(\$4,193)	\$40,000	\$6,614
12	Office Supplies / Copy Machine/ S/C	\$6,000	\$5,327	(\$673)	\$8,000	\$4,607
13	Computer Hardware/Software/IT	\$12,499	\$12,245	(\$254)	\$16,700	\$4,913
14	Station Telephone/ Internet	\$9,000	\$8,752	(\$248)	\$13,500	\$8,743
16		\$501,483	\$491,446	(\$10,037)	\$698,700	\$451,364
FIREFIGHTING FORCE:						
17	Salaries Basic	\$1,842,522	\$1,751,325	(\$91,197)	\$2,519,484	\$1,756,105
18	Overtime	\$43,846	\$24,447	(\$19,400)	\$60,000	\$58,005
	Vacation Pay on Retirement	\$8,816	\$8,601	(\$215)	\$8,816	\$9,461
19	Force Benefits	\$470,817	\$455,133	(\$15,684)	\$595,700	\$453,058
20	Clothing/Uniform Maintenance	\$21,000	\$11,924	(\$9,076)	\$28,000	\$8,049
21	Medical and Fitness Training	\$14,000	\$14,836	\$836	\$21,000	\$14,375
22	Career Recognition	\$1,500	\$1,634	\$134	\$3,500	\$331
23	Holiday Relief Wages & Overtime	\$229,549	\$213,709	(15,840)	311,600	\$225,092
24	Holiday Relief Benefits	\$79,911	\$74,269	(\$5,642)	\$109,402	\$70,471
	Volunteer Expenses	\$0	\$0	\$0	\$0	\$0
26		\$2,711,960	\$2,555,879	(\$156,083)	\$3,657,500	\$2,594,947
TELECOMMUNICATIONS						
27	Cellular Telephone	\$5,100	\$3,254	(\$1,846)	\$6,800	\$3,562
28	Communication Equipment	\$1,700	\$1,904	\$204	\$2,500	\$1,752
29	Maintenance/ Repairs	\$1,125	\$178	(\$947)	\$1,500	\$1,072
30		\$7,925	\$5,336	(\$2,589)	\$10,800	\$6,386
INSURANCE:						
31	Insurance	\$35,037	\$32,476	(\$2,561)	\$35,037	\$34,349
32		\$35,037	\$32,476	(\$2,561)	\$35,037	\$34,349
PREVENTION AND TRAINING						
33	Firefighter/Co. Officer Training	\$22,750	\$14,814	(\$7,936)	\$36,000	\$9,372
34	Fire Prevention and Public Education	\$6,022	\$2,346	(\$3,676)	\$10,000	\$5,963
35	Training Supplies	\$500	\$264	(\$236)	\$2,000	\$0
36		\$29,272	\$17,424	(\$11,848)	\$48,000	\$15,334
FACILITIES						
37	Station 1 Operating	\$153,470	\$155,673	\$2,203	\$172,810	\$144,887
38	Station 2 Operating	\$14,025	\$14,132	\$107	\$18,700	\$16,368
39	Station 2 Rent	\$37,406	\$37,406	\$0	\$49,874	\$36,680
40	Station Supplies	\$9,000	\$10,147	\$1,147	\$12,000	\$8,469
41		\$213,900	\$217,357	\$3,457	\$253,385	\$206,404
FLEET						
42	Vehicle Fuel	\$16,966	\$17,829	\$863	\$23,000	\$15,384
43	Vehicle Registration	\$550	\$342	(\$208)	\$550	\$361
45	Vehicle Maint & Repairs	\$48,750	\$83,603	\$34,853	\$65,000	\$51,290
46		\$66,266	\$101,774	\$35,508	\$88,550	\$67,034
OPERATIONS						
47	New Equipment	\$13,500	\$5,189	(\$8,311)	\$18,000	\$4,188
48	Maint & Repairs - Equipment	\$13,647	\$18,861	\$5,214	\$17,000	\$10,511
49	Maint & Repairs - Bunker Gear	\$2,000	\$1,740	(\$260)	\$7,000	\$1,084
50	Medical Supplies	\$3,750	\$3,996	\$246	\$5,000	\$3,843
51	Firefighter Supplies	\$2,625	\$1,555	(\$1,070)	\$3,500	\$2,331
52	Health & Safety	\$1,500	\$497	(\$1,003)	\$2,000	\$1,011
53	H&S Cause Determination	\$0	\$163	\$163	\$0	(\$14)
54		\$37,022	\$32,000	(\$5,022)	\$52,500	\$22,954
WATER COSTS:						
55	Water Costs - Rothesay	\$18,696	\$18,695	(\$0)	\$24,927	\$18,151
56	Water Costs - Quispamsis	\$3,598	\$3,598	(\$0)	\$4,797	\$3,378
57		\$22,294	\$22,293	(\$1)	\$29,724	\$21,529
OTHER:						
58	Miscellaneous	\$2,250	\$1,222	(\$1,028)	\$3,000	\$1,655
59	Retirement Allowance	\$44,850	\$44,855	\$5	\$59,800	\$44,855
60		\$47,100	\$46,077	(\$1,023)	\$62,800	\$46,510
61		\$3,672,259	\$3,522,063	(\$150,199)	\$4,936,996	\$3,466,811

Kennebecasis Valley Fire Department Inc.

Budget Variances Analysis greater than \$5,000

For the 9 months ending September 30, 2018

Line #	Description	Budget YTD	Actual YTD	Variance	Details
				(Under Budget)	
9	Admin. Wages and Benefits	\$447,742	\$441,329	(\$6,413)	Less hours for accounting: budget salaries vs actual less by .05%
17	Firefighting Force: Salaries	\$1,842,522	\$1,751,325	(\$91,197)	2018 Budget includes increase, union contract not finalized
18	Overtime	\$43,846	\$24,447	(\$19,400)	No Long-term illnesses year to date
19	Benefits	\$470,817	\$455,133	(\$15,684)	Benefit costs relate to wages
20	Clothing/Uniform Maintenance	\$21,000	\$11,924	(\$9,076)	Uniform replacement limited pending new CBA
23	Holiday Relief Wages & Overtime	\$229,549	\$213,709	(\$15,840)	replacement costs for force members as required
24	Holiday Relief Benefits	\$79,911	\$74,269	(\$5,642)	benefit costs less than anticipated due to lack of contract settlement
33	Firefighter/Co. Officer Training	\$22,750	\$14,814	(\$7,936)	
45	Vehicle Maint & Repairs	\$48,750	\$83,603	\$34,853	Engine 1 & 2
47	New Equipment	\$13,500	\$5,189	(\$8,311)	
48	Maint & Repairs - Equipment	\$13,647	\$18,861	\$5,214	as required
	Material Variances	\$3,234,036	\$3,094,604	(\$139,432)	

Invoices over \$2,000

For the month of September 2018

Recurring Monthly Invoices		Amount	Description
09/01/18	Assumption Life	\$26,418	Group Benefits
09/01/18	Town of Quispamsis	\$5,715	Rent - Station 2
09/06/18	Receiver General	\$43,019	payroll liabilities
09/06/18	BMO	\$79,627	net wages 09/06/2018
09/20/18	Receiver General	\$34,171	payroll liabilities
09/20/18	BMO	\$77,182	net wage 09/20/2018
09/30/18	CIBC Mellon	\$42,956	Monthly pension contributions
09/30/18	I.A.F.F. Local 3591	\$7,175	Union Dues
09/30/18	Worksafe	\$3,706	Worksafe assessment

Non-Recurring Invoices		Amount	Description
09/30/18	Goodyear Tire	\$3,955	Tires - E2



Kennebecasis Valley Fire Department

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

November 14, 2018

New Radio System

On Monday, November 5, the department officially began using the provincial Trunked Mobile Radio (TMR) network for all of our operations. Until the change-over, the department used a VHF radio system for its radio communications. This is outdated technology which was plagued with reliability issues including numerous areas with limited to no service due to the topography of our coverage area. The new TMR system provides a significant improvement over our existing VHF system service in terms of voice communication clarity and reliability. It also substantially increases our ability to communicate via radio with other response agencies and service providers improving our interoperability with external resources.

The initial investment in radio hardware was approved in the 2018 capital budget and will be recovered over time through lower radio maintenance costs and the elimination of annual licensing fees paid to Industry Canada.

Weather Event Creates Multiple Calls for Service

On November 3, heavy rain and strong winds caused downed wires, property damage and multiple power outages. During the peak of the storm, the department was overwhelmed with emergency calls and recalled off-duty personnel to help deal with the backlog of calls. At one point, up to five crews were deployed to respond to the numerous public hazard related calls that were being reported. The department successfully managed 22 separate incidents in a 3 hour period and a total of 34 emergency responses over the weekend. Thankfully, there were no injuries to report during this event.

Live Fire Training

Our annual live fire training activities launched on November 9th and will continue until November 19th at the Saint John Fire Department training facility. This important annual event permits our members to simulate real world fire conditions in a controlled environment in order to refresh their skills and practice new techniques. Each one of our four firefighting platoons will have the opportunity to spend a full day on live fire training this month.

Updated Website

Our website, www.kvfire.ca has been refreshed and updated to improve access to information and facilitate seamless use on mobile devices. The use of "social media" continues to be an important component of our public education strategy.

Response Types Kennebecasis Valley Fire Department (01/01/2018-31/10/2018)	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	2018 YTD	2017 YTD
Fire/explosion - dollar loss [10]	1	3	3	4	5	0	2	1	4	5	28	36
Rubbish/grass fire - no dollar loss [12]	4	4	0	3	16	4	10	7	10	5	63	65
Chimney Fire [13]	0	0	1	0	0	0	0	0	0	0	1	7
Total Fire [10-19]	5	7	4	7	21	4	12	8	14	10	102	108
Rescue - Miscellaneous [30]	0	0	1	0	1	0	1	1	0	0	4	4
Vehicle Accident [31]	7	10	9	6	7	10	15	10	11	17	102	77
Total Rescue or Resuscitation call [30-39]	7	10	10	6	8	10	16	11	11	17	123	81
Public Hazard - gasoline or fuel spill [41]	1	0	0	0	2	0	1	0	0	1	5	4
Public Hazard - power line down / utility pole hazard [43]	11	4	0	0	3	3	0	2	0	4	27	21
Public Hazard - miscellaneous [49]	5	0	1	3	3	1	0	2	0	1	16	13
Total Public hazard [40-49]	17	4	1	3	8	4	1	4	0	6	54	38
Gas Leak - propane [51]	0	2	0	0	1	0	1	0	0	0	4	6
Gas Leak - response to carbon monoxide detector alarm [53]	3	0	2	1	0	0	1	0	1	1	9	5
Total Gas leak [50-59]	3	2	2	1	1	0	2	0	1	1	14	11
Public Service - first aid [62]	51	56	67	64	51	47	48	45	41	61	531	508
Public Service - assist police or other agency [63]	1	0	3	0	2	2	1	0	0	1	10	6
Public Service - mutual aid [65]	0	1	1	1	1	2	0	0	0	1	7	8
Public Service - animal rescue [66]	0	1	0	1	0	0	0	0	0	0	2	1
Public Service - flooding [67]	4	0	0	0	5	0	0	0	1	1	11	1
Public Service- miscellaneous [69]	3	0	0	0	3	3	2	0	2	3	16	8
Total Public services [60-69]	59	58	71	66	62	54	51	45	44	67	644	532
Alarm No Fire - accidental miscellaneous [70]	3	1	6	4	4	5	4	6	4	5	42	42
Alarm No Fire - smoke or steam mistaken [71]	1	1	0	1	3	2	1	1	1	0	11	11
Alarm No Fire - sprinkler surge or discharge [72]	1	0	1	1	0	0	0	0	1	2	6	1
Alarm No Fire - detector activated [73]	2	0	1	1	1	9	2	9	10	8	43	52
Alarm No Fire - unknown odours [75]	0	2	0	0	0	1	0	1	1	0	5	8
Alarm No Fire - miscellaneous [79]	1	1	0	0	3	2	4	3	0	3	17	25
Total Alarm no fire - No malicious intent [70-79]	8	5	8	7	11	19	11	20	17	18	142	139
False Alarm (Mischief) - miscellaneous [89]	0	0	0	1	0	1	0	0	1	1	4	2
Total False alarm - Mischief [80-89]	0	0	0	1	0	1	0	0	1	1	4	2
Total Response Types Kennebecasis Valley Fire	99	86	96	91	111	92	93	88	88	120	1083	911

Town of Rothesay

General Fund Financial Statements

November 30, 2018

Includes:

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

Town of Rothesay

Balance Sheet - Capital General Fund 11/30/18

ASSETS

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

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

\$ 47,495,440

LIABILITIES AND EQUITY

Gen Capital due to/from Gen Operating	(682,000)
Total Long Term Debt	7,397,000

Total Liabilities \$ 6,715,000

Investment in General Fund Fixed Assets	40,786,645
Loss on Sale of Assets - General	(6,204)

\$ 47,495,440

Town of Rothesay
 Balance Sheet - General Fund Reserves
 11/30/18

ASSETS

BNS General Operating Reserve #214-15	810,547
BNS General Capital Reserves #2261-14	2,037,831
BNS - Gas Tax Reserves - GIC	97,966
Gen Reserves due to/from Gen Operating	4,383,260
	<u>\$ 7,329,604</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	4,632,820
Invest. in General Capital Reserve	1,481,851
General Gas Tax Funding	224,499
Invest. in General Operating Reserve	818,193
Invest. in Land for Public Purposes Reserve	119,976
Invest. in Town Hall Reserve	52,266
	<u>\$ 7,329,605</u>

Town of Rothesay
 Balance Sheet - General Operating Fund
 11/30/18

CURRENT ASSETS

Cash	3,516,190
Receivables	222,912
HST Receivable	504,446
Inventory	27,527
Gen Operating due to/from Util Operating	1,018,986
Total Current Assets	<u>5,290,062</u>
Other Assets:	
Projects	<u>3,700,287</u>
	<u>3,700,287</u>
TOTAL ASSETS	<u><u>8,990,349</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	686,601
Other Payables	397,066
Gen Operating due to/from Gen Reserves	4,383,260
Gen Operating due to/from Gen Capital	682,000
Accrued Sick Leave	15,700
Accrued Pension Obligation	66,300
Accrued Retirement Allowance	355,325
TOTAL LIABILITIES	<u>6,586,253</u>

EQUITY

Retained Earnings - General	(41,609)
Surplus/(Deficit) for the Period	<u>2,445,704</u>
	<u>2,404,096</u>
	<u><u>8,990,349</u></u>

2019January14OpenSessionFINAL_079

Town of Rothesay

Statement of Revenue & Expenditure
11 Months Ended 11/30/18

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Warrant of Assessment	1,292,771	1,292,771	14,220,478	14,220,478	0		15,513,249
Sale of Services	41,904	44,475	364,992	350,009	14,983		391,055
Services to Province of New Brunswick	5,000	5,000	55,000	55,000	0		60,000
Other Revenue from Own Sources	21,411	9,785	280,277	113,134	167,144		117,425
Unconditional Grant	10,133	10,133	111,464	111,461	3		121,594
Conditional Transfers	0	0	43,471	21,500	21,971		21,500
Other Transfers	0	0	815,177	815,177	(0)		1,050,177
	<u>\$1,371,219</u>	<u>\$1,362,164</u>	<u>\$15,890,860</u>	<u>\$15,686,759</u>	<u>\$204,101</u>		<u>\$17,275,000</u>
EXPENSES							
General Government Services	111,801	123,619	1,899,522	1,924,396	24,875		2,129,216
Protective Services	352,730	352,632	4,449,549	4,457,405	7,856		4,810,037
Transportation Services	280,189	268,514	3,452,177	3,061,063	(391,114)		3,405,473
Environmental Health Services	47,818	52,250	554,832	565,250	10,418		613,000
Environmental Development	60,063	47,852	521,581	590,269	68,689		638,122
Recreation & Cultural Services	95,198	113,664	1,847,619	1,884,965	37,346		1,999,348
Fiscal Services	154,975	155,497	719,876	721,088	1,212		3,679,803
	<u>\$1,102,775</u>	<u>\$1,114,029</u>	<u>\$13,445,155</u>	<u>\$13,204,437</u>	<u>-\$240,718</u>		<u>\$17,275,000</u>
Surplus (Deficit) for the Year	<u>\$268,444</u>	<u>\$248,135</u>	<u>\$2,445,704</u>	<u>\$2,482,322</u>	<u>-\$36,617</u>		<u>\$ (0)</u>

Town of Rothesay

Statement of Revenue & Expenditure
11 Months Ended 11/30/18

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Sale of Services							
Bill McGuire Memorial Centre	1,408	2,500	30,599	27,500	3,099		30,000
Town Hall Rent	4,450	4,167	57,555	45,833	11,722	1	50,000
Arena Revenue	34,611	35,000	208,274	204,200	4,074		238,200
Community Garden	0	0	1,620	1,300	320		1,300
Recreation Programs	1,435	2,808	66,944	71,175	(4,231)	2	71,555
	<u>41,904</u>	<u>44,475</u>	<u>364,992</u>	<u>350,009</u>	<u>14,983</u>		<u>391,055</u>
Other Revenue from Own Sources							
Licenses & Permits	12,778	7,917	140,896	92,577	48,318	3	95,000
Recycling Dollies & Lids	162	25	735	275	460		300
Interest & Sundry	8,097	1,083	34,682	11,917	22,765	4	13,000
Miscellaneous	375	760	103,964	8,365	95,600	5	9,125
	<u>21,411</u>	<u>9,785</u>	<u>280,277</u>	<u>113,134</u>	<u>167,144</u>		<u>117,425</u>
Conditional Transfers							
Canada Day Grant	0	0	1,250	1,500	(250)		1,500
Grant - Other	0	0	42,221	20,000	22,221	6	20,000
	<u>0</u>	<u>0</u>	<u>43,471</u>	<u>21,500</u>	<u>21,971</u>		<u>21,500</u>
Other Transfers							
Surplus of 2nd Previous Year	0	0	43,217	43,217	(0)		43,217
Utility Fund Transfer	0	0	705,000	705,000	0		940,000
PNB Financial Assistance	0	0	66,960	66,960	0		66,960
	<u>0</u>	<u>0</u>	<u>815,177</u>	<u>815,177</u>	<u>(0)</u>		<u>1,050,177</u>
EXPENSES							
General Government Services							
Legislative							
Mayor	2,488	3,092	29,841	34,008	4,167		37,100
Councillors	8,329	8,862	95,803	97,481	1,679		106,343
Regional Service Commission 9	0	0	4,461	6,138	1,677		6,138
Other	275	708	3,374	7,792	4,417		8,500
	<u>11,092</u>	<u>12,662</u>	<u>133,479</u>	<u>145,419</u>	<u>11,940</u>		<u>158,081</u>
Administrative							
Office Building	7,476	7,496	127,431	132,204	4,774		140,000
Solicitor	1,095	4,167	24,955	45,833	20,878		50,000
Administration - Wages & Benefits	73,315	71,625	865,171	860,875	(4,296)	7	1,013,400
Supplies	6,244	9,667	89,729	106,333	16,604		116,000
Professional Fees	4,244	3,687	85,736	46,312	(39,423)	8	50,000
Other	5,590	8,066	108,925	101,090	(7,836)	9	109,156
	<u>97,964</u>	<u>104,708</u>	<u>1,301,947</u>	<u>1,292,648</u>	<u>(9,298)</u>		<u>1,478,556</u>

2019January14OpenSessionFINAL_081

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Other General Government Services							
Community Communications	400	2,750	7,092	30,250	23,158		33,000
Civic Relations	0	333	388	3,667	3,279		4,000
Insurance	0	0	176,440	166,872	(9,568)	10	166,872
Donations	2,345	3,167	29,816	34,833	5,017		38,000
Cost of Assessment	0	0	242,707	242,707	0		242,707
Property Taxes - L.P.P.	0	0	7,654	8,000	346		8,000
	<u>2,745</u>	<u>6,250</u>	<u>464,096</u>	<u>486,329</u>	<u>22,233</u>		<u>492,579</u>
	<u>111,801</u>	<u>123,619</u>	<u>1,899,522</u>	<u>1,924,396</u>	<u>24,875</u>		<u>2,129,216</u>
Protective Services							
Police							
Police Protection	191,501	191,619	2,106,511	2,107,805	1,294		2,299,424
Crime Stoppers	0	0	2,800	2,800	0		2,800
	<u>191,501</u>	<u>191,619</u>	<u>2,109,311</u>	<u>2,110,605</u>	<u>1,294</u>		<u>2,302,224</u>
Fire							
Fire Protection	146,319	146,319	1,805,632	1,805,163	(469)		1,951,482
Water Costs Fire Protection	0	0	380,000	380,000	0		380,000
	<u>146,319</u>	<u>146,319</u>	<u>2,185,632</u>	<u>2,185,163</u>	<u>(469)</u>		<u>2,331,482</u>
Emergency Measures							
911 Communications Centre	11,819	11,819	130,012	130,012	0		141,831
EMO Director/Committee	80	1,250	879	13,750	12,871		15,000
	<u>11,899</u>	<u>13,069</u>	<u>130,890</u>	<u>143,762</u>	<u>12,871</u>		<u>156,831</u>
Other							
Animal & Pest Control	3,010	792	8,740	8,708	(32)		9,500
Other	0	833	14,975	9,167	(5,809)	11	10,000
	<u>3,010</u>	<u>1,625</u>	<u>23,715</u>	<u>17,875</u>	<u>(5,840)</u>		<u>19,500</u>
Total Protective Services	<u>352,730</u>	<u>352,632</u>	<u>4,449,549</u>	<u>4,457,405</u>	<u>7,856</u>		<u>4,810,037</u>

2019January14OpenSessionFINAL_082

G8

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Transportation Services							
Common Services							
Administration (Wages & Benefits)	120,394	145,310	1,572,284	1,710,253	137,969	12	1,860,563
Workshops, Yards & Equipment	27,297	40,063	501,993	492,542	(9,451)	13	537,500
Engineering	0	625	5,885	6,875	990		7,500
	<u>147,691</u>	<u>185,998</u>	<u>2,080,162</u>	<u>2,209,669</u>	<u>129,507</u>		<u>2,405,563</u>
Street Cleaning & Flushing							
Street Cleaning & Flushing	0	3,333	16,051	36,667	20,616		40,000
Roads & Streets	2,944	5,667	57,823	62,333	4,510		68,000
Crosswalks & Sidewalks	774	1,724	15,932	17,686	1,754		19,410
Culverts & Drainage Ditches	8,716	6,250	40,298	68,750	28,452		75,000
Snow & Ice Removal	96,796	48,750	470,021	401,250	(68,771)	14	500,000
2018 Flood Costs	5,319	0	519,523	0	(519,523)	15	0
	<u>114,549</u>	<u>65,724</u>	<u>1,119,647</u>	<u>586,686</u>	<u>(532,961)</u>		<u>702,410</u>
Street Lighting							
Street Lighting	11,476	12,167	124,588	133,833	9,246		146,000
Traffic Services							
Street Signs	3,695	1,250	9,463	13,750	4,287		15,000
Traffic Lanemarking	0	0	22,872	25,000	2,128		25,000
Traffic Signals	1,562	1,667	15,445	18,333	2,888		20,000
Railway Crossing	1,070	1,500	20,215	16,500	(3,715)		18,000
	<u>6,327</u>	<u>4,417</u>	<u>67,996</u>	<u>73,583</u>	<u>5,588</u>		<u>78,000</u>
Public Transit							
Public Transit - Comex Service	0	0	51,179	48,000	(3,179)		64,000
KV Committee for the Disabled	0	0	7,000	7,000	0		7,000
Public Transit - Other	146	208	1,606	2,292	686		2,500
	<u>146</u>	<u>208</u>	<u>59,785</u>	<u>57,292</u>	<u>(2,493)</u>		<u>73,500</u>
Total Transportation Services	<u>280,189</u>	<u>268,514</u>	<u>3,452,177</u>	<u>3,061,063</u>	<u>(391,114)</u>		<u>3,405,473</u>
Environmental Health Services							
Solid Waste Disposal Land Fill	14,804	16,083	177,515	176,917	(598)		193,000
Solid Waste Disposal Compost	3,476	2,083	24,545	22,917	(1,628)		25,000
Solid Waste Collection	21,683	21,667	240,319	238,333	(1,986)		260,000
Solid Waste Collection Curbside Recycling	7,856	7,917	83,512	87,083	3,572		95,000
Clean Up Campaign	0	4,500	28,940	40,000	11,060		40,000
	<u>47,818</u>	<u>52,250</u>	<u>554,832</u>	<u>565,250</u>	<u>10,418</u>		<u>613,000</u>
Environmental Development Services							
Planning & Zoning							
Administration	23,278	28,359	339,831	372,641	32,810	16	401,000
Planning Projects	22,382	12,083	99,020	132,917	33,896	17	145,000
Heritage Committee	0	208	381	2,292	1,911		2,500
	<u>45,660</u>	<u>40,651</u>	<u>439,232</u>	<u>507,849</u>	<u>68,617</u>		<u>548,500</u>
Economic Development Comm.							
Tourism	14,404	7,202	79,220	79,220	0		86,422
	0	0	3,129	3,200	71		3,200
	<u>14,404</u>	<u>7,202</u>	<u>82,349</u>	<u>82,420</u>	<u>71</u>		<u>89,622</u>
	<u>60,063</u>	<u>47,852</u>	<u>521,581</u>	<u>590,269</u>	<u>68,689</u>		<u>638,122</u>

2019January14OpenSessionFINAL_083

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Recreation & Cultural Services							
Administration	19,340	18,071	238,368	235,646	(2,722)		253,717
Beaches	1	0	28,864	53,419	24,555	18	53,419
Rothsay Arena	22,918	27,072	277,192	297,308	20,116	19	329,680
Memorial Centre	2,334	4,083	55,425	52,917	(2,508)		57,000
Summer Programs	66	687	57,077	60,862	3,785		60,862
Parks & Gardens	30,882	37,438	504,268	544,262	39,994	20	581,700
Rothsay Common Rink	2,355	1,313	48,423	40,087	(8,336)	21	45,005
Playgrounds and Fields	9,540	9,167	113,677	100,833	(12,844)	22	110,000
Regional Facilities Commission	0	0	418,973	378,465	(40,508)	23	378,465
Kennebecasis Public Library	7,080	7,042	77,885	77,458	(426)		84,500
Special Events	681	1,167	27,137	34,833	7,696		36,000
PRO Kids	0	7,500	0	7,500	7,500		7,500
Rothsay Living Museum	0	125	331	1,375	1,044		1,500
	<u>95,198</u>	<u>113,664</u>	<u>1,847,619</u>	<u>1,884,965</u>	<u>37,346</u>		<u>1,999,348</u>
Fiscal Services							
Debt Charges							
Interest	6,975	7,497	124,876	126,088	1,212		227,303
Debt Payments	148,000	148,000	595,000	595,000	0		1,009,000
	<u>154,975</u>	<u>155,497</u>	<u>719,876</u>	<u>721,088</u>	<u>1,212</u>		<u>1,236,303</u>
Transfers To:							
Capital Fund for Capital Expenditures	0	0	0	0	0		2,433,500
Town Hall Reserve Transfer	0	0	0	0	0		10,000
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>2,443,500</u>
	<u>154,975</u>	<u>155,497</u>	<u>719,876</u>	<u>721,088</u>	<u>1,212</u>		<u>3,679,803</u>

11 months ending November 30, 2018 2019 January 14 Open Session FINAL_084

Note #	Revenue	Actual	Budget	Better/(Worse)	Description of Variance
1	Town Hall Rent	\$ 57,555	\$ 45,833	\$ 11,722	Provincial election rent
2	Recreation Programs	\$ 66,944	\$ 71,175	\$ (4,231)	Soccer revenue below budget
3	Licenses & Permits	\$ 140,896	\$ 92,577	\$ 48,319	new homes
4	Interest & Sundry	\$ 34,682	\$ 11,917	\$ 22,765	Includes interest on Hillcrest receivable
5	Miscellaneous Revenue	\$ 103,964	\$ 8,365	\$ 95,599	Insurance proceeds, sale of used equipment
6	Grant - Other	\$ 42,221	\$ 20,000	\$ 22,221	Federal student grants received
		Total		\$ 184,673	
		Variance per Statement		\$ 204,101	
		Explained		90.48%	
Expenses					
General Government					
7	Administration - Wages & Benefits	\$ 865,171	\$ 860,875	\$ (4,296)	Includes Union admin.: \$15,270
8	Professional Fees	\$ 85,736	\$ 46,312	\$ (39,424)	CAMP and actuarial review
9	Administrative - Other	\$ 108,925	\$ 101,090	\$ (7,835)	WHSCC high
10	Insurance	\$ 176,440	\$ 166,872	\$ (9,568)	Includes claim payments
Protective Services					
11	Protective Services - Other	\$ 14,975	\$ 9,167	\$ (5,808)	Hydrant repairs, Sentinel, incident report
Transportation					
12	Administration (Wages & Benefits)	\$ 1,572,284	\$ 1,710,253	\$ 137,969	Wages under budget, Safety Services not used yet
13	Workshops, Yards & Equipment	\$ 501,993	\$ 492,542	\$ (9,451)	Vehicle repairs, fuel over budget
14	Snow & Ice Removal	\$ 470,022	\$ 401,250	\$ (68,772)	Replenishing sand inventory after flood
15	2018 Flood Costs	\$ 519,523	\$ -	\$ (519,523)	Majority to be reimbursed
Environmental Health					
Environmental Development					
16	Administration	\$ 339,831	\$ 372,641	\$ 32,810	By-law Enforcement, Software & Equipment under budget
17	Planning Project	\$ 99,020	\$ 132,917	\$ 33,897	Not used
Recreation & Cultural Services					
18	Beaches	\$ 28,864	\$ 53,419	\$ 24,555	Fewer lifeguards than expected
19	Rothesay Arena	\$ 277,192	\$ 297,308	\$ 20,116	Refrigeration Plant & Ice maintenance not necessary
20	Parks & Gardens	\$ 504,268	\$ 544,262	\$ 39,994	Wages \$16,000, Trail Maint. \$6,000, Power \$6,000 under budget
21	Rothesay Common Rink	\$ 48,423	\$ 40,087	\$ (8,336)	Building Maintenance over budget
22	Playgrounds & Fields	\$ 113,677	\$ 100,833	\$ (12,844)	Extra Weedman work
23	Regional Facilities Commission	\$ 418,973	\$ 378,465	\$ (40,508)	Extra payment for Aquatic Centre
Fiscal Services					
		Total		\$ (437,024)	
		Variance per Statement		\$ (240,178)	
		Explained		181.96%	

2019January14OpenSessionFINAL_085

Town of Rothesay

Capital Projects 2018

General Fund

11 Months Ended 11/30/18

	Original BUDGET	CURRENT Y-T-D	Remaining Budget		Budget	Actual
General Government						
12010560 General Gov't Equipment Purchases G-2018-006	47,000	85,506	-38,506	Town Hall	47,000	85,506
12010660 IT MS Office/Server/Laptops G-2018-002	90,000	45,459	44,541		47,000	85,506
12026160 Seniors' Project G-2018-010	0	-51,990	51,990			
Total General Government	\$137,000	\$78,975	\$58,025			
Protective Services						
12011560 Protective Serv. Equipment Purchases P-2017-005	81,500	26,308	55,192			
Total Protective Services	\$81,500	\$26,308	\$55,192			
Transportation						
12021360 Transportation Equipment Purchases T-2018-003	540,000	417,494	122,506	Transportation Equipment Purchases T-2018-003		
12023760 Eriskay Upgrade T-2018-001	503,000	824,797	-321,797	Trackless	190,000	164,840
12025960 2018 Asphalt/Microseal T-2018-008	1,627,000	1,828,237	-201,237	Backhoe	200,000	189,736
12025260 Trail Connector/Crossing T-2016-017	1,050,000	2,504	1,047,496	One ton plow truck	100,000	
12023860 Engineering 2019 Streets T-2019-001	60,000	46,207	13,793	3/4 ton 4WD	50,000	62,918
12013560 Land Aquisitions	0	59,471	-59,471		540,000	417,494
12026260 Fox Farm Retaining Wall & Railing T-2018-011	125,000	111,390	13,610			
12026460 Salt Storage Facility T-2018-018	40,000	45,599	-5,599			
Total Transportation	\$3,945,000	\$3,335,698	\$609,302			
Recreation						
12020860 Recreation Equipment Purchases R-2018-004	80,000	91,145	-11,145	Recreation Equipment Purchases R-2018-004		
12020760 Trail Development R-2018-007	140,000	34,475	105,525	Tractor replacement	80,000	91,145
12026360 Synthetic Turf Supply & Installation R-2018-012	0	2,390	-2,390		80,000	91,145
Total Recreation	\$220,000	\$128,010	\$91,990			
Total	\$4,383,500	\$3,568,992	\$814,508			
Not yet assigned:						
Designated Highway	400,000			Sundry Transportation		
Sundry Transportation	150,000			Clark/Gondola Intersection		90,000
	550,000			Strong Court Cul de Sac		20,000
				Sunset Lane Cul de Sac		10,000
				Various Curb, Gutter & Sidewalk Impr		20,000
						150,000
Carryovers						
Funded from Reserves						
12010060 2017 3/4 ton 4WD		40,241				
12025360 Asphalt/Microseal T-2017-001		55,095				
12025560 Underground Diesel Storage Tank T-2017-008		679				
12025760 Picnic Shelter & Viewing Deck R-2017-014		33,839				
12023360 Wells Trail R-2014-019		1,442				
		131,296				
Total	\$4,933,500	\$3,700,287	\$814,508			
Funding:						
	Total	Reserves	Gas Tax	Grants	Borrow	Operating
General Government	137,000					137,000
Protective Services	81,500					81,500
Transportation	3,445,000	100,000	960,000	300,000		2,085,000
Recreation	1,270,000	490,000		700,000		80,000
	\$4,933,500	\$590,000	\$960,000	\$1,000,000	\$0	\$2,383,500

2019January14OpenSessionFINAL_086

Town of Rothesay

Capital Projects 2018

General Fund

12 Months Ended 12/31/18

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	Original BUDGET	CURRENT Y-T-D	Remaining Budget		Budget	Actual
General Government						
12010560 General Gov't Equipment Purchases G-2018-006	47,000	91,687	44,687	Town Hall	47,000	91,687
12010660 IT MS Office/Server/Laptops G-2018-002	90,000	45,459	44,541		47,000	91,687
12026160 Seniors' Project G-2018-010	0	-51,990	51,990			
Total General Government	\$137,000	\$85,156	\$51,844			
Protective Services						
12011560 Protective Serv. Equipment Purchases P-2017-005	81,500	1,789	79,711			
Total Protective Services	\$81,500	\$1,789	\$79,711			
Transportation						
12021360 Transportation Equipment Purchases T-2018-003	540,000	417,494	122,506	Transportation Equipment Purchases T-2018-003		
12023760 Eriskay Upgrade T-2018-001	503,000	824,797	-321,797	Trackless	190,000	164,840
12025960 2018 Asphalt/Microseal T-2018-008	1,627,000	1,959,031	-332,031	Backhoe	200,000	189,736
12025260 Trail Connector/Crossing T-2016-017	1,050,000	2,504	1,047,496	One ton plow truck	100,000	
12023860 Engineering 2019 Streets T-2019-001	60,000	46,207	13,793	3/4 ton 4WD	50,000	62,918
12013560 Land Aquisitions	0	59,471	-59,471		540,000	417,494
12026260 Fox Farm Retaining Wall & Railing T-2018-011	125,000	111,390	13,610			
12026460 Salt Storage Facility T-2018-018	40,000	46,164	-6,164			
Total Transportation	\$3,945,000	\$3,467,058	\$477,942			
Recreation						
12020860 Recreation Equipment Purchases R-2018-004	80,000	91,145	-11,145	Recreation Equipment Purchases R-2018-004		
12020760 Trail Development R-2018-007	140,000	34,475	105,525	Tractor replacement	80,000	91,145
12026360 Synthetic Turf Supply & Installation R-2018-012	0	2,390	-2,390		80,000	91,145
Total Recreation	\$220,000	\$128,010	\$91,990			
Total	\$4,383,500	\$3,682,013	\$701,487			
Not yet assigned:						
Designated Highway	400,000			Sundry Transportation		
Sundry Transportation	150,000			Clark/Gondola Intersection		90,000
	550,000			Strong Court Cul de Sac		20,000
				Sunset Lane Cul de Sac		10,000
Carryovers				Various Curb, Gutter & Sidewalk Impri		20,000
Funded from Reserves						150,000
12010060 2017 3/4 ton 4WD		40,241				
12025360 Asphalt/Microseal T-2017-001		55,095				
12025560 Underground Diesel Storage Tank T-2017-008		679				
12025760 Picnic Shelter & Viewing Deck R-2017-014		33,839				
12023360 Wells Trail R-2014-019		1,442				
		131,296				
Total	\$4,933,500	\$3,813,309	\$701,487			
Funding:	Total	Reserves	Gas Tax	Grants	Borrow	Operating
General Government	137,000					137,000
Protective Services	81,500					81,500
Transportation	3,445,000	100,000	960,000	300,000		2,085,000
Recreation	1,270,000	490,000		700,000		80,000
	\$4,933,500	\$590,000	\$960,000	\$1,000,000	\$0	\$2,383,500

Town of Rothesay

Utility Fund Financial Statements

November 30, 2018

Attached Reports:

Capital Balance Sheet

U1

Reserve Balance Sheet

U2

Operating Balance Sheet

U3

Operating Income Statement

U4

Variance Report

U5

Project Listing - November

U6

Project Listing - December - Draft!

U7

Town of Rothesay
Capital Balance Sheet
As at 11/30/18

ASSETS

Assets:

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

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

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

Current:

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

Long-Term:

Long-Term Debt	8,131,726
Total Liabilities	<u>8,805,766</u>

EQUITY

Investments:

Investment in Fixed Assets	27,959,208
Total Equity	<u>27,959,208</u>
TOTAL LIABILITIES & EQUITY	<u><u>36,764,974</u></u>

Town of Rothesay

Utility Reserve Balance Sheet

As at 11/30/18

ASSETS

Assets:

Bank - Utility Reserve	882,681
Due from Utility Operating	10,855
TOTAL ASSETS	<u>\$ 893,536</u>

EQUITY

Investments:

Invest. in Utility Capital Reserve	557,791
Invest. in Utility Operating Reserve	102,458
Invest. in Sewage Outfall Reserve	233,287
TOTAL EQUITY	<u>\$ 893,537</u>

Town of Rothesay
 Utilities Fund Operating Balance Sheet
 As at 11/30/18

ASSETS

Current assets:		
Accounts Receivable Net of Allowance		597,874
Accounts Receivable - Misc.		181,200
Total Current Assets		<u>779,074</u>
Other Assets:		
Projects		1,073,971
		<u>1,073,971</u>
 TOTAL ASSETS		 <u>\$ 1,853,045</u>

LIABILITIES

Accrued Payables		47,201
Due from General Fund		1,018,986
Due from (to) Capital Fund		(674,040)
Due to (from) Utility Reserve		10,855
Deferred Revenue		18,685
Total Liabilities		<u>421,687</u>

EQUITY

Surplus:		
Opening Retained Earnings		11,808
Profit (Loss) to Date		1,419,550
		<u>1,431,358</u>
 TOTAL LIABILITIES & EQUITY		 <u>\$ 1,853,045</u>

Town of Rothesay
Utilities Operating Income Statement
11 Months Ended 11/30/18

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	6,232	0	825,487	753,625	71,862	1	1,000,000
Meter and non-hookup fees	0	0	34,732	26,250	8,482		35,000
Water Supply for Fire Prot.	0	0	380,000	380,000	0		380,000
Local Improvement Levy	0	0	59,073	59,000	73		59,000
Sewerage Services	0	0	1,622,486	1,610,000	12,486		1,610,000
Connection Fees	200	5,556	177,025	54,444	122,581	2	60,000
Interest Earned	7,736	4,167	82,730	45,833	36,897	3	50,000
Misc. Revenue	668	406	5,625	4,469	1,156		4,875
Infrastructure Grants	0	0	49,782	0	49,782	4	0
Surplus - Previous Years	0	0	21,125	21,125	(1)		21,125
TOTAL RECEIPTS	14,836	10,128	3,258,065	2,954,747	303,319		3,220,000
WATER SUPPLY							
Share of Overhead Expenses	0	0	281,500	281,000	(500)		374,000
Audit/Legal/Training	233	833	7,056	12,167	5,110		13,000
Purification & Treatment	13,346	26,333	330,840	309,667	(21,173)	5	336,000
Transmission & Distribution	5,143	8,000	93,298	88,000	(5,298)	6	96,000
Power & Pumping	3,060	3,583	39,956	39,417	(540)		43,000
Billing/Collections	98	417	1,224	4,583	3,360		5,000
Water Purchased	118	42	665	458	(207)		500
Misc. Expenses	946	1,542	6,583	16,958	10,375		18,500
TOTAL WATER SUPPLY	22,943	40,750	761,122	752,250	(8,872)		886,000
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	0	0	423,500	424,000	500		566,000
Audit/Legal/Training	0	1,500	4,553	23,500	18,947	7	25,000
Collection System Maintenance	27,816	9,667	38,487	54,333	15,846	8	64,000
Sewer Claims	0	1,667	985	18,333	17,349		20,000
Lift Stations	1,346	3,333	29,725	36,667	6,942		40,000
Treatment/Disposal	4,382	4,167	75,859	51,833	(24,026)	9	56,000
Infiltration Study	4,253	0	71,906	0	(71,906)	10	0
Misc. Expenses	180	397	9,400	7,034	(2,366)		7,431
TOTAL SWGE COLLECTION & DISPOSAL	37,977	20,730	654,414	615,701	(38,714)		778,431
FISCAL SERVICES							
Interest on Bank Loans	0	5,000	0	20,000	20,000	11	25,000
Interest on Long-Term Debt	9,527	9,527	204,627	204,627	0		286,217
Principal Repayment	30,000	30,000	218,352	218,352	0		537,352
Transfer to Reserve Accounts	0	0	0	0	0		60,000
Capital Fund Through Operating	0	0	0	0	0		637,000
TOTAL FISCAL SERVICES	39,527	44,527	422,979	442,979	20,000		1,545,569
TOTAL EXPENSES	100,447	106,007	1,838,515	1,810,930	(27,586)		3,210,000
NET INCOME (LOSS) FOR THE PERIOD	(85,612)	(95,879)	1,419,550	1,143,817	275,733		10,000

Town of Rothesay

2019January14OpenSessionFINAL_092

Variance Report - Utility Operating

11 months ending November 30, 2018

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Sale of Water	\$ 825,487	\$ 753,625	\$ 71,862	Residential usage higher than budgeted
2	Connection Fees	\$ 177,025	\$ 54,444	\$ 122,581	New home starts
3	Interest Earned	\$ 82,730	\$ 45,833	\$ 36,897	Interest on accounts receivable
4	Infrastructure Grants	\$ 49,782	\$ 2,260	\$ 47,522	Infiltration study
Water System Expenses					
5	Purification & Treatment	\$ 330,840	\$ 309,667	\$ (21,173)	Well re-hab
6	Transmission & Distribution	\$ 93,298	\$ 88,000	\$ (5,298)	Water leak repairs
Sewerage Collection and Disposal					
7	Audit/Legal/Training	\$ 4,553	\$ 23,500	\$ 18,947	Training not used yet
8	Collection Systems Maint.	\$ 38,487	\$ 54,333	\$ 15,846	Flushing & Maintenance not done
9	Treatment & Disposal	\$ 75,859	\$ 51,833	\$ (24,026)	Power use high
10	Infiltration Study	\$ 71,906	\$ -	\$ (71,906)	reimbursed by grants
Fiscal Services					
11	Interest on Bank Loans	\$ -	\$ 20,000	\$ 20,000	Not needed yet

Town of Rothesay

Capital Projects 2018
Utility Fund
11 Months Ended 11/30/18

		Original BUDGET	CURRENT Y-T-D	Remaining Budget
WATER				
12043430	Well Development - Quality W-2018-003	100,000	56,068	43,932
12044330	Hillsview/Shadow Hill Watermain W-2018-002	450,000	0	450,000
12044530	Membranes W-2018-004	200,000	197,204	2,796
12042530	McGuire Drive Generator	-	3,050	-3,050
		\$ 750,000	\$ 256,322	\$ 493,678

SEWER				
12042330	Wastewater Treatment Plant - S-2014-016-A Grant Received	2,500,000	351,111 <u>960,342</u> 1,311,453	2,148,889
12044130	WWTP Design Phase 2 S-2017-001	1,400,000	0	1,400,000
12044430	Eriskay Upgrade - Sewer T-2018-001	300,000	332,860	-32,860
		4,200,000	1,644,313	3,516,029

Unassigned:				
	Hampton Rd Designated Highway	75,000		
	SCADA Changeover	35,000		
	Back Up Power	12,000		
	SCBA Equipment	15,000		
		137,000	-	-

Total Approved	5,087,000	1,900,635	4,009,707
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Carryovers				
Funded from Reserves				
12043830	Water Plant Aux Building W-2016-002		107,975	
12033530	Hampton Road Watermain W-2017-002		<u>25,702</u>	
			133,678	
		5,087,000	2,034,313	4,009,707

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

2019January14OpenSessionFINAL_094

Town of Rothesay

Capital Projects 2017

Utility Fund

12 Months Ended 12/31/18

Draft!

		Original BUDGET	CURRENT Y-T-D	Remaining Budget
WATER				
12043430	Well Development - Quality W-2018-003	100,000	56,068	43,932
12044330	Hillsview/Shadow Hill Watermain W-2018-002	450,000	0	450,000
12044530	Membranes W-2018-004	200,000	219,115	-19,115
12042530	Misc Water Projects 2018	-	13,166	-13,166
		<u>\$ 750,000</u>	<u>\$ 288,349</u>	<u>\$ 461,651</u>

SEWER				
12042330	Wastewater Treatment Plant - S-2014-016-A Grant Received	2,500,000	351,111 <u>960,342</u>	2,148,889
			1,311,453	
12044130	WWTP Design Phase 2 S-2017-001	1,400,000	0	1,400,000
12044430	Eriskay Upgrade - Sewer T-2018-001	300,000	332,860	-32,860
		<u>4,200,000</u>	<u>1,644,313</u>	<u>3,516,029</u>

Unassigned:

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

 137,000

Total Approved	<u>5,087,000</u>	<u>1,932,663</u>	<u>3,977,679</u>
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Carryovers

Funded from Reserves

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

 5,087,000 2,066,340 3,977,679

Funding:

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



ROTHESAY

Emergency Measures Committee
Monday, January 7, 2019 at 4:30 p.m.
SAYRE ROOM ROTHESAY TOWN HALL



PRESENT: MAYOR NANCY GRANT
COUNCILLOR PETER LEWIS
COUNCILLOR BILL McGUIRE (*arrived at 4:50 p.m.*)

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

LES WEBER, REGION 9 NB EMO COORDINATOR

The meeting began at 4:35 p.m. DPDS White advised Council. McGuire indicated he may be late due to the change in time of the meeting. In the interest of time the Committee agreed to begin discussion without a quorum.

2018 Flood – After Incident Review (Emergency Solutions International)

DPDS White welcomed Mr. Les Weber and introductions were made. He noted a copy of the 2018 Flood – After Incident Review was provided to Mr. Weber as well as a copy of the Rothesay Emergency Action Plan. Schedule A-8 (Flood) of the Emergency Plan was distributed to Committee members.

DPDS White reported the Bill McGuire Centre was compromised by the flood and could not be used as an emergency reception center. The following comments were made: there was not a significant need for an emergency reception center during the flood; it is likely a need would arise in the event of a power outage; to improve overall preparedness alternate locations for emergency reception centers should be identified; options include the Fairvale Outing Association and Bradley Lake Community Center however there are logistical obstacles regarding ownership, back-up power, and location; and the Bill McGuire Centre could also be compromised in the event of a rail incident.

There was discussion with respect to use of community facilities in the event of an emergency, more specifically, the Rothesay Arena, the Hive, churches, hotels, and schools. The Committee discussed potential challenges regarding accessibility, permission, space, and disruption of regular events and activities. It was noted community members offered assistance to impacted individuals during the flood in the form of accommodations and assistance sandbagging properties.

Mayor Grant identified the need to revise the Town’s Emergency Action Plan. She stressed the importance of identifying secondary or tertiary emergency reception centers to ensure the public is aware of the alternate locations in the event that the Bill McGuire Center is compromised.

It was noted Rothesay's close proximity to neighbouring municipalities provides additional opportunities for amenities and emergency services to assist impacted community members.

In response to an inquiry, Mr. Weber noted he did not have any pressing observations after reviewing Rothesay's After Action Report. He added he did not receive Annex D – Emergency Reception Center. DPDS White noted he will provide Mr. Weber with a copy of Annex D. In response to an inquiry, Mr. Weber advised his territory includes the same five municipalities and nine Local Service Districts as the Fundy Regional Service Commission. He noted he is available to provide assistance and guidance in several capacities including but not limited to training, as well as policies and procedures.

Counc. McGuire arrived at the meeting and quorum was obtained.

Provincial EMO Training Exercise “Brunswick Bravo” (June 2019)

Mr. Weber advised the Brunswick Bravo exercise, similar to Brunswick Alpha (June 2018), will focus on a hurricane approaching New Brunswick; the exercise will occur in June to replicate the Province's natural hurricane season; municipalities determine their level of participation in the exercise; some municipalities choose to focus primarily on communications while other communities explore various areas of emergency preparedness; the exercise is scalable to the overall capacity of the municipality's resources; a “trusted agent” is required to ensure the injects and processes flow adequately; and the trusted agent must not be an individual participating in the exercise. DPDS White noted during Brunswick Alpha there was a request to inject a rail incident into the Town's exercise however the action did not occur. Mr. Weber noted he will investigate the possibility of injecting a rail incident into the Town's Brunswick Bravo exercise.

It was suggested it may be advantageous to encourage first responders to participate in training exercises such as Brunswick Bravo. Mr. Weber agreed to look into the matter.

In response to an inquiry, DPDS White advised the Town does not have a Memorandum of Understanding (MOU) with Ground Search and Rescue. Town Manager Jarvie added contact information for the organization is available to Town staff. DPDS White suggested the organization could assist with testing the alternate access route to Kennebecasis Park during the Brunswick Bravo exercise.

In response to an inquiry, Mr. Weber agreed to assist with the review of the Town's Emergency Action Plan. DPDS White noted Mr. Weber's predecessor indicated an interest in standardization of municipal emergency action plans. He inquired if there is interest in continuing the project. Mr. Weber advised he intends to contact his predecessor to discuss the project in more detail. In response to an inquiry, Mr. Weber indicated he is uncertain of the expected timeframe to complete a review of the Town's Emergency Action Plan. He added the process may require discussions with external organizations regarding MOUs which may be time consuming.

Town Manager Jarvie inquired about the After Incident Report for the Province. Mr. Weber noted the contract is expected to be awarded in the near future. He noted he will follow up on the matter.

Counc. McGuire commented that there is a need to define roles for individuals during emergencies. There was general discussion with respect to the history of the Town's Emergency Action Plan, and potential training. Mr. Weber noted a review of the provision of emergency preparedness training courses identified a need to bring the courses to municipalities. This eliminates challenges regarding travel for interested participants. Mayor Grant requested Rothesay be included on the list of interested municipalities. Mr. Weber indicated the training will likely occur in the spring/summer however the position of training coordinator remains vacant at this time.

There was discussion with respect to current weather trends and potential for flooding in the spring. Mr. Weber commented that predictions indicate an unfavourable spring. He encouraged Town staff to monitor weather activity on New Brunswick River Watch to determine if action may be necessary.

In response to an inquiry, Mr. Weber noted the preparation of emergency action plans for LSDs is required; however, due to the size, geography, and capacity of some LSDs separate plans may not be necessary. Mr. Weber noted there was a shortage of EMO Coordinators during the 2018 spring flooding however the issue has since been rectified; each region now has an individual EMO Coordinator. In response to an inquiry, Mr. Weber confirmed that a municipal EMO Director is required.

There was discussion with respect to the provision of sand and sand bags during the flood. Mr. Weber inquired if there is interest in providing similar resources if another flood occurs in the spring. There was general discussion with respect to the procurement of sand bags during the 2018 flood. The Committee expressed interest in preparing similar resources as a precaution. DPDS White suggested proper techniques for building sandbag dikes be shared with residents as some individuals may have been unaware and experienced leaks. It was suggested the information be provided on the Town website. In response to an inquiry, Mr. Weber noted until the provincial After Incident Review is completed it is unclear what actions the Province will take for precautionary measures.

There was discussion with respect to the military's participation during the flood. Mr. Weber confirmed the military assisted with a critical infrastructure analysis at the time flood levels were receding. There was further discussion with respect to MOUs. It was suggested a tabletop exercise be used to improve the process of filling sand bags.

Mayor Grant thanked Mr. Weber. Mr. Weber thanked the Committee and left the meeting.

Election of Committee Chair

Mayor Grant nominated Counc. Lewis as Chairperson and Counc. McGuire seconded the nomination. There being no other nominations, Counc. Lewis was elected Chairperson by acclamation.

There was general discussion with respect to filling the vacant position of EMO Director.

Adjournment

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

CARRIED.

The meeting adjourned at 5:51 p.m.

CHAIRPERSON

RECORDING SECRETARY



2019January14OpenSessionFINAL_099

BUILDING PERMIT REPORT

12/1/2018 to 12/31/2018

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
12/11/2018	BP2018-00195	4 SCRIBNER CRES	SIDING AND WINDOWS	\$37,390.00	\$275.50
12/06/2018	BP2018-00198	47 CLARK RD	DECK	\$3,000.00	\$21.75
12/11/2018	BP2018-00199	18 LENNOX DR	DETACHED GARAGE	\$10,000.00	\$72.50
12/11/2018	BP2018-00204	9 MULBERRY LN	RENOVATION	\$25,000.00	\$181.25
12/11/2018	BP2018-00205	19 HIGH CLIFF CRT	ELECTRICAL UPGRADE	\$1,600.00	\$20.00
12/11/2018	BP2018-00206	9 WATERCREST	FENCE	\$2,500.00	\$21.75
12/11/2018	BP2018-00208	73 MALISEET DR	ELECTRICAL UPGRADE	\$2,050.00	\$21.75
12/11/2018	BP2018-00209	37 COVE CRES	ELECTRICAL UPGRADE	\$1,700.00	\$20.00
12/11/2018	BP2018-00210	1 ALLISON DR	DEMOLITION	\$0.00	\$500.00
12/21/2018	BP2018-00211	67 MARR RD	INTERIOR RENOVATIONS - COMMERCIAL	\$20,000.00	\$145.00
12/21/2018	BP2018-00213	70 PARK DR	ELECTRICAL UPGRADE	\$5,000.00	\$36.25
12/21/2018	BP2018-00214	30 FOREST RD	ELECTRICAL UPGRADE	\$1,800.00	\$20.00
12/21/2018	BP2018-00215	7 MULBERRY LN	DEMOLITION	\$0.00	\$500.00



BUILDING PERMIT REPORT

12/1/2018 to 12/31/2018

<i>Date</i>	<i>Building Permit No</i>	<i>Property Location</i>	<i>Nature of Construction</i>	<i>Value of Construction</i>	<i>Building Permit Fee</i>
12/21/2018	BP2018-00216	45 THIRD ST	ELECTRICAL UPGRADE	\$800.00	\$20.00
Totals:				\$110,840.00	\$1,855.75
Summary for 2018 to Date:				\$19,044,238.00	\$135,502.00

2017 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$488,450.00	\$4,100.00
Summary to Date:	\$13,234,822.89	\$102,877.25



ROTHERSAY

Single and Multi-Unit Housing Starts 1998-2018

Year	Single Family Dwellings	Multi-Unit Building Permits	Total Number of Multi-Unit Dwellings Created	Total Dwelling Units All Types	Demolition Units Removed	Location of Multi-Unit Building
1998	38	0	0	38	1	
1999	47	0	0	47	0	
2000	46	0	0	46	3	
2001	36	0	0	36	4	
2002	47	0	0	47	1	
2003	48	0	0	48	2	
2004	33	0	0	33	2	
2005	39	0	0	39	2	
2006	42	0	0	42	2	
2007	39	0	0	39	2	
2008	38	1	15	53		Sierra Avenue
2009	36	2	30	66	6	Sierra Ave /Scribner Crescent
2010	20			20	6	
2011	30			30	3	
2012	16			16	4	
2013	30	2	27	57	4	Sierra Ave/Gondola Point Road
2014	24	0	0	24	34 (4 SFDs + 2 (15 unit) apt. bldgs)	Scott Avenue
2015	33	1	33	66	11	Gondola Point Rd
2016	27	0	0	27	8	
2017	29	1	15	44	8	Hampton Road
2018	20	2	60	80	6	Hampton Road –Millennium Dr.



ROTHESAY



INTEROFFICE MEMORANDUM

TO : Mayor Grant & Council
 FROM : John Jarvie
 DATE : 10 January 2019
 RE : Capital Project – Status Report

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

	PROJECT	BUDGET	\$ TO 30/11/18*	COMMENTS
2016 Projects	Wastewater Collection Upgrade (broken down below)	\$7.5M		Project substantially complete, pumping stations commissioned
	• WWTF Phase 1 – Forcemain	2,000,000	100%	Complete
	• WWTF Phase 1 – lift stations (3)	1,600,000	90%	All stations are now commissioned
	• WWTF Phase 1 – lift stations (2)	3,400,00	90%	Both stations are commissioned
	Secondary Plan – Hillside area	52,000	63%	Concepts being developed;
2018 Projects	General Specification for Contracts	40,000	40%	draft document under review by staff
	WWTP Phase II design	1.4M ¹	-	Funding application submitted
	Fields & Trails	40,000	75%	Wells rustic trails underway
	Iona/Erisky upgrade	680,000	116%	Project substantially complete
	2018 street resurfacing	1.79M	100%	Project substantially complete
	SCADA upgrade	35,000		New technology based on internet – in progress
	Fox Farm Rd retaining wall	125,000	90%	Complete
	2019 Resurfacing design	60,000	75%	Survey complete, preliminary design complete
	Town Hall repairs	47,000	100%	Substantially complete
	IT upgrades	90,000	60%	MS Office upgraded
	Fleet Replacement	620,000	83%	1T plow truck ordered
	Trail link R/O	100,000	-	Partial estimate
	Capital Asset Management Plan	65,200	70%	FCM grant – underway
	Protective Services	81,500	32%	KVFD
	Designated Highways 2019	282,500	-	Subject to grants
	Trail & sidewalk connector Wells	\$1.05M	-	Subject to grants
	Protective Services (KVFD)	306,000	-	Truck, miscellaneous
	Town Hall	90,000	-	Includes Hive
	IT equipment & Software	50,000	-	
	2019 street resurfacing	1.37M	-	
	Curb & Sidewalks (Marr Road)	425,000	-	
	Drainage (Church Ave)	1.75M	-	Includes Church Ave utilities
	Fleet/Equipment	665,000	-	
	Rothesay Arena	110,000	-	
	Arthur Miller Field resurfacing	400,000	-	Lower field
	Trails	40,000	-	Wells & Link to Quispamsis
	2020 Resurfacing design	60,000		
Secondary Plan road design	50,000		Wiljac	
Hillsview/Shadow Hill Court water	450,000	-	Water main replacement, RFP awarded, design underway	
Turnbull Court Design	75,000	-		
Water quantity	300,000	-		

* Funds paid to this date.

¹ Subject to Build Canada funding



ROTHERSEY MEMORANDUM

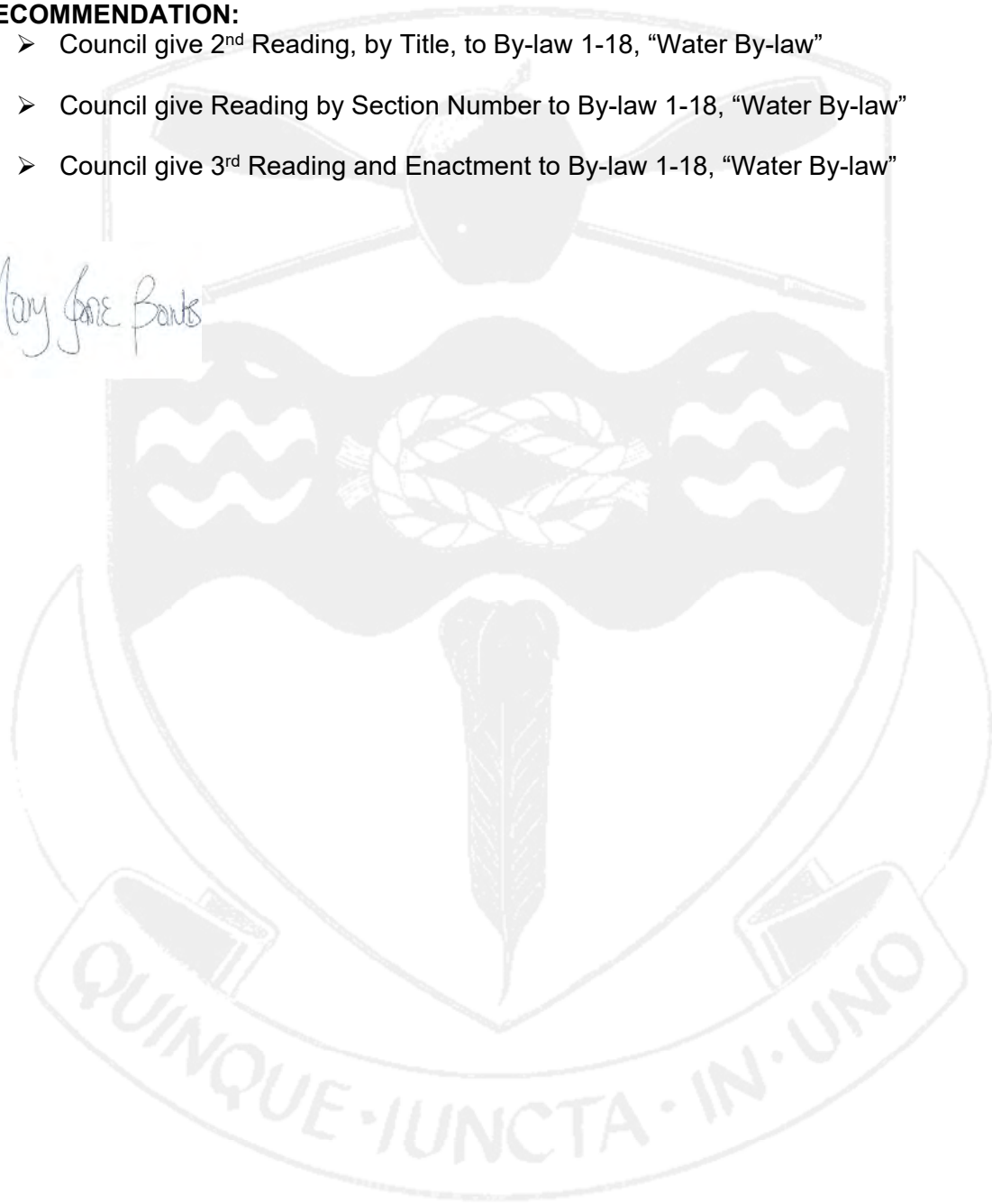


TO : Mayor and Council
FROM : Town Clerk Mary Jane Banks
DATE : 10 January 2019
RE : Water By-law 1-18

RECOMMENDATION:

- Council give 2nd Reading, by Title, to By-law 1-18, "Water By-law"
- Council give Reading by Section Number to By-law 1-18, "Water By-law"
- Council give 3rd Reading and Enactment to By-law 1-18, "Water By-law"

Mary Jane Banks






70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
January 14, 2019

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: January 9, 2019

SUBJECT: Water By-law 1-18

RECOMMENDATION

It is recommended that Mayor and Council:

- 1) adopt the following schedule for By-law 1-18 Section 7.6 (d):

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

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

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

ORIGIN

First reading of By-law 1-18: Water By-law was approved by Rothesay Mayor and Council at their meeting of December 10, 2018.

BACKGROUND

The Works and Utilities Committee undertook the task of reviewing and revising the Water By-law. The existing By-law was divided into manageable sections for review during the periods between (monthly) committee meetings. Over the course of several meetings the By-law was reviewed in detail and suggestions from committee members and staff were debated. Consensus on revisions, if any, was achieved for each section of the By-law before the Committee moved on to the next section. Once this process was complete, a final review was completed by all members and the revised, reformatted By-law was drafted by the secretary.

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

A public hearing was scheduled for January 14, 2019


DISCUSSION

A copy of the final revision of the By-law has been attached to this report.

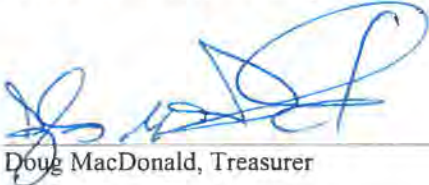
The Water By-Law was largely unchanged from the existing version with the exception of one major addition under section 4.15 whereby certain classifications of users will be required to connect to, and exclusively use, Town Water where it is available. Section 7.6 was also amended to include timing and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

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

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

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

ROTHESAY

TO: Town Clerk Banks

FROM: L. Pomeroy

RE: Water By-law Comparison

2019January14OpenSessionFINAL_107

4 December 2018

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

ROTHESAY

TO: Town Clerk Banks

FROM: L. Pomeroy

RE: Water By-law Comparison

2019January14OpenSessionFINAL_108

-3-

4 December 2018

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

ROTHESAY

TO: Town Clerk Banks

FROM: L. Pomeroy

RE: Water By-law Comparison

2019January14OpenSessionFINAL_109

-4-

4 December 2018

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

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

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

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

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

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

ROTHESAY

TO: Town Clerk Banks

FROM: L. Pomeroy

RE: Water By-law Comparison

2019January14OpenSessionFINAL_110

4 December 2018

	<p>Class C) new construction where water is available</p> <ul style="list-style-type: none">o No proposed changes (i.e. all fees are payable upon issuances of the connection permit)
<p><u>SYSTEM ACCESS FEES</u> 7.11 Every person connecting to the water system shall pay a meter connection permit fee and water system access fee as outlined in Schedule “E.. The fees shall include all inspection fees and charges associated with processing of the application, control and enforcement of “Specifications for Developers” and shall be paid in full prior to the issuance of a building permit.</p>	<p><u>SYSTEM ACCESS FEES</u> 7.11 Every person connecting to the water system shall pay a meter connection permit fee and water system access fee as outlined in Schedule “E.. The fees shall include all inspection fees and charges associated with processing of the application, control and enforcement of “Specifications for Developers” and shall be paid in full prior to the issuance of a building permit and water connection permit.</p>
<p><u>10. BY-LAWS REPEALED</u> By-laws 2-00, 8-01 and 10-02 relating to the Rothesay water system are hereby repealed.</p>	<p><u>10. BY-LAWS REPEALED</u> By-law 7-04 relating to the Rothesay water system is hereby repealed.</p>
<p><u>11. EFFECTIVE DATE</u> This By-law comes into effect on the 1st day of January 2005.</p> <p>FIRST READING BY TITLE : 8 November 2004 SECOND READING BY TITLE : 10 January 2005 READ BY SECTION NUMBER : 14 February 2005 (Advertised as to content on the Rothesay website in accordance with <i>Municipalities Act</i> R.S.N.B. (1973) Chapter M-22) THIRD READING BY TITLE AND ENACTED : 14 February 2005</p>	<p><u>11. EFFECTIVE DATE</u> This By-law comes into effect on the _____, 20____</p> <p>FIRST READING BY TITLE : SECOND READING BY TITLE : READ BY SECTION NUMBER : (Advertised as to content on the Rothesay website in accordance with <i>Local Governance Act</i> S.N.B. (2017) Chapter 18) THIRD READING BY TITLE AND ENACTED :</p>

BY-LAW 1-18
WATER BY-LAW

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

TITLE

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

DEFINITIONS

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

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

water utility and watershed; including all land, wells, water lines and appurtenances, treatment plants, reservoirs, pumping stations, buildings and structures, and general property;

- x) “Water User Charge” means the amount charged for maintenance, construction, and operation of the water system.
- y) “Residential Apartment Complex” means any residentially zoned building which includes more than two separate dwelling units.

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

3. COMMITTEE

- 3.1 The Works and Utilities Committee shall be appointed in accordance with the Rothesay Procedural By-law
- 3.2 Council may refer any matter related to the water utility to the Works and Utilities Committee for comment and the Committee shall provide Council with a written response to any matter referred by Council.

4. WATER SYSTEM

- 4.1 Water shall not be furnished for any purpose other than domestic and fire protection purposes when, in the opinion of Council or the Engineer, the quality or efficiency of the water supply for domestic and fire protection purposes within the Town would thereby be impaired.
- 4.2 (a) The Town may, subject to the foregoing limitations, furnish water for purposes other than domestic and fire protection under an agreement in writing that the water supply may be discontinued temporarily or permanently by Council.

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

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

pay a disconnection fee, together with any amount in arrears and furthermore, a reconnection fee shall be paid before such supply will be restored. Said fees are outlined in Schedule "E".

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

that, under any circumstances, could allow water, waste water, or any other substance to enter the Town's water system. The determination of whether or not such condition exists shall be made solely by the Engineer.

- 4.22 No person shall connect any of the following to a service connection, or a line connected to a service connection, without obtaining a permit from the Engineer:
- a) a booster pump;
 - b) a quick opening or quick closing valve;
 - c) a flush valve;
 - d) a heat pump;
 - e) a standpipe;
 - f) a large outlet which may occasion sudden large demands of short or long duration thereby requiring oversize pipe lines; or
 - g) any device which may affect the stability or regulation of water pressure in the water system.
- 4.23 An application for a permit to install a device such as described in Section 4.22 shall be made in the form as set out in Schedule "B" and shall be accompanied by plans and specifications and such other information as required by the Engineer to properly describe the work.
- 4.24 If a condition is found to exist which in the opinion of the Council or the Engineer, is contrary to Sections 4.21, 4.22, or 4.23 hereof, Council may either:
- a) shut off the service or services; or
 - b) give notice to the Owner to correct the fault within a specified period.
- 4.25 No person shall allow an alternate source of water supply to be connected to the water system.
- 4.26 In all new construction, where water hose connections are installed for purposes other than fire protection, such hose connections shall be fitted with atmospheric vacuum breakers.
- 4.27 Water services shall be discontinued by resolution of Council to any premises declared unfit for human occupation.

5. METERED WATER

- 5.1 All water meters installed by the Town or for the Town are and shall remain the property of the Town.
- 5.2 The rental of the water meter shall be a one-time charge, payable in one payment or quarterly for a period of five years, in accordance with the rates as outlined in Schedule "E".
- 5.3 All new construction within the Town, where services are available, shall be required to have a water meter installed prior to activation or delivery of any

water to the premises. Said installation shall be in accordance with the Standards and Requirements as set out in Schedule “C”.

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

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

6. MAINTENANCE AND BLOCKAGE

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

7. RATES

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

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

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

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

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

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

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

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

Class C) new construction where water is available:

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

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

the Town.

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

SYSTEM ACCESS FEES

- 7.11 Every person connecting to the water system shall pay a meter connection permit fee and water system access fee as outlined in Schedule "E". The fees shall include all inspection fees and charges associated with processing of the application, control and enforcement of "Specifications for Developers" and shall be paid in full prior to the issuance of a building permit water connection permit.
- 7.11.1 The Engineer, following standard practices and engineering principles, shall have discretion as to the size of the meter required.
- 7.12 The meter connection permit fee and water system access fee bear interest and may be collected in the same manner as the water user charge hereinbefore mentioned.
- 7.13 Nothing in this By-law makes the Town responsible for any part of a water connection that is not in a public street, right-of-way, highway, or water easement.

8. PENALTIES

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

9. **SEVERABILITY**

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

10. **BY-LAWS REPEALED**

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

11. **EFFECTIVE DATE**

This By-law comes into effect on **31 March 2019**.

FIRST READING BY TITLE	:	<u>10 December 2018</u>
SECOND READING BY TITLE	:	_____
READ BY SECTION NUMBER	:	
(Advertised as to content on the Rothesay website in accordance with <i>Local Governance Act</i> S.N.B. (2017) Chapter 18)		<u>13 December 2018</u>
THIRD READING BY TITLE AND ENACTED	:	_____

MAYOR

CLERK



ROTHESAY
CONNECTION APPLICATION
ROTHESAY WATER SYSTEM
Schedule "A"



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

PROPERTY OWNER(S): _____

PHONE: (Home) _____ (Business) _____

PROPERTY LOCATION: Civic: _____ PID# _____

TYPE OF BUILDING: _____

PURPOSE: _____

PROPOSED DATE OF HOOK-UP: _____

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

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

Signature of Property Owner

Signature of Property Owner

DATE: _____

APPROVED FOR CONSTRUCTION

Permit Number _____

Permit Fee: \$ _____

Per _____

Connection Fee: \$ _____

Date _____



ROTHESAY
DEVICE INSTALLATION APPLICATION
ROTHESAY WATER SYSTEM
Schedule "B"



PROPERTY OWNER(S): _____

PHONE: (Home) _____ (Business) _____

PROPERTY LOCATION: Civic: _____ PID# _____

TYPE OF DEVICE (Please check appropriate box)

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

REASON: _____

Water pressure at outside tap (if required): _____

INSPECTED BY: _____ DATE: _____

APPROVED FOR INSTALLATION

Permit Number _____

Per _____

Date _____



ROTHESAY

STANDARDS & REQUIREMENTS for NEW CONSTRUCTION

Schedule "C"

BE IT RESOLVED THAT:

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

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

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



ROTHESAY
STATEMENT OF STANDARD PROCEDURE
Schedule "D"



Settlement of Disputes

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

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



ROTHESAY

Rothesay Water System FEES AND CHARGES, BY-LAW 1-18 Schedule "E"



WATER METER RENTAL RATES (Section 5.2)

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

WATER USER CHARGES (Section 7)*

Fixed Charge Component:

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

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

INTEREST (Section 7)

1.25% per month, compounded monthly.

NSF CHEQUES (Section 7)

\$25.00 fee per occurrence

STAND-BY SPRINKLER CHARGES (Section 7)

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

PERMIT CONNECTION AND SYSTEM ACCESS FEES (Section 7)

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

DISCONNECTION/RECONNECTION FEES (Section 4.11.1)

Disconnection fee	\$25.00
Reconnection fee	\$25.00

DISPUTE SETTLEMENT (Section 5.13)

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

Meter reading fee	\$75.00
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2019 January 14 Open Session FINAL_128

ROTHESAY
Rothesay Water System
FEES AND CHARGES, BY-LAW 1-18
Schedule "E"



ROTHESAY MAIN WATER SYSTEM CONSUMPTION CHARGES (Per quarter)

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



398 Hampton Road, Quispamsis, NB., E2E 4V5
Tel: (506) 848-6693 Fax: (506) 847-6218

November 2, 2018

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

Re: Request to Address Mayor and Council

Dear Mary Jane Banks:

I am writing on behalf of the Kennebecasis Valley Work Room to request the opportunity to address Mayor and Council.

The purpose of this address is to increase awareness and share information about the free services available to all community members at the KV Work Room. Services include resume building, cover letter writing, computer and internet access for career related activities, multi-media career planning tools, publications on post-secondary and information on essential skills.

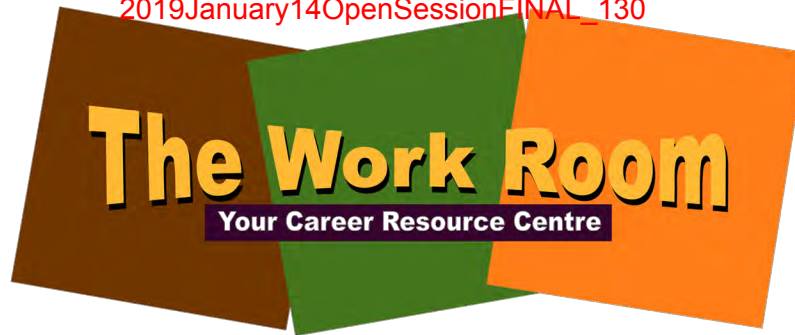
I have attached electronic versions of our promotional materials for your review. Thank you for considering this request. Should you require any additional information, please contact me at (506) 848-6693 or lauren.mackeigan@nbed.nb.ca.

Sincerely,

A handwritten signature in black ink, appearing to read 'L MacKeigan', is written in a cursive style.

Lauren MacKeigan
Work Room Coordinator
KV Work Room

Encl.



www.careersthatwork.ca

FREE SERVICES

- Assistance with resume building
- Cover letter writing
- Computer and internet use for job search & career research
- Multimedia career planning tools
- Publications on post-secondary training
- Information on essential skills

8 locations to serve you

Kennebecasis Valley High School

Simonds High School

Hampton High School

Ganong Place (St. Stephen)

Sussex Regional High School

Fundy High School

Agar Place (Saint John)

St. Stephen High School

1.855.412.3330

Open year-round for all members of the community



Funded by the Government of Canada and the Province of New Brunswick through the Canada-New Brunswick Labour Market Agreements.

The Work Room can help you:

- ⇒ Polish your résumé
- ⇒ Write a cover letter
- ⇒ Develop career coaching skills
- ⇒ Explore industry sectors
- ⇒ Identify marketable skills
- ⇒ Create a portfolio
- ⇒ Complete a mock job interview
- ⇒ Research employers
- ⇒ Find job opportunities
- ⇒ Prepare for a new job
- ⇒ Explore career fields
- ⇒ Develop skills to maintain your job

Call us toll free 1-855-412-3330

www.careersthathwork.ca

Kings County

Kennebecasis Valley High School
(506) 848-6693

Hampton High School
(506) 832-6069

Sussex Regional High School
(506) 432-7593

Saint John

Agar Place
(506) 658-5580

Simonds High School
(506) 643-7422

Charlotte County

Fundy High School
(506) 755-4331

St. Stephen High School
(506) 466-7691

Ganong Place
(506) 466-7518

The Work Rooms are made possible through a partnership between the Department of Post-Secondary Education, Training, and Labour & the Anglophone South School District.



The Work Room Career Resource Centers

With 8 locations in southwestern New Brunswick, The Work Rooms are here to assist you in all phases of career planning and job search.

Call us toll free 1-855-412-3330

www.careersthathwork.ca

ALL SERVICES ARE FREE OF CHARGE!

The Work Room

The Work Rooms are state-of-the-art career resource centres that provide a one-stop resource library for anyone in the community.

Whether you are deciding on a future career or looking to re-evaluate your current career, our services and resources can help you.

FREE SERVICES AVAILABLE:

- Internet access for job search, resume writing and career research
- Access to multimedia career planning tools (eg. Career Cruising, PACE)
- Publications and multimedia information on post-secondary training opportunities
- Workshops and special training events
- One-on-one consultation to help you **find the information you're looking for!**



@CareerRoom



The Work Room Career Resource Centres



theworkroom.blogspot.ca



FAQs

Are the Work Rooms just for high school students?

The Work Rooms are open to everyone in the community! We serve both students and members of the public on a regular basis. Employers are welcome to visit to talk about their companies and provide information about employment opportunities.

Is a referral required to access the centre?

No, referrals are not required.

Is an appointment required?

Walk-Ins are welcome, particularly if you just need to use the computer for career-related tasks. However, if you are looking for one-on-one consultation, appointments are strongly recommended.

When are you open?

The centres are open year-round Monday—Friday from 8:15am—4:30pm. Please contact the centre nearest you to confirm hours as some of our rural centres have adjusted hours of operation.

Are all services really free?

What's the catch?

It is absolutely free of charge to access any of our resources or meet with a coordinator. We are supported by the provincial government to assist the public with any job search or career planning needs.

Six Destinations

There are six different paths to choose when developing your career plan:

- Direct-to-work
- Apprenticeship
- Military
- Private Training
- College
- University

We have tons of information on all of them!

Making Informed Career Decisions

PACE (Plan to Achieve Career Excellence) is a 5-step career planning tool designed to help participants research, build and maintain career paths. Support and resources are available through The Work Rooms to guide you through each step of the process.

PACE for Parents- Workshops are available to provide parents with information and resources to help guide their teens through the career planning process.

PACE for Students- Presentations and activities are available to assist students to work through the career planning process, helping them to make informed career decisions.

PACE for Everyone- Whether you are planning for a future career, or beginning a transition to a new career, PACE can provide you with easy to follow steps to help you achieve your goals.

December 2018

To: Mayor and Council, Town of Rothesay



We the undersigned citizens of Rothesay have great concern about the status of our arena. The building is delapidated and clearly unsafe . There have been numerous Council discussions over the years about renovation vs building a new arena. In fact land had been purchased some time ago with the intention of building a new arena.And now we hear council is planning on renovation. The cost of these options remains unclear to the public. The numbers quoted to repair : \$ 6.5 million to bring it to standards. Furthermore this expense would have to be born exclusively by the Town and would substantially raise the taxes. To build a new one that would last longer, would cost at least \$ 9 million and the town would be responsible for one third ie. \$3 million and less of an impact on our taxes . And the space for this is available.

The decision is a very important one . We request an open public meeting so that the facts and figures can be presented, the pros and cons discussed in a transparent open session. Councillors and Mayor in the last election all ran with the promise of TRANSPARENCY....Councillors Tiffany Mackay French, Donald Shea, Matthew Alexander, Grant Brenan, Bill McGuire, Miriam Wells, Peter Lewis, and Mayor Nancy Grant. We now hold you to this promise regarding the Arena.

DATE: 8th January 2019

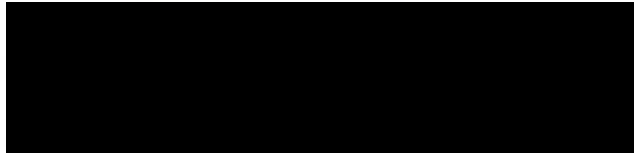
TO: Mayor, Council,
Town of Rothesay



I wish to present on behalf of the citizens of Rothesay, at the next Council meeting on Monday January 14, 2019, signed requests for an open public meeting to discuss the status of the Rothesay Arena. A copy of the request is attached.

Yours sincerely,

Brendan Kilfoil



Address:

*14 Crescent Dr.
Rothesay, N.B.
E2H-1E4*

DATE: 8th January 2019

TO: Mayor, Council,
Town of Rothesay



I wish to present on behalf of the citizens of Rothesay, at the next Council meeting on Monday January 14, 2019, signed requests for an open public meeting to discuss the status of the Rothesay Arena. A copy of the request is attached.

Yours sincerely,

 Lance Henry



Address: 62 Elizabeth Parkway

DATE: 8th January 2019

TO: Mayor, Council,
Town of Rothesay



I wish to present on behalf of the citizens of Rothesay, at the next Council meeting on Monday January 14, 2019, signed requests for an open public meeting to discuss the status of the Rothesay Arena. A copy of the request is attached.

Yours sincerely,

L. Anderson

Address: [REDACTED]
73 Elizabeth Rkwy
Rothesay NB


DATE: 8th January 2019

TO: Mayor, Council,
Town of Rothesay



I wish to present on behalf of the citizens of Rothesay, at the next Council meeting on Monday January 14, 2019, signed requests for an open public meeting to discuss the status of the Rothesay Arena. A copy of the request is attached.

Yours sincerely,


Address: 22 Coast Rd.



2019January14OpenSessionFINAL_138

ROTHESAY

INTEROFFICE MEMORANDUM



TO : John Jarvie
FROM : Charles Jensen
DATE : November 16/2018
RE : Morell Arena

Background:

A phone call was held with John Kelley regarding the Morell arena renovation. John is the engineer on the project. He has lived in the area his whole life and has donated his time to supervise the project.

Project details:

- Arena was built in 1943
- Phase one budget- \$1.3 million
- Includes roof, siding, new ice plant (one compressor), new boards and glass, new lighting and an upgrade to the community room.
- Phase 2 will include upgrades to washrooms, a walking track, new arena floor and possibly upgrades to dressing rooms.
- Money for project was raised by volunteers(5 years)
- \$250 000 from ACOA
- A lot of work on the project was done by community volunteers, demo of boards, engineering work, etc

Respectfully Submitted,

Charles Jensen
Director of Parks and Recreation



ROTHESAY MEMORANDUM



TO : John Jarvie
 FROM : Doug MacDonald
 DATE : January 4, 2019
 RE : MCBB Application

Recommendation:

Council approve the following motion:

RESOLUTION FOR APPLICATION TO MCBB

I agree with the recommendation.

Be it resolved that the Municipality of ROTHESAY submit to the Municipal Capital Borrowing Board an application for authorization to borrow money in an amount not to exceed \$3,100,000 for the following:

Purpose	Term	Amount
NAME OF FUND: Transportation		
Interim financing	2 YRS	\$1,000,000
Church Avenue Drainage project	30 YRS	\$1,000,000
NAME OF FUND: Protective Services		
Fire Truck	10 YRS	\$350,000
NAME OF FUND: Utility		
Church Avenue Sewer project	30 YRS	\$750,000

Background

The purpose of the borrowing application is to demonstrate to the Municipal Capital Borrowing Board ("MCBB") that the town has the financial capacity to finance the Church Avenue capital project and the purchase of a new fire truck.

As part of the application process we must submit our financial projections for the next five years indicating the effect on Town expenditures, debt levels, property tax rates, utility rates, etc. assuming all items in the capital plan proceed. We must demonstrate our capacity to fund the projects as planned.

As the Church Avenue project includes both storm drainage and sewer components a debt application is necessary with supporting documentation from both the General Fund and the Utility Fund.

ROTHESAY

TO: John Jarvie

FROM: Doug MacDonald 2019January14OpenSessionFINAL_140

RE: MCBB Borrowing Application

-2-

January 4, 2019

I have attached the 2019 capital plan summaries as well as the draft "Debt Profile and Budget Projections" that will be submitted in support of the debt application.

The Church Avenue project is currently budgeted to include the following expenditures:

Church Avenue

Resurfacing		81,795.00	
Storm Drainage		900,000.00	
Utility		650,000.00	1,631,795.00
HST	4.50%		73,430.78
Engineering	10%		163,179.50
		1,868,405.28	1,900,000.00

The fire truck purchase is budgeted as \$650,000 with the Rothesay portion being approximately 40% or \$265,000.

These estimates will be updated prior to submission of the final debt application.

The longer term capital plan includes a number of major projects over the next five years, including completion of the Community centre project, trail development plans and sewer plant construction. However, none of these projects will proceed unless there are cost sharing arrangements with other levels of Government. Therefore, the projections do not currently include the effect of these projects.

The budget projections assume a 1% annual growth rate in the Town's property tax assessment base, and a 2.5% growth in operating expenditures. Again, should the assumptions be incorrect there would be a material impact on the projections and on our ability to fund all the capital plans.

The borrowing application also must refer to the need to obtain interim financing relating to the projects. The debenture proceeds are not received until the project is complete, therefore the MCBB advances the funds during the construction period. The interim financing is then repaid from the debt.

2019January14OpenSessionFINAL_141

ROTHESAY GENERAL FUND: DEBT PROFILE & BUDGET PROJECTIONS

For Discussion Purposes Only

Date	03-Jan-19	2016 Population:		Variables		Projections					
		11,659	5.00%	Non-tax Revenues	Other Revs /Exps	2.00%	2.50%				
		Cost of Money:		Municipal Tax Base		1.00%					
		(000)	Forecast	BUDGET	**** PROJECTIONS ****						
			2018	2019	2020	2021	2022	2023			
REVENUE											
NON-TAX REVENUE		\$919	\$572	\$583	\$595	\$607	\$619				
UNCONDITIONAL GRANT (*)		122	122	122	122	122	122				
OTHER GRANTS		43	26	26	26	26	26				
OTHER TRANSFERS		940	1,000	\$1,020	\$1,040	\$1,061	\$1,082				
SURPLUS 2ND PREV YR		43	77	85	0	0	0				
TOTAL REVENUE		\$2,067	\$1,797	\$1,836	\$1,784	\$1,816	\$1,850				
WARRANT		\$15,513	\$16,043	\$16,071	\$16,423	\$16,723	\$16,934				
EXPENDITURE											
DEBT COST		\$1,234	\$1,232	\$1,057	\$996	\$958	\$823				
CAPITAL FROM BUDGET		2,650	2,390	2,400	2,400	2,400	2,400				
UTILITY FUND TRANSFERS		380	325	333	341	350	359				
TRANSFER TO RESERVE		10	130	10	10	10	10				
OTHER EXPENDITURES		13,221	13,763	14,107	14,460	14,821	15,192				
		0	0	0	0	0	0				
TOTAL EXPENDITURE		\$17,495	\$17,840	\$17,908	\$18,207	\$18,540	\$18,784				
SURPLUS (DEFICIT)		\$85	\$0	\$0	\$0	\$0	\$0				
MUNICIPAL TAX BASE		\$1,251,069	\$1,293,792	\$1,306,730	\$1,319,797	\$1,332,995	\$1,346,325				
TAX RATE		\$1.24	\$1.24	\$1.23	\$1.24	\$1.25	\$1.26				
DEBT COST PROJECTION											
		2018	2019	2020	2021	2022	2023				
PRESENT DEBT SERVICE COST		\$1,236	\$1,228	\$947	\$886	\$848	\$713				
INTERIM FINANCING & OTHER CHARGES		0	0	0	0	0	0				
REFINANCING											
O/S AUTHORITY											
PLANNED BORROWING											
2019 Capital Plan	2020	5.00%	30	\$1,000	65	65	65	65			
2019 Capital Plan	2020	5.00%	10	\$350	45	45	45	45			
5yr Capital Plan		5.00%	20	-		0	0	0			
TOTAL DEBT SERVICE COST		\$1,236	\$1,228	\$1,057	\$996	\$958	\$823				
DEBT RATIOS											
		2018	2019	2020	2021	2022	2023				
DEBT SERVICE COST/GROSS EXP.		7.1%	6.9%	5.9%	5.5%	5.2%	4.4%				
OUTSTANDING DEBT - DEC. 31		\$6,983	\$5,950	\$6,412	\$5,566	\$4,741	\$4,033				
O/S DEBT / MUNIC ASSMNT BASE		0.6%	0.5%	0.5%	0.4%	0.4%	0.3%				
OUTSTANDING DEBT PER CAPITA		\$600	\$511	\$551	\$478	\$407	\$347				
MUNICIPAL ASSESSMENT		\$1,251,069	\$1,293,792	\$1,306,730	\$1,319,797	\$1,332,995	\$1,346,325				
DEBT SERVICE COST PORTION OF TAX RATE		\$0.09	\$0.09	\$0.07	\$0.07	\$0.06	\$0.06				
\$250,000 RES ASSESS		\$219	\$213	\$183	\$174	\$167	\$143				
TOTAL TAXES ON \$250,000		\$3,100	\$3,100	\$3,105	\$3,174	\$3,231	\$3,272				
RESIDENT ASSESSMENT		\$2,500	\$2,500	\$2,525	\$2,550	\$2,576	\$2,602				
% change in tax bill					2%	2%	1%				
Cumulative % change in tax bill					2%	4%	5%				
BORROWING LIMITS:											
Annual - 2% of Municipal Assessment		\$	25,876	\$	26,135	\$	26,396	\$	26,660	\$	26,927
Cumulative - 6% of Municipal Assessment		\$	77,628	\$	78,404	\$	79,188	\$	79,980	\$	80,780

2019January14OpenSessionFINAL_142

ROTHESAY		UTILITY FUND: DEBT PROFILE AND BUDGET PROJECTIONS					
Prepared By	DAM	Assumption - capital per existing budget				<u>Projections</u>	
		Operating & Maintenance exp.			2.50%		
		Projected	Budget	PROJECTION			
		2018	2019	2020	2021	2022	2023
USER CHARGE RATE		\$610	\$610	\$640	\$664	\$674	\$684
% INCR/ PREV YR			0%	5%	4%	2%	1%
NUMBER OF EQUIV USERS -		4,350	4,350	4,350	4,350	4,350	4,350
REVENUE							
USER CHARGE REVENUE		\$2,694	\$2,660	\$2,783	\$2,891	\$2,934	\$2,978
WATER COST TRANSFER		380	325	333	341	350	359
OTHER TRANSFERS		59	59	59	59	59	59
CONNECTION & SERVICE CHARGES		223	112	75	75	75	75
INTEREST & OTHER REVENUES		135	52	47	27	25	19
SURPLUS OF PREVIOUS YEARS		21	12	49			
TOTAL REVENUE		3,512	3,220	3,346	3,393	3,443	3,489
EXPENDITURE							
DEBT COST		\$834	\$766	\$843	\$843	\$847	\$845
OPERATING & MAINTENANCE		1,748	1,784	1,829	1,874	1,921	1,969
CAPITAL FROM BUDGET		416	600	600	600	600	600
RESERVES		465	70	75	75	75	75
OTHER: DISCOUNTS, LOSS							
DEFICIT OF PREVIOUS YEAR(S)		0	0	0	0	0	0
TOTAL EXPENDITURES		3,463	3,220	3,347	3,392	3,443	3,489
SURPLUS / (DEFICIT)		\$49	\$0	(\$0)	\$0	(\$0)	\$0
DEBT COST PROJECTION							
PRESENT DEBT SERVICE COST		834	780	783	783	663	661
INTERIM FINANCING & OTHER CHARGES		0	0	0	0	0	0
	<u>YEAR</u>	<u>RATE</u>	<u>TERM</u>	<u>AMT</u>			
REFINANCING							
MFC BF23	2021	5.00%	10	\$956		124	124
PLANNED BORROWING							
2019 Capital Plan	2020	5.00%	20	\$750	60	60	60
					0		
					0		
TOTAL DEBT SERVICE COST					834	780	843
					843	843	847
					845		
CHANGE OVER PREV YR					-6.5%	8.1%	0.0%
DEBT SERVICE COST TO GROSS EXP					24.08%	24.22%	25.19%
PROPORTION OF USER FEES TO SERVICE DEBT					\$147	\$148	\$161
					\$165	\$166	\$166

Town of Rothesay

UTILITY CAPITAL PLAN - 2019

WATER CAPITAL PLAN - 2019

	2019	Capital Reserves	Grants	Gas Tax Infrastructure	Operating	Borrow
water quantity	300,000	-			300,000	
mcguire compound fencing	35,000				35,000	
filter bldg heating system	70,000				70,000	
Well drilling (carried forward)	70,000	50,000			20,000	
Hillsview/Shadow Hill Watermain	450,000	200,000			-	250,000
	925,000	250,000	-	-	425,000	250,000

SEWER CAPITAL PLAN - 2019

asphalt related sewer work	100,000			-	100,000	
Church Avenue	650,000				-	650,000
RF SCADA changeover (carry forward)	35,000	35,000				
Turnbull Court design/engineering	75,000			-	75,000	-
WWTF Phase 2 design	1,500,000		1,000,000			500,000
	2,360,000	35,000	1,000,000	-	175,000	1,150,000
TOTAL CAPITAL 2019	3,285,000	285,000	1,000,000	-	600,000	1,400,000

Town of Rothesay

Capital Plan Summary
General Fund

2019

Services


	Total	Operating	Reserves	Gas Tax	Grants	Borrow
GENERAL GOVERNMENT						
Building (Town Hall)	90,000	90,000	-	-	-	-
IT (MS Office/Server/Laptops)	50,000	50,000	-	-	-	-
	<u>140,000</u>	<u>140,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
PROTECTIVE (Fire Dept)	306,000	40,500	-	-	-	265,600
	<u>306,000</u>	<u>40,500</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>265,600</u>
TRANSPORTATION						
Street surfacing (per approved list)	1,370,000	570,000	-	800,000	-	-
Curb & Sidewalks (Marr Road)	425,000	425,000	-	-	-	-
Drainage (church avenue)	930,000	300,000	-	130,000	-	500,000
Designated Highways	282,500	-	70,625	-	211,875	-
Design / Studies	110,000	110,000	-	-	-	-
Fleet / Equipment	580,000	580,000	-	-	-	-
	<u>3,697,500</u>	<u>1,985,000</u>	<u>70,625</u>	<u>930,000</u>	<u>211,875</u>	<u>500,000</u>
RECREATION						
Arthur Miller Field surface	400,000	-	-	-	-	400,000
Trails	40,000	40,000	-	-	-	-
Arena renovation contract mgmt fees	100,000	100,000	-	-	-	-
Connector trail	1,050,000	-	350,000	-	700,000	-
Truck	60,000	60,000	-	-	-	-
Equipment	25,000	25,000	-	-	-	-
	<u>1,675,000</u>	<u>225,000</u>	<u>350,000</u>	<u>-</u>	<u>700,000</u>	<u>400,000</u>
Total Capital Expenditures	\$ 5,818,500	\$ 2,390,500	\$ 420,625	\$ 930,000	\$ 911,875	\$ 1,165,600



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
January 14, 2019

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY: 
John Jarvie, Town Manager

DATE: 4 January 2019

SUBJECT: **Contract Award – GIS CONSULTING SERVICES**

RECOMMENDATION

It is recommended that Rothesay Council consider the following Motion:

Rothesay Council HEREBY awards the geographic information system (GIS¹) consulting services contract to **ESRI Canada Limited** for a total bid amount of \$49,933.00 with funding for the award from Planning and Development Services G/L # 26104060 as outlined in the Financial Implications section of this report.

Background

The town of Rothesay requires ongoing, software maintenance and technical support to assist with implementation of recommendations resulting from a GIS technical assessment completed in 2018 by ESRI Canada. The assessment identified several operational and new initiative recommendations to move GIS forward at the town of Rothesay.

Rothesay provides various services to residents in many different capacities such as treated drinking water, sanitary sewage treatment, storm water drainage, transportation services, parks and recreation facilities, bylaw enforcement, building inspection, and land use and development planning. For effective management of these services, Town staff requires access to the asset information on these services, such as their physical and descriptive data such pipe size or property ownership.

To meet these needs, the Town has put in place a corporate wide mapping system for all staff. The GIS software used by Rothesay is called ArcGIS. ArcGIS is a geographic information system (GIS) for working with maps and geographic information. It is used for creating and using maps, compiling geographic data, analyzing mapped information, sharing and discovering geographic information, using maps and geographic information in a range of applications, and managing geographic information in a database. There are currently over 100 datasets in the corporate ArcGIS database that locate and describe specified information; however, additional datasets and capabilities can be managed and utilized to offer in-house

¹ Geospatial Information Systems (GIS) are computer based software that captures, stores, analyzes, and manages geographically map referenced data. GIS tools allow users to create interactive queries, analyze spatial information, edit data, and map the results.

analysis and to develop the system as a one-stop shop for property information, infrastructure locations, informed capital planning, and accurate capital and maintenance job costing.

ArcGIS is the product of ESRI (Environmental Systems Research Institute) which is the world's largest geographic information system (GIS) software company. ESRI was founded in 1969 as a privately held consulting group in Redlands, California. ESRI Canada, a subsidiary of ESRI, is managed by Alex Miller, a Survey Engineer from the University of New Brunswick, who founded the company (ESRI Canada) in 1984.

ESRI Canada is the dominant marketplace provider of enterprise geographic information system (GIS) solutions to Canadian organizations in both the public and private sector. Rothesay has been an ESRI Canada client for more than ten years.

Recommendation

In 2017 Rothesay's Senior GIS Technician vacated his position and the Town has not filled that vacancy. Through 2018 the Town has chosen to maintain the corporate GIS at minimum service levels by contracting technical support services with ESRI. That relationship with ESRI has proven to be a successful method of alternate service delivery. In October 2018 Staff contracted Ms. Julie Roebtham, and Application Specialist with ESRI Canada to review (See Attached) the state of the Town's GIS and provide guidance and recommendations toward the direction of their GIS. That review concluded that without more regular and preventative software maintenance and major system upgrades Rothesay would be in jeopardy of major GIS service interruptions or failure.

Staff understand that non-competitive / sole source procurement is not the preferred method of carrying out a procurement process. However sole source procurement is unique given the dominant position of ESRI in the marketplace and that this software requires specialized training and knowledge that is not widely accessible under these very specific terms and technical conditions.

Considering the above information, Staff recommend that the Town accept the bid offer made by ESRI Canada as a "sole source" procurement contract. This award recommendation is based on the justification that ESRI Canada is the single known source supplier that can fulfil the Town's requirements.

Financial Implications

As part of the 2019 Budget approval process Council allocated \$125,000 to Planning and Development Services for the provision of Software and Equipment. The 2019 forecasted budget amount for this service was \$60,000 whereas the contractual cost for the ESRI software support is **\$49,933.00** which can be accommodated within the departmental budget.

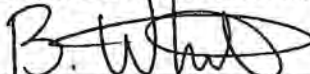
Budget Summary: Project G/L No. 26104060

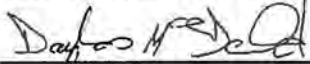
2019 Software Budget	\$125,000.00
Less: ESRI Support Contract Cost	<u>\$49,933.00</u>
Remaining 2019 Balance	\$75,067.00

The balance of funds will be used for the annual software license agreements for software (ArcGIS, Cityworks) as per the 2019 work plan for Planning and Development Services.

ATTACHMENTS

Attachment A – ESRI Canada GIS Review and Recommendations

Report Prepared by: 
Brian White, Director of Planning and Development Services

Finance Approval by: 
Doug MacDonald, Treasurer



ROTHESAY MEMORANDUM



TO : Mayor and Council
FROM : Town Clerk Mary Jane Banks
DATE : 9 January 2019
RE : Amendment to Disposal of Surplus Vehicles and Equipment Policy

RECOMMENDATION:

Council adopt the revised version of the Disposal of Surplus Vehicles and Equipment Policy originally adopted 13 November 2018; more specifically the second last paragraph be changed as follows:

“All sealed bids are opened by a committee of at least two (2) persons.” be added as a bullet point

The following sentence be deleted:

~~If the bid opening is to be done publicly then the date, time and venue for the bid opening meeting will be advertised on Kijiji Canada within the body of the ad.~~

BACKGROUND:

As Council will recall, the Disposal of Surplus Vehicles and Equipment Policy was originally adopted 13 November 2018, with amendments made at the Council meeting.

Following the distribution of the approved policy, Counc. Lewis noted the typographical error contained in the second last paragraph that contradicts the last bullet point.

The recommendation above is requested to correct the contradiction.

ROTHESAY

Policy

Topic: Disposal of Surplus Vehicles & Equipment	Date Amended	
Application: Town Vehicles and Equipment	Date Prepared	November 9, 2018
	Date Adopted	November 13, 2018
	Mayor & Council:	
	Town Manager:	

Vehicles & Equipment are declared surplus in the following manner:

- A budget is proposed for replacement vehicles & equipment based on the 10-year Fleet Replacement Program;
- Budget is adopted by Council;
- Competitive pricing is obtained for vehicles & equipment included in the budget;
- Pricing results are presented to Council for award of the vehicle or equipment purchase;
- Council adopts a recommendation to authorize the issuance of a purchase order for the vehicles or equipment;
- The vehicle or equipment is ordered, received and put into service;
- The corresponding equipment that the purchase replaced, according to the 10-year Fleet Replacement Program is declared surplus.

Surplus vehicles and equipment are disposed of in the following manner:

- Consult with long term employees to determine condition and expected value of the surplus vehicle or equipment;
- List the surplus vehicle or equipment for sale on Kijiji Canada as a silent auction with particular specifications as well as the following General Description and Terms:

The following is a piece of surplus equipment being disposed of by the town of Rothesay by means of a silent auction.

Interested parties should send a copy of their bid to the Town by the following means:

Deliver to the Town Hall, 70 Hampton Road, Rothesay in a sealed envelope marked with the piece of equipment the bid is for before _____pm on _____, _____, 201_.

Bids must state the piece of equipment you are interested in, the amount you wish to pay, your phone number and your signature.

Bidding will close on _____, _____, 201_. On the following business day all bid envelopes will be opened, bids will be reviewed to meet the criteria listed above and the highest bidder who met all of the requirements will be notified.

This surplus vehicle or piece of equipment is situated for viewing outside the main gate of the Rothesay Public Works Garage at 19 Master Drive in Rothesay.

- All units are to be sold as is;
- All vehicles and equipment that are declared surplus are to be disposed of as indicated by this policy;
- All bids received are to be opened in a public forum at the Town Hall.
- All sealed bids are opened by a committee of at least two (2) persons.

Mayor, Councillors, Staff and immediate family members of the same are excluded from the Kijiji bidding process with respect to surplus vehicles and equipment being disposed of by the Town.




70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
January 14, 2019

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: January 9, 2019

SUBJECT: 2019 Asphalt Resurfacing and Microseal Placement Program

RECOMMENDATION

It is recommended that Mayor and Council:

- 1) approve the following list of asphalt and microseal streets for resurfacing in 2019 and authorize the Director of Operations to issue a public tender call for completion of the work:

Asphalt:

- Chapel Road
- Eydie Drive
- Marr Road
- Ricketts lane
- McGuire Road

Microseal:

- Donald Road
- Olive Lane
- Sheryl Drive
- Canwell Court
- Hooper Drive
- Kimberly Drive
- Mark Avenue
- Joelyn Lane
- Rodney Street

OR

- 2) approve the following list of asphalt and microseal streets for resurfacing in 2019 and authorize the Director of Operations to issue a public tender call for completion of the work:

Asphalt:

- Chapel Road
- Marr Road
- Ricketts lane
- Allan Avenue

Microseal:

- Donald Road
- Olive Lane
- Sheryl Drive
- Canwell Court
- Hooper Drive
- Kimberly Drive
- Mark Avenue
- Joelyn Lane
- Rodney Street

ORIGIN

At their meeting of July 9, 2018 Mayor and Council approved design work for the 2019 Asphalt Resurfacing and Microseal Placement Program as follows:

Asphalt:

- Chapel Road
- Eydie Drive
- Lennox Drive
- Salmon Crescent
- Marr Road
- Ricketts lane
- Church Avenue

Microseal:

- Donald Road
- Olive Lane
- Sheryl Drive
- Canwell Court
- Hooper Drive
- Kimberly Drive
- Mark Avenue
- Joelyn Lane
- Rodney Street
- McGuire Road

BACKGROUND

During the course of 2019 budget preparations, staff proposed deferral of Salmon Crescent and Lennox Drive to future years owing to the cost of necessary vertical profile adjustments. Church Avenue resurfacing was removed from the resurfacing program and added to a larger project to completely reconstruct Church Avenue.

During discussions with Council regarding the 2019 budget it was suggested that resurfacing of McGuire Road should not be a priority given the lack of area tax base in comparison to the overall cost of the work. It was suggested by a Council member that the reconstruction of Allan Avenue would be a better use of town capital dollars.

DISCUSSION

Staff recommend streets for the annual resurfacing budget based on quantifiable factors such as:

- current surface condition,
- street classification (arterial, collector, local),
- potential for future disturbance such as subdivision construction and utility renewals or expansion,
- condition of existing underground infrastructure.

The Town has utilized two methods to determine street surface condition. Firstly, Dillon Consulting Ltd. has been engaged to utilize a method whereby one individual visually inspects each road surface and rates the cracks, potholes, delamination, ravelling etc. according to industry accepted parameters to determine an overall rated condition of each street. This method rates streets on a 1 to 5 scale where 1 is “like-new” condition and 5 describes a street that has reached the end of its life. Secondly the Town has engaged TotalPave Solutions to utilize a tool whereby one individual drives a vehicle equipped with a mounted smartphone device equipped with software that measures the total number of bumps/dips in the street to produce a ride index. The ride index software equates the bump/dip information to a “number of metres of deflection per 10km of roadway”. A higher index number means more bumps/dips have been measured denoting a poorer quality surface. Condition rating coupled with ride index give staff a clear picture of roadway quality which is a major factor in determining resurfacing priorities. The condition rating and ride index data for McGuire Road and Allan Avenue are presented in the chart below:

Street	Condition Rating	Ride Index
McGuire Road	5.0	3.53
Allan Avenue	1.4	2.52

The data above shows that the street condition rating for McGuire is much worse than the condition of Allan Avenue and that there are more measurable bumps and dips on McGuire than there are on Allan.

To date staff have never prioritized projects based on tax base immediately adjacent to proposed resurfacing work. In an effort to provide Council with as much information as possible, staff have quantified the aggregate tax levy for properties adjacent to McGuire Road as well as adjacent to Allan Avenue (as this was suggested as an alternative to McGuire Road).

There are no private residences with frontage along McGuire Road, however McGuire Road does serve as the access to the Town’s water filtration plant, Water & Sewer Utility office building, Carpenter Pond

wellfield, Irving 24 gas station and the Highway 1 restaurant. The combined revenue collected by the Town from the taxable properties adjacent to McGuire Road is \$32,800.

There are 25 private residences with frontage along Allan Avenue. The combined revenue collected by the Town from the taxable properties adjacent to Allan Avenue is \$70,000.

Staff requested that the consultant engaged to design the 2019 program prepare estimates for the cost to resurface McGuire Road and Allan Avenue and compare the two.

The consultant pointed out some noteworthy differences between McGuire Road and Allan Avenue. Allan Avenue is narrower than McGuire Road, however it is longer overall and there are some deleterious materials in the subgrade that would have to be removed prior to resurfacing. The estimated cost to resurface McGuire Road is \$174,000 and the estimated cost to resurface Allan Avenue is \$243,000.

FINANCIAL IMPLICATIONS

The 2019 General Fund Capital Budget for asphalt resurfacing has been approved as \$1,250,000. This budget includes an (estimated) amount of \$174,000 for the resurfacing of McGuire Road. The estimated cost to resurface Allan Avenue is \$243,000, a net difference of \$69,000 should Council decide to defer McGuire Road in 2019 and resurface Allan Avenue instead. In order to maintain the \$1,250,000 resurfacing budget, based on the estimates, staff would need to find the additional \$69,000 by deferring the resurfacing of another proposed 2019 street.

The 2019 budget includes an amount of \$65,000 for the resurfacing of Eydie Drive. Should Council decide to defer McGuire Road in 2019 and resurface Allan Avenue instead, staff would propose deferring the resurfacing of Eydie Drive to a future year in order to utilize those funds to cover the majority of the \$69,000 net cost difference between McGuire Road and Allan Avenue. The remainder of the difference (\$69,000 - \$65,000) would be considered manageable within the overall 2019 resurfacing budget envelope.

It is important to note that the budget was determined based on estimates derived by consultants. It is necessary that Council determine the list of streets to include in the public tender for street resurfacing, however the actual tender will dictate the final product in that a high tender price may require the deferral of other streets and a low tender price may allow the Town to resurface additional streets or move residual funds to Reserves.

Report Prepared by:  Brett McLean, Director of Operations

Report Reviewed by:  Doug MacDonald, Treasurer



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
January 14, 2019

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY: 
John Jarvie, Town Manager

DATE: January 9, 2019

SUBJECT: Engineering Design and Construction Management Services
Church Avenue Reconstruction

RECOMMENDATION

It is recommended that the proposal submitted by EXP. in the amount of \$154,818.75 including HST for the Church Avenue Reconstruction project 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 and Utility Fund Capital Budgets include funding for the design and replacement of the reconstruction of Church Avenue including installation of a new storm sewer system and replacement of the existing water and sanitary sewer systems.

BACKGROUND

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

DISCUSSION

On December 17, 2018 with a comprehensive and detailed scope of work document developed by staff, a proposal for consulting engineering services was requested from the engineering consulting community at large by way of a proposal call on the New Brunswick Opportunities Network (NBON) online service.

In response to this proposal call, four (4) compliant submissions were received from consulting engineering firms on January 8, 2019. Proposals were received from the following firms:

- CBCL Consulting Engineers Limited,
- Crandall Engineering Ltd.,
- Exp
- R. V. Anderson Associates Limited

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

John Jarvie, Town Manager
Brett McLean, Director of Operations

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

The result of this process was to obtain the highest ranking proposal for recommendation to Mayor and Council for award. The highest ranked overall submission following this evaluation process was the proposal submitted by EXP.


The submission from EXP. 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 and Utility Fund Capital Budgets include a combined amount of \$1,700,000 for design and construction of the work. Engineering fees for this type of work are generally accepted to be 12 – 17% of the overall budget. Assuming award by Council, an analysis has been completed for the fee schedule submitted by the consultant and the anticipated costs are shown in the table below:

Consultant	Fees (inc HST)	HST rebate	Subtotal	2019 Budget	% of overall Budget Item
Design and construction management	154,818.75	14,423.72	140,395.02	1,700,000	8.26

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).