



ROTHESAY

COUNCIL MEETING

Rothesay Town Hall

Tuesday, November 12, 2019

Immediately following two public hearings



1. APPROVAL OF AGENDA

- 1.1 Procedural Matter from Closed Session
- 1.2 Approval of Agenda

- 2. **APPROVAL OF MINUTES**

Regular Meeting	15 October 2019
Special Meeting	31 October 2019

➤ **Business Arising from Minutes**

3. OPENING REMARKS OF COUNCIL

3.1 Declaration of Conflict of Interest

4. DELEGATIONS

- 4.1 **KV Oasis** Mallory Curwin, Cortney Ellis, Sam Palmer, Patrick Grannan and Gregory Zed (*see also items 6.5, 7.2, and 9.2.1*)

5. CORRESPONDENCE FOR ACTION

- 5.1 14 October 2019 Email from resident RE: Traffic concerns on Eriskay Drive
Refer to the Anglophone South School District
- 5.2 16 October 2019 Letter from resident RE: Request for speed bumps on Gondola Point Road between Vincent Road and Isaac Street

Refer to the Works and Utilities Committee

6. CORRESPONDENCE - FOR INFORMATION

- 6.1 3 October 2019 Letter from P.R.O. Kids RE: Thank You
- 6.2 15 October 2019 Letter from Kennebecasis Crime Stoppers RE: Donation request (*previously distributed to the Finance Committee see item 7.2*)
- 6.3 21 October 2019 Letter from the New Brunswick Emergency Measures Organization RE: Reimbursement for the 2018 Spring Freshet Flood event
- 6.4 4 November 2019 Letter from members of the Rothesay Hive RE: Thank You
- 6.5 6 November 2019 Fax from resident RE: KV Oasis Youth Centre (*see items 7.2 and 9.2.1*)

7. REPORTS

- 7.0 **November 2019** **Report from Closed Session**
- 7.1 24 July 2019 Kennebecasis Public Library (KPL) Board Meeting Minutes
- 31 May 2019 KPL Comparative Income Statement
- July 2019 KPL Librarian's Report
- 7.2 30 September 2019 Draft unaudited Rothesay General Fund Financial Statements
- 30 September 2019 Draft unaudited Rothesay Utility Fund Financial Statements
- 30 September 2019 Donation Summary

ROTHERSAY

2019November12OpenSessionFINAL_002

Regular Council Meeting

Agenda

-2-

12 November 2019

- 22 October 2019 Draft Finance Committee Meeting Minutes
 - KV Oasis Youth Centre
 - Kennebecasis Crimestoppers
 - Day Trip Tourism Guide
- 24 October 2019 Draft Joint Finance Committee Meeting Minutes
 - Kennebecasis Public Library
- 7.3 22 October 2019 Draft Rothersay Hive Advisory Committee Meeting Minutes
- 7.4 22 October 2019 Draft Parks and Recreation Committee Meeting Minutes
- 7.5 23 October 2019 Draft Works and Utilities Committee Meeting Minutes
- 7.6 4 November 2019 Draft Planning Advisory Committee Meeting Minutes
- 7.7 October 2019 Monthly Building Permit Report
- 7.8 8 November 2019 Capital Projects Summary

8. UNFINISHED BUSINESS

TABLED ITEMS

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

No action at this time

8.2 Cameron Road Beach Access (Tabled October 2019)

8.3 Mayor's Round Table on Climate Change (Tabled October 2019)

No action at this time

9. NEW BUSINESS

9.1 BUSINESS ARISING FROM PUBLIC HEARINGS (refer to Hearing documentation)

9.1.1 By-law 1-19-1 (Mulberry Lane)

- 7 November 2019 Memorandum from Town Clerk Banks
- Aerial photo
- DRAFT By-law 1-19-1

9.1.2 Amending Water By-law 1-18-1

- 7 November 2019 Memorandum from Town Clerk Banks
- DRAFT By-law 1-18-1
- Appendix A

9.2 BUSINESS ARISING FROM DELEGATIONS

9.2.1 KV Oasis Presentation

OPERATIONS

9.3 Works Garage Roof Replacement

- 6 November 2019 Report prepared by DO McLean

ROTHESAY

2019November12OpenSessionFINAL_003

Regular Council Meeting

Agenda

-3-

12 November 2019

9.4 Perimeter Fencing – Utility Department Compound

6 November 2019 Report prepared by DO McLean

9.5 Fleet Vehicle Purchase – Utility Department

6 November 2019 Report prepared by DO McLean

9.6 Brock Court

8 November 2019 Report prepared by DO McLean

COUNCIL REQUESTS

9.7 Plastics, Packaging, and Printed Paper Workshop

30 October 2019 Memorandum from Counc. Shea

10. NEXT MEETING

Public Budget meeting

Tuesday, November 26, 2019

Regular meeting

Monday, December 9, 2019

11. ADJOURNMENT

KV OASIS YOUTH CENTRE

2019

Introduction of new Executive Director Mallory Curwin

OUR MISSION

To provide safe, stigma free and accessible spaces for youth resources. We are committed to the advocacy of mental health care, research and education.

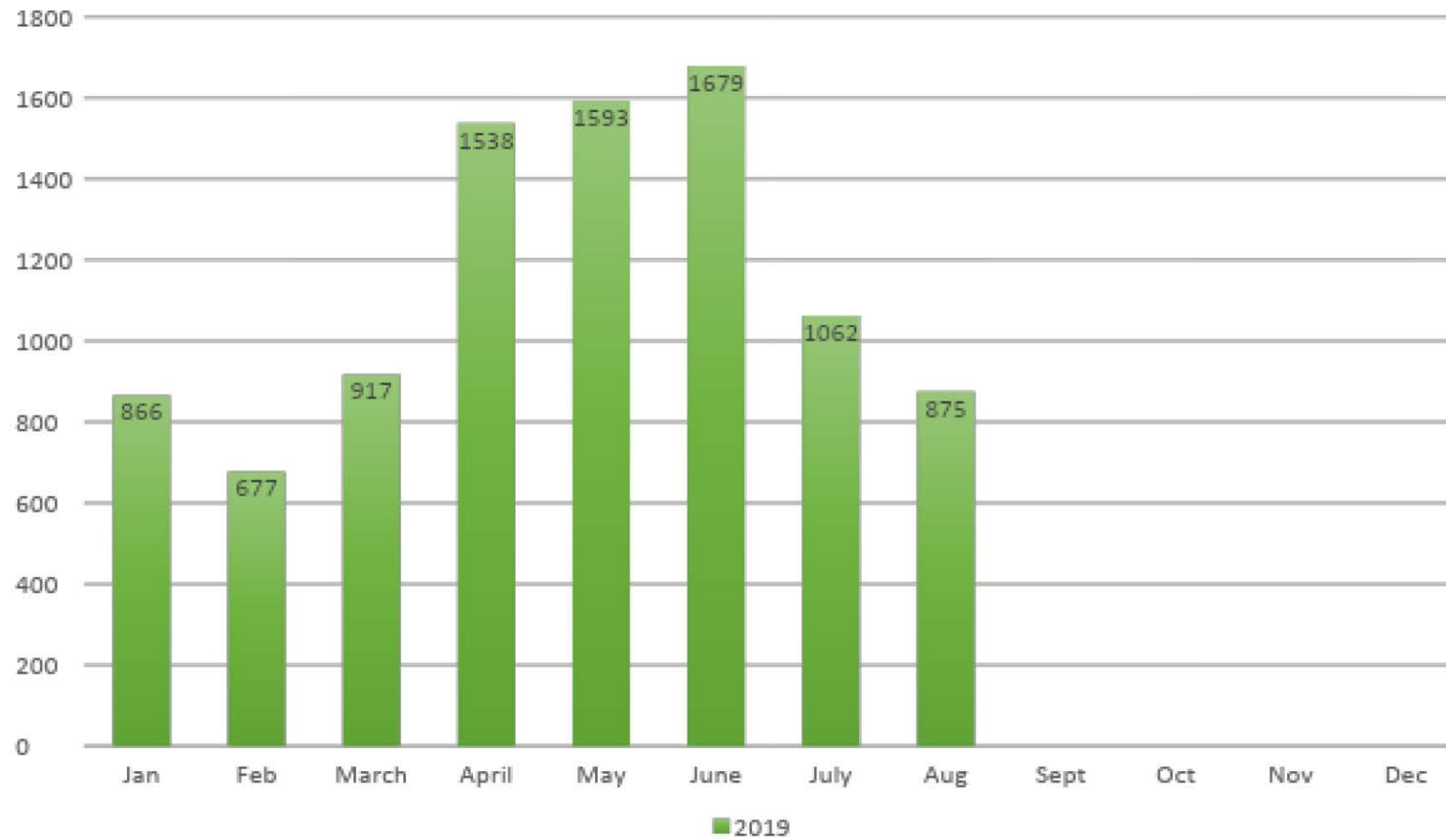
OUR VISION

To have a community-driven and supported center where all youth matter, are welcomed and valued.

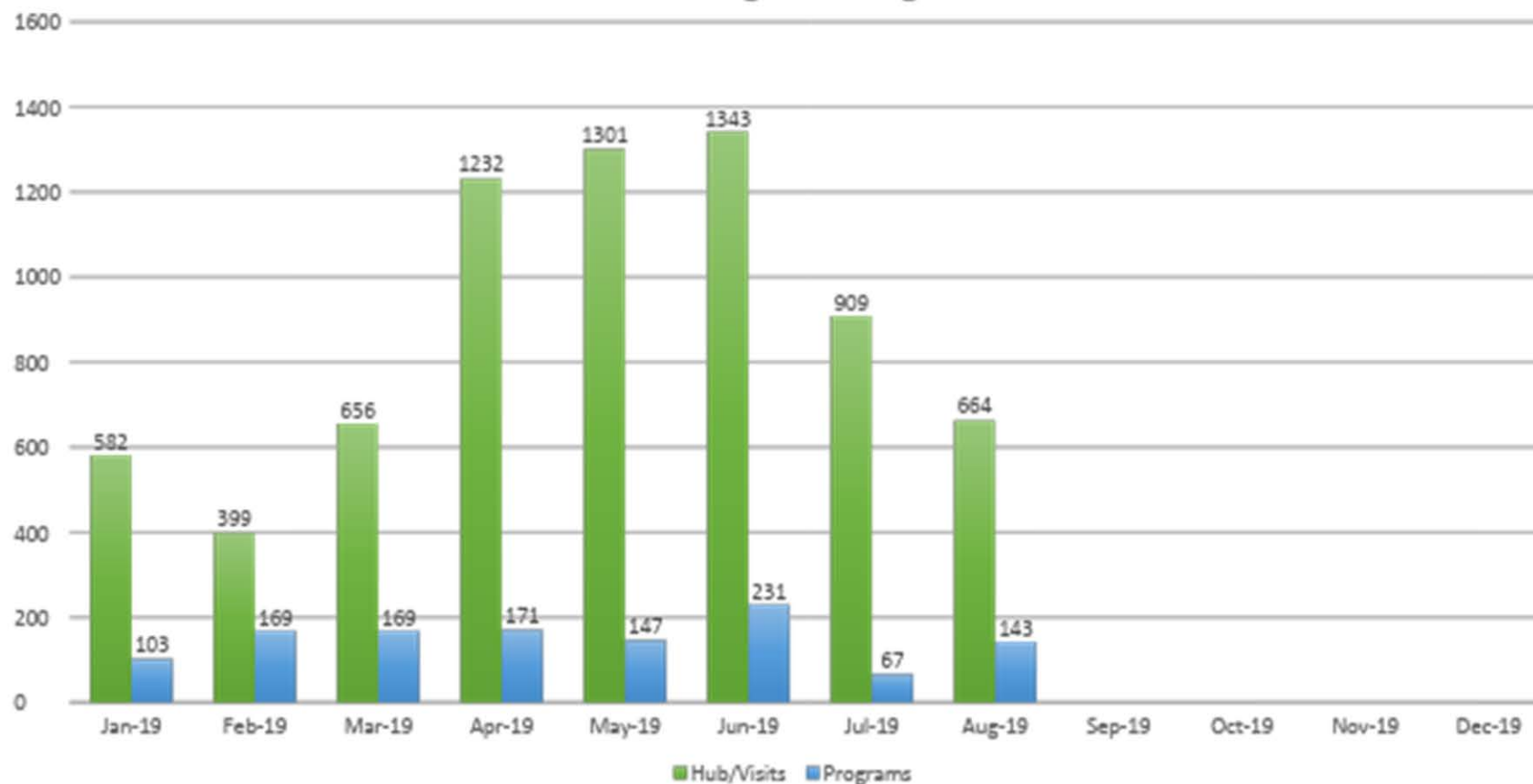
2019 Statistics

- # of Centre visits Jan 2019 to Aug 2019 – 9207
- # of Program Participants 2019 – 1209
- # of youth who have visited the Nurse Practitioner in 2019 – 27
- # of youth in attendance from Rothesay - 525
- # of youth in attendance from Quispamsis - 263
- # of youth in attendance from Greater Saint John Area – 113

Youth Visits 2019



Hub and Program Usage 2019



Supper Club

- Since Jan 2019 we have served 327 youth meals



The Hub

Youth activities in the Hub



Self-Care Day



Bob Ross Paint Nights



Olympics Night

Fundraisers



Power of Determination



Over The Edge

Request

- KV Oasis is requesting \$25,000 from the Town of Rothesay to help cover the operational costs of the Centre. Youth who attend and use the services at the Centre are between the ages of 12 and 25. In order to continue to be inclusive and barrier-free, youth are not required to pay any fee for using the Centre. In order to continue to do so, we need assistance covering the costs associated with the day to day operations of the Centre. Every youth has access to the space, health services, programming held within it and a homecooked meal every evening.

Presentation by board members Patrick Grannan and Gregory Zed

Liz Pomeroy

From: Liz Pomeroy
Sent: October 15, 2019 12:02 PM
To: Liz Pomeroy
Subject: FW: Eriskay Drive - Speeding/Dangerous Crosswalk
Attachments: Eriskay Road Safety Letter to Rothesay.docx

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

From: [REDACTED]
Date: Mon, Oct 14, 2019 at 8:34 PM -0300
Subject: Fwd: Eriskay Drive - Speeding/Dangerous Crosswalk
To: "Tiffany Mackay French" <TiffanyMackayFrench@rothesay.ca>, "Nancy Grant" <NancyGrant@rothesay.ca>

Hi Tiffany and Nancy,

I hope you both had a wonderful Thanksgiving weekend. The weather couldn't have been more perfect :)

As correspondence regarding Eriskay Drive will be discussed at the town council meeting tomorrow, my husband [REDACTED] or I will be in attendance. I have been in back and forth discussion with Brett McLean over the last couple of years about the dangerous driving on Eriskay Drive and the entrance to Rothesay Elementary School.

I am hoping the Town of Rothesay will help with a safe solution for our kids. I am including my conversations with Brett and the original letter that I sent to him in October 2017 addressing my concerns regarding safety on Eriskay Drive. A child was hit on our street by a car in 2018. The danger to our children persists. We need help from the Town of Rothesay to keep pedestrians and school walkers safe.

Thank you,

[REDACTED]
292 Eriskay Drive

Sent from my iPhone

Begin forwarded message:

From: [REDACTED]
Date: December 20, 2018 at 11:06:42 AM AST
To: Brett McLean <BrettMcLean@rothesay.ca>
Subject: Re: Eriskay Drive - Speeding/Dangerous Crosswalk

Good Morning Brett,

You may have heard that a young student was hit by a car on Eriskay Drive yesterday at the entrance to the school around 8:00am. Police, Ambulance, Fire Trucks were called to the scene. This is the exact intersection that I have been expressing concern about (letter attached as a reminder). Thank goodness that student was okay. This should be

2018 November 2 Open Session PWA safety
a warning to all that something needs to be done to improve safety on Eriskay drive at the Rothesay Elementary school entrance. Many parents are concerned for the safety of their children and themselves. We need a crossing guard, speed radar signs (which seem to be on many other streets around town) and a safer entrance/exit into the school. PLEASE help us make this street safer for all residents and students.

Thank you,



292 Eriskay Drive

On Friday, August 10, 2018 03:25:25 PM ADT, Brett McLean
<BrettMcLean@rothesay.ca> wrote:

Good afternoon

The Town right-of-way limit ie. the Town's property line is immediately adjacent to the back side of the concrete sidewalk at the entrance to Rothesay Elementary School.

The area that you suggest to have trees cleared belongs to the Province, as does the school driveway. I have no jurisdiction to go onto their land and clear trees.

As mentioned previously I have personally petitioned the province to change the driveway configuration and, as yet, they have not taken up that cause and I as a Town official have no recourse to make them do so.

I do believe the school and parents of the school children have a great role to play in this and I would urge you to speak to your MLA, your school's Principal, District Superintendent and impress upon them the gravity of the safety issue that you encounter there.

brett

From: [REDACTED] AL_036
Sent: August-10-18 2:19 PM
To: Brett McLean
Subject: Re: Eriskay Drive - Speeding/Dangerous Crosswalk

Hi Brett,

As the new school year approaches, my concerns are resurfacing regarding the entrance to Rothesay Elementary School. Thinking about the number of times my children and I along with others walking their kids to school were close to being hit, I still think there are simple measures that can be done to make that entrance safer for pedestrians. As there is basically a blind exit from the school to the right of Eriskay, cutting back some of the trees at that corner would definitely give drivers a better view of approaching pedestrians. Is this something your department can look into?

I will also submit a request for a crossing guard for morning drop off to the school principal and school board.

Thank you for your consideration,

[REDACTED]

292 Eriskay Drive

On Tuesday, February 06, 2018 10:13:34 PM AST, Brett McLean
<BrettMcLean@rothesay.ca> wrote:

Good evening

While I share your concerns about the geometry of the school entrance where it meets Eriskay, it is a condition that existed before the portion of Eriskay between the school and the former Robertson Drive existed.

The Town has petitioned the school board, the department of Education and the department of Transportation and Infrastructure to realign the entrance. None of the above bodies have decided to alter the geometry of the entrance.

With respect to speeding you are doing exactly the correct thing; talking to KV police. The Town, through its operations department, signs streets according to

bylaw regulation and the Town funds the KV Police Department to enforce these bylaws.

There is not anything to be done by my department that will change the entrance to the school or force drivers to slow down. That doesn't make it right or alleviate any of the concerns you mention in your email.

I have spoken with police and they have done "blitzes" in the area to train drivers to slow down, but ofcourse they cannot be there all the time. Parents and users of the school play a definite role in this problem as well.

I'm just thinking out loud but perhaps a campaign thru the school and education council would better serve to stop these issues from occurring than would a letter to Council as there really isn't a lot Council can do.

If this were something you and other parents might like to spearhead I would certainly be willing to help in any way I could.

The campaign could be aimed at educating the parents and neighborhood about the dangers of unsafe driving practices and curb the unsafe driver behaviour. I do believe the issues are contributed to mainly by users of the school and residents of the immediate neighborhood.

Perhaps we could discuss over the phone this week and try to figure out a go forward plan.

Regards

Brett

Get [Outlook for Android](#)

On Tue, Feb 6, 2018 at 9:54 PM -0400, "Lindsay Langille" [REDACTED] wrote:

Hi Brett,

I am following up on the letter that I submitted 4 months ago regarding the dangerous traffic issues on Eriskay Drive. Please let me know if I should be submitting a letter to town council in order to have these issues addressed. I have witnessed hundreds of illegal driving acts on my street and into the entrance of Rothesay Elementary. I am in discussions with the KV Police Department regarding the illegal concerns. The infrastructure of the road and school entrance is a contributing hazard to all that use it.

Consider this reality: Rothesay has an elementary school with a blind exit that enters into an unguarded extra-long cross-walk. There are vehicles passing through the crosswalk from three different directions. Vehicles are lined up to enter and exit the school, while some other vehicles simply driving down Eriskay Drive and not needing to enter the school are cutting around the lines by driving in the lanes of oncoming

2019 November 12 Open Session Final use
traffic. Most vehicles that are arriving at the end of drop off are speeding in and out of the school and along Eriskay so they can avoid being late for school/work. Walking children with and without adult supervision are navigating these hazardous situations. It is unacceptable.

I await a response.

Thank you,

[REDACTED]

From: [REDACTED]
To: "brettmclean@rothesay.ca" <brettmclean@rothesay.ca>
Cc: "rothesay@rothesay.ca" <rothesay@rothesay.ca>
Sent: Wednesday, October 4, 2017 9:04 AM
Subject: Eriskay Drive - Speeding/Dangerous Crosswalk

Hello Brett,

Please see attached letter that I am submitting to be addressed at the next Rothesay Public Works meeting. The traffic issues on Eriskay Drive continue to be dangerous and require attention.

Thank you,

[REDACTED]

██████████
292 Eriskay Drive
Rothesay, New Brunswick
██████████

September 21, 2017

Rothesay Public Works
70 Hampton Road
Rothesay, New Brunswick

Dear Rothesay Public Works:

I am writing in regard to two dangerous traffic/street issues on Eriskay Drive. The first is vehicle speed along the new portion of Eriskay Drive. The second is pedestrian cross walk safety at the Rothesay Elementary School entrance.

1. There is a tremendous amount of traffic on this narrow, curvy residential street on a daily basis due to the elementary school, sports fields and short cut up to the highway. The majority of vehicles are speeding along the straight stretch of road and unable to stay in their own lane as the road curves in front of our house. The speeding presents an extremely dangerous situation as many children reside in the area and are walking to school or playing in driveways. Traffic calming measures need to be put in place in order to force vehicles to slow down. I have witnessed vehicles in the ditch, cars racing each other and cutting through Edgemont Lane, and constant speeding.
2. The angle of the parking lot exit at Rothesay Elementary school poses a significant danger to pedestrians during school drop off. This has become a major problem since Eriskay Drive became a through road. Drivers leaving the school are unable to see traffic on Eriskay Drive as the road is hidden, so they advance ahead of the stop sign into the cross walk to see around the corner. They are unable to see pedestrians from the stop sign. The cross-walk is also very long do to the angle of the street. There are cars coming at pedestrians from 3 angles while crossing the road (cars are leaving the school and cars are entering from both directions on Eriskay). My children and I have been in numerous situations where a vehicle has not stopped and if we had not been paying attention, would have been hit. Many times, while driving along Eriskay I have had to stop for vehicles leaving the school parking lot as they don't treat it as a full stop sign.

The combination of the angled school entrance and the lack of traffic calming measures make it a very dangerous road. Something must be done to remedy these problems. Possible solutions include; re-angling the school entrance/exit, remove trees blocking vision, put a crossing guard at the cross-walk, additional stop signs along Eriskay Drive, adding a lighted radar speed signs, etc.

Rothesay Elementary will not take responsibility for the cross-walk as it is not on their property. KV Police want individual license plates of speeders to be called in which will not address the underlying problem. I urge the town of Rothesay to take action as the current infrastructure does not work with the recent growth and changes of the neighbourhood. These are issues that need to be addressed immediately as children's safety is at stake. I invite you to join me to see the issues firsthand.

Sincerely,

██████████



To Rothesay Town Council

October 16, 2019

Counselors

In the September I received a phone call from a police officer regarding my letters to you concerning traffic problems near my address. The officer simply explained that nothing more could be done from an enforcement prospective due to lack of resources and jurisdictions. However he said the police are doing everything they can with the resources they now have. Not an unexpected response but also not suggesting an alternative plan of action.

I then suggested to him that speed bumps in my vicinity would at least slow down traffic within a school zone. He told me that that is within the town's mandate and not the police department's. Therefore may I suggest to you now that a speed bump or two in the stretch between Vincent Rd and Isaac St.? That would do, I think, little or nothing about motor cycle noise but would slow traffic considerably. Bumps work on streets in Quispamsis so I'd expect them to work in Rothesay as well. I'd also recommend portable type bumps so they could be removed during snow season.

I know there will be objections to this action from the likes of town maintenance department, fire, police and emergency services, residents using Gondola Point Road, and probably others accept those residents on Gondola Point Road some, of whom I have spoken, agree with me about traffic speed and motor cycle noise.

Thank you for your consideration

[REDACTED]
1 Frances Av.



**P.R.O. Kids
Advisory Committee**

Chair
JEN BROWN

Vice Chair
JORDAN TRACEY
Member

MATTHEW BEDARD
Member

HOLLY KNIGHT
Member

DEVIN BURNHAM
Member

LISA CAISSIE
Communications

COUNCILLOR SEAN CASEY
Saint John Representative

JASON COURT
Member

MARYELLE HANNAM
Member

COUNCILLOR PETER LEWIS
Rothsay Representative

PAT STEEVES
Member

ANDREW HOLMES
Member

COUNCILLOR RYAN SNODGRASS
Grand Bay-Westfield Representative

BRAD ADAMS
P.R.O. Kids Manager

JESSICA MCPHERSON
P.R.O. Kids Support Coordinator



October 3, 2019

Your donation to P.R.O. Kids will give children and youth from Greater Saint John the chance to participate in positive, life changing recreation activities that they would otherwise be unable to afford. These funds will be used to cover the costs associated with their participation in sports, arts, recreation and culture programs, such as registration fees, equipment and/or transportation.

Your financial contribution demonstrates the value that you place on providing recreation programs for all children and youth in our community. Your donation will ensure that more children in need have opportunities to participate, to make new friends and to feel a sense of accomplishment as they master new skills.

Positive Recreation Opportunities for Kids (P.R.O. Kids) is a very important recreation service for families in our community. P.R.O. Kids assisted over 1000 children last year; this is only possible because of the generosity of our donors. We hope that your example will encourage others to make a similar investment in our children.

Thank you for making a difference!

Sincerely,

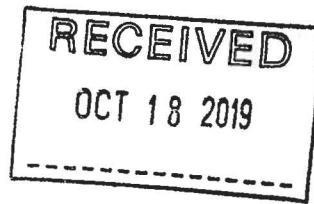
Brad Adams
Manager
P.R.O. Kids





2019November12OpenSessionFINAL_042

KENNEBECASIS CRIMESTOPPERS COPY



15 Leah Blvd.
Quispamsis, N.B.
E2E 6E7

October 15, 2019

Mayor & Council – Town of Rothesay
70 Hampton Road,
Rothesay, N.B.
E2E 5L5

RE: Budget Request – Year 2020

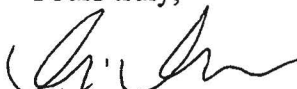
Dear Mayor & Council:

Since the inception of Kennebecasis Crime Stoppers in 1986, the Municipal Councils have been instrumental through financial support in helping us carry out the very important work that we do. In the past, we have received a significant share of our annual budget from contributions from each of the communities in the Kennebecasis Valley. In addition, we carry out fundraising activities to ensure that sufficient funds are available to pay for the important TIPS that provide substantial aide to our police forces in solving crimes.

In consideration of our financial needs, we ask the Mayor and Council of the Town of Rothesay to budget the amount of \$2800 to support the ongoing efforts of the Kennebecasis Crime Stoppers for the year 2020.

I thank you for your kind attention to this matter and should you need to contact me, I can be reached at 849-7139(home) or 651-4117(work).

Yours truly,


Alicia Allen
President



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

October 21, 2019



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

Your Worship:

Please find enclosed a cheque in the amount of \$3,976.63 allocated as a contribution from the Government of New Brunswick and the Government of Canada to assist in the recovery from damages the Town suffered as a result of the 2018 Spring Flood event.

A direct deposit in the amount of \$35,729.54 was deposited to the account of the Town of Rothesay on September 18, 2019. This direct deposit is in addition to the cheque you have already received in the amount of \$296,428.84 for a total \$336,135.01.

We hope that the Town has been able to repair the damages sustained during the 2018 Spring Flood and that this assistance will help to cover the costs incurred.

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

Yours truly,

Jacqueline Rioux
Manager
Disaster Financial Assistance Program

2019November12OpenSessionFINAL_044

Thank You

An Awesome Venue
for seniors
Dulce Jorste

2019 November 12 Open Session FINAL_045

Thanks
Gill

Anna

Sheila Milner

Wonderful place to
come and socialize

Geri

Wonderful Place,
Barb Shaw

Thanks
Geradene
Mary Seely

I love it
Debbie Hayes

Thank you
Cathie Douille

Dorothy MacPhee

Margaret Cheavella
Thank you

Fatsy Page

Jean MacKenzie

Carol Fox
Work

"toots"

Marilyn Dalton
Marilyn Mackintosh

Maqqie
- yoga, fitness
- chair zumba
- book club

Irene Sutton

Kenda Skwell

Louise Brown

Jane Stevers
- fitness
- yoga
- tea/pot/lucks
- main space master
Myra
Coff

Janet Shea

Members of Rathesay Hive
wish to thank you for providing
this resource for seniors. The
need for seniors to have a place

Thank you very much.

to interact socially, physically
and mentally has long been
needed. Daily activities at
Rathesay Hive offer a variety
of activities for seniors to
choose from. We are all
benefiting from this resource
and now wonder how we
lived in this community
without it.

Thank you,
Members of Rathesay Hive
Bruce Byeman NDEFP. with thanks

2019November12OpenSessionFINAL_046

27 Burnett Terrace
Rothesay, New Brunswick
E2H 1V1

November 6, 2019

Mayor Nancy Grant & Members of Rothesay Council

70 Hampton Road, Rothesay, NB, E2E 5L5

fox 848-6677



Mayor Grant & Members of Council

Re: KV Oasis Youth Centre

As budget time approaches, I would ask Council Members to reconsider the level of financial support the Town has been providing to KV Oasis since it's opening 4-5 years ago .I believe the funding has been considered as a donation request to an external body however the individuals who attend Oasis are the sons and daughters of Rothesay and Quispamsis residents.

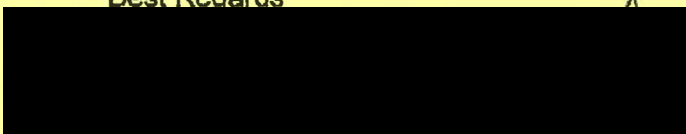
The 2019 Recreation budget for Rothesay is some \$2,050,000 and perhaps KV Oasis should be considered part of that budget for while Oasis provides a place to deal with health issues, it is also a place where youth can socialize and grow in a supervised environment.

Today's youth faces many challenges which seems to have resulted in an increase with mental health issues-some with tragic consequences. As I understand it, KV Oasis has the ability to assist the teens quickly in these matters versus months or years in the traditional education and health facilities.

The New Brunswick Children's Foundation has funded KV Oasis with some \$25,000 annually since it opened. As a Board member, it is becoming increasingly difficult for me to convince my fellow Board members to continue this support given the level of support from the respective affluent municipalities whose youth make up the users of KV Oasis.

Again ,I would urge the Councils of Rothesay & Quispamsis not to look at supporting KV Oasis as just another grant to an external organization but as an investment in the well being of the Valley's youth.

Best Regards



Cc: Mayor & Councillors of Quispamsis

Agenda

Kennebecasis Public Library Board

Wednesday, July 24th, 2019, 6:00 p.m.

- 1.) Call to Order
- 2.) Disposition of Minutes from Previous Meeting
- 3.) Communications
- 4.) Report of the Librarian
- 5.) Committee Reports
 - a. Financial
 - b. Facilities Management
 - i. Snow Plowing Contract
 - c. Marketing Advisory Committee
- 6.) New and Unfinished Business
 - a. Smart Board/Shelving Update
 - b. Local Strategic Plan
 - c. Study on How NB Libraries Can Improve Services

A meeting of the Board of Trustees, Kennebecasis Public Library was held on July 24, 2019 at 6:00pm at the Library.

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

Regrets: Mr. Allison Maxwell

Absences: N/A

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

Approval of Agenda

It was moved by 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 May regular meeting, Mr. Rioux seconded, and the motion carried.

Communications

Ms. Corscadden presented a letter from the town of Rothesay, appointing Susan Webber to replace Chuck McKibbon on the library board. Her appointment is until December 31, 2020.

Ms. Corscadden also spoke of correspondence she received from the Saint John Police force, asking if the library would be interested in participating in their Signs for Safety program. This program would involve displaying road safety messages on our electronic road signs at various dates and times. Discussion ensued. Ms. Corscadden referred to the policy previously passed by the board for the electronic road sign, which states only library messages may be displayed. Discussion ensued. It was decided to uphold the policy.

Report of the Librarian

Ms. Corscadden outlined her report to the board; outlining the staff complement for the summer months. The library has six employees hired for the summer. Two of these are provincially funded for the Summer Reading Club program, and four are funded through

the Canada Summer Jobs program. The Canada Summer Jobs employees include two literacy tutors, a community outreach coordinator, and a summer library clerk.

Ms. Corscadden also spoke of five other individuals based in the library this summer, who have been hired by our community partners. Four of these are literacy tutors hired by Elementary Literacy Inc. for our ELF @ Your Library program. The other individual is hired by Brilliant Labs, and will be at our library two and a half days per week. The Brilliant Labs employee will be running five programs a week to the public. Discussion ensued.

Ms. Corscadden went on to provide an outline of the programs being offered at the library this summer. She also spoke about the work the Community Outreach Coordinator is doing; offering one program a week to thirteen various daycare groups in the community. Discussion ensued.

Ms. Corscadden finished her report by describing the work completed in the children's section of the library. The children's French collection was moved to a different area in the space, to increase its visibility. Discussion ensued.

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

Financial Statement

Ms. Watling presented the financial statements ending May 2019 to the board. While the ground maintenance line is showing higher than usual, there was some annual work done to the grounds during the months of April and May. Discussion ensued.

Facilities Management

Ms. Corscadden presented to the board on behalf of Phil Shedd. The library's three year snow plowing contract with Urban Landscaping ended last winter. The library went to tender, and received two quotations for the next three year period. Ms. Corscadden outlined that quotes were received from Urban Landscaping, and Homestar. Discussion ensued. Ms. Corscadden outlined that Urban landscaping quoted \$12,799.50 per year including HST, and Homestar quoted \$10,321.25 per year including HST. Ms. Corscadden proceeded to present the details within each quote. Discussion ensued. Mr. Rioux commented that while Homestar quoted a lower amount, Urban Landscaping is familiar with the property, and the work required to maintain it in the winter. Discussion ensued. Mr. Winchester noted the importance of supporting multiple businesses within the community. Discussion ensued.

Mr. Shea moved to award the snowplowing contract to Homestar. Mrs. Watling seconded, and the motion carried.

Ms. Greer summarized the various posts on social media over the past weeks. She also mentioned the various free passes that are still being distributed at the library. Discussion ensued.

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

New and Unfinished Business

Smart Board/Shelving Update

Ms. Corscadden relayed to the board that the town of Rothesay has expressed interest in the available shelving. Her hope is to have it out of the library's storage by the end of the summer. Additionally, she believes that either the public library in St. Andrews, or in St. Stephen will gladly receive the Smart Board that isn't being used. Discussion ensued.

Local Strategic Plan Update

Mr. Winchester suggested that updating the local strategic plan become an annual event, perhaps in the fall. Discussion ensued.

Study on How NB Libraries Can Improve Services

Ms. Corscadden summarized the content of a memo released by Sylvie Nadeau, Executive Director of the New Brunswick Public Library Service entitled "Study on how NB public libraries can improve services". An external consulting firm has been hired to conduct a study and prepare a report concerning ways that NB public libraries could improve services. As part of the study, there will be an engagement session with public library stakeholders in our region. Ms. Corscadden outlined that as soon as she receives details about the session (date, time, etc.) she will relay that information to the board. Discussion ensued.

Mrs. Hansen spoke of the importance of libraries within our province, and how when such studies are conducted, it is imperative to have all library stakeholders express their support. Discussion ensued. Mrs. Hansen suggested that a letter be sent to the towns of Rothesay and Quispamsis, to ask for a statement of support for local libraries. Discussion ensued. Mrs. Hansen volunteered to draft the letter. Discussion ensued.

Mr. Winchester moved to send letters to the towns asking for a statement of support for local libraries in New Brunswick. Mrs. Hansen seconded, and the motion carried.

Adjournment: As there was no other business, Mr. Rioux moved that the meeting be adjourned at 7:32pm.

Next Meeting: The next meeting is scheduled for September 18th, 2019 at 6:00pm at the Library. 2019 November 20th Open Session PIRAL_051

Respectfully submitted,

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

Laura Corscadden
Library Director and Secretary to the Board

Kennebecasis Public Library Inc.	2019 November 12 Open Session FINAL_052						
Comparative Income Statement (DRAFT)		OPERATING FUND					
Period ending May 31, 2019	a	b	c	b - c	d	b - d	
	<u>Restricted Fund</u>	<u>Operating YTD Actual</u>	<u>Year To Date Budget</u>	<u>Year To Date Variance Better (Worse)</u>	<u>Annual Budget</u>	<u>Annual Budget Variance</u>	
REVENUE							
Library service - Rothesay		35,444	35,442	2	85,061	(49,617)	
Library service - Quispamsis		55,465	55,463	2	133,111	(77,646)	
Room Rentals, Printer and copies		2,814	1,875	939	4,500	(1,686)	
Grants		0	0	0	17,680	(17,680)	
Donations	979	0	0			0	
Donation from Friends of KPL	1,464	0	0				
Interest Income (Savings)		10	0	10	0	10	
Previous Year's Surplus		1,134	1,135	(1)	2,723	(1,589)	
TOTAL REVENUE	2,442	94,867	93,915	952	243,075	(148,208)	
EXPENSE							
<u>Operations Expenditures</u>							
Other Expenditures - Restricted Fund	352					0	
Books, restricted fund	781					0	
Small Equipment and Furniture		2,001	3,444	1,443	8,265	6,264	
Total Capital Expenditures	1,133	2,001	3,444	1,443	8,265	6,264	
<u>Wages</u>							
Total Wages & Casual Labour		6,418	10,140	3,722	40,418	34,000	
<u>General & Administration Expenses</u>							
Building Maintenance		31,785	29,512	(2,273)	70,828	39,043	
Grounds Maintenance		12,325	10,722	(1,603)	20,500	8,175	
Office		3,206	3,750	544	9,000	5,794	
Utilities		24,955	26,300	1,345	54,711	29,756	
Accounting, audit and legal		5,769	6,800	1,031	10,600	4,831	
Professional Development		290	833	544	2,000	1,710	
Insurance		3,161	3,161	0	7,587	4,426	
Public Relations		1,160	1,250	90	3,000	1,840	
Communications		2,424	4,078	1,653	9,786	7,362	
Miscellaneous Expense		227	783	556	1,880	1,653	
Program Exp		1,872	1,875	3	4,500	2,628	
Total General & Admin Expenses		87,175	89,064	1,889	194,392	107,217	
TOTAL EXPENSE	1,133	95,593	102,648	7,055	243,075	147,482	
NET INCOME (Deficit)	\$ 1,310	\$ (726)	(8,733)	8,007	(0)	(726)	



Librarian's Report July 2019

Staffing and Volunteers

We currently have eleven students working at the library for the summer; six of which are hired through the library.

Two of our hired students are provincially funded students for our Summer Reading Club program.

The library was also awarded four students through the Canada Summer Jobs Program; two literacy tutors, one community outreach coordinator, and one student library clerk.

Our partner Elementary Literacy Inc. was awarded four students through Canada Summer Jobs, which means that we have six literacy tutors at the library this summer. We have 80 children from the valley currently registered in the literacy tutoring program.

This year we also have a new partnership with Brilliant Labs; they have a student based in our library for two and half days a week running STEAM programs.

Programs

Ongoing programs offered this summer include:

- Baby Wonders with KV3C, Mondays 10am-12pm & Thursdays 1-3pm
- Brilliant Labs STEAM Camps, Mondays 10am & 2:00pm
- Brilliant Labs STEAM Camps, Tuesdays 10am & 2:00pm
- Brilliant Labs STEAM Camps, Wednesdays 10am
- Evil Genius Club, Tuesdays at 6:30pm (Summer Reading Club)
- Puppet Shows, Wednesdays at 10:30am & 3:30pm (Summer Reading Club)
- Parlons Francais, Wed. mornings at 10:30am, and Thurs. evenings at 6:30pm
- Crafter-Morning, Thursdays at 10:30am (Summer Reading Club)

- Storytime in the Park, Thursdays at 2pm (Summer Reading Club)
- Knit Wits, Thursdays at 7:00pm
- Storytime, Fridays at 10:30am (Summer Reading Club)
- Gamification, Fridays at 2:30pm (Summer Reading Club)
- Builder's Club, Saturdays at 2:30

Special programs this Summer included:

- Our Summer Reading Club Opening Party was on Tuesday, June 25th – almost 300 people attended!
- Fundy Region Solid Waste were special guests at our Gamification Program, Friday July 19th
- Canada Learning Code brought their Code Mobile to our Evil Genius Club on Tuesday, July 23rd
- Perfectly Royal Princess Parties attended our SRC Opening party, and will be hosting special programs on Saturdays August 10th and 17th

Community Outreach

Our Community Outreach Coordinator, with aid from our Student Library Clerk, has been offering one program a week this summer to thirteen local daycare groups. These include:

- Kidzone 1 (age 4's)
- Kidzone 2 (ages 4-5)
- Happy Clown Daycare (age 3's)
- Happy Clown Daycare (age 4's)
- Little Blossom's Daycare (ages 2-7)
- Precious Little Ones Daycare (ages 3-5)
- Precious Little Ones Daycare (ages 5-10)
- Little Blessings (ages 2-12)
- Origins Daycare (ages 4-5)
- Origins Daycare (ages 3-4)
- Polkadots & Bowties (age 4's)
- Polkadots & Bowties (school age)

- Sprouts Daycare (ages 2-11)

Collections and Spaces

Local author Riel Nason currently has a beautiful quilt display in the library for the months of July and August.

The children's French collection has been moved into a new area in the children's section of the library. I

Respectfully Submitted,

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

Laura Corscadden,

Library Director and Secretary to the Board

Town of Rothesay

General Fund Financial Statements

September 30, 2019

Includes:

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

Town of Rothesay

Balance Sheet - Capital General Fund 9/30/19

ASSETS

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

LIABILITIES AND EQUITY

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

Town of Rothesay
 Balance Sheet - General Fund Reserves
 9/30/19

ASSETS

BNS General Operating Reserve #214-15	671,516
BNS General Capital Reserves #2261-14	2,105,409
BNS - Gas Tax Reserves - GIC	4,265,101
Gen Reserves due to/from Gen Operating	402,181
	\$ 7,444,207

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	5,265,113
Invest. in General Capital Reserve	1,028,499
General Gas Tax Funding	281,283
Invest. in General Operating Reserve	679,163
Invest. in Land for Public Purposes Reserve	136,852
Invest. in Town Hall Reserve	53,298
	\$ 7,444,208

Town of Rothesay
Balance Sheet - General Operating Fund
9/30/19

CURRENT ASSETS

Cash	2,104,322
Receivables	271,323
HST Receivable	399,264
Payroll Clearing	(117)
Inventory	29,645
Gen Operating due to/from Util Operating	<u>(690,780)</u>
Total Current Assets	<u>2,113,656</u>
Other Assets:	
Projects	<u>3,674,833</u>
	<u>3,674,833</u>
TOTAL ASSETS	<u><u>5,788,489</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	1,763,166
Other Payables	438,227
Gen Operating due to/from Gen Reserves	402,181
Gen Operating due to/from Gen Capital	660,000
Accrued Sick Leave	18,700
Accrued Pension Obligation	44,500
Accrued Retirement Allowance	395,220
Def. Rev-Quispamsis/Library Share	<u>18,387</u>
TOTAL LIABILITIES	<u><u>3,740,381</u></u>

EQUITY

Retained Earnings - General	2,445
Surplus/(Deficit) for the Period	<u>2,045,663</u>
	<u>2,048,108</u>
	<u><u>5,788,489</u></u>

2019November12OpenSessionFINAL_060

Town of Rothesay

Statement of Revenue & Expenditure
9 Months Ended 9/30/19

	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	12,032,266	12,032,266	0		16,043,021
Sale of Services	16,222	20,466	285,931	260,868	25,063		403,043
Services to Province of New Brunswick	5,000	5,000	45,000	45,000	0		60,000
Other Revenue from Own Sources	66,379	9,045	189,638	86,899	102,739		108,540
Unconditional Grant	10,183	10,183	91,642	91,643	(1)		122,190
Conditional Transfers	-7,400	0	27,000	26,500	500		26,500
Other Transfers	250,000	250,000	826,706	826,706	0		1,076,706
	<u>\$1,677,303</u>	<u>\$1,631,612</u>	<u>\$13,498,183</u>	<u>\$13,369,881</u>	<u>\$128,302</u>		<u>\$17,840,000</u>
EXPENSES							
General Government Services	131,127	124,431	1,759,055	1,816,440	57,384		2,260,215
Protective Services	374,542	375,584	3,900,870	3,912,056	11,185		5,038,809
Transportation Services	200,631	215,517	2,731,643	2,574,325	(157,318)		3,444,029
Environmental Health Services	49,492	50,417	481,679	488,750	7,071		645,000
Environmental Development	40,781	46,539	459,109	510,064	50,955		649,680
Recreation & Cultural Services	119,690	132,809	1,560,673	1,602,047	41,374		2,049,910
Fiscal Services	325	333	559,490	559,651	162		3,752,357
	<u>\$916,588</u>	<u>\$945,630</u>	<u>\$11,452,520</u>	<u>\$11,463,333</u>	<u>\$10,813</u>		<u>\$17,840,000</u>
Surplus (Deficit) for the Year	<u>\$760,714</u>	<u>\$685,982</u>	<u>\$2,045,663</u>	<u>\$1,906,549</u>	<u>\$139,115</u>		<u>\$ 0</u>

Town of Rothesay

Statement of Revenue & Expenditure
9 Months Ended 9/30/19

	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	2,125	2,500	18,953	22,500	(3,548)	1	30,000
Town Hall Rent	5,683	4,167	42,817	37,500	5,317		50,000
Arena Revenue	1,815	2,586	137,352	128,819	8,534		245,678
Community Garden	0	0	820	1,300	(480)		1,300
Recreation Programs	6,599	11,213	85,990	70,750	15,240	2	76,065
	<u>16,222</u>	<u>20,466</u>	<u>285,931</u>	<u>260,868</u>	<u>25,063</u>		<u>403,043</u>
Other Revenue from Own Sources							
Licenses & Permits	26,994	7,917	71,685	76,744	(5,059)	3	95,000
Fox Farm Rental	850	0	1,700	0	1,700		0
Police Fines	0	0	60	0	60		0
Recycling Dollies & Lids	57	0	664	0	664		0
Interest & Sundry	2,273	417	37,273	3,750	33,523	4	5,000
Miscellaneous	36,205	712	72,241	6,405	65,836	5	8,540
Fire Dept. Administration	0	0	6,000	0	6,000		0
History Book Sales	0	0	15	0	15		0
	<u>66,379</u>	<u>9,045</u>	<u>189,638</u>	<u>86,899</u>	<u>102,739</u>		<u>108,540</u>
Conditional Transfers							
Canada Day Grant	0	0	2,000	1,500	500		1,500
Grant - Other	(7,400)	0	25,000	25,000	(0)		25,000
	<u>(7,400)</u>	<u>0</u>	<u>27,000</u>	<u>26,500</u>	<u>500</u>		<u>26,500</u>
Other Transfers							
Surplus of 2nd Previous Year	0	0	76,706	76,706	0		76,706
Utility Fund Transfer	250,000	250,000	750,000	750,000	0		1,000,000
	<u>250,000</u>	<u>250,000</u>	<u>826,706</u>	<u>826,706</u>	<u>0</u>		<u>1,076,706</u>
EXPENSES							
General Government Services							
Legislative							
Mayor	3,164	3,542	31,280	31,875	595		42,500
Councillors	9,837	10,092	89,534	90,825	1,291		121,100
Regional Service Commission 9	0	0	5,012	5,250	238		7,000
Other	525	708	3,473	6,375	2,902		8,500
	<u>13,526</u>	<u>14,342</u>	<u>129,299</u>	<u>134,325</u>	<u>5,026</u>		<u>179,100</u>
Administrative							
Office Building	8,567	7,195	131,623	113,515	(18,108)	6	136,500
Solicitor	0	4,167	7,678	37,500	29,822	7	50,000
Administration - Wages & Benefits	75,904	71,708	742,121	779,175	37,054		1,063,300
Supplies	2,752	7,977	88,623	90,068	1,446		114,000
Professional Fees	0	3,182	11,698	45,454	33,756	8	55,000
Other	18,564	11,693	146,965	124,239	(22,725)	9	159,319
	<u>105,786</u>	<u>105,922</u>	<u>1,128,707</u>	<u>1,189,952</u>	<u>61,245</u>		<u>1,578,119</u>

2019November12OpenSessionFINAL_062

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
G7							
Other General Government Services							
Community Communications	0	833	4,654	9,167	4,513		10,000
Civic Relations	102	333	176	3,000	2,824		4,000
Insurance	0	0	185,839	190,000	4,161		190,000
Donations	1,100	3,000	32,048	31,000	(1,048)		40,000
Cost of Assessment	0	0	250,996	250,996	0		250,996
Property Taxes - L.P.P.	0	0	11,105	8,000	(3,105)		8,000
Fox Farm Rental Expenses	10,613	0	16,231	0	(16,231)	10	0
	<u>11,815</u>	<u>4,167</u>	<u>501,049</u>	<u>492,163</u>	<u>(8,887)</u>		<u>502,996</u>
	<u>131,127</u>	<u>124,431</u>	<u>1,759,055</u>	<u>1,816,440</u>	<u>57,384</u>		<u>2,260,215</u>
Protective Services							
Police							
Police Protection	202,260	202,260	1,820,340	1,820,340	0		2,427,120
Crime Stoppers	0	0	2,800	2,800	0		2,800
	<u>202,260</u>	<u>202,260</u>	<u>1,823,140</u>	<u>1,823,140</u>	<u>0</u>		<u>2,429,920</u>
Fire							
Fire Protection	158,489	158,489	1,631,551	1,630,397	(1,154)		2,105,864
Water Costs Fire Protection	0	0	325,000	325,000	0		325,000
	<u>158,489</u>	<u>158,489</u>	<u>1,956,551</u>	<u>1,955,397</u>	<u>(1,154)</u>		<u>2,430,864</u>
Emergency Measures							
911 Communications Centre	12,377	12,377	111,394	111,394	(0)		148,525
EMO Director/Committee	80	833	639	7,500	6,861		10,000
	<u>12,457</u>	<u>13,210</u>	<u>112,033</u>	<u>118,894</u>	<u>6,861</u>		<u>158,525</u>
Other							
Animal & Pest Control	1,336	792	5,674	7,125	1,451		9,500
Other	0	833	3,473	7,500	4,027		10,000
	<u>1,336</u>	<u>1,625</u>	<u>9,147</u>	<u>14,625</u>	<u>5,478</u>		<u>19,500</u>
Total Protective Services	<u>374,542</u>	<u>375,584</u>	<u>3,900,870</u>	<u>3,912,056</u>	<u>11,185</u>		<u>5,038,809</u>

2019November12OpenSessionFINAL_063

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Transportation Services							
Common Services							
Administration (Wages & Benefits)	124,369	134,295	1,311,804	1,364,825	53,021		1,776,862
Workshops, Yards & Equipment	43,691	46,009	442,817	456,078	13,261		594,104
Engineering	4,322	625	7,565	5,625	(1,940)		7,500
	<u>172,381</u>	<u>180,929</u>	<u>1,762,186</u>	<u>1,826,528</u>	<u>64,342</u>		<u>2,378,466</u>
Street Cleaning & Flushing	0	1,000	5,620	22,000	16,380		40,000
Roads & Streets	5,483	5,000	39,379	57,000	17,621		65,000
Crosswalks & Sidewalks	789	2,714	14,817	17,422	2,605		20,563
Culverts & Drainage Ditches	7,329	5,417	47,903	48,750	847		65,000
Snow & Ice Removal	0	0	440,931	374,000	(66,931)	11	554,000
2018 Flood Costs	0	0	62,306	0	(62,306)	12	0
2019 Flood Costs	0	0	152,409	0	(152,409)	13	0
	<u>13,601</u>	<u>14,130</u>	<u>763,364</u>	<u>519,172</u>	<u>(244,192)</u>		<u>744,563</u>
Street Lighting	11,815	13,250	106,840	105,250	(1,590)		145,000
Traffic Services							
Street Signs	0	1,000	4,548	9,000	4,452		12,000
Traffic Lanemarking	0	1,000	25,261	29,000	3,740		30,000
Traffic Signals	1,102	3,333	12,091	30,000	17,909		40,000
Railway Crossing	1,586	1,667	15,464	15,000	(464)		20,000
	<u>2,688</u>	<u>7,000</u>	<u>57,364</u>	<u>83,000</u>	<u>25,636</u>		<u>102,000</u>
Public Transit							
Public Transit - Comex Service	0	0	35,075	33,000	(2,075)		66,000
KV Committee for the Disabled	0	0	5,500	5,500	0		5,500
Public Transit - Other	146	208	1,314	1,875	561		2,500
	<u>146</u>	<u>208</u>	<u>41,889</u>	<u>40,375</u>	<u>(1,514)</u>		<u>74,000</u>
Total Transportation Services	<u>200,631</u>	<u>215,517</u>	<u>2,731,643</u>	<u>2,574,325</u>	<u>(157,318)</u>		<u>3,444,029</u>
Environmental Health Services							
Solid Waste Disposal Land Fill	15,888	16,250	148,781	146,250	(2,531)		195,000
Solid Waste Disposal Compost	2,391	2,083	19,639	18,750	(889)		25,000
Solid Waste Collection	23,186	24,167	208,674	217,500	8,826		290,000
Solid Waste Collection Curbside Recycling	8,027	7,917	72,246	71,250	(996)		95,000
Clean Up Campaign	0	0	32,339	35,000	2,661		40,000
	<u>49,492</u>	<u>50,417</u>	<u>481,679</u>	<u>488,750</u>	<u>7,071</u>		<u>645,000</u>
Environmental Development Services							
Planning & Zoning							
Administration	31,866	31,015	348,014	367,154	19,140	14	460,200
Planning Projects	684	7,083	33,882	63,750	29,868	15	85,000
Heritage Committee	0	208	0	1,875	1,875		2,500
	<u>32,550</u>	<u>38,307</u>	<u>381,895</u>	<u>432,779</u>	<u>50,883</u>		<u>547,700</u>
Economic Development Comm.							
Tourism	8,232	8,232	74,085	74,085	0		98,780
	<u>0</u>	<u>0</u>	<u>3,129</u>	<u>3,200</u>	<u>71</u>		<u>3,200</u>
	<u>8,232</u>	<u>8,232</u>	<u>77,214</u>	<u>77,285</u>	<u>72</u>		<u>101,980</u>
	<u>40,781</u>	<u>46,539</u>	<u>459,109</u>	<u>510,064</u>	<u>50,955</u>		<u>649,680</u>

2019November12OpenSessionFINAL_064

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Recreation & Cultural Services							
Administration	19,887	18,404	210,131	204,288	(5,843)	16	259,500
Beaches	53	0	45,500	39,000	(6,500)		39,000
Rothesay Arena	27,976	26,464	226,404	239,111	12,707		332,680
Memorial Centre	6,159	4,083	45,962	44,750	(1,212)		57,000
Summer Programs	946	0	61,349	61,000	(349)		61,000
Parks & Gardens	45,662	60,675	451,611	471,275	19,664		585,700
Rothesay Common Rink	1,172	2,424	41,007	35,976	(5,030)	17	48,335
Playgrounds and Fields	10,518	12,750	66,968	88,750	21,782		110,000
Regional Facilities Commission	0	0	320,321	320,321	0		427,095
Kennebecasis Public Library	7,089	7,089	63,799	63,799	0		85,065
Special Events	229	833	27,311	33,000	5,689		36,000
PRO Kids	0	0	0	0	0		7,500
Rothesay Living Museum	0	86	311	776	465		1,035
	<u>119,690</u>	<u>132,809</u>	<u>1,560,673</u>	<u>1,602,047</u>	<u>41,374</u>		<u>2,049,910</u>
Fiscal Services							
Debt Charges							
Interest	325	333	103,490	103,651	162		198,857
Debenture Payments	0	0	456,000	456,000	0		1,033,000
	<u>325</u>	<u>333</u>	<u>559,490</u>	<u>559,651</u>	<u>162</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>325</u>	<u>333</u>	<u>559,490</u>	<u>559,651</u>	<u>162</u>		<u>3,752,357</u>

2019 November 12 Open Session FINAL_065

9 months ending September 30, 2019

Note #		Actual	Budget	Better/(Worse)	Description of Variance
Revenue					
1	Bill McGuire Memorial Centre	\$ 18,953	\$ 22,500	\$ (3,547)	Slow rentals
2	Recreation Programs	\$ 85,990	\$ 70,750	\$ 15,240	Includes yearly RHS field charge, baseball field revenue
3	Licenses & Permits	\$ 71,685	\$ 76,744	\$ (5,059)	Fewer building permits
4	Interest & Sundry	\$ 37,273	\$ 3,750	\$ 33,523	Interest on cash on hand, General receivables
5	Miscellaneous	\$ 72,141	\$ 6,405	\$ 65,736	Insurance proceeds on salt shed roof
			Total	\$ 105,893	
			Variance per Statement	\$ 128,302	
			Explained	82.53%	
Expenses					
General Government					
6	Office Building	\$ 131,623	\$ 113,515	\$ (18,108)	Panic button repair, Hive expenses
7	Solicitor	\$ 7,678	\$ 37,500	\$ 29,822	Not used yet
8	Professional Fees	\$ 11,698	\$ 45,454	\$ 33,756	Not used yet
9	Administration - Other	\$ 146,965	\$ 124,239	\$ (22,726)	WHSCC
10	Fox Farm Rental Expenses	\$ 16,231	\$ -	\$ (16,231)	Unbudgeted
Protective Services				\$ -	
Transportation					
11	Snow & Ice Removal	\$ 440,931	\$ 374,000	\$ (66,931)	Salt & Sand purchases over budget by \$51,000; fuel
12	2018 Flood Costs	\$ 62,306	\$ -	\$ (62,306)	To be recovered
13	2019 Flood Costs	\$ 152,409	\$ -	\$ (152,409)	To be recovered
Environmental Health					
				\$ -	
Environmental Development					
14	Planning & Zoning - Administration	\$ 348,014	\$ 367,154	\$ 19,140	Software & Equipment purchases not made yet
15	Planning & Zoning - Projects	\$ 33,882	\$ 63,750	\$ 29,868	Not used yet
Recreation & Cultural Services					
16	Recreation Administration	\$ 210,131	\$ 204,288	\$ (5,843)	Wages adjustment required between Recreation, Arena and Parks
17	Rothesay Common Rink	\$ 41,007	\$ 35,976	\$ (5,031)	Power cost high, purchase of video camera
Fiscal Services					
				\$ -	
			Total	\$ (236,999)	
			Variance per Statement	\$ 10,813	
			Explained	-2191.80%	

2019November12OpenSessionFINAL_066

Town of Rothesay

Capital Projects 2019

General Fund

9 Months Ended 9/30/19

	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	43,413	46,587			
12010660 IT MS Office/Server/Laptops G-2019-006	50,000			50,000	20,786	29,214			
Total General Government	140,000	0	0	140,000	64,199	75,801			
Protective Services									
12011560 Protective Serv. Equipment Purchases P-2019-007	306,000			306,000	32,999	273,001			
Total Protective Services	306,000	0	0	306,000	32,999	273,001			
Transportation									
12021360 Transportation Equipment Purchases T-2018-003	580,000	352,600	-227,400	352,600	287,884	64,716	3/4T Pickup (R072)	60,000	89,038
12013560 Land Aquisitions	0	0	0	0	161,535	-161,535	1T Truck (R078)	70,000	
12023860 Engineering 2020 T-2020-001	60,000			60,000	0	60,000	Single Axle Plough (R035)	225,000	
12026660 Asphalt/Microseal 2019 T-2019-001	1,795,000	1,605,000	-40,000	1,605,000	1,588,922	16,078	Single Axle Plough (R038)	225,000	198,846
12026860 Church Avenue Reconstruction T-2019-002	930,000	1,450,000	370,000	1,450,000	861,423	588,577		580,000	287,884
12026960 Cameron Rd/Mulberry Lane T-2019-006			170,000	170,000	6,877	163,123			
Unassigned:						0			
Designated Highway	282,500			282,500		282,500			
Secondary Plan - Roadway	50,000			50,000		50,000			
Total Transportation	3,697,500	3,407,600	272,600	3,970,100	2,906,640	1,063,460			
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	6,783	33,217			
12020860 Recreation Equipment Purchases R-2019-008	85,000	72,500	-12,500	72,500	62,273	10,227	Truck	60,000	54,104
12025260 Trail Connector/Crossing T-2016-017	1,050,000			1,050,000	0	1,050,000	Equipment	25,000	8,169
12026360 Synthetic Turf Supply & Installation R-2018-012	400,000	455,000	55,000	455,000	419,183	35,817		85,000	62,273
12026760 McGuire Centre Renos R-2019-003	0			0	132,020	-132,020			
Total Recreation	1,675,000	527,500	42,500	1,717,500	620,260	1,097,240			
Carryovers									
12026260 Fox Farm Retaining Wall & Railing T-2018-011	0			0	1,752	-1,752			
12025960 2018 Asphalt/Microseal T-2018-008	0			0	47,769	-47,769			
12023760 Eriskay Upgrade T-2018-001	0			0	1,214	-1,214			
	0	0	0	0	50,735	-50,735			
Total	\$ 5,818,500	\$ 3,935,100	\$ 315,100	\$ 6,133,600	\$ 3,674,833	\$ 2,458,767			
Funding									
General Government	140,000					140,000			
Protective Services	306,000					40,500		265,500	
Transportation	3,970,100	70,625	930,000	211,875	2,257,600	500,000			
Recreation	1,717,500	350,000		700,000	267,500	400,000			
	\$ 6,133,600	\$ 420,625	\$ 930,000	\$ 911,875	\$ 2,705,600	\$ 1,165,500			
Original	\$ 5,818,500	\$ 420,625	\$ 930,000	\$ 911,875	\$ 2,390,500	\$ 1,165,500			

2019 November 12 Open Session FINAL_067

Town of Rothesay

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

	Original BUDGET	Tender	Revisions	Amended Plan	CURRENT Y-T-D	Remaining Budget		Budget	Actual
General Government									
12010560 Town Hall Equipment Purchases G-2019-005	90,000			90,000	43,413	46,587			
12010660 IT MS Office/Server/Laptops G-2019-006	50,000			50,000	20,786	29,214			
Total General Government	140,000	0	0	140,000	64,199	75,801			
Protective Services									
12011560 Protective Serv. Equipment Purchases P-2019-007	306,000			306,000	32,999	273,001			
Total Protective Services	306,000	0	0	306,000	32,999	273,001			
Transportation									
12021360 Transportation Equipment Purchases T-2018-003	580,000	352,600	-227,400	352,600	287,884	64,716	3/4T Pickup (R072)	60,000	89,038
12013560 Land Aquisitions	0	0	0	0	161,535	-161,535	1T Truck (R078)	70,000	
12023860 Engineering 2020 T-2020-001	60,000			60,000	0	60,000	Single Axle Plough (R035)	225,000	
12026660 Asphalt/Microseal 2019 T-2019-001	1,795,000	1,605,000	-40,000	1,605,000	1,760,489	-155,489	Single Axle Plough (R038)	225,000	198,846
12026860 Church Avenue Reconstruction T-2019-002	930,000	1,450,000	370,000	1,450,000	861,423	588,577		580,000	287,884
12026960 Cameron Rd/Mulberry Lane T-2019-006			170,000	170,000	6,877	163,123			
Unassigned:						0			
Designated Highway	282,500			282,500		282,500			
Secondary Plan - Roadway	50,000			50,000		50,000			
Total Transportation	3,697,500	3,407,600	272,600	3,970,100	3,078,207	891,893			
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	6,783	33,217			
12020860 Recreation Equipment Purchases R-2019-008	85,000	72,500	-12,500	72,500	62,273	10,227	Truck	60,000	54,104
12025260 Trail Connector/Crossing T-2016-017	1,050,000			1,050,000	0	1,050,000	Equipment	25,000	8,169
12026360 Synthetic Turf Supply & Installation R-2018-012	400,000	455,000	55,000	455,000	419,183	35,817		85,000	62,273
12026760 McGuire Centre Renos R-2019-003	0			0	133,272	-133,272			
Total Recreation	1,675,000	527,500	42,500	1,717,500	621,512	1,095,988			
Carryovers									
12026260 Fox Farm Retaining Wall & Railing T-2018-011	0			0	1,752	-1,752			
12025960 2018 Asphalt/Microseal T-2018-008	0			0	47,769	-47,769			
12023760 Eriskay Upgrade T-2018-001	0			0	1,214	-1,214			
	0	0	0	0	50,735	-50,735			
Total	\$ 5,818,500	\$ 3,935,100	\$ 315,100	\$ 6,133,600	\$ 3,847,652	\$ 2,285,948			
Funding									
General Government	140,000					140,000			
Protective Services	306,000					40,500		265,500	
Transportation	3,970,100	70,625	930,000	211,875	2,257,600	500,000			
Recreation	1,717,500	350,000		700,000	267,500	400,000			
	\$ 6,133,600	\$ 420,625	\$ 930,000	\$ 911,875	\$ 2,705,600	\$ 1,165,500			
Original	\$ 5,818,500	\$ 420,625	\$ 930,000	\$ 911,875	\$ 2,390,500	\$ 1,165,500			

Town of Rothesay

Utility Fund Financial Statements

September 30, 2019

Attached Reports:

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

Town of Rothesay
Capital Balance Sheet
As at 9/30/19

ASSETS

Assets:

Capital Assets Utilities Land	119,970
Capital Assets Utilities Buildings	1,953,740
Capital Assets Utilities Equipment	565,752
Capital Assets Utilities Water System	27,057,088
Capital Assets Utilities Sewer System	23,652,628
Capital Assets Utilities Land Improvements	42,031
Capital Assets Utilities Roads & Streets	220,011
Capital Assets Utilities Vehicles	85,374
	53,696,596
Accumulated Amortization Utilites Buildings	(552,074)
Accumulated Amortization Utilites Water System	(7,145,519)
Accumulated Amortization Utilites Sewer System	(8,172,567)
Accumulated Amortization Utilites Land Improvements	(42,031)
Accumulated Amortization Utilites Vehicles	(16,128)
Accumulated Amortization Utilites Equipment	(89,221)
Accumulated Amortization Utilites Roads & Streets	(13,204)
	(16,030,744)
TOTAL ASSETS	37,665,852

LIABILITIES

Current:

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

Long-Term:

Long-Term Debt	9,050,589
Total Liabilities	8,350,589

EQUITY

Investments:

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

Town of Rothesay

Utility Reserve Balance Sheet

As at 9/30/19

ASSETS

Assets:

Bank - Utility Reserve	1,114,175
Due from Utility Operating	10,895
TOTAL ASSETS	<u>\$ 1,125,070</u>

EQUITY

Investments:

Invest. in Utility Capital Reserve	768,736
Invest. in Utility Operating Reserve	104,176
Invest. in Sewage Outfall Reserve	252,158
TOTAL EQUITY	<u>\$ 1,125,070</u>

Town of Rothesay
 Utilities Fund Operating Balance Sheet
 As at 9/30/19

ASSETS

Current assets:		
Accounts Receivable Net of Allowance		932,364
Total Current Assets		<u>932,364</u>
Other Assets:		
Projects		768,966
		<u>768,966</u>
 TOTAL ASSETS		 <u>\$ 1,701,329</u>

LIABILITIES

Accrued Payables		43,648
Due from General Fund		(690,780)
Due from (to) Capital Fund		700,000
Due to (from) Utility Reserve		10,895
Deferred Revenue		16,016
Total Liabilities		<u>79,778</u>

EQUITY

Surplus:		
Opening Retained Earnings		80,599
Profit (Loss) to Date		1,540,953
		<u>1,621,551</u>
 TOTAL LIABILITIES & EQUITY		 <u>\$ 1,701,330</u>

Town of Rothesay
Utilities Operating Income Statement
9 Months Ended 9/30/19

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	244,572	258,375	870,838	791,625	79,213	1	1,050,000
Meter and non-hookup fees	13,251	10,525	38,373	31,575	6,798		42,100
Water Supply for Fire Prot.	0	0	325,000	325,000	0		325,000
Local Improvement Levy	0	0	61,743	59,000	2,743		59,000
Sewerage Services	370	0	1,647,108	1,610,000	37,108	2	1,610,000
Connection Fees	52,700	7,778	109,000	54,444	54,556	3	70,000
Interest Earned	8,488	4,167	77,669	37,500	40,169	4	50,000
Misc. Revenue	525	182	5,250	1,640	3,610		2,187
Infrastructure Grants	0	0	168,684	0	168,684	5	0
Surplus - Previous Years	0	0	11,713	11,713	0		11,713
TOTAL RECEIPTS	319,906	281,027	3,315,377	2,922,498	392,880		3,220,000
WATER SUPPLY							
Share of Overhead Expenses	100,000	100,000	300,000	300,000	0		400,000
Audit/Legal/Training	165	708	4,523	9,375	4,852		11,500
Purification & Treatment	14,259	18,659	341,975	301,023	(40,952)	6	357,000
Transmission & Distribution	17,431	6,667	57,249	92,000	34,752	7	112,000
Power & Pumping	3,341	3,500	36,263	31,500	(4,763)	8	42,000
Billing/Collections	962	333	2,609	3,000	391		4,000
Water Purchased	238	50	659	450	(209)		600
Misc. Expenses	0	1,000	12,912	9,000	(3,912)		12,000
TOTAL WATER SUPPLY	136,396	130,917	756,190	746,348	(9,843)		939,100
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	150,000	150,000	450,000	450,000	0		600,000
Audit/Legal/Training	600	1,000	10,338	16,000	5,662		19,000
Collection System Maintenance	9,960	34,667	48,222	56,000	7,778		64,000
Sewer Claims	0	1,667	8,430	15,000	6,570		20,000
Lift Stations	2,091	3,500	45,517	31,500	(14,017)	9	42,000
Treatment/Disposal	1,830	6,250	65,396	73,250	7,854		92,000
Infiltration Study	0	0	3,501	0	(3,501)	10	0
Misc. Expenses	129	139	11,827	7,085	(4,742)	11	7,502
TOTAL SWGE COLLECTION & DISPOSAL	164,609	197,222	643,231	648,835	5,604		844,502
FISCAL SERVICES							
Interest on Long-Term Debt	88,605	89,743	200,866	202,005	1,138		330,261
Principal Repayment	162,137	162,137	174,137	174,137	0		436,137
Transfer to Reserve Accounts	0	0	0	0	0		70,000
Capital Fund Through Operating	0	0	0	0	0		600,000
TOTAL FISCAL SERVICES	250,741	251,880	375,003	376,141	1,138		1,436,398
TOTAL EXPENSES	551,747	580,020	1,774,424	1,771,324	(3,101)		3,220,000
NET INCOME (LOSS) FOR THE PERIOD	(231,841)	(298,993)	1,540,953	1,151,174	389,779		0

Town of Rothesay

2019November12OpenSessionFINAL_073

Variance Report - Utility Operating
9 months ending September-30-19

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Sale of Water	\$ 870,838	\$ 791,625	\$ 79,213	A couple of extreme usages
2	Sewer Services	\$ 1,647,108	\$ 1,610,000	\$ 37,108	Multi-residential higher than budget
3	Connection Fees	\$ 109,000	\$ 54,444	\$ 54,556	New home starts
4	Interest Earned	\$ 77,669	\$ 37,500	\$ 40,169	Interest on receivables
5	Infrastructure Grants	\$ 168,684	\$ -	\$ 168,684	I/I study, offset by expenses
Water Supply					
6	Purification & Treatment	\$ 341,975	\$ 301,023	\$ (40,952)	Rehab on Well C5
7	Transmission & Distribution	\$ 57,249	\$ 92,000	\$ 34,751	Fewer break repairs, maintenance
8	Power & Pumping	\$ 36,263	\$ 31,500	\$ (4,763)	Power higher than expected
Sewerage Collection & Disposal					
9	Lift Stations	\$ 45,517	\$ 31,500	\$ (14,017)	Power costs, Maintenance high
10	Infiltration Study	\$ 3,501	\$ -	\$ (3,501)	Offset by grant
11	Misc. Expenses	\$ 11,698	\$ 6,946	\$ (4,752)	Clothing and boot purchases
Fiscal Services					
				\$ -	

Town of Rothesay

Capital Projects 2018
Utility Fund
9 Months Ended 9/30/19

	Original BUDGET	Rivisions	CURRENT Y-T-D	Remaining Budget
WATER				
12043430 Well Development - Quality W-2018-003	300,000		4,129	295,871
12044330 Hillsview/Shadow Hill Watermain W-2018-002	450,000		5,332	444,668
12033730 Church Avenue Reconstruction (Water) T-2019-002	325,000		500,000	-175,000
Unassigned:				
McGuire Compound Fencing	35,000			35,000
Filter Bldg Heating	70,000			70,000
Well Drilling	70,000			70,000
	<u>\$ 1,250,000</u>		<u>\$ 509,461</u>	<u>\$ 740,539</u>
SEWER				
12042330 Wastewater Treatment Plant - S-2014-016-A	-		61,688	-61,688
12044130 WWTP Design Phase 2 S-2017-001	1,500,000		0	1,500,000
12044630 Sewer Repair College Hill S-2019-001	-		15,680	-15,680
12044730 Church Avenue Reconstruction (Sewer) T-2019-002	325,000		175,000	150,000
12044830 Sewer Costs in Asphalt Contract T-2019-001	100,000		0	100,000
12045030 Turnbull Court Design S-2019-004	75,000		7,137	67,863
Unassigned:				
SCADA Changeover	35,000			35,000
	<u>2,035,000</u>	<u>-</u>	<u>259,505</u>	<u>1,775,495</u>
Unassigned				
Total Approved	<u>3,285,000</u>	<u>-</u>	<u>768,966</u>	<u>2,516,034</u>
Carryovers				
Funded from Reserves			<u>0</u>	
	<u>3,285,000</u>		<u>768,966</u>	<u>2,516,034</u>

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

Town of Rothesay

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

DRAFT!

	Original BUDGET	Rivisions	CURRENT Y-T-D	Remaining Budget
WATER				
12043430 Well Development - Quality W-2018-003	300,000		4,129	295,871
12044330 Hillsview/Shadow Hill Watermain W-2018-002	450,000		5,332	444,668
12033730 Church Avenue Reconstruction (Water) T-2019-002	325,000		500,000	-175,000
Unassigned:				
McGuire Compound Fencing	35,000			35,000
Filter Bldg Heating	70,000			70,000
Well Drilling	70,000			70,000
	<u>\$ 1,250,000</u>		<u>\$ 509,461</u>	<u>\$ 740,539</u>
SEWER				
12042330 Wastewater Treatment Plant - S-2014-016-A	-		61,688	-61,688
12044130 WWTP Design Phase 2 S-2017-001	1,500,000		0	1,500,000
12044630 Sewer Repair College Hill S-2019-001	-		15,680	-15,680
12044730 Church Avenue Reconstruction (Sewer) T-2019-002	325,000		175,000	150,000
12044830 Sewer Costs in Asphalt Contract T-2019-001	100,000		0	100,000
12045030 Turnbull Court Design S-2019-004	75,000		7,137	67,863
Unassigned:				
SCADA Changeover	35,000			35,000
	<u>2,035,000</u>	-	<u>259,505</u>	<u>1,775,495</u>
Unassigned				
Total Approved	<u>3,285,000</u>	-	<u>768,966</u>	<u>2,516,034</u>
Carryovers				
Funded from Reserves			<u>0</u>	
	<u>3,285,000</u>		<u>768,966</u>	<u>2,516,034</u>

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

Town of Rothesay

30/09/2019 219500-60

Donations/Cultural Support	Budget 2019	Paid to date	
KV3C	2,500.00		
NB Medical Education Trust	5,000.00	5,000.00	
SJRH	2,500.00	2,500.00	
KV Food bank	6,000.00	-	
Fairweather Scholarship	1,000.00	1,000.00	
KV Oasis	2,500.00	2,500.00	
Saint John Theatre Company	1,000.00	1,000.00	
YMCA	10,000.00	10,000.00	
sub	<u>30,500.00</u>	<u>22,000.00</u>	
Other:	5,000.00		
NB Competitive Festival of Music		100.00	
Cst. Shanda Weir		100.00	
Vocational Training Centre		6,000.00	
In Memory of		25.00	
In Memory of Jared Holder		25.00	
Kidney Foundation		50.00	World Kidney Day
Shooting Stars Booster Club		250.00	
Jeff Sparks		250.00	Walk for Muscular Dystrophy
NB Competitive Festival of Music		150.00	
Rothesay Netherwood		300.00	Art Show
Rothesay High School		150.00	Safe grad
In Memory		22.67	
Imperial Theatre		500.00	IATA
St. Joseph's Hospital Foundation		1,000.00	Late Night with the Foundation
Heart & Stroke		25.00	
Riverside Country Club		1,000.00	Masters Curling
KRPF		100.00	Special Olympics Torch Run
sub	5,000.00	10,047.67	
	<u>35,500.00</u>	<u>32,047.67</u>	
G/L Balance		<u>32,047.67</u>	
		-	
Mayor's Expense	7,500.00		
Cell		182.52	
Travel		104.37	
Saint Andrews Society		110.00	Burns dinner
Touchstone Academy		390.00	Amazetorium
International Women's Day		320.57	
St. Joseph's Hospital		100.00	Women's Health
PRO Kids		250.00	Dinner
RNS		100.00	Spring Concert
Red Triangle Award dinner		194.24	
The Chamber		41.66	
Regional Mayors		76.03	
Kennebecasis Lions		325.00	Lobster stag
Kennebecasis Lions		300.00	Ladies night
Revolution Strategy		2,158.58	communications support
KV Old Boys		150.00	Country & Western Show
Visa		226.71	Humanitarian Awards Dinner
	<u>7,500.00</u>	<u>5,029.68</u>	
G/L Balance		<u>5,029.68</u>	
		-	
Other:			
Kennebecasis Crimestoppers	2,800.00	2,800.00	Protective Services
KV Committee for the Disabled	5,500.00	5,500.00	Transportation
PRO Kids	7,500.00		Recreation
	<u>58,800.00</u>	<u>45,377.35</u>	

TOWN OF ROTHESAY

FINANCE COMMITTEE
OPEN SESSION
October 22, 2019

In attendance:

Councillor Grant Brenan, Chairman
Deputy Mayor Matt Alexander
Mayor Nancy Grant
Councillor Don Shea
Town Manager John Jarvie
Treasurer Doug MacDonald
Financial Officer Ellen K. Steeves

The meeting was called to order at 9:00a.m. and the agenda was accepted as presented (DS/MA).

September Financial Statements

General Fund – Treasurer MacDonald noted there is a new expense line for the house purchased on Fox Farm Road. He reviewed the 2018 and 2019 flood costs, and it was agreed to include on the variance report the amounts recovered or claimed.

Utilities Fund – The only note Treasurer MacDonald had was that power costs are higher than budget across the board. The financial statements were accepted as presented. (MA/NG)

Donations

The summary was accepted as presented.

KV Oasis – The Mayor declared a conflict and left the meeting. It was agreed to decline the request for funding in the amount of \$25,000. It was also noted that additional information is desirable should there be a future request for funds.

Kennebecasis Crimestoppers – After a brief discussion it was agreed to a tentative approval, pending a discussion with the Chief of Police relating to the provision of the service.

Day Trip Tourism Guide – declined (DS/MA)

Preliminary 2020 Budget Info

Referral list – The referral list from Council was briefly reviewed and is to be included in budget discussions. The garbage collection contract expires at the end of 2020. Staff will be exploring future options for the delivery of these services.

Library – Requested funding indicates a 1% increase in the KPL operating budget. Rothesay also provides capital support relating to the building which is adjusted for population changes. Historically Rothesay has received a settlement from Quispamsis relating to these changes.

Fire – Large capital request and there was some discussion on the need to replace vehicles so often. We should ask the Chief about their long term plan that does not show these vehicles. These issues are to be reviewed at a later date with the Joint Finance committee.

Police – We will also have questions for the Police Chief regarding the IT request. There was a question on why the contract shows 2.97% increase in Wages, yet the line item increases 5.9%. These issues are to be reviewed in more detail with the joint Committee.

Compliance Report

Accepted as presented.

Next Meetings

Thursday, October 24, 8:15a.m. – Joint Finance Meeting
Tuesday November 5, 8:15a.m.
Thursday November 21, 8:15a.m.

The meeting adjourned at 9:45.

Town of Rothesay – Town of Quispamsis
Joint Finance Committee Meeting
October 24, 2019, 8:15am
Rothesay Town Hall

Open Session

In attendance:

Rothesay

Mayor Nancy Grant, Chairperson

Deputy Mayor Matt Alexander

Councillor Don Shea

Councillor Grant Brenan

Town Manager John Jarvie

Treasurer Doug MacDonald

Financial Officer Ellen K. Steeves

Recording Secretary

Quispamsis

Deputy Mayor Libby O'Hara

Councillor Emil Olsen

Councillor Sean Luck

Councillor Kirk Miller

Town Manager Susan Deuville

Treasurer Krista Brandon

Mayor Grant called the meeting to order at 8:15 and welcomed everyone. Motion to approve the agenda by DM O'Hara seconded by DM Alexander. Carried. Mayor Grant said while we have no legal authority, we will be making recommendations to our respective councils.

Kennebecasis Public Library

Mayor Grant welcomed Laura Corscadden, Director and Amy Watling, Treasurer to the meeting. Ms. Corscadden reviewed their Mission Statement, and the traffic numbers for the year, which are increasing. She considers the library the living room of the community and appreciates the Towns being their biggest supporters. She reviewed the improvements made this yearend described new programming by Brilliant Labs. She then turned the presentation over to Ms. Watling. Ms. Watling reviewed the budget presentation; said there was not much different from previous years with the exception of the HVAC system, with which they've had a lot of trouble, and are looking into replacing in the future. Power costs are up. Wages are up for two extra weeks not covered by grants, but overall a 1% increase over 2019. A question arose about the numbers of visitors from outside the Valley. Ms. Corscadden said there were a large number from Hampton, but she would try to collect more accurate numbers. KPL is the second busiest library in the region, after Market Square. She was asked what the total operating costs are, supported by the Province and she will review those numbers. She again thanked the Towns for their support.

Motion to recommend to respective Councils to accept the budget as presented by Councillor Luck, seconded by Councillor Shea. Carried unanimously.

Mayor Grant thanked Ms. Corscadden and Ms. Watling and they left the meeting.

Kennebecasis Valley Fire Department Inc.

Mayor Grant welcomed Chief Bill Ireland and Treasurer Ron Catchick to the meeting. Chief Ireland reviewed the challenges to this Operating budget with a union increase of 3%, the aging of Station 1 and the loss of revenue from LSD's. It was asked what service we are providing to the LSDs now and Chief Ireland responded we are supplying mutual aid with conditions. The LSD department must be on site before we are dispatched. This is still a new situation and it was agreed as a group that the residents are unaware of the change. A bylaw is currently being discussed by the Board about a possible new fee structure.

Chief Ireland then reviewed the Capital budget by category. There may be a warranty refund on the "Hardie Plank" siding for Station 1. There was a brief discussion on showing trade-ins as revenue on the fleet items, but it was agreed this was too variable. The agreement is in place to purchase the building on Civic Drive, it is just a matter of deciding on the price. There will likely be a pricey project in renovations for 2022. Again, Mayor Grant thanked Chief Ireland and Treasurer Catchick and they left the meeting.

Kennebecasis Regional Joint Board of Police Commissioners

Mayor Grant welcomed Chief Wayne Gallant, Board Chair Bob McLaughlin, Inspectors Anika Becker and Mary Henderson, and Accountant Cherie Madill. Chief Gallant noted that while things are running smoothly, it would be nice to have a signed agreement between the Board and the Towns. He reviewed the Operating budget noting that the contract calls for a 2.97% increase in wages, but with promotions, it works out to a 5.89% increase on the line item. Insurance costs are up across the board. They are entering into a new agreement with Axon for IT support, communications, records management and equipment replacement. While this is a \$50,000 line item, there are savings throughout the operations. 2020 will be the last year of the Telecom contract with Saint John, and Chief Ireland expects costs to increase significantly in 2021. Options are being explored relating to future dispatch services. There are a number of equipment needs and they are looking into expanding the building in 2021. KRPF has the highest clearance rates in the province and a low per capita cost. Councillor Olsen thanked the Chief for the presentation and complimented him on the Force; it is proactive versus reactive.

Councillor Brenan moved to adjourn the meeting to closed session.

Mayor Nancy Grant, Chairperson

Ellen K. Steeves, Recording Secretary



ROTHESAY

2019 November 12 Open Session FINAL 081
Rothesay Hive Advisory Committee Meeting

Tuesday, October 22, 2019

Rothesay Town Hall – Common Room

10:00 a.m.



DRAFT

PRESENT: COUNC. MIRIAM WELLS, CHAIRPERSON
JULIE ATKINSON
BILL BISHOP
GINA CHIARELLA
JILL JENNINGS
DR. SHAWN JENNINGS
DIANE O'CONNOR, VICE-CHAIRPERSON

DANIELLE HAWKINS, HIVE COORDINATOR
NATALIE REID, YMCA OF GREATER SAINT JOHN (GSJ) (*left at 11:00 a.m.*)
KRISTEN WHEATON CLAYTON, YMCA VP OF PHILANTHROPY (*left at 11:00 a.m.*)

RECREATION COORDINATOR KERI FLOOD
RECORDING SECRETARY LIZ POMEROY

ABSENT: MAYOR NANCY GRANT, *ex-officio member*
JEAN PORTER MOWATT
NEA STEPHENSON
ROBERT TAYLOR
STEPHANIE TOMILSON
TOWN MANAGER JOHN JARVIE

1. CALL TO ORDER

Chairperson Wells called the meeting to order at 10:00 a.m. and welcomed Committee members. She noted typically committee meetings scheduled in the same week as Council meetings, such as the meeting last Tuesday, are moved to the following week. As a new committee there was some confusion as a meeting was scheduled last week and quorum was not obtained.

2. INTRODUCTION OF NEW COMMITTEE MEMBER BILL BISHOP

Chairperson Wells introduced new Committee member Bill Bishop and highlighted his prior experience in local government.

3. APPROVAL OF AGENDA

MOVED by J. Atkinson and seconded by G. Chiarella the agenda be approved as circulated, with the following amendment:

- Item 10 Budget (sponsorship) be brought forward to follow Item 5.

CARRIED.

4. APPROVAL OF MINUTES

- 17 September 2019

MOVED by S. Jennings and seconded by G. Chiarella the minutes of September 17, 2019 be approved as circulated.

CARRIED.

5. COMMITTEE MEETING APPROACH CHANGE

Chairperson Wells suggested to ensure meetings are conducted in a timely manner delegations be limited to one per meeting, and the programming monthly report be reviewed prior to the meeting to allow pertinent discussion rather than a presentation of the full report.

Item brought forward.**10. BUDGET**

- Sponsorship

The Committee agreed:

- a podium is not necessary due to minimal demand and lack of a platinum sponsor;
- the bulletin board in the facility is considered the “welcome noticeboard”;
- existing sponsors be recognized through the previously agreed upon benefits;
- recognition of in-kind donations was sufficient during the opening and through thank-you letters
- removal of “quarterly” with respect to logo placement in the e-newsletter (distributed monthly)
- fundraising is necessary in order to offset increasing operating expenses
- a sponsorship sub-committee be established to discuss:
 - a list of items to fundraise for/showcase the specific impact of sponsors
 - opportunities to recognize different sponsorship levels (cash and in-kind)
 - sponsorship terms (timeframe for renewal)
 - budgets typically discussed in the fall
 - continuation of existing sponsorship benefits or development of new opportunities
 - review of YMCA and Town policies to prevent conflicts
 - roles of individuals
 - target sponsors
 - foundations
 - community businesses
 - individuals
 - value of in-kind sponsorship (purchase price vs. production cost)

Concern was expressed it is unclear if the Town expects reimbursement for funds contributed thus far. In response to an inquiry, K. Wheaton Clayon advised tax receipts are typically issued for individual donations rather than sponsorship contributions. The Committee agreed to email Chairperson Wells with respect to interest in participating in the sub-committee.

6. PROGRAMMING MONTHLY REPORT BY COORDINATOR

The following was discussed: suggestions to attract male memberships including presentations, sport focused events, and birding; ongoing discussions to coordinate events at the Shannex; membership options including a three-day pass (acts as a drop-in option), Hive membership, and full YMCA membership; as well as subsidies available through the YMCA.

D. Hawkins explained the value of the annual Hive membership fee (\$57.50 tax included) noting it equates to roughly \$4.80 per month or \$1.20 per week for Coffee and Chat programs, speaker events, Lender Library, and computer access (once available). She added discussions are underway with S. Tomilson to provide presentations by Rothesay High School faculty with respect to trades such as wood working or metal fabrication in the future. Local breweries were also contacted to gauge interest in scheduling presentations.

There was discussion with respect to the process of promoting Hive events. It was noted events are advertised through community bulletin boards, public service announcements, newspaper, word of mouth, and social media. The Committee is also encouraging individuals in multi-unit residential complexes to act as representatives to promote Hive activities by posting flyers within their complex. D. Hawkins advised event promotion can be time consuming depending on the process. In response to an inquiry, D. Hawkins advised the co-op student is working on various initiatives some of which are related to promotions. Chairperson Wells added the electronic kiosks may be available for use to promote Hive events. G. Chiarella cautioned the limited space in the facility may pose a challenge if marketing efforts become overzealous. D. Hawkins advised use of the Bill McGuire Centre is being explored to increase capacity for some exercise classes. G. Chiarella noted due to the efforts of D. Hawkins over half of the target goal for 2019 memberships was achieved within five months of operation.

7. FURNISHINGS AND EQUIPMENT UPDATE

D. Hawkins advised a list was submitted to Town staff for review. G. Chiarella reported she has a recommendation for a computer table. D. Hawkins noted she will pass the information along to Town staff to add to the list.

N. Reid and K. Wheaton Clayton left the meeting.

8. NEW REGISTRATION POLICY

D. Hawkins advised a registration policy was created to ensure individuals have an equal opportunity to register for activities, as well as reduce loss of revenue and vacant spots as a result of “no-shows”. She explained individuals can register for a maximum of six activities until the middle of the month, then registration will reopen mid-month to allow another six submissions. In response to an inquiry, D. Hawkins advised initially individuals objected to the policy until an explanation of the reasoning was provided. G. Chiarella commended D. Hawkins on the dedication to her role as Hive Coordinator. D. Hawkins reported sign-up sheets are posted to encourage participation as some individuals may be hesitant if they are unaware of the number of participants. G. Chiarella noted she is encouraging a similar initiative on the Hive Facebook page.

D. Hawkins reported the following: individuals with dementia or that have experienced a stroke are encouraged to participate on a trial basis to determine if the programs are a suitable fit; the frequency of exercise programs has increased due to demand, however instructor costs may limit additional programs; prior training may permit D. Hawkins to lead some exercise classes to respond to growing demand; participants are encouraged to submit suggestions to improve the facility; and a quarterly calendar may be introduced to improve administrative efficiency.

It was noted more volunteers are needed to lead classes to allow D. Hawkins to allocate her time to grow the facility by establishing community connections. Concern was expressed the YMCA’s volunteer recruitment process is onerous and may deter potential volunteers. G. Chiarella suggested recruiting a current volunteer to assist individuals through the process. Chairperson Wells suggested D. Hawkins circulate a list of needs to the Committee to determine if members could be of assistance.

9. TOWN FUND – ROTHESAY HIVE

Chairperson Wells advised some Committee members expressed interest in donating their monthly honorarium to the Hive to cover the cost of small operating expenses. Committee members can now do so by indicating interest on the honorarium forms submitted monthly.

10. BUDGET

- Sponsorship

Dealt with above.

Meeting Addendum:

Counc. Wells reported sessions for the Art4Life program are scheduled on Tuesdays at the Bill McGuire Centre. She noted recruitment for participation is underway and Committee members can email her if interested.

Counc. Wells noted the contract between the YMCA and the Town for operation of the Hive was circulated to Committee members. It was agreed to review the document and comments will be discussed at the next meeting.

11. DATE OF NEXT MEETING:

The next meeting is scheduled for Tuesday, November 19, 2019 at 10 a.m.

12. ADJOURNMENT

MOVED by B. Bishop and seconded by G. Chiarella the meeting be adjourned.

CARRIED.

The meeting adjourned at 11:20 a.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY

2019 November 12 Open Session FINAL 085
Parks and Recreation Committee Meeting

Tuesday, October 22, 2019

Rothesay Town Hall – Common Room

6:30 p.m.



DRAFT

PRESENT: COUNC. MIRIAM WELLS
COUNC. PETER LEWIS
MARY ANN GALLAGHER
BRENDAN KILFOIL
DR. SHAWN JENNINGS
RAHA MOSCA (*arrived at 6:45 p.m.*)
GARY MYLES
ALLYSON MURRAY
HOLLY YOUNG

TOWN MANAGER JOHN JARVIE (*arrived at 6:40 p.m.*)
DIRECTOR OF PARKS AND RECREATION CHARLES JENSEN
FACILITIES COORDINATOR RYAN KINCADE
RECREATION COORDINATOR KERI FLOOD
RECORDING SECRETARY LIZ POMEROY

ABSENT: MAUREEN DESMOND

Chairperson Wells called the meeting to order at 6:30 p.m.

1. APPROVAL OF AGENDA:

MOVED by Counc. Lewis and seconded by H. Young the agenda be approved as circulated.

CARRIED.

2. APPROVAL OF MINUTES:

2.1 Meeting minutes of September 17, 2019

MOVED by B. Kilfoil and seconded by A. Murray the meeting minutes of September 17, 2019 be approved as circulated.

CARRIED.

3. DELEGATIONS:

N/A

4. REPORTS & PRESENTATIONS:

N/A

5. UNFINISHED BUSINESS

5.1 Update on Kennebecasis Park Volleyball Court (Elementary School)

RC Flood advised: staff have identified a preferred location; the size will be roughly 40 ft by 70 ft; Flood Construction will complete the work; the Kennebecasis Park Rate Payers Association offered financial assistance in the amount of \$1,500; and the total cost of the project is roughly \$4,000 (the Town's share estimated at roughly \$2,500). Noise is not anticipated as a concern due to the distance from residential properties. RC Flood advised a plan will be submitted to the school district for approval. It was suggested an update be provided to the neighbourhood Facebook page. In response to an inquiry, RC Flood estimated construction may begin as early as June 2020 if approved.

6. CORRESPONDENCE FOR ACTION:

N/A

7. NEW BUSINESS:

7.1 Parks and Recreation Update

DRP Jensen advised: work on trails in Wells Park remains ongoing including development of new trails, expansion of existing trails, a new bridge, and trails for cross country skiing; field use is concluding for the season; the Arthur Miller fields typically remain open until the first snowfall; use of the decoy coyote to deter geese has proven successful thus far; the success of the coyote is credited to staff's diligence relocating the decoy as needed; the docks at Renforth were removed for the season; tree planting is underway throughout the Town; Remembrance Day banners will be installed next week – additional banners for the area surrounding the Common were not obtained this year; time slots are filling up for the arena; and a minor hockey tournament is scheduled for November 22nd.

Town Manager Jarvie arrived at the meeting.

DRP Jensen added there is some confusion regarding the pulverization of the arena parking lot. Individuals claim the project appears to be unfinished as paving has not occurred. He clarified there are no plans to pave the parking lot at this time but it may be done in the future.

RC Flood gave a brief update on upcoming events including: Rothesay Spook Trail with David Goss at the Bill McGuire Centre Saturday, October 26th 5 p.m. – 8 p.m.; the 21st annual Santa Claus Parade November 23rd; the Mayor's Tree Lighting December 11th; New Year's Day skate January 1st; and Winterfest January 26th – February 29th. She noted due to their popularity last year the following events are expected to return: Glow Skate, skate with the Sea Dogs, and the winter speaker series. M.A. Gallagher noted some arenas offer events to try sledge skating. She suggested this may be an idea to investigate. In response to an inquiry, DRP Jensen advised the ice surface on the Common typically opens the first week of December depending on the weather. Opening the ice surface earlier is largely dependent on weather and will result in additional operating costs.

R. Mosca arrived at the meeting.

7.2 2020 Parks and Recreation Budget

➤ 2019 Parks and Recreation Operating Budget

DRP Jensen noted the operating budget does not vary significantly year to year therefore the 2019 operating budget was provided for review. The plant budget was increased in 2019 however the additional funds were not used. It is likely the line item will remain the same to complete the planned work in 2020. Since the Rothesay Read is on an indefinite hiatus and there are no funds allocated, it was agreed to remove the line item from the budget. Counc. Lewis questioned if it may be worthwhile to purchase adirondack chairs for the East Riverside-Kingshurst Park pavilion as previously suggested by Counc. Wells. DRP Jensen noted there is a concern the chairs may not be heavy enough to deter theft and damage as this has occurred in the past. He added fastening items to the deck is not preferred in order to allow diverse use of the facility. It was suggested the lights may deter theft and damages, and the chairs could be attached to each other with a chain.

➤ 2020 Parks and Recreation Proposed Capital Budget

The Committee discussed the following:

Scribner Ball Field Replacement \$550,000

- Replacement of existing field or relocation to Wells Park
- Potential sale of Scribner Crescent land to offset cost if relocated to Wells Park – interest in maintaining some greenspace on Scribner Crescent
- Field size – demand, and different areas may be beneficial to different age groups
- Advantages (relocation to Well Park) - increasing popularity and upgrades to Wells Park, centralized maintenance, and parking
- Revenue from baseball fields is lower than soccer fields largely due to lower rates despite a higher number of facilities. Maintenance costs also may be higher compared to artificial turf fields.

Parks Equipment \$20,000

- New ride on lawnmower
- Equipment to maintain crusher dust trails

Trails (Wells and R/Q Connector) \$50,000

- Staff are exploring options to resolve the land issue regarding the R/Q Connector trail
- G. Myles noted the subject property may be available for purchase

Fleet Replacement Program (truck) \$60,000

- The age of the truck is roughly 10 years old

Arena Compressor and Condenser Overhaul \$20,000

- Equipment is deteriorating

Wells Building (unknown)

- Suggestion to consult community members to request design input

The Committee discussed suggestions for potential improvements to Jordan Miller Park in addition to a proposed boat launch. Concern was expressed the area is underutilized, it is unclear if improvements will increase use, and damage from spring freshet flooding may occur. RC Flood advised pushback was received in the past when it was suggested the area be used for a community garden. There was discussion with respect to improving an already popular area such as Wells Park versus spreading out amenities. It was suggested public consultation is necessary to determine if there is demand for improvements at Jordan Miller Park. It was noted compared to other boat launches, Jordan Miller Park is desirable because of the availability of parking.

Arena Renovations (unknown)

- The deteriorating condition of the arena requires timely action
- A detailed plan is needed to determine what renovations are necessary, the most efficient and effective order to complete the work, and cost

After a lengthy discussion, the Committee agreed to discuss the matter in detail at the next meeting including a review of the arena assessment completed by WSP in 2017.

8. CORRESPONDENCE FOR INFORMATION:

8.1 Public Parking at Our Lady of Perpetual Help

10 October 2019 Memorandum from Town Manager Jarvie

8 October 2019 Letter to Our Lady of Perpetual Help Church RE: Church Parking Lot

Town Manager Jarvie advised Council has agreed to endorse the measures identified in the memorandum. He noted signage will be used to indicate availability of the parking lot for public use.

9. DATE OF NEXT MEETING:

There was consensus to schedule the next meeting at 6:00 p.m. rather than 6:30 p.m. to allow sufficient time to discuss the arena renovation in detail.

The next meeting is scheduled for Tuesday, November 19, 2019 at **6:00 p.m.**

10. ADJOURNMENT

MOVED by H. Young and seconded by M.A. Gallagher the meeting be adjourned.

CARRIED.

The meeting ended at 7:50 p.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY
2019 November 12 Open Session FINAL_089
Works and Utilities Committee Meeting
Wednesday, October 23, 2019
Rothesay Town Hall – Sayre Room
5:30 p.m.



DRAFT

PRESENT: DEPUTY MAYOR MATT ALEXANDER
COUNCILLOR MIRIAM WELLS
SHAWN CARTER
PETER GRAHAM
MARK McALOON
SCOTT SMITH

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

ABSENT: PAUL BOUDREAU

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

1. APPROVAL OF AGENDA

MOVED by Counc. Wells and seconded by S. Carter the agenda be approved as circulated.

CARRIED.

2. APPROVAL OF MINUTES

MOVED by Counc. Wells and seconded by P. Graham the minutes of 18 September 2019 be adopted as circulated.

CARRIED.

3. DELEGATIONS

N/A

4. REPORTS & PRESENTATIONS

N/A

5. UNFINISHED BUSINESS

5.1 Capital Projects Summary

DO McLean advised the Church Avenue project remains on schedule for completion by November 30th. When questioned, he noted it is expected the sidewalk along Hampton Road will be installed at the end of the week. Counc. Wells suggested signage be used as a reminder that traffic was reduced to one direction along Church Avenue. DO McLean advised a temporary sign will be placed in the area.

5.2 Solid Waste Tonnage Report

Deputy Mayor Alexander reminded the Committee Fall Clean-up is scheduled for November 11 – 15.

5.3 Private water system

DO McLean reported a meeting was held with the owner, customers, and Town staff. There was consensus among the owner and customers to investigate transferring ownership to one of the customers.

6. CORRESPONDENCE FOR ACTION

6.1 16 September 2019 Email from resident RE: Eriskay Drive Traffic Calming

The following comments were made: speed bumps are not preferred as they can cause other concerns; the traffic calming measures implemented on Eriskay Drive near Hampton Road were successful; individuals may object to an additional stop sign; pedestrians including children travel through the area to get to Rothesay Elementary school; reducing the width of the lane by painting the lines narrower and/or painting a bike lane may provide an inexpensive solution to deter speeding; and placing the digital speed (radar) signs on the street may also reduce speeding and collect data to determine if additional measures are necessary. If further action is required adjusting the width of traffic lanes by painting the lines narrower can be revisited in the spring.

MOVED by Counc. Wells and seconded by S. Carter digital speed (radar) signs be placed in the area to determine if further measures are warranted.

ON THE QUESTION:

DO McLean noted a response will be sent following Council's review of the Committee minutes at the next Council meeting.

CARRIED.

6.2 17 September 2019 Email from resident RE: Snow Clearing

Kay Panchmatia was in attendance. DO McLean advised existing equipment is unable to clear snow windrows in driveways without significant speed reduction and in turn prolonging snow removal throughout the Town. Deputy Mayor Alexander added this may put a strain on the attentiveness of snow plow drivers. Ms. Panchmatia noted snow plows in Etobicoke, Ontario are equipped with a device that allows the operator to clear snow windrows. Counc. Wells noted as an Age-Friendly community it may be beneficial to provide such a service to ease the burden on seniors. S. Smith cautioned depending on the snowfall there may be insufficient space to move the snow. After some discussion, DO McLean agreed to investigate equipment utilized by Etobicoke and report back to the Committee.

Ms. Panchmatia left the meeting.

7. NEW BUSINESS

7.1 DRAFT 2020 Budget:

DO McLean presented the proposed 2020 budgets. Below is a list of the major highlights:

➤ 2020 Utility Fund Capital Budget

- Production Wells: exploratory wells were drilled in the Carpenter Pond wellfield, and monitoring has begun to determine if the wellfield can withstand higher pumping rates without negative effect to the groundwater table. If so, the exploratory wells will then become production wells.
- Station Road cast iron water line replacement: almost all cast iron water lines in Rothesay have been either rehabilitated with a liner or eradicated. In response to an inquiry, DO McLean advised typically smaller pipes are replaced and liners are installed in larger pipes.
- Hillsvie Crescent water line replacement: due to the significant combined cost of both projects, the Shawdownhill Court project was deferred to another year. The preliminary design work was completed in 2019.

- Asphalt related sewer work: allocates funds to sewer repairs identified in the Inflow and Infiltration study to be completed in conjunction with asphalt program projects.
- Turnbull Court sewer replacement – Taylor Brook sewer drill: considerable line item to replace the aging infrastructure in order to reduce the risk of potential back-ups. Dillon Consulting was engaged in 2019 to complete detailed design drawings for reconfiguration of the sanitary sewer collection system through the neighbourhood.
- Conversion to digital radio: upgrading the technology; existing equipment is outdated and cannot be repaired.
- Turnbull Court design/engineering: funds for design, tender, and inspection.
- WWTF Phase 2 design: funding is carried over from the previous year until external funding is received.

➤ 2020 Utility Fund Operating Budget

- Increase in power consumption, Trans/Distribution includes costs related to operating the system (for instance if a motor vehicle damages a fire hydrant), and a surplus is predicted.

➤ 2020 General Fund Capital Budget

Counc. Wells commented on the plans to raise Elizabeth Parkway and Park Drive. She expressed concern that Alexander Avenue is a vulnerable area that may be overlooked as there are no plans to mitigate concerns. DO McLean advised staff are exploring options however the elevation of the road poses a challenge. The Committee reviewed the proposed streets for the 2020 Asphalt and Microseal Program. DO McLean highlighted funds are included for the Stormwater Master Plan, Municipal Designated Highway project (East Riverside-Kingshurst Park to Fox Farm Road) subject to external funding, and the increase for fleet replacement due to a carryover of unused funds in 2019. He noted the total capital budget is comparable to previous years.

➤ 2020 Transportation & Environmental Health Budget

- In response to damage to traffic signal controllers caused by lightning strikes in the past, contingency funds were increased.
- Flood expenses are not included as the costs are covered by a combination of insurance, the Disaster Financial Assistance program, and reserves.
- The budget includes funds for a pair of digital speed (radar) signs.
- The cost of vehicle and road repairs has decreased due to diligent road repairs and planning for annual asphalt and microseal programs.

In response to an inquiry, DO McLean advised the asphalt recycler has improved operations. He noted it may be beneficial to purchase an asphalt hot box in the future to allow staff to prepare asphalt in advance and heat a desired amount when necessary. This will allow staff to complete more repairs as the recycler is limited to producing 4 tonnes of recycled asphalt per batch.

8. CORRESPONDENCE FOR INFORMATION

8.1 Amending Water By-law 1-18-1

7 October 2019 Memorandum from Town Clerk Banks

DO McLean advised the adjustment to the non-hookup charge was implemented in the last two invoices sent to property owners. He added no objections were received.

8.2 Public Parking at Our Lady of Perpetual Help

10 October 2019 Memorandum from Town Manager Jarvie

8 October 2019 Letter to Our Lady of Perpetual Help Church RE: Church Parking Lot

Counc. Wells suggested staff monitor use of the overflow parking lot and report back to the Committee.

8.3 Backflow Prevention – Cameron Road Storm Sewer Outlets

8 October 2019 Report prepared by DO McLean

DO McLean advised the devices were ordered, and a surveyor was dispatched to record the elevation of the area. Counc. Wells provided background noting the devices are intended to further mitigate flood concerns on Cameron Road.

8.4 Construction Activity – Church Avenue Area

11 October 2019 Memorandum from Town Manager Jarvie

RECEIVED FOR INFORMATION.**9. DATE OF NEXT MEETING**

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

10. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 7:05 p.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY
2019 November 12 Open Session FINAL_093
PLANNING ADVISORY COMMITTEE MEETING
Rothesay Town Hall
Monday, November 4, 2019
5:30 p.m.



DRAFT

PRESENT: COLIN BOYNE, CHAIRPERSON
TRACIE BRITTAIN
JOHN BUCHANAN
ELIZABETH GILLIS
COUNCILLOR BILL McGUIRE
ANDREW MCMACKIN
COUNCILLOR DON SHEA

TOWN CLERK MARY JANE BANKS
DIRECTOR OF PLANNING/DEVELOPMENT (DPDS) BRIAN WHITE
RECORDING SECRETARY LIZ POMEROY

ABSENT: CRAIG PINHEY, VICE-CHAIRPERSON
TOWN MANAGER JOHN JARVIE

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

1. APPROVAL OF THE AGENDA

MOVED by T. Brittain and seconded by E. Gillis to approve the agenda as circulated.

CARRIED.

2. ADOPTION OF MINUTES

2.1 Regular Meeting of October 7, 2019

MOVED by Counc. Shea and seconded by E. Gillis the Minutes of 7 October 2019 be adopted as circulated.

CARRIED.

3. NEW BUSINESS

3.1 **5 Stack Road** **Antony Peters**

OWNER: Antony Peters

PID: 00241604

PROPOSAL: Expansion of existing non-conforming structure

The applicant was not in attendance. DPDS White summarized the report noting: the size of the lot provides ample space for a garage, the expansion is considered low-impact on the existing neighbourhood, no other variances are requested other than the front yard setback, the non-conforming condition of the structure was not created by the current owners, the age of the property pre-dates Town by-laws, the original intent of the road was to provide access to the four properties on the street, a portion of the road remains undeveloped, and while the addition will be close to the road there are no anticipated concerns with respect to operational issues such as snow clearing.

J. Buchanan questioned the purpose of the structure. DPDS White clarified the addition is for personal use by the homeowners and will not be used as a second unit or dwelling. C. Boyne inquired if the addition could be constructed to comply with the required setback distance of 7.5 meters. DPDS White advised to do so would be problematic due to the topography of the area.

ROTHESAY

MOVED by Council. Shea and seconded by Council. McGuire the Planning Advisory Committee hereby approves the expansion of an existing non-conforming structure at 5 Stack Road (PID 00241604).

CARRIED.

MOVED by Council. Shea and seconded by E. Gillis the Planning Advisory Committee hereby grants a variance of 35% to reduce the front yard setback from 7.5 meters to 4.8 meters at 5 Stack Road (PID 00241604) on the following conditions:

- a. The addition shall only be used as part of the main dwelling and not become a second unit or second dwelling.
- b. There shall be no kitchen installed in the addition and at no time shall more than one kitchen be permitted on the property.
- c. No commercial operation or business including the storage of commercial equipment, commercial vehicles and any related commercial activity is permitted on the property or in the garage.

CARRIED.

4. OLD BUSINESS

TABLED ITEMS (Tabled February 5, 2018) – no action at this time

4.1 Subdivision Approval - 7 Lots off Appleby Drive (PID 30175467)

5. CORRESPONDENCE FOR INFORMATION

N/A

6. DATE OF NEXT MEETING(S)

The next meeting will be held on **Monday, December 2, 2019.**

7. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 5:40 p.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY

2019November12OpenSessionFINAL_095

BUILDING PERMIT REPORT

10/1/2019 to 10/31/2019

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
10/02/2019	BP2019-00066	77 APPLEBY DR	DECK	\$15,000.00	\$108.75
10/02/2019	BP2019-00067	3108 ROTHESAY RD	RENOVATION	\$10,000.00	\$72.50
10/03/2019	BP2019-00068	8 ARTHUR AVE	DECK	\$15,000.00	\$108.75
10/08/2019	BP2019-00071	34 HOLIDAY DR	IN GROUND POOL	\$75,000.00	\$543.75
10/02/2019	BP2019-00087	90 GONDOLA POINT RD	DETACHED GARAGE	\$12,000.00	\$87.00
10/02/2019	BP2019-00091	13 MAPLECREST DR	WINDOWS	\$12,000.00	\$87.00
10/02/2019	BP2019-00103	124 BIRCH CRES	DECK	\$16,000.00	\$116.00
10/01/2019	BP2019-00135	20 GOLDIE CRT	DEMOLITION	\$0.00	\$500.00
10/02/2019	BP2019-00153	82 GIBBON RD	RENOVATION	\$4,000.00	\$29.00
10/02/2019	BP2019-00158	3 TENNIS COURT RD	SIDING	\$8,000.00	\$58.00
10/02/2019	BP2019-00161	18 ISLAY DR	SIDING AND WINDOWS	\$40,000.00	\$290.00
10/07/2019	BP2019-00163	17 POST RD	STORAGE SHED	\$3,750.00	\$29.00
10/08/2019	BP2019-00172	28 SCHOOL AVE	DETACHED GARAGE	\$10,000.00	\$72.50



10/1/2019 to 10/31/2019

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
10/03/2019	BP2019-00175	27 CLARK RD	ADDITION	\$60,000.00	\$435.00
10/01/2019	BP2019-00177	71 RIVER RD	ELECTRICAL UPGRADE	\$1,500.00	\$20.00
10/16/2019	BP2019-00179	5 MAPLE	SINGLE FAMILY	\$200,000.00	\$1,450.00
10/16/2019	BP2019-00183	3 CONLEY LN	DECK	\$8,000.00	\$58.00
10/16/2019	BP2019-00184	205 RENSHAW RD	FENCE	\$20,000.00	\$145.00
10/23/2019	BP2019-00185	37 JOSHUA ST	SIDING	\$5,400.00	\$43.50
10/23/2019	BP2019-00186	8 KENT ST	ELECTRICAL UPGRADE	\$3,000.00	\$21.75
10/23/2019	BP2019-00189	133 HAMPTON RD	NEW COMMERCIAL BUILD	\$418,000.00	\$3,030.50
10/16/2019	BP2019-00191	16 MAPLE CRES	ELECTRICAL UPGRADE	\$2,500.00	\$21.75
10/29/2019	BP2019-00196	30 STEEVES CRES	WINDOWS	\$600.00	\$20.00
10/23/2019	BP2019-00197	39 SCHOOL AVE	WINDOWS	\$8,500.00	\$65.25
10/23/2019	BP2019-00199	3 HARRY MILLER CRT	ELECTRICAL UPGRADE	\$12,500.00	\$94.25



10/1/2019 to 10/31/2019

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
Totals:				\$960,750.00	\$7,507.25
Summary for 2019 to Date:				\$9,243,745.99	\$69,605.00

2018 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$1,283,737.00	\$9,860.00
Summary to Date:	\$17,023,318.00	\$119,742.25



ROTHESAY

INTEROFFICE MEMORANDUM



TO : Mayor Grant & Council
 FROM : John Jarvie
 DATE : 8 November 2019
 RE : Capital Project – Status Report

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

	PROJECT	BUDGET	\$ TO 31/07/19*	COMMENTS
2016	Secondary Plan – Hillside area	52,000	70%	Concepts being developed;
	General Specification for Contracts	40,000	40%	draft document under review by staff
2018	SCADA upgrade	35,000		Materials on order
	2019 Resurfacing design	60,000	75%	Survey complete, prel design complete, tender March 18
	WWTP Phase II	\$22M	-	Funding Application resubmitted
	Designated Highways 2019	282,500	72%	Work substantially complete, minor landscape issues to be completed
	Trail & sidewalk connector Wells	\$1.05M	-	Subject to grants
	Protective Services (KVFD)	306,000	9%	Truck, miscellaneous
	Town Hall	90,000	48%	Includes Hive
	IT equipment & Software	50,000	40%	
	2019 street resurfacing	\$1.37M	92%	Substantially complete
	Curb & Sidewalks (Marr Road)	425,000	92%	complete
	Drainage (Church Ave)	1.75M	73%	Pipework complete, outfall complete, track crossing complete, curb planned for Nov 12 th – 20, asphalt placement planned for Nov 21-23, sidewalk planned for Nov 23 rd to 30 th .
	Fleet/Equipment	665,000	82%	Utility vehicle purchase on agenda
	Rothesay Arena	110,000	-	Stage I – expressions of interest received
	Arthur Miller Field resurfacing	400,000	100%	Lower field – Tender awarded, installation pending weather
	Trails	40,000	14%	Wells & Link to Quispamsis
	2020 Resurfacing design	60,000		Proposal for consulting service to be included in December Council Agenda
	Secondary Plan road design	50,000	-	Wiljac – decision tabled
	Hillsview/Shadow Hill Court water	450,000	1%	Water main replacement, RFP awarded, design underway
	Turnbull Court Design	75,000	2%	Detailed design and construction proposed for 2020 budget
Water quantity	300,000	1%	Well drilling completed, testing and model development underway.	

* Funds paid to this date.



ROTHESAY MEMORANDUM



TO : Mayor and Council
FROM : Town Clerk Mary Jane Banks
DATE : 7 November 2019
RE : By-law 1-19-01 (Mulberry Lane)

RECOMMENDATION:

- Council give 2nd Reading by Title, to By-law 1-19-01, “A By-law of the Municipality of Rothesay To Direct the Undertaking of Hard Surfacing of the Roadway Known as Mulberry Lane as a Local Improvement”
- Council give Reading by summary, to By-law 1-19-01, “A By-law of the Municipality of Rothesay To Direct the Undertaking of Hard Surfacing of the Roadway Known as Mulberry Lane as a Local Improvement”
- Council give 3rd Reading by Title, and Enactment to By-law 1-19-01, “A By-law of the Municipality of Rothesay To Direct the Undertaking of Hard Surfacing of the Roadway Known as Mulberry Lane as a Local Improvement”
- Council direct staff to proceed in accordance with the requirements as outlined in By-law 1-19, “Local Improvement Procedures By-Law – 2019”.

BACKGROUND:

Excerpt from Staff Report dated 9 August 2019 (Town Manager Jarvie)

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

Staff have had several discussions with residents on the Lane about the condition of the road surface and ongoing maintenance. The road right of way is not owned by the Town and the surface is gravel and requires annual maintenance. Since Cameron Road has been raised, an upgrade to Mulberry Lane and establishing it as a public road would be timely.

Since the Lane is not considered a Town street at present, it would be required to be upgraded to Town standards prior to the Town taking responsibility. This process includes legal survey, design and construction work and is proposed to be carried out as a local improvement with property owners fronting on the Lane responsible for some of the costs. Council will know that Stuart Dobbin Park fronts on Mulberry Lane and therefore the Town would be responsible as a property owner as well as for whatever

ROTHESAY

TO: Mayor and Council

FROM: Town Clerk Banks **2019November12OpenSessionFINAL_100**

RE: By-law 1-19-01

-2-

7 November 2019

share of the project Council might agree to fund. Staff suggests the Town contribute \$11,000 to project cost to reflect the reduced cost of maintenance with a hard surface street. An estimate for the cost of the Mulberry work is in the order of \$60,000.

In accordance with By-law 1-19, notices were sent to affected property owners on 15 August 2019 and 19 September 2019. The Public Hearing was scheduled following the receipt of a letter of objection dated 9 September 2019 from an affected property owner.

The attached notice of Public Hearing was posted to the Town website on 19 September 2019 and social media messages were scheduled for September 20, October 2, October 16, October 21, October 30, November 6 and November 9 to advertise the Hearing.

The draft By-law posted to the website has been edited for typographical errors and the following sections were added under **Effective Date:**

(Advertised as to content on the Rothesay website in accordance with the *Local Governance Act S.N.B. (2017) Chapter 18)*

19 September 2019

BY-LAW SUMMARY READ:

By-law 1-19, "Local Improvement Procedures By-Law – 2019", Section 3 requires not less than a two-thirds vote of Council (6 of 8), which requires the Mayor to vote:

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.

May Jane Banks





Eydie Dr

Beach Dr

Mulberry Lane

Cove Cres

Cameron Rd

Wynn St

Ricketts Lane



BY-LAW NO. 1-19-01

A BY-LAW OF THE MUNICIPALITY OF ROTHESAY

To Direct the Undertaking of Hard Surfacing of the Roadway Known as Mulberry Lane as a Local Improvement

The Council of Rothesay, under authority vested in it by the Local Governance Act (S.N.B. 2017, c-18) and amendments thereto (the 'Act') and pursuant to By-law 1-19 'A By-law Describing The Procedure for Directing the Undertaking of a Work as A Local Improvement' enacts as follows:

1. TITLE

This By-law may be cited as the "Mulberry Lane Local Improvement By-law".

2. INTERPRETATION

In this By-law, unless the context otherwise requires;

- a. words in this By-law which are defined in the Act, and amendments thereto, have the meaning as defined in the Act;
- b. words in this By-law which are defined in Rothesay By-law 1-19, "A By-Law Describing The Procedure for Directing the Undertaking of a Work as A Local Improvement" (the 'Local Improvement By-law'), and amendments thereto, have the meaning as defined in that By-law;
- c. "Council" means the Mayor and Councillors of Rothesay;

3. DEFINITION OF THE WORK

The work to be undertaken under the authority of this By-law is the acquisition of the road right of way and the hard surfacing of the roadway known as Mulberry Lane in Rothesay, together with required appurtenances thereto. Council has determined this Work is necessary in the interests of the property owners listed in Schedule 'A'.

4. BENEFITTING PROPERTIES

Council has determined that the properties principally benefitting from the carrying out of the work are those properties listed in Schedule 'A' to this By-law.

5. ESTIMATE OF COSTS OF THE WORK

The cost of the Work includes legal, survey, land acquisition, engineering and construction, including placement of asphalt base and seal courses. The estimated costs are as shown in Schedule 'B'. The final cost shall be determined by the Director of Operations upon completion of the work and it is these costs which will be used to calculate the charges to the benefitting properties.

6. MUNICIPAL CONTRIBUTION

In addition to the charge to the property owned by the Town known as Stuart Dobbin Park, the Town shall contribute eleven thousand dollars (\$11,000) to the cost of the Work in recognition of maintenance costs that would otherwise be incurred by the Town.

7. ALLOCATION OF COSTS

Costs for the Work are to be allocated in accordance with Schedule 'C'. Council authorizes the Clerk and Treasurer to raise the cost set out in said Schedule by special assessment collected over no more than twenty (20) years.

8. ADMINISTRATION

The Clerk and Treasurer are hereby authorized and directed to issue such notices and take such steps as are required by the Act and By-law 1-19.

Council further authorizes the Work be carried out as part of the Town resurfacing program.

9. EFFECTIVE DATE

This By-law comes into effect on the date of final enactment thereof.

FIRST READING BY TITLE

12 August 2019

SECOND READING BY TITLE

(Advertised as to content on the Rothesay website in accordance with the *Local Governance Act* S.N.B. (2017) Chapter 18)

19 September 2019

BY-LAW SUMMARY READ:

THIRD READING BY TITLE AND ENACTMENT

Nancy Grant
MAYOR

Mary Jane E. Banks
CLERK

Schedule A – Affected Properties

Civic	Street	Property Account #	Property Identifier
1	Mulberry Lane	1239513	30133516 245308
3	Mulberry Lane	1239521	30333074
5	Mulberry Lane	1239539	96040 245324
7	Mulberry Lane	1240190	30091045 30107817 246009
9	Mulberry Lane	6321991	30304695
11	Mulberry Lane	6322010	30304703
8	Mulberry Lane	4820711	30167712
6	Mulberry Lane	1245996 1246007	64451 154138 30008965 173005
4	Mulberry Lane	5289895 5866370	30197826 99101
2	Mulberry Lane	5866362	99135 99093 99085
40	Cameron Road	5866354	99143 245290

Schedule B – Cost Estimates

line	Description	Estimated Cost
1	Land Acquisition	7,500
2	Legal & Survey	5,000
3	Engineering	2,800
4	Construction	48,500
5	Contingency	5,000
6	Subtotal	68,800
7	plus HST	10,320
8	less HST Rebate	7,370
9	Total	71,750
10	less Town contribution	11,000
11	GRAND TOTAL	\$60,750

Schedule C – Costs To Be Charged to Properties

	Civic	Street	Property Account #	Cost	Annual
A	1	Mulberry Lane	1239513	\$5,520	\$350.
B	3	Mulberry Lane	1239521	\$5,520	\$350.
C	5	Mulberry Lane	1239539	\$5,520	\$350.
D	7	Mulberry Lane	1240190	\$5,520	\$350.
E	9	Mulberry Lane	6321991	\$5,520	\$350.
F	11	Mulberry Lane	6322010	\$5,520	\$350.
G	8	Mulberry Lane	4820711	\$5,520	\$350.
H	6	Mulberry Lane	1245996, 1246007	\$5,520	\$350.
I	4	Mulberry Lane	5289895, 5866370	\$5,520	\$350.
J	2	Mulberry Lane	5866362	\$5,520	\$350.
K	40	Cameron Road	5866354	\$5,520	\$350.
				\$60,750	\$4,500.



ROTHESAY MEMORANDUM



TO : Mayor and Council
FROM : Town Clerk Mary Jane Banks
DATE : 7 November 2019
RE : Amending Water By-law 1-18-1

RECOMMENDATION:

- Council give 2nd Reading by Title, to By-law 1-18-1, “A By-law of the Municipality of Rothesay to Amend the Rothesay Water By-law”
- Council give Reading in its Entirety, to By-law 1-18-1, “A By-law of the Municipality of Rothesay to Amend the Rothesay Water By-law”
- Council give 3rd Reading by Title, and Enactment to By-law 1-18-1, “A By-law of the Municipality of Rothesay to Amend the Rothesay Water By-law”
- Council adopt Appendix A, entitled “ Requirements for Existing Residential Apartment Complexes established Prior to January 1, 1998 NOT Connected to Available Town Water”, as attached to By-law 1-18-1

BACKGROUND:

Water By-law 1-18 was enacted by Council in January 2019. Subsequently, concerns were raised by owners of a number of rental apartment buildings and a meeting was held with affected property owners, Council and staff.

The Works and Utilities Committee reviewed the By-law and recommended changes to address the concerns raised. Council also received recommendations from the Town Manager and Deputy Mayor Alexander. The Clerk's office reviewed the recommendations, and subsequent motions of Council (September 9, 2019), and prepared draft By-law 1-18-1, “Amending Water By-law”, in consultation with senior staff.

Council gave 1st Reading to By-law 1-18-1 at the October Council meeting, scheduled a public hearing for November 12, 2019 and directed staff to notify affected Residential Apartment Complex owners. Town Treasurer MacDonald sent copies of the amending By-law and the public hearing notice by mail to the affected property owners on Friday, October 18, 2019.

The attached notice of Public Hearing was posted to the Town website on 17 October 2019 and social media messages were scheduled for October 21, October 30, November 6 and November 9 to advertise the Hearing.

**BY-LAW NO 1-18-1
A BY-LAW OF THE MUNICIPALITY OF ROTHESAY
TO AMEND THE ROTHESAY WATER BY-LAW**

The Council of Rothesay, under the authority vested in it by Section 10 of the *Local Governance Act S.N.B* (2017), Chapter 18, and amendments thereto, hereby enacts as follows:

1. **The current definition for “Specifications for Developers” is amended by inserting “Rothesay Standard Front End Specifications” so as to read:**

“Specifications for Developers” means the standards entitled “*Rothesay Standard Front End Specifications*”, adopted by the municipality as a minimum standard for new construction of streets and services within the Town;

2. **Section 4.15 is amended by inserting “... , with the following exception: Where an Owner of a Residential Apartment Complex established prior to 1 January 1998 has provided proof of a clean, safe, and reliable supply of potable water as required by Appendix “A”, the requirements set out in Sections 4.15 and 7.6.1(d) are not applicable. Appendix A may be amended from time to time by resolution of Council” so as to read:**

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

Where an Owner of a Residential Apartment Complex established prior to 1 January 1998 has provided proof of a clean, safe, and reliable supply of potable water as required by Appendix “A”, the requirements set out in the preceding paragraph and Section 7.6.1(d) are not applicable. Appendix “A” may be amended from time to time by resolution of Council.

3. **Section 7.6.1(d) is amended by inserting “with the exception of Residential Apartment Complexes established prior to 1 January 1998 as described in Section 4.15” and “unless as otherwise recommended by the Committee and approved by resolution of Council” so as to read:**

For Commercial properties, Institutional properties and Residential Apartment Complexes, **with the exception of Residential Apartment Complexes established prior to 1 January 1998 as described in Section 4.15**, the following User Class Structure and payment schedule applies:

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

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

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

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

Class C) new construction where water is available:

- no proposed changes (ie. All fees are payable upon issuances of the connection permit ***unless as otherwise recommended by the Committee and approved by resolution of Council.***)

4. Section 7.11 is amended by deleting “water connection permit” and adding “unless as otherwise recommended by the Committee”, so as to read:

Every person connecting to the water system shall pay a meter connection permit fee and water system access fee as outlined in Schedule “E”. The fees shall include all inspection fees and charges associated with processing of the application, control and enforcement of “Specifications for Developers” and shall be paid in full prior to the issuance of a building permit ~~water connection permit~~, ***unless as otherwise recommended by the Committee and approved by resolution of Council.***

5. Council hereby authorizes the consolidation of By-law 1-18 and By-law 1-18-1.

EFFECTIVE DATE

This By-law comes into effect on the date of final enactment thereof.

FIRST READING BY TITLE _____ 15 October 2019

SECOND READING BY TITLE _____

READ IN ITS ENTIRETY _____

THIRD READING BY TITLE AND ENACTMENT _____

Dr. Nancy Grant
MAYOR

Mary Jane E. Banks
CLERK



ROTHESAY

2019 November 12 Open Session FINAL_110

APPENDIX A



Water By-law 1-18

Requirements for Existing Residential Apartment Complexes established Prior to 1 January 1998

NOT Connected to Available Town Water

It is an objective of Rothesay that residents of any Residential Apartment Complex be served by a clean, safe, and continuous supply of potable water. When the Owner of an existing Residential Apartment Complex established prior to 1 January 1998 chooses not to connect to the available municipal potable water distribution network operated by the Town, such Owner is responsible for providing proof to the Town that a clean, safe, and reliable supply of potable water is provided to their tenants. Proof of a clean, safe, and reliable supply of potable water shall be demonstrated by the following methods:

- (a) The Owner shall submit to the Town Clerk results of water quality testing from the potable well supplying the tenants of the Residential Apartment Complex, conducted within the previous 30 days on or before 30 April and 31 October each year for the following sampling:
 - (i) Total coliforms and *Escherichia coli*; and
 - (ii) Inorganics.
- (b) The testing set out in paragraph (a) shall be conducted by the Provincial Analytical Services laboratory or by a laboratory accredited under the International Organization for Standardization standard ISO/IEC 17025:2005, entitled *General Requirements for the Competence of Testing and Calibration Laboratories*.
 - (i) In the event the sampling set out in paragraph (a) produces an unacceptable result the owner shall submit to the Town Clerk results of a subsequent test no later than 15 days following the date of the initial test.
 - (ii) In the event the two consecutive water quality tests fail to produce acceptable results, the data will be forwarded to the Department of Environment and Local Government for appropriate action, and shall require immediate connection to the Town water system as required in section (f).
- (c) The Owner shall obtain an electrical permit from the Town for the installation of an approved electrical interface of the building electrical panel with a generator of capacity sufficient to power emergency lighting and the pump for the private water supply.
- (d) Receipt by the Town Clerk of an affidavit from a licensed electrician that such an electrical interface has been installed.
 - (i) Receipt by the Town Clerk of an affidavit from a licensed electrician every twelve (12) months, confirming the electrical interface has been tested and performed satisfactorily.

Appendix A
Water By-law 1-18

- (e) The Owner shall sign a waiver releasing the Town from any liability associated with water quality and quantity supplied by Owners to their tenants.
- (f) Failure to meet any of the requirements as outlined above may result in penalties under Section 8.1 of this By-law, and will require immediate connection to the Town's water system in a manner approved by the Town, and use of the municipal water system as a sole source of water.



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
November 12, 2019

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: November 6, 2019

SUBJECT: Works Garage Roof Replacement

RECOMMENDATION

It is recommended that Council accept the submission from DRB Construction Inc. in the amount of \$31,600.00 plus applicable taxes to replace the entire roof membrane at the Master Drive Works Garage and further that the Director of Operations be authorized to issue a purchase order in that regard.

ORIGIN

The 2019 General Fund Operating Budget included funds for the repairs to the Master Drive Works Garage.

BACKGROUND

The Master Drive Works Garage is now in its 16th year and the roof membrane is the original installation. The roofing material used at the time was a 20 year rated "3 in 1" asphalt shingle.

DISCUSSION

Although the garage is in its 16th year and the original roofing material was a 20 year rated product, the material has reached the end of its useful life. Sections of the roof have been affected by moss growth, other areas have become brittle and much of the coloured asphalt has washed away indicating a loss of material thickness.

Requests for pricing closed on November 5, 2019 with the following results:

- | | | |
|--------------|------------|----------------------|
| 1. DRB, | Saint John | \$31,600.00 plus hst |
| 2. Burgoyne, | Rothestay | \$32,000.00 plus hst |
| 3. Wheaton, | Saint John | \$37,500.00 plus hst |

FINANCIAL IMPLICATIONS

The analysis concludes that a total amount of \$30,000 was provided in the 2019 General Fund Operating Budget for exterior painting and general maintenance such as garage door panel replacement, repointing of the fire separation wall between the office and garage and some interior flooring replacement.

All of the repair type items listed for 2019 as well as replacement of the roof are necessary. It was determined during formation of the 2019 ~~budget~~ that the roof replacement could be held off until 2020 and the general repairs could be completed first. Upon (physical) inspection the roof condition has been noted as more urgent in nature and staff are of the opinion that the \$30,000 budget amount should be used for roof replacement in 2019 and the other repair work be relisted as a 2020 budget line item.

The completed cost of the roof replacement, assuming award to the low tenderer, will be \$32,954.38 including the Town's eligible HST. The difference between the completed cost and the original budget allocation will be managed within the approved 2019 General Fund Operating Budget envelope.

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 Rothestay Town Clerk, 70 Hampton Road, Rothestay, NB E2E 5L5 (506-848-6664).




70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
November 12, 2019

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: November 6, 2019

SUBJECT: Perimeter Fencing – Utility Department Compound

RECOMMENDATION

It is recommended that Rothesay Mayor and Council authorize the Director of Operations to issue a purchase order to Fundy Fencing Ltd., in amount of \$30,200 plus HST to install fencing around the perimeter of the Utility Department Compound.

ORIGIN

The 2019 Utility Fund Capital Budget includes funding to install perimeter fencing at the Utility Compound.

BACKGROUND

The existing compound fencing was installed in the early 1970's and has served its useful life. A number of repairs have been made to the fencing over the years and staff are of the opinion that it is time to replace it. A preliminary cost estimate for replacement was obtained in 2018 and a corresponding amount was included in the 2019 Utility Fund Capital Budget.

DISCUSSION

Quotes were solicited from two New Brunswick chain link fence contractors with the following results:

Fundy Fencing Ltd., Saint John, NB	\$ 30,200.00 plus hst
Eastern Fence Ltd., Moncton, NB	\$ 32,000.00 plus hst

All prices listed above are exclusive of HST.

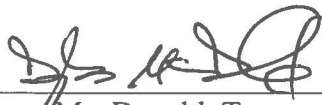
FINANCIAL IMPLICATIONS

There 2019 General Fund Operating Budget included an amount of \$35,000 for perimeter fencing at Utility Department Compound.

Low bid	Net cost (after HST rebate)	Budget	Difference
\$30,200.00	\$31,494.37	\$35,000	\$3,505.62



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).



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

**Rothesay Council
November 12, 2019**

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: November 6, 2019

SUBJECT: Fleet Vehicle Purchase – Utility Department

RECOMMENDATION

It is recommended that Council accept the submission from Saint John Hyundai at a base price of \$26,440.48 including applicable taxes and further that the Director of Operations be authorized to issue a purchase order in that regard.

ORIGIN

The 2019 General Fund Capital Budget include an amount of \$60,000 to purchase a Fleet Vehicle to serve the Rothesay Utility Department.

BACKGROUND

The purchase of fleet vehicles for the town has historically been undertaken by issuing a public call for tenders through the New Brunswick Opportunities Network. This approach has failed to yield a wide cross section of bidders for the Town to choose from.

At the request of Council, in May of 2015 the Director of Operations convened a meeting of several local vehicle retailers and asked the question “why don’t you answer our vehicle tender calls?” The meeting brought to light many concerns the retailers had, produced many points of view and generally assisted the Town in preparing a more fair and consistent method of purchasing vehicles that all the retailers could support.

The purchasing method that was discussed was to build and price similar vehicles, from various manufacturers, that suited the Town's current needs and then provide the (online generated) build sheets to the various retailers for firm pricing. The retailers were all satisfied with the open, transparent nature of this method and understood that the lowest price from the exercise would represent the winning bid.

The build and price method has been employed to purchase multiple vehicles since 2015.

DISCUSSION

The 2019 Capital Budget included \$60,000 for the purchase of a ¾ ton service vehicle to replace an existing unit. Staff are of the opinion that the proposed ¾ ton replacement can be deferred until 2020 and a portion of the budgeted amount for 2019 should be used to purchase a small SUV for meter reading, chlorine residual testing and small scale response by water department operators. The need for a ¾ ton truck is still valid in order to transport heavy supplies to and from work sites, however the addition of a small SUV to the Utility fleet will save fuel, reduce emissions and prevent damage that sometimes occurs when large vehicles respond to residential settings which are not (generally) ideal for receiving large vehicles.

Requests for pricing closed on November 5, 2019 with the following results:

- | | | |
|-------------|--------------------|-----------------------|
| 1. Ford, | Downey Ford Sales | \$31,147.63 incl. hst |
| 2. Hyundai, | Saint John Hyundai | \$26,440.48 incl. hst |
| 3. Subaru, | Aberdeen Motors | \$30,125.40 incl. hst |
| 4. Kia, | Port City Kia | \$28,472.28 incl. hst |

FINANCIAL IMPLICATIONS

The analysis concludes that a total amount of \$60,000 was provided in the General Fund Capital Budget. The delivered cost of the 2019 Hyundai will be \$23,977.14 including the Town's eligible HST.

Report Prepared by:  Brett McLean, Director of Operations

Report Reviewed by:  Doug MacDonald, Treasurer



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
November 12, 2019

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: November 08, 2019

SUBJECT: Municipal Services – Brock Court to Goldie Court

RECOMMENDATION

It is recommended that Mayor and Council authorize to the Director of Operations to solicit quotations and issue a purchase order (not to exceed \$100,000 including rebateable HST) for the installation of new water, sanitary and storm lines between Brock Court and Goldie Court along the recently approved municipal services easement over PID 30332613.

ORIGIN

The subdivision of a property that connects Brock Court with Goldie Court has brought to light aged infrastructure in need of repair.

BACKGROUND

The property that connects Brock Court to Goldie Court, commonly referred to as the “Brock property”, was encumbered by an easement whereby the water and sanitary sewer services to the two courts are connected.

The “Brock Property” was recently subdivided into two smaller lots and an adjacent property was also subdivided leading to the potential for three new homes in the immediate area. The first new home is now under construction on one of the “Brock” lots and the municipal services contained within the historic easement that crosses the property are old and in need of replacement.

DISCUSSION

The newly created lot where the municipal services now connect Brock Court to Goldie Court is still under the ownership of the developer. The property will soon transfer title to the new owner at which time it may become more difficult to negotiate the disruption necessary to replace the aged municipal services. The Town has a formal easement over the pipe corridor and access for repair or replacement could not be denied by the owner however in its current state, disrupted and under construction, the cost to the Town to replace the services is at it absolute minimum. Future disruption will interfere with driveways, landscaping and retaining walls which will increase the cost of the replacement task as these amenities would have to be replaced at Town cost after the municipal services replacement was complete.

The home under construction and potentially two more homes will need to be connected to these municipal services and given the age and condition staff is concerned that the disruption could cause further damage.

The proximity of the existing piping to the home under construction is also problematic. A water main failure could lead to undermining of the foundation and any necessary repairs to the sewer, which is close to 12 feet deep in some locations, would be very expensive especially during months when the ground was frozen. Staff recommend that when the municipal services are replaced they be moved to a new easement, which has been agreed to by the developer, such that they exist as far from the home as possible while still within the boundaries of the lot.

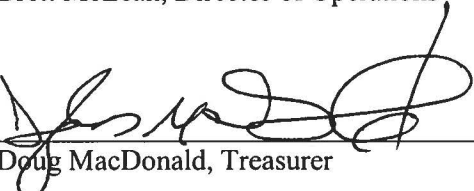
It is important to note that the creation of the new lots and construction of the three potential homes is not the determining factor for replacing the municipal services. The piping is old and in need of replacement and doing so now, prior to completion of final beautification of the lots, is the least expensive option for the Town.

Stormwater from Brock Court to Goldie Court currently flows through a ditch which is in the area where staff propose to relocate the municipal services easement. This project would include installation of a properly sized storm sewer pipe that would carry the existing ditch flow adjacent to the new water and sanitary pipes.

FINANCIAL IMPLICATIONS

This project is not included in the 2019 budget. Staff propose to fund the project, if approved by Council, from the Gas Tax Reserve.

Report Prepared by: 
Brett McLean, Director of Operations

Report Reviewed by: 
Doug MacDonald, Treasurer

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



Plastics, Packaging and Printed Paper Workshop

When: October 16 – 17, 2019
Where: Delta Hotel, Fredericton
Sponsored by: Recycle NB
Attended: Don Shea, Councillor

Summary Making the producers of packaging and printed paper -currently comprising a large percentage of waste in New Brunswick- pay for their waste.

Program The workshop, extended over a day and a half, affording participants the opportunity to become engaged with jurisdictions across Canada where programs currently operated.

History¹

2015
Recycle NB's work began in 2015 when it hosted a multi-stakeholder, province-wide forum on PPP and commissioned a study on how an EPR PPP program could be developed in the Atlantic provinces. The study concluded that a PPP program in New Brunswick could provide up to \$15 million for municipalities to off-set the cost of recycling packaging and printed paper.

2016
In 2016, Recycle NB continued its Dialogue on PPP by increasing awareness and understanding of PPP and EPR among stakeholders. It focused on the

¹ As reported by Recycle NB on-line

groups that would be most impacted by such a program including municipalities, Regional Solid Waste Commission (RSCs), solid waste management facilities, indigenous communities, industry and citizens. During this phase of the Dialogue, Recycle NB consulted key stakeholders on how they perceive the challenges and opportunities related to the implementation of an extended producer responsibility recycling program for PPP and obtained feedback on how to move forward in the context of New Brunswick.

2017-2018

In 2017/18, Recycle NB broadened the number of groups involved and hosted a full day workshop in February 2018. Participants came from a broad range of sectors and included representatives from New Brunswick municipalities, municipal associations, RSCs, Solid Waste Managers, citizen representatives and industry representatives. The three other Atlantic Provinces also participated. In total, 74 people were invited to the workshop and participated in group discussions on the features of a made-in-New Brunswick packaging and printed paper recycling program. Last year Recycle NB also organized a study tour to Saskatchewan to study the province's PPP program and conducted a literature review on the main trends emerging in PPP and EPR in Canada and elsewhere.

2019

The PPP Dialogue and multiple presentations by Recycle NB to interested parties point towards a general consensus emerging in New Brunswick on the following points:

- All groups consulted to date are generally supportive of introducing an extended producer responsibility recycling program for packaging and printed paper.
- The municipalities consulted directly, through the various municipal associations, RSCs and Solid Waste Managers are supportive of a PPP program provided it is designed to protect municipal interests and provides quality recycling services to citizens.
- A new PPP program needs to be grounded in higher-level objectives and have clearly stated and attainable objectives related to one or more potential outcomes related to environmental, social or economic priorities. These need to be established up front and articulated clearly in Regulations and Legislation.
- Environmental targets and recovery rates will need to be clearly identified and monitored against a management plan.
- There is an opportunity to maximize economic benefits for the province through the creation of green jobs and by investing in recycling facilities that could expand their reach beyond our province.
- There does not yet appear to be a consensus in New Brunswick on the level of industry funding in a PPP program and the associated level of municipal/RSC control over the recycling program. It should be noted that the trend in

Canada is to move towards a 100% industry funded program. British Columbia has a full EPR program funded at 100% by industry. Quebec is 100% industry funded and Ontario is moving in that direction. Information gathered this year revealed that Saskatchewan should have gone to a 100% versus their current 75% of industry funding.

- There needs to be proper enforcement authorities and capacity to ensure compliance with the management plan.
- There is strong consensus on the need for a legislated advisory committee or process to provide a meaningful forum for the municipal sector and other stakeholders to provide input to the industry steward and to Recycle NB.

2019²

Phase IV of the Dialogue (in report form) addresses the remaining information gaps needed to design and implement a PPP program. Specifically, this report documents how the EPR PPP program in Québec operates and the lessons New Brunswick can draw from our neighboring province. It also expands on two areas where information was still incomplete at the end of Phase III: rules for small businesses, and payments to municipalities.

Program


The October 2019 workshop capitalized on everything gathered to date and resulted in presentations and panel discussions by some of the

² March 2019


most knowledgeable individuals in Canada. Following is a breakdown of the program:

Oct 16, 2019


9:00am **Welcome**

 Frank Le Blanc, CEO, Recycle NB

9:15am **Recycling Plastics, Packaging and Printed Paper in NB**

 Jeff Carr, Minister, Environment & Local Government

9:45am **EPR – Canadian and International Trends**


 John Coyne

10:45am Break

11:00am **Environmental, Economic and Social Benefits of Recycling – A Saskatchewan Success Story**

 Sean Collins, Sarcan


1:00pm **EPR: Building a Strong Recycling Industry and Achieving a Circular Economy**


 Maryse Vermette, ÉCO Entreprises Quebec

2:00pm Panel Discussion

2:45pm **Break**

3:00PM **Stewardship Panel Part 1 – EPR Approach in Quebec**

 Marie Julie Begin, ÉCO Entreprises Quebec


 Mathieu Guillemette, ÉCO Entreprises Quebec

4:00pm Q&A

4:30pm Adjournment

October 17, 2019

9:00am **Stewardship Panel Part 2 – EPR Programs across Canada**

 Calla Farn, VP, Corporate Affairs, Canadian Stewardship Services Alliance (CSSA)

10:00am **Commentary from Atlantic & NB Stakeholders – Q&A**

10:45am **Break**

11:00am **Table Discussion on Program implementation**

GLOSSARY OF TERMS³

Deposit/Refund - Deposit/refund systems require consumers to pay a monetary deposit for a purchased product which is partially or fully reimbursed when the product is returned for re-use or recycling at the end-of-life.

Extended Producer Responsibility - Extended producer responsibility (EPR) is a policy approach in which a producer's responsibility, physical and/or financial, for a product is extended to the post-consumer stage of a product's life cycle.

Industry Funding Organization (IFO) – A term for a Producer Responsibility Organization

Industry Stewards - Commonly refers to brand owners, first importers and manufacturers of designated materials under extended producer responsibility (EPR) programs, destined for collection and reuse, recycling or environmentally sound management.

Paper Packaging – Includes corrugated and boxboard containers, gable top cartons, aseptic boxes, paper laminates and other paper packaging.

Packaging and Printed Paper (PPP) – Printed Paper and Packaging materials (that are comprised of glass, metal, paper, or plastic) that are managed in the

³ https://thecif.ca/projects/documents/470-Provincial_Program_Comparison_Final_Report.pdf

residential solid waste stream (whether or not they are currently collected in a municipal program).

Printed Paper - Means any material that is not packaging, but is printed with text or graphics as a medium for communicating information.

Producer - The term “producer” is used to refer to brand owners, first importers and manufacturers of products and packaging. “Producers” are referred to as “industry stewards” when they are legally obligated to recover and recycle their products and/or packaging at end-of-life.

Producer Responsibility Organization (PRO) - A “producer responsibility organization” (PRO), usually a not-for-profit organization or an industry association, is the entity designated by a producer or producers to act on their behalf to administer an extended producer responsibility or product stewardship program. In Canada, a PRO may also be referred to as a “stewardship organization,” an “industry funding organization” or a “delegated administrative organization”.

Product Stewardship (PS) - Product stewardship initiatives are end-of-life management programs for designated products, in which producers (i.e. brand owners, importers or manufacturers) are either directly responsible for program funding or operations. Programs may be financed through public funds or through revenues generated by legislated fees at the point of sale.

Service Provider - Means a person or organization who is contracted or otherwise engaged to provide a service related to the management of the product and/or program

Shared Responsibility - Programs identified as “shared responsibility” are in part industry funded and/or operated. These programs are often the result of an agreement, partnership or in some cases industry stewards may be designated by law to provide funding for a specific program.

Stakeholder - Means a person or organization whose interests will be or are affected by the provisions of a proposed plan or the operation of an existing plan, and includes a consumer, retailer, service provider, brand-owner, producer, local government, public interest group, First Nations, or any other person or class of persons whose interests, in the opinion of the director, are or will be affected.

Steward – Name given to obligated person or company who is a brand owner or first importer of any material that is covered in a Product Stewardship program.

Stewardship Program Plan - A “stewardship plan” or “program plan” sets out how designated producers will meet their legal obligations to collect and recycle their products or packaging once they have reached their end-of-life. Generally, stewardship plans may include details on how end-of-life products or packaging are to be collected and recycled, how program performance will be measured, targets for collection, reuse (where

applicable), recycling and public awareness, timelines for implementation, program funding and reporting protocols. Producers are commonly responsible for preparing their own individual stewardship plans or can join a collective stewardship program under a “producer responsibility organization”.

The Surprise!!!



Jeff Carr, Minister
Environment & Local Government

In his presentation on October 16th, the Minister did everything except make an announcement. And yet, there was little doubt that in the foreseeable weeks an announcement was imminent.

Other than those within the “inner circle” I doubt if any of the participants anticipated an announcement would be made the day immediately following the workshop.

Following is the CBC report on the announcement⁴.

Province moves to boost recycling, reduce waste from packaging ([Jennifer Sweet](#) · CBC News · Posted: Oct 18, 2019 4:34 PM AT | Last Updated: October 18)

...

⁴ Pictures have been omitted.

Companies that produce packaging and printed paper waste in New Brunswick are going to have to start paying for its collection and recycling or disposal.

"It's the right thing to do," said Environment and Local Government Minister Jeff Carr.

"We see the devastating effects of climate change ... and we know that people of all ages are looking to their governments, to their leaders, to all of us to make change happen."

Carr expects a new extended producer responsibility, or EPR, program will boost the portion of packaging and printed paper that's diverted from landfills to 60 per cent.

Currently recycling programs only divert about 30 per cent of that waste.

Margot Cragg, executive director of the Union of the Municipalities of New Brunswick, said this is exactly what her group has been asking for. (Edwin Hunter/CBC)⁵

Frank Leblanc of Recycle NB said the new program will help get rid of things such as clamshell plastic packages, which are very difficult to recycle, if not impossible.

⁵ Picture caption

"Under the EPR model," said LeBlanc, "industry is responsible for that recycling. They have to collect it and they have to recycle it."

"So if it's costly to do so, there's an incentive for industry to then start getting rid of that packaging and find something that's easier to recycle and that's not as costly."

It will take six to 12 months to set the regulations, said Carr.

Industry players and stakeholders will be consulted to work out the details.

Industries affected by the program will mostly include large national producers such as Proctor and Gamble, Unilever, Walmart, Loblaws and Sobeys, said Erika Jutras, a spokesperson for the Environment Department.

Frank Leblanc, CEO of Recycle NB, said the new program will boost recycling and reduce the amount of plastic waste. (Edwin Hunter/CBC)⁶

...

During a recent presentation to Fredericton city council, Leblanc said the "manufacturers or producers or owners of the packaging that come into the

⁶ Picture caption

province in New Brunswick would pay for the program."

They would create and fund an organization and collect fees from everyone who brings goods into the province and sells goods in the province.

There are different criteria that could be used to determine which waste producers fall under the program, said Carr, such as a gross revenue of \$1 million or \$2 million, or the number of storefronts the company has.

Single storefront businesses would likely be exempt, he said, because the burden of red tape would be "way too much" for them.

But "big industry" is "more than happy to be involved," he said.

LeBlanc said he also heard "overwhelming support" for the idea at a two-day workshop that wrapped up Thursday.

It included about 100 people from all over the province, representing industry, municipalities, First Nations and regional service commissions.

They see it as a way to extend the life of landfills, reduce emissions and remove a lot of plastic and paper from the waste stream.

...

The Union of the Municipalities of New Brunswick is pleased by the announcement.

It passed a resolution calling for a program like this back in 2016, said executive director Margot Cragg.

She expects it will save municipalities money on waste collection and disposal.

Once the program is in place, New Brunswickers will be able to recycle more products from their homes, commercial buildings and schools.

EPR programs already exist in the province for tires, paint, oil and glycol products and electronics.

The new one won't directly deal with single-use plastic bags. But Carr said he expects their use will fall off, citing plans by retailers such as NB Liquor and Sobeys to stop using them.

...

"Plastic bags are just the low-hanging fruit," he said. "We wanted to go further."

"If we see at some point in the not-too-distant future that plastic bags are not being reduced by manufacturers, we will take that on and bring in specific legislation.

Carr said that would be "a couple years down the road — once we see how this works."

New Brunswick is the first Atlantic province to announce this type of program, but they are already running in British Columbia, Saskatchewan, Manitoba, Ontario and Quebec.

It's also not clear exactly what materials will be included in the program.

In British Columbia, for example, the extended producer responsibility program includes packaging that contains a product at the point of sale, secondary packaging for grouped products, tertiary packaging for transportation, and service packaging such as carry-out bags, disposable plates and cups and prescription bottles.

It also includes aluminum pie plates, foil, beverage cups and re-sealable plastic bags.

Carr said from what has been seen so far, it does not boost prices of consumer products.

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