



ROTHESAY
COUNCIL MEETING
Rothesay Town Hall
Monday, March 11, 2019
7:00 p.m.



1. APPROVAL OF AGENDA

- 2. APPROVAL OF MINUTES** Regular Meeting 11 February 2019

➤ **Business Arising from Minutes**

3. OPENING REMARKS OF COUNCIL

- **Church Avenue Reconstruction Public Consultation Session – March 13, 2019**

3.1 Declaration of Conflict of Interest

4. DELEGATIONS

n/a

5. CORRESPONDENCE FOR ACTION

- 5.1 7 February 2019 Letter from KV Oasis Youth Centre RE: Sponsorship request for the Power of Determination fundraiser

Refer to the Finance Committee

- 5.2 26 February 2019 Letter from Raymond Carriere RE: Invite to participate in the 25th Edition of Communities in Bloom

Refer to the Parks and Recreation Committee

- 5.3 26 February 2019 Letter from Minister Shepard RE: Revisions to the Age-Friendly Recognition Program

Refer to the Rothesay Hive Advisory Committee (see item 9.1)

6. CORRESPONDENCE - FOR INFORMATION

- 6.1 29 January 2019 Letter from the Epilepsy Association of Nova Scotia (EANS) RE: Purple Day March 26, 2019
- 6.2 11 February 2019 Letter from Heather Stillwell and Tracy Friars RE: Thank You for support of the 2018 Tracy Friars Family & Friends “Let’s Celebrate” concert
- 26 November 2018 Tracy Friars, Family & Friends concert brochure
- 6.3 12 February 2019 Letter from resident RE: KV Devils and Chevrolet Good Deeds Cup

7. REPORTS

7.0 March 2019

Report from Closed Session

- 7.1 10 December 2018 Fundy Regional Service Commission (FRSC) Board Meeting Minutes
- 7.2 16 January 2019 Kennebecasis Public Library (KPL) Board Meeting Minutes
- January 2019 KPL Librarian’s Report
- 30 November 2018 KPL Comparative Income Statement
- 7.3 23 January 2019 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) Meeting Minutes
- 20 February 2019 KRJBPC Call Summary

ROTHESAY

2019March11OpenSessionFINAL_002

Regular Council Meeting
Agenda

-2-

11 March 2019

- 7.4 31 December 2018 Draft unaudited Rothesay General Fund Financial Statements
- 31 December 2018 Draft unaudited Rothesay Utility Fund Financial Statements
- 31 January 2019 Draft unaudited Rothesay General Fund Financial Statements
- 31 January 2019 Draft unaudited Rothesay Utility Fund Financial Statements
- 21 February 2019 Draft Finance Committee Meeting Notes
- Donation requests
 - Amazeatorium
 - Sky Athletics
 - Saint John Walk for Muscular Dystrophy – Team Sparks Lip Sync Battle and Auction
- 7.5 20 February 2019 Draft Works and Utilities Committee Meeting Minutes
- 7.6 February 2019 Monthly Building Permit Report
- 7.7 6 March 2019 Capital Projects Summary

8. UNFINISHED BUSINESS

8.1 “Rothesay Corner” Intersection

6 March 2019 Report prepared by DO McLean

9. NEW BUSINESS

ADMINISTRATION

9.1 By-law 2-14 Schedule B Amendment (Rothesay Hive Advisory Committee)

22 February 2019 Memorandum from Town Clerk Banks

9.2 Master Local Improvement By-law

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

OPERATIONS

9.3 Wiljac Street Reconstruction and Extension – Design

6 March 2019 Report prepared by DO McLean

RECREATION

9.4 Half Ton Truck Purchase – Parks Department

11 March 2019 Report prepared by DRP Jensen

9.5 Request for Expression of Interest – Rothesay Wellness Centre

8 March 2019 Memorandum from Town Manager Jarvie

10. NEXT MEETING

Regular meeting Monday, April 8, 2019
Public Hearing (Bridlewood Estates) TBD

11. ADJOURNMENT

TOWN OF ROTHESAY CHURCH AVENUE RECONSTRUCTION

On behalf of the Town of Rothesay, EXP is completing engineering design and construction services for an infrastructure upgrade project on Church Avenue and Station Road.



The public is invited to attend an information and consultation session on

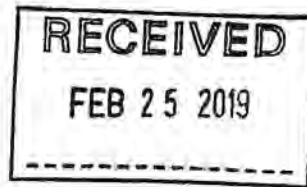
March 13th, 2019 from 6:00pm to 8:00pm

at the Rothesay Town Hall Common Room to learn more about the project, ask questions, and express any concerns.





February 7, 2019



Nancy Grant
Town of Rothesay
Rothesay, NB

COPY

Dear Nancy,

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

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

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

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

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

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

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

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

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

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

Thank you very much for considering, Nancy!

Best Regards,

A handwritten signature in black ink that reads "Nancy".

Nancy Creamer Ervin
TD Wealth
Event Chair



February 26, 2019

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



Dear Mayor Grant :

The Town of Rothesay is invited to participate in the 25th Edition of Communities in Bloom.

The program offers many proven benefits: an invaluable information exchange network on best practices, growth in civic pride, tangible improvements generated by community efforts, hands-on practical recommendations provided by the volunteer judges, promotion of your community, and amongst others, tools for continuous improvement.

Your community will also be invited to submit for special achievement awards and to apply for grants offered by our sponsors and partners.

The registration form may be completed (by March 31st or later if requested) directly on-line at: <http://www.communitiesinbloom.ca/cib2019>: and click on Territorial/New Brunswick/Prince Edward Island /Newfoundland & Labrador edition.

The National Symposium on Parks & Grounds and Provincial, National & International Awards Ceremonies will be held in Yarmouth, Nova Scotia from September 25th to 28th, 2019, under the theme "Blooms by the Sea". We would be pleased to showcase your achievements and to celebrate your bloom rating and level.

Please feel free to contact us for more information or visit our website at www.communitiesinbloom.ca

Hopefully, you will join us as we celebrate 25 years of enhancing green spaces in communities.

Sincerely,

Raymond Carrier,
Founding President
Encl.

c.c. Charles Jensen, Director of Parks and Recreation





**An Invitation to participate in a program that will
showcase, involve and benefit your community**

Since 1995, communities have recognized numerous benefits from participating in the program:

Economic benefits

- Best practices and information exchange
- Valuable information and feedback from the judges
- Marketing, promotional opportunities and tourism promotion

Social benefits

- Increased civic pride, community involvement and improved quality of life
- Mobilization of citizens, groups, businesses and municipality working together
- Participation from all ages and walks of life learning more about their community
- Information exchanges with national and international communities

Environmental stewardship through the enhancement of green spaces

- Composting, plant nutrition and cultural practices
- Improving air quality
- Responsible use of water

Communities in Bloom will:

- ❖ provide a jury formed of two volunteer judges for an evaluation in July or August;
- ❖ supply an evaluation report, mention and bloom rating;
- ❖ communicate with the community throughout the participation process;
- ❖ provide access to a reputable information exchange network;
- ❖ promote the community during the 2019 Edition and the Awards Ceremonies (Yarmouth, Nova Scotia – September 25 to 28, 2019)

Participating communities will:

- ❖ involve their community and prepare for the evaluation;
- ❖ provide lodging for the two volunteer judges for the evaluation (2 nights generally);
- ❖ provide transportation to and from the previous/next community or the airport
- ❖ pay a registration fee (based on population)

Up to 1,000: \$395 + \$19.75 GST = \$414.75

1,001-5,000: \$485 + \$24.25 GST = \$509.25

5,001 - 10,000: \$595 + \$29.75 GST = \$624.75

10,000 + population: \$750 + \$37.50 GST = \$787.50

Friends (Non Evaluated): \$250 + \$12.50 GST = \$262.50

Please visit www.communitiesinbloom.ca/cib2019 for the online registration form



How to Participate in Communities in Bloom

2019 March 11 Open Session FINAL 016

www.communitiesinbloom.ca

People, Plants and Pride...Growing Together

THE PROGRAM

Communities in Bloom is a Canadian non-profit organization committed to fostering civic pride, environmental responsibility and beautification through community participation and the challenge of a national program, with focus on enhancing green spaces in communities. National beautification programs have flourished in Europe – including Great Britain, France and Ireland – for decades, and were the inspiration for Communities in Bloom.

The program began in 1995 with 29 Canadian communities and has grown to improve the quality of life in hundreds of participating communities in the provincial, national and international editions.

All communities are invited to participate in the provincial or national editions, within their population category.

Trained volunteer judges travel across Canada during the summer to evaluate communities and the overall contributions of municipality, businesses & institutions and residents, including volunteer efforts in regards to the following criteria:

Tidiness includes an overall tidiness effort by the municipality, businesses, institutions and the residents throughout the community. Elements for evaluation are parks and green spaces, medians, boulevards, sidewalks, streets; municipal, commercial, institutional and residential properties; ditches, road shoulders, vacant lots, signs and buildings; weed control, litter clean-up, graffiti prevention/removal and vandalism deterrent programs.



Pincher Creek, AB – Tidiness Award Winner, presented by Natura

Environmental Action pertains to the impact of human activities on the environment and the subsequent efforts and achievements of the community with respect to: policies, by-laws, programs and best practices for waste reduction and landfill diversion, composting sites, landfill sites, hazardous waste collections, water conservation, energy conservation, and environmental stewardship activities under the guiding principles of sustainable development pertaining to green spaces.



Jasper, AB - Environmental Action Award Winner, presented by the Canadian Nursery and Landscape Association

Heritage Conservation includes efforts to preserve natural and cultural heritage within the community. Preservation of natural heritage pertains to policies, plans and actions. Cultural conservation refers to the heritage that helps define the community including the legacy of tangible (built/hard assets) elements such as heritage buildings, monuments, memorials, cemeteries, artifacts, museums and intangible elements such as traditions, customs, festivals and celebrations.



Niagara-on-the-Lake, ON - Heritage Conservation Award Winner, presented by Beauti-Tone

Urban Forestry includes the efforts of the municipality, businesses, institutions and residents with regards to written policies, by-laws, standards for tree management (selection, planting, and maintenance), long and short-term management plans, tree replacement policies, pollinator friendly tree selection, tree inventory, and Integrated Pest Management (IPM), heritage, memorial and commemorative trees.



Yarmouth, NS - Urban Forestry Award Winner, presented by Communities in Bloom

Landscape includes planning, design, construction and maintenance of parks and green spaces suitable for the intended use and location on a year-round basis. Elements for evaluation include: native and introduced materials; balance of plants, materials and constructed elements; appropriate integration of hard surfaces and art elements, use of turf and groundcovers. Landscape design should harmonize the interests of all sectors of the community. Standards of execution and maintenance should demonstrate best practices, including quality of naturalization, use of groundcovers and wildflowers along with turf management.



Sarnia, ON - Landscape Award Winner, presented by Scotts® Turf Builder®

Floral Displays evaluates efforts of the municipality, businesses, institutions and residents to design, plan, execute, and maintain floral displays of high quality standards. Evaluation includes the design and arrangements of flowers and plants (annuals, perennials, bulbs, ornamental grasses, edible plants, water efficient and pollinator friendly plants) in the context of originality, distribution, location, diversity and balance, colour, and harmony. This pertains to flowerbeds, carpet bedding, containers, baskets and window boxes.



Barrie, ON – Floral Displays Award Winner, presented by the National Capital Commission

SPECIAL AWARDS



Communities in Bloom Foundation
Fondation Collectivités en fleurs

Established in 2005, the Communities in Bloom Foundation is dedicated to funding, developing and disseminating education and awareness to a wide audience on the value, improvement, importance and sustainable development of green spaces and natural environment in Canadian society.

For more information or to make a donation, please contact:

Communities in Bloom Foundation
(514) 694-8871 ext.3
president@cib-cef.com

Or visit: www.CanadaHelps.org

Essex, ON - Community Involvement Award Winner, presented by Home Hardware



Stettler AB - Community of Gardeners Award Winner, presented by Scotts®



Bruderheim, AB - WinterLife Award Winner, presented by Municipal World



Killarney-Turtle Mountain, MB - Land Reclamation Award Winner, presented by The Butchart Gardens



Ashcroft, BC – Youth Involvement Award Winner, presented by Scotts®



Coquitlam, BC - Pollinator Friendly Community Award Winner, presented by Bees Matter



PROVINCIAL EDITIONS & PARTNERS – CONTACT INFORMATION

To get involved or learn more about the program in your province or territories, please contact:

BRITISH COLUMBIA
Catherine Kennedy
c.kennedy@telus.net
www.bccib.ca
604-576-6506

QUÉBEC
Annie Champagne
annie.champagne@fleuronsduquebec.com
www.fleuronsduquebec.com
450-774-5707



ALBERTA
Karen Snethun
ksnethun@arpaonline.ca
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587-520-6287



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SASKATCHEWAN
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aexelby@spra.sk.ca
www.spra.sk.ca
306-780-9262 / 1-800-563-2555



NOVA SCOTIA
Tanice Mundle
tanice@tourism.ca
www.novascotiainbloom.org
902-423-4480 / 1-800-948-4267



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519-441-3499

NEWFOUNDLAND & LABRADOR
Program Coordinator
bloom@cib-cef.com
www.communitiesinbloom.ca
514 694-8871

YUKON NORTHWEST TERRITORIES NUNAVUT

Please contact the Program Coordinator at 514-694-8871 ext.1 – bloom@cib-cef.com

PROGRAM STRUCTURE

Communities in Bloom is designed to be a continuous community improvement program. It is divided into three phases: Provincial, National and International.

Provincial Editions

Communities participate in their population category within their province with a rating of 1 to 5 blooms at a provincial awards ceremony in the fall. Any community is allowed to participate in a non-competitive category either to learn about the program or, if they are past participants, to maintain their initiatives, program and committees.

The provincial editions may also include a non-competitive Mentoring category, where an experienced community guides a new community through the process of their first participation. Each provincial organization also offers special programs and categories specific to provincial context and objectives.

National Edition

Who is invited to participate in the national edition?

Population

- Past National finalists from the previous year's national edition are invited back to the national competition

- Communities from the previous year's provincial editions as recommended by the respective provincial organization.

Circle of Excellence

A non-competitive category for National Winners without an evaluation.

Class of Champions

A category where Canadian communities who have won in the Population category compete amongst themselves.

Grand Champions

A category where past winners of the Population, International Challenge and Class of Champions compete amongst themselves.

Special Attractions

A category that features green attractions such as parks, living history museums, public gardens, etc.

International Challenge

A competitive category between national and international winners.

**Competitive categories require a minimum of 3 communities.*

***Communities in Bloom reserve the right to adjust population categories based on registrations received.*

PROGRAM BENEFITS

Communities have recognized numerous benefits from participating in the program:

- Increased civic pride and community involvement
- Environmental stewardship through the enhancement of green spaces
- Mobilization of citizens, groups, organizations, businesses and the municipality
- Best practices and Information exchange
- Valuable information and feedback from the judges
- Economic development and increased property values
- Marketing and promotional opportunities
- Positive benefits for the tourism, hospitality and retail industries
- Improved quality of life
- Participation from all ages and walks of life of the community

OUTSTANDING ACHIEVEMENT AWARDS

Awards are also part of the provincial and national editions and recognize exemplary achievement in each criteria, plus other special initiatives.

PROCESS FOR PARTICIPATION

Registrations

Helpful Information on the program and the evaluation form are available by contacting the National Office or the Provincial Organizations by visiting: www.communitiesinbloom.ca.

Registration can be done through the provincial organizations or the Communities in Bloom National Office.

Your Local Committee

The committee is usually composed of local citizens, including one member of council and members of associations, businesses and organizations interested in horticulture, heritage and improving community life.

The committee's objectives are:

- To involve the community by means of local contests, which increase awareness about the program, its benefits and opportunities.
- To act as a liaison with the municipal authorities and Communities in Bloom.

Budget

While participation in the program does not require considerable financial resources, obtaining funds to promote the program, involve the community, honour participants and volunteers, attend the award ceremonies, etc. is recommended.

It is suggested for the community to prepare an estimated budget and to find sources of funding, such as fundraising programs, community events, etc. Communities in Bloom can provide fundraising ideas and examples from other communities.

Bloom Ratings

Communities are rated from 1 to 5 Blooms

Up to 55 points:	1 Bloom
56-63 points:	2 Blooms
64-72 points:	3 Blooms
73-81 points:	4 Blooms
82 points and more:	5 Blooms

There are four (4) levels of 5 Blooms exclusive to the National and International Edition, for evaluated communities only.

5 Blooms:	82 to 83.9%
5 Blooms (Bronze):	84 to 86.9%
5 Blooms (Silver):	87 to 89.9%
5 Blooms (Gold):	90% and over

- A community does not have to be entered in a competitive category, but will need to be evaluated.

- With the introduction of this enhanced higher award standards, the marking of scores will be more critical.



Birdhill, Ireland - International Community Floral Displays Award, presented by Ball

Nieuwpoort, Belgium- International Outstanding Floral Displays Award, presented by Ball



Tihany, Hungary- International Community Involvement Award, presented by Communities in Bloom Foundation

PROGRAM COMMITMENT

The participating communities have a responsibility to:

- Involve the entire community to participate (with the support of municipal council)
- Prepare for the judging during the summer
- Provide lodging for 1 or 2 nights for 2 judges.
- Provide transportation for the judges to and from the nearest airport/train station.
- Attend the Provincial and/or National awards ceremonies.
- Pay a registration fee, based on population categories and level of competition.

THE JUDGES' VISIT – USEFUL TIPS

- Prepare information that addresses all criteria in the evaluation form.
- Make good use of the time spent by the judges in your community, to benefit from their expertise.
- The judges' itinerary should include all of the criteria.
- Provide the judges with the opportunity to interact with key individuals and network in your community.
- Let them see that you are proud of your achievements.

AWARDS CEREMONIES

The Provincial Awards Ceremonies are held in the fall and include presentations and awards to all participants along with the judges' feedback.

The National Awards Ceremonies, hosted in a different city each year, is held in the fall, in conjunction with the National Symposium on Parks and Grounds. All National Finalists are encouraged to attend. The communities are showcased by means of community exhibits and promotional material.



2019 National Symposium on Parks and Grounds

2019 National and International Awards Ceremonies

Sept 25-28, 2019

GRANTS and CONTESTS

Home Hardware - Canada's Backyard Contest A contest that recognizes gardeners working together in their neighborhood.

<https://www.communitiesinbloom.ca/hh-backyard-contest/>

Home Hardware Dealer Involvement Contest:

A contest that encourages communities to share their Home Hardware initiatives.

<https://www.communitiesinbloom.ca/hh-contest/>

Scotts Best Garden Selection Program: A program that recognizes the hard work and dedication of citizens to create and maintain their gardens. (<https://www.facebook.com/ScottsCanada>)

Scotts Gro for Good Garden Grants: for deserving communities, schools and non-profit civic organizations seeking to develop sustainable community gardens and green spaces. (<https://www.communitiesinbloom.ca/grants-contests-promos>)

Nutrients for Life – School Garden Award: A grant to support a local school garden to all Canadian communities registered (all editions) in the Communities in Bloom program.

<https://www.communitiesinbloom.ca/nfl-school-garden-award/>

PROMOTIONS

www.communitiesinbloom.ca: CiB's website gives visibility to our participants in the NewsComm and Explore our Communities section of our website. The website also includes a resource centre featuring information from sponsors and communities along with electronic copies of our magazines.

Social Networks: CiB participants are welcomed to send us updates, news and photos to post on our Facebook and Twitter pages: (www.facebook.com/communitiesinbloom & www.twitter.com/cibcef)

Magazine: Showcases participants with photos, results and articles. The magazine is also presented electronically on the CiB website. <https://www.communitiesinbloom.ca/cibmagazine>

Garden Days (June 15 to 23, 2019): Canada's country-wide celebration of gardens and gardening. www.gardendays.ca

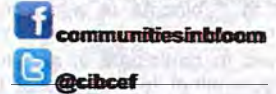
Promotional Merchandise

For information and order forms, please visit www.communitiesinbloom.ca or contact:

Program Coordinator
Communities in Bloom
Tel 514-694-8871 ext. 1
bloom@cib-cef.com



112 Terry Fox
Kirkland QC H9H 4M3
Tel.: 514-694-8871 • Fax: 514-694-3725
bloom@cib-cef.com
www.communitiesinbloom.ca



Major Sponsors



National Sponsors



Partners



Within the context of climate change and environmental concerns, all communities involved in the program can be proud of their efforts, which benefit all of society



February 26, 2019

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



Subject: Revisions to the Age-Friendly Recognition Program

Mayor Dr. Nancy Grant:

As you know, in September 2016, the provincial government launched a New Brunswick Age Friendly Recognition program to recognize success and encourage communities and municipalities to take sustainable action towards becoming age-friendly. Congratulations to you and your Age-Friendly Committees who have led this work in New Brunswick, by becoming officially recognized as an Age Friendly Community.

Fifty other New Brunswick communities have either expressed interest or have formally begun the work toward becoming an age-friendly community. The province supports these efforts in many ways and would like to encourage all New Brunswick communities to take part in this important work. As you know first-hand, initiatives to make a community more age friendly will improve the community for all citizens.

In response to feedback received from multiple communities and associated partners, we have made the following improvements to the program materials:

Minister / Ministre

Social Development / Développement social

P.O. Box /C.P. 6000 Fredericton New Brunswick/Nouveau-Brunswick E3B 5H1
Tel. / Tél. : 506-453-2001 Fax / Téléc. : 506-453-2164

Le 26 février 2019

Mairesse Dre. Nancy Grant
Ville de Rothesay
70, rue Hampton
Rothesay, (N. - B.) E2E 5L5

Objet : Modifications au programme de reconnaissance des communautés amies des aînés

Mairesse Dre. Nancy Grant,

Comme vous le savez, le gouvernement du Nouveau-Brunswick a lancé le programme provincial de reconnaissance des communautés amies des aînés en septembre 2016 dans le but de souligner les réussites et d'encourager les communautés et les municipalités à prendre des mesures durables afin d'améliorer la qualité de vie des personnes âgées. Je vous offre toutes mes félicitations, à vous et aux comités amis des aînés qui ont mené ce travail au Nouveau-Brunswick pour votre statut en reconnaissance au programme des communautés amies des aînés.

Cinquante autres communautés de la province ont fait part de leur intérêt ou ont officiellement lancé les démarches pour devenir une communauté amie des aînés. La province appuie ces efforts de diverses façons et aimerait inviter toutes les communautés du Nouveau-Brunswick à participer à cet important mouvement. Comme vous êtes bien placés pour le savoir, les initiatives visant à rendre une communauté plus adaptée aux personnes âgées apportent des améliorations qui bénéficient à l'ensemble des citoyens.

Nous avons pris en compte les commentaires reçus de plusieurs communautés et partenaires associés, puis nous avons apporté les améliorations suivantes à la documentation du programme :

February 26, 2019 / Le 26 février 2019

- Developed an **open application process** so communities can submit their application at any time throughout the year;
 - **Simplified application forms and instructions**; adding sample templates and resources; and
 - Revised the Age-Friendly Recognition Guide to **include renewal information** for maintaining age-friendly recognition status (required every three years)
- Nous avons mis au point un **processus de candidature ouverte** afin que les communautés puissent présenter leur demande en tout temps pendant l'année.
 - Nous avons **simplifié les formulaires de candidature et leurs directives** et nous avons ajouté des modèles et des ressources.
 - Nous avons **ajouté des renseignements sur le renouvellement** du statut de communauté amie des aînés (procédure requise tous les trois ans) dans le guide du Programme de reconnaissance des communautés amies des aînés du Nouveau-Brunswick.

Government will continue to support the collaborative work among New Brunswick communities toward becoming age-friendly to ensure continued development of age-friendly communities. Please find attached, the newly revised Age-friendly Recognition Guide that now includes important information about maintaining your age-friendly recognition. Additional age-friendly resources, including the *Age-Friendly Renewal Form* can be found on the wellnessnb.ca/age-friendly web site or by contacting the Wellness Branch of the Department of Social Development at (506) 453-4217. If you have any questions, please do not hesitate to reach out to your Regional Wellness Consultant and/or l'Association francophones des aînés du N.-B. (AFANB).

Thank you for the important work your community undertakes to improve the lives of New Brunswick seniors. Your leadership is appreciated.

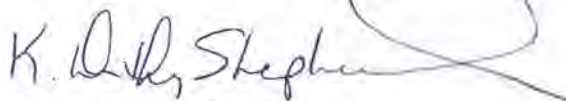
Sincerely,

Afin de poursuivre la création de communautés amies des aînés, le gouvernement continuera d'appuyer le travail de collaboration des municipalités de la province qui veulent en faire partie. Vous trouverez donc, ci-joint, une version révisée du guide, qui contient des renseignements importants pour vous aider à conserver votre statut. Vous trouverez aussi d'autres ressources s'adressant aux communautés amies des aînés, ainsi que le formulaire de renouvellement du statut, sur le site Web www.mieux-etrenb.ca, ou en appelant avec la Direction du mieux-être du ministère du Développement social au 506-453-4217. Si vous avez des questions, n'hésitez pas à vous adresser à votre conseillère ou conseiller régional en mieux-être ou à l'Association francophone des aînés du N.-B. (AFANB).

Nous vous remercions de l'important travail que votre communauté accomplit pour améliorer la vie des aînés du Nouveau-Brunswick. Votre leadership est apprécié.

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

La ministre du Développement sociale,



K. Dorothy Shephard
Minister of Social Development

NEW BRUNSWICK AGE-FRIENDLY COMMUNITY RECOGNITION PROGRAM



NEW BRUNSWICK
AGE-FRIENDLY
COMMUNITY

THE
wellness
MOVEMENT



COMMUNAUTÉ AMIE
DES AÎNÉS DU
NOUVEAU-BRUNSWICK

le MOUVEMENT *du*
mieux-être

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Age-Friendly Recognition Application Form	6

Purpose:

The New Brunswick Age-Friendly Recognition Program recognizes success and encourages communities and municipalities to take sustainable action towards becoming age-friendly. It is intended to promote the importance of age-friendly concepts across the province.

The Age-Friendly Community movement encourages the establishment of policies, services, and structures that promote healthy aging and wellness under the following 8 Areas for Action: *Outdoor Spaces and Buildings; Transportation; Housing; Social Participation; Respect and Social Inclusion; Civic Participation and Employment; Communication and Information; Community Support and Health Services*. These actions enable seniors to live in secure, healthy environments where they can contribute fully in society. By participating in age-friendly initiatives, municipalities and communities can act as a connector between wellness initiatives and the promotion of healthy aging, making them true champions of [*The Wellness Movement*](#).

Criteria:

The [*How to Develop Your Age-Friendly Community*](#) Guide developed by the Association francophone des aînés du Nouveau-Brunswick (AFANB) is a resource to support the Age-Friendly Communities movement. It provides information and practical tools to enable communities to undertake and implement the approach. The guide has been created with New Brunswick's context in mind and respects the broad principles and parameters recommended by the World Health Organization (WHO) and the Public Health Agency of Canada.

To be recognized for their age-friendly efforts, communities must complete the first four of the six basic steps based on the WHO framework. These steps demonstrate a community's commitment to age-friendly principles through community engagement and action. Each step is designed to help communities increase awareness and gather support from key partners (e.g. citizens, local agencies, non-government organizations, and local business).



The AFC Approach

Step 1 - Engagement

The municipality, rural community or local service district (LSD) officially commits to the AFC approach by passing a resolution to actively support, promote and carry out the age-friendly initiative on behalf of their community.

For more information, see Step 1 - Engagement pg. 23
in [How to Develop Your Age-Friendly Community](#)
Appendix B - Sample resolution pg. 37

Step 2 - Establishing a Steering Committee

The next step is to establish an age-friendly steering committee and seek participants within the community, especially among seniors.

For more information, see Step 2A - Establishing a Steering Committee pg. 24
and Step 2B - Securing Support for the AFC Initiatives pg. 25
in [How to Develop Your Age-Friendly Community](#)
Appendix A offers additional information on how to seek out community support.

Step 3 - Conducting an Age-Friendly Assessment

This step will involve the most time and energy. There are 4 elements of an Age-Friendly Assessment as described in the [How to Develop Your Age-Friendly Community](#).

For more information, see Step 3 - Conducting an Age-Friendly Assessment pg. 26
in [How to Develop Your Age-Friendly Community](#)

Note: The [City of Fredericton](#) has developed an excellent Age-Friendly Survey template that has been customized and used by many NB communities. They are happy to share. Reach out to the [Wellness Branch](#) for details.

Step 4 - Developing the Action Plan

The last step is to establish a comprehensive action plan, including measures that respond to the needs identified by seniors in the community during the age-friendly assessment process.

For more information, see Step 4 - Developing the Action Plan pg. 29
in [How to Develop Your Age-Friendly Community](#)
Appendix F - Sample Action Plan pg. 41

Remember your [Regional Wellness Consultant](#) is available to help you throughout the process of becoming an Age-Friendly Community. Whether you need help presenting the AFC approach to Council or community members; identifying potential participants for your committee; accessing funding opportunities; it can be very helpful to seek their input before beginning this process.

Age-Friendly Recognition Status

Recognition status for a community's commitment to become age-friendly will include:

- An Age-Friendly Recognition Award and age-friendly logo (in various formats including an e-logo) for display in the community to help promote the community's success toward becoming age-friendly.
- A one-page action summary highlighting steps and initiatives taken to achieve age-friendly status will be posted on the wellnessnb.ca website to recognize the community's leadership and achievement, and to encourage other communities across the province to learn from their experience.
- National Recognition from the Public Health Agency of Canada and an invitation to join the [WHO Global Network for Age-friendly Cities and Communities](#) which will recognize the community's commitment to engage in the process of becoming an Age-Friendly Community.
- Support from *The Wellness Movement* to celebrate the community's success in achieving age-friendly recognition and promoting healthy, active aging at a community event.

Maintaining Age-Friendly Recognition Status

The journey toward becoming an Age-Friendly Community requires ongoing effort and commitment from the community. To maintain Recognition Status, communities will need to show evidence of continued implementation and monitoring of age-friendly initiatives **every three years** (as per steps 5 and 6 of *How to Develop Your Age-Friendly Community*).

Step 5 - Implementation

This step involves demonstrating that the community continues to work on its age-friendly initiative by monitoring, updating and implementing the age-friendly action plan.

See Step 5 - Implementation in [*How to Develop Your Age-Friendly Community*](#) for more information on establishing a Follow-Up Committee, implementing actions, etc. See Appendix G for a sample Action Sheet.

Step 6 - Monitoring Progress

Finally, a community must monitor age-friendly progress by measuring and reviewing activities, and reporting publicly on action plan outcomes.

Monitoring progress of your Age-Friendly Action Plan involves two parts :

1. Collecting data
2. Reflective self-assessment

See pg. 33 of [*How to Develop Your Age-Friendly Community*](#)

Appendix H - Self-Assessment Grids

Appendix I - Group Reflection Exercise

Visit the wellnessnb.ca/age-friendly website for more information and resources on the NB Age-Friendly Initiative. This includes an age-friendly recognition map to facilitate connections between communities working toward becoming age-friendly; stories from other NB age-friendly recognition recipients, and an age-friendly video.

Find the Renewal Application form at www.wellnessnb.ca/afc-renewal

AGE-FRIENDLY RECOGNITION APPLICATION FORM

Applications will be accepted throughout the year. To apply, please submit a completed application from by email to mieux-etre.wellness@gnb.ca.

For further information, please contact the Department of Social Development (Wellness Branch) at (506) 453-4217, or email mieux-etre.wellness@gnb.ca. Please allow 8-10 weeks for processing.

Community Applicant	
Official Community Name <i>(as it should appear on the award) :</i>	Mailing Address:
Contact Person:	Position:
Phone:	Email:

Other Contact (if applicable)	
Mailing Address:	
Contact Person:	Position:
Phone:	Email:

Instructions: Please carefully follow the guidelines below when preparing your application. Supporting documents may be required for each step. These attachments must be named in accordance with the format indicated and saved in PDF format.

Step 1 - Engagement

For Step 1, the applicant must demonstrate the following:

- a. **Resolution:** Attach a copy of the resolution. Label the document using the following structure:
AF Resolution_name of community_date passed.pdf
For example: AF Resolution_Fredericton_April 2012.pdf
- b. **Council Leadership:** Local governments may choose to strengthen the age-friendly commitment through specific goals, objectives or policies in an official community plan or strategic plan. Explain how your council is helping to support the community in becoming age-friendly.

Step 2 - Establishing a Steering Committee

Establish a steering committee to actively engage the community and participation of seniors in the planning process of age-friendly activities. An existing committee with a mandate that aligns with the age-friendly initiative and includes senior representatives within a community can serve this purpose. Please attach the Terms of Reference for your Age-Friendly Steering Committee. Terms of Reference must be labelled using the following structure **TOR_name of community.pdf** (Example: TOR_Fredericton.pdf) and must include the following:

- a. Steering committee name (please specify type: advisory committee, steering committee or other).
- b. List all committee members, including community partners, municipal representatives and public participants.
- c. How is the senior population represented on the committee?

Strategic Relationships

- d. Demonstrate how the development of strategic relationships have helped your committee to build community capacity, recognize diversity and create innovative solutions to achieve a common vision in building an age-friendly community.

Utilizing Resources and Talents

- e. Describe how you have utilized resources and talents (including seniors) in your community to support action and initiate change.

Step 3 - Conducting an Age-Friendly Community Assessment

Demonstrate that you have conducted an Age-Friendly Community Assessment. Please attach a copy of the assessment questions as well as the report of results. Label your Community Assessment using the following structure:

AF Community Assessment _name of community_date created.pdf

Your assessment report must include:

- profile of the citizens in the community
- identification of the community's strengths and assets which includes an inventory of infrastructure, services, programs and activities offered to and by seniors in the community
- description of how citizens of varying ages and abilities (including seniors) were involved and full partners in the assessment process
- description of how the committee engaged with seniors in the community (meetings, surveys, events, comments, etc.)
- copies of survey questions; and/or other relevant documentation showing how seniors were engaged
- identification of issues and opportunities based on the perspectives and priorities of the senior population

Step 4 - Developing the Action Plan

Demonstrate that you have developed an action plan in consultation with seniors. The plan should include goals, objectives, activities, timing, funding and other resources and target measures. (Please see example of Action Plan included in guide [How to Develop Your Age-Friendly Community](#), Appendix F) and attach a copy of your community's action plan.)

Label the Action Plan using the following structure:

AF Action Plan_name of community_date created.pdf

Your Action Plan must include:

- date plan was approved by committee/Council
- overall goals and objectives
- activities both short term and long term
- timeline for implementation
- funding and other resources
- target measures

NOTE: Be sure it is clear, either in the description of your assessment or in the action plan, how the committee has engaged and mobilized partners (including seniors) to draw on their existing strengths and assets to improve capacity, set priorities, make decisions, plan strategies, and implement programs which will lead to sustainable change.

Demonstrate how Indicators are being used to measure the community's progress and evaluate age-friendly initiatives: <http://www.phac-aspc.gc.ca/seniors-aines/indicators-indicateurs-eng.php>.

Explain how the Action Plan will be made available to the public.

One-Page Action Summary

When a community is recognized as Age-Friendly, a one-page action summary highlighting steps and initiatives taken to achieve Age-Friendly status will be posted on the wellnessnb.ca website to recognize the community's leadership and achievement, and to encourage other communities across the province to learn from their experience. Please submit a one-page action summary including the information your community would like to share about your age-friendly journey. Visit the [age-friendly recognition map](#) to see sample action summaries posted for previously recognized communities.

Label your Action Summary using the following structure **AF Action Summary_name of community.pdf**. At a minimum be sure to include:

- the date resolution was passed
- the date your steering committee was formed
- highlights of your assessment process
- highlights of initiatives and actions from your action plan

Checklist - Is your application complete?

Please make sure you have included the following attachments as PDFs or website links:

- | | | |
|--|-------------------------------------|-------------------------------------|
| a. Age-friendly council resolution.
AF Resolution_name of community_date passed.pdf | <input type="checkbox"/> Link (URL) | <input type="checkbox"/> Attachment |
| b. Age-friendly committee terms of reference.
TOR_name of community.pdf | <input type="checkbox"/> Link (URL) | <input type="checkbox"/> Attachment |
| c. Age-friendly community assessment.
AF Community Assessment_name of community_date created.pdf | <input type="checkbox"/> Link (URL) | <input type="checkbox"/> Attachment |
| d. Age-friendly action plan.
AF Action Plan_name of community_date created.pdf | <input type="checkbox"/> Link (URL) | <input type="checkbox"/> Attachment |
| e. One-page action summary highlighting community/municipality steps and initiatives taken to achieve age-friendly status.
AF Action Summary_name of community.pdf | <input type="checkbox"/> Link (URL) | <input type="checkbox"/> Attachment |

• Additional Comments:

I _____ confirm that the contents of this application are accurate to the best of my knowledge. I understand that upon submission, these documents become public documents accessible under provincial legislation. I permit the Department of Social Development to reference, publish or share any and all parts of this submission document in the promotion of Age-Friendly Communities.

Signature of Mayor or Lead Organization

Date

Signature of Chair of the Advisory Committee

Date

Complete this form by either using an electronic signature or print the form, sign it, and scan it to submit.



The Epilepsy Association of Nova Scotia
306-5880 Spring Garden Road, Halifax, N.S. B3H 1Y1
Tel: 902-429-2633 or 1-866-EPILEPSY
ed@epilepsyns.org
www.epilepsyns.org

January 29, 2019

Mayor Nancy Grant
Municipality of the County of Rothesay
70 Hampton Road
Rothesay, NB
E2E 5L5

Dear Mayor Grant,

The Epilepsy Association of Nova Scotia (EANS) was created in 1980. For 39 years we have provided service, support and programming for all persons who live with epilepsy, their families and their communities in all three Maritime Provinces. In the coming months, we will be changing our name to Epilepsy Association of the Maritimes (EAM) to better reflect the provinces we serve.

The Epilepsy Association of Nova Scotia is reaching out to all Maritime Provinces to support Purple Day, March 26th. This is Purple Day's 11th Anniversary and we hope that all Municipalities, Towns and Cities participate.

Purple Day was founded by Cassidy Meagan, an eight-year-old girl who wanted one day in every year for everyone to learn about epilepsy and support those who live with this neurological condition. On June 28th, 2012, the Government of Canada created the Purple Day Act and received Royal Assent. March 26th is officially recognized as Purple Day in Canada. Working with Cassidy Megan, our organization approached the Anita Kaufman Foundation in the U.S. to make Purple Day a global initiative and we succeeded. It is recognized in over 85 countries and on every continent.

2/...

We are asking every municipality to participate in the month of March (Epilepsy Awareness month) to show support for your constituents who live with epilepsy. We will provide all Council members with purple ribbons. We respectfully request that they be worn throughout the month of March, especially at your monthly March Council Meeting(s) and March 26th. We

would appreciate a photo to be emailed to us and with your permission, we can upload it to our Facebook page and website. Last year we did this and our members from so many communities throughout the Maritimes contacted us and told us how much they appreciated the support from their local political representatives!

EANS provides an educational component that features seizure awareness and seizure first aid. This is provided to schools, teachers, bus drivers and staff, employers, first responders, nursing homes, hospitals, small options, recreation groups and community groups. This educational piece provides a better understanding of this very common neurological condition and also what to do during a seizure and after care. These age appropriate presentations take about an hour and are provided free of charge. They have been vetted by the QEII Health Science Center and the IWK. We also provide scholarships and bursaries to students with epilepsy who pursue post-secondary education; we send a kid to Camp Brigadoon, we provide advocacy and support and have even provided employment support.

Please feel free to contact us at the address below to let us know how many ribbons you require and what your plans are to show support in your community. Also, please kindly let us know when your council meetings are in March and we can provide a proclamation for Purple Day. We have everything in French and English and please specify if you wish one or the other, both and the numbers of each.

Thank you for taking the time to read and respond to our request.

Kindest regards,



Debbi Tobin

Executive Director

info@epilepsyns.org or ed@epilepsyns.org

www.epilepsyns.org

www.purpleday.org



COPY



February 11, 2019

Town of Rothesay
c/o Mayor & Council

Dear Nancy & Member of Council:

On Friday, January 4th, a press conference was held at Crescent Valley Resource Centre to announce that **\$71,530.75 was raised through the 2018 Tracy Friars Family & Friends "Let's Celebrate" concert.** This would not have happened without the tremendous support of our corporate sponsors and those who purchased concert tickets and gave donations. This is the largest single sum of money raised in the 15 years we have been presenting the "Let's Celebrate" event. **We are so grateful for your support and thank you with all our heart.**

This milestone year is marked by distributing \$50,000 to the Five Priority Neighborhoods to support food security programs, workshops on gardening skills, healthy menus, cooking and preserving; mental health outreach; oral health needs and additional current and new projects.

The remaining \$21,530.75 will seed the newly established endowment fund (Friars Family Celebrate Fund) to support ongoing work for Priority Neighborhoods in Greater Saint John. This fund will be managed by the Saint John Community Foundation. Proceeds from all future "Celebrate" concerts will also support this endowment fund.

As mentioned in previous correspondence, we will no longer reach out to ask for sponsorship of future concerts however we have been asked the question **"Would you accept sponsorship from a corporate sponsor who would like to remain a supporter of this event and receive tickets to the "Celebrate" concert?"** The answer of course is a resounding "Yes" we would be thrilled to have future support from any corporate sponsor. Next fall, I will send an email to make you aware of the date of our annual Celebrate concert and will leave it with you should you wish to participate.

Finally, in the next few months you will receive an email from Tracy offering a complimentary introduction to the "Celebrate What's Right" program as part of your sponsorship package. Stay tuned!

Once again a huge **Thank You** for your support You are AWESOME! .

Warmest regards,

Heather Stilwell, Concert Chairperson
506-849-1424
e-mail: kajen@nbnet.nb.ca

Tracy Friars
506-647-1317
e-mail: tfriars@nbnet.nb.ca

AND SO IT CONTINUES....

For 14 of the past 15 years, the "Let's Celebrate" with Tracy Friars, Family & Friends events have been supported by IG Wealth Management as the Presenting Sponsor providing "seed money" required to get this event underway.

Planning for the 2019 event is already underway and as the curtain falls on this evenings event, we are very pleased to announce that **Brian Walker & Associates IG Private Wealth Management** will continue as the Presenting Sponsor of the 2019 "Celebrate" Tracy Friars, Family & Friends event.

Thank you IG for your ongoing commitment in our community!



Tracy Friars, Family & Friends

November 26, 2018

Thank you for Coming.....Safe Home

TRACY FRIARS, FAMILY & FRIENDS



Celebrating our 15th year

MONDAY, NOVEMBER 26, 2018

IMPERIAL THEATRE

FEATURING
TRACY FRIARS, FRIARS SISTERS, FAMILY
AND LOCAL ENTERTAINMENT
INCLUDING A 95 VOICE CHOIR UNDER
THE DIRECTION OF JANET KIDD

MAJOR SPONSORS



PRESENTING SPONSOR



Sisters of Charity



PROGRAM

Back to the Church in the Wildwood.....	Choir
Old Friends.....	Tracy
The Lion Sleeps Tonight.....	Choir
I Think You're Wonderful.....	Grandchildren
Family Tree.....	Friars Sisters
Sisters/Sisters.....	Fourth Avenue
Dear Someone.....	The Walker Clan
Tribute to Ned Landry.....	Fiddlin' Keys, Wendy Stewart, Rachel Kidd
When He Calls.....	Choir
One Moment In Time.....	Tracy
A Moment with the Priority Neighborhoods & Saint John Community Foundation	
Rise Above The Walls.....	Choir

INTERMISSION

Yule Be Swingin.....	Choir
The Huron Carol.....	Fiddlin' Keys
Good King Kong Looked Out.....	Men & Music
Christmas Medley.....	Adam & Girls
Nutcracker Suite: II a) March II c) Trepak.....	Saint John Youth Orchestra
Mary Did you Know.....	Tracy
The Secret of Christmas.....	Choir
Grown Up Christmas List.....	Michael MacDonald
I'll be Home With Bells On.....	Friars Sisters
Candle In The Window.....	Choir
The Greatest Gift.....	Tracy & Michael
River.....	Saint John String Quartet
O Holy Night.....	Choir
Safe Home.....	Tracy & Choir

Friends & In-Kind Sponsorships

AQUILA Tours	Darren Marr Law Office
Mary Desmond Endress	McPhee's Bakery
Bernard & Joan Desmond & Family	Simonds High Alumni
AQS Air Quality Services	Jeremiah's Deli
Mary Henderson	Hemmings House
Barry & Alice Ann Monroe	Harmony United Church
Mary Stilwell	East Coast Moving
Glen & Sharon Josselyn	Father Doug McNeil
Barb McBean	
Hon. Trevor Holder, MLA Portland Simonds Minister, Post-Secondary Education, Training & Labour	

In Honor/In Memory/In Celebration of:

- In Celebration of Luxor Shriners helping Children - William Harrington
- In Memory of Peter A. Crossley - Elaine
- In Memory of Special People in our lives who have gone before us - Friars Family
- In Memory of Colin & Isobel Wallace - John Wallace
- In Memory of Claire & Ian Peddle - Karen & Andre Boulanger
- In Memory of Roy Vincent who for over 60 years was proud being part of the Friars Family - Gary Vincent
- In Memory of a wonderful Dad, Gerald Ryan, always in my heart and thoughts, "God Love You Dear" - Geraldine Ryan
- In Memory of Daisy & Verna Kincade and Neil & Fred Galbraith - all "Westsidiers" - Kelly Galbraith
- In Celebration of my Nieces & Nephews - Sue King
- In Memory of Barry Hamilton, Forever in my Heart - wife Nancy
- In Memory of Parents, Anne & Lawrence Sherwood - Jeff, Andrea, Kaley & Jenna
- In Celebration of a Great Family doing Great Work - Susan Benjamin
- In Memory of Joan, Robert & David Henry - Love Dad (Walter Henry)
- In Memory of Maj. (Ret'd) Frank Ervin - Cheryl M.G. Robertson
- In Memory of Dorothy & Cedric Baird
- In Memory of Rita Stilwell & Miriam Dohaney - Theresa & Al
- In Memory and honor of the Lenihan Family - Linda Bevilacqua
- In Memory of Mel Vincent - Bette & Family
- In Memory of Randall & Grace (Keirstead) Walker - Norma (Walker) Woodruff & Family
- In Memory of Jessica Black - Shelley Black-Belyea
- In Memory of my dearest friend Linda Harley - A Friend
- In Memory of Ron Underhill, forever loved and missed by his family - Jocelyn

"We make a living by what we get....we make a life by what we give!"

Winston Churchill

Bronze Sponsors

Anonymous Sponsors

- Bayview Credit Union
- Bayview Trucks & Equipment Ltd.
- Braydon E. Homes/Friars Excavation
- Hon. Bill Oliver, MLA Kings Centre, Minister of Transportation & Infrastructure

- Hon. Blaine Higgs, MLA Quispamsis, Premier of New Brunswick
- Canaport LNG

Canlink Aviation Inc.

Coast Tire

Coastal Transport

Doreen & Gerald Barnett

Decourcey & Company

Downey Ford

Dr. Robert Poirier

Dr. Jason Saunders - FYi Doctors

Exhibition Association

Gary Vincent - KW Realty

Innovatia Inc.

Kathy & Martin Dumouchel

Moosehead Breweries

NBCC

Pam Trites - Exit Realty

Service Master

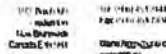
Sun Life Financial - Brad Stanley

Town of Rothesay

Wayne Long, MP Saint John-Rothesay



Blaine Higgs
Premier



Anonymous
Braydon E. Homes/Friars Excavation
Doreen & Gerald Barnett
Kathy & Martin Dumouchel
Dr. Robert Poirier

We are so fortunate, once again, to be sharing this stage with amazingly talented local musicians:

- Janet Kidd.....Director, Accompanist
- Terri-Lynn McNichol.....Accompanist
- Philip Garrett.....Bass
- George Garrett.....Percussion
- Greg Marks.....Saxophone
- Rachel Kidd.....Violin
- John Hughes.....Accompanist
- Debbie Harrity-Stanton.....Guitar
- Mike Fortin.....Guitar
- Krista Connell.....Fiddle
- Dr. Wendy Stewart.....Accordion

Thank You

Good evening and welcome to our 15th annual Celebrate event! As we began planning for this year's show, we had lots of fun reminiscing about the wonderful music, performers, recipients, sponsors and audiences that we have been privileged to share this night with. Tonight will be yet another highlight for us to reflect on in years to come because we have a show lined up for you that is sure to bring joy to the heart, a tear to the eye and always a good dose of laughter.

We can't think of a better way to mark this milestone year than to share with you that we have again chosen the Five Priority Neighborhoods in Saint John as recipients of the proceeds from our 2018 show although with a new and exciting twist! A portion of this year's funds will support ongoing projects in the Priority Neighborhoods. We are also excited to announce that we have established, through the Saint John Community Foundation, a permanent endowment fund, the Friars Family "Celebrate" Fund, which will be used to support groups in priority neighborhoods in Greater Saint John for years to come. More on that as the night unfolds!

We are blessed to have 2 major sponsors for this year's event. To the warm and wonderful Sisters of Charity and our very good friends at Saint John Construction Association, thank you so much for your ongoing support; it means the world to us and to our recipients. You, along with all of our sponsorship community, have extended yourselves to us for many years and we can't express how much it has meant to us; you are the wind beneath our wings.

Finally, we never get tired of thanking all the wonderful performers, Terri-Lynn and the band for helping us to make this night everything that it can be. Thank you, thank you, thank you! To the woman who gives every ounce of her energy to those of us on the stage...Janet Kidd...you are one of life's treasures and you have 1000 people in the room who would all agree!

May the spirit that is always present in this place on this night be with us all!

Enjoy the evening and God Bless.....Tracy



THE SHOW WILL GO ON.....

You may have heard a rumor that this is our "last show"....well....don't believe everything you hear! I'm happy to share with you that this is not our last performance of the "Let's Celebrate" show, however, we are going to make a few changes as we move into 2019. A major change is the establishment of the Friars Family "Celebrate" Fund through the Saint John Community Foundation. In future, we won't be selecting a new recipient, but rather, funds raised will go toward the Friars Family "Celebrate" Fund which will support the work and progress of priority neighborhoods in the Greater Saint John area.

We are excited about this new direction and we hope that you are as well. We welcome your support of this new fund any time during the year, be it in memory, in celebration, in honor of someone or something.

To our sponsors who have been more than generous in the past, we will always welcome your support should you wish to contribute to shows in the future.



THE COMMUNITY FOUNDATION

The Community Foundation is a not-for-profit organization dedicated to providing the philanthropic means to move our whole community forward in big ways and small ways. Together with partners, donors and grant recipients, they are building a Greater Saint John.

Established in 1976 by an Act of the NB Legislature, the Greater Saint John Community Foundation serves as a trustee for charitable, educational and cultural purposes. They are an independent community charity, governed by a volunteer board of community leaders, administering funds donated by community-minded citizens for the benefit of the Greater Saint John area and its people. Fund earnings are donated as annual grants to local charities, to support a wide range of worthy causes including youth, seniors, health and medicine, education the arts, environment and social services.



We gratefully acknowledge the generosity and support of our sponsors whose contributions make a difference in our communities. Every contribution, no matter how large or small, makes a difference.

Major Sponsors

Saint John Construction Association
Sisters of Charity



Founded 1886

Sisters of Charity of the Immaculate Conception



Diamond Sponsors

Anonymous
Saint John Mechanical Contractors
Employers Association Inc.



Platinum Sponsors

The Dobson Group
Frank McKenna



Gold Sponsors

Investors Group
Port of Saint John



Silver Sponsors

Cooke Aquaculture
Saint John Community Foundation



February 12, 2019

Mayor and Council Members
Towns of Quispamsis and Rothesay



Dear Mayors and Council Members

My family and I are relatively new residents of the Kennebecacs Valley. We previously have lived in three countries and four Provinces. My career is such that I have been transferred many times. My family and I presently live in Rothesay.

In the past three months we have been exposed to the challenge set forward by General Motors in the "Chevrolet Good Deeds Cup." We have followed this event since December 2018. It is the first time we have heard of this Pee- Wee Hockey event even though the Good Deeds Cup has been a National Event for the past three years.

It is difficult for me to express how fortunate our family feels to have been transferred to this location. I have expressed to my employer that the days of being transferred are over.

The way in which the KV Devils have brought the two towns together is nothing short of amazing. How could anybody not want to live in this Valley. If exposed to the world, there would be such a demand from young professionals to be transferred to this area and experience the same way of life that we are enjoying.

The organizers of the KV Devils entry into the Good Deeds Cup competition are to be congratulated on their vision "Kids helping Kids" and entering their good deed in the contest. I have been informed that a young lady from Quispamsis has been the driving force and getting the exposure for their cause being the breakfast program for students in the city schools. What a perfect cause and a tremendous achievement. In my opinion she deserves to be the Citizen of the year for both towns, if there is such an award. Any city or town would be so pleased to have a person of this calibre

I understand that this hockey team has an opportunity to win \$100,000 for their charity. For the twenty or so Pee- Wee's that became involved in this activity, it is an experience they will remember and cherish for the rest of their lives regardless if they win the top prize or not.

Congratulations to all of those who were part of this competition. The winners are the pee-wee hockey players, the organizers, the breakfast program and our two communities. I am proud to say that we live in the Kennebecacs Valley, New Brunswick.

Well done kids.

Yours respectively

██████████

**Regular Monthly Meeting
December 2018**

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Monday, December 10, 2018, at 10 Crane Mountain, Saint John.

1. Call to Order

The Board Chairperson, Gary Clark, called the regular board meeting to order at 10:00 a.m.

2. Record of Attendance

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

OTHERS

Marc MacLeod, Executive Director, FRSC
Louise Lukeman, Recording Secretary, FRSC
Terry Keating, Dept. of Environment & Local Gov't
Nick Cameron, Recreation Facilitator, FRSC
Marco Sivitilli, P.Eng, Gemtec
Jennifer Hachey, B.SC, Gemtec

3. Approval of Order of Business

The Chairperson asked for approval of the agenda

Motion: To approve the December 10, 2018 agenda as presented.

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

4. Disclosure of Conflict of Interest

None

5. Approval of the Minutes

Motion: To approve the October 22, 2018 minutes as circulated.

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

Motion: To approve the November 26, 2018 minutes as circulated.

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

6. Building and Planning Report

Motion: To receive and file the Building and Planning Report as presented.

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

7. Tender

7. a) Backhoe

Executive Director MacLeod recommended the purchase of the Toromont CAT as they were the only bid that could meet the delivery date of the tender. The current 2009 CAT 420 IT has been out of commission for over 2 ½ months and the machine is needed for daily operations. None of the bids met all of the specifications set out in the Tender, but CAT was minor noncompliance for only 2 items.

Motion: To approve the purchase of the Toromont CAT 2018 CAT 420F2/IT for \$139,875.00

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

7.b) Leachate Hauling

Supply of Standby Collection and Haulage of leachate Tender 2018-05 was discussed with a recommendation of low bidder, Galbraith Construction.

Motion: To award the tender for Leachate Hauling 2018-05 to Galbraith Construction Ltd for \$6.30 per metric tonne.

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

7.c) Supply of Aggregate

Supply of Aggregate Tender 2018-06 bids with a recommendation to the lowest bidder, Quality Aggregates Inc.

Motion: To award the tender for Supply of Aggregate 2018-06 to Quality Aggregates Inc. for \$7.15 for both medium and coarse aggregate.

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

8. Finance

8.a) Q3 Financials

The Q3 financials were presented showing a favourable variance of \$400,000, of which \$300,000 was from the landfill and flood debris revenue.

Motion: To receive and file the financial report as presented by Executive Director MacLeod

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

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

9. RSC Year End Update

For the year end update, Executive Director MacLeod discussed the impact of the flood debris on delaying the capping schedule for cells 6 and 7. Also discussed were the stages of the 2018 capital projects and initiatives by the commission including the 'secure load' procedure enacted at the scale house. It was also suspected the year would end in a surplus, however, some of the monies would offset the planned borrowing for cell 8 construction.

10. EIA Registration - Gemtec

Marco Sivitilli and Jennifer Hachey from Gemtec presented an overview on the Environmental Impact Assessment (EIA) mainly on:

- Need for the undertaking
- The engineering assessment of the EIA
- Environmental Components
- Timeline and the next steps

Motion: To receive and file the report as presented

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

11. Ice Strategy

Nick Cameron presented an update on the Ice Strategy including a summary of the meetings attended and groups communicated to as per the directive of the Commission. This also included the next steps in the process.

Motion: To receive and file the report as presented

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

Chairperson Clark called for a motion to adjourn.

Motion: To adjourn the meeting at am.

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

APPROVED (date) _____



Gary Clark, Chairperson


for/ _____
Louise Lukeman, Recording Secretary

Agenda

Kennebecasis Public Library Board

Wednesday, January 16, 2019, 6:00p.m.

- 1.) Call to Order
- 2.) Disposition of Minutes from Previous Meeting
- 3.) Communications
 - a. From the Town of Rothesay: Re. Proposed 2019 Kennebecasis Public Library Budget
 - b. From the Town of Rothesay: Re: Rothesay Representative Allison Maxwell
 - c. From the Town of Rothesay: Re: Rothesay Representative Chuck McKibbon
- 4.) Report of the Librarian
- 5.) Committee Reports
 - a. Financial
 - b. Facilities Management
 - c. Marketing Advisory Committee
- 6.) New and Unfinished Business
 - a. Local Strategic Plan

A meeting of the Board of Trustees, Kennebecasis Public Library was held on January 16, 2019 at 6:00pm at the Library.

In Attendance: Mr. K Winchester, Chair; Mrs. Amy Watling, Treasurer; Ms. L. Corscadden; Mrs. L. Hansen; Councilor Mr. P. Rioux; Ms. J. MacGillivray, Councilor Mr. D. Shea

Regrets: Ms. Elizabeth Greer; Mr. Chuck McKibbon, vice chair

Absences: N/A

Call to Order: Mr. Winchester called the meeting to order at 6:05pm

Approval of Agenda

Mr. Winchester asked to add the Local Strategic Plan to the "New and Unfinished Business" section of the agenda.

It was moved Mr. Shea to approve the agenda as presented. Mrs. Hansen seconded, and the motion carried.

Disposition of Minutes

It was moved by Mr. Shea to approve the minutes of the November regular meeting, Mrs. Watling seconded, and the motion carried.

Communications

Ms. Corscadden presented the board with a letter from the Town of Rothesay, approving the 2019 library budget. Discussion ensued. Ms. Corscadden also presented the board with two additional letters from the Town of Rothesay. The first appointed Mr. Allison Maxwell to the library board, and the second outlined the extension of Mr. Chuck McKibbon's library board term.

Report of the Librarian

Ms. Corscadden presented her report for the month of January to the library board. She began by outlining the plans for the Volunteer program at the library for the winter 2019 session. Many of the teen volunteers from the Fall session will be returning, however a training session for new volunteers will be held towards the end of January. Discussion ensued.

2019 Ms. Corbitt Open Session FINAL 019

Ms. Corcadden outlined programs offered at the library during the month of December. All of the library's regularly scheduled programs were offered, however many special holiday programs were offered as well. These included a "Get Financially Fit for the Holidays" program, a holiday movie matinee series, and a special tree ornament workshop for children and families. Discussion ensued.

Ms. Corcadden also spoke about the amount of visitors the library had in 2018. Last year the library had another increase in library traffic; 98,906 individuals came through the library's doors.

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

Financial Statement

Mrs. Watling presented the November financial statement to the board. Mrs. Watling related to the board that as the end of year numbers for 2018 are still coming in, the financial statement for December isn't quite ready yet. Discussion Ensued. Ms. Corcadden related to the board that the annual audit will be held at the library the first week of February. Discussion ensued.

Facilities Management

Ms. Corcadden outlined the work completed by Phil Shedd during December. New humidifier bottles were purchased, and will be installed by C&E in the coming weeks.

Marketing Advisory Committee

Ms. Corcadden showed the library board new flags that were purchased and designed by Duke Creative Collective in the Fall of 2018 for the library. These flags are to be used for outdoor programs offered by the library for children. Discussion ensued. Ms. Corcadden spoke of her hope to offer library storytime programs in the Quispamsis Arts and Culture Park, and the Rothesay Commons in the summer of 2019. Discussion ensued.

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

New and Unfinished Business

Local Strategic Plan


Mr. Winchester proposed to review and update the library's local strategic plan. Discussion Ensued. Ms. Corcadden will e-mail the library board the New Brunswick Public Library Service's strategic plan as a reference, as well as the local strategic plan. Discussion ensued. Mr. Winchester suggested that board members review the

documents, and a plan to update the local strategic plan can be outlined at the next board meeting. Discussion ensued.

Adjournment: As there was no other business, Mr. Shea moved that the meeting be adjourned at 7:15pm

Next Meeting: The next meeting is scheduled for February 20th, 2019 at 6:00pm at the Library.

Respectfully submitted,



Laura Corscadden

Library Director and Secretary to the Board



Librarian's Report January 2019

Staffing and Volunteers

There have been no changes to staff or volunteers at the library this month. The new session of the Volunteer program will begin on Saturday, January 26th. A significant amount of the volunteers from the fall session will be returning to volunteer at the library again this session.

Programs

Programs offered in December included:

- Scrabble Club, Mondays at 2pm
- Baby Wonders with KV3C, Mondays 10am – 12pm (will finish for the holiday season on Dec. 17th, and will resume again in the new year).
- Board Game Café, Tuesdays at 2pm (until closing)
- English Social, Tuesdays at 10:30am (offered in partnership with the Saint John Newcomers Resource Centre) (will finish for the holiday season on Tuesday, Dec. 11th, and will resume in the new year).
- Preschool Storytime, Wednesday Dec. 5th at 10:30am (storytimes will resume again the second week of January)
- Wednesday Painter's Circle, Wednesdays at 10:00am
- Parlons Français, Wed. mornings at 10:30am, and Thurs. evenings at 6:30pm
- Knit Wits, Thursdays at 7:00pm
- Toddler Storytime, Friday Dec. 7th at 10:30am (storytimes will resume again the second week of January)
- Volunteers, Saturdays at 10am (last day of the fall session is Dec 15th, will resume again after exams in January)
- Builder's Club, Saturdays at 2:30
- Valley Reader's Circle Bookclub, Thursday, Dec. 13th at 10:45am

- Monthly Crafternoon program for children and families was offered Wednesday, Dec. 12th at 3:30pm.

Special/one time programs offered in December include:

- Making Wellness a Priority “POUND Cardio Jam Session” (offered in partnership with the Canadian Mental Health Association) – Monday Dec 10th at 3:30pm
- “Get Financially Fit for the Holidays” (offered in partnership with Joint Credit Counselling Services of Atlantic Canada) – Thursday, November 22nd at 3:30pm
- Family Movie Matinees – The library offered a special holiday movie matinee every Friday in December at 2:30pm, in the children’s programming room.
- A special Tree Ornament Workshop for children and families was offered on Wednesday, December 19th at 3:30pm.

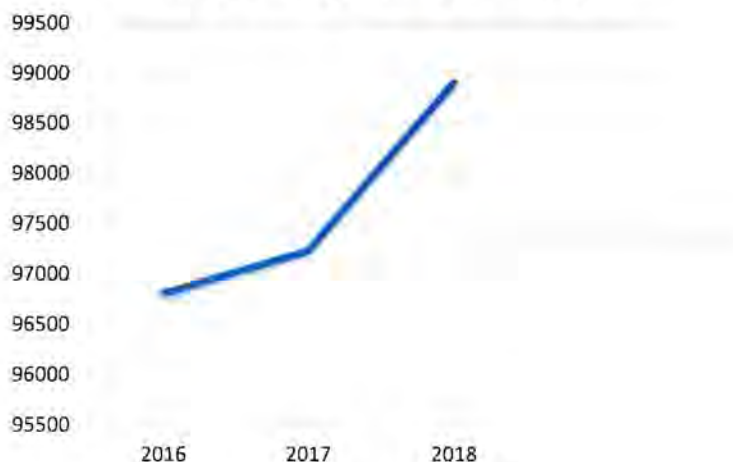
Collections and Spaces

The Kennebecasis Valley Woodcarver’s Guild has a special display in the lobby of the library, for the months of January and February.

Performance Indicators

At our previous Library board meeting, we saw the annual traffic numbers from January-October. The end of year numbers show that 2018 saw another annual increase in library traffic, as projected! Raising from 97,229 visitors in 2017, the Kennebecasis Public Library had 98,906 visitors in 2018.

Annual Library Traffic/Visitors



Respectfully Submitted,

A handwritten signature in cursive script that reads "Laura Corscadden".

Laura Corscadden,

Library Director and Secretary to the Board

Kennebecasis Public Library Inc.		2019 March 11 Open Session FINAL_054					
Comparative Income Statement (DRAFT)		OPERATING FUND					
Period ending November 30, 2018	a	b	c	b - c	d	b - d	
	<u>Restricted Fund</u>	<u>Operating YTD Actual</u>	<u>Year To Date Budget</u>	<u>Year To Date Variance Better (Worse)</u>	<u>Annual Budget</u>	<u>Annual Budget Variance</u>	
REVENUE							
Library service - Rothesay		77,885	77,885	0	84,965	(7,080)	
Library service - Quispamsis		121,880	121,880	0	132,960	(11,080)	
Room Rentals, Printer and copies		4,859	4,125	734	4,500	359	
Grants		13,649	7,061	6,588	7,061	6,588	
Donations	1,947	0	0			0	
Donation from Friends of KPL	3,148	0	0				
Interest Income (Savings)		6	0	6	0	6	
Miscellaneous Income		401	0	401	0	401	
Previous Year's Surplus		187	187	0	204	(17)	
TOTAL REVENUE	5,094	218,867	211,138	7,729	229,690	(10,823)	
EXPENSE							
Operations Expenditures							
Other Expenditures - Restricted Fund	297					0	
Books, restricted fund	3,030					0	
Small Equipment and Furniture		4,489	7,576	3,087	8,265	3,776	
Total Capital Expenditures	3,328	4,489	7,576	3,087	8,265	3,776	
<u>Wages</u>							
Total Wages & Casual Labour		28,889	25,750	(3,139)	29,799	910	
<u>General & Administration Expenses</u>							
Building Maintenance		66,655	65,584	(1,071)	71,546	4,891	
Grounds Maintenance		14,481	17,347	2,866	20,000	5,519	
Office		8,507	7,883	(624)	8,600	93	
Utilities		43,641	48,520	4,879	53,634	9,993	
Accounting, audit and legal		8,154	9,400	1,246	10,660	2,506	
Professional Development		55	1,833	1,778	2,000	1,945	
Insurance		6,792	6,776	(16)	7,392	600	
Public Relations		723	2,750	2,027	3,000	2,277	
Communications		7,602	8,520	918	9,294	1,692	
Miscellaneous Expense		999	1,833	834	2,000	1,001	
Program Exp		3,400	3,208	(192)	3,500	100	
Total General & Admin Expenses		161,009	173,655	12,645	191,626	30,617	
TOTAL EXPENSE	3,328	194,387	206,981	12,594	229,690	35,303	
NET INCOME (Deficit)	\$ 1,767	\$ 24,480	4,157	20,323	0	24,480	



2019March11OpenSessionFINAL_055
**KENNEBECASIS REGIONAL JOINT BOARD
OF POLICE COMMISSIONERS**

Robert McLaughlin
Chairperson

ADDRESS ALL CORRESPONDENCE TO:

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

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

KENNEBECASIS REGIONAL JOINT BOARD
OF POLICE COMMISSIONERS
MEETING HELD AT
KENNEBECASIS REGIONAL POLICE FORCE HEADQUARTERS BUILDING
126 MILLENNIUM DRIVE
QUISPAMIS, NEW BRUNSWICK
ON WEDNESDAY, JANUARY 23, 2019
AT 3:00 P.M.

REGULAR MEETING

PRESENT: Matt Alexander, Chair (Rothesay)
Bob McLaughlin, Vice-Chair (Quispamsis)
Peter Bourque (Rothesay)
Tiffany Mackay French (Rothesay)
Richard Arbeau (Quispamsis)
Libby O'Hara (Quispamsis)
Emil Olsen (Quispamsis)
Linda Sherbo (Provincial Representative)
Cherie Madill, Secretary Treasurer of the Board
Chief Wayne Gallant
Inspector Anika Becker
Inspector Mary Henderson
Maureen Adamson (Secretary)

ABSENT: Richard MacPhee (Rothesay)

CALL TO ORDER

The Chairman called the Regular Meeting to Order at 3:45 P.M.

TO SERVE FAITHFULLY

REGULAR MEETING
JANUARY 23, 2019
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APPROVAL OF AGENDA

The Chairman asked for a motion to approve the Agenda for the January 23, 2019 meeting.

It was noted that two new items would be added to the Agenda: item 2 (b) Election of Officers; and under New Business: 8 (b) Health and Wellness Program.

It was moved by Peter Bourque and seconded by Richard Arbeau that the Agenda for the Regular Meeting of January 23, 2019 be approved with the addition of item 2 (b) Election of Officers and New Business: 8 (a) Health and Wellness Program.

MOTION CARRIED

APPROVAL OF MINUTES

The Chairman asked for a motion to approve the Minutes of the Regular Meeting held on October 24, 2018.

It was moved by Richard Arbeau and seconded by Bob McLaughlin that the Minutes of the Regular Meeting of October 24, 2018 be approved as circulated.

MOTION CARRIED

APPROVAL OF MINUTES

The Chairman asked for a motion to approve the Minutes of the Regular Meeting held on November 28, 2018.

It was moved by Bob McLaughlin and seconded by Richard Arbeau that the Minutes of the Regular Meeting of November 28, 2018 be approved as circulated.

MOTION CARRIED

ELECTION OF OFFICERS

Election of Officers commenced. Chief Gallant asked for nominations for Chair.

Emil Olsen moved the nomination of Bob McLaughlin as Chair of the Board, and the motion was seconded by Libby O'Hara.

Emil recognized Matt Alexander's significant leadership as Chair for the last three years and noted that Bob had worked closely with Matt during this time. Matt will be remaining on the Board and will be a resource for us.

REGULAR MEETING
JANUARY 23, 2019
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Chief Gallant asked for nominations for Vice Chair.

Matt Alexander moved the nomination of Rick MacPhee as Vice-Chair of the Board and the motion was seconded by Peter Bourque.

Chief Gallant asked for nominations for Secretary-Treasurer.

Libby O'Hara moved the nomination of Cherie Madill as Secretary-Treasurer of the Board and the motion was seconded by Richard Arbeau.

As there were no further nominations for the Chair, Vice Chair and Secretary-Treasurer, all three motions were carried.

MOTIONS CARRIED

Bob McLaughlin continued the meeting as Chair.

DECLARATION OF CONFLICT OF INTEREST

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

SECRETARY-TREASURER'S REPORT

The November Financial Statement was reviewed by Cherie. She noted that she is still working on the 2018 Year-End Statements. There is \$140,000 cash in the bank. She is still working on insurance to see if it will cover the labour relations costs, otherwise, the Towns will help us out. She is hoping to have an answer in a week or two. Libby said that the Towns will need a figure with regard to any payment for labour relations costs. Matt noted that there is a call tomorrow on this item. Emil noted that the Towns will not pay until they see if the insurance covers the costs. Some discussion was held regarding reimbursement of labour relations costs.

There has been no big change in the TD statement.

(Insp. Henderson left the meeting).

Cherie noted that there was a surplus of \$51,000 (page 4) and with these monies, Chief Gallant purchased some items for officers with long-term health issues (special chairs). Work Safe NB covered the cost of one chair and possibly will cover the cost of the second chair. Chief Gallant was also looking at purchasing some special desks (desk tops) which rise up/down. There has already been a request for one and this item has been bought as office equipment and not through Work Safe NB. Bob said we must be mindful that our premium rates may go up if we use Work Safe too often. Cherie said that the premiums did increase.

Some discussion was held regarding premium refunds from the Province - a budgeted rate increase of 72% in actual fact became an increase of only 52%.

REGULAR MEETING
JANUARY 23, 2019
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An anticipated refund from the Province was received in the amount of \$33,000.

After review and discussion,

It was moved by Matt Alexander and seconded by Libby O'Hara that the Secretary-Treasurer's Report dated November 30, 2018 be approved as circulated.

MOTION CARRIED

CHIEF'S REPORT

Chief Gallant said that his report stands as presented.

A Sergeant's Workshop was held in December, with positive feedback.

There is a new name for the Major Crime Unit - it is now known as the Criminal Investigations Division (CID) (this unit is Major Crime, Street Crime and Criminal Intelligence combined under one unit).

Linda enquired about the community police vehicle. Sgt. Scott is looking into a proposal for leasing a unit. Dobson's has been graciously allowing the use of one of their vehicles.

Chief Gallant noted that Prime Minister Trudeau is here for the next day or two and we are helping the RCMP with some of our resources.

The Chair commented on the number of counterfeiting incidents (Page 4) and Chief Gallant said that even though the number is 64, this is a lot less than it used to be. Chief Gallant will provide an update on this.

After review and discussion,

It was moved by Linda Sherbo and seconded by Tiffany Mackay French that we accept the Chief's Report as submitted.

MOTION CARRIED

COMMITTEE REPORTS

Building and Maintenance

We are starting a plan to work on the seals in the bathrooms; the air conditioner in the computer room has not been installed yet this year; we are working on some repairs to dents in the walls and painting; and we are preparing for exterior painting when the weather gets better. There is some issue with handicap access and Bob will be looking to fix this issue. There is also no push button access for the outside and Bob will look at this as well.

REGULAR MEETING

JANUARY 23, 2019

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Peter wondered if there are any monies from the Province that we might be able to apply for with regard to these type of building updates. It was noted that this generally applies to churches and charities but someone will look into this.

Chief Gallant also noted we are still looking at an extension to the building or an exterior garage as we still have some space issues that need to be addressed. We are still working on a capital proposal.

Transportation

The Transportation Committee met and noted that they had received only one quotation for a new vehicle and this was from Dobson Motors in the amount of \$34,200 for a 2018 vehicle. (A 2019 vehicle would have cost \$37,000). This vehicle would replace the 2010 Cherokee currently used by Dep. Chief Giggey.

After discussion,

It was moved by Peter Bourque and seconded by Richard Arbeau that an extra vehicle be purchased from Dobson Motors in the amount of thirty-four thousand two hundred dollars (\$34,200) plus tax, to replace the 2010 Cherokee currently being used by Dep. Chief Giggey, this vehicle to be purchased in 2018.

MOTION CARRIED

As well, the Transportation Committee received three quotes with regard to supply of fuel as follows:

Irving:	5 cents/litre
Esso:	4.5 cents/litre
Town of Quispamsis:	8 cents/litre

The issue for the Town of Quispamsis is access. We are working with Town Manager, Susan Deville, and need a key for every car using the pump. Drivers need to be able to get gas when needed.

Esso have agreed to extend their contract until the end of February.

As some members will be driving outside this area, Irving was asked whether they would issue six client (6) cards to accommodate these people.

After discussion,

It was moved by Peter Bourque and seconded by Emil Olsen that we purchase auto fuel from the Town of Quispamsis for 8 cents per litre, that the Esso contract be extended until the end of

REGULAR MEETING
JANUARY 23, 2019
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February and that Irving will provide six (6) client cards for us to use for those driving outside this area, having dropped their rate to 4 cents per litre.

MOTION CARRIED

Chief Gallant noted that two vehicles had issues during the latest storm, with each of them going through large slush puddles. One was salvaged, the other will require repair work costing \$1000.

Committees

Linda noted that several committees have yet to meet. Do we need these committees? Should the committee list be reviewed (Communications, Sick Pay/Retirement Ad Hoc, Policy). Bob indicated he would be reviewing the committee list with Matt. Linda said that perhaps the proposed Strategic Plan Committee might replace some of these committees.

Linda shared some issues that came up last year regarding Policies, etc. For example, Inspectors participating in meetings. Emil said that they should attend the next Regional Service Commission.

After discussion,

It was moved by Libby O'Hara and seconded by Linda Sherbo that all Committee Reports be received and filed as submitted.

MOTION CARRIED

Labour Negotiations

There is no news to report on labour negotiations They are still ongoing and, as the last agreement was reviewed eight years ago, there is much to update. The last contract was for three (3) years.

NEW BUSINESS

Health and Wellness Program

Chief Gallant reviewed the paperwork circulated regarding a proposed physical fitness program. Dr. Campbell (who spoke at November's Board meeting) provided input. This program is modeled after a US program. Participants earn time off and a proposed \$50 stipend as they work their way through the various levels of the program. If everyone in the department participated, the cost would be about \$10,000 - this does not factor in the time-off. Everyone would be eligible to participate in the program, but it is not anticipated that everyone will participate in all levels. Therefore the cost may be only half of the \$10,000.

Linda suggested we look at the program for a year, then review and see where most interest lies. Libby noted that, should members take time off in lieu, we would have to hire someone to replace

REGULAR MEETING
JANUARY 23, 2019
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that individual. She also asked when assessments would be done - during the work day or after the work day was over.

Libby said if this program was used as a negotiating tool, what would they be giving up? She supports anything that helps with morale and fitness, but looks at the reality of what it costs. The Chief would monitor in case it developed into a large cost. Chief Gallant said that achieving all three (3) tiers of the program would entitle a participant to three (3) days off. This is being looked at, but they have not yet reached this path in their negotiations.

Emil thought this was a good program. Libby thought this was a good tool to use.

Chief Gallant said this would be governed by an employee-based committee, with the Chief having the final sign-off; two members would be from Management; three members would be from the Union.

After much discussion,

It was moved by Emil Olsen and seconded by Libby O'Hara that we support the Health and Wellness program as presented at this meeting.

MOTION CARRIED

THANK YOU

Bob thanked Matt for all his hard work as Chair of this Committee.

Chief Gallant said that his transition here was smooth because of Matt's help.

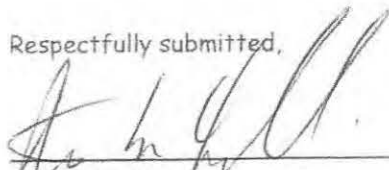
ADJOURNMENT


There being no further business to discuss,

It was moved by Peter Bourque that the meeting adjourn.

The meeting adjourned at 4:45 PM.

Respectfully submitted,


CHAIRMAN


SECRETARY

2019 CALL SUMMARY

	Jan	Feb-20	YTD
TOTAL CALLS FOR SERVICE	818	541	1359
911 Hang-up CAD	24	20	44
Alarm CAD	48	24	72
Animal Complaint	4	4	8
Impaired Driving Complaint CAD	14	6	20
Parking/Driving Complaints CAD	51	30	81
Police Medical Call	13	6	19
Police Fire Call	8	5	13
Vehicle Stops	128	124	252
POPA TICKETS	78	38	116
Bylaw Tickets	1	4	5

TOTAL FILES CREATED	188	133	321
Alarm	0	1	1
Ammo/Flare Disposal & Found	1	1	2
Assault Bodily Harm/Weapon	0	1	1
Common Assault	3	1	4
Assist General Public	17	19	36
Assist Other Agency	3	7	10
Breach Recognizance	2	0	2
Break & Enter	0	1	1
Bylaws	1	0	1
Child Pornography	1	0	1
Dangerous Operation of Motor Vehicle	1	0	1
Disturbance	1	1	2
Domestic Call	2	2	4
Driving While Disqualified or Prohibited	2	1	3
Drug Complaint	2	0	2

Fail to Stop or Remain	3	3	6
Firearm Disposal	1	0	1
Fire Complaint	1	0	1
Lost/Found Property	2	1	3
Fraud	1	6	7
Impaired Operation of MV	5	2	7
Inspection Sticker, Etc.	3	0	3
Internet Complaint	1	0	1
Intoxicated Person	1	2	3
Medical Call	2	1	3
Mental Health Call	9	5	14
Mischief	8	0	8
Missing Person	1	3	4
MVA	42	28	70
No Driver's License	1	0	1
Non-Criminal Domestic Dispute	3	2	5
Obstruct Police Officer	1	0	1
Other Criminal Code	1	1	2
Pass School Bus	1	0	1
Possess CDSA	2	0	2
Breach of Probation	2	0	2
Public Relations	7	1	8
Refusal	0	1	1
Robbery	0	1	1
Sexual Assault	0	1	1
Shoplifting	3	4	7
Sudden Death	2	2	4
Suspicious Person	0	1	1
Theft Under \$5000	2	9	11
Traffic Check Stop	1	1	2
Traffic/Parking Complaint	1	0	1
Trespass at Night	0	2	2
Unwanted Person	2	0	2
Uttering Threats	2	2	4
Voyeurism	0	1	1
Warrants/Execution of Warrant	2	0	2
Weapons Complaint Investigation	1	0	1

Town of Rothesay

General Fund Financial Statements

December 31, 2018

UNAUDITED

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

Town of Rothesay

Balance Sheet - Capital General Fund 12/31/18

ASSETS

Capital Assets - General Land	4,405,176
Capital Assets - General Fund Land Improvements	7,807,424
Capital Assets - General Fund Buildings	5,201,476
Capital Assets - General Fund Vehicles	2,945,308
Capital Assets - General Fund Equipment	3,279,779
Capital Assets - General Fund Roads & Streets	38,084,963
Capital Assets - General Fund Drainage Network	18,927,550
Capital Assets - Under Construction - General	145,679
	<u>80,797,354</u>

Accumulated Amortization - General Fund Land Improvements	(2,921,491)
Accumulated Amortization - General Fund Buildings	(2,188,162)
Accumulated Amortization - General Fund Vehicles	(1,397,604)
Accumulated Amortization - General Fund Equipment	(1,061,677)
Accumulated Amortization - General Fund Roads & Streets	(19,207,276)
Accumulated Amortization - General Fund Drainage Network	(6,497,499)
	<u>(33,273,709)</u>

\$ 47,523,645

LIABILITIES AND EQUITY

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

Total Liabilities \$ 6,323,000

Investment in General Fund Fixed Assets 41,200,645

\$ 47,523,645

Town of Rothesay
 Balance Sheet - General Fund Reserves
 12/31/18

ASSETS

BNS General Operating Reserve #214-15	661,801
BNS General Capital Reserves #2261-14	2,080,738
BNS - Gas Tax Reserves - GIC	4,212,890
Gen Reserves due to/from Gen Operating	(895,951)
	\$ 6,059,479

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	3,973,327
Invest. in General Capital Reserve	1,009,115
General Gas Tax Funding	229,072
Invest. in General Operating Reserve	669,447
Invest. in Land for Public Purposes Reserve	126,172
Invest. in Town Hall Reserve	52,346
	\$ 6,059,479

Town of Rothesay
 Balance Sheet - General Operating Fund
 12/31/18

CURRENT ASSETS

Cash	768,795
Receivables	391,819
HST Receivable	273,923
Inventory	29,645
Gen Operating due to/from Util Operating	405,637
Total Current Assets	<u>1,869,818</u>
Other Assets:	
Projects	<u>(0)</u>
	<u>(0)</u>
TOTAL ASSETS	<u><u>1,869,818</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	1,048,772
Other Payables	500,747
Gen Operating due to/from Gen Reserves	(895,951)
Gen Operating due to/from Gen Capital	660,000
Accrued Sick Leave	18,700
Accrued Pension Obligation	66,300
Accrued Retirement Allowance	395,220
Def. Rev-Quispamsis/Library Share	18,387
TOTAL LIABILITIES	<u><u>1,812,176</u></u>

EQUITY

Retained Earnings - General	(41,609)
Surplus/(Deficit) for the Period	<u>99,251</u>
	<u>57,642</u>
	<u><u>1,869,819</u></u>

2019March11OpenSessionFINAL_068

Town of Rothesay

Statement of Revenue & Expenditure
12 Months Ended 12/31/18

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Warrant of Assessment	1,292,771	1,292,771	15,513,249	15,513,249	0		15,513,249
Sale of Services	35,735	41,046	400,727	391,055	9,672		391,055
Services to Province of New Brunswick	28,085	5,000	83,085	60,000	23,085		60,000
Other Revenue from Own Sources	436,492	4,291	716,770	117,425	599,345		117,425
Unconditional Grant	10,133	10,133	121,598	121,594	4		121,594
Conditional Transfers	105,705	0	149,176	21,500	127,676		21,500
Other Transfers	385,000	235,000	1,200,177	1,050,177	150,000		1,050,177
	<u>\$2,293,922</u>	<u>\$1,588,241</u>	<u>\$18,184,781</u>	<u>\$17,275,000</u>	<u>\$909,781</u>		<u>\$17,275,000</u>
EXPENSES							
General Government Services	269,155	204,819	2,105,452	2,129,216	23,764		2,129,216
Protective Services	350,106	352,632	4,799,655	4,810,037	10,382		4,810,037
Transportation Services	544,677	344,410	3,996,855	3,405,473	(591,382)		3,405,473
Environmental Health Services	48,181	47,750	603,012	613,000	9,988		613,000
Environmental Development	38,398	47,853	559,979	638,122	78,143		638,122
Recreation & Cultural Services	143,036	114,383	1,990,655	1,999,348	8,693		1,999,348
Fiscal Services	3,266,506	2,958,715	4,029,923	3,679,803	(350,120)		3,679,803
	<u>\$4,660,060</u>	<u>\$4,070,561</u>	<u>\$18,085,530</u>	<u>\$17,274,998</u>	<u>-\$810,532</u>		<u>\$17,274,998</u>
Surplus (Deficit) for the Year	<u>-\$2,366,138</u>	<u>-\$2,482,320</u>	<u>\$99,251</u>	<u>\$2</u>	<u>\$99,249</u>		<u>\$ 2</u>

Town of Rothesay
Statement of Revenue & Expenditure
12 Months Ended 12/31/18

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Sale of Services							
Bill McGuire Memorial Centre	640	2,500	31,239	30,000	1,239		30,000
Town Hall Rent	4,050	4,167	61,605	50,000	11,605	1	50,000
Arena Revenue	30,567	34,000	238,840	238,200	640		238,200
Community Garden	0	0	1,620	1,300	320		1,300
Recreation Programs	478	380	67,423	71,555	(4,132)	2	71,555
	<u>35,735</u>	<u>41,046</u>	<u>400,727</u>	<u>391,055</u>	<u>9,672</u>		<u>391,055</u>
Other Revenue from Own Sources							
Licenses & Permits	2,324	2,423	143,220	95,000	48,220	3	95,000
Recycling Dollies & Lids	21	25	756	300	456		300
Interest & Sundry	7,214	1,083	41,896	13,000	28,896	4	13,000
Miscellaneous	426,933	760	530,898	9,125	521,773	5	9,125
	<u>436,492</u>	<u>4,291</u>	<u>716,770</u>	<u>117,425</u>	<u>599,345</u>		<u>117,425</u>
Conditional Transfers							
Canada Day Grant	0	0	1,250	1,500	(250)		1,500
Grant - Other	105,705	0	147,926	20,000	127,926	6	20,000
	<u>105,705</u>	<u>0</u>	<u>149,176</u>	<u>21,500</u>	<u>127,676</u>		<u>21,500</u>
Other Transfers							
Surplus of 2nd Previous Year	0	0	43,217	43,217	(0)		43,217
Utility Fund Transfer	235,000	235,000	940,000	940,000	0		940,000
Transfer fr. Operating Reserve	150,000	0	150,000	0	150,000	7	0
PNB Financial Assistance	0	0	66,960	66,960	0		66,960
	<u>385,000</u>	<u>235,000</u>	<u>1,200,177</u>	<u>1,050,177</u>	<u>150,000</u>		<u>1,050,177</u>
EXPENSES							
General Government Services							
Legislative							
Mayor	2,508	3,092	32,350	37,100	4,750		37,100
Councillors	8,522	8,862	104,325	106,343	2,018		106,343
Regional Service Commission 9	1,535	0	5,995	6,138	143		6,138
Other	125	708	3,499	8,500	5,001		8,500
	<u>12,690</u>	<u>12,662</u>	<u>146,169</u>	<u>158,081</u>	<u>11,912</u>		<u>158,081</u>
Administrative							
Office Building	11,953	7,796	139,383	140,000	617		140,000
Solicitor	2,049	4,167	27,004	50,000	22,996		50,000
Administration - Wages & Benefits	191,931	152,525	993,877	1,013,400	19,523		1,013,400
Supplies	9,648	9,667	99,376	116,000	16,624		116,000
Professional Fees	17,825	3,688	103,561	50,000	(53,561)	8	50,000
Other	5,814	8,066	114,740	109,156	(5,584)	9	109,156
	<u>239,220</u>	<u>185,908</u>	<u>1,477,941</u>	<u>1,478,556</u>	<u>615</u>		<u>1,478,556</u>

2019March11OpenSessionFINAL_070

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Other General Government Services							
Community Communications	8,854	2,750	15,945	33,000	17,055	10	33,000
Civic Relations	0	333	388	4,000	3,612		4,000
Insurance	0	0	176,440	166,872	(9,568)	11	166,872
Donations	8,392	3,167	38,208	38,000	(208)		38,000
Cost of Assessment	0	0	242,707	242,707	0		242,707
Property Taxes - L.P.P.	0	0	7,654	8,000	346		8,000
	<u>17,246</u>	<u>6,250</u>	<u>481,342</u>	<u>492,579</u>	<u>11,237</u>		<u>492,579</u>
	<u>269,155</u>	<u>204,819</u>	<u>2,105,452</u>	<u>2,129,216</u>	<u>23,764</u>		<u>2,129,216</u>
Protective Services							
Police							
Police Protection	191,501	191,619	2,298,012	2,299,424	1,412		2,299,424
Crime Stoppers	0	0	2,800	2,800	0		2,800
	<u>191,501</u>	<u>191,619</u>	<u>2,300,812</u>	<u>2,302,224</u>	<u>1,412</u>		<u>2,302,224</u>
Fire							
Fire Protection	146,319	146,319	1,951,951	1,951,482	(469)		1,951,482
Water Costs Fire Protection	0	0	380,000	380,000	0		380,000
	<u>146,319</u>	<u>146,319</u>	<u>2,331,951</u>	<u>2,331,482</u>	<u>(469)</u>		<u>2,331,482</u>
Emergency Measures							
911 Communications Centre	11,819	11,819	141,831	141,831	0		141,831
EMO Director/Committee	160	1,250	1,038	15,000	13,962	12	15,000
	<u>11,979</u>	<u>13,069</u>	<u>142,869</u>	<u>156,831</u>	<u>13,962</u>		<u>156,831</u>
Other							
Animal & Pest Control	307	792	9,047	9,500	453		9,500
Other	0	833	14,975	10,000	(4,975)	13	10,000
	<u>307</u>	<u>1,625</u>	<u>24,022</u>	<u>19,500</u>	<u>(4,522)</u>		<u>19,500</u>
Total Protective Services	<u>350,106</u>	<u>352,632</u>	<u>4,799,655</u>	<u>4,810,037</u>	<u>10,382</u>		<u>4,810,037</u>

2019March11OpenSessionFINAL_071

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Transportation Services							
Common Services							
Administration (Wages & Benefits)	123,439	150,310	1,695,723	1,860,563	164,840	14	1,860,563
Workshops, Yards & Equipment	113,160	44,958	615,153	537,500	(77,653)	15	537,500
Engineering	1,529	625	7,415	7,500	85		7,500
	<u>238,129</u>	<u>195,894</u>	<u>2,318,291</u>	<u>2,405,563</u>	<u>87,272</u>		<u>2,405,563</u>
Street Cleaning & Flushing							
Street Cleaning & Flushing	15,881	3,333	31,932	40,000	8,068		40,000
Roads & Streets	40,814	5,667	98,637	68,000	(30,637)	16	68,000
Crosswalks & Sidewalks	2,191	1,724	18,123	19,410	1,287		19,410
Culverts & Drainage Ditches	31,924	6,250	72,222	75,000	2,778		75,000
Snow & Ice Removal	73,346	98,750	543,367	500,000	(43,367)	17	500,000
2018 Flood Costs	108,912	0	628,434	0	(628,434)	18	0
	<u>273,069</u>	<u>115,724</u>	<u>1,392,716</u>	<u>702,410</u>	<u>(690,306)</u>		<u>702,410</u>
Street Lighting							
Street Lighting	14,218	12,167	138,805	146,000	7,195		146,000
Traffic Services							
Street Signs	1,108	1,250	10,571	15,000	4,429		15,000
Traffic Lanemarking	0	0	22,872	25,000	2,128		25,000
Traffic Signals	912	1,667	16,357	20,000	3,643		20,000
Railway Crossing	1,627	1,500	21,842	18,000	(3,842)		18,000
	<u>3,646</u>	<u>4,417</u>	<u>71,642</u>	<u>78,000</u>	<u>6,358</u>		<u>78,000</u>
Public Transit							
Public Transit - Comex Service	15,470	16,000	66,649	64,000	(2,649)		64,000
KV Committee for the Disabled	0	0	7,000	7,000	0		7,000
Public Transit - Other	146	208	1,752	2,500	748		2,500
	<u>15,616</u>	<u>16,208</u>	<u>75,401</u>	<u>73,500</u>	<u>(1,901)</u>		<u>73,500</u>
Total Transportation Services	<u>544,677</u>	<u>344,410</u>	<u>3,996,855</u>	<u>3,405,473</u>	<u>(591,382)</u>		<u>3,405,473</u>
Environmental Health Services							
Solid Waste Disposal Land Fill	14,277	16,083	191,792	193,000	1,208		193,000
Solid Waste Disposal Compost	970	2,083	25,515	25,000	(515)		25,000
Solid Waste Collection	21,864	21,667	262,183	260,000	(2,183)		260,000
Solid Waste Collection Curbside Recycling	7,566	7,917	91,077	95,000	3,923		95,000
Clean Up Campaign	3,505	0	32,446	40,000	7,554		40,000
	<u>48,181</u>	<u>47,750</u>	<u>603,012</u>	<u>613,000</u>	<u>9,988</u>		<u>613,000</u>
Environmental Development Services							
Planning & Zoning							
Administration	30,225	28,359	370,056	401,000	30,944	19	401,000
Planning Projects	971	12,083	99,992	145,000	45,008	20	145,000
Heritage Committee	0	208	381	2,500	2,119		2,500
	<u>31,196</u>	<u>40,651</u>	<u>470,428</u>	<u>548,500</u>	<u>78,072</u>		<u>548,500</u>
Economic Development Comm.							
Tourism	7,202	7,202	86,422	86,422	0		86,422
	<u>0</u>	<u>0</u>	<u>3,129</u>	<u>3,200</u>	<u>71</u>		<u>3,200</u>
	<u>7,202</u>	<u>7,202</u>	<u>89,551</u>	<u>89,622</u>	<u>71</u>		<u>89,622</u>
	<u>38,398</u>	<u>47,853</u>	<u>559,979</u>	<u>638,122</u>	<u>78,143</u>		<u>638,122</u>

2019March11OpenSessionFINAL_072

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Recreation & Cultural Services							
Administration	17,901	18,071	256,268	253,717	(2,551)		253,717
Beaches	0	0	28,864	53,419	24,555	21	53,419
Rothsay Arena	37,205	32,372	314,397	329,680	15,283	22	329,680
Memorial Centre	6,111	4,083	61,535	57,000	(4,535)		57,000
Summer Programs	1	0	57,078	60,862	3,784		60,862
Parks & Gardens	42,020	37,438	546,288	581,700	35,412	23	581,700
Rothsay Common Rink	11,861	4,918	60,285	45,005	(15,280)	24	45,005
Playgrounds and Fields	13,829	9,167	127,506	110,000	(17,506)	25	110,000
Regional Facilities Commission	0	0	418,973	378,465	(40,508)	26	378,465
Kennebecasis Public Library	6,621	7,042	84,505	84,500	(5)		84,500
Special Events	(12)	1,167	27,124	36,000	8,876		36,000
PRO Kids	7,500	0	7,500	7,500	0		7,500
Rothsay Living Museum	0	125	331	1,500	1,169		1,500
	<u>143,036</u>	<u>114,383</u>	<u>1,990,655</u>	<u>1,999,348</u>	<u>8,693</u>		<u>1,999,348</u>
Fiscal Services							
Debt Charges							
Interest	56,187	101,215	224,604	227,303	2,699		227,303
Debenture Payments	414,000	414,000	1,009,000	1,009,000	0		1,009,000
	<u>470,187</u>	<u>515,215</u>	<u>1,233,604</u>	<u>1,236,303</u>	<u>2,699</u>		<u>1,236,303</u>
Transfers To:							
Capital Fund for Capital Expenditures	2,796,319	2,433,500	2,796,319	2,433,500	(362,819)	27	2,433,500
Town Hall Reserve Transfer	0	10,000	0	10,000	10,000		10,000
	<u>2,796,319</u>	<u>2,443,500</u>	<u>2,796,319</u>	<u>2,443,500</u>	<u>(352,819)</u>		<u>2,443,500</u>
	<u>3,266,506</u>	<u>2,958,715</u>	<u>4,029,923</u>	<u>3,679,803</u>	<u>(350,120)</u>		<u>3,679,803</u>

12 months ending December 31, 2018 2019 March 11 Open Session FINAL_073

Note #	Actual	Budget	Better/(Worse)	Description of Variance
Revenue				
1	\$ 61,605	\$ 50,000	\$ 11,605	Provincial election rent
2	\$ 67,423	\$ 71,555	\$ (4,132)	Soccer revenue below budget
3	\$ 143,220	\$ 95,000	\$ 48,220	new homes
4	\$ 41,896	\$ 13,000	\$ 28,896	Includes interest on Hillcrest receivable
5	\$ 530,898	\$ 9,125	\$ 521,773	DFA grant and insurance proceeds
6	\$ 147,926	\$ 20,000	\$ 127,926	Seniors Resource Centre, FCM
7	\$ 150,000	\$ -	\$ 150,000	To cover additional flood costs
			Total	\$ 828,595
			Variance per Statement	\$ 960,157
			Explained	86.30%
Expenses				
General Government				
8	\$ 103,561	\$ 50,000	\$ (53,561)	CAMP and actuarial review
9	\$ 114,740	\$ 109,156	\$ (5,584)	WHSCC high
10	\$ 15,945	\$ 33,000	\$ 17,055	Only 2 newsletters, budget high
11	\$ 176,440	\$ 166,872	\$ (9,568)	Includes claim payments
Protective Services				
12	\$ 1,038	\$ 15,000	\$ 13,962	Not used
13	\$ 14,975	\$ 10,000	\$ (4,975)	Hydrant repairs, after-incident report
Transportation				
14	\$ 1,695,723	\$ 1,860,563	\$ 164,840	Wages \$133,000 under budget, Safety Services \$28,000 under budget
15	\$ 615,153	\$ 537,500	\$ (77,653)	Vehicle repairs, shop supplies, fuel over budget
16	\$ 98,637	\$ 68,000	\$ (30,637)	Guide rail, Bradley Lake Road
17	\$ 543,367	\$ 500,000	\$ (43,367)	Replenishing sand inventory after flood, early start
18	\$ 628,434	\$ -	\$ (628,434)	Majority to be reimbursed
Environmental Health				
\$ -				
Environmental Development				
19	\$ 370,056	\$ 401,000	\$ 30,944	By-law Enforcement, Software & Equipment under budget
20	\$ 99,992	\$ 145,000	\$ 45,008	Not used
Recreation & Cultural Services				
21	\$ 28,864	\$ 53,419	\$ 24,555	Fewer lifeguards than expected
22	\$ 314,397	\$ 329,680	\$ 15,283	Refrigeration Plant & Ice maintenance not
23	\$ 546,288	\$ 581,700	\$ 35,412	Wages \$19,000, Power \$6,000 under budget
24	\$ 60,285	\$ 45,005	\$ (15,280)	Building Maint.: AED, electrical repairs
25	\$ 127,506	\$ 110,000	\$ (17,506)	Basketball court, gazebo lighting
26	\$ 418,973	\$ 378,465	\$ (40,508)	Extra payment for Aquatic Centre
Fiscal Services				
27	\$ 2,796,319	\$ 2,433,500	\$ (362,819)	Extra projects expensed
			Total	\$ (942,833)
			Variance per Statement	\$ (857,158)
			Explained	110.00%

Town of Rothesay

Utility Fund Financial Statements

December 31, 2018

UNAUDITED

Attached Reports:

Capital Balance Sheet

U1

Reserve Balance Sheet

U2

Operating Balance Sheet

U3

Operating Income Statement

U4

Variance Report

U5

Town of Rothesay
Capital Balance Sheet
As at 12/31/18

ASSETS

Assets:

Capital Assets - Under Construction - Utilities	5,754,815
Capital Assets Utilities Land	119,970
Capital Assets Utilities Buildings	1,845,765
Capital Assets Utilities Equipment	150,881
Capital Assets Utilities Water System	26,760,973
Capital Assets Utilities Sewer System	16,780,304
Capital Assets Utilities Land Improvements	42,031
Capital Assets Utilities Roads & Streets	220,011
Capital Assets Utilities Vehicles	85,374
	51,760,126
Accumulated Amortization Utilites Buildings	(465,277)
Accumulated Amortization Utilites Water System	(6,621,615)
Accumulated Amortization Utilites Sewer System	(7,811,543)
Accumulated Amortization Utilites Land Improvement:	(42,031)
Accumulated Amortization Utilites Vehicles	(10,752)
Accumulated Amortization Utilites Equipment	(33,660)
Accumulated Amortization Utilites Roads & Streets	(10,272)
	(14,995,151)
 TOTAL ASSETS	 36,764,975

LIABILITIES

Current:

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

Long-Term:

Long-Term Debt	9,200,726
Total Liabilities	8,500,726

EQUITY

Investments:

Investment in Fixed Assets	28,264,248
Total Equity	28,264,248
TOTAL LIABILITIES & EQUITY	36,764,974

Town of Rothesay
Utility Reserve Balance Sheet
As at 12/31/18

ASSETS

Assets:	
Bank - Utility Reserve	1,098,056
Due from Utility Operating	93
TOTAL ASSETS	<u>\$ 1,098,149</u>

EQUITY

Investments:	
Invest. in Utility Capital Reserve	757,807
Invest. in Utility Operating Reserve	102,640
Invest. in Sewage Outfall Reserve	237,702
TOTAL EQUITY	<u>\$ 1,098,149</u>

Town of Rothesay
 Utilities Fund Operating Balance Sheet
 As at 12/31/18

ASSETS

Current assets:		
Accounts Receivable Net of Allowance		821,453
Accounts Receivable - Misc.		1,200
Accounts Receivable - Projects		537,430
Total Current Assets		<u>1,360,083</u>
Other Assets:		-
TOTAL ASSETS		<u>\$ 1,360,083</u>

LIABILITIES

Accrued Payables	43,648
Due from General Fund	405,637
Due from (to) Capital Fund	700,000
Due to (from) Utility Reserve	93
Deferred Revenue	18,685
Total Liabilities	<u>1,168,063</u>

EQUITY

Surplus:		
Opening Retained Earnings		11,808
Profit (Loss) to Date		180,211
		<u>192,020</u>
TOTAL LIABILITIES & EQUITY		<u>\$ 1,360,083</u>

Town of Rothesay
Utilities Operating Income Statement
12 Months Ended 12/31/18

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	234,142	246,375	1,059,629	1,000,000	59,629	1	1,000,000
Meter and non-hookup fees	11,489	8,750	46,221	35,000	11,221		35,000
Water Supply for Fire Prot.	0	0	380,000	380,000	0		380,000
Local Improvement Levy	0	0	59,073	59,000	73		59,000
Sewerage Services	62	0	1,622,548	1,610,000	12,548		1,610,000
Connection Fees	100	5,556	177,125	60,000	117,125	2	60,000
Interest Earned	7,417	4,167	90,148	50,000	40,148	3	50,000
Misc. Revenue	375	406	6,000	4,875	1,125		4,875
Infrastructure Grants	1,497,772	0	1,547,554	0	1,547,554	4	0
Surplus - Previous Years	0	0	21,125	21,125	(1)		21,125
TOTAL RECEIPTS	1,751,357	265,253	5,009,422	3,220,000	1,789,422		3,220,000
WATER SUPPLY							
Share of Overhead Expenses	92,500	93,000	374,000	374,000	0		374,000
Audit/Legal/Training	0	833	7,056	13,000	5,944	5	13,000
Purification & Treatment	12,379	26,333	343,219	336,000	(7,219)	6	336,000
Transmission & Distribution	1,955	8,000	95,253	96,000	747		96,000
Power & Pumping	4,120	3,583	44,077	43,000	(1,077)		43,000
Billing/Collections	111	417	1,335	5,000	3,665		5,000
Water Purchased	93	42	758	500	(258)		500
Misc. Expenses	172	1,542	6,755	18,500	11,745		18,500
TOTAL WATER SUPPLY	111,330	133,750	872,453	886,000	13,547		886,000
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	142,500	142,000	566,000	566,000	0		566,000
Audit/Legal/Training	0	1,500	4,553	25,000	20,447	7	25,000
Collection System Maintenance	4,557	9,667	43,045	64,000	20,955	8	64,000
Sewer Claims	0	1,667	985	20,000	19,015		20,000
Lift Stations	6,925	3,333	36,649	40,000	3,351		40,000
Treatment/Disposal	7,245	4,167	83,105	56,000	(27,105)	9	56,000
Infiltration Study	16,723	0	88,629	0	(88,629)	10	0
Misc. Expenses	1,097	397	10,497	7,431	(3,066)	11	7,431
TOTAL SWGE COLLECTION & DISPOSAL	179,048	162,730	833,462	778,431	(55,031)		778,431
FISCAL SERVICES							
Interest on Bank Loans	13,101	5,000	13,101	25,000	11,899	12	25,000
Interest on Long-Term Debt	82,618	81,590	287,245	286,217	(1,028)		286,217
Principal Repayment	298,000	329,000	516,352	547,352	31,000		547,352
Transfer to Reserve Accounts	466,025	60,000	466,025	60,000	(406,025)	13	60,000
Capital Fund Through Operating	342,831	637,000	342,831	637,000	294,169	14	637,000
Capital Fund Paid by Grants	1,497,742	0	1,497,742	0	(1,497,742)	15	0
TOTAL FISCAL SERVICES	2,700,317	1,112,590	3,123,296	1,555,569	(1,567,727)		1,555,569
TOTAL EXPENSES	2,990,695	1,409,070	4,829,211	3,220,000	(1,609,211)		3,220,000
NET INCOME (LOSS) FOR THE PERIOD	(1,239,338)	(1,143,817)	180,211	(0)	180,212		(0)

Town of Rothesay

Variance Report - Utility Operating

12 months ending December 31, 2018

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Sale of Water	\$ 1,059,629	\$ 1,000,000	\$ 59,629	Residential usage higher than budgeted
2	Connection Fees	\$ 177,025	\$ 60,000	\$ 117,025	New home starts
3	Interest Earned	\$ 90,439	\$ 50,000	\$ 40,439	Interest on accounts receivable
4	Infrastructure Grants	\$ 1,547,554	\$ -	\$ 1,547,554	Infiltration study, WWTP grant
Water Supply					
5	Audit/Legal/Training	\$ 7,056	\$ 13,000	\$ 5,944	Legal, Training not used
6	Purification & Treatment	\$ 343,219	\$ 336,000	\$ (7,219)	Well re-hab
Sewerage Collection & Disposal					
7	Audit/Legal/Training	\$ 4,553	\$ 25,000	\$ 20,447	Legal, Training not used
8	Collection Systems Maint.	\$ 43,045	\$ 64,000	\$ 20,955	Flushing & Maintenance not done
9	Treatment & Disposal	\$ 83,105	\$ 56,000	\$ (27,105)	Power use high
10	Infiltration Study	\$ 88,629	\$ -	\$ (88,629)	reimbursed by grants
11	Misc. Expenses	\$ 10,497	\$ 7,431	\$ (3,066)	Clothing purchases
Fiscal Services					
12	Interest on Bank Loans	\$ 13,101	\$ 25,000	\$ 11,899	Not needed
13	Transfers to Reserves	\$ 466,025	\$ 60,000	\$ (406,025)	\$285,000 future Capital Work, \$177,000 Connection Fees
14	Capital Fund Through Operating	\$ 342,831	\$ 637,000	\$ 294,169	
15	Capital fund Paid by Grants	\$ 1,497,742	\$ -	\$ (1,497,742)	As above

Town of Rothesay

General Fund Financial Statements

January 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 - January	G11
Project Funding - February - Draft	G12

Town of Rothesay

Balance Sheet - Capital General Fund 1/31/19

ASSETS

Capital Assets - General Land	4,405,176
Capital Assets - General Fund Land Improvements	7,807,424
Capital Assets - General Fund Buildings	5,201,476
Capital Assets - General Fund Vehicles	2,945,308
Capital Assets - General Fund Equipment	3,279,779
Capital Assets - General Fund Roads & Streets	38,084,963
Capital Assets - General Fund Drainage Network	18,927,550
Capital Assets - Under Construction - General	145,679
	<u>80,797,354</u>

Accumulated Amortization - General Fund Land Improvements	(2,921,491)
Accumulated Amortization - General Fund Buildings	(2,188,162)
Accumulated Amortization - General Fund Vehicles	(1,397,604)
Accumulated Amortization - General Fund Equipment	(1,061,677)
Accumulated Amortization - General Fund Roads & Streets	(19,207,276)
Accumulated Amortization - General Fund Drainage Network	(6,497,499)
	<u>(33,273,709)</u>

\$ 47,523,645

LIABILITIES AND EQUITY

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

Total Liabilities \$ 6,323,000

Investment in General Fund Fixed Assets 41,200,645

\$ 47,523,645

Town of Rothesay
 Balance Sheet - General Fund Reserves
 1/31/19

ASSETS

BNS General Operating Reserve #214-15	662,897
BNS General Capital Reserves #2261-14	2,085,302
BNS - Gas Tax Reserves - GIC	4,212,890
Gen Reserves due to/from Gen Operating	(897,951)
	<u>\$ 6,063,139</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	3,973,327
Invest. in General Capital Reserve	1,011,412
General Gas Tax Funding	229,072
Invest. in General Operating Reserve	670,544
Invest. in Land for Public Purposes Reserve	126,358
Invest. in Town Hall Reserve	52,427
	<u>\$ 6,063,140</u>

Town of Rothesay
 Balance Sheet - General Operating Fund
 1/31/19

CURRENT ASSETS

Cash	745,440
Receivables	462,108
HST Receivable	314,652
Inventory	29,645
Gen Operating due to/from Util Operating	240,183
Total Current Assets	<u>1,792,028</u>
Other Assets:	
Projects	<u>8,230</u>
	<u>8,230</u>
TOTAL ASSETS	<u><u>1,800,258</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	954,843
Other Payables	451,346
Gen Operating due to/from Gen Reserves	(897,951)
Gen Operating due to/from Gen Capital	660,000
Accrued Sick Leave	18,700
Accrued Pension Obligation	100,274
Accrued Retirement Allowance	395,220
Def. Rev-Quispamsis/Library Share	18,387
TOTAL LIABILITIES	<u><u>1,700,819</u></u>

EQUITY

Retained Earnings - General	(11,937)
Surplus/(Deficit) for the Period	<u>111,376</u>
	<u>99,439</u>
	<u><u>1,800,258</u></u>

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Town of Rothesay

Statement of Revenue & Expenditure
1 Months Ended 1/31/19

	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	1,336,919	1,336,918	0		16,043,021
Sale of Services	40,387	40,262	40,387	40,262	125		403,043
Services to Province of New Brunswick	5,000	5,000	5,000	5,000	0		60,000
Other Revenue from Own Sources	5,120	4,045	5,120	4,045	1,075		108,540
Unconditional Grant	10,183	10,183	10,183	10,183	0		122,190
Conditional Transfers	0	0	0	0	0		26,500
Other Transfers	76,706	76,706	76,706	76,706	0		1,076,706
	<u>\$1,474,314</u>	<u>\$1,473,114</u>	<u>\$1,474,314</u>	<u>\$1,473,114</u>	<u>\$1,200</u>		<u>\$17,840,000</u>
EXPENSES							
General Government Services	324,555	355,924	324,555	355,924	31,369		2,260,215
Protective Services	373,126	379,085	373,126	379,085	5,959		5,038,809
Transportation Services	379,583	362,917	379,583	362,917	(16,666)		3,444,029
Environmental Health Services	52,389	50,417	52,389	50,417	(1,972)		645,000
Environmental Development	29,043	39,557	29,043	39,557	10,514		649,680
Recreation & Cultural Services	203,919	221,105	203,919	221,105	17,186		2,049,910
Fiscal Services	323	333	323	333	11		3,752,357
	<u>\$1,362,938</u>	<u>\$1,409,338</u>	<u>\$1,362,938</u>	<u>\$1,409,338</u>	<u>\$46,400</u>		<u>\$17,840,000</u>
Surplus (Deficit) for the Year	<u>\$111,376</u>	<u>\$63,776</u>	<u>\$111,376</u>	<u>\$63,776</u>	<u>\$47,600</u>		<u>\$ 0</u>

Town of Rothesay
Statement of Revenue & Expenditure
1 Months Ended 1/31/19

	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	1,845	2,500	1,845	2,500	(655)		30,000
Town Hall Rent	4,350	4,167	4,350	4,167	183		50,000
Arena Revenue	33,496	33,216	33,496	33,216	281		245,678
Community Garden	0	0	0	0	0		1,300
Recreation Programs	696	380	696	380	316		76,065
	<u>40,387</u>	<u>40,262</u>	<u>40,387</u>	<u>40,262</u>	<u>125</u>		<u>403,043</u>
Other Revenue from Own Sources							
Licenses & Permits	2,237	2,917	2,237	2,917	(680)		95,000
Recycling Dollies & Lids	141	0	141	0	141		0
Interest & Sundry	1,793	417	1,793	417	1,376		5,000
Miscellaneous	950	712	950	712	238		8,540
	<u>5,120</u>	<u>4,045</u>	<u>5,120</u>	<u>4,045</u>	<u>1,075</u>		<u>108,540</u>
Conditional Transfers							
Canada Day Grant	0	0	0	0	0		1,500
Grant - Other	0	0	0	0	0		25,000
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>26,500</u>
Other Transfers							
Surplus of 2nd Previous Year	76,706	76,706	76,706	76,706	0		76,706
Utility Fund Transfer	0	0	0	0	0		1,000,000
	<u>76,706</u>	<u>76,706</u>	<u>76,706</u>	<u>76,706</u>	<u>0</u>		<u>1,076,706</u>
EXPENSES							
General Government Services							
Legislative							
Mayor	3,027	3,542	3,027	3,542	515		42,500
Councillors	9,675	10,092	9,675	10,092	417		121,100
Regional Service Commission 9	1,671	1,750	1,671	1,750	79		7,000
Other	200	708	200	708	508		8,500
	<u>14,572</u>	<u>16,092</u>	<u>14,572</u>	<u>16,092</u>	<u>1,519</u>		<u>179,100</u>
Administrative							
Office Building	6,857	7,075	6,857	7,075	218		136,500
Solicitor	447	4,167	447	4,167	3,720		50,000
Administration - Wages & Benefits	77,164	81,708	77,164	81,708	4,544		1,063,300
Supplies	20,874	24,341	20,874	24,341	3,467		114,000
Professional Fees	0	3,182	0	3,182	3,182		55,000
Other	17,539	21,193	17,539	21,193	3,654		159,319
	<u>122,881</u>	<u>141,666</u>	<u>122,881</u>	<u>141,666</u>	<u>18,785</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
G7							
Other General Government Services							
Community Communications	324	833	324	833	510		10,000
Civic Relations	0	333	0	333	333		4,000
Insurance	185,578	190,000	185,578	190,000	4,422		190,000
Donations	1,200	7,000	1,200	7,000	5,800		40,000
Cost of Assessment	0	0	0	0	0		250,996
Property Taxes - L.P.P.	0	0	0	0	0		8,000
	<u>187,102</u>	<u>198,167</u>	<u>187,102</u>	<u>198,167</u>	<u>11,065</u>		<u>502,996</u>
	<u>324,555</u>	<u>355,924</u>	<u>324,555</u>	<u>355,924</u>	<u>31,369</u>		<u>2,260,215</u>
Protective Services							
Police							
Police Protection	202,260	202,260	202,260	202,260	0		2,427,120
Crime Stoppers	0	0	0	0	0		2,800
	<u>202,260</u>	<u>202,260</u>	<u>202,260</u>	<u>202,260</u>	<u>0</u>		<u>2,429,920</u>
Fire							
Fire Protection	158,489	161,990	158,489	161,990	3,500		2,105,864
Water Costs Fire Protection	0	0	0	0	0		325,000
	<u>158,489</u>	<u>161,990</u>	<u>158,489</u>	<u>161,990</u>	<u>3,500</u>		<u>2,430,864</u>
Emergency Measures							
911 Communications Centre	12,377	12,377	12,377	12,377	(0)		148,525
EMO Director/Committee	0	833	0	833	833		10,000
	<u>12,377</u>	<u>13,210</u>	<u>12,377</u>	<u>13,210</u>	<u>833</u>		<u>158,525</u>
Other							
Animal & Pest Control	0	792	0	792	792		9,500
Other	0	833	0	833	833		10,000
	<u>0</u>	<u>1,625</u>	<u>0</u>	<u>1,625</u>	<u>1,625</u>		<u>19,500</u>
Total Protective Services	<u>373,126</u>	<u>379,085</u>	<u>373,126</u>	<u>379,085</u>	<u>5,959</u>		<u>5,038,809</u>

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G8

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Transportation Services							
Common Services							
Administration (Wages & Benefits)	137,993	140,945	137,993	140,945	2,952		1,776,862
Workshops, Yards & Equipment	53,500	54,009	53,500	54,009	508		594,104
Engineering	0	625	0	625	625		7,500
	<u>191,493</u>	<u>195,578</u>	<u>191,493</u>	<u>195,578</u>	<u>4,085</u>		<u>2,378,466</u>
Street Cleaning & Flushing							
Streets	0	1,000	0	1,000	1,000		40,000
Roads & Streets	226	3,000	226	3,000	2,774		65,000
Crosswalks & Sidewalks	269	714	269	714	445		20,563
Culverts & Drainage Ditches	0	5,417	0	5,417	5,417		65,000
Snow & Ice Removal	166,981	134,000	166,981	134,000	(32,981)	1	554,000
	<u>167,476</u>	<u>144,130</u>	<u>167,476</u>	<u>144,130</u>	<u>(23,346)</u>		<u>744,563</u>
Street Lighting							
	11,507	11,500	11,507	11,500	(7)		145,000
Traffic Services							
Street Signs	0	1,000	0	1,000	1,000		12,000
Traffic Lanemarking	0	0	0	0	0		30,000
Traffic Signals	2,052	3,333	2,052	3,333	1,281		40,000
Railway Crossing	1,409	1,667	1,409	1,667	258		20,000
	<u>3,461</u>	<u>6,000</u>	<u>3,461</u>	<u>6,000</u>	<u>2,539</u>		<u>102,000</u>
Public Transit							
Public Transit - Comex Service	0	0	0	0	0		66,000
KV Committee for the Disabled	5,500	5,500	5,500	5,500	0		5,500
Public Transit - Other	146	208	146	208	62		2,500
	<u>5,646</u>	<u>5,708</u>	<u>5,646</u>	<u>5,708</u>	<u>62</u>		<u>74,000</u>
Total Transportation Services	<u>379,583</u>	<u>362,917</u>	<u>379,583</u>	<u>362,917</u>	<u>(16,666)</u>		<u>3,444,029</u>
Environmental Health Services							
Solid Waste Disposal Land Fill	20,157	16,250	20,157	16,250	(3,907)		195,000
Solid Waste Disposal Compost	1,019	2,083	1,019	2,083	1,064		25,000
Solid Waste Collection	23,186	24,167	23,186	24,167	981		290,000
Solid Waste Collection Curbside Recycling	8,027	7,917	8,027	7,917	(111)		95,000
Clean Up Campaign	0	0	0	0	0		40,000
	<u>52,389</u>	<u>50,417</u>	<u>52,389</u>	<u>50,417</u>	<u>(1,972)</u>		<u>645,000</u>
Environmental Development Services							
Planning & Zoning							
Administration	28,415	32,265	28,415	32,265	3,850		460,200
Planning Projects	628	7,083	628	7,083	6,456		85,000
Heritage Committee	0	208	0	208	208		2,500
	<u>29,043</u>	<u>39,557</u>	<u>29,043</u>	<u>39,557</u>	<u>10,514</u>		<u>547,700</u>
Economic Development Comm, Tourism							
	0	0	0	0	0		98,780
	0	0	0	0	0		3,200
	0	0	0	0	0		101,980
	<u>29,043</u>	<u>39,557</u>	<u>29,043</u>	<u>39,557</u>	<u>10,514</u>		<u>649,680</u>

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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Recreation & Cultural Services							
Administration	21,786	18,404	21,786	18,404	(3,382)		259,500
Beaches	0	0	0	0	0		39,000
Rothesay Arena	25,809	29,299	25,809	29,299	3,490		332,680
Memorial Centre	5,437	4,083	5,437	4,083	(1,354)		57,000
Summer Programs	3	0	3	0	(3)		61,000
Parks & Gardens	26,225	37,475	26,225	37,475	11,250		585,700
Rothesay Common Rink	8,296	9,811	8,296	9,811	1,515		48,335
Playgrounds and Fields	1,443	5,750	1,443	5,750	4,307		110,000
Regional Facilities Commission	106,774	106,774	106,774	106,774	0		427,095
Kennebecasis Public Library	7,089	7,089	7,089	7,089	0		85,065
Special Events	1,057	2,333	1,057	2,333	1,277		36,000
PRO Kids	0	0	0	0	0		7,500
Rothesay Living Museum	0	86	0	86	86		1,035
	<u>203,919</u>	<u>221,105</u>	<u>203,919</u>	<u>221,105</u>	<u>17,186</u>		<u>2,049,910</u>
Fiscal Services							
Debt Charges							
Interest	323	333	323	333	11		198,857
Debenture Payments	0	0	0	0	0		1,033,000
	<u>323</u>	<u>333</u>	<u>323</u>	<u>333</u>	<u>11</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>323</u>	<u>333</u>	<u>323</u>	<u>333</u>	<u>11</u>		<u>3,752,357</u>

G9

2019March11OpenSessionFINAL_089

Town of Rothesay

Capital Projects 2019

General Fund

1 Months Ended 1/31/19

	Original BUDGET	Tender	Revisions	Amended Plan	CURRENT Y-T-D	Remaining Budget		Budget	Actual
General Government									
12010560 Town Hall Equipment Purchases G-2019-005	90,000			90,000	572	89,428			
12010660 IT MS Office/Server/Laptops G-2019-006	50,000			50,000	0	50,000			
Total General Government	140,000	0	0	140,000	572	139,428			
Protective Services									
12011560 Protective Serv. Equipment Purchases P-2019-007	306,000			306,000	3,195	302,805			
Total Protective Services	306,000	0	0	306,000	3,195	302,805			
Transportation									
12021360 Transportation Equipment Purchases T-2018-003	580,000			580,000	0	580,000	3/4T Pickup (R072)	60,000	
12023860 Engineering 2020 T-2020-001	60,000			60,000	0	60,000	1T Truck (R078)	70,000	
12025260 Trail Connector/Crossing T-2016-017	1,050,000			1,050,000	0	1,050,000	Single Axle Plough (R035)	225,000	
12026660 Asphalt/Microseal 2019 T-2019-001	1,795,000			1,795,000	0	1,795,000	Single Axle Plough (R038)	225,000	
12026860 Church Avenue Reconstruction T-2019-002	930,000			930,000	0	930,000		580,000	
Unassigned:									
Designated Highway	282,500								
Secondary Plan	500,000								
Total Transportation	5,197,500	0		4,415,000	0	4,415,000			
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	0	40,000			
12020860 Recreation Equipment Purchases R-2019-008	85,000			85,000	0	85,000	Truck	50,000	
12026360 Synthetic Turf Supply & Installation R-2018-012	400,000			400,000	0	400,000	Equipment	25,000	
12026760 McGuire Centre Renos R-2019-003	0			0	730	-730		85,000	
Total Recreation	625,000	0		625,000	730	624,270			
Total	\$ 6,268,500	\$ -		\$ 5,486,000	\$ 4,497	\$ 5,481,503			
Funding									
General Government	140,000					140,000			
Protective Services	306,000					40,500		265,500	
Transportation	4,415,000	70,625	930,000	211,875	1,985,000	500,000			
Recreation	625,000	350,000		700,000	225,000	400,000			
Total	\$ 5,486,000	\$ 420,625	\$ 930,000	\$ 911,875	\$ 2,390,500	\$ 1,165,500			

2019March11OpenSessionFINAL_090

Town of Rothesay

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

DRAFT!

	Original BUDGET	Tender	Revisions	Amended Plan	CURRENT Y-T-D	Remaining Budget		Budget	Actual
General Government									
12010560	Town Hall Equipment Purchases G-2019-005	90,000		90,000	572	89,428			
12010660	IT MS Office/Server/Laptops G-2019-006	50,000		50,000	0	50,000			
	Total General Government	140,000	0	0	140,000	572	139,428		
Protective Services									
12011560	Protective Serv. Equipment Purchases P-2019-007	306,000		306,000	3,195	302,805			
	Total Protective Services	306,000	0	0	3,195	302,805			
Transportation									
12021360	Transportation Equipment Purchases T-2018-003	580,000		580,000	0	580,000	3/4T Pickup (R072)	60,000	
12023860	Engineering 2020 T-2020-001	60,000		60,000	0	60,000	1T Truck (R078)	70,000	
12025260	Trail Connector/Crossing T-2016-017	1,050,000		1,050,000	0	1,050,000	Single Axle Plough (R035)	225,000	
12026660	Ashphalt/Microseal 2019 T-2019-001	1,795,000		1,795,000	0	1,795,000	Single Axle Plough (R038)	225,000	
12026860	Church Avenue Reconstruction T-2019-002	930,000		930,000	0	930,000		580,000	
	Unassigned:								
	Designated Highway	282,500							
	Secondary Plan	500,000							
	Total Transportation	5,197,500	0	4,415,000	0	4,415,000			
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	0	40,000			
12020860	Recreation Equipment Purchases R-2019-008	85,000		85,000	0	85,000	Truck	60,000	
12026360	Synthetic Turf Supply & Installation R-2018-012	400,000		400,000	0	400,000	Equipment	25,000	
12026760	McGuire Centre Renos R-2019-003	0		0	730	-730		85,000	
	Total Recreation	625,000	0	625,000	730	624,270			
Total									
	\$ 6,268,500	\$ -		\$ 5,486,000	\$ 4,497	\$ 5,481,503			
Funding									
	Revised 2019	Reserves	Gas Tax/Infrastructure	Grants	Operating	Borrow			
General Government	140,000				140,000				
Protective Services	306,000				40,500	265,500			
Transportation	4,415,000	70,625	930,000	211,875	1,985,000	500,000			
Recreation	625,000	350,000		700,000	225,000	400,000			
	\$ 5,486,000	\$ 420,625	\$ 930,000	\$ 911,875	\$ 2,390,500	\$ 1,165,500			

Town of Rothesay

Utility Fund Financial Statements

January 31, 2019

Attached Reports:

Capital Balance Sheet

U1

Reserve Balance Sheet

U2

Operating Balance Sheet

U3

Operating Income Statement

U4

Variance Report

N/A

Project Listing - January

U6

Project Listing - February - Draft!

U7

Town of Rothesay
Capital Balance Sheet
As at 1/31/19

ASSETS

Assets:

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

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

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

LIABILITIES

Current:

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

Long-Term:

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

EQUITY

Investments:

Investment in Fixed Assets	28,264,248
Total Equity	<u>28,264,248</u>

TOTAL LIABILITIES & EQUITY	<u><u>36,764,974</u></u>
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Town of Rothesay
Utility Reserve Balance Sheet
As at 1/31/19

ASSETS

Assets:	
Bank - Utility Reserve	1,099,874
Due from Utility Operating	93
TOTAL ASSETS	<u>\$ 1,099,967</u>

EQUITY

Investments:	
Invest. in Utility Capital Reserve	758,943
Invest. in Utility Operating Reserve	102,849
Invest. in Sewage Outfall Reserve	238,176
TOTAL EQUITY	<u>\$ 1,099,968</u>

Town of Rothesay
 Utilities Fund Operating Balance Sheet
 As at 1/31/19

ASSETS

Current assets:		
Accounts Receivable - Net of Allowance		613,550
Accounts Receivable - Misc.		1,200
Accounts Receivable - Projects		537,430
Total Current Assets		<u>1,152,180</u>
Other Assets:		-
TOTAL ASSETS		<u>\$ 1,152,180</u>

LIABILITIES

Accrued Payables		43,648
Due from General Fund		240,183
Due from (to) Capital Fund		700,000
Due to (from) Utility Reserve		93
Deferred Revenue		18,685
Total Liabilities		<u>1,002,609</u>

EQUITY

Surplus:		
Opening Retained Earnings		180,599
Profit (Loss) to Date		(31,028)
		<u>149,571</u>
TOTAL LIABILITIES & EQUITY		<u>\$ 1,152,180</u>

Town of Rothesay
 (Utilities Operating Income Statement)
 1 Months Ended 1/31/19

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	0	0	0	0	0		1,050,000
Meter and non-hookup fees	0	0	0	0	0		42,100
Water Supply for Fire Prot.	0	0	0	0	0		325,000
Local Improvement Levy	0	0	0	0	0		59,000
Sewerage Services	0	0	0	0	0		1,610,000
Connection Fees	0	0	0	0	0		70,000
Interest Earned	7,880	4,167	7,880	4,167	3,713		50,000
Misc. Revenue	525	182	525	182	343		2,187
Surplus - Previous Years	11,713	11,713	11,713	11,713	0		11,713
TOTAL RECEIPTS	20,118	16,062	20,118	16,062	4,056		3,220,000
WATER SUPPLY							
Share of Overhead Expenses	0	0	0	0	0		400,000
Audit/Legal/Training	97	708	97	708	611		11,500
Purification & Treatment	33,867	31,750	33,867	31,750	(2,117)		357,000
Transmission & Distribution	3,397	6,667	3,397	6,667	3,270		112,000
Power & Pumping	3,313	3,500	3,313	3,500	187		42,000
Billing/Collections	97	333	97	333	237		4,000
Water Purchased	0	50	0	50	50		600
Misc. Expenses	130	1,000	130	1,000	870		12,000
TOTAL WATER SUPPLY	40,901	44,008	40,901	44,008	3,107		939,100
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	0	0	0	0	0		600,000
Audit/Legal/Training	487	1,000	487	1,000	513		19,000
Collection System Maintenance	544	2,667	544	2,667	2,122		64,000
Sewer Claims	438	1,667	438	1,667	1,229		20,000
Lift Stations	2,013	3,500	2,013	3,500	1,487		42,000
Treatment/Disposal	5,708	6,250	5,708	6,250	542		92,000
Misc. Expenses	1,054	625	1,054	625	(429)		7,502
TOTAL SWGE COLLECTION & DISPOSAL	10,244	15,709	10,244	15,709	5,464		844,502
FISCAL SERVICES							
Interest on Long-Term Debt	0	0	0	0	0		330,261
Principal Repayment	0	0	0	0	0		436,137
Transfer to Reserve Accounts	0	0	0	0	0		70,000
Capital Fund Through Operating	0	0	0	0	0		600,000
TOTAL FISCAL SERVICES	0	0	0	0	0		1,436,398
TOTAL EXPENSES	51,146	59,717	51,146	59,717	8,571		3,220,000
NET INCOME (LOSS) FOR THE PERIOD	(31,028)	(43,655)	(31,028)	(43,655)	12,627		0

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Town of Rothesay

Statement of Revenue & Expenditure
12 Months Ended 31/12/2018

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Warrant of Assessment	1,292,771	1,292,771	15,513,249	15,513,249	0		15,513,249
Sale of Services	35,735	41,046	400,727	391,055	9,672		391,055
Services to Province of New Brunswick	28,085	5,000	83,085	60,000	23,085		60,000
Other Revenue from Own Sources	436,492	4,291	716,770	117,425	599,345		117,425
Unconditional Grant	10,133	10,133	121,598	121,594	4		121,594
Conditional Transfers	156,373	0	199,843	21,500	178,343		21,500
Other Transfers	385,000	235,000	1,200,177	1,050,177	150,000		1,050,177
	<u>\$2,344,589</u>	<u>\$1,588,241</u>	<u>\$18,235,449</u>	<u>\$17,275,000</u>	<u>\$960,449</u>		<u>\$17,275,000</u>
EXPENSES							
General Government Services	269,155	204,819	2,105,452	2,129,216	23,764		2,129,216
Protective Services	350,106	352,632	4,799,655	4,810,037	10,382		4,810,037
Transportation Services	544,677	344,410	3,996,855	3,405,473	(591,382)		3,405,473
Environmental Health Services	48,181	47,750	603,012	613,000	9,988		613,000
Environmental Development	38,398	47,853	559,979	638,122	78,143		638,122
Recreation & Cultural Services	143,036	114,383	1,990,655	1,999,348	8,693		1,999,348
Fiscal Services	3,266,506	2,958,715	4,029,923	3,679,803	(350,120)		3,679,803
	<u>\$4,660,060</u>	<u>\$4,070,561</u>	<u>\$18,085,530</u>	<u>\$17,274,998</u>	<u>-\$810,532</u>		<u>\$17,274,998</u>
Surplus (Deficit) for the Year	<u>-\$2,315,471</u>	<u>-\$2,482,320</u>	<u>\$149,918</u>	<u>\$2</u>	<u>\$149,917</u>		<u>\$ 2</u>

Town of Rothesay

Capital Projects 2018
Utility Fund
1 Months Ended 1/31/19

	Original BUDGET	CURRENT Y-T-D	Remaining Budget
WATER			
12043430 Well Development - Quality W-2018-003	300,000	0	300,000
12044330 Hillsvie/Shadow Hill Watermain W-2018-002	450,000	0	450,000
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>\$ -</u>	<u>\$ 925,000</u>

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

Unassigned

Total Approved

<u>2,635,000</u>	<u>-</u>	<u>2,635,000</u>
------------------	----------	------------------

Carryovers

Funded from Reserves

	<u>0</u>	
<u>2,635,000</u>	<u>-</u>	<u>2,635,000</u>

Funding:

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

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Town of Rothesay

Capital Projects 2019

Utility Fund

2 Months Ended 2/28/19

DRAFT!

		Original BUDGET	CURRENT Y-T-D	Remaining Budget
WATER				
12043430	Well Development - Quality W-2018-003	300,000	0	300,000
12044330	Hillsview/Shadow Hill Watermain W-2018-002	450,000	0	450,000
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>\$ -</u>	<u>\$ 925,000</u>

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

Unassigned

Total Approved

<u>2,635,000</u>	<u>15,680</u>	<u>2,619,320</u>
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Carryovers

Funded from Reserves

<u>0</u>		
<u>2,635,000</u>	<u>15,680</u>	<u>2,619,320</u>

Funding:

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

TOWN OF ROTHESAY

FINANCE COMMITTEE

February 21, 2019

In attendance:

Councillor Grant Brenan, Chairman

Councillor Don Shea

Town Manager John Jarvie

Treasurer Doug MacDonald

Financial Officer Ellen K. Steeves

NO QUORUM

Discussion only.

The meeting was called to order at 8:20.

Treasurer MacDonald reviewed the December 2018 financial statements. These statements are our internal statements; there will be the audited statements with PSAS entries and then Consolidated statements, which will include our share of the Fire and Police Departments and the Library. The General Fund surplus is more than we had anticipated, but it will be brought forward in 2020. The same issue is evident in Utilities. The final costs of the flood, over and above DFA and insurance is approximately \$160,000.

The status of the MCBB loan application was discussed. The Hillsview/Shadowhill projects were not included in our latest borrowing application as funds should already be available. Actual borrowing required for Church Avenue will be determined once engineering estimates are finalized.

Treasurer MacDonald reviewed the January 2019 financial statements. The Salt & Sand account is the only budget overage to the end of January.

There was a brief discussion on the status of funding for the WWTP.

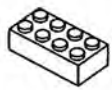
The donation requests submitted will be forwarded for Council's review.

Treasurer MacDonald advised the committee there were emergency expenditures for a water break. The final cost is to be determined.

The compliance report was accepted.

The next meeting is set for March 21, 8:30. The meeting adjourned at 9:10.

Amazeatorium



Let's all **PLAY** together!



Saturday, April 13th, 2019 ● Harbour Station, Saint John

The Amazeatorium is a unique annual event that mobilizes the Saint John community to experience the educational power of **playing together**. Organized by Touchstone Academy, the Amazeatorium brings together a broad spectrum of passionate professionals - scientists, engineers, artists, doctors, musicians, farmers, athletes, filmmakers, park rangers, dancers, and architects to name just a few - who are willing to share their expertise with children via playful activities. Together, we transform the floor of Harbour Station into an amazing interactive learning landscape. Children explore activities hosted by close to 100 local businesses and community organizations. Families discover many different recreational and extracurricular programs - everything from music, sports, art, science, robotics, and so much more!

The support of local businesses and individuals makes the Amazeatorium possible. Each year, hundreds of tickets are donated to schools and other organizations. We need your help to make the Amazeatorium accessible to all children and families in our community. **Thank you!**



Ticket Bundle Order Form

Name: _____ Company Name: _____ Mailing address: _____

Phone Number: _____ Email Address: _____

CIRCLE YOUR SELECTED BUNDLE:

Small Bundle (25 tickets)
\$325

Medium Bundle (40 tickets)
\$500

Large Bundle (80 tickets)
\$975

OR DESIGNATE A CUSTOM SIZE: tickets. (write in requested number)

COST: \$ _____

Custom Bundle pricing:
12 - 24 tickets: \$13.50 per ticket
81 - 100 tickets: \$12 per ticket

Donated bundles may be distributed via your own connection to a school (eg. PALS) or other organization. Or if you prefer, we can allocate your bundle to a suitable group and distribute the tickets in your name.

These tickets will be donated to: _____ OR Please distribute these tickets on my behalf.
(recipient school/organization)

Payment:

Provide credit card details here or call us with payment info. Cheques can be made out to Touchstone Academy and mailed to: 68a Hampton Road, Rothesay, NB E2E 6L5

Credit Card Info:	Name on Card: _____
Card # _____	Exp Date: _____

Questions? Call Julie Atkinson, (506) 847-3038 or email Julie@Amazeatorium.com

SKY ATHLETICS 2018-19 YEARBOOK

ADVERTISING KIT

Cost effectively reach a committed group of 100 athletes and their families with a unique advertising opportunity.

Get interactive with potential customers through social media, QR codes, social media or creative call-to-action ads.

Help Sky Athletics Athletes fund raise to attend an international competition in Florida in May 2019.

The Sky Athletics Yearbook is printed in full colour and will be approximately 30 pages.

There are a limited number of ads for each size and type.

SIZES, QUANTITIES & PRICE

AD TYPE	Size (inches)	Quantity Available	Price
Business Card Horizontal	3.5x2.16	10	\$250
Business Card Vertical	2.16x3.5	10	\$250
1/2 Page Horizontal	7.5x5.25	4	\$400
Page Sponsor	Name & Link	10	\$100
Inside Back Cover	7.5x10.5	1	\$800
Double Page Spread	15x10.5	1	\$1200
QR Codes	Name & Link	10	\$150
Social Media Link	Description & Link	10	\$150
Ad Creation	Description & logo		\$50

BOOK AND PAY FOR YOUR AD BY MARCH 22, AND GET A BONUS SHOUT OUT ON THE SKY ATHLETICS FACEBOOK PAGE WITH MORE THAN 1700 FOLLOWERS



WHAT YOU GET

- Full Colour Ads
- Minor Ad Adjustments
- Interactive Ads

***BOOKING DEADLINE:
April 5, 2019***

***ARTWORK DEADLINE:
April 18, 2019***

PRINTING: June 1, 2019



SKY ATHLETICS & SHOOTING STARS BOOSTER CLUB

Sky Athletics is New Brunswick's premier All-Star Cheerleading gym located in Quispamsis with more than 110 competitive athletes.

Shooting Stars is a not-for-profit volunteer committee that supports the Sky Athletics All-Star program families by offering fundraisers and events.

Fundraisers are used to defray the costs of competition fees, uniforms, and other expenses for all members.

The yearbook advertising program is specifically raising funds to offset travel costs for Sky's Elite Athletes to participate in THE ONE Cheer and Dance Finals in Florida in May 2019.

TERMS & CONDITIONS

- All advertising bookings must be confirmed in writing via email.
- Advertising Space is confirmed on a first come first served basis
- Finished artwork must be submitted according to specifications listed in the Advertising Kit.
- Cancellations will only be accepted in writing and must be received before the booking deadline.
- Cancellation of an advertisement after the booking deadline will incur a cancellation fee of 50% of the advertising fee for that advertisement.
- Advertisements are accepted subject to the approval of Sky Athletics owners. Sky reserves the right to cancel or reject advertising deemed not to be in line with its objectives.
- Advertisements are accepted for publication on the condition the advertiser indemnifies the publisher and its volunteers and contractors against all actions, suits, claims, loss and/or damage and expenses resulting from anything published by the advertiser.
- Sky Athletics is not liable for any loss or damage incurred by an advertiser as a result of any failure or delay in the distribution of the Year Book.
- If payment has not been received for an advertisement by the deadline date for material, that advertisement will not be published and the cancellation fee will apply.
- Where an advertisement is not published through no fault of the advertiser, the advertising fee that has been paid will be refunded.

SPECIFICATIONS

PRINT ADS: Advertisement material is to be supplied as a High Resolution min 300 dpi in a PDF file format via email.

SOCIAL OR QR CODE ADS: Advertiser's URL, SnapChat, Instagram, or Facebook must link directly to the designated page and be sent via email. A QR code will be created or social media platform logo will link to the designated web location.

Business Card Horizontal

2.16 in x 3.5 in
or
5.49 cm x 8.89 cm

QR CODE EXAMPLE



Hail, Remember
Day 2 Niagara Falls?
Snap to see more!

Business Card Vertical

3.5 in x 2.16 in
or
8.89 cm x 5.49 cm

Email or Call Today to BOOK your Ad Space!

**Email: Travel.ShootingStars@gmail.com
or call Michelle at 636-1110**

2019March11OpenSessionFINAL_103

Hello everyone!

We had a great event the last two years, with participation from various community leaders, including some of you. Wayne and Denise Long have already committed once again to participate in the battle.

We are hoping to engage some new leaders, including you, and potentially throw out some challenges to MP's, MLA's, Councils, emergency services organizations, media personalities, allied healthcare professionals, business/community leaders and others. If you have any ideas on other potential battlers, please let me know.

The event will take place on Saturday March the 16th at 7pm at The Saint John Trade and Convention Center

The great news is that we have 97.3 the Wave/Country 94 on board as a media partner, Quality Respiratory Care and Wayne Long as sponsors, Dennis Hunt as MC, and the drag queens from Halifax will be coming again to join us as judges.

Before launching the event in the next two weeks, I'm hoping to secure a few more sponsors and at least 5 more high profile community members to participate in the battle.

This will be a fun evening and an opportunity to let loose and strut your stuff.

I'm reaching out to you as one of my valued community members and friends to ask for your support in one of the following ways:

- Becoming an event sponsor (Partnership proposal attached)
- Purchase a table of 8 for \$240 dollars.
- You, a group of your friends or someone in your team becoming a participant in the battle.
- Helping to recruit a few community leaders to participate in the battle

I hope that you will be one of the first to sign up, as well as help challenge other potential participants.

It is a fun event and all funds raised will go towards improving the quality of life of those affected by neuromuscular disorders.

Please let me know if you would be interested or if you have any questions.

Thanks,

Jeff

Jeff Sparks

Director, Volunteer Engagement and Human Resources
Talent Team

Partnership Proposal



**A Fundraiser in Support of Team Sparks
in the Saint John Walk for Muscular Dystrophy**

Who is Muscular Dystrophy Canada

Vision

To find a cure for neuromuscular disorders in our lifetime.

Mission

Muscular Dystrophy Canada's mission is to enhance the lives of those affected with neuromuscular disorders by continually working to provide ongoing support and resources while relentlessly searching for a cure through well funded research.

Founded in 1954, Muscular Dystrophy Canada provides support to people affected by a neuromuscular disorder.

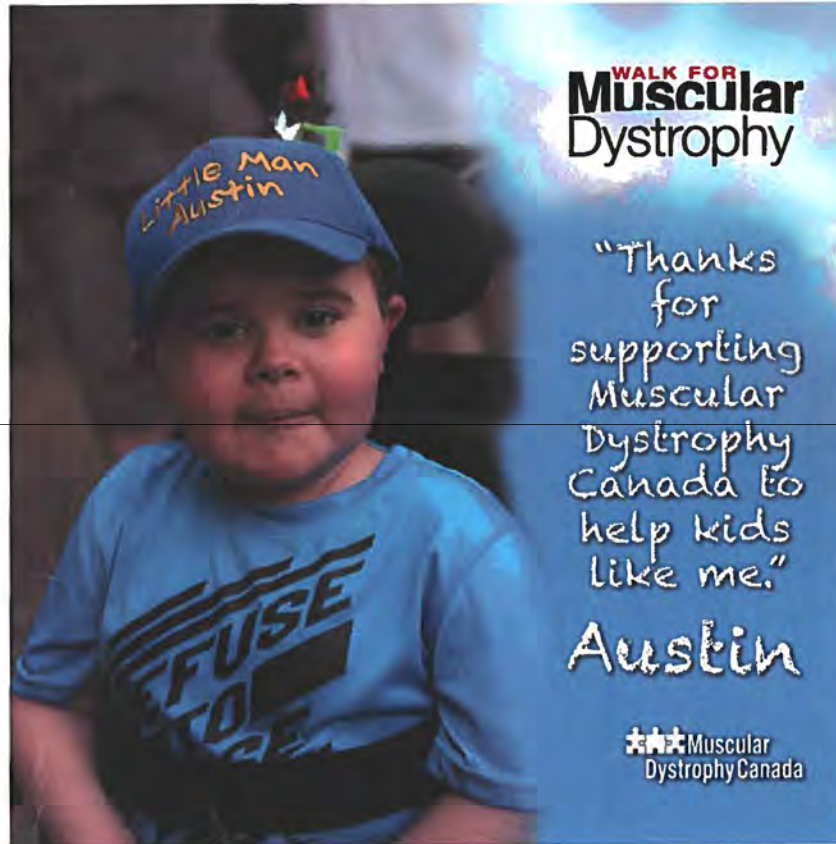
We provide education, resources, opportunities for growth, advocacy, help with the purchase of assistive devices and mobility equipment and research funding for a cure.

Sponsorship Opportunities

Bringing Your Brand to Life

Enjoy brand visibility and promotion at our event through online and print communications as well as a customized presence which could include:

- Logo featured on our event Facebook page
- Logo/name featured on local advertising
- Logo on print promotional materials-posters
- Recognition in regional press releases and in local media (where possible)
- Logo in event program
- Reserved table of 8 (for sponsors valued over \$500.00)



“Thank you so much for hosting us at such a lovely event.

We have been buzzing here about the venue, the performances and the fantastic auction items that we took home!”

~ 2017 Attendee

Contact: Jeff Sparks
National Director, Volunteer Engagement and Human Resources
13 Minstrel Drive, Quispamsis, NB E2E 1S5
Jeff.sparks@muscle.ca
Cell (506) 639-7871



ROTHESAY

Works and Utilities Committee Meeting
2019 March 11 Open Session FINAL - 108
Wednesday, February 20, 2019
Rothesay Town Hall – Sayre Room
5:30 p.m.



DRAFT

PRESENT: DEPUTY MAYOR ALEXANDER
COUNCILLOR MIRIAM WELLS
SCOTT SMITH
PETER GRAHAM
PAUL BOUDREAU
MARK McALOON

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

ABSENT: TRUDY COSTELLO

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

1. APPROVAL OF AGENDA

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

CARRIED.

2. APPROVAL OF MINUTES

MOVED by P. Boudreau and seconded by Counc. Wells the minutes of 23 January 2019 be adopted as circulated.

CARRIED.

3. DELEGATIONS

N/A

4. REPORTS & PRESENTATIONS

N/A

5. UNFINISHED BUSINESS

5.1 Capital Projects Summary
RECEIVED FOR INFORMATION.

5.2 Station Road

➤ 4 February 2019 Report from DO McLean

Chairperson Alexander noted the report from DO McLean was reviewed at the February 11, 2019 Council meeting. He reported Council expressed interest in deferring the item until feedback has been received from residents in the area. S. Smith expressed concern that the letter to residents does not explain the safety concerns that prompted the discussion. Town Manager Jarvie clarified that the letter has not been delivered at this time.

Counc. Wells expressed concern that the proposed change will require two property owners on Station Road, between Rothesay Park Road and the Rothesay Corner intersection, to travel an extended route to access their properties. It was noted the purpose of the proposed change is to

alleviate safety concerns with congestion at a busy intersection. It was suggested traffic counts and the benefits to public safety be included in the letter to impacted residents. In response to an inquiry, the Committee expressed interest in pursuing the amendment to traffic flow on Station Road contingent upon inclusion of the suggested revisions in the letter to residents. DO McLean proposed the possibility of maintaining a two-way traffic flow on the portion of Station Road, between the Rothesay Corner intersection and Rothesay Park Road, while restricting egress to the Rothesay Corner intersection. This will permit access to the two properties and ensure the proposal has the same outcome as if the entirety of Station Road was a one-way street. He further noted restricting egress to the Rothesay Corner intersection could be achieved through the installation of “No Exit” signage or the extension of the curb adjacent to 3219 Rothesay Road. It was noted extending the curb will also discourage vehicles from traveling through the parking lot of 3219 Rothesay Road to exit Station Road onto Rothesay Road. There was discussion with respect to safety concerns regarding the existing dangerous traffic behavior at the Rothesay Corner intersection. DO McLean advised the area was previously flagged as a concern; it is not anticipated the proposal will solve all traffic concerns in the area; however the amendment to traffic flow is expected to provide a cost efficient solution to reduce safety concerns until a structural solution can be implemented.

6. CORRESPONDENCE FOR ACTION

N/A

7. NEW BUSINESS

7.1 Local Improvement Levy – discussion

- Excerpt from *Local Governance Act*, SNB 2017, c 18
 - Hillsvie Crescent
 - ShadowHill Court
 - Mulberry Lane

Town Manager Jarvie advised new legislation allows municipalities to calculate contributions to local improvement levies using various options as opposed to solely the frontage of properties. He noted the projects on Hillsvie Crescent and Shadowhill Court require replacement of substandard watermains developed as a private system and acquired by the Town prior to amalgamation, whereas residents have requested the Town assume ownership of Mulberry Lane, however to do so improvements must be made to the road in order to meet Town standards. He requested the Committee provide feedback regarding equitable contributions to proposed local improvement levies for the aforementioned projects. He elaborated questioning what percentage property owners should pay, how much the Town should contribute, and how should the property owners' relative share be calculated.

Town Manager Jarvie advised the revenue collected from meter and connection fees is typically allocated to capital projects such as the replacement of watermains. Since the watermains on Hillsvie Crescent and Shadowhill Court were designed on a single meter system the residents experience significant cost savings by sharing the overall cost for a single meter, as opposed to individual meters for each property, as well as sharing the total fixed charge. A local improvement levy is proposed as an equitable solution to allow property owners in the area, that directly benefit from the project, to bear the cost rather than all Town utility users. It was further noted calculations of water usage in the area of Hillsvie Crescent indicate there may be leaks in the system. Thus,

replacing the watermain will not only ensure the system meets current standards but it is expected residents will save additional costs by a reduced overall water consumption charge.

There was a lengthy discussion with respect to how to allocate the cost of the projects to impacted property owners equitably. The Committee agreed the cost of the Hillsvie Crescent and Shadowhill Court project should be divided by the number of units as the area and frontage of all the properties are similar. Since the size, frontage, and tax assessment of the properties on Mulberry Lane vary, there was consensus to divide the cost equally amongst the owners as all properties benefit equally from the project. Town Manager Jarvie noted the Town owns property on Mulberry Lane and will adequately contribute to the local improvement levy as an owner. He added this method will result in a total upfront charge to the property owners of \$5,145.71 or an annual charge of \$305.21 payable over a 30 year period.

There was discussion with respect to the existing condition of the road, snow removal, maintenance of private roads, ownership of Mulberry Lane, anticipated transfer cost, and impending work to elevate Cameron Road to mitigate flood concerns.

S. Smith inquired if the Town investigated the possibility of installing meters on each property in the Hillsvie Crescent and Shadowhill Court area to ensure residents contribute adequate fixed charge costs and meter rental costs. DO McLean advised the work required to modify the system to ensure each property has a meter would increase the cost significantly. He added the current water loss in the area is adding unnecessary costs to utility users for water treatment. There was a lengthy discussion with respect to total cost, additional costs to install individual meters, an advantage to fire protection services with the installation of individual meters, and anticipated interest amongst homeowners. It was noted the matter is before the Committee to gauge a preference for calculating an equitable distribution of cost amongst the Town and residents in the area. It is expected the matter will be discussed with Council, the Homeowner’s Association, as well as the property owners in the near future. There was further discussion regarding options and potential outcomes. S. Smith commented on the importance of notifying residents of all options available.

8. CORRESPONDENCE FOR INFORMATION

N/A

9. DATE OF NEXT MEETING

The next meeting will be Wednesday, March 20, 2019.

10. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 7:00 p.m.

CHAIRPERSON

RECORDING SECRETARY



2019March11OpenSessionFINAL_111

BUILDING PERMIT REPORT

2/1/2019 to 2/28/2019

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
02/04/2019	BP2018-00190	RENFORTH WHARF	DECK	\$95,490.00	\$696.00
02/05/2019	BP2018-00200	62 RIVER RD	WINDOWS	\$3,200.00	\$29.00
02/07/2019	BP2018-00212	2 GROVE AVE	STORAGE SHED	\$1,500.00	\$20.00
02/05/2019	BP2019-00003	130 HAMPTON RD	NEW RETAIL (RENOVATIONS)	\$140,000.00	\$1,015.00
02/05/2019	BP2019-00006	45 BROADWAY ST	RENOVATION	\$12,000.00	\$87.00
02/20/2019	BP2019-00012	4 ARENA LN	ELECTRICAL UPGRADE	\$1,000.00	\$20.00
Totals:				\$253,190.00	\$1,867.00
Summary for 2019 to Date:				\$365,807.00	\$2,699.00

2018 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$189,050.00	\$1,395.75
Summary to Date:	\$373,450.00	\$2,779.00

**ROTHESAY****INTEROFFICE MEMORANDUM**

TO : Mayor Grant & Council
 FROM : John Jarvie
 DATE : 6 March 2019
 RE : Capital Project – Status Report

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

	PROJECT	BUDGET	\$ TO 28/02/19*	COMMENTS
2016	Secondary Plan – Hillside area	52,000	70%	Concepts being developed;
	General Specification for Contracts	40,000	40%	draft document under review by staff
2018 Projects	WWTP Phase II design	1.4M ¹	-	Funding application submitted
	Fields & Trails	40,000	85%	Wells rustic trails underway
	Iona/Erisky upgrade	680,000	116%	Project substantially complete
	SCADA upgrade	35,000	-	New technology based on internet – in progress
	Fox Farm Rd retaining wall	125,000	90%	Complete
	2019 Resurfacing design	60,000	75%	Survey complete, prel design complete, tender March 18
	IT upgrades	90,000	60%	MS Office upgraded
	Fleet Replacement	620,000	83%	1T plow truck ordered
	Trail link R/O	100,000	-	Partial estimate
	Capital Asset Management Plan	65,200	100%	FCM grant – underway
	Protective Services	81,500	63%	KVFD
	Designated Highways 2019	282,500	-	Subject to grants
	Trail & sidewalk connector Wells	\$1.05M	-	Subject to grants
	Protective Services (KVFD)	306,000	1%	Truck, miscellaneous
	Town Hall	90,000	3%	Includes Hive
	IT equipment & Software	50,000	-	
	2019 street resurfacing	1.37M	-	Tender to be advertised March 18.
	Curb & Sidewalks (Marr Road)	425,000	-	To be included in the 2019 resurfacing project.
	Drainage (Church Ave)	1.75M	-	Includes Church Ave utilities – tender date pending borrowing authority – expected to be March 18th
	Fleet/Equipment	665,000	-	
	Rothesay Arena	110,000	-	
	Arthur Miller Field resurfacing	400,000	-	Lower field – Tender awarded, installation pending weather
	Trails	40,000	-	Wells & Link to Quispamsis
	2020 Resurfacing design	60,000	-	Street list preparation in progress
	Secondary Plan road design	50,000	-	Wiljac – design engagement on March agenda
	Hillsview/Shadow Hill Court water	450,000	1%	Water main replacement, RFP awarded, design underway
Turnbull Court Design	75,000	-	RFP to be posted to NBON on March 12	
Water quantity	300,000	-	RFP to be posted to NBON on March 12	

* Funds paid to this date.

¹ Subject to Build Canada funding

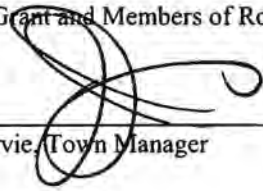


70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
March 11, 2019

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: March 6, 2019

SUBJECT: "Rothesay Corner" Intersection

RECOMMENDATION

It is recommended that Council receive the following report for information.

ORIGIN

A citizen inquired about the possibility of signage and/or additional traffic flow amendments to alleviate congestion and possible conflict at the intersection of Rothesay Road/ Gondola Point Road/ Hampton Road/ Station Road known as "Rothesay Corner".

BACKGROUND

The citizen concern/request was reviewed by the Works and Utilities Committee at a meeting in the fall of 2018. The recommendation from the Committee was for the Director of Operations to explore the possibility of changing Station Road from "Rothesay Corner" to Rothesay Park Road to a one-way street from its current two-way status. This change would, according to Committee members, potentially relieve congestion by redirecting Station Road traffic from the "Rothesay Corner" intersection to the Station Road/ Gondola Point Road intersection where geometry and sightlines are better. The implications of such a change were discussed by Committee members at their meeting on January 23, 2019 and a recommendation to move forward with the changes was included with the minutes from that meeting.

Council discussed the recommendation at their meeting of February 11, 2019. There were questions concerning access to specific points in the area that were not completely clear from the graphic supplied to Council. Council tabled the matter pending further information. The matter was again included on the Works and Utilities Committee agenda in February. The discussion by the Committee generated answers to Council's questions and

a potential solution to Council’s concerns. The attached, updated graphic depicts controlling the exit from Station Road as opposed to restricting directionality of traffic flow on the Station Road.

DISCUSSION

The “Rothesay Corner” Intersection is a high volume intersection with less than desirable geometry of the various intersection legs. Staff has, in past years, reviewed the possibility of implementing a roundabout in this location to better manage the approach angles, improve flow and relieve congestion. The cost of such a solution was significant and would have involved the loss or relocation of a historically significant structure adjacent to the intersection.

The current proposal to eliminate access from Station Road into the intersection would have a two pronged effect; it would eliminate the input leg of the intersection with the worst approach angle and would decrease volume through the intersection assuming that some vehicles would reach Hampton Road, Gondola Point Road and Rothesay Road destinations via alternate routes.

The proposal would include the following signage additions at the “Rothesay Corner” intersection:

- 1) a sign for no left turn from Rothesay Road onto Station Road at the “Rothesay Corner” intersection;
- 2) a Sign for no entry from Hampton Road to Station Road at the “Rothesay Corner” intersection;
- 3) a sign for no entry from Station Road into the “Rothesay Corner” intersection,


as well as a realignment of the concrete curb from Rothesay Road onto Station Road.

The Committee’s motion includes a recommendation to notify local residents in writing and allow time for concerns to be brought forward. A letter and associated schematic will be delivered to area residents and comments will be received by the Clerk’s office until May 8, 2019 at noon, the deadline to be included as part of the May Council Agenda. In order to allow time for residents to receive the information and submit comments, staff suggest that Council delay dealing with the Committee’s (January) motion until May.

FINANCIAL IMPLICATIONS

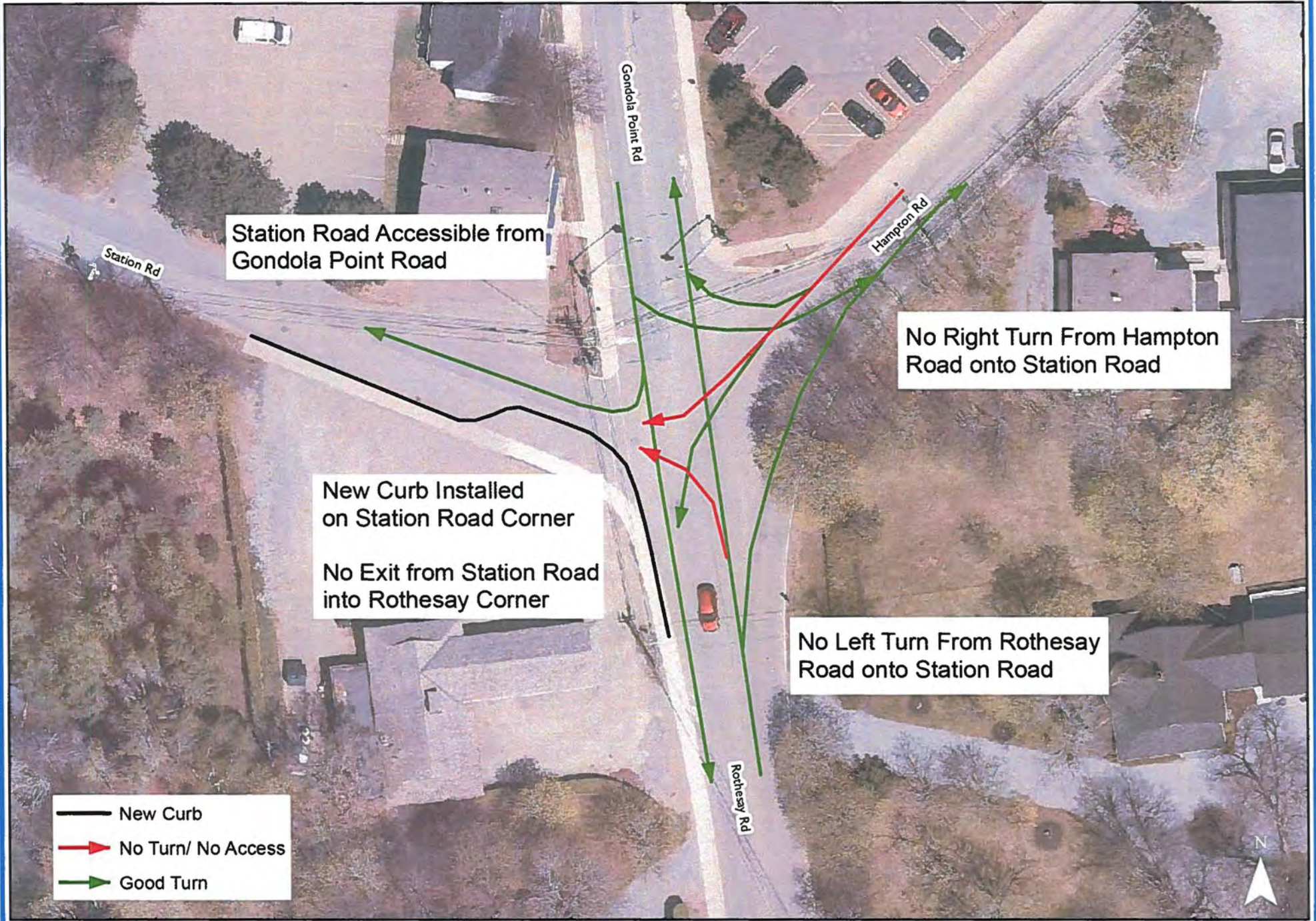
The financial implications of this change would be limited to minor curb installation, signage and paint marking changes and public engagement to alert motorists to the change; all of which can be completed by staff.

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).

2019 March 11 Open Session FINAL C15
Rothesay Corner Traffic Pattern Change



Station Road Accessible from Gondola Point Road

No Right Turn From Hampton Road onto Station Road

New Curb Installed on Station Road Corner
No Exit from Station Road into Rothesay Corner

No Left Turn From Rothesay Road onto Station Road

- New Curb
- ➔ No Turn/ No Access
- ➔ Good Turn





2019 March 11 Open Session FINAL_116
ROTHESAY

150 Years Proud 1860-2010



70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothesay@rothesay.ca
www.rothesay.ca

Brett McLean
Director of Operations, Rothesay
70 Hampton Road
Rothesay, NB E2E 5L5

1 506 848 6668

March 7, 2019

Dear Resident:

I am writing to inform of a proposed traffic pattern change in your area.

The Town's Works and Utilities Committee has reviewed the flow pattern at the intersection of Rothesay Road, Gondola Point Road, Hampton Road and Station Road commonly referred to as "Rothesay Corner". The result of the Committee's review was to make a recommendation to Council that egress from Station Road to the "Rothesay Corner" intersection be cut-off. In addition to eliminating egress from Station Road, the following prohibitions would be implemented:

- No left turn from Rothesay Road onto Station Road at Rothesay Corner;
- No entry to Station Road from Hampton Road at Rothesay Corner;

It is anticipated that Rothesay Council will review this recommendation at their regularly scheduled meeting of May 13, 2019. Residents wishing to comment on the proposed amendments may do so by email no later than Wednesday, May 8 at 12 noon to the Clerk's office (MaryJaneBanks@Rothesay.ca), in writing (Rothesay, 70 Hampton Road, E2E5L5) or by advising the Clerk no later than Wednesday, March 8 at 12 noon if they wish to appear before Council on Monday, May 13, 2019.

Best Regards,

Brett McLean

Explore our past / Explorez notre passé
Discover your future / Découvrez votre avenir

Grand Bay-Westfield • Quispamsis • Rothesay • St. Martins • Saint John



ROTHESAY MEMORANDUM



TO : Mayor and Council
FROM : Town Clerk Mary Jane Banks
DATE : 22 February 2019
RE : Rothesay Hive Advisory Committee

RECOMMENDATIONS:

- Council hereby adopts the revised Schedule B, "Standing Committees" forming a part of By-law 2-14, "A By-law of the Municipality of Rothesay Respecting the Procedure and Organization of Council", dated 11 March 2019; more specifically the addition of the Rothesay Hive Advisory Committee

BACKGROUND:

Rothesay Council approved the agreement as between the Town and the greater Saint John YMCA for the operation of the Rothesay Hive, at its February 11, 2019 Council meeting. The agreement requires the establishment of an advisory committee. The proposed Schedule B amendment creates the Rothesay Hive Advisory Committee and outlines its general responsibilities, based largely on the requirements in the agreement.

The Nominating Committee has reviewed the mandate and has recommended the committee structure as follows:

- 1 Town Councillor
- 1 representative from the YMCA
- 1 staff representative from Rothesay High School
- 1 staff representative from a Rothesay Elementary / Middle School
- 6 Rothesay residents, Age 55+
- 1 Rothesay resident under the age of 55

It is expected the Hive Coordinator (YMCA employee) will facilitate the general administration for the Committee and support will be provided by the Rothesay Recreation Coordinator and Rothesay Admin staff (minute-taking) as needed. The Committee will meet the third Tuesday of the month at 10:00 am.

Additional Information

Council will recall the Final Report of the Age Friendly Committee was accepted at the February 11, 2019 Council meeting. For your information, the following excerpt is provided from that report, outlining the mission statement and mandate for the Rothesay Hive (Age-Friendly Community Centre)

ROTHESAY

TO: Mayor and Council

FROM: Town Clerk Banks [2019March11OpenSessionFINAL_118](#)

RE: Rothesay Hive Advisory Committee -2-

22 February 2019

MISSION STATEMENT:

To nurture the well-being of seniors in Rothesay through intergenerational communication, outreach, activities and education.

MANDATE (from Final Report):

Rothesay Hive provides a variety of activities that foster senior well-being. These activities will be a mixture of socialization and connection, health and wellness, arts, crafts, culture and music.

Rothesay Hive values a partnership with YMCA of Greater Saint John (Y) to help manage and deliver services to the citizens of Rothesay.

Rothesay Hive provides education to seniors by hosting periodic information sessions from local experts and organizations.

Rothesay Hive promotes intergenerational socialization by asking students from local schools to provide expertise in learnings like computers, partnership in activities such as storytelling, and being welcome to social visits.

Rothesay Hive is a resource center for seniors by compiling and updating a list of service providers. These providers may be private businesses that offer fee for service, government agencies for all aspects of senior care, volunteer organizations that provide a range of activities for seniors and individual volunteers willing to help seniors at home.

The Rothesay Hive supports initiatives that reach out to seniors in their homes to prevent isolation. The Kennebecasis Valley Fire Department and Kennebecasis Regional Police Force provide programs that support seniors living in their homes and the Canadian Red Cross Community Check-in Program provides seniors with friendly check-in phone calls from local volunteers. These programs present an opportunity to share the Rothesay Hive as a resource and encourage seniors to get involved in events and activities.

Rothesay Hive offers support to caregivers and families of seniors by offering adult day care programs.

Rothesay Hive is a welcoming place for newcomers by hosting newcomer events, invitations to all activities, and providing practical information through advice and literature.

Schedule B – Standing Committees

B-1. The following standing committees of Council are hereby established to provide advice to Council on matters related to their mandate.

- i. Personnel Committee
- ii. Finance Committee
- iii. Nominating Committee
- iv. Parks and Recreation Committee
- v. Works and Utilities Committee
- vi. Rothesay Living Museum Committee

Committees required by statute

- vii. Planning Advisory Committee
- viii. Heritage Preservation Board
- ix. Emergency Measures Committee
- x. Appeals Committee (Unightly Premises)

Committees required by agreement

- xi. Rothesay Hive Advisory Committee

Legislative appointments

B-2. The Mayor shall serve as the representative for Rothesay on the Fundy Regional Service Commission. The Deputy Mayor shall serve as the alternate representative.

B-3. At the first regular meeting of Council following the quadrennial election and periodically as he shall deem appropriate, Council members to the following standing committees shall be appointed by the Mayor:

Personnel	3
Finance	4
Nominating	2
Parks and Recreation	2
Works and Utilities	2
Rothesay Living Museum	1
Planning Advisory	2
Rothesay Heritage Preservation	1
Review Board	
Emergency Measures Committee	2
Appeals Committee	8
Rothesay Hive Advisory Committee	1

The Nominating committee shall recommend to Council for approval, appointments of eligible voters of the municipality to the standing committees, as a minimum, as follows:

Parks & Recreation	6
Works and Utilities	5
Rothesay Living Museum	4
Planning Advisory	6
Rothesay Heritage Preservation Review Board	6
Rothesay Hive Advisory Committee	10

B-4. The Nominating committee shall recommend to Council for approval one student appointee, who is a Rothesay resident, to the Parks and Recreation Committee who is in good standing at Rothesay High School.

B-5. The following are the mandates of the Standing Committees established under Section B-1.

STANDING COMMITTEES STATEMENT

Council has established a number of standing committees to assist in carrying out the work of the Town, which committees function in an advisory capacity to Council. For these committees to function effectively it is necessary to set out the responsibilities and authority of each Committee and indicate its statutory and reporting functions. The purpose of the Committees is not to participate in the administration of day-to-day operations but rather to assist Council in determining policy and priorities and/or by making decisions in areas specifically delegated by Council.

The business of a particular committee shall be limited to the issues within its mandate as listed but should a committee consider it appropriate, it may meet with another committee or other parties to review a particular matter or to make suggestions regarding a particular course of action. The Committees may meet with interest groups or individuals to gather information. The Committees report only to Council and reports from Committees shall not be released to other parties by Committee members. Media liaison shall be directed to the Mayor.

The Town Manager may attend all Committee meetings as deemed appropriate.

STANDING COMMITTEE MANDATES

I Personnel Committee

This Committee is responsible for:

1. establishing policy on personnel related matters
2. making recommendations to Council re: procedures to ensure proper selection of the Town Manager
3. approving the job description and objectives for the Town Manager
4. assessing the performance of the Town Manager by ascertaining the views of Council members and producing a consolidated assessment report for Council approval and review with the Town Manager
5. establishing the parameters for salary adjustments
6. recommending to Council the appointment of municipal officers under the Act, in consultation with the Town Manager
7. recommending, in consultation with the Town Manager, changes in organizational structure, and addition or deletion of positions
8. conducting or causing to be conducted exit interviews with departing senior staff

This Committee will meet at least quarterly or at the call of the Chair. Staff support will include the Town Manager and Human Resources Clerk as required.

II Finance Committee

This Committee is responsible for advising Council on matters related to:

1. meetings with the Auditors at the planning and post audit stages, the Auditor recommendations and management's response, draft audited financial statements, and the appointment of Auditors
2. the system of internal controls for protection of the Town's assets, detecting accounting/financial reporting errors and detecting frauds or defalcations
3. insurance coverage and risk management policies
4. key financial information that will be provided to the Province or made public
5. the preparation and adoption of the annual operating and capital budgets
6. any proposed changes in accounting policies and any accounting significant accounting estimates
7. 5 year capital budgets and financing sources
8. monthly internal financial statements
9. the Town's banking services

This Committee will meet at least quarterly or at the call of the Chair. Staff support will include the Treasurer and additional staff support as required.

III Nominating Committee

This Committee is responsible for advising Council on matters related to:

1. determination of eligible voters suitable for appointment to standing committees, joint boards and commissions and the terms of office for said appointments

The Committee will meet at least quarterly or at the call of the Chair. Staff support will include the Town Clerk and additional support staff as required.

IV Parks and Recreation Committee

This Committee is responsible for advising Council on matters related to:

1. the Rothesay Recreation Master plan
2. selection of ongoing recreation programs
3. identification of facilities needs and capital expenditures related to recreation
4. parks, playgrounds and sports fields maintenance standards
5. the service level or standards for municipal recreation facilities such as the Rothesay Arena, Bill McGuire Memorial Centre and Rothesay Common & rink house
6. cooperation on regional recreational activities and programs
7. Town entrance and ornamental signage and landscaping

This Committee will meet at least quarterly or at the call of the Chair. Staff support will include the Director of Recreation Services and additional support staff as required.

V Works and Utilities Committee

This Committee is responsible for advising Council on matters related to:

1. the service level or standards and/or exceptions thereto, for:
 - street, boulevard and sidewalk maintenance
 - public parking areas
 - municipal buildings
 - street signage
 - traffic control devices
 - garbage collection and recycling
 - municipal vehicles
 - water and sewer utility services
 - utility rates and charges
 - improvements/expansions to the water utility system
 - improvements/expansions to the sewerage system (By-law 1-15 terminology)
 - improvements/expansions to the stormwater management system
 - operational budgets
2. capital and major maintenance project priorities related to municipal operations and utilities
3. financing for capital works and utilities projects
4. related matters as referred by Council

This Committee will meet at least quarterly or at the call of the Chair. Staff support will include the Director of Operations and additional support staff as required.

VI Rothesay Living Museum Committee

This Committee is responsible for advising Council on matters related to:

1. ways and means of protecting, preserving and promoting the heritage and history of Rothesay and its founding communities
2. developing and strengthening the relationship between Rothesay schools and the municipality
3. encouraging the participation of the public who are interested in recording and publicizing the heritage of the community

The Committee may create an advisory group (non-voting committee members) of like-minded individuals to strive for representation of the five founding communities.

The Committee may also enter agreements with like-minded groups as a means to further its endeavours and be allocated a modest annual budget by Council for ongoing operations.

This Committee will meet quarterly or at the call of the Chair. Staff support will be assigned by the Town Manager as required.

COMMITTEES REQUIRED BY STATUTE

The following committees are required by provincial legislation and governed by municipal by-laws as noted. Where there is a conflict between this by-law and the statute, the provincial legislation will prevail.

VII Planning Advisory Committee (PAC)

The responsibilities of this committee are as set out in By-law 1-99, "A By-law to Establish a Planning Advisory Committee" and in accordance with the Community Planning Act. This Committee will meet monthly or at the call of the Chair. This Committee may call public meetings. Staff support will include the Development Officer and additional support staff as required.

VIII Heritage Preservation Board

The responsibilities of this Board are as set out in By-law 1-07, "Heritage Preservation By-law", and in accordance with the Heritage Conservation Act, SNB 2009, c. H-4.05 and amendments thereto. This Board will meet at least quarterly or at the call of the Chair. Staff support will include the Development Officer and additional support staff as required.

IX Emergency Measures Committee

The responsibilities of this committee are as set out in By-law 1-16, "Emergency Measures Action Plan By-law" and the Emergency Measures Act, RSNB 2011, c. 147.

This committee will meet at the call of the Chair. Staff support will include the Town Clerk and additional support staff as required.

X Appeals Committee (Unsightly Premises)

The responsibilities of this committee are as set out in the Municipalities Act and regulations thereunder. This committee will meet as required in accordance with the legislation. Staff support will include the Town Clerk and additional support staff as required.

COMMITTEES REQUIRED BY AGREEMENT

The following committees are required by agreement and approved by Council. Where there is a conflict between this by-law and the **agreement, the agreement** will prevail.

XI Rothesay Hive Advisory Committee

This Committee is responsible for advising Council on matters related to:

1. adherence to the mission of the Rothesay Hive by nurturing the well-being of seniors in Rothesay through intergenerational communication, outreach, activities and education
2. a collaborative partnership with the greater Saint John YMCA in the development of programs and services at the Rothesay Hive (age-friendly centre)
3. setting the strategic objectives, mission and mandate of the Rothesay Hive in consultation with the greater Saint John YMCA
4. working with the greater Saint John YMCA for promotional marketing and co-branding of the Rothesay Hive
5. reviewing and approving the annual work plan for the Rothesay Hive prepared by greater Saint John YMCA
6. consulting with the greater Saint John YMCA to ensure the financial sustainability of the Rothesay Hive
7. identifying opportunities to collaborate with community partners for age-friendly initiatives
8. such other matters as may arise from time to time related to age-friendly activities in the community.

This Committee will meet monthly or at the call of the Chair. Staff support will include the Recreation Coordinator and additional support staff as required.



2019March11OpenSessionFINAL_125

ROTHESAY

INTEROFFICE MEMORANDUM



TO : Mayor Grant & Council
FROM : John Jarvie
DATE : 7 March 2019
RE : Master Local Improvement By-Law

Recommendation:

It is recommended that Council give first and second reading to By-Law 1 – 19, a By-Law Describing the Procedure for Directing the Undertaking of A Work as A Local Improvement.

Background:

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

- Public advertisement is no longer required, notices go directly to the individual property owners in the area affected.
- Special assessments are no longer required to be based on lot frontage; other characteristics such as lot area or number of lots can also be the basis for the special assessment.
- The adoption of a local improvement bylaw no longer requires a two-thirds vote of the whole of Council; instead, a two-thirds vote of Council is sufficient.
- A single letter of opposition triggers a public hearing; as opposed to a percentage of the property owners affected with reference to the value of the properties.
- Council has more discretion when there is some opposition to the proposed bylaw.

Even with the changes noted (and other less notable requirements), the process to adopt a local improvement bylaw requires some time, particularly if there is any opposition. Therefore, Council is encouraged to give first and second reading to this bylaw and identify any concerns such that amendments may be made prior to third reading. Staff hope to proceed with at least two of the local improvements in 2019.

Attached is a copy of the proposed By-law 1- 19.

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

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

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

8. Council may cause a notice of its intention to undertake a work as a local improvement to be delivered to all benefiting real property owners who will be liable to pay the cost of the local improvement:
 - (a) on its own initiative; or
 - (b) upon presentation of a petition to Council asking that a work be undertaken, signed by at least two-thirds of the owners of the parcels proposed to be specially assessed.
9. The notice referenced in paragraph 8 shall include:
 - (a) a summary of the local improvement;
 - (b) the costs specified in a By-Law as set out under paragraph 15; and
 - (c) a statement that the owner may file a written objection to the local improvement with the Clerk within 30 days after receiving the notice.
10. The notice referenced in paragraph 8 shall be left at the residence or place of business of the owner or mailed to the owner at his or her last known residence or place of business.
 - (a) A notice left at a residence or place of business is deemed to have been given to the owner on the day it was left.
 - (b) A notice mailed shall be deemed to have been given to the owner seven days after the day it was mailed.
11. If an owner of a parcel proposed to be specially assessed, files an objection against proceeding with the proposed work with the Clerk within thirty (30) days of the notice, Council shall set a time for a public hearing.
12. Council shall provide notice of the public hearing to the benefiting real property owners of the proposed local improvement at least thirty (30) days before the date set for the hearing.
 - (a) Notice of the hearing shall be given in accordance with paragraph 10.
13. Council may, by By-Law passed by the affirmative vote of not less than two-thirds of the Council, make a By-law respecting a local improvement:
 - (a) if no objection has been received within the time specified in paragraph 11; or
 - (b) if an objection is received within the time specified in paragraph 11, after holding a public hearing under paragraph 11.
14. Council may by By-Law passed by unanimous vote of the whole Council:
 - (a) declare a work to be necessary in the general interest of the specific area of the Town in which it is to be made;
 - (b) authorize and direct the undertaking of such work; and
 - (c) order that the cost thereof shall be raised by special assessment, or such portion of the cost as may be fixed by By-Law.

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

- iv. the number of annual instalments in which the assessment is payable.
23. The notice referred to in paragraph 24 shall be delivered in the same manner as set out in paragraph 10.
24. Any person to whom a notice of a special assessment has been delivered may within thirty (30) days after delivery thereof petition the Clerk for revision of the local improvement assessment roll in the following matters:
- (a) the names of the owners of affected parcels; and
 - (b) the application of the calculation to any affected parcels.
25. The Clerk shall consider such petition and if she finds any error in respect of the matters referred to in paragraph 24 such that an adjustment should be made, she shall make such alterations or amendments in the roll as appear proper but the charge to any parcel shall not be altered on the roll until notice of such intended alteration is first given to the owner of such parcel.
26. In the manner prescribed by paragraph 23, the Clerk shall deliver notice of her decision to the applicant and to the owner of any parcel whose charge is affected by an alteration or amendment.
27. Each year on or before February 15th, Council shall by resolution determine the owners' portion of the cost of each work completed within the preceding twelve months and shall direct the Clerk by warrant of assessment in the form set out in Schedule B to assess and levy such cost in accordance with this part.
28. The warrant of assessment shall be executed by the Mayor and Clerk under the corporate seal of Rothesay and attached to the local improvement assessment roll. A local improvement assessment roll shall be prepared in the form set out in Schedule C.
29. When the Clerk receives a warrant of assessment she shall determine the charge and compute the total assessment to be levied on each parcel and the amount of each annual instalment in accordance with the form set out in Schedule D.
30. The Clerk after having completed the local improvement assessment roll shall certify the roll to be correct and thereupon the roll and the special assessment shall be valid and binding upon all persons concerned, and upon the parcels specially assessed; and the work in respect of which the local improvement assessment roll has been made and certified shall be conclusively deemed to have been lawfully undertaken and proceeded with pursuant to and in accordance with the Act.
31. The Clerk shall on or before the first day of March in each year in which an instalment is payable, deliver to the Treasurer an assessment roll containing the names of the owners of each parcel that has been assessed, identifying it, and the addresses of such owners together with the amount of the instalment payable in such year and shall endorse on such assessment roll a precept in the form as set out by Schedule D. The Treasurer shall cause the special assessment to be levied and collected in accordance with paragraph 32.
32. The terms and conditions for collection and payment of special assessments are as follows:
- (a) special assessments shall be paid annually as a component of the utility accounts;

- (b) annual installments shall be paid to the Town on or before the first day of June in each year,
 - (c) installments in arrears shall bear interest at the same rate as that for outstanding utility account per month or part thereof until paid;
 - (d) the same terms and conditions respecting the collection of accounts in default of payment as set out in Rothesay Sewage and Water By-Laws, shall also apply to the special assessment component of the invoice.
33. The proportion of the total cost referred to in paragraph 15 (d) that is due and payable for a period of sixty (60) days constitutes a special lien and charge on the land in priority to every claim, privilege, lien or encumbrance of any person whether the right or title of that person has accrued before or accrues after the lien arises, and the lien is not defeated or impaired by any neglect or omission of the local government or of any officer or employee of the local government or by want of registration.
34. A special assessment, except so much as is in arrears and unpaid, shall not as between a vendor and a purchaser or in respect of a covenant against encumbrances or for the right to convey, or for quiet possession, free from encumbrances, be deemed to be an encumbrance upon the lands upon which the special assessment is made.
35. Rather than basing the special assessment on the cost of the work, Council may by By-Law fix a uniform unit rate for a class of work that may be undertaken as a local improvement.
36. The omission to deliver any notice in no way affects the liability of any person to pay any special assessment or the validity of any proceeding taken hereunder to enforce payment of any assessment imposed under this By-Law or local improvement By-Laws prepared in accordance with this By-Law.
37. When a parcel against which a special assessment is in effect is divided, the Clerk, with the written consent of the owners of each parcel, may apportion the balance of the special assessment between such owners in such manner as she shall determine, and thereafter the lien for the balance of the special assessment payable by each owner shall extend only to the parcel of such owner.
38. Where an owner of a property pays an amount determined by the Clerk to be the full sum of the outstanding balance of the special assessment calculated under paragraph 15(d), no further payments against the property will be assessed under the By-Law.
39. The Treasurer will cause any payments received in accordance with paragraph 38 to be deposited in a reserve account solely for the purpose of retiring the debt associated with the work.
40. This By-Law applies to any local improvement by-laws enacted under authority of the Act after January 1, 2019.

FIRST READING BY TITLE

SECOND READING BY TITLE

READ IN ENTIRETY

THIRD READING BY TITLE
AND ENACTED

Dr. Nancy Grant, MAYOR

Mary Jane Banks, CLERK

Schedule A. FORM OF NOTICE TO PROPERTY OWNERS

Please be advised that:

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

The work to be done is as follows: Account #
description in general terms of the work By-Law #

a description in general terms of the area affected

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

As the owner of: *Civic address* PID:

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

A total of is being assessed for this work.

This special assessment is payable in# equal annual installments.

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

Schedule B. FORM OF WARRANT OF ASSESSMENT

The warrant of assessment shall be in the following form:

Moved by _____, seconded by _____

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

Local Improvement By-Law #	Amount to be collected

Dated _____

Mayor

.....

Clerk

Schedule C. FORM OF LOCAL IMPROVEMENT ASSESSMENT ROLL

For the Year 20__ Rothesay Local Improvement By-Law # _____

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

_____ prepared by

_____ date

_____ Clerk

_____ date

Schedule D. FORM OF PRECEPT

The precept required by paragraph 31 shall be set out in the form as shown below.

Rothesay Letterhead

To the Treasurer for Rothesay:

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

Clerk
Rothesay




70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
March 11, 2019

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: March 6, 2019

SUBJECT: Wiljac Street Reconstruction and Extension – Design

RECOMMENDATION

It is recommended that Council accept the proposal from Crandall Engineering in the amount of \$44,740 plus HST to design and prepare tender documents for the Wiljac Street Reconstruction and Extension project and further that the Director of Operations be authorized to issue a purchase order in that regard.

ORIGIN

The 2019 General Fund Transportation Budget includes an amount to re-design the existing portion of Wiljac Street and extend the street to connect to Dunedin Road.

BACKGROUND

A Secondary Plan is under development for the area in Renforth bounded by Rothesay Road, the Mackay Highway, Fox Farm Road and the Riverside Golf Club. To allow for development of this area, the plan requires that the existing portion of Wiljac Street be upgraded and that the street be extended, roughly parallel to the Mackay Highway, to connect with the upper end of Dunedin

Road. Crandall Engineering has completed pre-design of this proposed street extension as well as a conceptual plan for development of the entire area including the street network that would interconnect.

DISCUSSION

The re-design of the existing portion of Wiljac Street is relatively straight forward. It will include re-alignment of the (currently) complicated sanitary sewer network, installation of a potable watermain, an upgraded storm sewer as well as curb and sidewalk. The extension of Wiljac is somewhat more involved in that it requires the selection and development of a completely new alignment; an alignment that works with the potential layout of future connecting streets while respecting the buffer zones for the provincially significant wetland within the area, the Mackay Highway and associated highway ramp structure.

Crandall Engineering has advanced the overall secondary plan through the conceptual and detailed phases and continues to work with the Town through public engagement and implementation. The Wiljac extension must fit within this conceptual plan. Staff are of the opinion that directly engaging Crandall Engineering to complete the design and prepare tender documents for Wiljac Street as part of their secondary plan work is in the Town's best interest. There are economies of scale to be derived from continuing with the same consultant.

FINANCIAL IMPLICATIONS

The anticipated construction cost of the total project is in the order of \$1,300,000. This overall amount, compared to industry accepted norms for design and tender preparation services, would anticipate the design fees to be in the order of \$70,00 to \$80,000 if the Town were to acquire design services through a general proposal call. Crandall's fee to complete the work is \$44,740 plus HST. The 2019 budget for design and tender preparation is \$50,000. The breakdown of fees is as follows:

	Total incl. HST	HST rebate	Total	% of 1.3M construction budget
Consulting Fees	51,451.00	4,793.44	46,657.55	3.6%

Report Prepared by: 
Brett McLean, Director of Operations

Report Reviewed by: 
Doug MacDonald, Treasurer



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
March 11, 2019

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: March11,2019

SUBJECT: Half Ton Truck Purchase- Parks Department

RECOMMENDATION

It is recommended that Council accept the submission from Brett Chevrolet for the purchase of a half ton, 8 cylinder automatic transmission, 4x4, crew cab, A/C, 6'5" box with required safety features for the purchase price of \$45 571.00 plus HST for the Rothesay Parks Department

ORIGIN

The 2019 General Fund Capital Budget included an amount of \$60 000 for the purchase of a half-ton truck for the Rothesay Parks Department.

BACKGROUND

Several local vehicle retailers were called and asked to submit quotes. Results included below:

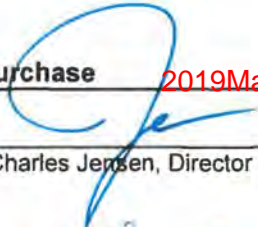
Brett Chevrolet	\$45 571.00 plus HST
Dobson Dodge	\$47 838.00 plus HST
Downey Ford	\$58 599.00 plus HST

FINANCIAL IMPLICATIONS


The 2019 General Capital Budget included an amount of \$60 000 for the purchase of a half-ton truck for the Rothesay Parks Department. The cost of the:

2019 Chevrolet Silverado 1500 4WD Crew Cab will be approximately \$48 000.00 after the HST rebate.

Report Prepared by:


Charles Jensen, Director of Parks and Recreation

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).



2019March11OpenSessionFINAL_140

ROTHESAY

INTEROFFICE MEMORANDUM



TO	:	Mayor Grant & Council
FROM	:	John Jarvie
DATE	:	8 March 2019
RE	:	Request for Expressions of Interest – Rothesay Wellness Centre

Recommendation:

It is recommended the attached request for expressions of interest and qualifications be authorized for circulation.

Background:

Attached is a request for expressions of interest and submission of qualifications to construct a new recreation facility using a design/build process.

Once interest from contractor/design teams has been received, they will be vetted and a recommendation made for two or three firms to prepare detailed proposals. If Council agrees on changes, these will be incorporated prior to circulation.



1. INTRODUCTION

- 1.1. This is an invitation to qualified design/construction teams to submit expressions of interest and qualifications (RFQ) for the construction of a new ice arena in Rothesay, NB.
- 1.2. **This is not an invitation to contract nor should it be regarded as a Contract "A".**
- 1.3. Proposals will be accepted at the Rothesay Town Hall, 70 Hampton Road, Rothesay, NB until a closing time of **2:00 p.m. local time, Tuesday, April 23, 2019**. Responses can be hand delivered or couriered to Rothesay at:

70 Hampton Road,
Rothesay, NB
E2E 5L5
Attention: Town Clerk

Please direct questions to:
John Jarvie MCIP, RRP
(506) 848-6661
Johnjarvie@rothesay.ca

2. BACKGROUND

2.1. Community

Rothesay is a suburban community of about 12,000 situated east of the City of Saint John in southern New Brunswick. A significant portion of the workforce commutes to the City or other locales daily. The last national census recorded 2810 children and young adults between the ages of 5 and 19. The average age of residents was 41.7 years. The Town supports active minor hockey and figure skating programs and many active adults.

2.2. History

The existing Rothesay arena opened in 1972. Town Council has determined that the building is to be replaced with a new structure on an adjacent site. It is intended that the existing facility would remain operational until the new building can be commissioned. Several other, more elaborate projects have been considered in the past and Rothesay Council has agreed that the new building should be a basic rink designed to meet local community needs.

3. THE PROJECT

3.1. Program

The new building is to encompass an NHL size (200' x 85') ice surface and a walking track along with typical ancillary spaces including six dressing rooms and two referee rooms. The building is to be designed to be 'barrier-free' and readily accessible to those with mobility and other impairments. Materials incorporated into the design of the building are to be low maintenance and the mechanical and electrical systems designed to current energy usage standards.

3.2. Site

The site for the new building previously was occupied by two walk-up apartment buildings that have been demolished and the site filled. It is bordered on one side by a parking lot, which is intended to serve the new building, and on the other side by a public road (Scott Avenue). There

is a walk-up apartment building on one end of the site and on the other end a convenience store, both on private property. The site is generally flat and the parking lot slopes such that it is possible to have a direct entrance at each level of the new structure. There is an overhead power line along the edge of the site adjacent to the parking lot. Please refer to the enclosed aerial photos and site plan.

The existing Rothesay Arena on an adjacent site is intended to remain operational during construction of this project.

Proponents are expected to review and visit the site and indicate where laydown areas and other ancillary activities would be carried out.

3.3. Timing

The Town wishes to award the project in 2019 subject to satisfactory financial arrangements. The Town is seeking financial support from the provincial and federal governments. Failure to obtain such support may result in a change in the scope of the project or abandonment of the project in its entirety.

3.4. Financing

The construction budget for the project is \$7.5 million. Rothesay hopes to acquire some funding for the project from the other orders of government. The successful proponent at the second stage will be expected to make information available to assist with documentation in support of funding applications.

4. PROCESS

4.1. General

This is the first of a three-stage process to select a company and a design for a new arena. This expression of interest stage is open to any contractor interested in and capable of preparing the design and building a community-scale ice arena for Rothesay. It is anticipated that two or three proponents will be selected from this process and invited to submit more detailed proposals on which a final decision will be based. The third stage will be the negotiations for the final project specifications with the successful proponent for a design/build contract.

The proponents will be selected to move to the second stage based on the assessment of proposals received against the criteria set out in Section 5 of this request for qualifications. A selection committee that will recommend proponent teams to Rothesay Council for final decision will carry out the analysis of the proposals. Proponents selected for the second stage will be expected to prepare preliminary drawings, statements of code compliance, descriptions of materials and cost estimates along with other information. These proponents will be paid a set fee in partial compensation for their efforts.

The Town will reserve the right to publish and seek public input on the second stage proposals. Proponents may be asked to present these projects publicly.

Negotiations will be held with the successful proponent on completion of the second stage to determine the final details of the Project.

5. SELECTION CRITERIA

The following criteria will be used to determine which proponents will be asked to submit detailed proposals in the next stage of the process.

Element	weight
i. Relative experience of the proponent team with projects of similar scope and scale	35%
ii. Comprehensiveness in identifying the members of the proponent team	5%
iii. Experience of the individuals on the proponent team and working together on projects and projects of similar scale	15%
iv. Experience of the corporate entities forming the proponent team working together on projects and projects of similar scale	5%
v. Choice of references in relation to projects of similar scope and scale	5%
vi. Results of reference checks	10%
vii. Demonstrable experience in constructing projects to meet budget requirements	15%
viii. Capacity of the proponent team to complete the project by the end of 2020	5%
ix. Experience working in New Brunswick	5%
x. Inclusion of innovative approaches to the project and their relevance in the opinion of the selection committee	BONUS
TOTAL	100.00%

The following criteria are mandatory.

- Capacity to be fully insured with coverage in the following areas: Builder's Risk, boiler and machinery, automobile, aircraft, drone and watercraft liability, contractor's equipment floater, contractor's pollution, professional liability, commercial general liability and wrap-up liability.
- Registration with WorkSafe New Brunswick
- The financial capacity to carry out a construction project of \$7.5 million dollars or more.
- Proponents will need to demonstrate that they hold the permits and licenses required to carry out the Project design and implementation in accordance with the New Brunswick legislation including the Occupational Health & Safety Act, all New Brunswick Safety Regulations and all applicable National and Provincial Building Codes, as required by law.

6. SUBMISSIONS

The following information is required to be considered for selection to the next stage of the project.

6.1. Content

- 6.1.1. A letter from a principal of the company on company letterhead expressing an interest in being considered for this project.

- 6.1.2. Materials to illustrate the qualifications, ability, and past experience of the proponent with similar Design - Build arena and sports complex projects, including references of other Ice rink Projects or related projects the Proponents(s) have completed within the last 5 years. The projects included in this list should be projects that have been directly completed by the team identified in this proposal.
- 6.1.3. A list of the key personnel who will be working on the Design-Build Project, their individual experience, professional qualifications and what their role will be. A list of intended sub-contractors, including their company and staff experience specifically related to their role, if applicable.
- 6.1.4. At least three (3) similar project owner references with contact information (please include current phone numbers), for similar related construction projects.
- 6.1.5. A copy of the Proponent's General Liability Insurance.
- 6.1.6. A copy of the Proponent's Professional Liability Insurance Certificate for errors and omissions to cover all design professionals.

6.2. Timing

- 6.2.1. Submissions will be received until 2:00 PM local time on Tuesday, April 23 at the Rothesay Town Hall, 70 Hampton Road, Rothesay, NB, E2E 5L5 - Attention: Town Clerk.
- 6.2.2. Late submissions will not be considered.

6.3. Submission materials

- 6.3.1. Proponents are asked to submit five hard copies and one electronic copy in a USB format.
- 6.3.2. Materials submitted in response to this request for expressions of interest will not be returned unless accompanied by a fully prepaid envelope.
- 6.3.3. Rothesay takes no responsibility nor will it compensate any proponent for the costs of submission to this request.
- 6.3.4. Submissions may be withdrawn, amended or supplemented up until the closing set out in paragraph 6.2.1.

7. TERMS

7.1. Limitations

- 7.1.1. This RFQ neither expresses nor implies any obligation on the part of Rothesay to enter into a contract with any proponent submitting an expression of interest.
- 7.1.2. A table of evaluation criteria is included within this RFQ document to be used as a guideline for Proponents (see Section 5). The Town in its sole and absolute discretion, reserves the right to deviate from the evaluation criteria where it is in the best interests of the Town.

7.1.3. Rothesay reserves the right to reject all or any expression of interest. The Town, in its sole and absolute discretion may accept any expression of interest or any portion thereof that may be considered in the best interests of the Town. The Town, in its sole and absolute discretion, also reserves the right to waive any formality, informality, or technicality in any expression of interest. This includes the right to accept an expression of interest that is not strictly compliant with the instructions in this RFQ document.

7.1.4. Rothesay reserves the right to negotiate, after the RFQ Closing Date, with any Proponent to finalize arrangements in the best interests of the Town.

7.1.5. Trade or custom in dealing with and/or evaluating the responses to the RFQ shall not bind Rothesay. Rothesay reserves the right to interpret all aspects of this RFQ as may be most favorable to the Town.

7.2. Proponent Obligations

7.2.1. Proponents will be deemed to have familiarized themselves with existing site and working conditions and all other conditions, which may affect performance of any future contract. No plea of ignorance of such conditions because of failure to make all necessary examinations will be accepted as a basis for any claims for extra consideration or an extension of time.

7.2.2. Without limiting the generality of this section and for certainty, by submission of a proposal in response to this RFQ, each proponent represents and shall be deemed to accept and agree to the following conditions:

7.2.2.1. Proponent shall be solely and fully responsible for all costs associated with the development, preparation, transmittal, and submission of any material in response to this RFQ, including without limitation the costs of any in-person presentation of Proposals, regardless of the location, which Rothesay may require, and all costs incurred by a proponent during the selection process and any negotiations.

7.2.2.2. Each proponent WAIVES any claim against Rothesay for any compensation of any kind whatsoever as a result its participation in or providing a response to this RFQ process, including without limitation any claim for costs of proposal preparation or participation in negotiations, or for loss of anticipated profits, whether or not based in contract including fundamental breach, tort, equity, breach of any duty, including, but not limited to breach of the duty of fairness, breach of any obligation not to accept non-compliant proposals or any other cause of action whatsoever.

In submitting an expression of interest, the proponent has accepted the reservation of rights as set out herein and agrees to be bound by same.