



COUNCIL MEETING

Monday, July 8, 2019

FRSC 2018 Audited Financial Statements

- 7.2 15 April 2019 Kennebecasis Valley Fire Department Inc. (KVFD) Board Meeting Minutes
31 December 2018 KVFD Statement of Expense
28 February 2019 KVFD Statement of Expense
10 April 2019 KVFD Chief's Report
31 December 2018 KVFD Response Report
March 2019 KVFD Response Report
- 7.3 31 May 2019 Draft unaudited Rothesay General Fund Financial Statements
31 May 2019 Draft unaudited Rothesay Utility Fund Financial Statements
20 June 2019 Draft Finance Committee Meeting Minutes
- 7.4 18 June 2019 Draft Rothesay Hive Advisory Committee Meeting Minutes
- 7.5 19 June 2019 Draft Works and Utilities Committee Meeting Minutes
➤ Rothesay Corner Traffic Study
➤ Beach Drive Curb
➤ Rothesay Common Parking
- 7.6 June 2019 Monthly Building Permit Report
- 7.7 3 July 2019 Capital Projects Summary

8. UNFINISHED BUSINESS

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

9. NEW BUSINESS**OPERATIONS****9.1 Hampton Road Watermain Replacement**

2 July 2019 Report prepared by DO McLean

9.2 Hampton Road Designated Highway Resurfacing

3 July 2019 Report prepared by DO McLean

9.3 Wastewater Treatment Funding

3 July 2019 Memorandum from Town Manager Jarvie

9.4 Highland Avenue Storm Sewer Installation

4 July 2019 Report prepared by DO McLean

ADMINISTRATION**9.5 Committee Appointment**

4 July 2019 Memorandum from the Nominating Committee

COUNCIL REQUESTS**9.6 Ballot Position and the Impact on Election Results**

16 June 2019 Memorandum from Counc. Shea

ROTHERSAY

Regular Council Meeting
Agenda

2019July8OpenSessionFINAL_003

-3-

8 July 2019

10. NEXT MEETING

Regular meeting

Monday, August 12, 2019

11. ADJOURNMENT



File No. 32-93

June 21, 2019

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



Dear Mayor Grant:

The Department of Transportation and Infrastructure (DTI) is now looking ahead to the 2020 construction season and preparing to assess proposals under its Municipal Designated Highway Program. We are requesting that each municipality carefully review its requirements and submit an updated Five-Year Plan. Your submission will be evaluated in conjunction with the needs of all 99 municipalities in the province.

Your updated Five-Year Plan should indicate the proposed priorities for 2020, and list the improvements, proposed design, approximate cost, amount of the municipal contribution and the importance of each request. Capital projects eligible for funding consideration on designated highways are from curb-to-curb or shoulder-to-shoulder, including storm sewer, curb and gutter, street reconstruction and surface treatments.

To assist DTI in considering requests in preparation for the budget process and in coordinating the engineering design of many of these projects, your municipality is asked to update and send your Five-Year Plan to me, with a copy to the DTI District Engineer in your area, as soon as possible, but no later than September 30, 2019. Your local District Engineer will be able to assist you in preparing your priorities for 2020. Further assistance may also be obtained from the Municipal Engineer in DTI's Design Branch, Mr. Raymond Brun. Mr. Brun can be reached at (506) 461-4492.

DTI's Municipal Designated Highway Program plays an essential role in the provision of much-needed infrastructure upgrades across the province, while also spurring economic activity and job creation. I therefore look forward to receiving your submission.

Sincerely,

A handwritten signature in black ink that reads "Bill Oliver".

Bill Oliver
Minister

c.c. Clerk
District Engineer
Hon. Hugh J. (Ted) Flemming, Minister of Health

Enc.



Municipal Designated Highway Program

Through its Municipal Designated Highway Program (MDHP), the Department of Transportation and Infrastructure will partner with municipalities in New Brunswick to share eligible and approved costs of maintaining and upgrading provincially designated highways located within municipal boundaries. Not only will the program contribute to responsible asset management of strategic transportation infrastructure, but it will also generate economic development and create jobs from construction and export activity.

Eligibility

To be considered for funding, all proposed projects must contribute to maintaining or rehabilitating a provincially designated highway in a municipality. Examples of work that will be considered under the program include the following:

- Highway resurfacing
- Highway reconstruction
- Culvert replacement
- Ditching
- Highway widening
- Storm Sewer System
- Curb and Gutter

It should be stressed that the program will not fund trails, land, water main, sanitary sewer, sidewalks, lighting, landscaping, etc. and other costs that DTI does not consider critical to the asset's lifecycle.

Criteria

The criteria by which proposed projects will be evaluated under the MDHP include the following:

- the leverage of funds;
- the potential for job creation and the sustainability of those jobs;
- the readiness of the project; and
- the potential for the bundling of contracts to obtain savings

Financial Assistance Available

Under the MDHP, funding will be divided into two pools, a partnering pool where DTI and the municipality will share the eligible project costs and a traditional funding pool where DTI will cover 100% of the eligible project costs.

DTI can partner with municipal governments on eligible projects under the following shared cost amounts:

Municipal share of eligible costs:

Cities: 15% to 50%

Towns: 15% to 25%

Villages: 5% to 15%

Municipal government may source their shares of the required funding from own revenues, the federal government, the Municipal Capital Borrowing Board, but not from any funding amounts received from other provincial entities such as Regional Development Corporation.

To illustrate funding amounts, the following two examples are presented:

Example 1

City A, as part of its Asset Management Plan, proposes to rehabilitate 2 kilometres of a provincially designated highway that travels through its city. The rehabilitation work is expected to cost \$4 million, including the replacement of two culverts and some widening of the road to accommodate increased traffic. As this work would be considered 100% eligible and the applicant has proposed a cost share percentage of 40%, DTI would fund \$2.4 million ($\$4 \text{ million eligible} \times 60\%$)

Example 2

Village B with a proposed cost share percentage of 8%, plans to widen its main street at a cost of \$1 million. At the same time, it plans to replace a deteriorating sidewalk and add trees and shrubbery which is expected to bring the total cost to \$2 million. DTI would fund \$920,000 of this \$2 million project (eligible work of \$1 million $\times 92\%$)

How to Apply

All projects to be considered must be submitted by September 30, 2019 and be part of an updated five-year plan by the municipal applicant. All proposed costs will be verified by DTI before funding is approved. DTI will review the applications and municipalities will be advised of their approved projects and funding amounts by the Minister.

Contact

Mr. Raymond Brun
Design Branch
Transportation and Infrastructure
Email: raymond.brun@gnb.ca
Telephone: 461-4492

St. Joseph's Hospital
Foundation



La Fondation
De L'Hôpital St. Joseph

June 25, 2019

Mr. Michael A. Gillis
Foundation Chairman

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



Dear Mayor Grant,

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

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

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

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

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

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

Sincerely,

Laurie A. Flood
Executive Director

LATE NIGHT

with the
Foundation

SPONSORSHIP OPPORTUNITIES

Presenting Sponsor: \$10,000 Only 1 available

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

Gold: \$5,000

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

Silver: \$2,500

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

Bronze: \$1,000

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

OTHER:

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

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



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

St. Joseph's Hospital
Foundation



La Fondation
De l'Hôpital St. Joseph

LATE NIGHT

with the
Foundation



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

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

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

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

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

Our goal for our first Annual "Late Night with the Foundation" is to support equipment and technology needs for patients who are in need of corneal treatment to prevent blindness. Dr. Ashkenazy and his team need a Pentacam - Cornea Analyzer for early diagnosis of corneal disease and for corneal transplant surgery. The cost of the equipment is approximately \$100,000. We will be partnering with our community to support this new endeavour.

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

Did you Know?

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

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

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

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

Thank you!

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

St. Joseph's Hospital
Foundation



La Fondation
De L'Hôpital St. Joseph

2019 SPONSORSHIP

2019 July 8 Open Session FINAL_020

Thank you for your support of
"Late Night with the Foundation".

We look forward to seeing you on
October 19, 2019 at the Saint John City Market.



CONTACT INFORMATION

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

SPONSORSHIP LEVEL

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

PAYMENT INFORMATION

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

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

St. Joseph's Hospital
Foundation



La Fondation
De L'Hôpital St. Joseph

2018 AUCTION DONATION FORM



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

Thank you

CONTACT INFORMATION

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

ITEM DESCRIPTION

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



June 6, 2019

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



Dear Mayor and Council

Re: Proposed Rothesay Corner Traffic Change

I was puzzled by the proposal submitted with your letter of April 11 2019. The proposal seems to concentrate on changes to Station Rd, which is actually the only street in the corner where there is negligible traffic problems, and does not address the real problem which is that traffic coming from Saint John on the Rothesay Rd has a "no stop" access to the corner, the other three roads have stop signs.

Having been a resident of Station Rd for over 50 years I have seen the problem at the corner. Most of the time the current pattern works, first at stop sign has right of way, but at supper time say between 4 and 6 pm. there is a problem. Traffic from Saint John on the Rothesay Rd is heavy, so the increased traffic heading for Saint John from Hampton Rd not only has to catch a space in the flow through traffic but has to also watch who has right of way from Gondola Pt Rd. An increased problem. The Gondola Pt traffic trying to turn left to the Hampton Rd is also looking for a break in traffic not, hopefully, the same break the Hampton Rd traffic is trying to access.

I believe the solution would be to install a traffic light with appropriate arrows etc. I would guess that a bit more than 50% of the traffic coming from Saint John turns up the Hampton Rd and the remainder straight through to the Gondola Pt Rd. To avoid back up of traffic on Rothesay Rd, now flowing fairly freely, it would be appropriate to have two lanes for say 100yds up to the lights one a right turn lane to Hampton Rd which would bypass the light with a yield sign only. Same idea as we have at the intersection to the highway from Campbell Drive.

Once again I reiterate that closing Station Rd not only does nothing to relieve the problem, it will also be a massive inconvenience to the residents of Station Rd and Rothesay Park who are not part of the present, if any, problem.

Yours truly,

From: [REDACTED]
To: [REDACTED]
Subject: FW: Rothesay Rd traffic concerns
Date: June-10-19 12:21:10 PM

-----Original Message-----

From: [REDACTED]
Sent: June-09-19 9:15 AM
To: Rothesay Info
Cc: Don Shea
Subject: New Business

[REDACTED]
To: The Mayor and Councillors

As a result of a number of close vehicle collision encounters witnessed in the Rothesay Road area from College Hill Road east to Low Wood condos there is concern about increased traffic volume and speed of vehicles along this stretch of road.

A recent collision on Rothesay Road just west of Low Wood on June 8th at approximately 6:00 pm is evidence of concern.

A favourable mention to the police, fire and ambulance services' quick response to the 911 call and their professionalism in dealing with this accident.

Enhanced protection for mothers pushing strollers, people walking their dogs, children biking and walking, runners and joggers and seniors strolling along is needed to keep Rothesay citizens and visitors to our community safe.

As a result of this serious accident on June 8th the following is requested ...

- (1) Revised and enforced speed zones maximum 40km per hour
- (2) Electronic slow down signs both east and west on Rothesay Road from the corner of Hampton Road to Kinghurst Park enforced by police patrols at peak traffic times approximately 7:30 - 9:00 am and approximately 3:30 - 6:00 pm.

As an addendum...

The Grove Avenue and Hampton Road corner is becoming a nightmare with increased traffic volume and a traffic light might provide a safety solution (Post Office corner).

Normally the deadline for council agenda is Wednesday past but members of council may wish to add these issues to their agenda as a result of this recent accident.

Thank you for your attention to this request.

[REDACTED]
Sent from my iPad



St. Joseph's Hospital
Foundation



La Fondation
De L'Hôpital St. Joseph

Thank You

Mayan Grant

*Thank you for your recent
Support of our "Hidden Treasures"
event. Together we raised
\$80,000 for the Breast Health
Program at St. Joseph's Hospital.*

*On behalf of the patients who will
benefit thank you*

hanni

From: [REDACTED]
To: [REDACTED]
Subject: FW: Refuse collection
Date: June-12-19 9:53:44 AM

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

From: [REDACTED]
Date: Tue, Jun 11, 2019 at 6:21 PM -0300
Subject: Refuse collection
To: "Nancy Grant" [REDACTED] "Matthew Alexander"
[REDACTED]

To the members of council for the Town of Rothesay,

We are writing to you regarding the unsatisfactory manner in which Fero has operated on the Town's behalf. We have two main concerns with their service:

- 1) Regular garbage & compost pickup is sloppy at best. There is no concern for the beauty of our Town when they pick up garbage, plastics, cardboard, etc. as what doesn't fall into the truck gets left behind to blow around the neighbourhood. Just follow any of their trucks on blue bin day to see the mess they leave behind each & every week. A little effort to ensure all products get into the truck would go a long ways.
- 2) We are now in the fourth week of waiting for them to pick up our annual cleanup materials. Meanwhile it continues to get picked through, strewn about & for many it has ruined a piece of lawn as that is the only location to place it. I know they have distributed a letter outlining all kind of excuses for this extensive delay. Truth be known, if you are proud of your company & the work you do, you would find a way to complete the job in a timely manner. This may require extra hours (overtime) for staff but they signed a contract and have been unable to fulfill their commitment.

We hope when the current contract comes up for renewal the Town will keep these issues in mind and consider a company able to fulfill its promises and one with employees who will have pride in their work ethic.

[REDACTED]
Woodland Ave
Rothesay

May 31, 2019

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



Dear Friends of the Trail,

Before we get started on another busy trail-building season and the many projects being undertaken across the country, we would like to take a moment to share with you some of the highlights and successes of the past few months.

Support for the Trail

We would like to extend, once again, our gratitude to the Government of Canada for its ongoing support. The federal government's support allows us to leverage others to give, which continues to boost our fundraising efforts in support of our national trail.

We were fortunate to receive a number of special gifts in the final quarter of 2018/19. TECK – a previous *Chapter 150* donor – renewed their commitment with a \$1M gift in support of ongoing Trail development in the East Kootenays, BC. A generous gift of \$100,000 from Sherritt International will help make the Trail safer with the construction of a new underslung pedestrian bridge over the North Saskatchewan River.

Stalwarts of the Canadian philanthropic scene, a number of foundations also renewed their commitment to The Great Trail. The T.R. Meighen Family Foundation and Senator Michael Meighen made a combined \$75,000 gift to fund a major bridge repair on the Caledon Trailway, as well as a study in New Brunswick for a 'hands across the border' connection with the East Coast Trail at Calais, Maine. The Crabtree and W. Garfield Weston Foundations renewed their support for the Trail in New Brunswick and for the repair of a historic bridge in Tiny, Ontario, respectively.

Trail Projects

We were thrilled to have been able to support many amazing projects this year. Among these projects were a new greenway connecting the village of Chemainus to Ladysmith in the Cowichan Valley, BC; a roadway conversion to greenway around Lake Diefenbaker, SK; and an upgrade to a Trailway Bridge in Caledon, ON.

During the latest request for funding applications, we received over 150 new proposals for projects. These will result in more greenways and active transportation routes, improved accessibility, more signage and trailheads, and repairs to sections that have been damaged by natural disasters. We are also working with several groups across Canada to encourage projects that improve trail accessibility for all users.

We continued to forge positive connections with Indigenous communities and organizations across the country, with a number of projects connected to or spearheaded by Indigenous communities. The launch of Phase II of an ongoing tourism project led by Beardsy's & Okemasis' Cree Nation in Saskatchewan will take place this season. We installed Trail signage and markers in the Inuvialuit and Gwich'in languages along the Boot Lake Trail in the Northwest Territories; and continue to make improvements to the Goat Island access point at the Eskasoni First Nation in Nova Scotia.

Viceregal Patron

Her Excellency the Right Honourable
Julie Payette
Governor General of Canada

Présidente d'honneur vice-royale

Son Excellence la très honorable
Julie Payette
Gouverneure générale du Canada

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
Valérie 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
Armanda Lang
Michael Lindsay
Ian Pearce
Aidan Richardson
Ed Steeves
Neil Yeates

President & CEO

Présidente et chef de la direction
Deborah Apps

Connecting with Canadians

This year we grew our reach and our base of followers thanks to many successful initiatives, including our successful partnership with the Globe and Mail, and new special projects that resulted in reaching new audiences:

- We launched the first Great Trail Treasure Hunt last year on August 26 in partnership with the Royal Canadian Geographical Society (RCGS), to commemorate the one-year anniversary of connection and to encourage usage of The Great Trail. One hundred treasure boxes were hidden on the Trail with clues unveiled on an ongoing basis. Many of our Trail *Champions* participated by creating a videotaped clue, including Ray Zahab, George Kourounis, George Canyon, Jay Ingram, Adam Kreek, Minister Catherine McKenna, Senator Colin Deacon, Mercedes Nicholl, Valerie Pringle, Paul Nichols and Rick Hansen
- We collaborated with Canadian Country Music Hall of Famer and TCT *Champion* Paul Brandt on his *Journey Tour*. This partnership helped raise awareness and funds for the Trail through Paul's authentic endorsement of The Great Trail, reaching up to 60,000 fans over 22 concerts

Our tourism marketing campaigns continued to garner interest within and outside of Canada through successful partnerships, and the development of stories, itineraries and videos. We also created a new travel section on our website called The Great Tales. The platform currently features Manitoba, Quebec and PEI, and it is designed to attract tourists within and outside of Canada to The Great Trail.

We also launched a corporate and fundraising awareness campaign around the thematic, *Deeply Connected*. The campaign included five videos shot in different locations that featured a diverse group of people articulating their personal connection to the Trail.

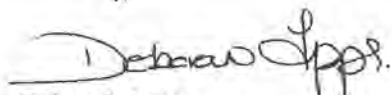
And, the coming year is shaping up to be just as exciting.

- We will be developing new video content to establish a stronger presence on YouTube and reach a younger demographic. The revamped channel will be a hub for outdoor enthusiasts worldwide, providing immersive experiences on the Trail and a diversity of content including videos, personal stories, and how-to clips
- We are once more entering into a partnership with RCGS on a second Treasure Hunt. We will increase the caches to two hundred, and will work with RCGS to develop a bilingual, curriculum-linked set of classroom activities for students, focusing on The Great Trail and the Treasure Hunt. Through the Canadian Geographic Education program, we will directly reach nearly 22,000 Canadian classrooms, getting the students excited about participating in the Treasure Hunt and encouraging them to get their whole family involved
- We will also be collaborating with the Robert Bateman Foundation to host a Nature Sketch on The Great Trail. Launching in the fall of 2019, the program will involve a one-day event where families can engage in learning how to sketch based on the teachings of world-renowned Canadian artist and naturalist, Robert Bateman. Naturalists and artists will be on site at six locations along the Trail to implement the program.

We look forward to updating you in a few months on these projects and programs.

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

P.S. I am very pleased to share with you the first of this year's Trans Canada Trail Globe and Mail inserts, which was published on April 13.



18 June 2019

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothestay@rothesay.ca
www.rothesay.ca

Dear [REDACTED]:

Re: Issues regarding Spring Freshet

Further to your letter of May 27th, discussed by Rothesay Council at its June 10th meeting, attached please find a staff report presented to Council at that time. We hope you will find it a useful starting point for discussion.

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

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

We look forward to your response.

Yours truly,

John Jarvie, MCIP, RPP
Town Manager

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

Cc : Alexander Ave/Tennis Court Rd Neighbours
: Rothesay Council



ROTHSAY
NETHERWOOD
SCHOOL

YOUTH
for
YOUTH

THANK YOU FOR YOUR SUPPORT

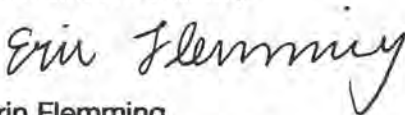
Dear Dr. Grant,

I want to personally thank you for your corporate sponsorship for Youth for Youth in support of the Teen Resource Centre (TRC) in Saint John.

Together we were able to raise almost \$13,000. These funds will assist the TRC in providing services to help at-risk youth in our community.

Your contribution is greatly appreciated.

With sincere thanks,

A handwritten signature in black ink that reads "Erin Flemming". The signature is written in a cursive, flowing style.

Erin Flemming
Grade 12 Student RNS
Chair, Youth for Youth Committee





**Fundy Regional
Service Commission**

**Commission de Services
Régionaux de Fundy**

Annual General Meeting

May 27, 2019

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Monday, May 27, 2019, at 10 Crane Mountain Rd., Saint John NB.

1. Call to Order

The Board Chairperson, Gary Clark, called the meeting to order at 10:34 a.m.

2. Record of Attendance

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

Absent

John Cairns, Local Service District Representative

OTHERS

Marc MacLeod, Executive Director, FRSC

Alicia Raynes, Recording Secretary, FRSC

Brian Shannon, Building Inspector/Development Officer, FRSC

Les Weber, Regional Emergency Management Coordinator – Region 9, NBEMO
General Public

3. Approval of the Order of Business

The Chairperson asked for approval of the Order of Business

Motion: To approve the May 27, 2019 Agenda as presented with re-numbering of Shared Services to 11b) and the addition of number eleven a (11a) Workplace Harassment and Violence Policy.

Moved: Director Losier

Seconded: Director Darling

Vote: Motion Carried

4. Disclosure of Conflict of Interest

None

5. Approval of the Minutes

Motion: To approve the April 29, 2019 minutes.

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

6. Election of Board Officers

Executive Director MacLeod provided recommended procedures for the Election of Board Officers based on the procedural by-law for the Fundy Regional Service Commission, the Act and it's regulations and Robert's Rules.

Motion: To accept the election procedures as presented.

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

Chair Clark continued to preside over the proceedings. Director Losier submitted the nomination report summarizing the members interested in Executive Positions. Only Directors Clark and Baxter expressed interest.

Chair Clark called for nominations for Chairperson from the floor three (3) times. Gary Clark was the only nominee.

Motion: To acclaim Mayor Gary Clark as Chair.

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

Chair Clark called for nominations for Vice Chair from the floor three (3) times. Glen Baxter was the only nominee.

Motion: To acclaim Glen Baxter as Vice Chair

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

7. Planning – Building Inspection – April

The April 2019 Report for Building, Development & Planning for the Village of St. Martins & FRSC Rural areas was presented for consideration.

Motion: To receive and file as presented

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

8. EMO – Flood Update – Les Weber

Les Weber, Regional Emergency Management Coordinator-Region 9, NBEMO provided an overall update presentation (attached) on the 2019 flood. The River Watch Program began on March 11, 2019 and ended on May 10, 2019. At this time, the Provincial Emergency Operations Centre (PEOC) returned to normal monitoring. NB EMO recovery began on May 1, 2019.

Mr. Weber also provided the statistics for this year's flood compared to last year's flood which included numbers from the Canadian Red Cross and also the Department of Transportation and Infrastructure.

As part of the recovery phase, NB EMO has established 5 Health and Safety Inspection Teams to conduct Health and Safety Inspections. To date, 549 inspections have been completed. Disaster Financial Assistance (DFA) was announced on May 3, 2019. The deadline for applications is August 30, 2019. Damage estimates were sent to Municipalities on May 3, 2019. They are due by May 31, 2019. DFA applications were mailed to 503 registrants. There were 3 buyouts, 2 accepted and 1 pending. A question was raised regarding the buyout procedure to which Mr. Weber responded that the key is for residents to be registered.

Mr. Weber discussed other items during the recovery phase which included extended hours for the Crane Mountain Landfill for disposal of flood debris, the Water Distribution Centres, which still have water available to those in need, Flood kits, which are still available from the Canadian Red Cross Warehouse in Saint John and also from local stores on the Kingston Peninsula or at the Ferry Terminal. Free well-water testing is available and kits are located at Satellite offices.

Motion: To receive and file as presented

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

9. Finance

a. 2018 Audited Financial Statements

Andrew Logan, Auditor, Teed Saunders Doyle & Co. presented the 2018 Audited Financial Statements. It is the opinion of the auditor that this was a clean audit with no errors or problems detected. There are no adjustments proposed this year. Mr. Logan explained that there are differences in accounting rules compared to the Provincial Funding Model. Accounting rules depreciate assets whereas the Provincial Funding model doesn't. They simply operate on a cash basis.

Mr. Logan discussed the post closure liability for the landfill. Costs are accrued as the facility operates and assets are set aside to cover this liability. This is a legislative requirement. He also reiterated that there is a \$17.9 million dollar accumulated surplus for 2018. This represents the Commission's value of assets not yet consumed or used in operating the facility.

Mr. Logan again reiterated that there are no red flags moving forward with regards to the finances.

Note: Compliments to the staff.

The Commission members thanked and complimented the staff through Director MacLeod for the previous year performance considering the changes in the accounting department.

Motion: To receive and file 2018 Audited Financial Statements as presented.

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

b. Appointment of Auditors

As per legislation requirements, auditors are typically reappointed in the Annual General Meeting. Based on continuity, competitive costs, and the excellent work of Teed Saunders Doyle & Co., Executive Director MacLeod recommended their reappointment as auditors for the Commission for the 2019 fiscal year.

Motion: To approve the appointment of Teed Saunders Doyle & Co. to serve as the Auditors for the Fundy Regional Service Commission for the 2019 fiscal year.

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

c. Q1 2019 Financial Statements

Executive Director MacLeod presented the 1st Quarter Financial Statements. The Commission overall is in an approximate \$345,000 surplus position.

Motion: To receive and file the 1st Quarter Financial Statements as presented by Executive Director MacLeod.

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

10. CMEI

a. Financials

The CMEI Financial Statements were discussed for the year ending October 31, 2018.

Motion: To receive and file the CMEI Financial Statements for November, 2017 to October, 2018.

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

b. Operating Fund

The requirement to fund CMEI operations under Order in Council 96-849(I) was discussed.

Motion: It is recommended by Executive Director MacLeod that:

“The 2019 operating grant be paid to Crane Mountain Enhancement (CMEI) in the amount of \$24475 when the financial status of the Fundy Regional Service Commission allows for the payment, but before CMEI’s end of October 31, 2019.”

Moved: Director Losier
Seconded: Director Baxter

A question was raised as to whether or not CMEI is required to provide an annual report detailing their activities. It was clarified that the only requirement is for CMEI to provide their financials, not the activities.

Vote: *Motion Carried*

c. Audit Fee

The financial commitment by the Commission to a “review engagement” of CMEI’s financial statements was discussed.

Motion: It is recommended by Executive Director MacLeod that:

“The Fundy Regional Service Commission immediately pay CMEI \$1000 toward the review engagement of their financial statements by Teed Saunders Doyle.”

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

11.

a. Workplace Harassment and Violence Policy

New Brunswick has introduced new regulations under the General Regulations of Occupational Health and Safety Act aimed at identifying and preventing workplace harassment and violence. These regulations took effect on April 1, 2019. As a result, there are new obligations for both employers and employees. The Policy has been developed over the past year with help between staff and our consultant, HR on Demand. It meets the criteria outlined by the Act and Regulations.

Motion: To adopt the new Workplace Harassment and Violence Policy as presented.

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

b. Shared Services – Don Darling

The exploration of a more comprehensive shared service plan was discussed.

Motion: To form a high-level public service task force, chaired by the City Manager of the City of Saint John and comprised of comparable representation from the other 8 members of this body, with a mandate to explore options and provide recommendations to the Fundy Regional Service Commission by June 2020.

Moved: Director Darling
Seconded: Director Baxter

Concerns on the committee were raised regarding LSD structure including the lack of a town manager and whether a member would have the authority to make decisions that would be required in this group. For clarification, Director Darling stated that the group would be responsible to develop recommendations and that they would return to the Commission for a vote. Time commitment concerns for town managers were also discussed including consideration of other possible candidates.

Point of Order: It was also mentioned that the City money issues could not be expected to be solved by the outside communities and that the province also needs to realize that the current funding system is not working. Director Darling raised a Point of Order on not speaking to the motion. The Chair accepted the Point of Order and returned the discussion to the motion.

The rationality of using the City Manager as the Chair of this committee was also discussed. It was suggested that a regional committee should either choose the Chair amongst themselves, or a facilitator should be appointed to maintain a regional interest to the group.

Nay: Director Chatterton, Losier, Grant, Rathburn,
Vote: Motion Defeated

Chairperson Clark called for a motion to adjourn.

Motion: To adjourn the meeting at 11:41 a.m.

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

APPROVED (date) June 24th / 2019



Gary Clark, Chairperson



Alicia Raynes, Recording Secretary

New Brunswick Emergency Measures Organization



SPRING FRESHET 2019 UPDATE

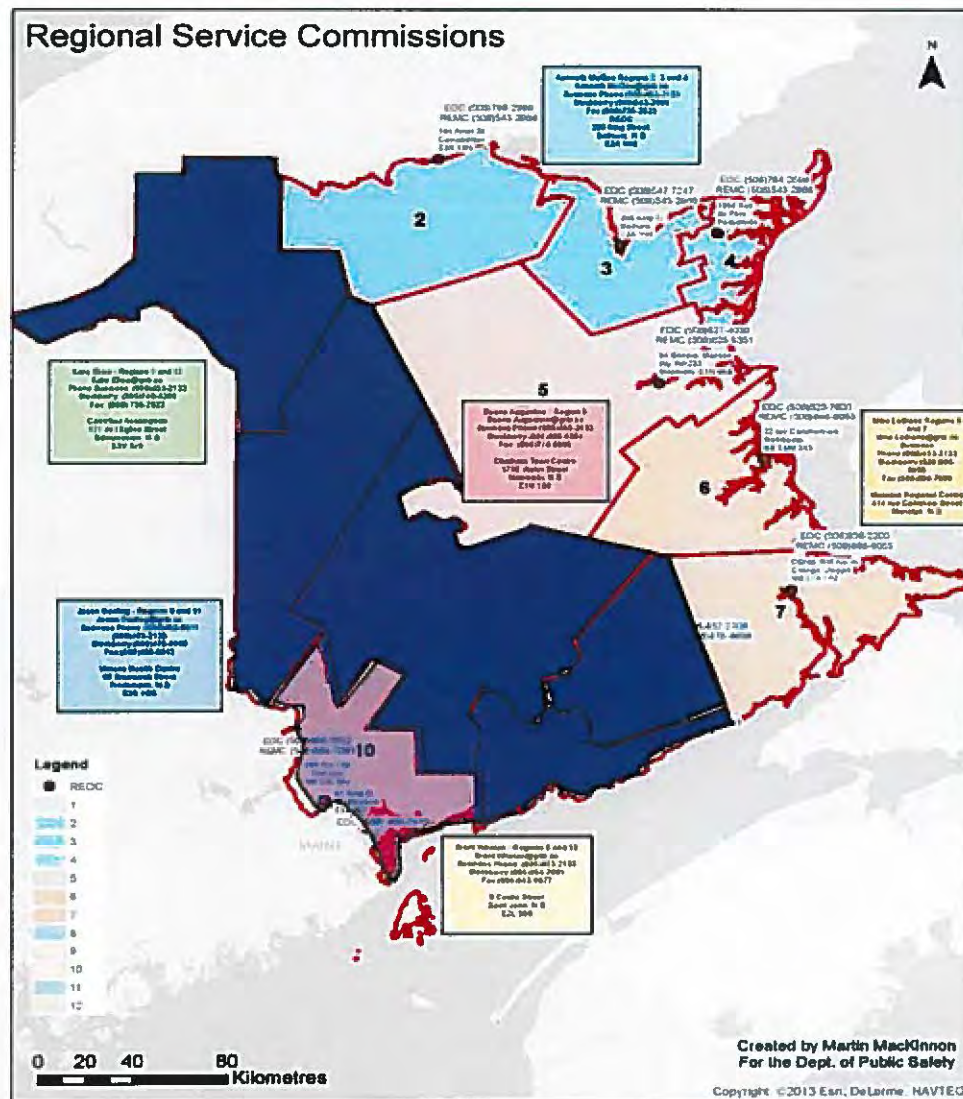
REMC Les Weber

27 May , 2019



FRESHET 2019

AREAS AFFECTED



River Watch Program - 2019

- **Began:** March 11th
- **Ended:** 10 May 19
 - Provincial Emergency Operations Centre (PEOC) returned to Normal Monitoring
 - NB EMO Recovery began 1 May 19



Canadian Red Cross (CRC)



2019 New Brunswick Floods

Impacted Community Profile

May 23/19 08:30

Communities

- ☐ Select all
- ☐ (Blank)
- ☐ BARKERS POINT
- ☐ BAYSIDE
- ☐ BAYSWATER
- ☐ Big Cove
- ☐ BROWNS FLAT
- ☐ BURTON
- ☐ CAMBRIDGE-NARROWS
- ☐ CARTERS POINT

Registered Households

669

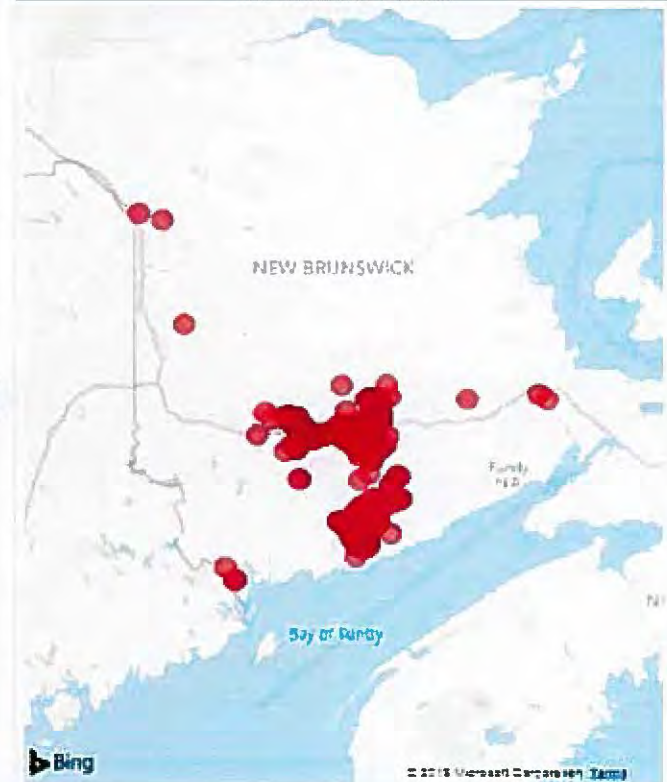
Registered Individuals

1553

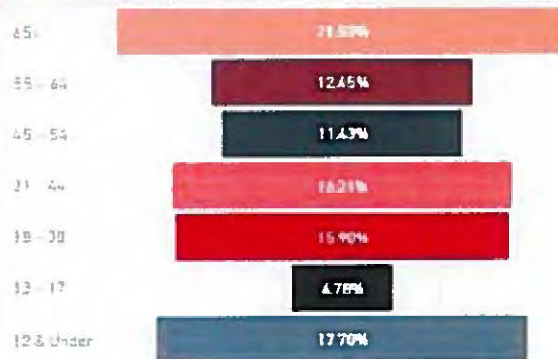
Avg. Individuals/House

2.33

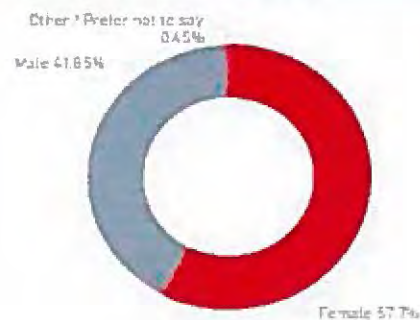
Pre-disaster Address



Age Bracket



Gender Summary



NBEMO
New Brunswick
Emergency Measures
Organization



OMUNB
Organisation des
mesures d'urgence du
Nouveau-Brunswick

New Brunswick
Canada

Canadian Red Cross (CRC)

- Numbers within Region:
- Registered
 - 113 Households
 - 229 Individuals
- Provided Hotels to;
 - 28 Households
 - 670 Individuals
- Currently in Hotels;
 - 7 Households
 - 17 Individuals



Dept of Transport/Infrastructure (DTI)

8 May 2019

- Grand Total – 28
 - Full Closures – 5
 - Lane Closures – 3
 - Being Monitored – 1
 - Re-opened – 20

24 May 2019

- Grand Total – 28
 - Full Closure – 2
 - Carter's Point Rd
 - Ganong Rd
 - Re-opened - 26



Health & Safety Inspections (H&S)

- NB EMO has established 5 H&S Inspection Teams, with the ability to surge to 5 Teams as required
- Teams consist of
 - OFM
 - Technical Inspection Services
 - Public Health
 - ELG
 - Social Development
- **549 Inspections have been completed**



Disaster Financial Assistance (DFA)

- Announced 3 May 2019
 - Deadline for Applications
 - 30 August 2019
- Damage Estimates sent to Municipalities – 3 May
 - Damage Estimates due 31 May 19



Disaster Financial Assistance (DFA)

- Applications mailed to 503 Registrants
- Buy-outs – 3
 - 2 accepted
 - 1 pending



Disaster Financial Assistance (DFA)

- Satellite Offices
 - Saint John
 - 15 King's Square North
 - Mon-Fri: 9am-5pm
 - Sat: 9am-12pm
- Pop-up Offices were conducted
 - GB-W
 - Quispamsis



Landfill – Flood Debris

- Crane Mountain
 - Mon-Fri: 7:30am-7:00pm
 - Sat: 8:00am-2pm
 - Was open Victoria Day (May 20)



Water Distribution

- Stored at River Valley Recreation Centre (GB-W) for distribution to flood affected personnel.
 - Quantity remaining: 7 pallets
 - Requested for 10x pallets from NB EMO for GB-W Area.
 - Water is for the use of the entire Region and Municipal EMOs are aware



Flood Kits

- Excess Kits were returned to CRC warehouse (Saint John) 21 May 19
- Homeowners/Individual can pick them up there in the future.
- Homeownes can still pickup kits in local stores on the Kingston Peninsula or Ferry Terminal site



Environment

- Providing free well-water testing.
 - Test Kits available at Satellite offices



Municipalities / LSDs Requests

- GB – W
 - **Water**
- Saint John
 - NIL
- Rothesay
 - NIL
- Quispamsis
 - NIL
- Kingston Peninsula
 - NIL



QUESTIONS



NBEMO
New Brunswick
Emergency Measures
Organization



OMUNB
Organisation des
mesures d'urgence du
Nouveau-Brunswick

New Brunswick
Canada



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

2019July8OpenSessionFINAL_053

PO Box / CP 3032, Grand Bay-Westfield NB E5K 4V3

T. 506 738-1212 • F. 506 738-1207

hotline@fundyrecycles.com

June 18, 2019

Town of Rothesay
70 Hampton Road
Rothesay NB
E2E 5L5



Reference: Audited Financial Statements for the Year Ended 31 December 2018

Dear Mayor and Council:

Pursuant to the requirements of Section 29(1) of the Regional Service Delivery Act, I am pleased to submit to you the Financial Statements of the Fundy Regional Service Commission for the year ended 31 December, 2018. The Fundy Regional Service Commission reviewed and adopted the Financial Statements at the May 27, 2019 meeting.

If you should have any further questions, please do not hesitate to contact me.

Regards,

Marc MacLeod
Executive Director

Encl: Audited Financial Statements of the Fundy Regional Service Commission for the Year
Ended 31 December, 2018

Fundy Regional Service Commission
Financial Statements
Year Ended December 31, 2018



**Fundy Regional
Service Commission**

**Commission de Services
Régionaux de Fundy**

Fundy Regional Service Commission

Index to the Financial Statements

Year Ended December 31, 2018

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Consolidated Statement of Changes in Net Assets	6
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INDEPENDENT AUDITOR'S REPORT

To the Members of Fundy Regional Service Commission

Opinion

We have audited the financial statements of Fundy Regional Service Commission (the Company), which comprise the statement of financial position as at December 31, 2018, and the statements of operations, changes in net debt and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Company as at December 31, 2018, and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

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

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

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

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

(continues)

Independent Auditor's Report to the Members of Fundy Regional Service Commission *(continued)*

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

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



Saint John, New Brunswick
May 27, 2019

CHARTERED PROFESSIONAL ACCOUNTANTS

Fundy Regional Service Commission
Consolidated Statement of Operations
Year Ended December 31, 2018

	2018		(Restated) 2017
	(Unaudited)		
	Budget		
	(Note 24)	Actual	Actual
Revenue			
Member charges	\$ 2,358,206	\$ 2,632,028	\$ 2,389,519
Sales of services	5,478,194	5,655,577	5,364,145
Government transfers	-	175,302	103,570
Interest	-	72,049	49,602
Gain on sale of investments	-	11,682	13,505
	7,836,400	8,546,638	7,920,341
Expenditures			
Cooperative and regional planning services	70,772	42,847	58,946
Local planning services	237,560	244,491	196,037
Solid waste services	7,832,476	7,762,571	7,465,718
Generation facility	337,099	263,068	579,665
Loss on disposal of tangible capital assets	-	49,872	86,999
	8,477,907	8,362,849	8,387,365
Annual operating surplus (deficit)	\$ (641,507)	183,789	(467,024)
Accumulated operating surplus			
Beginning of year			
As previously reported		20,456,026	20,656,666
Adjustment of prior years (Note 17)		(2,756,589)	(2,490,205)
As restated		17,699,437	18,166,461
End of year		\$ 17,883,226	\$ 17,699,437

See accompanying notes to the consolidated financial statements

Fundy Regional Service Commission
Consolidated Statement of Remeasurement Gains and Losses
Year Ended December 31, 2018

	2018	(Restated) 2017
Unrealized gains (losses) attributable to:		
Portfolio investments	\$ (82,887)	\$ 31,698
Amounts reclassified to the statement of operations		
Realized losses (gains) on portfolio investments	(11,682)	(13,505)
Net remeasurement gains (losses) for the year	(94,569)	18,193
Accumulated remeasurement gains (losses)		
Beginning of year	115,027	96,834
End of year	\$ 20,458	\$ 115,027

See accompanying notes to the consolidated financial statements

Fundy Regional Service Commission
Consolidated Statement of Financial Position
As at December 31, 2018

	2018	(Restated) 2017
Financial assets		
Cash (Note 3)	\$ 446,478	\$ 752,558
Receivables		
General (Note 4)	711,083	504,865
Due from federal government and its agencies (Note 5)	242,730	105,868
Due from Province of New Brunswick (Note 6)	62,788	99,981
Portfolio investments (Note 7)	2,005,254	2,050,820
	<u>3,468,333</u>	<u>3,514,092</u>
Liabilities		
Bank indebtedness (Note 8)	\$ 2,507,589	\$ 7,761
Accounts payable and accrued liabilities	892,457	763,719
Customer security deposits	99,666	99,266
Deferred revenue	15,942	29,395
Long term debt (Note 9)	108,000	214,000
Closure and post-closure liability (Note 10)	1,412,307	1,289,432
	<u>5,035,961</u>	<u>2,403,573</u>
NET ASSETS (DEBT)	<u>(1,567,628)</u>	<u>1,110,519</u>
Non-Financial Assets		
Tangible capital assets (Note 19)	63,885,539	59,727,864
Accumulated amortization (Note 19)	(44,553,294)	(43,097,804)
	<u>19,332,245</u>	<u>16,630,060</u>
Deferred financing charges	300	898
Inventory of supplies	73,292	56,898
Prepaid expenses	65,475	16,089
	<u>19,471,312</u>	<u>16,703,945</u>
ACCUMULATED SURPLUS	<u>\$ 17,903,684</u>	<u>\$ 17,814,464</u>
Accumulated surplus is comprised of:		
Accumulated operating surplus (Page 2)	\$ 17,883,226	\$ 17,699,437
Accumulated remeasurement gains (Page 3)	20,458	115,027
	<u>\$ 17,903,684</u>	<u>\$ 17,814,464</u>

Commitments (Note 25)

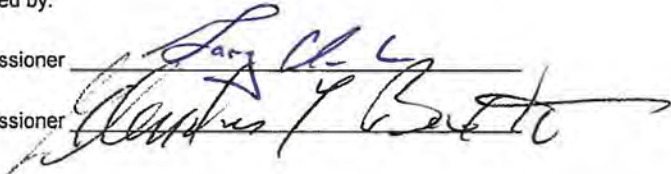
See accompanying notes to the consolidated financial statements

On behalf of the Commission

Approved by:

Commissioner

Commissioner



Fundy Regional Service Commission
Consolidated Statement of Changes in Net Assets
Year Ended December 31, 2018

	2018	(Restated) 2017
Annual operating surplus (deficit)	\$ 183,789	\$ (467,024)
Add (deduct) :		
Acquisition of tangible capital assets	(4,594,356)	(1,745,856)
Proceeds on disposal of tangible capital assets	15,000	4,778
Amortization of tangible capital assets	1,827,298	2,173,762
Amortization of deferred financing charges	598	1,662
(Gain) loss on sale of tangible capital assets	49,872	86,999
Acquisition of inventories	(16,393)	-
Consumption of inventories	-	17,070
Increase in prepaid assets	(49,386)	(16,089)
	(2,583,578)	55,302
Net remeasurement gains (losses)	(94,569)	18,193
Increase (decrease) in net assets	(2,678,147)	73,495
Net Assets		
Beginning of the year	1,110,519	1,037,024
End of the year	\$ (1,567,628)	\$ 1,110,519

Fundy Regional Service Commission
Consolidated Statement of Cash Flows
Year Ended December 31, 2018

		(Restated)
	2018	2017
Increase (decrease) in cash and cash equivalents		
Operating transactions		
Annual operating surplus (deficit)	\$ 183,789	\$ (467,024)
Loss (gain) on disposal of tangible capital assets	49,872	86,999
Loss (gain) on sale of investments	(11,682)	(13,505)
Amortization of tangible capital assets	1,827,298	2,173,762
Amortization of deferred financing charges	598	1,662
Receivable - General	(206,218)	125,665
Receivable - Federal Government and its agencies	(136,862)	(21,736)
Receivable - Province of New Brunswick	37,193	-
Accounts payable and accrued liabilities	128,738	235,265
Customer security deposits	400	(517)
Deferred revenue	(13,453)	-
Closure and post-closure liability	122,875	112,750
Inventory of supplies	(16,393)	17,070
Prepaid expenses	(49,386)	(16,089)
	<u>1,916,769</u>	<u>2,234,302</u>
Capital transactions		
Acquisition of tangible capital assets	(4,594,356)	(1,745,856)
Proceeds on sale of tangible capital assets	15,000	4,778
	<u>(4,579,356)</u>	<u>(1,741,078)</u>
Financing transactions		
Issue of bank indebtedness	2,499,828	(4,108)
Repayment of long term debt	(106,000)	(498,000)
	<u>2,393,828</u>	<u>(502,108)</u>
Investing transactions		
Proceeds on sale of investments	383,212	487,557
Purchase of investments	(420,533)	(705,499)
	<u>(37,321)</u>	<u>(217,942)</u>
Net (decrease) increase in cash and cash equivalents	(306,080)	(226,826)
Cash and cash equivalents		
Beginning of year	<u>752,558</u>	<u>979,384</u>
End of year	<u>\$ 446,478</u>	<u>\$ 752,558</u>

Fundy Regional Service Commission
Notes to the Consolidated Financial Statements
December 31, 2018

1. Purpose of the Organization

The Fundy Regional Service Commission was established under the Regional Service Delivery Act and New Brunswick Regulation 2012-91 including limits of its regional boundaries .

Section 38 of the Regional Service Delivery Act came into force on January 1, 2013 which dissolved the former Fundy Region Solid Waste Commission and by Ministerial Order under section 41 transferred all assets, liabilities, rights, obligations, powers and responsibilities of the former regional solid waste commission to the regional service commission.

Section 45 of the Regional Service Delivery Act came into force on January 1, 2013 which dissolved the former District Planning Commissions established under the Community Planning Act and by Ministerial Order under section 48 transferred all assets, liabilities, rights, obligations, powers and responsibilities of the former rural district planning commission to the regional service commission.

The business and affairs of the Commission is directed and controlled by a board of directors in accordance with Regional Service Delivery Act. The Board is comprised of (a) the mayors of each municipality or rural community and (b) where a member of the Commission is a local service district; at large representative chosen by and in accordance with New Brunswick Regulation 2012-109.

The Commission's mandate is as follows:

- (a) To provide solid waste disposal services to municipalities and local service districts.
- (b) To provide land use planning services to all local service districts and any municipality that wants to receive the service.
- (c) To develop regional planning strategies that foster sustainable development practices, encourage a coordinated development between communities that influence and guide the placement of important infrastructure while serving as a tool for better protection, management and harmonization of urban and rural landscapes and resources.
- (d) The Commission will be a source for communities to plan, coordinate and pool resources on a regional basis to enable a more effective response to emergencies.
- (e) The Commission will be the entity through which municipalities and local service districts identify the needs, scope and financing of recreational facilities. In addition, it will provide services consisting of development of agreements and assistance with securing provincial funding on a fully regional or sub-regional basis.

2. Summary of significant accounting policies

The consolidated financial statements of the Commission are the representations of management prepared in accordance with Canadian generally accepted accounting principles for local governments, as recommended by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada.

The focus of Public Sector Accounting (PSA) financial statements is on the financial position of the Commission and the changes thereto. The consolidated Statement of Financial Position includes all of the assets and liabilities of the Commission.

No other entities have been included in these consolidated financial statements.

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

Fundy Regional Service Commission
Notes to the Consolidated Financial Statements
December 31, 2018

2. Summary of significant accounting policies (continued)

Reporting entity

The consolidated financial statements reflect the assets, liabilities, revenues, expenditures and changes in net debt and cash flows of the reporting entity. The reporting entity is comprised of all organizations and enterprises accountable for the administration of their affairs and resources to the Commission and which are owned or controlled by the Commission.

Interdepartmental and organizational transactions and balances are eliminated.

Budget

The budget figures contained in these financial statements were approved by the Commission on October 16, 2017.

Revenue recognition

- (a) Solid waste tipping fees are recorded when waste is delivered to the landfill facility and collection is reasonably assured.
- (b) Sales of recyclable materials are recorded when bales are ready for shipment from the recycling facility, realizable value is determinable and collection is reasonably assured
- (c) Cooperative and regional planning service member charges are recorded when services are provided and collection is reasonably assured.
- (d) Local planning service member charges are recorded when services are provided and collection is reasonably assured.
- (e) Investment and other income are recorded on the accrual basis.

Expenditure recognition

Expenditures are recorded on the accrual basis. Outstanding commitments for goods and services relating to the current year are accrued at the balance sheet date.

Solid waste landfill closure and post-closure liability

The Commission follows the CPA Canada PSA 3270 standards to account for and report the liability for closure and post-closure care of a solid waste landfill site. Closure activities include final cover and vegetation, drainage control features, and facilities for leachate monitoring, water quality monitoring and monitoring / recovery of gas. Post-closure care activities include all activities related to monitoring the site once it can no longer accept waste including acquisition of additional land for buffer zones, treatment and monitoring of leachate, monitoring ground and surface water, gas monitoring and recovery, and on-going maintenance of control systems, drainage systems and final cover.

The liability is recognized as the landfill site's capacity is used. Usage is measured on a volumetric basis.

Use of estimates

The preparation of the consolidated financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements and the reported amount of revenues and expenses during the reporting period. Significant estimates include allowance for doubtful accounts, useful life and residual value of tangible capital assets, future landfill closure/post-closure costs and the assumptions used to calculate the current year closure/post-closure liability. These estimates are reviewed periodically, and as adjustments become necessary, they are reported in earnings in the period in which they become known. Actual results may differ from those estimates.

Fundy Regional Service Commission
Notes to the Consolidated Financial Statements
December 31, 2018

2. Summary of significant accounting policies (continued)

Financial instruments

The Commission follows the provisions of CPA Canada PS 3450 standards.

Measurement of financial instruments

The commission initially measures its financial assets and liabilities at fair value, except for certain non-arm's length transactions.

The commission subsequently measures all its financial assets and financial liabilities at amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value of these portfolio investments are recognized in remeasurement gains and losses.

Financial assets measured at amortized cost include cash, fixed income and pooled investment fund portfolio investments, trade receivables, accrued investment income, due from the federal government and its agencies and due from the Province of New Brunswick.

Financial liabilities measured at amortized cost include bank indebtedness, accounts payable and accrued liabilities, security deposits, deferred revenue and long term debt.

Impairment

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in operations. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in operations.

Transaction costs

The commission recognizes its transaction costs in operations in the period incurred. However, financial instruments that will not be subsequently measured at fair value are adjusted by the transaction costs that are directly attributable to their origination, issuance or assumption.

Cash and cash equivalents

Cash and cash equivalents include cash on hand, balances with banks, short term deposits with original maturities of three months or less and bank overdrafts. Bank borrowings are considered to be financing activities.

Fundy Regional Service Commission
Notes to the Consolidated Financial Statements
December 31, 2018

2. Summary of significant accounting policies (continued)

Tangible capital assets

The Commission follows the provisions of CPA Canada PSA 3150 standards: Tangible Capital Assets. Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. Donated or contributed tangible capital assets are recorded at their fair market value at the date of construction or contribution. The capitalization threshold is \$ 10,000. Amortization shall begin in July of the year in which the costs were incurred and no amortization is recorded in the year of disposal with the exception of containment cells which are amortized over the actual usage period. Assets under construction are not amortized until the asset is available for productive use. The cost of the tangible capital asset is amortized over the estimated useful life as follows:

Asset type	Amortization basis	Estimated useful life
Landfill site and roadways	Volume usage of the landfill	landfill life
Buildings	Volume usage of the landfill	landfill life
Buildings (compost and MRF facilities foundation)	Volume usage of the landfill	landfill life
Buildings (compost and MRF facilities frame and covering)	Straight-line	20 years
Gas generation system	Straight-line	9 years
Containment cells	Straight-line	3-5 years
Vehicles	Straight-line	5 - 10 years
Heavy equipment	Straight-line	5 - 20 years
Equipment	Straight-line	5 - 10 years
Furniture and fixtures	Straight-line	10 years

Contributed goods and services

With the exception of tangible capital assets which are recognized at their fair market value, the value of contributed goods and services are not recognized in the financial statements.

Inventory of supplies

Inventory is valued at the lower of cost and net replacement cost with cost being determined on the average cost basis.

Post-employment benefits and compensated absences

The Commission follows the provisions of CPA Canada PS 3250 and PS 3255 standards in its financial statement presentation and disclosure.

Fundy Regional Service Commission
Notes to the Consolidated Financial Statements
December 31, 2018

2. Summary of significant accounting policies (continued)

Segmented information

The Commission provides waste disposal, local planning and cooperative and regional planning services for the geographic area of Region 9. For management reporting purposes, the Commission's operations and activities are organized and reported by function. This presentation was created for the purpose of recording specific activities to attain certain objectives in accordance with special regulations, restrictions or limitations. Services are provided by departments as follows:

Solid Waste Services

This department provides solid waste disposal services to the Municipalities and Local Service Districts. This includes the operation of various recycling programs, the handling of hazardous waste and public education programs.

Generation Facility

This department utilizes landfill gases to generate electricity. Solid Waste Services uses the electricity generated and any excess production is purchased by Saint John Energy.

Local Planning Services

This department provides land use planning services to all local service districts and any municipality that does not currently have the service. This service includes the development of rural plans, the administration and enforcement of the plans, the issuance of building permits, conducting building inspections, and the approval of subdivisions, etc. The Commission encourages local service districts to develop common integrated plans, where possible and appropriate.

Cooperative and Regional Planning Services

Regional Planning

The Commission is responsible for the development of a Regional Plan, the aim of which would be to better coordinate and manage development and land use within the region. More specifically, the Regional Plan will focus on strategies that focus sustainable development practices, that encourage coordinated development between communities, that influence and guide the location of significant infrastructure (e.g., major roadways, facilities, trails), and that enhance coordination of commercial/industrial development. The Regional Plan will also serve as an important tool in better managing, protecting and harmonizing urban and rural landscapes and resources.

Regional Policing Collaboration

The Commission will serve as a forum through which the effectiveness and efficiency of policing services is reviewed and evaluated on a regional basis. In addition, the Commission will identify issues of common concern within the region and provide direction on priorities for policing services. The Commission will identify ways in which police forces within a region can work together to share costs, reduce duplication and generally build stronger linkages with one another.

Regional Emergency Measures Planning

The Commission will serve as a forum through which Municipalities and Local Service Districts will plan, coordinate and pool resources on a regional basis in order to enable more effective responses to emergency situations. This will involve working closely with the New Brunswick Emergency Measures Organization (NB EMO) to develop regional emergency protocols (specifying mutual assistance agreements between communities), providing assistance in developing and maintaining local emergency measures plans, and facilitating training initiatives for regional and inter-regional emergency responses.

Fundy Regional Service Commission
Notes to the Consolidated Financial Statements
December 31, 2018

Segmented information (continued)

Regional Sport, Recreational, and Cultural Infrastructure Planning and Cost-Sharing

The Commission is responsible for facilitating the planning and cost-sharing of major sport, recreational and cultural facilities within the region.

The Commission is the entity through which Municipalities and Local Service Districts come together to identify and reach consensus on the need, the scope and the financing required for such new facilities (could include the expansion/renovation of existing facilities). Such agreements could be developed by the Commission on a fully regional or on a sub-regional basis and would cover both initial capital and ongoing operational costs. In order to secure provincial funding, the project proponents will be required to obtain support from those communities expected to benefit from the facilities.

The commission is required to meet any provincial or other established standards associated with the services

3. Cash

	<u>2018</u>	<u>2017</u>
Restricted - Capital Reserve Fund	\$ 76,212	\$ 143
Restricted - Closure and Post-closure liability	74,189	79,943
Unrestricted	<u>296,077</u>	<u>672,472</u>
	<u>\$ 446,478</u>	<u>\$ 752,558</u>

4. Receivables

	<u>2018</u>	<u>2017</u>
Trade	\$ 703,109	\$ 499,969
Accrued investment income - Reserve Fund	640	-
Accrued investment income - Closure and Post-closure liability	<u>7,334</u>	<u>4,896</u>
	<u>\$ 711,083</u>	<u>\$ 504,865</u>

5. Due from federal government and its agencies

	<u>2018</u>	<u>2017</u>
Canada Revenue Agency (HST refund)	\$ 238,880	\$ 105,868
Canada Border Services Agency	<u>3,850</u>	<u>-</u>
	<u>\$ 242,730</u>	<u>\$ 105,868</u>

6. Due from Province of New Brunswick

	<u>2018</u>	<u>2017</u>
Environment & Local Government - solid waste tipping fees	\$ 61,581	\$ 61,753
Environmental Trust Fund	781	35,348
Other	<u>426</u>	<u>2,880</u>
	<u>\$ 62,788</u>	<u>\$ 99,981</u>

Fundy Regional Service Commission
Notes to the Consolidated Financial Statements
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7. Portfolio investments

	<u>2018</u>	<u>2017</u>
Restricted - Reserve fund	\$ 529,092	\$ 512,211
Restricted - Closure and Post-closure liability	1,476,162	1,528,678
Unrestricted	-	9,931
	<u>\$ 2,005,254</u>	<u>\$ 2,050,820</u>

These investments are comprised as follows:

	<u>2018</u>		<u>2017</u>	
	<u>Book Value</u>	<u>Fair Value</u>	<u>Book Value</u>	<u>Fair Value</u>
Reserve fund				
Pooled investment funds	\$ 529,092	\$ 529,092	\$ 522,141	\$ 522,141
Closure and Post-closure liability				
Canadian fixed income	931,694	931,694	907,951	907,951
Canadian common shares	524,011	544,468	505,700	620,727
	<u>\$ 1,984,797</u>	<u>\$ 2,005,254</u>	<u>\$ 1,935,792</u>	<u>\$ 2,050,819</u>

Fair values for Canadian common shares have been determined based on quoted market rates provided by the investment management firm. The fair market values of Canadian fixed income investments and pooled investment funds approximate their book values.

8. Bank indebtedness

	<u>2018</u>	<u>2017</u>
Bank demand loan, prime rate interest, unsecured	\$ 2,500,000	\$ -
Visa facility, \$ 25,000 limit at standard visa terms	7,589	7,761
	<u>\$ 2,507,589</u>	<u>\$ 7,761</u>

The Commission has a \$ 1,000,000 revolving line of credit facility at prime rate of interest which remains unutilized at yearend.

9. Long-term debt

	<u>2018</u>	<u>2017</u>
<u>New Brunswick Municipal Finance Corporation Debentures:</u>		
Solid Waste Services		
BK42, 1.15% - 2.35%, due May 15, 2019, OIC #02-0069	108,000	214,000

Approval of the Municipal Capital Borrowing Board has been obtained for long-term debt.

Principal payments required during the next five years are as follows:

2019	\$ 108,000
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Fundy Regional Service Commission
Notes to the Consolidated Financial Statements
December 31, 2018

10. Solid waste landfill closure and post-closure liability

Paragraphs 19(12), 19(13) and 19(14) of Regulation 2012-109 for the Regional Service Delivery Act require the Commission to establish, manage and annually contribute to a special account that is designated by the commission for the payment of closure and post-closure expenses of the solid waste landfill site. The amounts required for these expenses and for the annual contribution shall be determined in accordance with the recommendations of the Public Sector Accounting Board respecting "solid waste landfill closure and post-closure liability" in the CICA public sector accounting handbook.

Closure activities include all activities related to closing the landfill site such as final cover/vegetation and completing facilities for drainage control, leachate monitoring, water quality monitoring and monitoring/recovery of gas.

Post-closure care activities include all activities related to monitoring the landfill site once it can no longer accept waste. These include acquisition of additional land for buffer zones, monitoring and treatment of leachate, monitoring ground water and surface water, monitoring and recovery of gas and ongoing maintenance of various control systems, drainage systems and final cover.

The liability is recognized as the landfill site's capacity is used. Usage is measured on a volumetric basis.

An engineering study was last completed in 2015 and calculated that the footprint at the end of the landfill's useful life would be contain approximately 5,050,500 cubic meters of waste equating to approximately 3,444,000 metric tonnes. Closure and post-closure care annual costs were estimated to be \$ 270,000 (2009 dollars) increased for inflation to \$ 313,004 (2015 dollars). The Commission has partially installed a gas collection and monitoring system as part of the future closure process. Incurring these costs prior to the actual closure date is expected to reduce the liability for future closure and post-closure costs.

	<u>2018</u>	<u>2017</u>
Key recognition and measurement assumptions are as follows:		
Year landfill opened	1997	1997
Expected final year of operation	2048	2048
Compaction ratio in metric tonnes per cubic meter	0.7	0.7
Total estimated capacity (metric tonnes)	3,449,434	3,450,936
Estimated cumulative capacity utilized to end of year (metric tonnes)	1,439,434	1,373,936
Annual metric tonnes landfilled	65,497	60,916
Estimated capacity remaining at end of year (metric tonnes)	2,010,000	2,077,000
Estimated years of closure and post-closure care	30	30
Inflation rate	2.00%	2.00%
Discount rate for future cash flows	4.50%	4.50%
Net present value of annual closure and post-closure care costs	\$ 332,162	\$ 325,649
Estimated funding balance for closure and post-closure care required at end of operations (future value in 2048 dollars)	\$ 12,675,752	\$ 12,675,752
Estimated future cash outflows associated with closure and post-closure activities discounted at a rate of 4.5% resulting in a total estimated net present value expenditure of:	\$ 3,384,426	\$ 3,238,685

Fundy Regional Service Commission
Notes to the Consolidated Financial Statements
December 31, 2018

10. Solid waste landfill closure and post-closure liability (continued)

The solid waste landfill closure and post-closure liability has been calculated as follows:

	<u>2018</u>	<u>2017</u>
Total discounted future cash flows associated with closure and post-closure activities	\$ 3,384,426	\$ 3,238,685
Multiplied by cumulative capacity used (metric tonnes)	1,439,434	1,373,936
Divided by total estimated capacity (metric tonnes)	3,449,434	3,450,936
	1,412,307	1,289,432
Less; expenditures previously recognized	1,289,432	1,176,682
Increase to recognized liability	<u>\$ 122,875</u>	<u>\$ 112,750</u>

Statement of Revenue and Expenditure

Revenue

Transfer from Solid Waste Operating Fund	\$ -	\$ 212,950
Realized gains on disposal of investments	11,682	13,505
Unrealized gains on portfolio investments	-	18,193
Investment income	49,027	37,912
	<u>60,709</u>	<u>282,560</u>

Expenditures

Unrealized losses on portfolio investments	94,569	-
Investment management fees	24,725	14,529
	<u>119,294</u>	<u>14,529</u>

Annual Surplus (deficit)

(58,585) 268,031

Special account balance

Beginning of year	1,615,061	1,347,030
End of year	<u>\$ 1,556,476</u>	<u>\$ 1,615,061</u>

The Commission has designated specific investments and accrued investment income to settle closure and post-closure care liabilities as follows:

	<u>2018</u>	<u>2017</u>
Cash held in investment accounts	\$ 74,189	\$ 79,943
Portfolio investments		
Canadian fixed income	931,694	907,951
Canadian common shares	544,468	620,727
Accrued investment income	7,334	4,896
Accrued investment management fees	(4,800)	-
	<u>\$ 1,552,885</u>	<u>\$ 1,613,517</u>

Fundy Regional Service Commission
Notes to the Consolidated Financial Statements
December 31, 2018

11. Measurement uncertainty

The Commission estimated the future costs of closing the landfill site and monitoring the site for a period of thirty years after closing based on assumptions about future events. The landfill closure and post-closure liability recorded in the financial statements will require adjustment if the following significant assumptions change:

- (1) A costing study determines that future annual closure and post-closure cost estimates differ from current expectations.
- (2) The estimated 2% rate of inflation or 4.5% discount rate differs.
- (3) The total capacity and estimated life of the landfill has been determined based on average annual tonnes landfilled and compaction ratios. Annual volumetric usage is impacted by factors such as population change, increased waste diversion and technological innovation which may significantly impact the life of the landfill.

12. Contingencies

In the normal course of operations, the Commission becomes involved in various claims and legal proceedings. While the final outcome with respect to claims and legal proceedings pending at December 31, 2018 cannot be predicted with certainty, it is the opinion of management that resolution of these matters will not have a material adverse effect as the Commission maintains insurance coverage in amounts considered appropriate.

13. Short-term borrowings compliance

Interim capital borrowing

The Commission has outstanding ministerial authority for short-term capital borrowings as follows;

<u>Approval #</u>	<u>Amount</u>	<u>Term and purpose</u>
18-0031	\$3,620,000	not to exceed 4 years; Environmental Health Services(General)

Operating borrowing

As prescribed in the Regional Service Delivery Act Regulation 2012-109, borrowing for operating expenses is limited to 5% of the Commission's operating budget for that service and borrowing for operating expenses of a solid waste management service is limited to 25% of the operating budget for that service.

In 2018, the Commission has complied with these restrictions.

Inter-fund borrowing

The Municipal Financial Reporting Manual requires that short-term inter-fund borrowings be repaid in the next year unless the borrowing is for a capital project. Interfund borrowing is in compliance with the requirements.

Fundy Regional Service Commission
Notes to the Consolidated Financial Statements
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14. Surplus / deficit reconciliation

	2018	2017
Net financial assets	\$ (1,567,628)	\$ 1,110,519
Adjustments:		
Unrealized loss (gain) on portfolio investments	(20,458)	(115,027)
Temporary financing of capital expenditures with working capital	69,808	
Bank loan	2,500,000	-
Long term debt	108,000	214,000
Inventory of supplies	73,292	56,898
Prepaid expenses	65,475	16,089
Current net assets	<u>\$ 1,228,489</u>	<u>\$ 1,282,479</u>
Composition of current net assets		
2016 Solid Waste Fund Surplus		\$ 388,174
2016 Cooperative & Regional Planning Fund Surplus		12,410
2016 Local Planning Fund Surplus		93,273
2017 Solid Waste Fund Surplus	239,534	239,534
2017 Cooperative & Regional Planning Fund Surplus	6,988	6,988
2017 Local Planning Fund Surplus	29,746	29,746
2018 Solid Waste Fund Surplus	292,028	
2018 Cooperative & Regional Planning Fund Surplus	27,926	
2018 Local Planning Fund Surplus	24,320	
2018 Generation Facility Fund Surplus	2,003	
Reserve Fund balances	605,944	512,354
	<u>\$ 1,228,489</u>	<u>\$ 1,282,479</u>

15. Financial instruments

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

Credit risk

Credit risk arises from the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge its obligations. The Commission is exposed to credit risk from customers. In order to reduce its risk, the Commission reviews new customers' credit history before extending credit, collects security deposits or bank letters of credit, conducts regular reviews of its existing customers' credit performance and reviews overdue invoices with customers. The Canadian government sector accounted for 100% of member charge revenue. In addition, 80.3% of Canadian source industrial, commercial, institutional, construction and demolition tipping fees are generated from three major customers. The remaining sales are represented by a significant number of diverse customers.

Aging of overdue trade receivables (not impaired)	Overdue by 1 month	Overdue by 2 months	Overdue by Over 2 months
Government	\$ 134,102	\$ 1,534	\$ 781
Non-government	126,425	39,788	17,559
	<u>\$ 260,527</u>	<u>\$ 41,322</u>	<u>\$ 18,340</u>

Fundy Regional Service Commission
Notes to the Consolidated Financial Statements
December 31, 2018

15. Financial instruments (continued)

Aging of overdue trade receivables (impaired)	
Canadian customers	
Non-government	\$ - \$ - \$ -

Impairment is determined based on aging, collection history and customer communications.

Market risk
Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate due to changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. The Commission has portfolio investments, held as equity instruments, debt instruments and pooled investment funds, totalling \$ 2,005,254 representing only domestic sources. These investments are subject to fluctuations in stock market prices whether caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market.

The Commission does not have a formally documented investment policy. The fund manager must maintain reasonable sector and securities diversification within the investment portfolio.

Investment allocation by asset class is as follows:	
Canadian pooled investment funds	26.4%
Canadian fixed income	46.5%
Canadian equity	27.1%
	<u>100.0%</u>

Investment allocation by sector is as follows:	
Canadian pooled investment funds	
High interest savings accounts	26.4%
Canadian fixed income	
Federal and Provincial	28.6%
Municipal	1.0%
Corporate	16.8%
Canadian equity	
Energy	6.9%
Materials	1.8%
Industrials	0.7%
Consumer discretionary	3.8%
Consumer staples	0.8%
Financials	10.4%
Information technology	1.1%
Telecommunications services	1.7%
	<u>100.0%</u>

Fundy Regional Service Commission
Notes to the Consolidated Financial Statements
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15. Financial instruments (continued)

Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate due to changes in market interest rates. Cash balances earn interest at floating interest rates and fixed income portfolio investments bear interest at fixed interest rates. Long term debt of \$ 106,000 bears interest at a fixed rate until paid off in 2019. Bank indebtedness totalling \$ 2,500,000 bears interest at a floating rate until it is refinanced with long term debt in 2019. Due to the short debt refinancing time period and professional management of the investment portfolio, the commission believes that interest rate risk is low.

Currency risk

Currency risk arises from the risk that the fair value of future cash flows of a financial instrument will fluctuate due to changes in foreign exchange rates. The Commission does have any sales or receivables denominated in foreign currencies.

The commission is exposed to currency risk from Canadian supplier purchases of goods sourced directly or indirectly from foreign manufacturers (i.e. heavy equipment purchased for landfill operations originates primarily from the USA)

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty meeting its obligations associated with financial liabilities. The Commission has significant working capital held in accounts receivable from customers but management believes that cash flow will be sufficient to settle financial liabilities as required. If liquidity difficulties arise, the Commission has the ability to borrow for operating and capital purposes.

16. Post-employment benefits and compensated absences

The commission sponsors a defined contribution pension plan for its unionized workforce whereby the employer obligation is limited to a matching contribution of up to 5% of regular and overtime pay. For employees with full-time status of 10 years or more, the employer will contribute up to 6% matching. The expense recognized in the 2018 financial statements totals \$ 76,418. There were no significant changes to the pension plan during the year.

The Commission contributes to RRSP benefit plans for its full-time management workforce. The Commission matches employee contributions to a specified percentage of earnings. The expense recognized in the 2018 financial statements totals \$ 37,170.

The Commission provides sick leave time for full-time employees. An employee can take a leave with pay for an amount of time equal to the accumulated sick leave. Unused sick leave benefit are paid out to the unionized employees on the last pay period of the year. Accordingly, there is no liability at yearend.

Fundy Regional Service Commission
Notes to the Consolidated Financial Statements
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17. Adjustment of prior years

	<u>2018</u>	<u>2017</u>
The accumulated surplus balance has been restated for the following:		
Reclassify unrealized gains to the Consolidated Statement of Remeasurement Gains and Losses	\$ (115,027)	\$ (96,834)
Record inventory of chemical supplies	56,898	73,968
Tangible capital assets disposals in previous years not accounted for	(1,600,571)	(1,521,811)
Accounting errors in calculation of amortization expense	(1,097,889)	(945,528)
	<u>\$ (2,756,589)</u>	<u>\$ (2,490,205)</u>

The following consolidated statement of financial position accounts have increased (decreased) by:

Inventory of supplies	\$ 56,898
Tangible capital assets	\$ (2,044,370)
Accumulated amortization	\$ (942,652)

The following consolidated statement of operations accounts have increased (decreased) by:

Landfill expenses	
Leachate & siltation management	\$ 11,988
Amortization of tangible capital assets	\$ 152,360
Loss on disposal of tangible capital assets	\$ 78,764

18. Comparative figures

Certain of the 2017 comparative amounts have been reclassified to conform with the financial statement presentation adopted for the current year

Fundy Regional Service Commission
Notes to the Consolidated Financial Statements
December 31, 2018

19. Schedule of Tangible Capital Assets

	Land	Buildings	Vehicles	Heavy Equipment	Equipment	Furniture & Fixtures	Infrastructure		Assets Under Construction	2018 Total	(Restated) 2017 Total
							Landfill Site & Roadways	Containment Cells			
COST											
Balance, beginning of year	\$ 1,173,460	\$ 7,372,923	\$ 187,502	\$ 7,858,826	\$ 5,001,355	\$ 42,475	\$ 11,251,000	\$ 26,250,629	\$ 589,694	\$ 59,727,864	\$ 58,429,166
Add:											
Net additions during the year	83,374	12,645	-	279,584	18,509	-	475,752	4,314,186	(589,694)	4,594,356	1,745,856
Less:											
Disposals during the year	-	(306,750)	-	(129,931)	-	-	-	-	-	(436,681)	(447,158)
Balance, end of year	1,256,834	7,078,818	187,502	8,008,479	5,019,864	42,475	11,726,752	30,564,815	-	63,885,539	59,727,864
ACCUMULATED AMORTIZATION											
Balance, beginning of year	-	3,153,021	86,370	5,750,517	4,007,024	42,475	4,490,549	25,567,848	-	43,097,804	41,304,483
Add:											
Amortization during the year	-	175,500	20,535	339,249	249,492	-	230,173	812,349	-	1,827,298	2,173,762
Less:											
Accumulated amortization on disposals	-	(253,047)	-	(118,761)	-	-	-	-	-	(371,808)	(380,441)
Balance, end of year	-	3,075,474	106,905	5,971,005	4,256,516	42,475	4,720,722	26,380,197	-	44,553,294	43,097,804
NET BOOK VALUE	\$ 1,256,834	\$ 4,003,344	\$ 80,597	\$ 2,037,474	\$ 763,348	\$ -	\$ 7,006,030	\$ 4,184,618	\$ -	\$ 19,332,245	\$ 16,630,060
Consists of:											
Solid Waste assets	\$ 1,256,834	\$ 4,003,344	\$ 80,597	\$ 1,927,703	\$ 763,348	\$ -	\$ 7,006,030	\$ 4,184,618	\$ -	\$ 19,222,474	\$ 16,475,637
Electrical Generation assets	-	-	-	109,771	-	-	-	-	-	109,771	154,423
	\$ 1,256,834	\$ 4,003,344	\$ 80,597	\$ 2,037,474	\$ 763,348	\$ -	\$ 7,006,030	\$ 4,184,618	\$ -	\$ 19,332,245	\$ 16,630,060

Fundy Regional Service Commission
Notes to the Consolidated Financial Statements
December 31, 2018

20. Schedule of Segment Disclosure

	Solid Waste Services	Cooperative & Regional Planning Services	Local Planning Services	Generation Facility	2018 Consolidated	(Restated) 2017 Consolidated
Revenues						
Member charges	2,429,377	\$ 58,364	\$ 144,287	\$ -	\$ 2,632,028	\$ 2,389,519
Sales of services	5,531,736	-	-	123,841	5,655,577	5,364,145
Government transfers	134,052	-	41,250	-	175,302	103,570
Transfers from own and other funds	-	-	-	-	-	-
Other revenues	-	-	-	-	-	-
Interest	71,456	-	593	-	72,049	49,602
Gain on sale of investments	11,682	-	-	-	11,682	13,505
Gain on disposal of tangible capital assets	-	-	-	-	-	-
	8,178,303	58,364	186,130	123,841	8,546,638	7,920,341
Expenses						
Salaries and benefits	2,884,865	19,682	176,261	109,606	3,190,414	2,944,119
Goods and services	3,134,918	23,166	68,229	66,536	3,292,849	3,173,074
Amortization	1,740,373	-	-	86,925	1,827,298	2,173,762
Interest	2,416	-	-	-	2,416	9,411
Loss on disposal of tangible capital assets	49,872	-	-	-	49,872	86,999
	7,812,444	42,848	244,490	263,067	8,362,849	8,387,365
Surplus (deficit) for the year	\$ 365,859	\$ 15,516	\$ (58,360)	\$ (139,226)	\$ 183,789	\$ (467,024)

Fundy Regional Service Commission
Notes to the Consolidated Financial Statements
December 31, 2018

21. Reconciliation of Annual Surplus

	<u>Solid Waste Operating Fund</u>	<u>Cooperative & Regional Planning Operating Fund</u>	<u>Local Planning Operating Fund</u>	<u>Generation Facility Operating Fund</u>	<u>Solid Waste Capital Fund</u>	<u>Generation Facility Capital Fund</u>	<u>Solid Waste Capital Reserve Fund</u>	<u>Local Planning Capital Reserve Fund</u>	<u>Solid Waste Operating Reserve Fund</u>	<u>Local Planning Operating Reserve Fund</u>	<u>Total</u>
2018 annual surplus (deficit)	\$ 2,149,107	\$ 15,516	\$ (58,953)	\$ (52,301)	\$ (1,790,245)	\$ (86,925)	\$ 6,997	\$ 593	\$ -	\$ -	\$ 183,789
Adjustments to annual surplus (deficit) for funding requirements											
Second previous year's surplus (deficit)	388,174	12,410	93,273								493,857
Transfers between funds											
Transfer from local planning operating fund to the local planning capital fund			(10,000)							10,000	-
Transfer from solid waste operating fund to the solid waste capital reserve fund	(65,000)						65,000				-
Transfer from solid waste operating fund to the solid waste operating reserve fund	(11,000)								11,000	-	-
Transfer from solid waste operating fund to the generation facility operating fund	(100,099)			100,099							-
Transfer from solid waste operating fund to the solid waste capital fund	(1,978,753)				1,978,753						-
Transfer from generation facility operating fund to the generation facility capital fund				(45,795)		45,795					-
Transfer from solid waste operating fund to the solid waste capital fund	(106,000)				106,000						-
Loss (gain) on disposal of tangible capital assets					49,872	-					49,872
Proceeds from disposal of tangible capital assets	15,000										15,000
Amortization of deferred financing charge	599										599
Amortization of tangible capital assets					1,740,373	86,925					1,827,298
Total adjustments to annual surplus (deficit)	(1,857,079)	12,410	83,273	54,304	3,874,998	132,720	65,000	-	11,000	10,000	2,386,626
2018 annual fund surplus (deficit) per PNB requirements	\$ 292,028	\$ 27,926	\$ 24,320	\$ 2,003	\$ 2,084,753	\$ 45,795	\$ 71,997	\$ 593	\$ 11,000	\$ 10,000	\$ 2,570,415

Fundy Regional Service Commission
Notes to the Consolidated Financial Statements
December 31, 2018

22. Statement of Reserves

	Solid Waste Capital Reserve	Local Planning Capital Reserve	Solid Waste Operating Reserve	Local Planning Operating Reserve	2018 Total	2017 Total
Assets						
Cash	\$ 55,212	\$ -	\$ 11,000	\$ 10,000	\$ 76,212	\$ 143
Investments	488,543	40,549	-	-	529,092	512,211
Accrued investment income	598	44	-	-	640	-
	<u>\$ 544,351</u>	<u>\$ 40,593</u>	<u>\$ 11,000</u>	<u>\$ 10,000</u>	<u>\$ 605,944</u>	<u>\$ 512,354</u>
Accumulated Surplus	<u>\$ 544,351</u>	<u>\$ 40,593</u>	<u>\$ 11,000</u>	<u>\$ 10,000</u>	<u>\$ 605,944</u>	<u>\$ 512,354</u>
Revenue						
Transfer from Solid Waste Operating Fund	\$ 85,000	\$ -	\$ 11,000	\$ -	\$ 76,000	\$ 672,626
Transfer from Local Planning Operating Fund				10,000	10,000	40,000
Investment income	6,997	593	-	-	7,590	3,531
	<u>71,997</u>	<u>593</u>	<u>11,000</u>	<u>10,000</u>	<u>93,590</u>	<u>716,157</u>
Expenditures						
Transfer to Solid Waste Capital Fund					-	1,151,420
Annual Surplus (deficit)	71,997	593	11,000	10,000	93,590	(435,263)
Accumulated Surplus						
Beginning of year	<u>472,354</u>	<u>40,000</u>	<u>-</u>	<u>-</u>	<u>512,354</u>	<u>947,617</u>
End of year	<u>\$ 544,351</u>	<u>\$ 40,593</u>	<u>\$ 11,000</u>	<u>\$ 10,000</u>	<u>\$ 605,944</u>	<u>\$ 512,354</u>

Reserve fund investments are held as pooled investment funds

Fundy Regional Service Commission
Notes to the Consolidated Financial Statements
December 31, 2018

22. Statement of Reserves (continued)

Commission resolutions regarding transfers to and from reserves:

December 10, 2018

8.b) Year End Motions

Motion: To approve transfer of \$25,000 from the Solid Waste Services Operating Fund to the Solid Waste Services Capital Reserve Fund as per the 2017 budget in accordance with the Project No. 27900 – Canada-New Brunswick Building Canada Fund (BCF)- Communities Component agreement.

This motion is a requirement of the BCF agreement which funded the construction of the Material Recovery Facility (MRF). The agreement requires the deposit for 10 successive years without a withdrawal.

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

Motion: To approve transfer of \$10,000 from the Local Planning Services Operating Fund to the Local Planning Services Operating Reserve Fund.

Local Planning has a projected surplus at year end. There is indication that there will be a legal challenge made on a PRAC decision in 2018 and the money would be set targeted for any legal costs in 2019 that exceeded the annual budget. By transferring to the Operating Reserve, it will make the money available in 2019, mitigating impact on that budget as opposed to carrying surplus into 2020.

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

Motion: To approve transfer of \$40,000 from the Solid Waste Services Operating Fund to the Solid Waste Services Capital Reserve Fund.


There were two capital expenses from the operating budget that were not executed in 2018 that were in the capital plan. One dumpster (\$10k) for the public drop off and landfill gas system engineering and drilling (\$30k of \$75k) were not fully executed due to supply issues and spring flooding. The capital reserve allows money to be spent on capital projects only and is expected to be spent on the same projects.

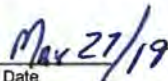
Moved: Director Baxter
Seconded: Director Bedford
Vote: Motion Carried

Motion: To approve transfer of \$11,000 from the Solid Waste Services Operating Fund to the Solid Waste Services Operating Reserve Fund.

Paving (\$11k) repairs to the entrance were not completed in 2018 due to vendor issues. Planning to spend the same money on this project in 2019 by transferring to the operating reserve so as not to be applied to the 2019 operations budget.

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


Marc MacLeod
Executive Director
Fundy Regional Service Commission


Date

Fundy Regional Service Commission
Notes to the Consolidated Financial Statements
December 31, 2018

23. Operating Budget to PSA Budget

	Corporate Services Budget	Cooperative & Regional Planning Budget	Local Planning Budget	Solid Waste Budget	Generation Facility Budget	Subtotal	Amortization	Transfers	Total
Revenue									
Member charges	\$ -	\$ 58,363	\$ 144,287	\$ 2,155,556	\$ -	\$ 2,358,206	\$ -	\$ -	\$ 2,358,206
Sales of services	-	-	-	5,328,194	150,000	5,478,194	-	-	5,478,194
Transfers from own and other funds	253,859	-	-	-	100,099	353,958	-	(353,958)	-
Surplus of second previous year	-	12,409	93,273	331,176	-	436,858	-	(436,858)	-
	253,859	70,772	237,560	7,814,926	250,099	8,627,216	-	(790,816)	7,836,400
Expenditures									
Governance	68,800					68,800	-	-	68,800
Administration	185,059	50,772	49,027	1,122,609	5,700	1,413,167	-	(253,859)	1,159,308
Regional planning		3,000				3,000	-	-	3,000
Regional sport, recreation & culture infrastructure planning & cost-sharing		7,000				7,000	-	-	7,000
Other Services Provided to All Members		10,000				10,000			10,000
Planning and building inspection services			186,033			186,033	-	-	186,033
Operations - Solid Waste Service				4,740,562	244,399	4,984,961	1,833,649	52,480	6,871,090
Financial Services						-			
- Interest				52,480		52,480	-	(52,480)	-
- Other Financing Charges	-		2,500	24,544		27,044	-	-	27,044
- Transfer to the Capital Fund - Debt Repayment				1,094,000		1,094,000		(1,094,000)	
- Transfer to the Capital Fund - Asset Acquisition				510,000		510,000	-	(510,000)	-
- Transfer to the Capital Reserve				25,000		25,000	-	(25,000)	-
- Transfer to the Generation Facility Operating Fund				100,099		100,099		(100,099)	
Closure & Post-closure expense				145,632		145,632	-	-	145,632
	253,859	70,772	237,560	7,814,926	250,099	8,627,216	1,833,649	(1,982,958)	8,477,907
Surplus (Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,833,649)	\$ 1,192,142	\$ (641,507)

Fundy Regional Service Commission
Notes to the Consolidated Financial Statements
December 31, 2018

24. Revenue and Expense Support

(Restated)
2017

	2018		
	(Unaudited)		
	Budget	Actual	Actual
Revenue			
Member charges			
Cooperative and regional planning services	\$ 58,363	\$ 58,364	\$ 40,929
Local planning services	144,287	144,287	85,807
Solid waste tipping fees	2,155,556	2,429,377	2,262,783
Total member charges	<u>\$ 2,358,206</u>	<u>\$ 2,632,028</u>	<u>\$ 2,389,519</u>
 Sales of services			
Solid waste services			
Tipping fees from other sources			
Industrial, commercial, institutional	4,648,444	4,642,765	4,401,592
Construction and demolition	168,000	153,450	143,994
Special waste	30,000	80,188	137,853
Recycling			
Fibre	230,000	121,705	239,623
Refundable Products	-	11,632	5,248
Metals	-	31,408	21,380
Paints	3,600	7,137	8,623
Plastics	-	12,107	13,234
Other	8,750	130,312	77,553
Other operational revenue			
Organics	204,400	186,712	194,508
Compost	5,000	5,883	1,709
Other	30,000	148,437	13,938
Electrical generation	150,000	123,841	104,890
Total sales of services	<u>\$ 5,478,194</u>	<u>\$ 5,655,577</u>	<u>\$ 5,364,145</u>
 Government transfers			
Environmental Trust Fund	\$ -	\$ 125,944	\$ 76,070
Regional Recreation Development	-	41,250	27,500
Province of New Brunswick - Employment assistance	-	8,108	-
Total government transfers	<u>\$ -</u>	<u>\$ 175,302</u>	<u>\$ 103,570</u>

Fundy Regional Service Commission
Notes to the Consolidated Financial Statements
December 31, 2018

24. Revenue and Expense Support (continued)

(Restated)
2017

2018		(Restated)	
(Unaudited)		2017	
Budget	Actual	Actual	
Expenditures			
Corporate Services			
Governance			
Board Members			
Honorariums	\$ 46,400	\$ 42,363	\$ 42,389
Travel	9,400	3,847	4,333
Training and development	-	-	-
Insurance	13,000	11,500	11,214
Total Governance	68,800	57,710	57,936
Administration			
Executive Director's Office			
Salaries and benefits	51,594	50,003	49,064
Travel	5,000	2,407	4,676
Training and development	2,500	939	2,339
Human Resources	-	25,424	10,321
Financial Management			
Salaries and benefits	71,176	48,404	80,615
Training and development	2,500	244	1,815
External audit fees	22,000	18,514	25,000
Other Administrative Services			
Advertising and public relations	1,000	1,586	1,904
Legal services	5,000	7,375	2,000
Office equipment and supplies	9,589	5,330	5,254
Printing and copying	9,700	4,995	21,666
Telecommunications	4,000	1,727	7,722
Other	1,000	60	365
Total Administration	185,059	167,008	212,741
Total Corporate Services Expenditures	\$ 253,859	\$ 224,718	\$ 270,677
Allocated to:			
Cooperative and Regional Planning Services	\$ 50,772	\$ 40,113	\$ 52,071
Local Planning Services	10,894	10,578	11,291
Solid Waste Services	192,193	174,027	207,315
	\$ 253,859	\$ 224,718	\$ 270,677

Fundy Regional Service Commission
Notes to the Consolidated Financial Statements
December 31, 2018

24. Revenue and Expense Support (continued)

	2018		(Restated)	
	(Unaudited)		2017	
	Budget	Actual	Actual	
Expenditures				
Cooperative and Regional Planning Services				
Allocation from Corporate Services	\$ 50,772	\$ 40,113	\$ 52,071	
Regional Planning				
Administration	3,000	-	-	
Regional Sport, Recreation and Culture: Infrastructure				
Planning and Cost-Sharing				
Administration	7,000	-	6,875	
Other Services Provided to All Members				
Economic Development	10,000	2,734	-	
Total Cooperative and Regional Planning Services Expenditures	\$ 70,772	\$ 42,847	\$ 58,946	
Expenditures				
Local Planning Services				
Administration				
Allocation from Corporate Services	\$ 10,894	\$ 10,578	\$ 11,291	
Other Administrative Services				
Advertising and public relations	3,000	1,840	105	
Liability insurance	5,000	5,000	5,000	
Professional services	12,500	3,844	69	
Office building	5,888	4,539	3,804	
Office equipment and supplies	820	347	3,249	
Printing and copying	900	-	486	
Telecommunications	8,400	3,546	3,307	
Other	1,625	607	891	
Total Administration	49,027	30,301	28,202	

Fundy Regional Service Commission
Notes to the Consolidated Financial Statements
December 31, 2018

24. Revenue and Expense Support (continued)

	2018		(Restated)
	(Unaudited)		2017
	Budget	Actual	Actual
Planning and Building Inspection Services			
Planning Services			
Salaries and benefits	50,000	91,512	56,278
Travel	4,500	3,691	2,891
Training and development	2,500	1,590	2,020
Maps and reference material	1,000	-	-
GIS operating and planet	750	370	493
Advertising	2,000	-	-
Planning committees	8,000	3,938	57
Other	300	-	-
	<u>69,050</u>	<u>101,101</u>	<u>61,739</u>
Inspection Services			
Salaries and benefits	102,533	101,273	94,946
Travel	8,200	7,200	7,125
Training and development	4,000	889	1,043
Maps and reference material	1,500	81	130
GIS operating and planet	750	670	548
	<u>116,983</u>	<u>110,113</u>	<u>103,792</u>
Total Planning and Building Inspection Services	<u>186,033</u>	<u>211,214</u>	<u>165,531</u>
Fiscal Services			
Other Financing Charges			
Banking service charge	2,500	2,976	2,304
Total Local Planning Expenditures	<u>\$ 237,560</u>	<u>\$ 244,491</u>	<u>\$ 196,037</u>

Fundy Regional Service Commission
Notes to the Consolidated Financial Statements
December 31, 2018

24. Revenue and Expense Support (continued)

(Restated)

	2018		2017
	(Unaudited)		
	Budget	Actual	Actual
Expenditures			
Solid waste services			
Administration			
Allocation from Corporate Services	\$ 192,193	\$ 174,027	\$ 207,315
Director's Office			
Salaries and benefits	176,273	172,456	165,725
Travel	11,000	3,849	10,259
Training and development	3,000	3,426	2,658
Other Administrative Services			
Advertising	-	261	416
Liability insurance	161,500	124,093	124,339
Professional services	114,000	72,193	112,949
Legal services	5,000	9,247	28,982
Office building	19,950	12,066	14,612
Office equipment and supplies	28,775	18,141	22,690
Printing and copying	3,300	3,015	2,479
Telecommunications	12,500	9,627	9,992
Crane Mountain Enhancement Inc (Note 25)	24,209	24,209	23,969
Host Community Enhancement Fund (Note 25)	88,247	89,147	87,373
Public education			
Personnel	142,987	138,475	132,202
Advertising, tours and promotional	98,475	207,751	122,536
Other administrative	21,200	25,030	17,464
Amortization	20,000	25,571	18,341
Total Administration	1,122,609	1,112,584	1,104,301

Fundy Regional Service Commission
Notes to the Consolidated Financial Statements
December 31, 2018

24. Revenue and Expense Support (continued)

	2018		(Restated)
	(Unaudited)		2017
	Budget	Actual	Actual
Solid waste services			
Operations			
Station and buildings			
Repairs and maintenance	7,000	-	94
Electricity	9,000	8,427	7,095
Property taxes	244,650	232,695	232,695
Environmental health and safety	103,958	92,757	79,388
Amortization	30,000	37,853	26,387
Machinery and equipment			
Fuel	169,290	176,475	166,347
Repairs and maintenance	130,160	101,370	104,285
Amortization	200,000	160,549	245,508
Landfill operations			
Personnel	735,663	761,694	659,929
Site and road maintenance	47,300	41,919	51,500
Monitoring	58,100	55,124	56,479
Site security and safety	12,700	8,660	10,013
Special waste handling	15,648	9,386	7,177
Cell cover material	130,500	127,091	85,044
Leachate & siltation management	685,273	884,963	666,944
Safety equipment and supplies	32,474	21,486	36,587
Interest	49,150	-	1,767
Amortization	1,050,000	1,025,544	1,084,793
Scale house			
Personnel	158,758	167,157	150,451
Supplies	22,400	15,596	14,842
Amortization	25,000	38,607	21,200
Waste diversion			
Personnel - Recycling facility	455,142	468,428	409,945
Personnel - Depot collection	382,638	410,933	429,798
Recycling facility	160,350	151,976	131,222
Depot collection program	347,403	263,126	243,674
Amortization - Recycling facility	55,000	62,356	57,974
Amortization - Depot collection program	85,000	95,887	92,616
Composting program			
Personnel	264,133	257,132	302,608
Processing	425,522	370,151	375,024
Cart and bin purchases	125,000	117,144	109,755
Interest	3,330	2,416	7,644
Amortization	281,649	294,006	318,700

Fundy Regional Service Commission
Notes to the Consolidated Financial Statements
December 31, 2018

24. Revenue and Expense Support (continued)

	2018		(Restated)
	(Unaudited)		2017
	Budget	Actual	Actual
Hazardous household waste			
Collection	8,000	4,582	6,505
Disposal	25,000	25,366	27,991
Other	4,500	745	1,079
Total solid waste operations	6,539,691	6,491,601	6,223,060
Fiscal Services			
Other Financing Charges			
Debenture issue costs	13,448	598	1,662
Banking service charge	11,096	10,188	9,416
Other Fiscal Services			
Closure & post-closure expense	145,632	122,875	112,750
Investment management fees	-	24,725	14,529
Total fiscal services	170,176	158,386	138,357
Total Solid Waste Expenditures	\$ 7,832,476	\$ 7,762,571	\$ 7,465,718
Generation Facility			
Other Administrative Services			
Professional services	\$ 2,000	\$ 3,499	\$ 2,464
Office building	3,200	3,024	2,648
Office equipment and supplies	500	-	-
Total Administration	5,700	6,523	5,112
Operations			
Personnel			
Salaries and benefits	101,699	109,606	121,681
Travel	5,000	-	-
Other	4,300	-	-
Machinery and equipment			
Fuel	25,400	6,322	6,802
Repairs and maintenance	108,000	53,692	137,827
Amortization	87,000	86,925	308,243
Total Operations	331,399	256,545	574,553
Total Generation Facility Expenditures	\$ 337,099	\$ 263,068	\$ 579,665

Fundy Regional Service Commission
Notes to the Consolidated Financial Statements
December 31, 2018

25. Commitments

Crane Mountain Enhancement Inc

The Commission has committed to provide \$ 20,000 annually (adjusted for 1/2 of the annual inflation rate) to Crane Mountain Enhancement Inc (CMEI) to fund monitoring and educational expenditures for the time period that solid waste facilities are operated at the site. The annual payment is reduced accordingly if the cash or near cash assets of CMEI exceed \$ 60,000.

	2018	2017
Monitoring and education funds transferred	\$ 24,209	\$ 23,969

Host Community Enhancement Fund

As required by New Brunswick Order in Council 2005-112, the Commission allocates a dedicated portion of tipping fees to the Host Community Enhancement Fund for special projects designed to enhance the facility and/or the host community for the time period that solid waste facilities are operated at the site. For 2000 and subsequent years, the Commission has committed to provide \$ 75,000 annually (adjusted for 1/2 of the annual inflation rate). The Fund is administered by Crane Mountain Enhancement Inc (formerly Fundy Future Environment and Benefits Council) and the Commission. The eligible funding recipients, project descriptions and funding amounts are as follows:

Funding Recipient	Project Description	2018	2017
Church Of The Resurrection	Play park	\$ 11,500	\$ 10,428
Friends of Blueberry Hill	Maintenance & upgrades to trail system		2,700
Friends of Blueberry Hill	Tree planting	3,300	
Grand Bay Home and School	Greenhouse, seeds & compost		3,019
Grand Bay Legion Branch #22	Kitchen		10,501
Grand Bay Primary	Outdoor classroom	11,200	
Grand Bay-Westfield Scouts	Stoves and cookware	1,439	845
Grand Bay-Westfield Senior Art Group	Workshops & exhibitions	415	212
Grand Bay-Westfield Volunteer Firefighters	Gym equipment		5,110
Grand Bay-Westfield Volunteer Firefighters	Barbeque	1,610	
Honour Our Veterans	Veteran banners		3,311
Honour Our Veterans	Sign brackets	4,180	
Ketepec Scouts	Snowshoes and supplies	3,716	
Martinon Community Centre	Insulation		1,721
Martinon Community Centre	Kitchen appliances & dishes		861
Morna Heights Home and School	Books for library		1,431
Morna Heights Home and School	Library storage and seating	2,115	
Morna Heights School	i-pads	2,168	2,395
Over 50 Activity Group	Tables, chairs, bridge books & playing cards		3,422
RV Community Centre	Refrigeration equipment		32,484
RV Community Centre	Eavestrough	9,122	
RV Community Centre	Repair wall leaks	19,119	
RV Volunteer Hunter Education	Sponsor young hunters	400	400
Stonehammer UNESCO Geopark	Concrete Stamps	7,600	
Westfield Elementary School	Playground equipment		8,533
Westfield Elementary School	Library revitalization	10,964	
3 on 3 Summer Basketball	Basketball supplies	299	
		\$ 89,147	\$ 87,373

2019 July 8 Open Session FINAL 09

John Jarvie, Administrator
Chief Bill Ireland
Carlene MacBean, Executive Assistant

CARRIED

6.0 Unfinished Business

6.1 Strategic Plan Update

Chief Ireland stated the Fire Board had agreed to update the previous strategic plan which ended in 2016. The request for proposals for a consultant to coordinate this was sent out and Pomax Consulting was the successful bidder. The first meeting will be April 29, 2019 and plan on being done by the end of June. There will be weekly meetings, approximately four to six of them with some being in person and most by teleconference. The following members agreed to participate on this committee: Commissioner's Soobratee, Miller, Luck, Stanford and Lewis.

6.2 Fire Marque - Update

The Fire Board agreed to engage Fire Marque to recover costs associated with fire calls from insurance companies. Both towns need a by-law, which matches, to allow the department to move forward with this.

Moved by N. Soobratee and seconded by D. Stanford to accept and forward to the municipalities to adopt the draft by-law and to formally engage the services of Fire Marque.

CARRIED

Mr. Jarvie suggested that both councils hear a presentation from Chief Ireland before deciding if a public hearing should take place regarding this by-law.

6.3 Local Service District Proposal to Province - Update

6.3.1 Email from PNB re: Acknowledgement of Receipt of Letter

6.3.2. Email from PNB re: LSD Coverage

6.3.3 Letter from Rothesay to PNB re: LSD Proposal

6.3.4 Letter from PNB to Rothesay re: LSD Proposal

Moved by S. Luck and seconded by P. Lewis, to receive and file Items 6.3.1 to 6.3.4.

CARRIED

7.0 Correspondence

7.1 Letter from Rothesay re: Rothesay Representative

Moved by N. Soobratee and seconded by P. Lewis to receive and file.

CARRIED

7.2 Letter from Rothesay re: 2019 Budget – Kennebecasis Valley Fire Department Inc.

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

CARRIED

7.3 Letter from Quispamsis re: 2019 Budget Acceptance

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

CARRIED

8.0 New Business

8.1 Election of Officers

8.1.1 Election of Chair

Moved by P. Lewis and seconded by N. Soobratee, to defer this item to the next scheduled Fire Board meeting.

CARRIED

8.1.2 Election of Vice Chair

Commissioner Soobratee was nominated for the position of Vice Chair and accepted the nomination. No other nominations were made.

Moved by P. Lewis and seconded by S. Luck, that Commissioner Soobratee be elected as Vice Chair for the 2019 term.

CARRIED

8.1.2 Election of Secretary Treasurer

Commissioner Luck was nominated for the position of Secretary Treasurer and accepted the nomination. No other nominations were made.

Moved by P. Lewis and seconded by D. Stanford, that Commissioner Luck be elected as Secretary Treasurer for the 2019 term.

CARRIED

8.2 Fire Board Meeting Dates for 2019

The following meeting dates were suggested:

June 12, 2019

September 11, 2019

October 9, 2019

November 13, 2019

Typically, the Fire Board does not meet in July and August. During the budget process in the Fall, the Fire Board meets each month. As always, should a special meeting be required on an issue one can be called within 48 hours notice to members.

Moved by S. Luck and seconded by P. Lewis accept the 2019 meeting dates as provided.

CARRIED

8.3 Updates to Fire Board Member Binders

Updates to the member binders have been distributed to each member. Members were encouraged to take the time to update the binder they received when they were first appointed to the Board.

8.4 Definition of Quorum per Regional Fire Agreement

Moved by N. Soobratee and seconded by D. Stanford that the definition of quorum in the Regional Fire Agreement be changed from five voting members to four voting members.

CARRIED

Mr. Jarvie noted that both councils have already agreed to this change. A formal agreement will be created and then signed by both towns and the Fire Board.

9.0 Financial

9.1 Draft Financial Statements for the Twelve Months ended December 31, 2018

Moved by D. Stanford and seconded by S. Luck to receive and file the draft financial statements for the twelve ended December 31, 2018.

CARRIED

9.2 Draft Financial Statements for the Two Months ended February 28, 2019

Moved by D. Stanford and seconded by S. Luck to receive and file the draft financial statements for the two months ended February 28, 2019.

CARRIED

9.3 Draft Audited Financial Statements for the Twelve Months ended December 31, 2018

Moved by P. Lewis and seconded by N. Soobratee to receive and file the draft financial statements for the twelve months ended December 31, 2018.

CARRIED

9.4 Appointment of the Auditor for 2019

Moved by N. Soobratee and seconded by D. Stanford, the reappointment of the accounting firm of Teed Saunders Doyle as the 2019 auditors of the Kennebecasis Valley Fire Department Inc with the fee to be determined.

CARRIED

9.5 Recommendation of Approval for the New Fire Truck Purchase

Moved by P. Lewis and seconded by D. Stanford to approve the purchase of a new fire engine , as per RFP #2019-0129, from Dependable Emergency Vehicles at a cost of \$606,900 plus taxes, to be delivered by November 29, 2019.

CARRIED

10.0 Business Arising from Committee of the Whole

None

11.0 Reports

11.1 Chief's Report

Moved by N. Soobratee and seconded by D. Stanford to receive and file.

CARRIED

11.2 Response Summary

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

CARRIED

11.3 2018 Kennebecasis Valley Fire Department Annual Report

Moved by S. Luck and seconded by P. Lewis to accept the 2018 Kennebecasis Valley Fire Department Annual Report and to send, electronically, to the Town Clerks of Rothesay and Quispamsis to be distributed to both councils.

CARRIED

12.0 Adjournment

Moved by P. Lewis that the meeting be adjourned at 7:15 pm.

Date of next meeting – June 12, 2019

Respectfully submitted,


CHAIR


SECRETARY / TREASURER

Kennebecasis Valley Fire Department Inc.

2019July8OpenSessionFINAL_097

Statement of Expense with Budget Variance

For the 12 months ending December 2018

		BUDGET	ACTUAL	VARIANCES	BUDGET	Actual
		YEAR TO DATE	YEAR to DATE	YEAR TO DATE	2018	2018
				(Under Budget)		
Line #	REVENUE:					
1	Members Contributions	\$4,666,515	\$4,666,517	\$2	\$4,666,515	\$4,599,982
2	Local Service Districts	\$97,174	\$97,174	(\$0)	\$97,174	\$94,903
3	Revenue Fee Structure	\$100	\$385	\$285	\$100	\$105
4	Rebate on Property Tax	\$45,055	\$45,793	\$738	\$45,055	\$45,055
5	Misc. Revenue	\$0	\$18,521	\$18,521	\$0	\$18,180
6	Interest Income C/A	\$5,000	\$11,812	\$6,812	\$5,000	\$6,806
7	Surplus/ Deficit 2nd Previous	\$123,152	\$123,152	\$0	\$123,152	\$54,534
8		<u>\$4,936,996</u>	<u>\$4,963,353</u>	<u>\$26,357</u>	<u>\$4,936,996</u>	<u>\$4,819,565</u>
EXPENSES:						
ADMINISTRATION:						
9	Admin. Wages and Benefits	\$605,500	\$599,583	(\$5,917)	\$605,500	\$577,250
10	Convention/ Dues/ Training	\$15,000	\$15,382	\$382	\$15,000	\$12,172
11	Professional Services	\$40,000	\$16,848	(\$23,151)	\$40,000	\$19,603
12	Office Supplies / Copy Machine/ S/C	\$8,000	\$7,429	(\$571)	\$8,000	\$7,863
13	Computer Hardware/Software/IT	\$16,700	\$15,641	(\$1,059)	\$16,700	\$10,042
14	Station Telephone/ Internet	\$13,500	\$13,157	(\$343)	\$13,500	\$13,099
16		<u>\$698,700</u>	<u>\$668,040</u>	<u>(\$30,660)</u>	<u>\$698,700</u>	<u>\$640,029</u>
FIREFIGHTING FORCE:						
17	Salaries Basic	\$2,519,484	\$2,634,134	\$114,650	\$2,519,484	\$2,411,785
18	Overtime	\$60,000	\$42,499	(\$17,501)	\$60,000	\$77,573
	Vacation Pay on Retirement	\$8,816	\$9,120	\$304	\$8,816	\$9,461
19	Force Benefits	\$595,700	\$597,091	\$1,391	\$595,700	\$565,777
20	Clothing/Uniform Maintenance	\$28,000	\$22,952	(\$5,048)	\$28,000	\$24,270
21	Medical and Fitness Training	\$21,000	\$16,716	(\$4,284)	\$21,000	\$17,428
22	Career Recognition	\$3,500	\$3,229	(\$271)	\$3,500	\$1,581
23	Holiday Relief Wages & Overtime	\$311,599	\$326,170	14,571	311,600	\$310,806
24	Holiday Relief Benefits	\$109,401	\$104,943	(\$4,458)	\$109,402	\$92,536
	Volunteer Expenses	\$0	\$0	\$0	\$0	\$0
26		<u>\$3,657,502</u>	<u>\$3,756,852</u>	<u>\$99,353</u>	<u>\$3,657,502</u>	<u>\$3,511,217</u>
TELECOMMUNICATIONS						
27	Cellular Telephone	\$6,800	\$4,244	(\$2,556)	\$6,800	\$4,861
28	Communication Equipment	\$2,500	\$2,695	\$195	\$2,500	\$2,712
29	Maintenance/ Repairs	\$1,500	\$178	(\$1,322)	\$1,500	\$1,155
30		<u>\$10,800</u>	<u>\$7,117</u>	<u>(\$3,683)</u>	<u>\$10,800</u>	<u>\$8,728</u>
INSURANCE:						
31	Insurance	\$35,037	\$32,476	(\$2,561)	\$35,037	\$34,349
32		<u>\$35,037</u>	<u>\$32,476</u>	<u>(\$2,561)</u>	<u>\$35,037</u>	<u>\$34,349</u>
PREVENTION AND TRAINING						
33	Firefighter/Co. Officer Training	\$36,000	\$24,233	(\$11,767)	\$36,000	\$20,638
34	Fire Prevention and Public Education	\$10,000	\$3,845	(\$6,155)	\$10,000	\$6,897
35	Training Supplies	\$2,000	\$1,925	(\$75)	\$2,000	\$2,509
36		<u>\$48,000</u>	<u>\$30,004</u>	<u>(\$17,996)</u>	<u>\$48,000</u>	<u>\$30,044</u>
FACILITIES						
37	Station 1 Operating	\$172,809	\$184,671	\$11,862	\$172,810	\$164,563
38	Station 2 Operating	\$18,700	\$19,620	\$920	\$18,700	\$18,992
39	Station 2 Rent	\$49,874	\$49,874	\$0	\$49,874	\$48,907
40	Station Supplies	\$12,000	\$12,593	\$593	\$12,000	\$10,365
41		<u>\$253,384</u>	<u>\$266,758</u>	<u>\$13,375</u>	<u>\$253,384</u>	<u>\$242,827</u>
FLEET						
42	Vehicle Fuel	\$23,000	\$25,535	\$2,535	\$23,000	\$23,407
43	Vehicle Registration	\$550	\$383	(\$167)	\$550	\$402
45	Vehicle Maint & Repairs	\$65,000	\$111,284	\$46,284	\$65,000	\$74,559
46		<u>\$88,550</u>	<u>\$137,202</u>	<u>\$48,652</u>	<u>\$88,550</u>	<u>\$98,368</u>
OPERATIONS						
47	New Equipment	\$18,000	\$16,582	(\$1,418)	\$18,000	\$16,595
48	Maint & Repairs - Equipment	\$17,000	\$22,725	\$5,724	\$17,000	\$13,719
49	Maint & Repairs - Bunker Gear	\$7,000	\$4,919	(\$2,081)	\$7,000	\$8,862
50	Medical Supplies	\$5,000	\$6,062	\$1,062	\$5,000	\$5,815
51	Firefighter Supplies	\$3,500	\$1,894	(\$1,606)	\$3,500	\$3,816
52	Health & Safety	\$2,000	\$497	(\$1,503)	\$2,000	\$1,015
53	H&S Cause Determination	\$0	\$163	\$163	\$0	
54		<u>\$52,500</u>	<u>\$52,841</u>	<u>\$341</u>	<u>\$52,500</u>	<u>\$49,822</u>
WATER COSTS:						
55	Water Costs - Rothesay	\$24,927	\$24,927	(\$0)	\$24,927	\$24,201
56	Water Costs - Quispamsis	\$4,797	\$4,797	\$0	\$4,797	\$4,504
57		<u>\$29,724</u>	<u>\$29,724</u>	<u>(\$0)</u>	<u>\$29,724</u>	<u>\$28,705</u>
OTHER:						
58	Miscellaneous	\$3,000	\$1,686	(\$1,314)	\$3,000	\$2,370
59	Retirement Allowance	\$59,800	\$59,800	\$0	\$59,800	\$59,807
60		<u>\$62,800</u>	<u>\$61,486</u>	<u>(\$1,314)</u>	<u>\$62,800</u>	<u>\$62,177</u>
61		<u>\$4,936,997</u>	<u>\$5,042,500</u>	<u>\$105,507</u>	<u>\$4,936,997</u>	<u>\$4,706,267</u>
62	(DEFICIT) FOR THE PERIOD	<u>(\$1)</u>	<u>(\$79,147)</u>	<u>(\$79,150)</u>	<u>(\$1)</u>	<u>\$113,298</u>

Kennebecasis Valley Fire Department Inc.

Budget Variances Analysis greater than \$5,000

For the 12 months ending December, 2018

Line #	Description	Budget YTD	Actual YTD	Variance	Details
				(Under Budget)	
9	Admin. Wages and Benefits	\$605,500	\$599,583	(\$5,917)	Less hours for accounting: budget salaries vs actual less by .05%
11	Professional Services	\$40,000	\$16,848	(\$23,151)	Contract settled, no legal fees
17	Firefighting Force: Salaries	\$2,519,484	\$2,634,134	\$114,650	Retroactive wages for 2017-2018 paid
18	Overtime	\$60,000	\$42,499	(\$17,501)	No Long-term illnesses year to date
20	Clothing/Uniform Maintenance	\$28,000	\$22,952	(\$5,048)	
23	Holiday Relief Wages & Overtime	\$311,599	\$326,170	\$14,571	Retroactive wages for 2017-2018 paid
33	Firefighter/Co. Officer Training	\$36,000	\$24,233	(\$11,767)	Exchange of services reduced our costs
34	Fire Prevention and Public Education	\$10,000	\$3,845	(\$6,155)	
37	Station 1 Operating	\$172,809	\$184,671	\$11,862	Plumbing repair
45	Vehicle Maint & Repairs	\$65,000	\$111,284	\$46,284	Engine 1 & 2
48	Maint & Repairs - Equipment	\$17,000	\$22,725	\$5,724	as required
	Material Variances	\$3,865,392	\$3,988,944	\$123,552	

Invoices over \$2,000

For the month of December 2018

Recurring Monthly Invoices		Amount	Description
12/01/18	Assumption Life	\$26,808	Group Benefits
12/01/18	Town of Quispamsis	\$4,156	Rent - Station 2
12/13/18	Receiver General	\$30,397	payroll liabilities
12/13/18	BMO	\$79,409	net wages 12/13/2018
12/31/18	Receiver General	\$77,251	payroll liabilities includes retro
12/27/18	BMO	\$80,294	net wage 12/27/2018
12/31/18	Receiver General	\$36,477	payroll liabilities
12/31/18	BMO	\$186,418	retro wage paid Dec 31, 2018
12/31/19	CIBC Mellon	\$89,967	Monthly pension contributions
12/31/18	I.A.F.F. Local 3591	\$6,906	Union Dues
12/31/18	Worksafe	\$4,893	Worksafe assessment
Non-Recurring Invoices		Amount	Description
12/11/18	Carleton Uniforms	\$3,445	uniforms
12/11/18	City of Saint John	\$5,750	firefighting training
12/14/18	Frontline Outfitters	\$2,479	uniforms
12/14/18	Saint John Spring Works	\$2,009	E2
12/17/18	Cumings Fire & Safety Limited	\$5,743	Flash lights
12/19/18	Uniforms Works Limited	\$2,271	uniforms
12/20/18	Code 4 Fire & Rescue	\$2,059	New Equipment
12/28/18	Irving Energy	\$2,627	propane

Kennebecasis Valley Fire Department Inc.

Statement of Expense with Budget Variance

For the 2 months ending February 2019

2019July8OpenSessionFINAL_099

	BUDGET YEAR TO DATE	ACTUAL YEAR to DATE	VARIANCES YEAR TO DATE (Under Budget)	BUDGET 2019	ACTUAL 2018
EXPENSES:					
ADMINISTRATION:					
9Admin. Wages and Benefits	\$97,033	\$93,295	(\$3,738)	\$631,200	\$94,311
10Convention/dues/training	\$2,667	\$4,709	\$2,042	\$16,000	\$7,645
11Administrative Agreement	\$0	\$0	\$0	\$12,000	\$0
12Professional Services	\$0	\$0	\$0	\$53,000	\$176
13Office supplies/Copy Machine/ S/C	\$1,571	\$1,538	(\$33)	\$9,425	\$513
14Computer hardware/software/IT	\$1,409	\$256	(\$1,153)	\$32,000	\$619
15Telephone/ Internet	\$2,250	\$1,111	(\$1,139)	\$13,500	\$1,088
16	\$104,929	\$100,908	(\$4,021)	\$767,125	\$104,352
FIREFIGHTING FORCE:					
17Salaries Basic	\$391,604	\$392,115	\$511	\$2,653,400	\$363,813
18Overtime	\$7,040	\$5,572	(\$1,468)	\$60,000	\$20
19Force Benefits	\$120,663	\$120,842	\$179	\$632,900	\$112,972
20Career Uniforms and maintenance	\$4,667	\$2,206	(\$2,460)	\$28,000	\$3,995
21Medical and Fitness Testing	\$3,500	\$2,781	(\$719)	\$21,000	\$3,289
22Career Recognition	\$0	\$264	\$264	\$1,000	\$0
23Holiday Relief Wages and overtime	\$23,946	\$24,523	\$576	\$328,500	\$24,132
24Holiday Relief Benefits	\$19,044	\$16,945	(\$2,099)	\$125,701	\$16,845
25	\$570,464	\$565,249	(\$5,215)	\$3,850,500	\$525,067
TELECOMMUNICATIONS:					
26Cellular Telephones	\$1,000	\$691	(\$309)	\$6,000	\$1,040
27Communication Equipment	\$0	\$0	\$0	\$500	\$1,752
28Maintenance / Repairs	\$0	\$0	\$0	\$1,500	\$0
29	\$1,000	\$691	(\$309)	\$8,000	\$2,792
INSURANCE:					
30Insurance	\$33,126	\$33,116	(\$10)	\$33,126	\$32,476
31	\$33,126	\$33,116	(\$10)	\$33,126	\$32,476
PREVENTION AND TRAINING:					
			\$0		
32Firefighter / Co. Officer Training	\$6,000	\$1,953	(\$4,047)	\$36,000	\$3,036
33Fire Prevention	\$1,333	\$561	(\$772)	\$8,000	\$257
34Public Education	\$750	\$0	(\$750)	\$4,500	\$0
35Training Supplies	\$333	\$0	(\$333)	\$2,000	\$0
36	\$8,417	\$2,515	(\$5,902)	\$50,500	\$3,292
FACILITIES:					
37Station 1 Operating	\$15,155	\$13,550	(\$1,605)	\$180,700	\$16,665
38Station 2 Operating	\$3,117	\$3,117	(\$0)	\$18,700	\$3,117
39Station 2 Rent - Quispamsis	\$8,479	\$8,479	\$0	\$50,871	\$8,312
40Station Supplies	\$2,000	\$1,885	(\$115)	\$12,000	\$2,194
41	\$28,750	\$27,029	(\$1,721)	\$262,271	\$30,288
FLEET:					
42Fuel Vehicle	\$2,875	\$1,247	(\$1,628)	\$17,250	\$2,246
43Registration Vehicle	\$400	\$323	(\$77)	\$550	\$323
44Vehicle Maint. & Repairs	\$15,000	\$9,739	(\$5,261)	\$90,000	\$6,968
45	\$18,275	\$11,309	(\$6,966)	\$107,800	\$9,537
OPERATIONS:					
46New Equipment	\$3,000	\$223	(\$2,777)	\$18,000	\$1,486
47Maint. & Repairs Equip.	\$3,833	\$7,568	\$3,735	\$23,000	\$9,015
48Maint. & Repairs Bunker Gear	\$0	\$0	\$0	\$5,000	\$0
49Medical supplies	\$833	\$851	\$18	\$5,000	\$1,678
50Fire fighting supplies	\$583	\$0	(\$583)	\$3,500	\$0
51H&S/Cause determination	\$0	\$0	\$0	\$2,000	\$0
52	\$8,250	\$8,641	\$391	\$56,500	\$12,179
WATER COSTS:					
53Water Costs - Quispamsis	\$0	\$0	\$0	\$4,940	\$1,199
54Water Costs - Rothesay	\$0	\$0	\$0	\$25,674	\$6,074
55	\$0	\$0	\$0	\$30,614	\$7,274
OTHER:					
56Miscellaneous	\$500	\$129	(\$371)	\$3,000	\$349
57Retirement Allowance	\$9,967	\$9,968	\$1	\$59,800	\$9,960
58	\$10,467	\$10,097	(\$369)	\$62,800	\$10,309
59	\$783,678	\$759,556	(\$24,122)	\$5,229,237	\$737,564

Kennebecasis Valley Fire Department Inc.

Budget Variances Analysis greater than \$5,000

For the 2 months ending February, 2018

Line #	Description	Budget YTD	Actual YTD	Variance	Details
				(Under Budget)	
44	Vehicle Maint & Repairs	\$15,000	\$9,739	(\$5,261)	

Invoices over \$2,000

For the month of January & February 2019

Recurring Monthly Invoices				Amount	Description
01/01/19	Assumption Life			\$26,283	Group Benefits
01/01/19	Town of Quispamsis			\$5,798	Rent, operating - Station 2
01/10/19	Receiver General			\$48,211	payroll liabilities
01/10/19	BMO			\$75,766	net wages 01/10/2019
01/24/19	Receiver General			\$46,264	payroll liabilities
01/24/19	BMO			\$72,347	net wage 01/24/2019
01/31/19	CIBC Mellon			\$45,158	Monthly Pension Contributions
01/31/19	I.A.F.F. Local 3591			\$7,363	Union Dues
01/31/19	Worksafe			\$5,178	Worksafe assessment
02/01/19	Assumption Life			\$26,312	Group Benefits
02/01/19	Town of Quispamsis			\$5,798	Rent, operating - Station 2
02/07/19	Receiver General			\$48,280	payroll liabilities
02/07/19	BMO			\$75,494	net wages 02/07/2019
02/21/19	Receiver General			\$47,045	payroll liabilities
02/21/19	BMO			\$73,285	net wage 02/21/2019
02/28/19	CIBC Mellon			\$45,711	Monthly Pension Contributions
02/28/19	I.A.F.F. Local 3591			\$7,172	Union Dues
02/28/19	Worksafe			\$5,214	Worksafe assessment
Non-Recurring Invoices				Amount	Description
01/04/19	Micmac Fire & Safety Source Ltd			\$8,625	Thermal Imaging Camera - CAPITAL
01/10/19	G LeBlanc Fire Truck Repair			\$3,215	Engine 1, replace motor drive box
01/13/19	Irving Energy			\$2,441	propane
01/18/19	Hovey Insurance			\$33,116	insurance
01/23/19	Worksafe NB			\$22,317	Fire Compensation Act Annual Fee
01/31/19	Fitworks Equipment			\$7,694	Treadmills- CAPITAL
02/18/19	Irving Energy			\$2,368	propane
02/21/19	Connors Diving Services			\$2,271.83	new regulator in fill station



Kennebecasis Valley Fire Department

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

April 10, 2019

Extreme Weather Increases Service Demand

Following the second busiest year in Department history, January 2019 also set a new record for incidents in one calendar month with 134 incidents. Over 40 of these incidents occurred during the two significant rain/wind/freeze events that took place during the week of January 20th. Downed power lines, flooded basements, and significantly delayed EMS response dramatically added to our call volume during these events. Fortunately, our command staff had taken a pro-active approach to preparing for this situation based on weather forecasting and our past experience. Through a combination of up-staffing, amended resource deployment and standby-crews the Department was able to efficiently deal with an increased call demand in a compressed period of time. The hard work of our crews and other service providers was graciously acknowledged by a local couple in their letter to the Telegraph Journal:

"I just want to give thanks to our local firefighters who came to our house in the height of the rain storm while we were battling with water coming into our basement. Our firefighters, line workers, police officers, plow drivers and road crews all do an amazing job for our communities. Thanks from grateful residents."

Maggie O'Hara and Jack Morrell, Quispamsis

New Statistical Report Format

In 2019, I am introducing an improved statistical report format which includes a historical average column to provide more context to monthly and year-to-date call volume figures and to more easily identify emerging trends or statistical anomalies. During my tenure as Fire Chief, the department has experienced a relatively consistent annual total call volume with some seasonal variations (more chimney fires in winter, grass fires in spring, etc.).

This new format brings greater focus to changes in our demand for service that may be readily explained or may require further analysis. As an example, you will note from the current report that our demand for public service for flooding is significantly increased in the first quarter of 2019 (46 incidents) over our historical demand at this time of year (2 incidents). For clarification, the new historical average column is based on response data during the period from 2011-2018.

Mental Health Initiative

The Kennebecasis Valley Fire Department, in partnership with the Kennebecasis Firefighters Union, is pleased to announce the launch of its Joint Mental Health Initiative. This initiative, with a simple goal of keeping our members healthy, has four main areas of focus including both preventative and reactive measures.

These areas include prevention (stigma, resiliency, education, workplace culture) emergency response (during and post incident), organizational crisis, and individual issues ranging from family issues to PTSD.

With support from our IAFF Peer Support members, our Chaplain, Dr. Bruce Smith, and members of our management team, the department is proud to support our members with this initiative. Throughout the month of February, the department will be delivering a "Road to Mental Readiness" refresher course to our members and hosting Michael Johnston, founder of Hope 4 Heroes Canada Inc., to discuss PTSD.

Structure Fire Incident

On February 10, the department responded to a residence on Sunrise Drive in Quispamsis when neighbours reported smoke coming from residence next door. Upon arrival the first due crew from E2 advanced a hoseline to the side door and forced entry into the home. They encountered heavy smoke, visible flame and extremely high temperatures in the kitchen area. The fire was quickly knocked down and the ceiling was removed to ensure no fire extension into the attic area. A thorough search confirmed that no one was inside the residence. Once the heat and products of combustion has been removed the cause determination process was initiated. Through an examination of the fire scene and an interview with the home owner it was determined that the fire was accidental in nature and caused by an unattended candle that had been left on the kitchen countertop. Our quick intervention saved the structure and limited fire spread but the home did suffer significant heat and smoke damage throughout the main living area.

Response Types Kennebecasis Valley Fire Department (01/01/2018-31/12/2018)		Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	2018 YTD	2017 YTD
	Fire/explosion - dollar loss	1	3	3	4	5	0	2	1	4	5	1	2	31	39
	Rubbish/grass fire - no dollar loss	4	4	0	3	16	4	10	7	10	5	5	1	69	72
	Chimney Fire	0	0	1	0	0	0	0	0	0	0	0	1	2	8
	Total Fire	5	7	4	7	21	4	12	8	14	10	6	4	102	119
	Rescue - Miscellaneous	0	0	1	0	1	0	1	1	0	0	1	0	5	4
	Vehicle Accident	7	10	9	6	7	10	15	10	11	17	17	13	132	98
	Total Rescue or Resuscitation call	7	10	10	6	8	10	16	11	11	17	18	13	137	102
	Public Hazard - gasoline or fuel spill	1	0	0	0	2	0	1	0	0	1	0	0	5	4
	Public Hazard - power line down / utility pole hazard	11	4	0	0	3	3	0	2	0	4	23	1	51	25
	Public Hazard - miscellaneous	5	0	1	3	3	1	0	2	0	1	3	0	19	16
	Total Public hazard	17	4	1	3	8	4	1	4	0	6	26	1	75	45
	Gas Leak - propane	0	2	0	0	1	0	1	0	0	0	1	1	6	6
	Gas Leak - response to carbon monoxide detector alarm	3	0	2	1	0	0	1	0	1	1	1	1	11	8
	Total Gas leak	3	2	2	1	1	0	2	0	1	1	2	2	17	14
	Public Service - first aid	51	56	67	64	51	47	48	45	41	61	53	64	648	612
	Public Service - assist police or other agency	1	0	3	0	2	2	1	0	0	1	1	1	12	7
	Public Service - mutual aid	0	1	1	1	1	2	0	0	0	1	1	0	8	10
	Public Service - animal rescue	0	1	0	1	0	0	0	0	0	0	0	0	2	1
	Public Service - flooding	4	0	0	0	5	0	0	0	1	1	0	1	12	1
	Public Service- miscellaneous	3	0	0	0	3	3	2	0	2	3	0	1	17	10
	Total Public services	59	58	71	66	62	54	51	45	44	67	55	67	699	641
	Alarm No Fire - accidental miscellaneous	3	1	6	4	4	5	4	6	4	5	5	2	49	47
	Alarm No Fire - smoke or steam mistaken	1	1	0	1	3	2	1	1	1	0	0	0	11	14
	Alarm No Fire - sprinkler surge or discharge	1	0	1	1	0	0	0	0	1	2	1	0	7	1
	Alarm No Fire - detector activated	2	0	1	1	1	9	2	9	10	8	0	6	49	65
	Alarm No Fire - unknown odours	0	2	0	0	0	1	0	1	1	0	0	0	5	8
	Alarm No Fire - miscellaneous	1	1	0	0	3	2	4	3	0	3	4	0	21	32
	Total Alarm no fire - No malicious intent	8	5	8	7	11	19	11	20	17	18	10	8	142	167
	False Alarm (Mischief) - miscellaneous	0	0	0	1	0	1	0	0	1	1	0	0	4	2
	Total False alarm - Mischief	0	0	0	1	0	1	0	0	1	1	0	0	4	2
Total Response Types Kennebecasis Valley Fire		99	86	96	91	111	92	93	88	88	120	117	95	1176	1090

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Response Types Kennebecasis Valley Fire Department		Jan 2019	Historical Average	Feb 2019	Historical Average	Mar 2019	Historical Average	2019 YTD	Historical Average
	Fire/explosion - dollar loss	2	3	6	4	1	3	9	10
	Rubbish/grass fire - no dollar loss	1	2	0	1	2	2	3	5
	Chimney Fire	2	2	1	1	1	2	4	5
	Total Fire	5	7	7	6	4	6	16	19
	Rescue - Miscellaneous	0	1	0	1	0	0	0	2
	Vehicle Accident	13	9	5	9	9	7	27	25
	Total Rescue or Resuscitation call	13	10	5	10	9	8	27	27
	Public Hazard - gasoline or fuel spill	0	1	0	0	1	0	1	1
	Public Hazard - power line down / utility pole hazard	6	5	0	2	0	1	6	8
	Public Hazard - miscellaneous	1	2	0	2	0	1	1	5
	Total Public hazard	7	7	0	4	1	2	8	14
	Gas Leak - propane	1	1	1	1	0	1	2	2
	Gas Leak - response to carbon monoxide detector alarm	1	2	1	1	1	1	3	4
	Total Gas leak	2	2	2	2	1	2	5	6
	Public Service - first aid	52	49	59	50	66	55	177	154
	Public Service - assist police or other agency	8	1	0	1	0	1	8	3
	Public Service - mutual aid	1	1	3	1	1	1	5	2
	Public Service - animal rescue	0	0	0	0	0	0	0	0
	Public Service - flooding	34	1	5	0	7	1	46	2
	Public Service- miscellaneous	6	2	0	1	0	1	6	5
	Total Public services	101	54	67	53	74	59	242	166
	Alarm No Fire - accidental miscellaneous	2	4	2	3	5	4	9	10
	Alarm No Fire - smoke or steam mistaken	0	2	1	1	0	1	1	3
	Alarm No Fire - sprinkler surge or discharge	2	0	0	0	0	0	2	1
	Alarm No Fire - detector activated	2	4	5	4	5	5	12	13
	Alarm No Fire - unknown odours	0	0	0	1	1	1	1	2
	Alarm No Fire - miscellaneous	0	3	1	1	2	2	3	6
	Total Alarm no fire - No malicious intent	6	12	9	10	13	13	28	35
	False Alarm (Mischief) - miscellaneous	0	0	0	0	0	1	0	1
	Total False alarm - Mischief	0	0	0	0	0	0	0	1
	Total Response Types Kennebecasis Valley Fire	134	95	90	85	102	90	326	269

Town of Rothesay

General Fund Financial Statements

May 31, 2019

Includes:

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

Town of Rothesay

Balance Sheet - Capital General Fund 5/31/19

ASSETS

Capital Assets - General Land	4,465,620
Capital Assets - General Fund Land Improvements	7,955,285
Capital Assets - General Fund Buildings	5,380,993
Capital Assets - General Fund Vehicles	3,438,812
Capital Assets - General Fund Equipment	3,203,848
Capital Assets - General Fund Roads & Streets	39,912,224
Capital Assets - General Fund Drainage Network	19,172,748
Capital Assets - Under Construction - General	-
	<u>83,529,529</u>

Accumulated Amortization - General Fund Land Improvements	(3,342,712)
Accumulated Amortization - General Fund Buildings	(2,301,630)
Accumulated Amortization - General Fund Vehicles	(1,637,382)
Accumulated Amortization - General Fund Equipment	(1,143,284)
Accumulated Amortization - General Fund Roads & Streets	(20,141,594)
Accumulated Amortization - General Fund Drainage Network	(6,831,640)
	<u>(35,398,240)</u>

\$ 48,131,289

LIABILITIES AND EQUITY

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

Total Liabilities \$ 6,323,000

Investment in General Fund Fixed Assets 41,808,289

\$ 48,131,289

Town of Rothesay

Balance Sheet - General Fund Reserves

5/31/19

ASSETS

BNS General Operating Reserve #214-15	667,157
BNS General Capital Reserves #2261-14	2,095,235
BNS - Gas Tax Reserves - GIC	4,238,842
Gen Reserves due to/from Gen Operating	(889,605)
	<u>\$ 6,111,630</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	3,973,327
Invest. in General Capital Reserve	1,019,888
General Gas Tax Funding	255,024
Invest. in General Operating Reserve	674,804
Invest. in Land for Public Purposes Reserve	135,736
Invest. in Town Hall Reserve	52,852
	<u>\$ 6,111,630</u>

Town of Rothesay
Balance Sheet - General Operating Fund
5/31/19

CURRENT ASSETS

Cash	2,866,911
Receivables	305,576
HST Receivable	164,965
Inventory	29,645
Gen Operating due to/from Util Operating	(1,317,743)
Total Current Assets	<u>2,049,353</u>
Other Assets:	
Projects	826,669
	<u>826,669</u>
TOTAL ASSETS	<u><u>2,876,022</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	1,136,970
Other Payables	532,193
Gen Operating due to/from Gen Reserves	(889,605)
Gen Operating due to/from Gen Capital	660,000
Accrued Sick Leave	18,700
Accrued Pension Obligation	44,500
Accrued Retirement Allowance	395,220
Def. Rev-Quispamsis/Library Share	18,387
TOTAL LIABILITIES	<u><u>1,916,365</u></u>

EQUITY

Retained Earnings - General	2,445
Surplus/(Deficit) for the Period	957,213
	<u>959,657</u>
	<u><u>2,876,022</u></u>

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Town of Rothesay

Statement of Revenue & Expenditure
5 Months Ended 5/31/19

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Warrant of Assessment	1,336,919	1,336,918	6,684,592	6,684,592	(0)		16,043,021
Sale of Services	27,979	28,680	187,723	173,764	13,959		403,043
Services to Province of New Brunswick	5,000	5,000	25,000	25,000	0		60,000
Other Revenue from Own Sources	32,734	12,045	69,183	33,225	35,958		108,540
Unconditional Grant	10,183	10,183	50,912	50,913	(1)		122,190
Conditional Transfers	4,484	0	6,484	0	6,484		26,500
Other Transfers	0	0	326,706	326,706	0		1,076,706
	<u>\$1,417,297</u>	<u>\$1,392,826</u>	<u>\$7,350,599</u>	<u>\$7,294,199</u>	<u>\$56,400</u>		<u>\$17,840,000</u>
EXPENSES							
General Government Services	111,708	94,311	920,461	981,711	61,250		2,260,215
Protective Services	580,066	579,580	2,402,308	2,409,718	7,410		5,038,809
Transportation Services	309,794	232,797	1,743,179	1,630,728	(112,451)		3,444,029
Environmental Health Services	65,909	85,417	261,818	287,083	25,266		645,000
Environmental Development	39,172	51,539	269,414	298,151	28,738		649,680
Recreation & Cultural Services	116,123	135,340	791,167	854,980	63,813		2,049,910
Fiscal Services	3,790	3,821	5,040	5,154	114		3,752,357
	<u>\$1,226,561</u>	<u>\$1,182,804</u>	<u>\$6,393,386</u>	<u>\$6,467,525</u>	<u>\$74,139</u>		<u>\$17,840,000</u>
Surplus (Deficit) for the Year	<u>\$190,736</u>	<u>\$210,021</u>	<u>\$957,213</u>	<u>\$826,674</u>	<u>\$130,539</u>		<u>\$ 0</u>

Town of Rothesay
Statement of Revenue & Expenditure
5 Months Ended 5/31/19

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Sale of Services							
Bill McGuire Memorial Centre	3,345	2,500	8,143	12,500	(4,358)	1	30,000
Town Hall Rent	4,550	4,167	22,950	20,833	2,117		50,000
Arena Revenue	11,707	12,000	134,734	124,733	10,002	2	245,678
Community Garden	700	1,300	740	1,300	(560)		1,300
Recreation Programs	7,676	8,713	21,156	14,398	6,758	3	76,065
	<u>27,979</u>	<u>28,680</u>	<u>187,723</u>	<u>173,764</u>	<u>13,959</u>		<u>403,043</u>
Other Revenue from Own Sources							
Licenses & Permits	4,834	10,917	14,991	27,583	(12,592)	4	95,000
Police Fines	0	0	60	0	60		0
Recycling Dollies & Lids	136	0	508	0	508		0
Interest & Sundry	6,505	417	20,293	2,083	18,210	5	5,000
Miscellaneous	21,259	712	30,316	3,558	26,757		8,540
Fire Dept. Administration	0	0	3,000	0	3,000	7	0
History Book Sales	0	0	15	0	15		0
	<u>32,734</u>	<u>12,045</u>	<u>69,183</u>	<u>33,225</u>	<u>35,958</u>		<u>108,540</u>
Conditional Transfers							
Canada Day Grant	0	0	2,000	0	2,000		1,500
Grant - Other	4,484	0	4,484	0	4,484		25,000
	<u>4,484</u>	<u>0</u>	<u>6,484</u>	<u>0</u>	<u>6,484</u>		<u>26,500</u>
Other Transfers							
Surplus of 2nd Previous Year	0	0	76,706	76,706	0		76,706
Utility Fund Transfer	0	0	250,000	250,000	0		1,000,000
	<u>0</u>	<u>0</u>	<u>326,706</u>	<u>326,706</u>	<u>0</u>		<u>1,076,706</u>
EXPENSES							
General Government Services							
Legislative							
Mayor	3,563	3,542	16,959	17,708	749		42,500
Councillors	9,893	10,092	49,064	50,458	1,395		121,100
Regional Service Commission 9	0	0	3,342	3,500	159		7,000
Other	200	708	925	3,542	2,617		8,500
	<u>13,656</u>	<u>14,342</u>	<u>70,289</u>	<u>75,208</u>	<u>4,919</u>		<u>179,100</u>
Administrative							
Office Building	10,157	7,075	89,820	84,275	(5,546)	8	136,500
Solicitor	635	4,167	6,043	20,833	14,791		50,000
Administration - Wages & Benefits	69,115	41,708	406,915	408,542	1,627		1,063,300
Supplies	(1,032)	7,977	38,237	58,159	19,923		114,000
Professional Fees	4,761	3,182	11,698	32,727	21,029		55,000
Other	13,392	11,693	87,931	77,466	(10,465)	9	159,319
	<u>97,029</u>	<u>75,802</u>	<u>640,644</u>	<u>682,003</u>	<u>41,359</u>		<u>1,578,119</u>

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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Other General Government Services							
Community Communications	400	833	4,654	5,833	1,180		10,000
Civic Relations	0	333	29	1,667	1,638		4,000
Insurance	0	0	185,839	190,000	4,161		190,000
Donations	623	3,000	8,923	19,000	10,077		40,000
Cost of Assessment	0	0	0	0	0		250,996
Property Taxes - L.P.P.	0	0	10,084	8,000	(2,084)		8,000
	1,023	4,167	209,527	224,500	14,973		502,996
	111,708	94,311	920,461	981,711	61,250		2,260,215
Protective Services							
Police							
Police Protection	202,260	202,260	1,011,300	1,011,300	0		2,427,120
Crime Stoppers	0	0	2,800	2,800	0		2,800
	202,260	202,260	1,014,100	1,014,100	0		2,429,920
Fire							
Fire Protection	363,638	362,484	997,594	996,441	(1,154)		2,105,864
Water Costs Fire Protection	0	0	325,000	325,000	0		325,000
	363,638	362,484	1,322,594	1,321,441	(1,154)		2,430,864
Emergency Measures							
911 Communications Centre	12,377	12,377	61,886	61,885	(1)		148,525
EMO Director/Committee	80	833	319	4,167	3,847		10,000
	12,457	13,210	62,205	66,052	3,847		158,525
Other							
Animal & Pest Control	1,710	792	3,409	3,958	550		9,500
Other	0	833	0	4,167	4,167		10,000
	1,710	1,625	3,409	8,125	4,716		19,500
Total Protective Services	580,066	579,580	2,402,308	2,409,718	7,410		5,038,809

G7

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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Transportation Services							
Common Services							
Administration (Wages & Benefits)	126,034	134,325	740,730	763,367	22,637	10	1,776,862
Workshops, Yards & Equipment	38,848	44,009	303,389	278,043	(25,345)		594,104
Engineering	1,324	625	1,324	3,125	1,801		7,500
	166,206	178,959	1,045,443	1,044,535	(908)		2,378,466
Street Cleaning & Flushing	0	1,000	0	18,000	18,000	11	40,000
Roads & Streets	1,490	7,000	2,591	25,000	22,409		65,000
Crosswalks & Sidewalks	1,521	2,714	8,009	6,568	(1,441)		20,563
Culverts & Drainage Ditches	1,160	5,417	3,308	27,083	23,775		65,000
Snow & Ice Removal	459	0	440,781	374,000	(66,781)		554,000
2019 Flood Costs	119,043	0	143,634	0	(143,634)		0
	123,673	16,130	598,324	450,651	(147,672)		744,563
Street Lighting	11,807	11,500	57,388	57,500	112		145,000
Traffic Services							
Street Signs	(101)	1,000	304	5,000	4,696		12,000
Traffic Lanemarking	3,800	20,000	3,800	25,000	21,200		30,000
Traffic Signals	808	3,333	6,067	16,667	10,600		40,000
Railway Crossing	3,455	1,667	8,086	8,333	247		20,000
	7,961	26,000	18,258	55,000	36,742		102,000
Public Transit							
Public Transit - Comex Service	0	0	17,537	16,500	(1,037)		66,000
KV Committee for the Disabled	0	0	5,500	5,500	0		5,500
Public Transit - Other	146	208	730	1,042	312		2,500
	146	208	23,767	23,042	(726)		74,000
Total Transportation Services	309,794	232,797	1,743,179	1,630,728	(112,451)		3,444,029
Environmental Health Services							
Solid Waste Disposal Land Fill	12,425	16,250	78,473	81,250	2,777		195,000
Solid Waste Disposal Compost	5,432	2,083	9,917	10,417	499		25,000
Solid Waste Collection	23,186	24,167	115,930	120,833	4,903		290,000
Solid Waste Collection Curbside Recycling	8,027	7,917	40,137	39,583	(553)		95,000
Clean Up Campaign	16,839	35,000	17,361	35,000	17,639		40,000
	65,909	85,417	261,818	287,083	25,266		645,000
Environmental Development Services							
Planning & Zoning							
Administration	25,114	36,015	194,776	217,335	22,559	13	460,200
Planning Projects	5,827	7,083	30,351	35,417	5,066		85,000
Heritage Committee	0	208	0	1,042	1,042		2,500
	30,940	43,307	225,127	253,793	28,666		547,700
Economic Development Comm.	8,232	8,232	41,158	41,158	0		98,780
Tourism	0	0	3,129	3,200	71		3,200
	8,232	8,232	44,287	44,358	71		101,980
	39,172	51,539	269,414	298,151	28,738		649,680

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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
G9							
Recreation & Cultural Services							
Administration	17,908	19,904	124,649	122,096	(2,553)		259,500
Beaches	0	1,000	53	1,000	947		39,000
Rothsay Arena	19,702	20,496	149,766	158,272	8,506		332,680
Memorial Centre	5,903	4,083	26,231	28,417	2,186		57,000
Summer Programs	796	1,000	854	2,000	1,146		61,000
Parks & Gardens	51,173	65,675	177,876	221,575	43,699		585,700
Rothsay Common Rink	664	2,424	31,820	26,281	(5,539)	14	48,335
Playgrounds and Fields	12,363	12,750	22,708	37,750	15,042		110,000
Regional Facilities Commission	0	0	213,548	213,548	0		427,095
Kennebecasis Public Library	7,089	7,089	35,444	35,444	0		85,065
Special Events	214	833	7,908	8,167	259		36,000
PRO Kids	0	0	0	0	0		7,500
Rothsay Living Museum	311	86	311	431	120		1,035
	<u>116,123</u>	<u>135,340</u>	<u>791,167</u>	<u>854,980</u>	<u>63,813</u>		<u>2,049,910</u>
Fiscal Services							
Debt Charges							
Interest	3,790	3,821	5,040	5,154	114		198,857
Debenture Payments	0	0	0	0	0		1,033,000
	<u>3,790</u>	<u>3,821</u>	<u>5,040</u>	<u>5,154</u>	<u>114</u>		<u>1,231,857</u>
Transfers To:							
Capital Fund for Capital Expenditures	0	0	0	0	0		2,390,500
Reserve Funds	0	0	0	0	0		120,000
Town Hall Reserve Transfer	0	0	0	0	0		10,000
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>2,520,500</u>
	<u>3,790</u>	<u>3,821</u>	<u>5,040</u>	<u>5,154</u>	<u>114</u>		<u>3,752,357</u>

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Town of Rothesay

Variance Report - General Fund

5 months ending May-31-19

Note #	Revenue	Actual	Budget	Better/(Worse)	Description of Variance
1	Bill McGuire Memorial Centre	\$ 8,143	\$ 12,500	\$ (4,357)	Slow rentals this time of year, may catch up
2	Arena Revenue	\$ 134,734	\$ 124,733	\$ 10,001	Extra figure skating revenue
3	Recreation Programs	\$ 21,156	\$ 14,398	\$ 6,758	2018 RHS Field revenue
4	Licenses & Permits	\$ 14,991	\$ 27,583	\$ (12,592)	Fewer building permits, may catch up
5	Interest & Sundry	\$ 20,293	\$ 2,083	\$ 18,210	Interest on cash on hand, General receivables
6	Miscellaneous	\$ 30,316	\$ 3,558	\$ 26,758	Insurance refund on salt shed roof
7	Fire Dept. Administration	\$ 3,000	\$ -	\$ 3,000	New agreement
Total				\$47,778	
Variance per Statement				\$56,400	
Explained				84.71%	
Expenses					
General Government					
8	Office Building	\$ 89,820	\$ 84,275	\$ (5,545)	Panic button repair
9	Administration Other	\$ 87,931	\$ 77,466	\$ (10,465)	WHSCC over budget
10	Property Taxes LPP	\$ 10,084	\$ 8,000	\$ (2,084)	Assessment increases on vacant land
Protective Services					
				\$0	
Transportation					
10	Workshops, Yards & Equipment	\$ 303,389	\$ 278,043	\$ (25,346)	Salt Shed repairs \$25,000; vehicle repairs over budget by \$11,000
11	Snow & Ice Removal	\$ 440,781	\$ 374,000	\$ (66,781)	Salt & Sand purchases over budget by \$51,000; fuel escalation on contracts
12	2019 Flood Costs	\$ 143,634	\$ -	\$ (143,634)	To be recovered
Environmental Health					
				\$0	
Environmental Development					
13	Planning & Zoning Administration	\$ 194,776	\$ 217,335	\$22,559	Software & Equipment purchases not made yet
Recreation & Cultural Services					
14	Rothesay Common Rink	\$ 31,820	\$ 26,281	\$ (5,539)	Power cost high, purchase of video camera
Fiscal Services					
Total				-\$236,835	
Variance per Statement				\$55,889	
Explained				-423.76%	

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Town of Rothesay

Capital Projects 2019
General Fund
5 Months Ended 5/31/19

	Original BUDGET	Tender	Revisions	Amended Plan	CURRENT Y-T-D	Remaining Budget		
General Government								
12010560 Town Hall Equipment Purchases G-2019-005	90,000			90,000	26,692	63,308		
12010660 IT MS Office/Server/Laptops G-2019-006	50,000			50,000	14,549	35,451		
Total General Government	140,000	0	0	140,000	41,242	98,758		
Protective Services								
12011560 Protective Serv. Equipment Purchases P-2019-007	306,000			306,000	28,748	277,252		
Total Protective Services	306,000	0	0	306,000	28,748	277,252		
Transportation								
12021360 Transportation Equipment Purchases T-2018-003	580,000	352,600	-227,400	352,600	11,766	340,834	3/4T Pickup (R072)	Budget 60,000
12023860 Engineering 2020 T-2020-001	60,000			60,000	0	60,000	1T Truck (R078)	Actual 70,000
12026660 Asphalt/Microseal 2019 T-2019-001	1,795,000	1,605,000	-40,000	1,605,000	88,858	1,516,142	Single Axle Plough (R035)	225,000
12026860 Church Avenue Reconstruction T-2019-002	930,000	1,450,000	370,000	1,450,000	119,730	1,330,270	Single Axle Plough (R038)	225,000
12026960 Cameron Rd/Mulberry Lane T-2019-006			170,000	170,000	6,772	163,228		
Unassigned:						0		580,000
Designated Highway	282,500		-282,500	0		0		-
Secondary Plan - Roadway	50,000			50,000		50,000		
Total Transportation	3,697,500	3,407,600	-9,900	3,687,600	227,127	3,460,473		
Recreation								
12012060 Arena Renovation Contract Mgmt R-2019-008	100,000			100,000	0	100,000		
12020760 Trail Development R-2018-007	40,000			40,000	3,662	36,338		
12020860 Recreation Equipment Purchases R-2019-008	85,000	72,500	-12,500	72,500	8,169	64,331	Truck	60,000
12025260 Trail Connector/Crossing T-2016-017	1,050,000			1,050,000	0	1,050,000	Equipment	25,000 8,169
12026360 Synthetic Turf Supply & Installation R-2018-012	400,000	455,000	55,000	455,000	411,792	43,208		
12026760 McGuire Centre Renos R-2019-003	0			0	54,097	-54,097		85,000 8,169
Total Recreation	1,675,000	527,500	42,500	1,717,500	477,720	1,239,780		
Carryovers								
12026260 Fox Farm Retaining Wall & Railing T-2018-011	0			0	1,752	-1,752		
12025960 2018 Asphalt/Microseal T-2018-008	0			0	50,081	-50,081		
	0	0	0	0	51,833	-51,833		
Total	\$ 5,818,500	\$ 3,935,100	\$ 32,600	\$ 5,851,100	\$ 826,669	\$ 5,024,431		
Funding								
General Government	Revised 2019 140,000	Reserves	Gas Tax/Infrastructure	Grants	Operating 140,000	Borrow		
Protective Services	306,000				40,500	265,500		
Transportation	3,517,600	70,625	930,000	211,875	1,805,100	500,000		
Recreation	1,717,500	350,000		700,000	267,500	400,000		
	\$ 5,681,100	\$ 420,625	\$ 930,000	\$ 911,875	\$ 2,253,100	\$ 1,165,500		
Original	\$ 5,818,500	\$ 420,625	\$ 930,000	\$ 911,875	\$ 2,390,500	\$ 1,165,500		

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Town of Rothesay

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

DRAFT!

	Original BUDGET	Tender	Revisions	Amended Plan	CURRENT Y-T-D	Remaining Budget		
General Government								
12010560 Town Hall Equipment Purchases G-2019-005	90,000			90,000	27,897	62,103		
12010660 IT MS Office/Server/Laptops G-2019-006	50,000			50,000	14,549	35,451		
Total General Government	140,000	0	0	140,000	42,446	97,554		
Protective Services								
12011560 Protective Serv. Equipment Purchases P-2019-007	306,000			306,000	28,748	277,252		
Total Protective Services	306,000	0	0	306,000	28,748	277,252		
Transportation								
12021360 Transportation Equipment Purchases T-2018-003	580,000	352,600	-227,400	352,600	11,766	340,834	3/4T Pickup (R072)	Budget 60,000 Actual 11,766
12023860 Engineering 2020 T-2020-001	60,000			60,000	0	60,000	1T Truck (R078)	70,000
12026660 Asphalt/Microseal 2019 T-2019-001	1,795,000	1,605,000	-10,000	1,605,000	90,352	1,514,648	Single Axle Plough (R035)	225,000
12026860 Church Avenue Reconstruction T-2019-002	930,000	1,450,000	370,000	1,450,000	231,894	1,218,106	Single Axle Plough (R038)	225,000
12026960 Cameron Rd/Mulberry Lane T-2019-006			170,000	170,000	6,772	163,228		
Unassigned:						0		580,000 11,766
Designated Highway	282,500		-282,500	0		0		
Secondary Plan - Roadway	50,000			50,000		50,000		
Total Transportation	3,697,500	3,407,600	-9,900	3,687,600	340,784	3,346,816		
Recreation								
12012060 Arena Renovation Contract Mgmt R-2019-008	100,000			100,000	0	100,000		
12020760 Trail Development R-2018-007	40,000			40,000	3,662	36,338		
12020860 Recreation Equipment Purchases R-2019-008	85,000	72,500	-12,500	72,500	61,095	11,405	Truck	60,000 52,926
12025260 Trail Connector/Crossing T-2016-017	1,050,000			1,050,000	0	1,050,000	Equipment	25,000 8,169
12026360 Synthetic Turf Supply & Installation R-2018-012	400,000	455,000	55,000	455,000	419,183	35,817		
12026760 McGuire Centre Renos R-2019-003	0			0	71,022	-71,022		85,000 61,095
Total Recreation	1,675,000	527,500	42,500	1,717,500	554,963	1,162,537		
Carryovers								
12026260 Fox Farm Retaining Wall & Railing T-2018-011	0			0	1,752	-1,752		
12025960 2018 Asphalt/Microseal T-2018-008	0			0	50,081	-50,081		
12023760 Eriskay Upgrade T-2018-001	0			0	2,610	-2,610		
	0	0	0	0	54,443	-54,443		
Total	\$ 5,818,500	\$ 3,935,100	\$ 32,600	\$ 5,851,100	\$ 1,021,384	\$ 4,829,716		
Funding								
General Government	140,000				140,000			
Protective Services	306,000				40,500	265,500		
Transportation	3,517,600	70,625	930,000	211,875	1,805,100	500,000		
Recreation	1,717,500	350,000		700,000	267,500	400,000		
	\$ 5,681,100	\$ 420,625	\$ 930,000	\$ 911,875	\$ 2,253,100	\$ 1,165,500		
Original	\$ 5,818,500	\$ 420,625	\$ 930,000	\$ 911,875	\$ 2,390,500	\$ 1,165,500		

Town of Rothesay

Utility Fund Financial Statements

May 31, 2019

Attached Reports:

Capital Balance Sheet

U1

Reserve Balance Sheet

U2

Operating Balance Sheet

U3

Operating Income Statement

U4

Variance Report

U5

Project Listing - May

U6

Project Listing - June - Draft!

U7

Town of Rothesay

Capital Balance Sheet

As at 5/31/19

ASSETS

Assets:

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

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

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

Current:

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

Long-Term:

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

EQUITY

Investments:

Investment in Fixed Assets	29,165,125
Total Equity	<u>29,165,125</u>

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

Utility Reserve Balance Sheet

As at 5/31/19

ASSETS

Assets:

Bank - Utility Reserve	1,106,942
Due from Utility Operating	10,895
TOTAL ASSETS	<u>\$ 1,117,838</u>

EQUITY

Investments:

Invest. in Utility Capital Reserve	763,795
Invest. in Utility Operating Reserve	103,506
Invest. in Sewage Outfall Reserve	250,537
TOTAL EQUITY	<u>\$ 1,117,838</u>

Town of Rothesay

Utilities Fund Operating Balance Sheet

As at 5/31/19

ASSETS

Current assets:	
Accounts Receivable - Net of Allowance	920,131
Accounts Receivable - Projects	437,430
Total Current Assets	<u>1,357,561</u>
Other Assets:	
Projects	94,495
	<u>94,495</u>
 TOTAL ASSETS	 <u><u>\$ 1,452,057</u></u>

LIABILITIES

Accrued Payables	43,648
Due from General Fund	(1,317,743)
Due from (to) Capital Fund	700,000
Due to (from) Utility Reserve	10,895
Deferred Revenue	16,016
Total Liabilities	<u>(547,185)</u>

EQUITY

Surplus:	
Opening Retained Earnings	80,599
Profit (Loss) to Date	1,918,643
	<u>1,999,241</u>
 TOTAL LIABILITIES & EQUITY	 <u><u>\$ 1,452,057</u></u>

Town of Rothesay
Utilities Operating Income Statement
5 Months Ended 5/31/19

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	0	0	271,802	274,875	(3,073)		1,050,000
Meter and non-hookup fees	150	0	11,880	10,525	1,355		42,100
Water Supply for Fire Prot.	0	0	325,000	325,000	0		325,000
Local Improvement Levy	0	0	61,743	59,000	2,743		59,000
Sewerage Services	(370)	0	1,647,015	1,610,000	37,015	1	1,610,000
Connection Fees	1,100	7,778	48,000	23,333	24,667	2	70,000
Interest Earned	12,203	4,167	40,098	20,833	19,264	3	50,000
Misc. Revenue	475	182	2,000	911	1,089		2,187
Infrastructure Grants	0	0	39,180	0	39,180	4	0
Surplus - Previous Years	0	0	11,713	11,713	0		11,713
TOTAL RECEIPTS	13,558	12,127	2,458,431	2,336,191	122,240		3,220,000
WATER SUPPLY							
Share of Overhead Expenses	0	0	100,000	100,000	0		400,000
Audit/Legal/Training	56	3,708	3,409	6,542	3,133		11,500
Purification & Treatment	24,000	18,659	130,673	126,386	(4,287)	5	357,000
Transmission & Distribution	4,875	38,667	34,063	65,333	31,270		112,000
Power & Pumping	3,661	3,500	19,961	17,500	(2,461)		42,000
Billing/Collections	99	333	1,349	1,667	317		4,000
Water Purchased	86	50	177	250	73		600
Misc. Expenses	0	1,000	3,600	5,000	1,400		12,000
TOTAL WATER SUPPLY	32,778	65,917	293,233	322,678	29,445		939,100
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	0	0	150,000	150,000	0		600,000
Audit/Legal/Training	5,539	8,000	9,739	12,000	2,261		19,000
Collection System Maintenance	0	2,667	3,136	13,333	10,197		64,000
Sewer Claims	0	1,667	438	8,333	7,895		20,000
Lift Stations	1,571	3,500	21,455	17,500	(3,955)	6	42,000
Treatment/Disposal	6,164	6,250	42,765	41,250	(1,515)		92,000
Infiltration Study	0	0	2,192	0	(2,192)	7	0
Misc. Expenses	6	139	7,664	6,528	(1,135)	8	7,502
TOTAL SWGE COLLECTION & DISPOSAL	13,280	22,222	237,388	248,945	11,557		844,502
FISCAL SERVICES							
Interest on Long-Term Debt	9,167	9,167	9,167	9,167	0		330,261
Principal Repayment	0	0	0	0	0		436,137
Transfer to Reserve Accounts	0	0	0	0	0		70,000
Capital Fund Through Operating	0	0	0	0	0		600,000
TOTAL FISCAL SERVICES	9,167	9,167	9,167	9,167	0		1,436,398
TOTAL EXPENSES	55,225	97,307	539,788	580,790	41,002		3,220,000
NET INCOME (LOSS) FOR THE PERIOD	(41,666)	(85,180)	1,918,643	1,755,401	163,242		0

Town of Rothesay

Variance Report - Utility Operating
5 Months Ended May 31, 2019

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Sewer Services	1,647,015	1,610,000	37,015	Multi-residential higher than budget
2	Connection Fees	48,000	23,333	24,667	New connections
3	Interest Earned	40,098	20,833	19,265	Interest on receivables
4	Infrastructure Grants	39,180	-	39,180	I/I study, offset by expenses
Expenditures					
Water					
5	Purifications & Treatment	\$ 130,673	\$ 126,386	\$ (4,287)	Chemical purchases
Sewer					
6	Lift Stations	\$ 21,455	\$ 17,500	\$ (3,955)	Power costs high
7	Infiltration Study	\$ 2,192	\$ -	\$ (2,192)	Offset by grant
8	Misc. Expenses	\$ 7,664	\$ 6,528	\$ (1,136)	Clothing and boot purchases
Fiscal Services					
		\$ -			

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Town of Rothesay

Capital Projects 2018
Utility Fund
5 Months Ended 5/31/19

	Original BUDGET	Revisions	CURRENT Y-T-D	Remaining Budget
WATER				
12043430 Well Development - Quality W-2018-003	300,000		3,047	296,953
12044330 Hillview/Shadow Hill Watermain W-2018-002	450,000		5,332	444,668
Unassigned:				
McGuire Compound Fencing	35,000			35,000
Filter Bldg Heating	70,000			70,000
Well Drilling	70,000			70,000
	<u>\$ 925,000</u>		<u>\$ 8,379</u>	<u>\$ 916,621</u>
SEWER				
12042330 Wastewater Treatment Plant - S-2014-016-A	1,500,000		52,186	1,447,814
12044630 Sewer Repair College Hill S-2019-001	-		15,680	-15,680
12044730 Church Avenue Reconstruction (Sewer) T-2019-002	650,000		0	650,000
12044830 Sewer Costs in Asphalt Contract T-2019-001	100,000		0	100,000
12045130 Flood Prevention Check Valve	-		18,250	-18,250
Unassigned:				
SCADA Changeover	35,000			35,000
Turnbull Court Design	75,000			75,000
	<u>2,360,000</u>	<u>-</u>	<u>86,116</u>	<u>2,273,884</u>
Unassigned				
Total Approved	<u>3,285,000</u>	<u>-</u>	<u>94,495</u>	<u>3,190,505</u>
Carryovers				
Funded from Reserves			<u>0</u>	
	<u>3,285,000</u>		<u>94,495</u>	<u>3,190,505</u>

Funding:	Total	Reserves	Gas Tax	Grants	Borrow	Operating
Water	925,000	250,000			250,000	425,000
Sewer	2,360,000	35,000		1,000,000	1,150,000	175,000
<u>\$</u>	<u>3,285,000</u>	<u>\$ 285,000</u>	<u>\$ -</u>	<u>\$ 1,000,000</u>	<u>\$ 1,400,000</u>	<u>\$ 600,000</u>
Original	<u>\$ 2,635,000</u>	<u>\$ 285,000</u>	<u>\$ -</u>	<u>\$ 1,000,000</u>	<u>\$ 750,000</u>	<u>\$ 600,000</u>

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DRAFT!**Town of Rothesay**Capital Projects 2018
Utility Fund
6 Months Ended 6/30/19

	Original BUDGET	Revisions	CURRENT Y-T-D	Remaining Budget
WATER				
12043430 Well Development - Quality W-2018-003	300,000		3,047	296,953
12044330 Hillview/Shadow Hill Watermain W-2018-002	450,000		5,332	444,668
Unassigned:				
McGuire Compound Fencing	35,000			35,000
Filter Bldg Heating	70,000			70,000
Well Drilling	70,000			70,000
	<u>\$ 925,000</u>		<u>\$ 8,379</u>	<u>\$ 916,621</u>
SEWER				
12042330 Wastewater Treatment Plant - S-2014-016-A	1,500,000		55,243	1,444,757
12044630 Sewer Repair College Hill S-2019-001	-		15,680	-15,680
12044730 Church Avenue Reconstruction (Sewer) T-2019-002	650,000		0	650,000
12044830 Sewer Costs in Asphalt Contract T-2019-001	100,000		0	100,000
12045130 Flood Prevention Check Valve	-		18,250	-18,250
Unassigned:				
SCADA Changeover	35,000			35,000
Turnbull Court Design	75,000			75,000
	<u>2,360,000</u>	<u>-</u>	<u>89,173</u>	<u>2,270,827</u>
Unassigned				
Total Approved	<u>3,285,000</u>	<u>-</u>	<u>97,553</u>	<u>3,187,447</u>
Carryovers				
Funded from Reserves			<u>0</u>	
	<u>3,285,000</u>		<u>97,553</u>	<u>3,187,447</u>

Funding:							
	Total	Reserves	Gas Tax	Grants	Borrow	Operating	
Water	925,000	250,000			250,000	425,000	
Sewer	2,360,000	35,000		1,000,000	1,150,000	175,000	
\$	<u>3,285,000</u>	<u>\$ 285,000</u>	<u>\$ -</u>	<u>\$ 1,000,000</u>	<u>\$ 1,400,000</u>	<u>\$ 600,000</u>	
Original	<u>\$ 2,635,000</u>	<u>\$ 285,000</u>	<u>\$ -</u>	<u>\$ 1,000,000</u>	<u>\$ 750,000</u>	<u>\$ 600,000</u>	

TOWN OF ROTHESAY

FINANCE COMMITTEE

June 20, 2019

In attendance:

Councillor Grant Brenan, Chairman

Mayor Nancy Grant

Deputy Mayor Matt Alexander

Councillor Don Shea

Treasurer Doug MacDonald

Financial Officer Ellen K. Steeves

Absent: Town Manager John Jarvie

The meeting was called to order at 8:15. The agenda was accepted as circulated. (NG/DS) The meeting minutes of May 23, 2019 were accepted as presented. (NG/DS)

May General Fund Financial Statements

Treasurer MacDonald reviewed the statements. He noted Miscellaneous Revenue includes insurance proceeds on the salt shed roof, the full claim amount. The 2019 Flood Costs include the buildup of Cameron Road, which we expect to be covered by the Disaster Financial Assistance program. The Post Road check valve may be moved back to the General Fund. We will be over budget on Administration – Other which includes WHSCC premiums that have almost doubled. We increased the budget, but not by enough. McGuire Centre renovations are likely to be over budget to get the building up to code as the basement is still considered public space. The furnace has been replaced by heat pumps, at a higher cost but in line with our Climate Change Policy. The Mayor would like the policy reviewed more often. The statements were accepted as presented. (NG/DS)

May Utilities Fund Financial Statements

Treasurer MacDonald noted that all our power costs seem to be running high. The Infrastructure Grant refers to the Infiltration Study, most of the expenses were in 2018. There was a brief discussion on a couple of accidental high water usage that will likely go before the PWI/Utilities Committee.

Donations

The summary was accepted as presented.

Water By-Law Financial Implications

Treasurer MacDonald reviewed his memo, and circulated an email from Town Manager Jarvie showing an excerpt from the Municipal Governance Act that states we MUST charge the actual rate to those not hooked up to the systems but have it available to them. There was an extended discussion on the views of the concerned apartment building owners and the connection charges expected. A meeting with landlords is to be scheduled for July.

Compliance Report

Accepted as presented.

Next meeting

The next meeting is set for July 18, 2019, 8:15 a.m. in the Sayre Room. The meeting adjourned at 9:00 a.m.

Grant Brenan, Chairman

Ellen K. Steeves, Secretary



ROTHESAY

2019 July 8 Open Session FINAL 127
Rothesay High Advisory Committee Meeting

Tuesday, June 18, 2019
Rothesay Town Hall – Common Room
10:00 a.m.



DRAFT

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

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

RECREATION COORDINATOR KERI FLOOD
RECORDING SECRETARY LIZ POMEROY

ABSENT: JEAN PORTER MOWATT
SCOTT COCHRANE
STEPHANIE TOMILSON

Chairperson Wells called the meeting to order at 10:00 a.m.

1. WELCOME & INTRODUCTIONS

Chairperson Wells welcomed Committee members and noted the Hive has now been in operation for a month.

2. APPROVAL OF AGENDA

MOVED by D. O'Connor and seconded by G. Chiarella the agenda be approved as circulated.

CARRIED.

3. APPROVAL OF MINUTES

➤ 21 May 2019

MOVED by G. Chiarella and seconded by N. Stephenson the minutes of May 21, 2019 be approved as circulated.

CARRIED.

4. GRAND OPENING EVENT FOLLOW UP/REVIEW

N. Reid noted the item was included on the agenda to tie up any loose ends. She inquired if the Committee had any suggestions for additional thank you letters, and if all invoices were received. N. Stephenson reported she was reimbursed for materials purchased. Mayor Grant noted the invoice for musical services provided by Rothesay High School students was submitted to Town staff. D. O'Connor noted she requested Java Moose and Cochran's submit their invoices to Town staff.

It was agreed thank you letters be sent to: Wayne Long, MP and Minister Dorothy Shephard for speaking at the event; Rothesay High School students for providing musical entertainment; and sponsors Culligan Water and Lindsay Palmer. D. O'Connor noted she provided handwritten thank you

letters to Java Moose and Canadian Tire for donations to the Speaker Series. The Committee agreed the signage outside Town Hall during the event was helpful and there was adequate coverage of the event on social media. Concern was expressed regarding the lack of coverage of the event by external media outlets.

5. COMMITTEE Y VOLUNTEER SCREENING & TOWN HONORARIUM UPDATE

N. Reid advised after further investigation it was agreed continuation of the Y volunteer screening process is not required for members of the Committee unless they wish to volunteer at the Hive. Committee members may also retain the honorarium provided by the Town. In response to an inquiry, N. Reid explained the requirements for the Y volunteer screening process. D. O'Connor inquired if the process is required for individuals that operate the Speaker Series in the Hive. N. Reid noted the process is required for those individuals.

6. PROGRAMMING MONTHLY REPORT BY COORDINATOR

The Committee reviewed the monthly report provided by D. Hawkins. The following was highlighted: 100+ attendees at the grand opening; 82 participants; 6 visitors; popular activities were Stretch, Strength, & Balance (16 participants), and Seated Yoga (13 participants); 15 total Hive memberships sold; 5 free three day passes given; 2 promotional Hive memberships distributed; and membership statistics by age are 50-65 (19%), 66-80 (67%), and 80+ (14%).

Concern was expressed the activities may be targeted towards elder seniors with limited mobility. It was suggested programming be provided for seniors of varying capabilities. D. Hawkins advised summer months are typically busy for individuals thus a significant interest in membership is not anticipated until the fall. She added we are growing our volunteer base and capacity to offer a wider range of fitness activities and more. N. Reid encouraged Committee members to submit programming suggestions to either herself or D. Hawkins. She added the Program, Activities, and Interest survey is available and can help tailor programming to suit public interest.

The following comments were made: there is interest in informational sessions, more specifically regarding topics surrounding retirement – budgeting, cooking for one, two, or grandkids etc.; evening sessions may attract employed seniors; the space due to its size may restrict some type of activities such as fitness programs; the additional fees may be deterring potential membership; without program fees other opportunities need to be explored in order to offset costs and ensure the sustainability of the facility; additional program fees can be avoided with the purchase of a full Y membership however seniors may not deem a full membership worthwhile if they are unwilling to commute to use other YMCA facilities; and individuals that cannot afford the cost of membership can apply to receive a Strong Communities grant.

There was discussion with respect to: options for securing funds to offset costs including grant applications, and sponsorship; expenses related to the Hive; the need to increase awareness to “get people in the door”; options to improve community awareness; interest in demonstrating the value of the services provided by the Hive, as well as reducing the misconception that all programming was to be provided free of charge; and methods to improve media exposure.

N. Reid requested feedback from the Committee regarding the monthly report submitted by D. Hawkins. The Committee suggested the following inclusions: comments or feedback received from members or visitors (quarterly); the schedule of the previous month; attendance comparison of “unique” vs. recurring members; trends (quarterly); and topics of correspondence received from the public (quarterly). The Committee expressed an appreciation for the graph of membership age noting this helps compare the anticipated vs. actual target market.

D. Hawkins highlighted the following July programming: a visit from a Sobeys Dietician, a cooking class, KVFD Fall Prevention presentation; Trivia night; adult colouring, creative writing, and intergenerational activities with Touchstone Academy students. She reported she contacted suggested individuals for Storytelling however no responses were received. She suggested this may be due to busy summer schedules. There was discussion with respect to intergenerational activities, and the minimal interest in the Music Session. G. Chiarella noted the songs may not have resonated with seniors. D. Hawkins reported the program was provided on short notice and another session is scheduled in July. N. Reid advised a summer student will begin at the end of the month to focus on intergenerational programming for the Y.

7. COMMUNICATION/MARKETING UPDATE

N. Reid encouraged Committee members to submit suggestions regarding communication materials to YMCA staff. There was discussion with respect to Town bulletin boards, the electronic kiosks, church bulletins, and community and business bulletin boards. G. Chiarella suggested the flyer for the Hive be simplified to reduce public confusion. N. Reid advised a meeting is scheduled with the YMCA Communications team to discuss developing new materials to promote the Centre and that her and Danielle are in the process of developing a community outreach plan for the Hive. The plan would look to include attending community events, meetings with key community groups, etc. It was suggested displays be set up during community events such as Canada Day celebrations, and the Concert on the Common series to promote the facility, and materials be created to distribute free 3 day trial passes.

Mayor Grant reported the 2020 Masters Curling Championships will be held at the Riverside Golf and Country Club and suggested Hive members be notified of the event and participants introduced to the facility.

N. Reid advised standardized responses are being developed to assist with frequently asked questions to ensure consistent messaging is achieved. She encouraged Committee members to visit the Hive on Thursday to participate in a photo shoot to promote older adult activities for the YMCA.

8. SPONSORSHIP/DONOR RECOGNITION

There was discussion surrounding suggestions for recognition of one-time and recurring donors including plaques, printed materials, a public newsletter, and thank you letters. K. Flood suggested donors be recognized inside the Hive, for example a note stating “donated by Java Moose” be placed on or near the coffee pot. It was suggested the sponsorship benefits form be reviewed and updated. N. Reid advised she will discuss the matter with the Y VP of Philanthropy. J. Atkinson suggested sponsors be included in a distribution list to receive regular updates regarding ongoing Hive activities to demonstrate that their donations continue to have an ongoing impact. N. Reid noted that a monthly newsletter will be issued by the Y monthly to Y older adults and Hive Members. It will include the HIVE program calendar along with any special highlights. She will see if sponsors can be added. She requested all potential sponsors be reviewed by the Y to avoid any conflicts.

- New Horizon Grant

N. Reid advised the YMCA is in the process of submitting an application with an intergenerational programming focus and will include the Hive as one of the locations to offer the program, if successful. There was discussion with respect to the pros and cons of submitting an individual application for the Hive via the Town. It was noted there may be insufficient time to submit an application as the deadline is this Friday. Committee members were encouraged to keep an eye out for other grants that the Hive may be eligible for.

9. FURNISHINGS AND EQUIPMENT UPDATE

- Piano
- Other

Counc. Wells reported an individual agreed to donate a piano to the Hive. She inquired if Town staff followed up on the donation. K. Flood advised she is unsure but will follow up with Charles Jensen.

Meeting Addendum:

D. O'Connor noted interest was expressed regarding the possibility of renting the room within the Hive. N. Reid noted she will look into the matter.

S. Jennings inquired if there is still interest in securing a custom built podium. There was consensus to hold off on the purchase until a greater need arises and additional funding is secured. N. Reid suggested a brochure rack for information brochures on programs and services available may be more beneficial than a podium.

10. DATE OF NEXT MEETING:

The next meeting is tentatively scheduled for Tuesday, July 16, 2019 at 10 a.m.

11. ADJOURNMENT

MOVED by R. Taylor and seconded by N. Stephenson the meeting be adjourned.

CARRIED.

The meeting adjourned at 11:25 a.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY
2019 July 8 Open Session FINAL_131
Works and Utilities Committee Meeting
Wednesday, June 19, 2019
Rothesay Town Hall – Sayre Room
5:30 p.m.



DRAFT

PRESENT: DEPUTY MAYOR MATT ALEXANDER
COUNCILLOR MIRIAM WELLS
PAUL BOUDREAU
SCOTT SMITH
SHAWN CARTER
MARK McALOON

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

ABSENT: PETER GRAHAM

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

1. APPROVAL OF AGENDA

MOVED by Counc. Wells and seconded by S. Carter the agenda be approved as circulated, with the following amendment:

➤ Item 7.3 be brought forward to follow Item 7.1

CARRIED.

2. APPROVAL OF MINUTES

MOVED by P. Boudreau and seconded by Counc. Wells the minutes of 22 May 2019 be adopted as circulated.

CARRIED.

3. DELEGATIONS

N/A

4. REPORTS & PRESENTATIONS

N/A

5. UNFINISHED BUSINESS

5.1 Capital Projects Summary

DO McLean reported due to the quantity and quality of rock in the area, the Church Avenue project is progressing slower than scheduled. P. Boudreau inquired if the turf replacement at Arthur Miller Fields was completed. Town Manager Jarvie advised replacement of the lower field was completed.

RECEIVED FOR INFORMATION.

5.2 Solid Waste Tonnage Report

Deputy Mayor Alexander noted there may be a delay in receiving the total tonnage for the Spring Clean Up.

RECEIVED FOR INFORMATION.

5.3 Update on Station Road

- 12 June 2019 Memorandum from Town Clerk Banks
- 11 April 2019 Letter to residents RE: Proposed traffic pattern change – Rothesay Corner
- Signage Mock-ups (3)
- *Various* Correspondence (10) from residents RE: Proposed traffic flow changes to Station Road
- 6 June 2019 Letter from resident RE: Proposed Rothesay Corner Traffic Change

Deputy Mayor Alexander noted residents in the area expressed opposition to the proposed traffic change citing longer commutes, and safety concerns resulting from redirecting traffic through another dangerous intersection. Council shared the concerns and voted against the proposed traffic change and referred the item back to the Committee to discuss alternative solutions. The Committee discussed the pros and cons of options such as the installation of lights for stop signs, traffic signals, speedbumps (permanent and temporary), and roundabouts.

DO McLean advised a traffic study was completed in 2012 and the Grove Avenue/Hampton Road intersection was identified as an area that may require intervention in the future. He noted it was anticipated the traffic pattern change to Station Road proposed by the Committee would redirect and possibly deter traffic from the area alleviating some concerns. The Committee suggested another traffic study be completed. Concern was expressed regarding an unbudgeted expense and the possibility that existing traffic flow during the Church Avenue project may produce an inaccurate representation of regular traffic patterns and impact the data. Town Manager Jarvie added the area is considered a provincially designated highway and any changes require approval from the provincial government. There was general discussion with respect to the process of completing a traffic study, and new developments that may increase traffic in the area.

MOVED by Counc. Wells and seconded by S. Smith the Works and Utilities Committee recommend Council include a traffic study for the intersections of Station Road/Rothesay Road/Hampton Road and Grove Avenue/Hampton Road in the 2020 budget to be completed within the first eight months of 2020.

CARRIED.

5.4 Private water system

DO McLean advised he is in the process of scheduling a meeting with the homeowner.

6. CORRESPONDENCE FOR ACTION

- 6.1 23 April 2019 Letter from resident RE: Drainage on Frances Avenue
- 10 April 2019 Letter from resident RE: Sewage system on Beach Drive and Frances Avenue

Mr. Hillier was in attendance. Mr. Hillier reported he has two issues – the first is related to overland flooding, and the second involves sanitary sewer back-ups. He noted build-up from debris and icy winter conditions creates overland flooding that is directed onto his property and into his residence. He added he has installed a backflow prevention device and taken precautions to plug sinks and toilets in the event of heavy rainstorms to prevent sanitary sewer backups. He reported he contacted local plumbers to investigate but did not receive responses following initial discussions.

There was discussion with respect to the grade and layout of Mr. Hillier's property, and the effectiveness of the backflow prevention device. DO McLean advised the pressure of a surcharged

sanitary sewer system may cause a backup in a residence if a backflow prevention device is not functioning properly. He noted when staff are informed of sanitary sewer backups they visit the area and inspect manholes to determine if there is an obstruction in the flow of the system. If the water flows properly it is likely the cause of the problem is located within the property owner's sewer lateral. He suggested Mr. Hillier commission a video inspection of the sewer lateral on the property to determine the grade and condition of the infrastructure, observe the backflow prevention device, and identify all connections to the system. Mr. Hillier contended that he did not experience problems until after the development of Beach Drive. He suggested the size of the Town sewer main is insufficient and should be upgraded. After a lengthy discussion, the Committee expressed interest in receiving more information to determine if the problem exists on the property lateral or the Town sewer main. Mr. Hillier indicated he will look into completing a video inspection of the lateral.

DO McLean advised maintenance will be completed in the area to clear debris and re-establish proper flow of runoff into the Town's storm sewer system. He noted the area was designed without curb which creates difficulties directing water into the Town's system.

MOVED by Counc. Wells and seconded by P. Boudreau the Works and Utilities Committee recommend Council consider the installation of curb on both sides of Beach Drive near the Frances Avenue/Beach Drive intersection during the 2020 budget deliberations.

ON THE QUESTION:

DO McLean advised the annual budget typically includes a standing line item for curb and drainage projects.

CARRIED.

Mr. Hillier left the meeting.

6.2 28 May 2019 Email from resident RE: Property lighting on Highland Avenue

- Map of Highland Avenue lights
- 6 January 2017 Letter to residents RE: Highland Avenue Streetlights

Ms. Armstrong-Best was in attendance. There was discussion with respect to safety, homeowner responsibility, alternative lighting options and cost implications, and actions to reduce barriers in order to encourage compliance. After some discussion, the Committee agreed another letter be sent to all property owners in the area detailing the homeowner's responsibility for maintaining the light, and encouraging compliance before fall to ensure proper visibility during darker evenings; and further the map of operational and non-operational lights be included with the letter. It was noted replacing individual lightbulbs is a cost efficient option that ensures the aesthetic of the neighbourhood is maintained. M. McAloon inquired if it may be advantageous to encourage use of a more energy efficient lightbulb. Concern was expressed some individuals may be interested in the change and others may not. If so, this could be problematic by creating inconsistent lighting in the area.

Ms. Armstrong-Best left the meeting.

6.3 9 June 2019 Letter from resident RE: Rothesay Road Traffic Concerns

The Committee suggested the flashing speed signs be moved to the area surrounding 2865 Rothesay Road. DO McLean advised the signs will be relocated to the area.

- 6.4 11 June 2019 Email from Counc. Lewis RE: Parking on Church Avenue
 ➤ 10 March 2017 Memorandum from Town Manager Jarvie RE: Rothesay Common
 Parking

The following comments were made: the issue has been discussed at length; angled parking produces minimal additional spaces, requires considerable encroachment on Common greenspace, and may create safety concerns when vehicles exit angled parking spaces; staff monitored parking during various periods and determined there is sufficient parking; and institutions in the area were amenable to providing overflow parking during special events.

MOVED by Counc. Wells and seconded by S. Smith the Works and Utilities Committee is satisfied the issue was investigated adequately and existing parking surrounding the Rothesay Common is sufficient.

CARRIED.

7. NEW BUSINESS

- 7.1 Annual Waste Clean-up
 ➤ 30 May 2019 Email from Deputy Mayor Alexander
 ➤ 11 June 2019 Email from resident RE: Refuse Collection

The Committee expressed concern regarding the delayed collection of regular and Spring Clean-Up items. It was noted some materials left outside for a considerable period of time may absorb rainwater. This increases the weight of the objects, and subsequently the cost to the Town, as tipping fees are subject to total tonnage. Town Manager Jarvie advised the contract will be reviewed prior to expiration at the end of 2020.

Item brought forward.

7.3 Loss of Water (Marr Road)

DO McLean advised earlier in the month the Town experienced a significant draw on the water supply. Investigation determined the loss was the result of an oversight by an individual on a commercial property during a routine filling of a reservoir. Roughly 22% of the Town's water production was unintentionally directed into the Town's sewer system. The property owner was notified of the significant impending utility bill. DO McLean advised the matter is on the agenda to apprise the Committee as it is not uncommon for individuals to seek clemency for considerable utility charges resulting from human error or leaks.

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

7.2 Operation of the Sanitary Sewer System during flood conditions

- Flood Prone Neighbourhood Concerns
 6 June 2019 Memorandum from Town Manager Jarvie
Various Correspondence (3) from residents RE: Flood Prone Neighbourhood
 Concerns

DO McLean advised there is greater risk to homeowners if the sewer system continues to operate once flood conditions reach certain levels. He gave an overview of the typical procedure for operation of the sewer system before, during, and after flooding. M. McAloon inquired about the process for notifying residents when the sewer system is shut off. DO McLean advised Town staff inform impacted residents as early as possible. He noted flood prone areas are monitored and the

sewer system is not shut off until the threat to the system is imminent. This is intended to reduce disruption to the service. It was noted there are preventative actions that can be undertaken by property owners to protect their properties; however, a more in depth investigation for flood mitigation measures is required. Town Manager Jarvie advised Council approved various actions to work towards lessening the strain on residents during flooding. He noted the report distributed to Council identifying and responding to resident flood concerns will be sent to residents of flood prone areas. He clarified that projects to elevate roads are intended to improve access and egress to flood prone areas, not to as a dam. He stressed the importance of ensuring projects that help some residents do not adversely impact others.

Dr. Michael Morse, 18 Alexander Avenue, indicated infilling of pre-existing marsh land over time near Alexander Avenue may be contributing to flood concerns experienced by residents.

Town Manager Jarvie encouraged all members of the public in attendance to sign up for the Sentinel Alert System. He noted the system enables Town staff to communicate to specific areas in the event of an emergency. Since only 40% of property owners have registered the system cannot be considered a reliable communication channel in the event of an emergency. It was noted residents can register online through the Town website or call Town Hall. Dr. Morse expressed concern that power outages during emergencies may impact electronic communication.

A resident expressed concern regarding the safety of residents in the event rising water levels prevent access to an area. Deputy Mayor Alexander noted elevating roads in flood prone areas will improve access for residents and first responders. He added alternative methods of transportation are available to emergency responders for the purpose of evacuating residents in isolated areas. It was suggested Town flood mitigation plans be shared with residents as soon as possible to ensure property owners plan individual relief efforts accordingly. Town Manager Jarvie advised a letter detailing actions approved by Council at its last meeting will be sent to residents in flood prone areas. He noted staff can meet with property owners to discuss the actions in greater detail.

7.3 Loss of Water (Marr Road)

Dealt with above.

8. CORRESPONDENCE FOR INFORMATION

N/A

9. DATE OF NEXT MEETING

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

10. ADJOURNMENT

MOVED by S. Carter and seconded by P. Boudreau the meeting be adjourned.

CARRIED.

The meeting adjourned at 7:15 p.m.

CHAIRPERSON

RECORDING SECRETARY



2019 July 8 Open Session FINAL_136

ROTHESAY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Works & Utilities Committee
DATE	:	June 20, 2019
RE	:	Motion Passed at June 19, 2019 Meeting

Recommendation:

It is recommended Council include a traffic study for the intersections of Station Road/Rothesay Road/Hampton Road and Grove Avenue/Hampton Road in the 2020 budget to be completed within the first eight months of 2020.

Background:

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, June 19, 2019:

MOVED ... and seconded ... the Works and Utilities Committee recommend Council include a traffic study for the intersections of Station Road/Rothesay Road/Hampton Road and Grove Avenue/Hampton Road in the 2020 budget to be completed within the first eight months of 2020.

CARRIED.



2019 July 8 Open Session FINAL_137

ROTHIESAY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Works & Utilities Committee
DATE	:	June 20, 2019
RE	:	Motion Passed at June 19, 2019 Meeting

Recommendation:

It is recommended Council consider the installation of curb on both sides of Beach Drive near the Frances Avenue/Beach Drive intersection during the 2020 budget deliberations.

Background:

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, June 19, 2019:

MOVED ... and seconded ... the Works and Utilities Committee recommend Council consider the installation of curb on both sides of Beach Drive near the Frances Avenue/Beach Drive intersection during the 2020 budget deliberations.

CARRIED.



2019 July 8 Open Session FINAL_138

ROTHESAY

MEMORANDUM

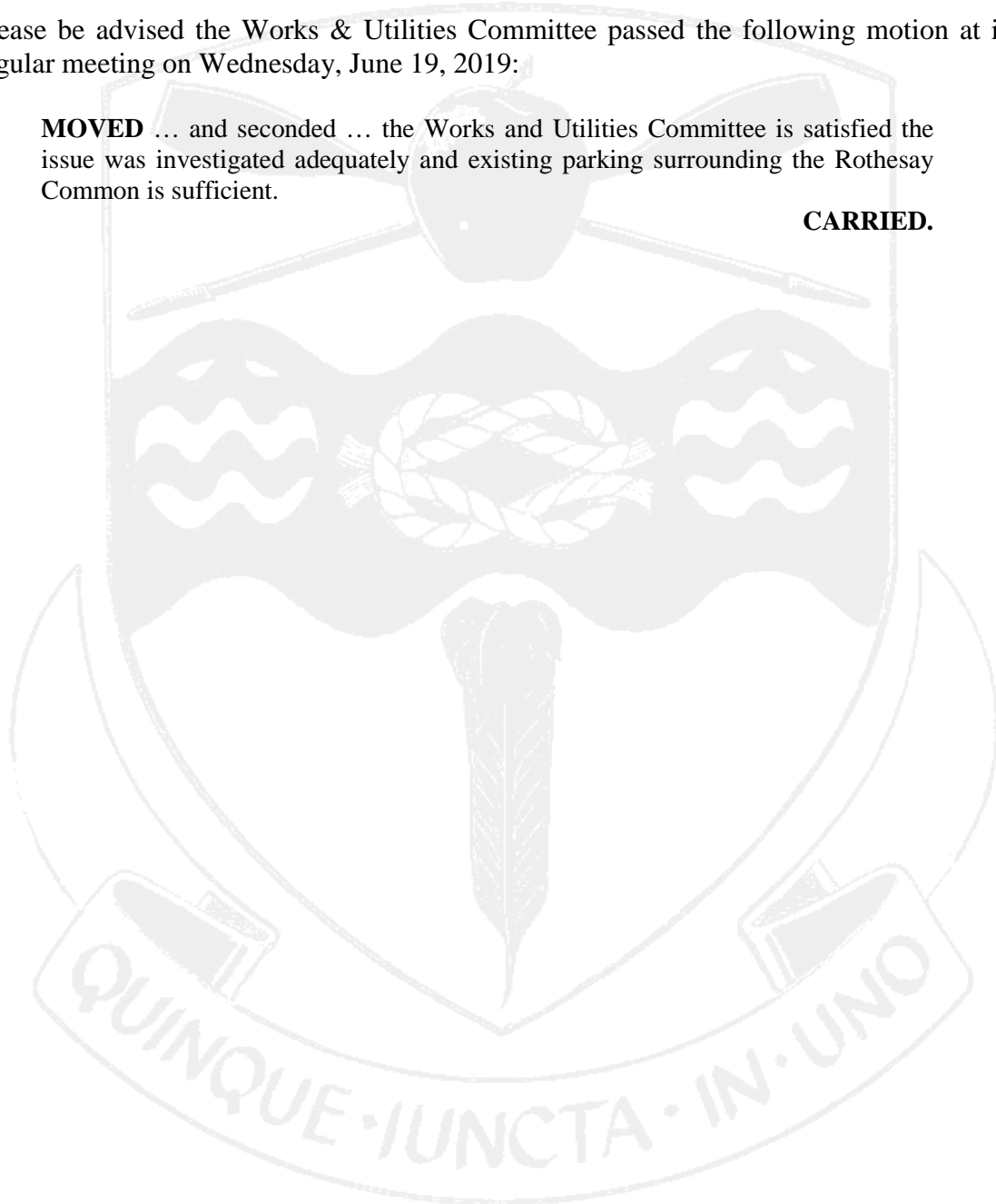


TO : Mayor and Council
FROM : Works & Utilities Committee
DATE : June 20, 2019
RE : Motion Passed at June 19, 2019 Meeting

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, June 19, 2019:

MOVED ... and seconded ... the Works and Utilities Committee is satisfied the issue was investigated adequately and existing parking surrounding the Rothesay Common is sufficient.

CARRIED.





ROTHESAY

2019July8OpenSessionFINAL_139

BUILDING PERMIT REPORT

6/1/2019 to 6/30/2019

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
06/20/2019	BP2019-00028	53 GONDOLA POINT RD	ACCESSORY BUILDING	\$63,296.00	\$464.00
06/20/2019	BP2019-00037	43 COVE CRES	ACCESSORY BUILDING	\$2,000.00	\$20.00
06/20/2019	BP2019-00040	115 CAMPBELL DR	NEW COMMERCIAL BUILD	\$580,000.00	\$4,205.00
06/10/2019	BP2019-00042	114 BEAUVISTA ST	IN GROUND POOL	\$30,000.00	\$217.50
06/10/2019	BP2019-00043	114 BEAUVISTA ST	DECK	\$2,000.00	\$20.00
06/25/2019	BP2019-00044	31 PARTRIDGE RD	DECK	\$3,600.00	\$29.00
06/20/2019	BP2019-00047	40 HAMPTON RD	WINDOWS	\$7,800.00	\$58.00
06/10/2019	BP2019-00059	30 MONACO DR	ACCESSORY BUILDING	\$1,400.00	\$20.00
06/10/2019	BP2019-00061	20 OLSSON RDWY	DECK	\$2,000.00	\$20.00
06/10/2019	BP2019-00063	59 HIGHLAND AVE	IN GROUND POOL	\$46,500.00	\$340.75
06/10/2019	BP2019-00064	59 HAMPTON RD	ACCESSORY BUILDING	\$1,500.00	\$20.00
06/10/2019	BP2019-00065	35 BALLPARK AVE	ADDITION	\$13,000.00	\$94.25
06/10/2019	BP2019-00069	14 ISLAY DR	WINDOWS	\$12,000.00	\$87.00



ROTHESAY

2019 July 8 Open Session FINAL N40

BUILDING PERMIT REPORT

6/1/2019 to 6/30/2019

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
06/10/2019	BP2019-00070	28 MONACO DR	ABOVE GROUND POOL/DECK	\$2,000.00	\$20.00
06/20/2019	BP2019-00072	2717 ROTHESAY RD	RENOVATION	\$20,000.00	\$145.00
06/20/2019	BP2019-00073	2717 ROTHESAY RD	DECK	\$12,900.00	\$94.25
06/20/2019	BP2019-00074	14 CALISTOGA	ATTACHED GARAGE	\$80,000.00	\$580.00
06/20/2019	BP2019-00075	15 SPRUCEWOOD AVE	DECK	\$3,000.00	\$21.75
06/20/2019	BP2019-00077	16 IONA AVE	ELECTRICAL UPGRADE	\$2,300.00	\$21.75
06/20/2019	BP2019-00079	2 BRIDLE PATH LN	ACCESSORY BUILDING	\$28,000.00	\$203.00
06/20/2019	BP2019-00082	44 COVE CRES	ACCESSORY STRUCTURE	\$3,200.00	\$29.00
06/25/2019	BP2019-00084	29 CLARK RD	ELECTRICAL UPGRADE	\$650.00	\$20.00
06/20/2019	BP2019-00085	113 HAMPTON RD	SIDING	\$11,901.00	\$87.00
06/28/2019	BP2019-00086	170 GIBBON RD	ACCESSORY STRUCTURE	\$1,200.00	\$20.00
06/20/2019	BP2019-00089	1903 ROTHESAY RD	ELECTRICAL UPGRADE	\$1,000.00	\$20.00
06/20/2019	BP2019-00092	2 MAGNOLIA LANE	TEMPORARY ELECTRICAL	\$10,000.00	\$72.50



ROTHESAY

2019 July 8 Open Session FINAL

BUILDING PERMIT REPORT

6/1/2019 to 6/30/2019

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
Totals:				\$941,247.00	\$6,929.75
Summary for 2019 to Date:				\$2,406,986.00	\$18,742.00

2018 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$2,863,834.00	\$20,995.25
Summary to Date:	\$8,967,532.00	\$66,546.25



2019July8OpenSessionFINAL_142

ROTHESAY

INTEROFFICE MEMORANDUM



TO : Mayor Grant & Council
FROM : John Jarvie
DATE : 3 July 2019
RE : Capital Project – Status Report

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

	PROJECT	BUDGET	\$ TO 31/05/19*	COMMENTS
2016	Secondary Plan – Hillside area	52,000	70%	Concepts being developed;
	General Specification for Contracts	40,000	40%	draft document under review by staff
2018	WWTP Phase II design	1.4M ¹	-	Funding application submitted
	SCADA upgrade	35,000		New technology based on internet – in progress
	2019 Resurfacing design	60,000	75%	Survey complete, prel design complete, tender March 18
	Designated Highways 2019	282,500	-	Grant confirmation received in the amount of \$371,000, on Agenda for approval
	Trail & sidewalk connector Wells	\$1.05M	-	Subject to grants
	Protective Services (KVFD)	306,000	9%	Truck, miscellaneous
	Town Hall	90,000	30%	Includes Hive
	IT equipment & Software	50,000	30%	
	2019 street resurfacing	1.37M	19%	Underway
	Curb & Sidewalks (Marr Road)	425,000	-	Included in the 2019 resurfacing project, work to commence July 9th
	Drainage (Church Ave)	1.75M	-	Underway
	Fleet/Equipment	665,000	11%	Utility vehicle still to be purchased
	Rothsay Arena	110,000	-	Stage I – expressions of interest received
	Arthur Miller Field resurfacing	400,000	100%	Lower field – Tender awarded, installation pending weather
	Trails	40,000	14%	Wells & Link to Quispamsis
	2020 Resurfacing design	60,000		Street list preparation in progress
	Secondary Plan road design	50,000	-	Wiljac – decision tabled
	Hillview/Shadow Hill Court water	450,000	1%	Water main replacement, RFP awarded, design underway
	Turnbull Court Design	75,000	-	Survey for design work underway, residents being notified of interior plumbing inspections in the coming weeks
	Water quantity	300,000	-	Project start up pending

* Funds paid to this date.

¹ Subject to Build Canada funding




70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
July 8, 2019

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: July 2, 2019

SUBJECT: Hampton Road Watermain Replacement

RECOMMENDATION

It is recommended that Rothesay Mayor and Council authorize the Director of Operations to create a change order to the 2019 Church Avenue Reconstruction Contract in the amount of \$243,225 including HST, to replace the last remaining section of cast iron watermain on Hampton Road between Almon Lane and the Scotiabank location.

ORIGIN

In 2019 the Town received funding from the Provincially Designated Highways Program to resurface the portion of Hampton Road between Almon Lane and Rothesay Road. There is a section of old cast iron watermain under this portion of Hampton Road that must be replaced prior to resurfacing the roadway.

BACKGROUND

The section of Hampton Road that was approved for resurfacing under the Provincially Designated Highways Funding Program is in need of repair. However, owing to the amount of work planned for that area in 2019, staff recommended that a portion of Rothesay Road (designated highway) be resurfaced instead. The Rothesay Road section identified by staff was applied for under the provincial funding program in September 2018. The province chose, however, to fund the resurfacing of Hampton Road rather than the section of Rothesay Road that was applied for.

DISCUSSION

The portion of Rothesay Road that was applied for did not require subsurface utility work, therefore no funding related to designated highways was included in the 2019 Utility Capital budget. The portion of Hampton Road that was granted under the 2019 program does require replacement of a section of watermain prior to resurfacing. Staff recommend that the Council approve the completion of this necessary work under the existing, tendered contract for the Church Avenue project.

FINANCIAL IMPLICATIONS

Exp. Consulting was asked to design the watermain replacement on Hampton Road between Almon Lane and the ScotiaBank and develop a schedule of quantities for the units necessary to complete the work.

Exp. was then asked to estimate the cost to complete the work. Their estimate was completed using the average of values collected from real, tendered unit price construction contracts in Saint John and Rothesay over the past three years. The estimate yielded an expected cost of \$324,500 including HST.

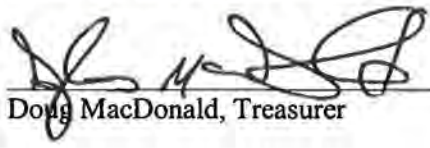
Exp was then asked to complete an estimate using only the tendered unit prices submitted by Terraex Inc. for the Church Avenue project. This estimate yielded a cost of \$243,225 including HST. The difference in cost between the average pricing estimate and the Terraex pricing estimate is not surprising given that the Terraex bid for Church Avenue was significantly lower than the others bidders for that particular tender.

Terraex has been sent a copy of a Contemplated Change Order with a total that was quantified using the unit rate structure from their Church Avenue contract. Terraex was asked if they would accept such a change order and complete the work for the total amount of \$243,225 as calculated by Exp. They responded in writing that they would accept the change order and complete the work for this amount. The option to complete the work within the existing (tendered) Church Avenue project is acceptable under the terms of the provincial procurement policy. The same approach is being recommended for completion of the designated highway resurfacing work and NBDTI, who administers the Designated Highways Funding program, has approved of this method.

Acceptance of the Contemplated Change Order by the contractor does not bind Council to engaging this contractor to complete the work. The acceptance is simply an assurance that the work could be done for this known amount. The option to invite new bidders by advertising the necessary utility work on NBON is still an option, however there is no guarantee of what the final price will be. The option to tender the utility work as a new project would bind Council to accepting the lowest bid derived from such an exercise. As stated above the expected amount of this work in a competitive environment is in the order of \$325,000.

Regardless of the method of completion, the necessary (un-budgeted) work would be funded from Gas Tax.

Report Prepared by:  Brett McLean, Director of Operations

Report Reviewed by:  Doug MacDonald, Treasurer



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
July 8, 2019

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:


John Jarvie, Town Manager

DATE: July 3, 2019

SUBJECT: Hampton Road Designated Highway Resurfacing

RECOMMENDATION

It is recommended that Rothesay Mayor and Council authorize the Director of Operations to create a change order to the 2019 Asphalt Resurfacing Contract in the amount of \$371,000 including HST, to resurface the section of Hampton Road between Almon Lane and Rothesay Road.

ORIGIN

In 2019 the Town received funding from the Provincially Designated Highways Program to resurface the portion of Hampton Road between Almon Lane and Rothesay Road.

BACKGROUND

The 2019 Asphalt Resurfacing and Microseal Placement tender was advertised on NBON in March and awarded at Council's regular meeting on April 8, 2019. Funding approval from the Designated Highways program for resurfacing Hampton Road was not received until May 2019.

DISCUSSION

The 2019 Asphalt Resurfacing and Microseal Placement tender yielded very good pricing from the contracting community. Upon receipt of award notification for the Hampton Road Designated Highway funding from NBDTI staff contacted NBDTI to seek approval to include the Designated Highway work with the previously tendered Asphalt Resurfacing and Microseal Placement contract. NBDTI responded to the staff inquiry, in writing, to state that it was acceptable to proceed with the work as an addition to the existing contract.

FINANCIAL IMPLICATIONS

The project award amount for designated highway resurfacing work along Hampton Road is \$371,000. The province will fund 75% of this amount and the Town is responsible to fund the remaining 25%. The Town's share of this resurfacing work was included in the 2019 General Fund Capital Budget.



Report Prepared by: Brett McLean, Director of Operations



Report Reviewed by: Doug MacDonald, Treasurer



ROTHESAY

INTEROFFICE MEMORANDUM



TO	:	Mayor Grant & Council
FROM	:	John Jarvie
DATE	:	3 July 2019
RE	:	Wastewater Treatment Funding

Recommendation:

Staff recommend this memorandum be received for information.

Background:

The Town has submitted a grant application under the Integrated Bilateral Agreement for the Investing in Canada Infrastructure Program. This application is in an amount of \$21.622M for the design and construction of Phase II of the wastewater treatment plant project. The Town's share in the projected application would be \$5.8M. It is hoped this project will be included in the 2020 capital budget of the Province approved in the fall sitting of the Legislature. Design of the project would start in March of 2020 and construction in the spring of 2021. The site is in the existing lagoon area off Maliseet Drive.

The first phase of this project was the construction of five new wastewater pumping stations and transmission main enabling wastewater from the two lagoons in Kennebecasis Park to be redirected to the Sagamore Point site. This project is substantially complete under the \$7.5M budget.




70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
July 8, 2019

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: July 4, 2019

SUBJECT: Highland Avenue Storm Sewer Installation

RECOMMENDATION

It is recommended that Rothesay Mayor and Council authorize the Director of Operations to issue a purchase order to Debly Enterprises Ltd. in the amount of \$82,980 plus HST, to install storm sewer piping along Highland Avenue between Harry Miller Court and Crestwood Drive.

ORIGIN

There is an existing cross culvert under Highland Avenue that outlets to a low-lying area adjacent to residential properties on Highland Avenue and Usher Court. The adjacent landowners have requested that the culvert outlet be re-directed.

BACKGROUND

The existing cross culvert noted above has existed under Highland Avenue for a considerable amount of time and pre-dates a number of area homes. The 2019 General Fund Capital program does not include a project to re-direct the outlet of this cross culvert.


FINANCIAL IMPLICATIONS

Staff developed a scope of work and solicited prices from three local firms to re-direct the outlet of the Highland Avenue cross culvert. The prices were as follows:

Fairville Construction Ltd.,	\$116,400.00 plus HST
Terraex Inc.,	\$ 83,750.00 plus HST
Debly Enterprises Ltd.,	\$ 82,980.00 plus HST

The low bid for this project is below the limit included in the Procurement Act for which a public tender must be advertised on NBON. This is a small scale project for which costly, detailed engineering drawings (which would be required to issue a public tender), have not been prepared and in staff's opinion are not necessary.

The project, if approved, will be funded form the General Fund Capital Reserve.

Report Prepared by: 
Brett McLean, Director of Operations

Report Reviewed by: 
Doug MacDonald, Treasurer

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



ROTHESAY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Nominating Committee
DATE	:	4 July 2019
RE	:	Library Board Appointment

RECOMMENDATION:

- Council appoint Susan Webber to the Kennebecasis Public Library Board to replace Chuck McKibbin as a Rothesay representative, with a term to expire 31 December 2020.

Background:

Chuck McKibbin submitted a letter of resignation from the Kennebecasis Public Library Board and the Rothesay Parks and Recreation Committee. Ms. Webber has submitted an application expressing interest in serving as a Rothesay representative on the Library Board. The appointment is to complete the term of Mr. McKibbin and Ms. Webber will be eligible for re-appointment at the end of the term.

Don Shea, Councillor Town of Rothesay

[REDACTED]
Rothesay, New Brunswick
[REDACTED]

[REDACTED]
Email: DonShea@rothesay.ca

To: Mayor & Council
Cc: John Jarvie, Town Manager
Mary Jane Banks, Town Clerk
Re: Ballot position and the impact on election results
Date: June 16, 2019

Preamble Research suggests strongly that a candidate's ballot position could have an impact on one's chances of being elected. Historically, in New Brunswick, and many other jurisdictions, candidates offering for office have been listed on the ballot in alphabetical order.

Research Literally hundreds, if not thousands, of articles have appeared in the literature over the last number of years suggesting candidates having their name appear at the top of the ballot have a clear advantage over those appearing last.

Eric Grenier in an article posted by the CBC - **How your last name could cost you an election** – in April 2018 stated:

If your last name is Andreychuk, you might want to consider running for municipal office. But if it's Zalapski, you might want to keep your hat out of the ring.

A new study in the March issue of the Canadian Journal of Political Science suggests that the order in which municipal

candidates' names appear on ballots can have an impact on how many votes they receive

For your perusal I have attached several references in support of the following resolution:

Motion: Whereas candidates running for municipal office in New Brunswick are listed on the ballot in alphabetical order, and

Whereas research suggests such a practice may, in fact, favor one candidate over another,

Be it resolved Rothesay Council request the Union of Municipalities of New Brunswick petition the Province of New Brunswick to list candidates on ballots for municipal election randomly beginning with the May 2020 elections.

[Why The First Name On The Ballot Often Wins : NPR](#)

<https://www.npr.org/2016/07/27/.../why-the-first-name-on-the-ballot-often-wins>

Jul 27, 2016 - Presidential **elections** draw lots of attention, but voters also have to make ... So to test the **ballot order effect**, Grant analyzed the **results** of the ...

[How your last name could cost you an election | CBC News - CBC.ca](#)

<https://www.cbc.ca/news/politics/grenier-ballot-order-1.4608059>

Apr 9, 2018 - ... which candidates' **names** appear on municipal election **ballots** can ... suggests that the middle spot in a list of **names** is the worst **place** for a ...

[Being the First Name on the Ballot Has a Huge Effect – Mother Jones](#)

<https://www.motherjones.com/.../being-the-first-name-on-the-ballot-has-a-huge-effect/>

Aug 21, 2017 - Being the First **Name** on the **Ballot** Has a Huge Effect ... In these races the **ballot** order effect is only one or two percentage points.

[Why The First Name On The Ballot Often Wins : NPR](#)

<https://www.npr.org/2016/07/27/.../why-the-first-name-on-the-ballot-often-wins>

Jul 27, 2016 - Presidential elections draw lots of attention, but voters also have to make lots of less familiar choices. The order in which their **names** are listed on the **ballot** can help candidates, a study shows. ...

[First Among Equals?](#)

https://insight.kellogg.northwestern.edu/article/first_among_equals

Oct 1, 2010 - Prime **ballot position** improves a candidate's chances of winning office. ... candidates' **names** appear on a **ballot** influences voters' decisions.

Does ballot position matter? Science says 'Yes' | City & State PA

<https://www.cityandstatepa.com/content/does-ballot-position-matter-science-says-'yes'>

Dec 20, 2016 - “**Ballot position** has a larger effect on whether or not you win these races ...

WHO'S ON FIRST?

Does the Ballot Order of Candidates Make a Difference?

Larry J. Sabato, Director, U.Va. Center for Politics

http://www.centerforpolitics.org/newslet_909cb.html

The theory has always been that the most desirable position on the ballot for any candidate is to be listed first. Dozens of published articles and conference papers have been written on the subject, and collectively, they paint a picture more akin to Picasso than Norman Rockwell.

The Effects of Ballot Position on Election Outcomes - ResearchGate

https://www.researchgate.net/.../227609244_The_Effects_of_Ballot_Position_on_Electio...

Download Citation on ResearchGate | **The Effects of Ballot Position on Election Outcomes** | This article presents evidence of name-order effects in balloting from ...

An unrecognized need for ballot reform: Effects of candidate name order.

<https://pprg.stanford.edu/wp-content/uploads/2004-Ballot-Order-Chapter-4.pdf>

The bias has a simple cause: the **order** of candidates' names on the **ballot**. **order** might have biased an **election outcome**, but based a decision not to over-.

Order Effects of Ballot Position without Information-Induced ... - Core

<https://core.ac.uk/download/pdf/12681434.pdf>

by AJ Johnson - [Cited by 8](#) - [Related articles](#)

large scale low-information experimental **election** where candidate **position** is fully ... **The effect** of candidate list **position** on **vote** allocation has been examined across a ... victory, indicating that positional **effects** could determine the **outcome**.

[Ballot Order in Cueless Elections: A Comparison of Municipal and ...](#)

<https://www.cambridge.org/.../ballot-order...elections...elections.../3E6CA94707071D8E...>

by C Tessier - 2018 - [Cited by 1](#) - [Related articles](#)

Nov 2, 2017 - We use **electoral results** from recent provincial and municipal elections in Québec and find **ballot order effects** in municipal elections but not in ...

HOW MUCH DOES BALLOT POSITION IMPACT PHILLY VOTE TOTALS?

http://www.phila3-0.org/ballot_position

Everybody knows that a candidate's ballot position has an impact on his or her chances of being elected, but it's always been unclear exactly how large the effect is.

Now, Jonathan Tannen, the research director at Econsult Solutions, has [a must-read blog post](#) up taking a look at the impact of different variables on Court of Common Pleas election results from 2009-2015. The ballot position effect is quite real, and it's much larger than the impact of actually-meaningful variables like endorsements.