



ROTHESAY
COUNCIL MEETING
Rothesay Town Hall
Tuesday, October 15, 2019
7:00 p.m.



1. APPROVAL OF AGENDA

- 2. APPROVAL OF MINUTES** Regular Meeting 9 September 2019

➤ **Business Arising from Minutes**

3. OPENING REMARKS OF COUNCIL

3.1 Declaration of Conflict of Interest

4. DELEGATIONS

- 4.1 Fundy Regional Service Commission 2020 Budget** Marc MacLeod (*see Item 9.1.1*)

- 4.2 Cameron Road Beach Access** Liz Kramer (*see Item 9.1.2*)

5. CORRESPONDENCE FOR ACTION

- 5.1 16 September 2019 Email from resident RE: Eriskay Drive Traffic Calming

Refer to the Works and Utilities Committee

- 5.2 17 September 2019 Email from resident RE: Snow clearing

Refer to the Works and Utilities Committee

- 5.3 2020 Kennebecasis Public Library Draft Operating Budget

Refer to the Finance Committee

- 5.4 4 October 2019 Email from resident RE: Request for fence replacement on Crestline Road

Refer to staff

- 5.5 10 October 2019 Letter from Kennebecasis Valley Fire Department Ltd. (KVFD) RE: Draft Operating and Capital Budget

DRAFT KVFD 2020 Operating and Capital Budget

DRAFT KVFD 2020 - 2027 Fleet, Facilities, and Equipment Replacement Schedule

Refer to the Finance Committee

- 5.6 10 October 2019 Letter from KVFD RE: Draft KVFD Strategic Plan 2020 - 2025

DRAFT 2020-2025 KVFD Strategic Plan

Request a presentation

6. CORRESPONDENCE - FOR INFORMATION

- 6.1 28 August 2019 Letter from Quispamsis to Premier Higgs RE: Request for Provincial-wide ban on single use plastic bags at retail outlets

- 6.2 4 September 2019 Letters (various) from the Regional Facilities Commission RE: 2020 Budget

- 6.3 19 September 2019 Letter to Mulberry Road residents (11 *including 40 Cameron Road*) RE: Public Hearing for the Undertaking of Work as a Local Improvement

- 6.4 20 September 2019 Letter from the YMCA of Greater Saint John RE: Thank You – Annual Contribution to Saint John Regional Y

- 6.5 20 September 2019 Letter from Minister Carr RE: Federal Gas Tax Fund (GTF) – 2019-2023 Capital Investment Plan

ROTHESAY

Regular Council Meeting

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- 6.6 27 September 2019 Letter from Economic Development Greater Saint John (EDGSJ) RE: *Dear GSJ 2018 EDGSJ Annual Report (full report available at Town Hall)*
- 6.7 8 October 2019 Letter from Sentier New Brunswick Trails Council Inc. RE: Dissolution of Sentier New Brunswick Trails Council Inc.

7. REPORTS**7.0 October 2019****Report from Closed Session**

- 7.1 24 June 2019 Fundy Regional Service Commission (FRSC) Meeting Minutes
- 7.2 4 September 2019 Kennebecasis Valley Fire Department Ltd. (KVFD) Board Meeting Minutes
30 June 2019 KVFD Statement of Expense
4 September 2019 KVFD Fire Chief's Report
31 July 2019 KVFD Response Report
- 7.3 31 August 2019 Draft unaudited Rothesay General Fund Financial Statements
31 August 2019 Draft unaudited Rothesay Utility Fund Financial Statements
31 August 2019 Donation Summary
26 September 2019 Draft Finance Committee Meeting Minutes
- 7.4 17 September 2019 Draft Rothesay Hive Advisory Committee Meeting Minutes
- 7.5 17 September 2019 Draft Parks and Recreation Committee Meeting Minutes
- 7.6 18 September 2019 Draft Works and Utilities Committee Meeting Minutes
➤ Jordan Miller Park boat launch and lighting (*see also item 9.1.2*)
➤ 2 Magnolia Lane
➤ Review of payment schedule for Residential Apartment Complexes (*see item 8.2*)
- 7.7 30 September 2019 Draft Emergency Measures Committee Meeting Minutes
- 7.8 7 October 2019 Draft Planning Advisory Committee Meeting Minutes
➤ 5 Grove Avenue – Cash in Lieu of LPP and Municipal Services Easement
- 7.9 September 2019 Monthly Building Permit Report
- 7.10 10 October 2019 Capital Projects Summary
- 7.11 26 June 2019 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) Board Meeting Minutes
31 August 2019 KRJBPC Statement of Financial Position
31 August 2019 KRJBPC Call Summary

8. UNFINISHED BUSINESS**TABLED ITEMS****8.1 Wiljac Street Reconstruction and Extension – Design** (Tabled March 2019)*No action at this time***8.2 Amending Water By-law 1-18-1**

7 October 2019

Memorandum from Town Clerk Banks

8.3 Signage on Public Land in Kennebecasis Park

8 October 2019 Report prepared by DPDS White
Various Correspondence (4) from residents RE: Access to public land in Kennebecasis Park

9. NEW BUSINESS

9.1 BUSINESS ARISING FROM DELEGATIONS

9.1.1 FRSC 2020 Budget

12 September 2019 Letter from the Fundy Regional Service Commission (FRSC) RE: Draft 2020 Budget
DRAFT 2020 Fundy Regional Service Commission Budget

Forward comments to Mayor Grant before October 28th

9.1.2 Cameron Road Beach Access

Various Emails from/to residents RE: Cameron Road Beach Access

ADMINISTRATION

9.2 Committee Appointment

7 October 2019 Memorandum from the Nominating Committee

9.3 Council Remuneration

7 October 2019 Memorandum from the Personnel Committee

RECREATION

9.4 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

OPERATIONS

9.5 Backflow Prevention – Cameron Road Storm Sewer Outlets

8 October 2019 Report prepared by DO McLean

9.6 Construction Activity – Church Avenue Area

11 October 2019 Memorandum from Town Manager Jarvie

DEVELOPMENT SERVICES

9.7 Encroachment Agreement – 67 Appleby Drive

11 October 2019 Report prepared by DPDS White

COUNCIL REQUESTS

9.8 Mayor's Roundtable on Climate Change

9 October 2019 Memorandum from Deputy Mayor Alexander

9.9 2019 Union of Municipalities of New Brunswick AGM

9 October 2019 Memorandum from Deputy Mayor Alexander

ROTHERSAY

Regular Council Meeting
Agenda

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15 October 2019

10. NEXT MEETING

Regular meeting

Tuesday, November 12, 2019

11. ADJOURNMENT

Presentation of the

Fundy Regional Service Commission
Budget 2020
October 15, 2019

Rothesay Council

Marc MacLeod, Executive Director

HIGHLIGHTS

1. Tip Fee Changes:
 - a. Compost - \$40
 - b. Asbestos - \$500 minimum and \$100 per metric tonne.
 - c. International Waste - \$200 plus \$200 per metric tonne.
 - d. Fridges - \$20
 - e. Box Scrape - \$25
2. MSW volume up to 65000 metric tonnes (3-year weighted average).
3. Recycling will need program changes for material collected.
4. Recycling still has no capital consideration for collection.
5. Capital Plan for gas includes \$200k borrowing.
6. 45% reduction in member charges for Cooperative Services.

Fundy Regional Service Commission
Operating Fund Budget
Corporate Services

2019 October 15 Open Session FINAL_017

	Budget 2019	Budget 2020
<u>EXPENDITURES</u>		
Governance	\$ 68,800	\$ 62,340
Administration		
Executive Directors Office	61,576	\$ 60,140
Human Resources	19,000	\$ 23,700
Financial Management	125,574	\$ 120,700
Other Administrative Services	28,662	\$ 28,248
Total Corporate Services	<u>\$ 303,612</u>	<u>\$ 295,128</u>
Allocation to Other Funds:		
Cooperative & Regional Planning Services	\$ 60,722	\$ 54,523
Local Planning Service	13,024	\$ 13,544
Solid Waste Services	229,866	\$ 221,158
Electrical Generation	-	\$ 5,903
	<u>\$ 303,612</u>	<u>\$ 295,128</u>

<u>Fundy Regional Service Commission</u>				
<u>Operating Fund Budget</u>				
<u>Cooperative & Regional Planning Services</u>				
			Budget	Budget
			2019	2020
REVENUE				
	MEMBER CHARGES		\$ 63,734	\$ 34,097
	SALE OF SERVICE		-	-
	SECOND PREVIOUS YEAR SURPLUS		6,988	27,926
			70,722	62,023
EXPENDITURES				
	ALLOCATION FROM CORPORATE SERVICES		60,722	54,523
	REGIONAL PLANNING		2,500	-
	REGIONAL POLICING COLLABORATION		-	-
	REGIONAL EMERGENCY MEASURES PLANNING		-	-
	REGIONAL SPORT, RECREATION AND CULTURE		7,500	7,500
	OTHER SERVICES PROVIDED TO ALL MEMBERS		-	-
	FISCAL SERVICES		-	-
			70,722	62,023
BUDGETED SURPLUS <DEFICIT>			\$ -	\$ -

<u>Fundy Regional Service Commission</u>					
<u>Operating Fund Budget</u>					
<u>Local Planning Service</u>					
				Budget 2019	Budget 2020
REVENUE					
	MEMBER CHARGES			\$ 206,045	\$ 205,236
	FEES AND SERVICES			-	-
	SECOND PREVIOUS YEAR SURPLUS			29,746	24,320
	GOVERNMENT TRANSFER				41,250
				235,791	270,806
EXPENDITURES					
	ALLOCATION FROM CORPORATE SERVICES			13,024	13,544
	OTHER ADMINISTRATION			32,257	27,993
	PLANNING SERVICES			66,400	107,369
	INSPECTION SERVICES			121,610	119,400
	FISCAL SERVICES			2,500	2,500
				235,791	270,806
BUDGETED SURPLUS <DEFICIT>				\$ -	\$ -

<u>Fundy Regional Service Commission</u>					
<u>Operating Fund Budget</u>					
<u>Electrical Generation</u>					
				Budget 2019	Budget 2020
REVENUE					
	SALE OF SERVICE - SAINT JOHN ENERGY			\$ 150,000	\$ 159,564
	SECOND PREVIOUS YEAR SURPLUS				\$ 2,003
	TRANSFER FROM SOLID WASTE OPERATING FUND			105,335	\$ 102,666
	TOTAL REVENUE			255,335	\$ 264,233
EXPENDITURES					
	ALLOCATION FROM CORPORATE SERVICES			-	\$ 5,903
	OTHER ADMINISTRATION			10,250	\$ 10,250
	PERSONNEL			115,185	\$ 103,130
	MACHINERY & EQUIPMENT			129,900	\$ 85,900
	FISCAL SERVICES			-	\$ 59,050
	TOTAL ELECTRICAL GENERATION			255,335	\$ 264,233
BUDGETED SURPLUS <DEFICIT>				\$ -	\$ -

<u>Fundy Regional Service Commission</u>					
<u>Operating Fund Budget</u>					
<u>Solid Waste Services</u>					
				Budget	Budget
				2019	2020
REVENUE					
	Tipping Fees				
	Members			\$ 2,124,252	\$ 2,127,600
	Industrial, Commercial & Institutional			4,679,749	4,892,400
	Construction & Demolition			168,000	154,000
	International Ship's Waste			2,000	2,000
	Asbestos			28,000	70,000
	Recycling			243,750	285,000
	Other Operational Revenue			239,400	261,000
	Other Revenue			-	40,000
	Surplus of second previous year			239,534	292,028
TOTAL REVENUE				7,724,685	8,124,028

EXPENDITURES			
ADMINISTRATION			
ALLOCATION FROM CORPORATE SERVICES		229,866	221,158
DIRECTORS OFFICE			
PERSONNEL		185,850	183,530
TRAVEL		11,000	11,000
TRAINING & DEVELOPMENT		3,000	10,500
OTHER ADMINISTRATION			
ADVERTISING		-	-
LIABILITY INSURANCE		128,000	134,300
PROFESSIONAL SERVICES		91,000	91,000
LEGAL SERVICES		5,000	5,000
OFFICE BUILDING		13,200	13,200
OFFICE EQUIPMENT & SUPPLIES		28,775	28,775
PRINTING & COPYING		3,300	3,300
TELECOMMUNICATIONS		12,500	12,500
CMEI		89,218	90,199
HOST COMMUNITY ENHANCEMENT FUND		24,475	24,745
PUBLIC EDUCATION			
PERSONNEL		144,181	154,180
ADVERTISING, TOURS & PROMOTIONAL		90,775	90,775
OTHER ADMINISTRATIVE		23,200	23,200
TOTAL ADMINISTRATION		1,083,341	1,097,362

	OPERATIONS		
	STATION & BUILDINGS		
	REPAIRS & MAINTENANCE	7,000	7,000
	ELECTRICITY	9,000	9,000
	PROPERTY TAXES	239,990	233,700
	ENVIRONMENTAL HEALTH & SAFETY	103,856	105,030
	MACHINERY & EQUIPMENT		
	FUEL	197,050	197,050
	REPAIRS & MAINTENANCE	127,248	158,248
	LANDFILL OPERATIONS		
	PERSONNEL	708,331	753,428
	SITE & ROAD MAINTENANCE	39,700	33,700
	MONITORING	63,900	65,600
	SITE SECURITY AND SAFETY	12,000	12,750
	SPECIAL WASTE HANDLING	9,500	11,700
	COVER MATERIAL	130,500	350,098
	LEACHATE & SILTATION MANAGEMENT	704,529	947,892
	SAFETY EQUIPMENT & SUPPLIES	34,674	27,274

	SCALEHOUSE			
	PERSONNEL		166,171	172,400
	SUPPLIES		22,900	22,900
	WASTE DIVERSION			
	PERSONNEL - RECYCLING		530,969	821,040
	PERSONNEL - DEPOT COLLECTION		429,700	419,039
	RECYCLING FACILITY		161,275	158,864
	DEPOT COLLECTION PROGRAM		255,907	270,107
	COMPOSTING PROGRAM			
	PERSONNEL		274,832	281,610
	PROCESSING		426,387	453,569
	CART & BIN PURCHASES		65,000	117,200
	HAZARDOUS HOUSEHOLD WASTE			
	COLLECTION		8,000	4,000
	DISPOSAL		25,000	27,000
	OTHER		4,800	4,800
	TOTAL OPERATIONS		4,758,219	5,665,000

	FISCAL SERVICES		
	DEBENTURE ISSUE COSTS	20,752	22,000
	BANK SERVICE CHARGES	11,088	12,000
	INTEREST - CURRENT OPERATIONS	-	2,000
	INTEREST - LONG TERM DEBT	92,784	40,700
	PRINCIPAL - LONG TERM DEBT	982,000	653,000
	CAPITAL EXPENDITURES FROM OPERATIONS	489,879	350,000
	TRANSFER TO RESERVE FUNDS	25,000	25,000
	TRANSFER TO GENERATION FACILITY FUND	105,335	102,666
	CLOSURE & POST-CLOSURE	156,287	134,300
	INVESTMENT MANAGEMENT FEES	-	20,000
	TOTAL FISCAL SERVICES	1,883,125	1,361,666
	TOTAL EXPENDITURES	7,724,685	8,124,028
	SURPLUS (DEFICIT)	-\$ 0	\$ 0

Fundy Regional Service Commission				
CAPITAL PLAN FOR 2020				
	TOTAL	CAPITAL	LONG	TRANSFER
	COST	FROM	TERM	FROM
Solid Waste		OPERATING	DEBT	RESERVE
		FUND		FUND
Loader	250,000	250,000		
Site truck 3/4 ton	45,000	45,000		
Site truck 1/2 ton	30,000	30,000		
Forklift	25,000	25,000		
	350,000	350,000	-	-
		Capital		Transfer
		from	Long	from
	Total	Operating	Term	Reserve
<u>Electrical Generation</u>	Cost	Fund	Debt	Fund
Genset Retrofit #2	250,000	50,000	200,000	
	250,000	50,000	200,000	-

Questions?



Google

☰ Search here

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Mulberry Ln

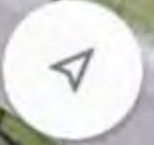
Mulberry Ln

Cameron Rd

Cameron Rd

Cameron Rd

Pierce Property Management







PLAN OF FAIRVALE PARK.

Situate

NEAR *ROTHESAY.*

COUNTY OF KINGS N.B.

Scale 1" = 100'

Wm. J. ...



Lot 17. Anthony Dobbin.

Car. R. Dobbin
20. Acres

PLAN OF FAIRVALE PARK.

Situate
NEAR ROTHESAY.

COUNTY OF KINGS N.B.

Scale, 100 Feet to an Inch.

St. John, N.B.,
July 19th 1912.

William G. ...
Deputy Land Surveyor

150 FT	50	150 FT	15	16	50	150 FT	150 FT	50	150 FT	150 FT	50	150
60 FT	70 FT	60 FT	14	17	70 FT	60 FT	70 FT	60 FT	14	17	70 FT	70 FT
			13	18					13	18		
			12	19					12	19		
			11	20					11	20		

Proposed

11 20

01239466

SNB Property Assessment Online

Français | snb.ca

Property

Sales

Menu

Property Information

PAN 01239466

Location 19 RICKETTS LANE

Taxing 400 - TOWN OF/VILLE DE

Authority ROTHESAY

Description JORDAN W MILLER PARK

Assessment 2019

Year

Assessment 86,400

Tax Levy 1,068.51

Assessments

Year	Assessment	Tax Levy
2019	86,400	1,068.51
2018	85,200	1,053.67
2017	85,200	1,053.67
2016	84,400	1,043.77
2015	83,500	1,082.75

Sales



Legend:
■ - Selected Property
■ - Recently Sold



Reserved for Common Use of all Lot Owners.

Keweenaw RIVER.

R

C

Liz Pomeroy

From: Liz Pomeroy
Sent: September 18, 2019 8:22 AM
To: Liz Pomeroy
Subject: FW: Eriskay Drive Traffic Calming

From: [REDACTED]
Sent: Monday, September 16, 2019 9:56 AM
To: tiffanymackayfrench@rothesay.ca
Subject: Eriskay Drive Traffic Calming

Councillor Mackay French,
As a resident of Eriskay Drive (309 Eriskay in Hillcrest Gardens),
I'm curious as to whether the town would entertain the installation of
passive or active traffic calming tools on Eriskay Drive.

Traffic along the road tends to move very quickly, and I'm concerned
both as a home-owner and as a parent that someone will be hurt or
property damaged as a result excessive speeds. Morning and afternoon
traffic tends to be very heavy (now that classes have restarted at
Rothesay Elementary school). At the current speed limit of 40km/h it is
actually difficult to navigate the corner, especially when confronted
with opposing traffic and/or snow banks.

I've noted that near the Rothesay Commons a speed display was added
to the street signs, and I've heard that this, while not completely
countering the issue of speeding in that area, has resulted in a drop in
the average speeds on that road. I also have noted that neighborhoods in
Quispamsis use very gradual speed humps to calm traffic. For example,
Minstrel Drive used speed humps, that aren't too jarring, but still calm
traffic. I would support either of these approaches on Eriskay,
particularly in the area of RES, or within the boundaries of the marked
school zone. The sharp corner on Eriskay tends to be an area where speed
is most problematic as vehicles (cars, trucks, and even school buses)
will use as much of the available road as possible.

Anecdotally, I believe that there have been multiple reports to KV
Police about traffic in the area, and that, at times, a cruiser has been
positioned in the area in the morning.

Can you offer feedback as to probably solutions to traffic issues on
Eriskay?

Regards,
[REDACTED]
309 Eriskay Drive

Liz Pomeroy

From: Liz Pomeroy
Sent: September 18, 2019 8:19 AM
To: Liz Pomeroy
Subject: FW: Snow clearing blocking driveways and sidewalks

From: [REDACTED]
Sent: Tuesday, September 17, 2019 8:26 PM
To: Miriam Wells
Subject: Snow clearing blocking driveways and sidewalks

Please forward to the mayor and council

I have recently moved to Rothesay and am happy to note the excellent services for residents.

My Winter wish list includes

1) snowploughs equipped with a device that prevents snow, fit and salt being ploughed into the driveways and onto residents' front lawns. This will make residents a lot happier, reduce heart attacks from having to clear the hard-packed, heavy as concrete snow, grit and salt from their land and especially their driveways.

1a) This device will reduce the incidence of heart attack deaths while clearing this heavy snow.

<https://www.metrohealth.org/cardiology/winter-heart-health>

1b) Perhaps it may also lessen car accidents resulting from people driving too fast in winter because they're late for work because they were delayed by the heavy snow in their driveways!

1c) better landscaping as I may be able to plant near my driveway. I've been warned against planting anywhere near the driveway. The snow plough route is such that all the snow grit and salt from both sides of the road is ploughed into my driveway and nothing planted anywhere near the driveway would survive.

2) pedestrian-friendly sidewalks. As a non-driver, I rely on Shanks' pony. I do hope that the snow clearing etc does not make it too dangerous for me to continue to stay mobile. It will also help residents stay fitter. Walking is a great exercise. I encourage all of you to try it so that you can better understand the needs of pedestrians.

Regards to all

[REDACTED]

57 Bel Air Ave, Rothesay NB E2E oL7

Tel [REDACTED]

P.S. Miriam, it was a delight to meet you last week in the Hive office. It's a great initiative.



KENNEBECASIS PUBLIC LIBRARY

2020 Proposed Operating Budget Overview vs. 2019

Description	2020	2019 Budget	Change vs 2019%	Change	Note
	Proposed Budget			vs. 2019 \$	
Building Maintenance	74,674	70,828	5%	3,846	Increase in HVAC repairs
Communications	9,185	9,786	-6%	-601	Decrease in phone bill
Grounds & Roads Mtce.	20,260	20,500	-1%	-240	
Insurance	7,791	7,587	3%	204	
Miscellaneous Expense	1,380	1,880	-27%	-500	
Office Expenses	9,480	9,000	5%	480	Increase in amount of printing/bathroom supplies being used, due to increase in programming and library traffic
Professional Development	2,000	2,000	0%	0	
Professional Services	10,755	10,600	1%	155	
Programs	4,500	4,500	0%	0	
Public Relations	3,000	3,000	0%	0	
Small Equipment and Furniture	8,300	8,265	0%	35	
Utilities	58,981	57,665	2%	1,316	
Wages	25,348	22,738	11%	2,610	Canada Summer Jobs top up, 2 extra weeks four positions.
Total Operating Expenses	235,654	228,349	3%	7,305	
Revenue	-\$4,500	-\$4,500			
Deficit (Surplus) 2nd Previous Year	-\$10,204	-\$204			
Municipal Fundings - Operations	220,950	223,645	-1%	-2,695	

THANK YOU FOR YOUR SUPPORT!

October 4, 2019

Town of Rothesay
70 Hampton Road
Rothesay, NB, E2E 5Y2

Attn: Mayor Nancy Grant and Councillors

Re: Replacement of fencing destroyed by Town of Rothesay trees.

I am writing to Town Council regarding the damage, and present consequence, of storm Dorian, which affected our area on Saturday, September 7th. Residing at 25 Crestline Road in Kennebecasis Park, three trees became uprooted from their location on a Town of Rothesay owned easement off Park Drive and crashed into my backyard, destroying my back fence. As an asset of the Town of Rothesay destroyed my asset, I'm asking that Council vote to own responsibility for replacement.

Since purchasing my home, I have contracted a remarkable number of excavation, foundation and drainage projects to local companies to address the considerable flooding we've experienced in recent years. I have hired arborists to maintain the two large trees on my front lawn. I am a resident who has the foresight to recognize a potential issue in the future, and I take steps to mitigate such risks at significant personal expense. I cannot manage what I do not own.

These three trees were not on my property and therefore were out of my control. [REDACTED], residing at 97 Park Drive, fully endorses this request and has asked to be included on record for having had a site visit from a Town of Rothesay representative approximately three years ago. At that time, [REDACTED] identified these trees as being a risk to both my property and an even greater risk to his own due to the power lines that exist. Despite his request to have them removed, [REDACTED] was told that the trees did not pose a risk, and nothing was done.

On Thursday, October 4th, all 3 fallen trees were removed, and a fourth tree that was on the same line but hadn't fallen was cut down. The removal of this fourth tree suggests the Town since acknowledges the very real risk they indeed are and are eliminating any future issues. If you have this understanding today, as signalled by the removal of the 4th tree, I ask that

you apply that same risk acceptance to the other three trees on your property and cover the replacement of the fence they destroyed.

While the Town would have preferred vendors with negotiated rates, I am including a quote from Fundy Fencing. As part of thoughtfully developing a sound operational budget, every organization must include some flexibility for unanticipated expenses. I trust that the Town applies this budget principle in their process and kindly ask that this be deemed as a necessary spend from the budget.

Thank you for your consideration.



25 Crestline Road



97 Park Drive





Pre-Dorian: Fully fenced and private



Post-Dorian: Fence destroyed and open to easement.



FUNDY FENCING LTD 2019October15OpenSessionFINAL_043
41 Galbraith Place
Saint John, NB E2M 7L1
Phone (506) 634-1433 Fax (506) 633-0625
Toll Free 1-800-260-3662



2 October 2019

[REDACTED]
25 Crestline Rd.
Rothesay, NB (K-Park)

RE: Galvanized Chain Link Fencing: Galvanized with Green mesh

5' High

To supply and install approximately 50' linear feet of 5' high green PVC-coated galvanized 2" chain link fencing, with galvanized posts. One 3' single swing gate is included. All posts driven or drilled as conditions allow. Removal and disposal of damaged fencing, due to fallen trees, included in pricing.

Estimate Amount: \$1878.00 plus HST

Owner responsible to have fence line clear of fallen trees, prior to work beginning.

All underground utilities would have to be located. Public locates by our forces; private locates by owner if applicable. A two year warranty is included on all material and labour. Any permits required are the responsibility of the owner.

Please do not hesitate to contact us if you have any questions.

Thank you,

Peter

Peter Bryce B.A. B.Ed.

Quotation Valid for 60 Days



~~2019 October 15 Council Session FINAL_044~~
Kennebecasis Valley Fire Department Inc.
Chief Bill Ireland Deputy Chief Dan McCoy

7 Campbell Drive, Rothesay, NB E2E 5B6
Phone (506) 848-6601 Fax (506) 848-6608
Email: admin.kvfd@nb.aibn.com

October 10, 2019

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

Your Worship and Members of Council:

In accordance with Section 12.09(d) of the Regional Fire Protection Agreement, attached please find a copy of the draft 2020 operating and capital budget for the Kennebecasis Valley Fire Department Inc. as well as the draft 2020-2017 capital plan.

The Fire Board has worked diligently to produce a lean budget that will allow us to maintain our level of service without compromising public safety. Our operating budget reflects a 1.9% increase over 2019 levels and our capital budget is focused on preparing for our future. We look forward to the opportunity to formally present our budget to the Joint Finance Committee on October 24th.

Sincerely,

Grant Brenan, Chair
Kennebecasis Valley Fire Department Joint Board of Commissioners

cc: Town of Quispamsis

Operating Budget - FINAL - October 8, 2019

Line No.		Actual	BUDGET	BUDGET	BUDGET	Actual	Actual % YTD	Variance		
		End of Year 2018	2018	2019	2020	2019 YTD August 31	YTD % of 2019 Budget	Budget Comparison 2019 vs. 2020	% Change	Variance Explanation
REVENUE:										
1	Members Contributions	\$ 4,666,515	\$ 4,666,515	\$ 5,049,583	\$ 5,346,858	\$ 3,110,632	61.6%	\$ 297,275	5.9%	2017 Surplus \$113K to 2018 deficit -80K
2	Rebate of Property Tax	45,793	45,055	45,506	47,593	46,660	102.5%	\$ 2,087	4.6%	2019 actual % * inflated 2020 assessment
3	Local Service Districts	97,174	97,174	0	0	0	0.0%	\$ -		
4	Revenue Fee Structure	385	100	150	150	140	93.3%	\$ -	0.0%	
5	Misc. Revenue	18521	0	8,000	1,000	7,450	93.1%	\$ (7,000)	-87.5%	
6	Interest Income C/A	11,812	5,000	7,500	7,500	5,428	72.4%	\$ -	0.0%	
7	Surplus 2nd previous year	123,152	123,152	113,298	(79,278)	113,298	100.0%	\$ (192,576)	-170.0%	- Contract wage settlement assumption of 1.5% created surplus est. for 2019. Actual wage settlement 2.97% created an overall deficit projection for 2020.
8		\$ 4,963,352	\$ 4,936,996	\$ 5,224,037	\$ 5,323,823	\$ 3,283,609	62.9%	\$ 99,786	1.9%	
EXPENSES:										
ADMINISTRATION:										
9	Admin. Wages and Benefits	\$ 599,583	\$ 605,500	\$ 631,200	\$ 644,400	\$ 411,997	65.3%	\$ 13,200	2.1%	2.5% increase + 1% benefits increase
10	Convention/dues/training	15,382	15,000	16,000	18,000	8,308	51.9%	\$ 2,000	12.5%	Increased training for Shawn White
11	Administrative Agreement - (paid to F	-	0	12,000	12,000	6,000	50.0%	\$ -	0.0%	
12	Professional Services	16,848	40,000	53,000	40,000	-	0.0%	(13,000)	-24.5%	No strategic plan consultant
13	Office supplies/Copy Machine/ S/C	7,429	8,000	9,425	7,450	3,809	40.4%	(1,975)	-21.0%	Reduced photocopier lease
14	Computer hardware/software/IT	15,641	16,700	32,000	32,900	8,071	25.2%	900	2.8%	New RMS + iPad replacement
15	Telephone/ Internet	13,157	13,500	13,500	13,800	7,761	57.5%	300	2.2%	
16		\$ 668,040	\$ 698,701	\$ 767,126	\$ 768,551	\$ 445,946	58.1%	\$ 1,425	0.2%	
FIREFIGHTING FORCE:										
17	Salaries Basic	\$ 2,634,134	\$ 2,519,484	\$ 2,653,400	2,732,500	1,699,398	64.0%	\$ 79,100	3.0%	2.97% contract increase + promotions
18	Overtime	42,499	60,000	60,000	60,000	36,087	60.1%	\$ -	0.0%	
19	Vacation Pay on Retirement	9,120	8,816	0	-	-	0.0%	\$ -		
20	Force Benefits	597,091	595,700	632,900	646,800	446,200	70.5%	\$ 13,900	2.2%	Driven by pay (CPP/EI/WSNB/Pension)
21	Career Uniforms and maintenance	22,952	28,000	28,000	28,000	11,380	40.6%	-		
22	Medical and Fitness Testing	16,716	21,000	21,000	20,000	9,768	46.5%	(1,000)	-4.8%	
23	Career Recognition	3,229	3,500	1,000	2,500	1,284	128.4%	1,500	150.0%	Recognition ceremony every 2nd year
24	Holiday Relief Wages and overtime	326,170	311,600	328,500	327,600	218,411	66.5%	(900)	-0.3%	Contract increase + promotion
25	Holiday Relief Benefits	104,943	109,400	125,700	116,700	58,865	46.8%	(9,000)	-7.2%	Promotion + payroll burden increases
26		\$ 3,756,854	\$ 3,657,500	\$ 3,850,500	\$ 3,934,100	\$ 2,481,392	64.4%	\$ 83,600	2.2%	
TELECOMMUNICATIONS:										
27	Cellular Telephones	\$ 4,244	\$ 6,800	\$ 6,000	\$ 6,000	\$ 2,901	48.4%	\$ -	0.0%	
28	Communication Equipment	2,695	2,500	500	1,000	63	12.5%	\$ 500	100.0%	Batteries
29	Maintenance / Repairs	178	1,500	1,500	700	-	0.0%	\$ (800)	-53.3%	
30		\$ 7,117	\$ 10,800	\$ 8,000	\$ 7,700	\$ 2,964	37.0%	\$ (300)	-3.8%	
INSURANCE:										
31	Insurance	\$ 32,476	\$ 35,037	\$ 33,126	\$ 34,000	\$ 33,116	100.0%	\$ 874		
32		\$ 32,476	\$ 35,037	\$ 33,126	\$ 34,000	\$ 33,116	100.0%	\$ 874	2.6%	
PREVENTION AND TRAINING:										
33	Firefighter / Co. Officer Training	\$ 24,233	\$ 36,000	\$ 36,000	\$ 36,000	\$ 9,643	26.8%	\$ -	0.0%	Training happens in the fall
34	Fire Prevention	2,500	7,000	8,000	8,000	3,563	44.5%	\$ -	0.0%	\$2500 missing (assigned to incorrect acct)
35	Public Education	1,345	3,000	4,500	4,500	193	4.3%	\$ -	0.0%	
36	Training Supplies	1,925	2,000	2,000	2,000	115	5.7%	\$ -	0.0%	
37		\$ 30,003	\$ 48,000	\$ 50,500	\$ 50,500	\$ 13,513	26.8%	\$ -	0.0%	

FACILITIES:										
38	Station 1 Operating	\$ 184,671	\$ 172,810	\$ 175,500	185,200	154,420	88.0%	\$ 9,700	5.5%	General increase + \$6500 eavestrough
39	Station 2 Operating	19,620	18,700	18,700	20,000	12,467	66.7%	\$ 1,300	7.0%	Based on YTD expenses
40	Station 2 Rent - Quispamsis	49,874	49,874	50,871	51,890	33,914	66.7%	\$ 1,019	2.0%	Contract agreement increase
41	Station Supplies	12,593	12,000	12,000	12,000	7,286	60.7%	\$ -	0.0%	
42		\$ 266,758	\$ 253,384	\$ 257,071	\$ 269,090	\$ 208,086	80.9%	\$ 12,019	4.7%	
FLEET:										
43	Fuel Vehicle	\$ 25,535	\$ 23,000	\$ 17,250	\$ 20,000	\$ 14,513	84.1%	\$ 2,750	15.9%	Carbon tax /YTD experience
44	Registration Vehicle	383	550	550	550	342	62.2%	\$ -	0.0%	
45	Vehicle Maint. & Repairs	111,284	65,000	90,000	87,000	46,936	52.2%	\$ (3,000)	-3.3%	
46		\$ 137,202	\$ 88,550	\$ 107,800	\$ 107,550	\$ 61,791	57.3%	\$ (250)	-0.2%	
OPERATIONS:										
47	New Equipment	\$ 16,582	\$ 18,000	\$ 18,000	\$ 18,000	\$ 4,428	24.6%	\$ -	0.0%	
48	Maint. & Repairs Equip.	22,725	17,000	23,000	23,000	20,167	87.7%	\$ -	0.0%	
49	Maint. & Repairs Bunker Gear	4,919	7,000	5,000	5,000	-	0.0%	\$ -	0.0%	
50	Medical supplies	6,062	5,000	5,000	7,000	3,039	60.8%	\$ 2,000	40.0%	Epipen additions to supplies
51	Fire fighting supplies	1,894	3,500	3,500	3,500	235	6.7%	\$ -	0.0%	
52	H&S/Cause determination	660	2,000	2,000	1,500	244	12.2%	\$ (500)	-25.0%	
53		\$ 52,842	\$ 52,500	\$ 56,500	\$ 58,000	\$ 28,114	49.8%	\$ 1,500	2.7%	
WATER COSTS:										
54	Water Costs - Quispamsis	\$ 4,797	\$ 4,797	\$ 4,940	\$ 5,088	\$ 3,705	75.0%	\$ 148	3.0%	Contract agreement increase
55	Water Costs - Rothesay	24,927	24,927	25,674	26,444	19,256	75.0%	\$ 770	3.0%	Contract agreement increase
56		\$ 29,724	\$ 29,724	\$ 30,614	\$ 31,532	\$ 22,961	75.0%	\$ 918	3.0%	
OTHER:										
57	Miscellaneous	\$ 1,686	\$ 3,000	\$ 3,000	\$ 3,000	\$ 1,434	47.8%	\$ -	0.0%	
58	Retirement Allowance	59,800	59,800	59,800	59,800	29,904	50.0%	\$ -	0.0%	
59		\$ 61,486	\$ 62,800	\$ 62,800	\$ 62,800	\$ 31,338	49.9%	\$ -	0.0%	
60	Totals	\$ 5,042,502	\$ 4,936,996	\$ 5,224,037	\$ 5,323,823	\$ 3,329,221	63.7%	\$ 99,786	1.91%	Overall increase
61	SURPLUS FOR THE PERIOD	\$ (79,150)	\$ -	\$ (0)	\$ 0					

Kennebecasis Valley Fire Department - 2020 Capital Budget - 3rd draft - October, 2019				
Fleet	Cost	Salvage Estimate	Net Cost	Notes
Replace 2000 Freightliner 1250 gallon Tanker	\$ 375,000	\$ (50,000.00)	\$ 325,000	Fenton fire - 2001 1250 gallon - foam \$90K
Replace 2008 GMC HD 4X4 crew cab - trailer hauler/utility (92,000 km)	\$ 75,000	\$ (17,000.00)	\$ 58,000	Autotrader range \$12K-\$22K
Replace 2010 Toyota Sienna - Deputy Chief/Fire Investigation unit - (158,000 km)	\$ 50,000	\$ (11,000.00)	\$ 39,000	Autotrader range \$9K-\$13K
Replace 2011 Toyota Tundra 4X4 crew cab - Utility/Division Chief (108,000 km)	\$ 65,000	\$ (22,000.00)	\$ 43,000	Autotrader range \$18K-\$26K
Repaint body of Engine 1 to prevent further corrosion issues	\$ 15,000		\$ 15,000	
	\$ 580,000	\$ (100,000.00)	\$ 480,000	
Equipment				
Bunker gear (11 suits) - Year 4 of 4 year replacement cycle	\$ 32,200	\$ -	\$ 32,200	
Firefighter helmets - replace 44 helmets (10-year expiration)	\$ 22,000	\$ -	\$ 22,000	
Fitness - update and/or replace existing equipment (Year 5 of 5 year plan)	\$ 10,000	\$ -	\$ 10,000	
Replace Smart Board	\$ 11,000	\$ -	\$ 11,000	
	\$ 75,200	\$ -	\$ 75,200	
Facilities				
Removal and replacement of siding at 7 Campbell Drive	\$ 110,000	\$ -	\$ 110,000	
Station #1 lighting retrofit	\$ 30,000		\$ 30,000	
	\$ 140,000	\$ -	\$ 140,000	
	Subtotals		\$ 695,200	
		\$ (100,000.00)		
	\$ 795,200		\$ 695,200	
12 Civic Drive Purchase				
	\$ 525,000		\$ 525,000	
TOTAL CAPITAL BUDGET (including Civic Drive)	\$1,320,200		\$1,220,200	

2020-2027 Fleet, Facilities and Equipment Replacement Schedule

	Capital Item	Description	2020	2021	2022	2023	2024	2025	2026	2027
FLEET	Tank 2	2000 Tanker truck	\$375,000							
	Unit 51	2008 GMC HD 2500 4X4 3/4 ton - trailer hauler/utility				\$90,000				
	Car 2	2010 Toyota Sienna	\$45,000							
	Unit 11	2011 Toyota Tundra		\$60,000						
	Engine 1	Repaint body to prevent further corrosion issues	\$15,000							
	Car 3	2013 Dodge Ram		\$70,000						
	Unit 54	1991 Boston Whaler - rescue boat						\$150,000		
	Unit 58	2010 Yamaha Rhino off-road vehicle					\$24,000			
	Car 1	2016 Dodge Durango							\$60,000	
	Engine 1	2011 Crimson Fire Engine							\$720,000	
	Unit 55	2001 Ford F550 - Forestry Unit					\$225,000			

	Capital Item	Description	2020	2021	2022	2023	2024	2025	2026	2027
EQUIPMENT	Bunker Gear	Year 4 of 4 year replacement plan	\$32,200							\$40,000
	Firefighter Helmets	replace 44 helmets (10-year life span)	\$22,000							
	Fitness	update/replace equipment (Year 5 of 5 year plan)	\$10,000							\$12,000
	Training	Replace Smart Board	\$11,000							
	SCBA	To update entire inventory to meet current standards				\$500,000				
	Auto Extrication	To update existing equipment to match new vehicles						\$80,000		
	Computer hardware	Replace/upgrade computer systems and server					\$25,000			

	Capital Item	Description	2020	2021	2022	2023	2024	2025	2026	2027
FACILITIES	Station 2	Purchase of Building	\$525,000							
		Schematic design, design development, contract documents, bidding/tendering		\$180,000						
		Construction plus contingencies			\$2,300,000					
		Fixtures, furnishing and equipment			\$60,000					
	Station 1	Removal and replacement of exterior siding	\$110,000							
		Lighting upgrade	\$30,000							

TOTAL: \$1,179,240 \$314,042 \$2,364,044 \$594,046 \$278,048 \$234,050 \$784,052 \$56,054



2019 October 15 City Session FINAL_049
Kennebecasis Valley Fire Department Inc.
Chief Bill Ireland Deputy Chief Dan McCoy

7 Campbell Drive, Rothesay, NB E2E 5B6
Phone (506) 848-6601 Fax (506) 848-6608
Email: admin@kvfire.ca

October 10, 2019

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

Your Worship and Members of Council:

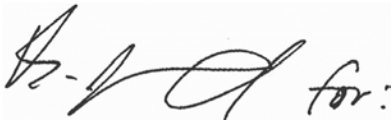
On behalf of the KVFD Board of Fire Commissioners, I am pleased to present the Draft KVFD Strategic Plan 2020-2025. The plan was developed with the assistance of Pomax Consulting and is intended to provide strategic direction to our organization over the next five years. The plan is somewhat non-traditional in format and is intended to be easily read and understood. It does not contain rigid plans or timetables but offers enough flexibility that it can be implemented dynamically, as priorities are identified within our approved funding envelope.

The plan is laid out with:

- The Fire Chief's/CEO's message which establishes KVFD as a risk based organization with a focus on analysis. The vision and mission statements are in this section also.
- Page 2 is an overview of the purpose of a strategic plan including the role of the board of commissioners, data gathering and analytics being the key to the success of the strategy, and an understanding of what a strategic plan isn't.
- Page 3 is a list of the six strategic priorities – sort of a table of contents
- Page 4 is technology and analytics and explains how vital it is to KVFD's operations. It also explains what technological and analytical success will look like.
- Page 5 is about risk determination and redefining the playing field.
- Page 6 is about initiatives in the areas of education and prevention.
- Page 7 is about emergency response and the fact that it is KVFD's primary purpose.
- Page 8 is about responding to the changing environment.
- Page 9 is about governance and organization including a definition of governance and states KVFD's continuing role as a prominent member of Rothesay's and Quispamsis' protective services.

The Board of Fire Commissioners is seeking your endorsement for this plan. We welcome any input or questions that you may have. If requested, the Fire Chief and/or Commissioners are available to provide a presentation to Council.

Thank you,

A handwritten signature in black ink, appearing to read "G. Brenan for:", is written over a light gray rectangular background.

Grant Brenan, Chair
Kennebecasis Valley Joint Board of Fire Commissioners

cc: Town of Quispamsis



**KENNEBECASIS VALLEY FIRE DEPARTMENT
STRATEGIC PLAN
2020-2025**

**APPROVED BY THE KENNEBECASIS FIRE
DEPARTMENT JOINT BOARD OF FIRE
COMMISSIONERS**

The Fire Chief's/CEO's Message

The Kennebecasis Valley Fire Department is positioned for cautious, informed change. Emergency response will always be our primary purpose and focus but the world of information management provides us with the opportunity to move forward and establish programs based on a strong foundation of fact and analysis.

We look to the future as a risk-based entity; one that delivers emergency response programs based on analysis, reflection, and striving to achieve accepted standards while taking a stronger approach to public education, prevention, and value to the community.

Our strength is in our people and their relationship with the communities we serve, through emergency response and public involvement to achieve improved community safety and well-being.

I encourage you to read on and recognize that no matter how successful we are at fulfilling our mandate there is always the possibility of doing things better to meet the circumstances and needs of the communities we serve.

Our Vision is to be recognized as a first-class fire service that protects people and property and contributes to the prosperity of the communities in the coverage area.

Our Mission is to contribute to our community well-being by proactively reducing risk and responding effectively and efficiently as needed.

The following pages lay out our strategic objectives for the next five years. They are

- Acquiring adequate technology.
- Redefining the playing field by using technology, analytics, and risk analysis to determine service provision.
- Emphasizing public protection through education and prevention.
- Emergency response as a cornerstone of our purpose.
- Increasing the benefit of the fire and emergency services to our communities by responding to the changing environment and redefining fire and emergency service value.
- Recognizing the governance structure within which the fire and emergency services works and the challenges facing our communities.

The greatest strength of this strategy is that it will be based on knowledge and fact driven from analysis. It will be dynamic so that as circumstances change, KVFD can change with those circumstances to the extent necessary.

Overview

What is Strategic Planning? What is its purpose? Does it have a usefulness? One definition is that strategic planning is the process by which an organization determines and articulates its strategy and how it intends to achieve it¹.

But strategic planning is often misunderstood, variously interpreted, or confused with other purposes at every level of an organization. Strategic Planning is a key instrument within the portfolio of management tools in what seems like an era of frequently occurring change.

Fire departments across Canada are experiencing, fortunately, a reduction in the number of serious fires. In part, that decline can be attributed to rapid response by fire departments and improved firefighting techniques, as well as building code improvements and emphasis on education and prevention.

At the same time, fire departments are reacting to a greater frequency of medical incidents and environmental and weather-related occurrences such as windstorms, flooding, and rangeland fires.

The purpose of our strategic plan is to ensure that the Kennebecasis Valley Fire Department organization is prepared, by virtue of information and adaptability, to respond to a changing service-related environment without wholesale organizational reconfiguration.

Strategic Planning also elicits the need for continued Strategic Leadership by the Board of Commissioners – setting the direction for how the organization develops; and Strategic Development – making the strategy happen and moving the organization forward with purpose and understanding at all levels.

¹ Thanks to David Booth, management consultant

A key to future success is up to date knowledge and understanding of the details of emergency response needs and causation. Crucial to the plan is the employment of technology and analytics to understand community need and determine source issues relating to emergency response that can be mitigated, or the best techniques for response. An early strategic priority for KVFD will be to reinvest to make understanding our operating environment another cornerstone of our overall strategy. Reinvestment is defined as making the best use of our assets and budget to adapt, shift priorities as part of a nimble organization, and optimally deploy resources.

It's important, as you move on to reading the strategic plan, that there is an understanding of what strategic planning isn't:

- It isn't a pamphlet or book to be read once and placed on a shelf. A strategic plan is a live document where specific objectives and plans within it change and are adapted to the operating and organizational environment.
- It isn't a set of conceived objectives such as saving money or achieving a standard even if the evidence or operating environment points in a different direction.
- It isn't just for private or profit driven entities. Strategic planning is perhaps even more important for organizations supported by tax dollars because it provides a direction and plan for administrations that, by necessity, require long lead times to redirect.

The plan on the following pages will guide the Kennebecasis Valley Fire Department to proactively meet the emerging challenges of the future and assist to understand a shared vision of public safety in our communities.

Strategic Priorities

- ❖ TECHNOLOGY AND ANALYTICS
- ❖ REDEFINING THE PLAYING FIELD THROUGH ANALYSIS AND RISK DETERMINATION
- ❖ INCIDENT PREVENTION: PUBLIC PROTECTION THROUGH EDUCATION AND PREVENTION
- ❖ EMERGENCY RESPONSE
- ❖ RESPONDING TO THE CHANGING ENVIRONMENT
- ❖ GOVERNANCE AND ORGANIZATION

Technology and Analytics

Invest in functional technology to define risk and support our core purpose of public protection

Traditionally, fire departments' service provision has been evaluated on response time and resource arrival and it has served the public well. Kennebecasis Valley Fire Department will continue to strive for compliance with response based standards and resource recommendations published by respected organizations such as the National Fire Protection Association and Commission on Fire Accreditation International (NFPA and CFAI), but it will also shift its focus to the use of technology for information gathering and analytics in order to determine the most effective use of existing resources, assets required in the future, mitigation activities, and education concentration.

WHAT IS TECHNOLOGY TO THE KVFD?

Technology is vital to KVFD's operations. Technology will enable officers and firefighters to gather information about incidents including the cause, injuries, loss, resources required, on scene activity, and other aspects of emergency response in almost real time rather than making notes on paper that may or may not be later included in a records management system.

Technology will also allow gathering of risk-related information such as floor plans, hydrants, sprinkler systems, hazardous material, and other characteristics of commercial or industrial establishments, multi-residential dwellings, schools, hospitals, assisted living locations, and other occupancies which can be reviewed enroute to an emergency.

And it will enable staff and firefighters conducting prevention endeavors to record information found at the time of activity

without waiting to get back to the fire station. It will also assist firefighters conducting neighbourhood safety and fire awareness programs to record risk activities or unique neighbourhood characteristic as they are encountered.

WHAT IS ANALYTICS TO THE KVFD?

Analytics is the use of data gathered to discover meaningful patterns and applying those relationships to increase effectiveness or efficiency, whether it is response related, education, prevention, or circumstances. It is not only emergency related but can assist with determining education programs, patterns to assist prevention program scheduling and associate causal relations with outcomes. It will assist KVFD to anticipate when emergencies may occur based on historical patterns, and will help determine the most effective and efficient method of response and use of responding resources.

WHAT WILL SUCCESS LOOK LIKE?

Success will be achieved through the planned and staged implementation of tablets in every front-line vehicle, and for fire prevention initiatives, which will be paired to a capable record management system to ensure upload of field-gathered information to the central record management system.

Data gathered will result in information dissemination to inform the initiatives that will be of primary importance from time to time.

Redefine the Playing Field Through Analytics

Define service provision imperatives through analytics and risk determination

WHAT IS RISK DETERMINATION TO THE KENNEBECASIS VALLEY FIRE DEPARTMENT?

Risk determination is the process of gathering reliable data, looking for meaningful patterns, analyzing information and using it effectively to determine the right response and resource allocation depending on incident type. It builds upon the acquisition of tablets, a record management system, and other technology described in the Technology and Analytics priority. It is through careful collection and interpretation of data that we can make informed decisions about tactical, operational, educational, prevention and strategic priorities. We will be able to identify trends in every aspect of our work to help us predict future needs, deploy resources, and improve services. For example, we will be able to answer questions relating to the number of responders that should be sent to medical emergencies, the nature of the vehicle that should be used, or the number of firefighters and equipment

that should undertake initial response to different emergency types. It may mean moving away from a 'one size fits most' response, or the risk analysis may confirm that a standards based or prescriptive response is indeed the right one.

WHAT WILL SUCCESS LOOK LIKE?

The Kennebecasis Valley Fire Department will consider this initiative successful once we are able to identify all event types and their potential for occurrence in the communities based on historical patterns, the equipment used most frequently, when incidents are most likely to occur (season, day, and time) the resources required to effectively and efficiently resolve the incident type, initiatives that might moderate risks, and increased protection to the public by virtue of reducing incidents.

KVFD plans to engage a firefighter or other employee as a part time analyst.

Incident Prevention

Public Protection through education and prevention

WHAT IS PUBLIC EDUCATION AND PREVENTION TO THE KENNEBECASIS VALLEY FIRE DEPARTMENT?

Public education and prevention are the first line of defense against injury and loss of life.

For many years fire departments have committed themselves to rapid response, firefighting, and technical rescue. But the best way to handle emergencies is by preventing them from occurring. This happens in two forms. First, high profile public education which informs the public about the dangers of fire and promotes overall safety. The second is prevention which includes inspection and enforcement, and which is part of the risk prevention strategic priority.

In New Brunswick, the province has historically had responsibility for prevention and education but has now allowed municipalities to take a greater role in this initiative.

In partnership with the province the Kennebecasis Valley Fire Department will

- work with the education system at all levels, community groups, and other stakeholders to promote and improve fire and safety awareness as a way of life;
- work with industry, commercial establishments, landlords and tenants to understand fire and injury risk, change attitudes towards prevention techniques and ensure prevention standards are met or exceeded;
- elevate awareness of fire and emergency services and its wider role in the community;
- maintain the public's awareness of the fire department's response capabilities and promote prevention and protective action

that the public can take until the fire department arrives; and

- promote, directly and with other partners, public and community level safety and first aid training including rescue breathing, cardiac resuscitation, and public access defibrillators.

WHAT WILL SUCCESS LOOK LIKE?

In the short term, the public will have a greater recognition of the efforts and visibility of the KVFD in promoting awareness and safety.

On-duty firefighters will systematically cover all neighbourhoods in the communities, going door to door to introduce the fire service and promoting fire safety. Within 12-36 months data gathered from KVFD's analytics efforts will enable the fire and emergency service to target primary risk issues and geographical areas.

KVFD will seek the cooperation of schools and community organizations to offer presentations related to safety and prevention, and seek cooperation with commercial entities to organize in-store safety displays.

In the longer term, the actual impact of these programs will be measured within KVFD's analytics program. Ideally, these programs will work in combination to assist with reducing actual emergencies. The public and communities will experience fewer incidents of a nature that affect lives and livelihoods.

Education and prevention efforts will be supported through in-service training of on-duty firefighters to take on revised responsibilities.

Emergency Response

Emergency response will continue to be our primary purpose

WHAT IS EMERGENCY RESPONSE?

Emergency response includes rapid response to fires, medical emergencies, hazardous materials, car accidents, flood, downed power lines, and almost any other event to which the public isn't sure who else to call. Fire departments have transformed to emergency response agencies rather than just fire departments therefore, even though education, prevention, and other strategic initiatives will be important in the future, emergency response will continue to be our primary purpose.

KVFD will ensure that all response staff have the benefit of technical and safety training that is required to properly fulfill their role.

To ensure timely reaction and the highest standard of firefighting and technical application responding to emergency incidents, the KVFD will work within the bounds of its funding envelope and endeavor to:

- meet recognized standards and requirements such as NFPA, IAFC, and others;
- maintain current certifications;

- ensure the maintenance and replacement of apparatus and equipment in a timely manner; and
- utilize KVFD's analytics programs to ensure that apparatus and other equipment fully matches the needs of the types of incidents and associated activities that take place in the communities.

WHAT WILL SUCCESS LOOK LIKE?

KVFD will, within the bounds of its funding envelope, endeavor to achieve applicable National Fire Protection Association response and resource standards. It will complete the process of becoming an accredited agency through the Commission on Fire Accreditation International to demonstrate to all stakeholders that the foremost level of service and accepted best practice is being provided to the public.

As KVFD transitions to a deductive, fact and risk-based emergency response organization, standards of cover including apparatus type, resources, equipment, and response targets may change but not without a firm understanding of the value or risk that may be experienced by the communities.

Responding to the changing environment

Reshape the Value Proposition

Historically, firefighters have been valued members of the community and recognized for the danger associated with firefighting and rescue. Part of that value has been because of their visibility at emergencies, particular fire scenes. As we have the fortunate circumstances of fires becoming less frequent, firefighters may not seem as visible to the public as they once were.

A reduction in fires does not translate into a reduction in in-service training, or equipment maintenance, or achieving educational standards but firefighters may have an opportunity to fill some of the safety gaps in our communities.

These include

- car seat safety clinics;
- possible welfare checks on the seniors' community and vulnerable groups;
- establishing partnerships with stakeholders and community groups to develop and support safety programs; and
- improving non-traditional emergency service involvement such as CPR training and safety awareness.

Reshaping value includes reinvestment to support initiatives. As examples, KVFD will establish plans to

- implement in-service training to support the initiatives;

- evaluate equipment, training, and human and other resources to meet new emergency services realities;
- acknowledge and work within possible changes to the provincial and local landscape - such as provincial bargaining, possible changes in legislation pertaining to collective agreements, and possible community cost sharing;
- work with neighbouring fire and emergency services to share human and capital assets where possible - for example aerial trucks;
- promote strategic purchasing of equipment and apparatus that serves a purpose of sharing;

WHAT WILL SUCCESS LOOK LIKE?

Success will be apparent when

- it is common practice for the communities and local organizations to reach out to the fire service when seeking safety-related advice or speakers for presentations;
- health and service organizations will partner with the fire service to maintain contact and monitoring of clients or those who have few connections in the community;
- neighbouring emergency services coordinate their major purchases and possibly coverage support both within and outside mutual aid or automatic aid agreements.

Governance and Organization

The Institute on Governance, an international organization headquartered in Ottawa, offers the following statement about governance:

The need for governance exists anytime a group of people come together to accomplish an end. Though the governance literature proposes several definitions, most rest on three dimensions: authority, decision-making and accountability. ...

Governance determines who has power, who makes decisions, how other players make their voice heard and how account is rendered.

To ensure that the Kennebecasis Valley Fire Department continues to operate as a prominent member of the municipalities of Rothesay's and Quispamsis' protective services, the KVFD will

- maintain and endeavor to improve the working relationship between the fire and emergency services corporation, oversight by the Board of Commissioners, and approval mechanisms by elected officials;
- promote a nimble organization and establish a budget envelope within which the fire service can adapt to changing needs and initiatives such as technology, analytics, education, prevention, and response;

- ensure organizational fluidity, supported by applicable training, while maintaining emergency response as the cornerstone of our purpose.

Our **purpose** will influence how we build and manage our organizational capabilities.



Office of the Mayor Town of Quispamsis

12 Landing Court | P.O. Box 21085 | Quispamsis, NB | E2E 4Z4
T: 506 849 5778 | F: 506 849 5799 | quispamsis@quispamsis.ca



August 28, 2019

Premier Blaine Higgs
Province of New Brunswick
P. O. Box 6000
Fredericton, NB E3B 5H1

Dear Premier Higgs:

**RE: REQUEST FOR PROVINCIAL-WIDE BAN ON
SINGLE USE PLASTIC BAGS AT RETAIL OUTLETS**

The Council of the town of Quispamsis, at its August 20, 2019 Regular Meeting, went on record requesting that the Province of New Brunswick follow the lead of Prince Edward Island and adopt a Provincial-wide ban against single use plastic retail bags. While the reality of plastic bags is that they are recyclable, only a very small percentage of them actually find their way into a recycling bin. Most plastic bags end up in landfills, waterways, or as litter. Plastics do not decompose, but rather just break down into smaller and smaller plastic pieces over a very long period of time. Picking up litter and maintaining landfills is very expensive for municipalities, and ultimately, the taxpayer.

Due to the scope of plastic pollution, governments in more than 60 countries have introduced levies and bans to combat single use plastic waste according to UN Environment, an agency of the United Nations. In 2018, the Great Canadian Shore Cleanup Campaign gathered 50,000 plastic bags, 22,000 plastic bottles, and 17,000 plastic straws from Canadian Shorelines. Considering that over 50 percent of New Brunswick's geographical perimeter is surrounded by waters - the Bay of Fundy, the Northumberland Strait, and the Gulf of St. Lawrence, we feel confident that the New Brunswick Government shares our interest in addressing the problem of 150 million tonnes of plastic waste that is clogging our oceans world-wide. While it is true that plastic bags are not the only litter that contributes to thousands of marine animals' demise each year, the banning of them is certainly a good start towards the contribution of a greater solution. And, with the widespread alternatives available with reusable bags today, the transition for consumers and businesses should be somewhat effortless, with many shoppers already using reusable bags.

As you may be aware, the Canadian Federal Government has announced, if re-elected, their plan to ban single use plastics as early as 2021. PEI has passed a bill prohibiting on a Province-wide scale, the use of single use plastic retail bags, (copy of PEI's legislation enclosed). Closer to home, the City of Moncton, Riverview and Dieppe have collectively enacted by-laws banning single use plastic bags at local retailers. Sobeys has recently announced its plan to remove all plastic bags from their stores in 2020. Alcohol NB Liquor (ANBL), we were very pleased to hear, is also initiating elimination of plastic bags later this year. The Atlantic Division of the Retail Council of Canada has stated publicly a Provincial, "harmonized" approach vs. a municipal ban creates a standardized level playing field for retailers.

The Quispamsis Town Council recognizes a Provincial-wide ban on single use plastic bags would clearly be more effective and consistent than the adoption of varied municipal bans throughout the Province, and would apply the same rules and regulations to all New Brunswick retailers making the implementation much smoother and efficient.

We respectfully request the Government of New Brunswick to take a leadership role to implement action to reduce the use of single use plastic retail bags to reduce waste and environmental damage, and to promote responsible and sustainable business practices in the Province of New Brunswick.

Sincerely,



Gary Clark
Mayor

cc: The Honourable Jeff Carr, Minister of Environment & Local Government
Mayor & Council, City of Saint John
Mayor & Council, Town of Grand-Bay/Westfield
Mayor & Council, Town of Rothesay ✓
Mayor & Council, Town of Hampton
Mr. Jim Cormier, Atlantic Director, Retail Council of Canada
Mr. Eric Kennedy, Ecole des Pionniers, Grade 5 Students

Enclosure – PEI *Plastic Bag Reduction Act* & Associated Information



PRINCE EDWARD ISLAND
ÎLE-DU-PRINCE-ÉDOUARD

PLASTIC BAG REDUCTION ACT

PLEASE NOTE

This document, prepared by the *Legislative Counsel Office*, is an office consolidation of this Act, current to July 1, 2019. It is intended for information and reference purposes only.

This document is *not* the official version of the Act. The Act and the amendments as printed under the authority of the Queen's Printer for the province should be consulted to determine the authoritative statement of the law.

For more information concerning the history of this Act, please see the *Table of Public Acts* on the Prince Edward Island Government web site (www.princeedwardisland.ca).

If you find any errors or omissions in this consolidation, please contact:

Legislative Counsel Office
Tel: (902) 368-4292
Email: legislation@gov.pe.ca



CHAPTER P-9.2

PLASTIC BAG REDUCTION ACT

1. Definitions

In this Act,

- (a) “checkout bag” means
 - (i) any bag intended to be used by a customer for the purpose of transporting items purchased or received by the customer from the business providing the bag, and
 - (ii) a bag used to package take-out food or food to be delivered, and includes a paper bag, plastic bag and reusable bag;
- (b) “business” means a business incorporated under the *Companies Act* R.S.P.E.I. 1988, Cap. C-14, or required to be registered under the *Extra-provincial Corporations Registration Act* R.S.P.E.I. 1988, Cap. E-14, and includes a sole proprietorship, a partnership or a co-operative association engaged in a retail operation and, for the purposes of section 4, a person employed by, or operating on behalf of, a business;
- (c) “paper bag” means a bag made out of paper that is recyclable;
- (d) “plastic bag” means any bag made with plastic, including biodegradable plastic or compostable plastic, but does not include a reusable bag;
- (e) “reusable bag” means a bag with handles that is
 - (i) intended to be used for transporting items purchased or received by the customer from a business,
 - (ii) designed and manufactured to be capable of at least 100 uses, and
 - (iii) primarily made of cloth or other washable fabric;
- (f) “small paper bag” means any bag made out of paper that is less than 15 centimetres by 20 centimetres when flat. *2018,c.38,s.1.*

2. Purpose

The purpose of this Act is to reduce the use by businesses of single-use checkout bags, to reduce waste and environmental damage and to promote responsible and sustainable business practices in Prince Edward Island. *2018,c.38,s.2.*

3. Minister responsible

- (1) The Minister of Environment, Water and Climate Change is the Minister responsible for the administration of this Act.

Appointment of inspector

- (2) The Minister may appoint a person in accordance with the regulations as an inspector for the purposes of this Act. *2018,c.38,s.3; 2019,c.1,s.3.*

4. Checkout bag prohibition

- (1) Except as provided in this Act, no business shall provide a checkout bag to a customer.

Exception

- (2) A business may provide a checkout bag to a customer only if
- (a) the customer is first asked whether, and confirms that, the customer needs a bag;
 - (b) the bag provided is a paper bag or a reusable bag; and
 - (c) the customer is charged a fee of not less than
 - (i) 15 cents for a paper bag, and
 - (ii) \$1 for a reusable bag.

Prohibition

- (3) For greater certainty, no business shall
- (a) sell or provide to a customer a plastic bag; or
 - (b) provide a checkout bag to a customer free of charge.

Idem

- (4) No business shall deny or discourage the use by a customer of the customer's own reusable bag for the purpose of transporting items purchased or received by the customer from the business. *2018,c.38,s.4.*

5. Exemptions

- (1) Section 4 does not apply to
- (a) small paper bags;
 - (b) bags used to
 - (i) package loose bulk items such as fruit, vegetables, nuts, grains or candy,
 - (ii) package loose small hardware items such as nails and bolts,
 - (iii) contain or wrap frozen foods, meat, poultry or fish, whether pre-packaged or not,
 - (iv) wrap flowers or potted plants,
 - (v) protect prepared foods or bakery goods that are not pre-packaged,
 - (vi) contain prescription drugs received from a pharmacy,
 - (vii) transport live fish,
 - (viii) protect linens, bedding or other similar large items that cannot easily fit in a reusable bag,
 - (ix) protect newspapers or other printed material intended to be left at the customer's residence or place of business,
 - (x) protect clothes after professional laundering or dry cleaning,
 - (xi) package medical supplies and items used in the provision of health services; or
 - (xii) protect tires that cannot easily fit in a reusable bag;



Plastic Bag Reduction Act

- (c) a bag of a type or material or that is to be used for a purpose specified in the regulations.

Non-application

- (2) Section 4 does not limit or restrict the sale of bags, including plastic bags, intended for use at the customer's home or business, that are sold in packages of multiple bags.

Limited exception

- (3) Notwithstanding clauses 4(2)(c) and 4(3)(b), a business may provide a checkout bag free of charge if
 - (a) the business meets the other requirements of section 4(2);
 - (b) the bag has already been used by a customer; and
 - (c) the bag is suitable for, and has been returned to the business for, the purpose of being re-used by other customers.

Not retroactive

- (4) Section 4 does not apply to a checkout bag that was purchased by a business prior to the coming into force of this Act. *2018, c.38, s.5.*

6. Offence

- (1) (2) Not in force. See section 9. *2018, c.38, s.6.*

7. Regulations

The Lieutenant Governor in Council may make regulations

- (a) specifying types of bags, material from which bags are made or the purpose for which a bag may be used for the purpose of clause 5(1)(c);
- (b) respecting the appointment and powers of inspectors; and
- (c) respecting any other matter necessary or advisable to carry out the intent and purposes of this Act. *2018, c.38, s.1.*

8. Graduated implementation

- (1) (2) Not in force. See section 9. *2018, c.38, s.8.*

9. Commencement

- (1) Subject to subsection (2), this Act comes into force on July 1, 2019.
- (2) Sections 6 and 8 of this Act come into force on January 1, 2020.



PRINCE EDWARD ISLAND
ÎLE-DU-PRINCE-ÉDOUARD

PLASTIC BAG REDUCTION ACT GENERAL REGULATIONS

PLEASE NOTE

This document, prepared by the *Legislative Counsel Office*, is an office consolidation of this regulation, current to July 27, 2019. It is intended for information and reference purposes only.

This document is *not* the official version of these regulations. The regulations and the amendments printed in the *Royal Gazette* should be consulted on the Prince Edward Island Government web site to determine the authoritative text of these regulations.

For more information concerning the history of these regulations, please see the *Table of Regulations* on the Prince Edward Island Government web site (www.princeedwardisland.ca).

If you find any errors or omissions in this consolidation, please contact:

Legislative Counsel Office
Tel: (902) 368-4292
Email: legislation@gov.pe.ca



PLASTIC BAG REDUCTION ACT
CHAPTER P-9.2
GENERAL REGULATIONS

Pursuant to section 7 of the *Plastic Bag Reduction Act* R.S.P.E.I. 1988, Cap. P-9.2, Council made the following regulations:

PART 1 - DEFINITIONS

1. Definitions

In these regulations,

- (a) “Act” means the *Plastic Bag Reduction Act* R.S.P.E.I. 1988, Cap. P-9.2;
- (b) “inspector” means a person appointed as an inspector under section 2. (EC506/19)

PART 2 - INSPECTIONS

2. Appointment of inspectors

The Minister may appoint a person who holds an appointment as an environment officer under the *Environmental Protection Act* R.S.P.E.I. 1988, Cap. E-9, as an inspector for the purposes of the Act and these regulations. (EC506/19)

3. Inspectors, powers to enter and search

- (1) An inspector may enter any land, premises or business at any reasonable time for the purpose of carrying out the inspector’s duties under the Act and these regulations.

Inspection

- (2) For the purpose of carrying out the duties referred to in subsection (1), an inspector may
 - (a) require the production of invoices or supplier information for checkout bags or reusable bags from a retailer; and
 - (b) inspect and take samples of a checkout bag or reusable bag being distributed by a retailer.

Requirement to comply with request of inspector

- (3) No person shall neglect or refuse to produce an invoice or supplier information as required by an inspector under subsection (2).

Prohibition - false information

- (4) No person shall furnish an inspector with false information or neglect or refuse to furnish information required by an inspector in the exercise of the inspector's duties under the Act and these regulations.

Obstruction of inspector

- (5) No person shall obstruct an inspector in the exercise of the inspector's duties under the Act and these regulations.

Assist inspector in carrying out duties

- (6) Every person shall, to the best of the person's abilities, assist an inspector in carrying out the inspector's duties under the Act and these regulations, including but not limited to facilitating any entry, inspection, examination or inquiry considered necessary by the inspector.

Protection from personal liability

- (7) The Minister and an inspector are not personally liable for any loss or damage suffered by any person by reason of anything done or omitted to be done in good faith in the purported exercise of any powers or performance of any duties under the Act or these regulations.
(EC506/19)

PART 3 - CHECKOUT BAGS**4. Unsuitable bags**

For greater certainty, for the purposes of clause 5(3)(b) of the Act, a business is not required to accept the return of a bag already used by a customer for use as a checkout bag if the bag

- (a) is not empty;
- (b) is unsanitary;
- (c) is damaged; or
- (d) is otherwise in a condition that makes it unsuitable for use as a checkout bag.
(EC506/19)





Communities, Land
and Environment

Plastic Bag Reduction Act

What YOUR BUSINESS Needs to Know

Bill No. 114, the ***Plastic Bag Reduction Act*** received Royal Assent on June 12, 2018 and will come into force on **July 1, 2019**. The intent of the Act is to reduce waste and environmental damage resulting from single-use checkout bags, by incenting the shift to reusable bags.

Here are some of the key points businesses “need to know”:

- The ***Plastic Bag Reduction Act*** **comes into force on July 1, 2019**.
- The Act **prohibits** a business from providing plastic checkout bags to customers.
- The Act applies to all businesses that provide checkout bags (not just grocery).
- The Act **prohibits** biodegradable or compostable checkout bags.
- A business may provide a customer with a paper bag or a reusable checkout bag.
- A business is required to charge a minimum of \$0.15 for a paper checkout bag.
- A business is required to charge a minimum of \$1.00 for a reusable checkout bag.
- A business will retain the fee collected for both the paper and reusable checkout bags.
- The fee is subject to HST and should appear on the customer receipt.
- A business is prohibited from providing free paper or reusable checkout bags, except for a “small paper bag” that may be provided at no charge (<= 600 sq. cm – note variance from Act).
- Paper bags must be recyclable.
- Some limited exemptions are provided for loose items, food safety, medications, dry cleaning or some bulk items (*please refer to sub-section 5 of the Act for list of exemptions*).
- A bag used to protect prepared foods is exempt. A bag used to transport protected prepared foods is included.
- A business may use up existing bag supplies purchased prior to the coming into force of the Act.

Reusable bags are encouraged, as they are generally of higher quality, hold more and provide a durable marketing and branding opportunity for Island businesses.

We encourage all businesses to review their obligations under the *Plastic Bag Reduction Act* to ensure they have the appropriate inventory of checkout bags on July 1, 2019.

We welcome your questions and comments to ishughes@gov.pe.ca

*In the event of a discrepancy between the information provided above and the *Plastic Bag Reduction Act*, the Act shall prevail.*



Communities, Land
and Environment

Plastic Bag Reduction Act

Q&A

Bill No. 114, the ***Plastic Bag Reduction Act*** received Royal Assent on June 12, 2018 and will come into force on **July 1, 2019**. The intent of the Act is to reduce waste and environmental damage resulting from single-use checkout bags, by incenting the shift to reusable bags.

Common Questions & Answers...

Q: What is the purpose of the ***Plastic Bag Reduction Act***?

A: The intention of the Plastic Bag Reduction Act is to reduce the waste and environmental damage resulting from single-use checkout bags.

Q: After July 1, 2019, will businesses still provide plastic bags?

A: After July 1, 2019 businesses will no longer be permitted to distribute plastic bags, although they will be allowed to use up any inventory of plastic bags.

Q: Does the Plastic Bag Reduction Act only apply to grocery stores?

A: The Act applies to all businesses that distribute checkout bags.

Q: What type of checkout bags will be available?

A: After July 1, 2019 businesses will be permitted to distribute paper bags and reusable bags.

Q: Is there a charge for the paper or reusable bags?

A: Yes. The Act requires businesses to charge a minimum of 15 cents for a larger paper bag and a minimum of \$1.00 for a reusable bag. Small paper bags have no charge.

Q: Why is there a minimum charge for paper and reusable bags?

A: The main goal of the legislation is to reduce single-use bags and encourage reusable bags, not simply to replace single-use plastic bags with single-use paper bags. Consumers are encouraged employ reusable bags where reasonably possible. The charge is intended to encourage higher quality reusable bags.

Q: Can I bring my own bags?

A: Yes. You can bring your own bags for reuse, as long as they are clean and in reasonably good condition.

Q: Are businesses allowed to give away free bags after July 1, 2019.

A: The Plastic Bag Reduction Act prohibits a business from giving out free bags after July 1, 2019.

Q: Are there any exemptions?

Y: Section 5 of the Plastic Bag Reduction Act provides for the following exemptions:

5. Exemptions (1) Section 4 does not apply to (a) small paper bags; (b) bags used to (i) package loose bulk items such as fruit, vegetables, nuts, grains or candy, (ii) package loose small hardware items such as nails and bolts, (iii) contain or wrap frozen foods, meat, poultry or fish, whether pre-packaged or not, (iv) wrap flowers or potted plants, (v) protect prepared foods or bakery goods that are not pre-packaged, (vi) contain prescription drugs received from a pharmacy, (vii) transport live fish, (viii) protect linens, bedding or other similar large items that cannot easily fit in a reusable bag, (ix) protect newspapers or other printed material intended to be left at the customer's residence or place of business, (x) protect clothes after professional laundering or dry cleaning, (xi) package medical supplies and items used in the provision of health services; or (xii) protect tires that cannot easily fit in a reusable bag;

We welcome your questions and comments by email to jshughes@gov.pe.ca

In the event of a discrepancy between the information provided above and the Plastic Bag Reduction Act, the Act shall prevail.



The City of Saint John



ROTHESAY



2019 October 15 Open Session FINAL 075

September 4, 2019

Glenda MacLean, General Manager
Saint John Trade & Convention Centre Oversight Committee
c/o Saint John Trade & Convention Centre
One Market Square
Saint John, NB E2L 4Z6

COPY

RECEIVED

SEP 16 2019

Dear Ms. MacLean:

RE: 2020 BUDGET APPROVAL

I am writing on behalf of the Greater Saint John Regional Facilities Commission to advise you of the amount approved for your 2020 Operating Budget. After careful consideration of requests received from all of the designated regional facilities, the Commission has approved an operating funding request for 2020 in the amount of \$457,694 to Trade and Convention Centre and estimated funding of \$446,964 for costs to Hardman Group plus the total 2018 deficit of \$29,707 for total funding of \$934,365.

I also wish to advise that according to our General By-laws, we request that you appear before the Commission and provide us with the audited statements for 2019, a financial review of the 2020 operations and projections to year end no later than May 31st. A meeting will be scheduled to receive this information and to notify you of the date and time you will be asked to present.

I would like to thank you and other Board members for the cooperation received in submitting requested information throughout our deliberations.

Thank you,

Deputy Mayor Shirley McAlary, Chair
Regional Facilities Commission

cc: Deputy Mayor Libby O'Hara
Deputy Mayor Michael Likely
Councillor Grant Brenan
Councillor David Merrithew

Jon Taylor, Common Clerk, City of Saint John
Sandra Gautreau, Town Manager/Clerk, Town of Grand Bay-Westfield
Mary Jane Banks, Town Clerk, Town of Rothesay
Cathy Snow, Town Clerk, Town of Quispamsis



SAINT JOHN

P.O. Box 1971 Saint John, NB E2L 4L1 506.649.6000



The City of Saint John



ROTHESAY



2019October15OpenSessionFINAL-076

September 4, 2019

Mr. Andrew Kierstead
Executive Director
Saint John Arts Centre
20 Hazen Avenue
Saint John, NB E2L 5A5

COPY

Dear Mr. Kierstead:

RE: 2020 BUDGET APPROVAL

I am writing on behalf of the Greater Saint John Regional Facilities Commission to advise you of the amount approved for your 2020 Operating Budget. After careful consideration of requests received from all of the designated regional facilities, the Commission has approved an operating funding request for 2020 in the amount of \$208,326.

I also wish to advise that according to our General By-laws, we request that you appear before the Commission and provide us with the audited statements for 2019, a financial review of the 2020 operations and projections to year end no later than May 31st. A meeting will be scheduled to receive this information and to notify you of the date and time you will be asked to present.

I would like to thank you and other Board members for the cooperation received in submitting requested information throughout our deliberations.

Thank you,

Deputy Mayor Shirley McAlary, Chair
Regional Facilities Commission

cc: Deputy Mayor Libby O'Hara
Deputy Mayor Michael Likely
Councillor Grant Brenan
Councillor David Merrithew

Jon Taylor, Common Clerk, City of Saint John
Sandra Gautreau, Town Manager/Clerk, Town of Grand Bay-Westfield
Mary Jane Banks, Town Clerk, Town of Rothesay
Cathy Snow, Town Clerk, Town of Quispamsis



SAINT JOHN

P.O. Box 1971 Saint John, NB E2L 4L1 506.649.6000



The City of Saint John



ROTHESAY



2019October15OpenSessionFINAL_027

September 4, 2019

Ms. Angela Campbell
Executive Director
Imperial Theatre
24 King Street South
Saint John, NB E2L 5B8

COPY

Dear Ms. Campbell:

RE: 2020 BUDGET APPROVAL

I am writing on behalf of the Greater Saint John Regional Facilities Commission to advise you of the amount approved for your 2020 Operating Budget. After careful consideration of requests received from all of the designated regional facilities, the Commission has approved an operating funding request for 2020 in the amount of \$548,604.

I also wish to advise that according to our General By-laws, we request that you appear before the Commission and provide us with the audited statements for 2019, a financial review of the 2020 operations and projections to year end no later than May 31st. A meeting will be scheduled to receive this information and to notify you of the date and time you will be asked to present.

I would like to thank you and other Board members for the cooperation received in submitting requested information throughout our deliberations.

Thank you,

Deputy Mayor Shirley McAlary, Chair
Regional Facilities Commission

cc: Deputy Mayor Libby O'Hara
Deputy Mayor Michael Likely
Councillor Grant Brenan
Councillor David Merrithew

Jon Taylor, Common Clerk, City of Saint John
Sandra Gautreau, Town Manager/Clerk, Town of Grand Bay-Westfield
Mary Jane Banks, Town Clerk, Town of Rothesay
Cathy Snow, Town Clerk, Town of Quispamsis



SAINT JOHN

P.O. Box 1971 Saint John, NB E2L 4L1 506.649.6000



The City of Saint John



ROTHESAY



2019 October 15 Open Session Final 078

September 4, 2019

Ms. Shaylene Losier
Canada Games Aquatic Centre
50 Union Street
Saint John, NB E2L 1A1

COPY

Dear Ms. Losier:

RE: 2020 BUDGET APPROVAL

I am writing on behalf of the Greater Saint John Regional Facilities Commission to advise you of the amount approved for your 2020 Operating Budget. After careful consideration of requests received from all of the designated regional facilities, the Commission has approved an operating funding request for 2020 in the amount of \$742,000 plus the 2018 deficit of \$466,803 less the \$325,000 funding already provided and an additional \$135,000 for capital expenditures for total funding of \$1,018,803.

I also wish to advise that according to our General By-laws, we request that you appear before the Commission and provide us with the audited statements for 2019, a financial review of the 2020 operations and projections to year end no later than May 31st. A meeting will be scheduled to receive this information and to notify you of the date and time you will be asked to present.

I would like to thank you and other Board members for the cooperation received in submitting requested information throughout our deliberations.

Thank you,

Deputy Mayor Shirley McAlary, Chair
Regional Facilities Commission

cc: Deputy Mayor Libby O'Hara
Deputy Mayor Michael Likely
Councillor Grant Brenan
Councillor David Merrithew

Jon Taylor, Common Clerk, City of Saint John
Sandra Gautreau, Town Manager/Clerk, Town of Grand Bay-Westfield
Mary Jane Banks, Town Clerk, Town of Rothesay
Cathy Snow, Town Clerk, Town of Quispamsis



SAINT JOHN

P.O. Box 1971 Saint John, NB E2L 4L1 506.649.6000



The City of Saint John



ROTHESAY



2019October15OpenSessionFINAL_029

September 4, 2019

Mr. Edward Keyes, Chairperson
Harbour Station
99 Station Street
Saint John, NB E2L 4X4

COPY

Dear Mr. Keyes: *Ed;*

RE: 2020 BUDGET APPROVAL

I am writing on behalf of the Greater Saint John Regional Facilities Commission to advise you of the amount approved for your 2020 Operating Budget. After careful consideration of requests received from all of the designated regional facilities, the Commission has approved an operating funding request for 2020 in the amount of \$899,967.

I also wish to advise that according to our General By-laws, we request that you appear before the Commission and provide us with the audited statements for 2019, a financial review of the 2020 operations and projections to year end no later than May 31st. A meeting will be scheduled to receive this information and to notify you of the date and time you will be asked to present.

I would like to thank you and other Board members for the cooperation received in submitting requested information throughout our deliberations.

Thank you,

Shirley McAlary
Deputy Mayor Shirley McAlary, Chair
Regional Facilities Commission

cc: Deputy Mayor Libby O'Hara
Deputy Mayor Michael Likely
Councillor Grant Brenan
Councillor David Merrithew

Jon Taylor, Common Clerk, City of Saint John
Sandra Gautreau, Town Manager/Clerk, Town of Grand Bay-Westfield
Mary Jane Banks, Town Clerk, Town of Rothesay
Cathy Snow, Town Clerk, Town of Quispamsis



SAINT JOHN

P.O. Box 1971 Saint John, NB E2L 4L1 506.649.6000



19 September 2019

NOTICE – PUBLIC HEARING

Rothesay
70 Hampton Road
Rothesay, NB
E2E 5L5

70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothesay@rothesay.ca
www.rothesay.ca

Dear Rothesay:

RE: Civic Address: 1 Mulberry Lane
The Undertaking of a Work as a Local Improvement – Mulberry Lane

Further to my correspondence dated 15 August 2019, please be advised an objection has been received with respect to the above-noted matter. In accordance with enabling By-law 1-19, notice is hereby given that Rothesay Council has scheduled a public hearing for **Tuesday, November 12, 2019 at 7:00 p.m.** in the Common Room, Rothesay Town Hall, 70 Hampton Road, Rothesay New Brunswick. The purpose of the hearing is to give consideration to any comments with respect 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" (copy previously provided). The notice and draft By-law are available for review on the Town website at www.rothesay.ca.

For your reference, the work to be done is as follows:

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.

The improvement is abutted by the properties having civic numbers 1 to 9 Mulberry Lane inclusive, 11 Mulberry Lane and 40 Cameron Road.

If you wish to comment, please forward your comments to the Clerk's Office **no later than Wednesday, November 6, 2019 at noon**. Any written comments provided will become part of the public record. Anyone wishing to speak may do so at the public hearing on November 12, 2019.

You may also register your wish to speak in advance by contacting the Clerk's office. If you require more information or have any questions, please contact me at your convenience (MaryJaneBanks@rothesay.ca or 848-6664).

Sincerely,

Mary Jane E. Banks, BComm
Town Clerk

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



YMCA of Greater Saint John
191 Churchill Blvd.
Saint John, NB E2K 3E2
506-693-9622

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



Dear Donor,

On behalf of the YMCA Capital Campaign Committee, we would like to thank you for your kind gift supporting the development of a new Saint John Regional Y. This project will continue to impact our community for generations to come.

Our new location is transforming the community and we are excited about the positive impact this is having on people of all ages. We accommodate and welcome people of all ages and abilities enabling us to create a sustaining legacy. The impact will be felt well into the future.

Thank you for helping to build healthy communities.

Sincerely,

A handwritten signature in black ink that reads "Shilo Boucher".

Shilo Boucher, CPA, CA
President and Chief Executive Officer

A handwritten signature in black ink that reads "Dale Knox".

Dale Knox, Capital Campaign Chair



September 20, 2019

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

Your Worship:

**Subject: Federal Gas Tax Fund (GTF) – 2019-2023 Capital Investment Plan
Town of Rothesay – Reference No. (6936.076.0000)**

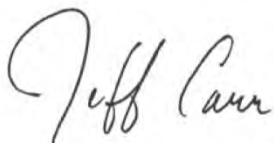
I am pleased to confirm that the Town of Rothesay is eligible to receive financial support for qualifying infrastructure projects under the Federal Gas Tax Fund. The funds allocated to your Local Government are subject to the terms and conditions outlined in the *Agreement on the Gas Tax Fund with Local Governments* signed on December 9, 2014.

Departmental staff have reviewed and approved your 2019-2023 Capital Investment Plan. Your first 2019 payment is expected to be forwarded to you soon, provided your 2018 annual reports have been received and accepted by the Department of Environment and Local Government (ELG).

Please be advised the Agreement stipulates that no public announcement shall be made by the local government without the prior consent of ELG. Moreover, public announcements will be made in conjunction with representatives of both the Federal and Provincial governments.

Please contact Luc Thériault, Programs Coordinator, at (506) 453-4021 if you have any questions or concerns.

In closing, I wish you success with the projects contained in your 2019-2023 Capital Investment Plan.



Hon. Jeff Carr
Minister

C. Mr. Scott Lloy, Director
Mr. Luc Thériault, Programs Coordinator

September 27, 2019

EDGSJ releases *Dear GSJ: 2018 Annual Report* is letter to community and report on economy

SAINT JOHN, NB – Economic Development Greater Saint John (EDGSJ) released its 2018 Annual Report today, entitled *Dear GSJ*.

More than an annual report, *Dear GSJ* is a letter to the community, and a report on the regional economy – written for every resident of Greater Saint John.

“We believe in this community and the people who live here,” said Ron Gaudet, CEO of EDGSJ. “*Dear GSJ* describes economic development in simple terms: what is really going on in our economy, what initiatives are underway and where we most need to lean into challenges and opportunities.”

The document sets context for readers, outlining the EDGSJ vision, focus areas, and strategic goals for 2019-2021; it explains the ecosystem in which EDGSJ operates, listing municipalities, strategic partners and government partners; and, it defines important terminology used in discussions about economic development.

“Our Report on the Economy leaves no doubt that the Saint John economy is facing economic and demographic challenges. Data on building permits, labour force and unemployment rates helps to paint that picture,” said Gaudet. “However, there was also a lot of good news in 2018, including a modest population increase. We believe the future is bright, provided we collaborate on key priorities.”

“It’s a spirit of collaboration that will lead to a better tomorrow for Greater Saint John,” said Andrew Oland, EDGSJ Chairperson. “Achieving our vision for a prosperous Greater Saint John region depends upon a community of individuals, volunteers, business owners, politicians and workers that are all fully aligned behind the long-term effort and the collaboration required to get the job done.”

The potential for the future of Greater Saint John’s economy is exciting. Some of the important work ahead includes expanding the number of people moving to our region, increasing the size of our labour force to meet the demands of industry, and creating opportunities for innovation.

Regarding the organization’s year-one strategic goals, EDGSJ is well on its way to meeting targets for its four focus areas – Workforce Development, Business Investment & Innovation, Entrepreneur Development, and Marketing Greater Saint John.

Dear GSJ is available to read and download at www.EDGSJ.com/DearGSJ.

About EDGSJ:

Economic Development Greater Saint John (EDGSJ) is dedicated to achieving consistent, long-term economic growth for the communities of Grand Bay-Westfield, Saint John, Rothesay, Quispamsis and St. Martins.

For more information:

Alison Ziemianski
Marketing Communications Manager
Tel: 506 658-6209
Email: Alison@EDGSJ.com



To our valued Trail Partners

In 1994 Sentier New Brunswick Trails Council Inc. was incorporated to be the single most important advocacy group for the development of walking and cycling trails on the hundreds of kilometers of abandoned rail beds throughout New Brunswick.

Although those early years were very difficult and many battles were waged against trail opponents and the motorized vehicle industry great things were accomplished by our volunteers, staff and local trail partners.

Eventually as the 1200 kilometer greenway trails were established on the former rail beds the government contracted Sentier New Brunswick Trails Council Inc. to perform annual maintenance and construction duties on its trail system. At its peak we had a five hundred thousand dollar (\$500,000.00) contract and the trails were in pristine condition.

Unfortunately the Department of Natural Resources, the department responsible for Crown lands began a deliberate course of action to reduce the contract and to disburse large sections of the trail to the motorized community reducing the original concept from 1200 km to 400 km of non motorized trail.

In 2017 we were advised that we would no longer be able to bid on the contracts for maintenance and at our annual meeting in October, 2018 we were served with a "white paper" advising us that if we continued with our construction and trail maintenance private contracts what limited funding we were expecting to receive from government would not be available.

As a result we agreed to dispose of all of our small tools, equipment and vehicles and discontinue trail maintenance and construction. Of course this expertise was our only source of income and the loss of which has resulted in our recent decision.

We were expecting some limited funding for the budget year March 31, 2019 and continued to operate until a meeting with government representatives on September 21, 2019 when we were advised that Sentier New Brunswick Trails Council Inc were no longer useful to the government and no funding would be

Conseil Sentiers NB Trails Council Inc.

1111 Wilsey Road | Rusagonis, NB | Canada E3B 0K2

Toll free/Sans frais: 1-800-526-7070 | Local (506) 454-1110 | Fax (506) 454-5189

Email/Courriel info@sentiernbtrail.com | www.sentiernbtrail.com

-2-

available. To put it another way *"we had outlived our usefulness"* and government were of the opinion that their staff could take over our role.

After months of uncertainty we began a deliberate plan to wind up the affairs of the corporation, Sentier New Brunswick Trails Council Inc

In an earlier letter to our valued trail partners you were advised that a letter was sent to government advising them that if funding was not made available it would guarantee the demise of Sentier New Brunswick Trails Council Inc.

As we move through the legal process of winding up the corporation we have placed all of our assets up for sale, advised our staff of the pending layoffs, paid our outstanding debts and are removing all signage identifying Sentier New Brunswick Trails Council Inc as the contact group for problems on the trails.

We are pleased to advise that two of our three staff have successfully found other employment and our Executive Director, Poul Jorgenson, will stay on until the final legal winding up and will then retire.

This letter is to officially advise our Local Trail Partners that we are no longer able to provide insurance or other services to our valued partners and effective October 31, 2019 our insurance policy that you have benefitted from is being cancelled.

Our Board of Directors shall continue to function until sometime in 2020 when all legal matters shall be resolved with the winding up process.

I wish I was able to close this letter by advising you that the government of New Brunswick has a plan going forward and that you should contact so and so if you have any questions. Sadly it appears there is no plan as is evidenced by the lack of trail maintenance over the last two years and the deteriorating state of the trail network.

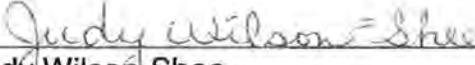
The only contact person I am able to identify is the following:

Kenton Kinney
Manager
Energy and Resource Development (Planning)
Phone: 506-444-3281
Fax: 506-457-4802
Email Ken.Kinney@qnb.ca

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On a positive note what NBTC Inc. its volunteers and trail partners have accomplished in the last 25 years is absolutely outstanding and we should all take great pride in what we have created.

Sincerely,



Judy Wilson-Shee

President

Sentier New Brunswick Trail Council Inc.



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

**Regular Monthly Meeting
June 24, 2019**

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Monday, June 24, 2019, at 10 Crane Mountain Rd., Saint John NB.

1. Call to Order

The Board Chairperson, Gary Clark, called the regular board meeting to order at 10:03 a.m.

2. Record of Attendance

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

Absent

OTHERS

Marc MacLeod, Executive Director, FRSC
Alicia Raynes, Recording Secretary, FRSC
Nick Cameron, Recreation Facilitator, FRSC
Terry Keating, Department of Environment & Local Government
Chris Green, Hockey New Brunswick
General Public

3. Approval of the Order of Business

The Chairperson asked for approval of the Order of Business

Motion: To approve the June 24, 2019 Agenda as presented with the addition of item 9c "Town of Quispamsis."

Moved: Director Darling
Seconded: Director Losier

Vote: *Motion Carried*

4. Disclosure of Conflict of Interest

None

5. Approval of the Minutes

Motion: To approve the May 27, 2019 minutes.

Moved: Director Chatterton

Seconded: Director Rathburn

Vote: *Motion Carried*

6. Planning – Building Inspection – May

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

Motion: To receive and file the report as provided.

Moved: Director Losier

Seconded: Director Baxter

Vote: *Motion Carried*

7. Annual Report

Executive Director MacLeod summarized the 2018 Annual Report which highlighted 4 key partners with the FRSC, Saint John Energy, Envirem Organics Inc., Scotia Recycling Ltd., and Opportunities NB. Mr. MacLeod briefly touched on some of the upcoming challenges such as the recycling market. The biggest issue in 2018 was the flood and the material coming into the landfill. In 2018 recreation focused on the Ice Strategy and The Coastal Link Trail. There were changes to the Financial statements and how they are presented which is more in line with transparency. The year ended in a surplus position.

Questions were asked regarding how plastic recycling is impacting the FRSC. In the future, staff will be investigating a program change to address the supply and purity requirements of the market.

The status of the PPP program in NB was questioned. It was clarified the program would come from the province through Recycle NB. The FRSC has a motion of support for the PPP program and now there is a mandate from the Prime Minister for PPP. The FRSC is hopeful that the program will move forward without too much time delay. It was requested that perhaps Mr. McCarthy of Recycle NB can do a presentation at the next monthly meeting.

Motion: To receive and file the Annual Report as presented.

Moved: Director Grant

Seconded: Director Bedford

Vote: *Motion Carried*

8. Regional EMO Discussion

Chair Clark discussed an overview of EMO for the Greater Saint John area and the region. It would be likely beneficial for all region members to have more collaboration on these issues.

Motion: To move discussion to Regional Collaboration Committee

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

9. Recreation

a. Town of Rothesay

A letter was provided by the Town of Rothesay which referenced correspondence from Hockey NB regarding the Regional Ice Strategy. The correspondence reiterated the negative ramifications of a non-resident user fee system and asked for reconsideration by the FRSC.

Motion: To receive and file letter from the Town of Rothesay as presented.

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

b. Hockey NB

Chris Green, with Hockey New Brunswick, presented an overall summary and recommendation to the Commission regarding the need for a Regional Ice Strategy. Mr. Green reiterated how important it is to see the value that Minor Hockey has in the region. He discussed the benefits to all communities, reviewed current numbers of those involved in Minor Hockey and also discussed the economic spinoffs that would impact each community. Mr. Green discussed the major events that have been held in the region in the past as well as those they anticipate in the future and the effect this could have on those events if a Regional Ice Strategy cannot be reached. Player costs were discussed and it was reiterated that many programs will not be feasible and some players will not be able to afford to play based on the non-resident user fee model. Mr. Green also talked about Hockey NB commitments and provided examples of some of the types of user fees in other areas of the province that were not working as intended. They are recommending that the FRSC works together to find a collaborative and collectively beneficial solution that will support healthy communities through greater sport participation across the region and offers an alternative to user fees.

It was expressed that everyone is in favor of a Regional Ice Strategy but differed on how to get there. A concern was raised regarding what is included in the operating costs at different facilities. It is important to know this information before committing to sharing these costs. It was asked whether it had been considered to use Harbour Station? The response from Hockey NB was that Minor Hockey does not need another rink according to the current number of players. However, Hockey NB would certainly sit at the table with Harbour Station if they are willing. It was reiterated that these facilities are not just hockey arenas, they are community centers that are important to everyone for all types of usage. These facilities contribute to the overall community fabric. Everyone should pay, not just users.

Motion: To receive and file presentation from Hockey NB as presented.

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

Motion: a) The applicable cumulative operating cost deficit of all regional arenas shall be redistributed among taxpayers of the respective municipalities and LSDs based on proportion of usage in the respective jurisdictions,

b) Operating cost deficits determined not to be applicable shall not be included in the funding formula and shall remain the responsibility of the host municipality, and

c) Following commitment to the above-mentioned principles, the established Working Group identifies, using external consulting services if necessary, the applicable operating cost deficits and usage data that would be subsequently recommended to the Commission to be included in the Funding Formula.

d) that any final plan be brought back to the commission for final endorsement and acceptance.

Moved: Director Darling
Seconded: Director Baxter

Concerns over the word “applicable” were discussed. It was asked if Director Darling would amend his motion and re-number item c) to item a). Director Darling’s response is that we need to agree to share “applicable” costs first, then we can hash out what “applicable” means.

Concerns were also raised regarding the sharing of operating costs. More information is needed before there can be a commitment by municipalities to sharing operating costs.

Nick Cameron, Recreation Facilitator, FRSC was invited to speak to the issues and the need to hire a consultant. He reiterated that the consultant will need to figure out the “applicable” costs so that we can compare apples to apples. It is also important to have usage information so that we know how many hours are spent at the different facilities. All of these things need to be taken into consideration when comparing “applicable” operating costs across the different facilities.

It was asked if Director Darling would amend his motion and remove from item 1a) “LSDs based on proportion of usage in the respective jurisdictions”. Whether or not everyone should be contributing regardless of whether or not they use the facilities was also discussed.

Motion: Move to insert “and overall community benefit” after the word deficit in section a) of the main motion.

Moved: Director Darling
Seconded: Director Baxter
Nay: Director Chatterton, Losier, Grant, Rathburn, Cairns

Vote: *Motion Defeated*

Executive Director MacLeod asked that it be noted that any consultation or report costs are not a budgeted item for the FRSC.

Motion: To table the item for discussion with the Regional Collaboration Committee.

Moved: Director Losier
Seconded: Director Grant
Nay: Director Darling, Rathburn, Bedford, Cairns
Vote: *Motion Carried*

c. Town of Quispamsis

A letter was provided by the Town of Quispamsis which referenced a presentation from Hockey NB regarding the failed Regional Ice Strategy. The letter is referring the request to revisit the Regional Ice Strategy issue to the FRSC.

Motion: To receive and file letter from the Town of Quispamsis as presented.

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

Chairperson Clark called for a motion to adjourn.

Motion: To adjourn the meeting at 11:43 am.

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

APPROVED (date) September 10, 2019



Gary Clark, Chairperson



Alicia Raynes, Recording Secretary

**KENNEBECASIS VALLEY FIRE DEPARTMENT INC BOARD MEETING
FIRE STATION ONE, CAMPBELL DRIVE, ROTHESAY, NB
SEPTEMBER 4, 2019**

Present: Chair Grant Brenan
Vice Chair Norah Soobratee
Commissioner Peter Lewis
Commissioner Pierre Rioux
Commissioner Derrick Stanford

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

Absent: Treasurer Kirk Miller

1.0 Call to Order

Chair Brenan called the meeting to order at 7:24 pm.

2.0 Chair's Remarks

Chair Brenan welcomed Pierre Rioux to the Board as the new representative for Quispamsis.

3.0 Approval of Agenda

Moved by P. Lewis and seconded by N. Soobratee, to approve the agenda with the following addition:

Item 6.2.3 Letter from Quispamsis re: Town of Rothesay's Request to Designate Fire Chief or His Designate as the Rothesay EMO Director

CARRIED

4.0 Conflict of Interest

None

5.0 Approval of Previous Minutes

5.1 June 12, 2019

Moved by P. Lewis and seconded by N. Soobratee, that the minutes of June 12, 2019 be approved as presented.

CARRIED

6.0 Unfinished Business

6.1 Strategic Plan Update

Chief Ireland requested the Fire Board take the time to review the draft Strategic Plan which was distributed and provide feedback to him via email before the next meeting.

6.2 Fire Marque - Update

Quispamsis council has replied they are not interested in the Fire Marque portion of the Draft Fire Prevention & Protection By-Law; however, they will be drafting revisions to the proposed by-law to more clearly define the processes involved for the collection of fees for the remaining items outlined in the proposed by-law.

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

CARRIED

6.2.1 Letter from Rothesay re: Draft Fire Prevention & Protection By-Law

6.2.2 Letter to both Towns re: Questions Regarding Draft Fire Prevention & Protection By-Law

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

CARRIED

6.3 Director – Rothesay EMO

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

CARRIED

7.0 Correspondence

7.1 Email from Quispamsis re: Re-appointment of Kirk Miller

Moved by P. Lewis and seconded by D. Stanford to receive and file.

CARRIED

8.0 New Business

None

9.0 Financial

9.1 Draft Financial Statements for the Six Months ended June 30, 2019

Moved by N. Soobratee and seconded by D. Stanford to receive and file the draft financial statements for the six months ended June 30, 2019.

CARRIED

10.0 Business Arising from Committee of the Whole

None

11.0 Reports

11.1 Chief's Report

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

CARRIED

11.2 Response Summary

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

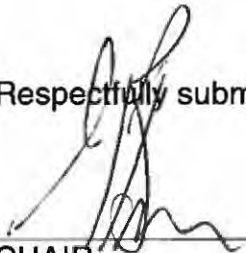
CARRIED

12.0 Adjournment


Moved by P. Lewis that the meeting be adjourned at 7:38 pm.

Date of next meeting – October 9, 2019

Respectfully submitted,



CHAIR



SECRETARY / TREASURER

Statement of Expense with Budget Variance

For the 6 months ending June 30, 2019

2019October15OpenSessionFINAL_096

	BUDGET YEAR TO DATE	ACTUAL YEAR TO DATE	VARIANCES YEAR TO DATE (Under Budget)	BUDGET 2019	ACTUAL 2018
EXPENSES:					
ADMINISTRATION:					
9 Admin. Wages and Benefits	\$315,244	\$313,276	(\$1,968)	\$631,200	\$305,999
10 Convention/dues/training	\$8,000	\$9,493	\$1,493	\$16,000	\$12,041
11 Administrative Agreement	\$6,000	\$6,000	\$0	\$12,000	\$0
12 Professional Services	\$0	\$0	\$0	\$53,000	\$9,548
13 Office supplies/Copy Machine/ S/C	\$4,713	\$3,048	(\$1,665)	\$9,425	\$3,557
14 Computer hardware/software/IT	\$9,627	\$7,701	(\$1,925)	\$32,000	\$11,185
15 Telephone/ Internet	\$6,750	\$5,511	(\$1,239)	\$13,500	\$5,464
16	\$350,333	\$345,029	(\$5,304)	\$767,125	\$347,795
FIREFIGHTING FORCE:					
17 Salaries Basic	\$1,305,607	\$1,303,741	(\$1,867)	\$2,653,400	\$1,194,599
18 Overtime	\$27,040	\$27,119	\$79	\$60,000	\$11,999
19 Vacation Pay on Retirement	\$0	\$0	\$0	\$0	\$8,601
19 Force Benefits	\$356,379	\$347,222	(\$9,157)	\$632,900	\$319,039
20 Career Uniforms and maintenance	\$14,000	\$6,585	(\$7,435)	\$28,000	\$9,115
21 Medical and Fitness Testing	\$10,500	\$7,332	(\$3,168)	\$21,000	\$8,229
22 Career Recognition	\$0	\$671	\$671	\$1,000	\$1,634
23 Holiday Relief Wages and overtime	\$122,160	\$127,532	\$5,372	\$328,500	\$116,376
24 Holiday Relief Benefits	\$57,666	\$52,082	(\$5,585)	\$125,701	\$46,657
25	\$1,893,353	\$1,872,263	(\$21,090)	\$3,850,500	\$1,716,250
TELECOMMUNICATIONS:					
26 Cellular Telephones	\$3,000	\$2,307	(\$693)	\$6,000	\$2,281
27 Communication Equipment	\$0	\$0	\$0	\$500	\$1,904
28 Maintenance / Repairs	\$750	\$63	(\$687)	\$1,500	\$167
29	\$3,750	\$2,370	(\$1,380)	\$8,000	\$4,352
INSURANCE:					
30 Insurance	\$33,126	\$33,118	(\$10)	\$33,126	\$32,476
31	\$33,126	\$33,118	(\$10)	\$33,126	\$32,476
PREVENTION AND TRAINING:					
32 Firefighter / Co. Officer Training	\$18,000	\$4,032	(\$13,968)	\$36,000	\$10,609
33 Fire Prevention	\$4,000	\$1,155	(\$2,845)	\$8,000	\$665
34 Public Education	\$2,250	\$193	(\$2,057)	\$4,500	\$117
35 Training Supplies	\$1,000	\$115	(\$885)	\$2,000	\$206
36	\$25,250	\$5,494	(\$19,756)	\$50,500	\$11,798
FACILITIES:					
37 Station 1 Operating	\$146,136	\$141,092	(\$5,044)	\$160,700	\$145,865
38 Station 2 Operating	\$9,350	\$9,350	(\$0)	\$18,700	\$9,350
39 Station 2 Rent - Quispamsis	\$25,436	\$25,436	\$0	\$50,871	\$24,937
40 Station Supplies	\$6,000	\$5,514	(\$486)	\$12,000	\$7,433
41	\$186,922	\$181,392	(\$5,530)	\$262,271	\$187,585
FLEET:					
42 Fuel Vehicle	\$8,625	\$9,880	\$1,235	\$17,250	\$11,773
43 Registration Vehicle	\$400	\$342	(\$58)	\$550	\$342
44 Vehicle Maint. & Repairs	\$45,000	\$38,574	(\$6,426)	\$90,000	\$54,026
45	\$54,025	\$48,775	(\$5,250)	\$107,800	\$66,141
OPERATIONS:					
46 New Equipment	\$9,000	\$4,131	(\$4,869)	\$18,000	\$5,189
47 Maint. & Repairs Equip.	\$13,556	\$16,890	\$3,134	\$23,000	\$16,624
48 Maint. & Repairs Bunker Gear	\$1,250	\$0	(\$1,250)	\$5,000	\$1,511
49 Medical Supplies	\$2,500	\$2,350	(\$150)	\$5,000	\$2,888
50 Fire Fighting Supplies	\$1,750	\$235	(\$1,515)	\$3,500	\$1,486
51 H&S/Cause determination	\$1,000	\$209	(\$791)	\$2,000	\$108
52	\$29,056	\$23,616	(\$5,440)	\$56,500	\$27,806
WATER COSTS:					
53 Water Costs - Quispamsis	\$2,470	\$2,470	\$0	\$4,940	\$2,399
54 Water Costs - Rothesay	\$	\$12,837	(\$1)	\$25,674	\$12,464
55	\$15,308	\$15,307	(\$1)	\$30,614	\$14,862
OTHER:					
56 Miscellaneous	\$1,500	\$1,155	(\$345)	\$3,000	\$913
57 Retirement Allowance	\$29,900	\$29,904	\$4	\$59,800	\$29,896
58 Deficit 2nd Previous Year	\$0	\$0	\$0	\$0	\$0
58	\$31,400	\$31,059	(\$341)	\$62,800	\$30,809
59	\$2,622,522	\$2,558,422	(\$64,100)	\$5,229,237	\$2,439,874

Kennebecasis Valley Fire Department Inc.

Budget Variances Analysis greater than \$5,000

For the 6 months ending June 30, 2019

Line #	Description	Budget YTD	Actual YTD	Variance	Details
				(Under Budget)	
19	Force Benefits	\$356,379	\$347,222	(\$9,157)	Timing difference between budget and actual
	Clothing/Uniform Maintenance	\$14,000	\$6,565	(\$7,435)	As required
	Holiday Relief Wages & Overtime	\$122,160	\$127,532	\$5,372	As needed (timing of replacement need)
	Holiday Relief Benefits	\$57,666	\$52,082	(\$5,585)	2 HRFF employees not yet qualified
32	Firefighter/Co. Officer Training	\$18,000	\$4,032	(\$13,968)	As required
	Station 1 Operating	\$146,136	\$141,092	(\$5,044)	Power and maintenance under-budget YTD
44	Vehicle Maint & Repairs	\$45,000	\$38,574	(\$6,426)	As required
	Material Variances	\$759,342	\$717,098	(\$42,244)	

Kennebecasis Valley Fire Department Inc.

Invoices over \$2,000

For the months of May and June 2019

Recurring Monthly Invoices		Amount	Description
05/01/19	Assumption Life	\$26,312	Group Benefits
05/01/19	Town of Quispamsis	\$5,798	Rent, operating - Station 2
05/02/19	Receiver General	\$51,143	payroll liabilities
05/02/19	BMO	\$77,783	net wages 05/02/2019
05/16/19	Receiver General	\$48,085	payroll liabilities
05/16/19	BMO	\$74,512	net wage 05/16/2019
05/31/19	CIBC Mellon	\$69,112	Monthly Pension Contributions
05/30/19	I.A.F.F. Local 3591	\$10,926	Union Dues
05/31/19	Worksafe	\$8,994	Worksafe assessment
05/30/19	Receiver General	\$48,025	payroll liabilities
05/30/19	BMO	\$79,930	net wage 05/30/2019
06/01/19	Assumption Life	\$26,357	Group Benefits
06/01/19	Town of Quispamsis	\$5,798	Rent, operating - Station 2
06/01/19	Rothsay	\$6,419	Quarterly water
06/13/19	Receiver General	\$49,671	payroll liabilities
06/13/19	BMO	\$78,832	net wages 06/13/2019
06/27/19	Receiver General	\$49,671	payroll liabilities
06/27/19	BMO	\$80,653	net wage 06/27/2019
06/30/19	CIBC Mellon	\$47,376	Monthly Pension Contributions
06/30/19	I.A.F.F. Local 3591	\$7,363	Union Dues
06/30/19	Worksafe	\$5,616	Worksafe assessment
06/30/19	Rothsay	\$3,000	Quarterly admin fee
Non-Recurring Monthly Invoices		Amount	Description
05/07/19	Micmac Fire & Safety Source Ltd	\$27,195	Capital - Face pieces/thermal imaging camera
05/23/19	Town of Quispamsis	\$2,342	Fuel - March & April 2019
05/22/19	KV Auto & Truck Center	\$3,026	Q1 replace 4 airbags
06/26/19	KV Auto & Truck Center	\$2,069	E1



Kennebecasis Valley Fire Department

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

September 4, 2019

Staff Retirements

After 35 years in the fire service, 30 with the Saint John Fire Department and 5 with the Kennebecasis Valley Fire Department, Division Chief Kevin Clynick was "piped out" on his last day of work with the KVFD on Friday, July 12th.

On Wednesday, July 31st, we celebrated the retirement of Corinne Carpenter, Finance Administrator, who was the first person to hold this role after the department became self-administered. Corinne worked for the department for five and a half years and will be replaced by Mr. Ron Catchick.

Promotions

I am pleased to announce the following internal promotions:

- Lieutenant Shawn White was promoted to Division Chief. DC White joined the KVFD as a volunteer in 2000 and became a career firefighter in 2004. He was promoted to Senior Firefighter in 2011 and then to Lieutenant in 2015.
DC White holds a Bachelor of Arts from the University of New Brunswick and has completed certificate programs in Fire Service Leadership and Fire Service Administration from Dalhousie University. DC White is a certified fire service instructor and fire inspector and will be responsible for employee development and safety.
- Senior Firefighter Grant Graham has been promoted to Lieutenant to fill the vacancy created by DC White's promotion. The department also recently completed a Senior Firefighter promotional process and had three successful candidates. Firefighter Shane Day, Firefighter Shane Johnson and Firefighter Paul Spinks have all been promoted. This marks the first time since the creation of the Senior Firefighter position in 2011 that we have had enough trained and qualified members to fill all of our ranked positions.

Training Exercises

In July, the department had the opportunity to do some emergency simulation training in a home that was slated for demolition. This training was highlighted in the local newspapers and the link to the story can be found here: <https://tj.news/story/101004522?ref=tw> Thank-you to AE McKay Builders for their support.

Elementary Literacy

On June 10th, we hosted the winners of our 2nd annual reading contest in partnership with Elementary Literacy Inc. Children in grade 2 were encouraged to read at least 20 minutes a day over a 2 week period. The winning class was Mrs. Knappe's class from Lakefield Elementary who read a total of 8440 minutes with an average of 527 minutes per student.

The winners of the contest visited the fire station and saw a demonstration of the gear and trucks, were read to by a firefighter, and had a pizza party with all the firefighters.

Junior Firefighter Camp

From July 23-25 we held our second annual junior firefighter camp. 17 children between the ages of 10 and 12 learned about smoke alarms, home escape planning, hands-only CPR, safe cooking, and about many aspects of firefighting.

We had an excellent week thanks to our firefighters that helped run the camp and also to the great group of boys and girls that attended. We are looking forward to hosting our camp again next summer.



Response Types Kennebecasis Valley Fire Department	Jan 2019	Historical Average	Feb 2019	Historical Average	Mar 2019	Historical Average	April 2019	Historical Average	May 2019	Historical Average	June 2019	Historical Average	July 2019	Historical Average	2019 YTD	Historical Average
Fire/explosion - dollar loss	2	3	6	4	1	3	6	3	3	3	4	2	4	3	26	22
Rubbish/grass fire - no dollar loss	1	2	0	1	2	2	6	7	10	13	9	7	4	10	32	43
Chimney Fire	2	2	1	1	1	2	1	1	0	0	0	0	0	0	5	6
Total Fire	5	7	7	6	4	6	13	11	13	16	13	10	8	14	63	70
Rescue - Miscellaneous	0	1	0	1	0	0	0	0	0	0	0	1	0	2	0	5
Vehicle Accident	13	9	5	9	9	7	8	6	4	9	6	9	13	9	58	56
Total Rescue	13	10	5	10	9	8	8	6	4	9	6	9	13	10	58	61
Public Hazard - gasoline or fuel spill	0	1	0	0	1	0	1	1	1	1	2	1	0	1	5	4
Public Hazard - power line down / utility pole hazard	6	5	0	2	0	1	1	2	1	2	1	1	1	8	10	21
Public Hazard - miscellaneous	1	2	0	2	0	1	0	1	0	2	0	1	2	2	3	11
Total Public hazard	7	7	0	4	1	2	2	4	2	4	3	3	3	10	18	34
Gas Leak - propane	1	1	1	1	0	1	1	0	0	1	1	0	1	0	5	4
Gas Leak - response to carbon monoxide detector alarm	1	2	1	1	1	1	1	1	1	0	0	1	1	1	6	7
Total Gas leak	2	2	2	2	1	2	2	1	1	1	1	1	2	1	11	10
Public Service - first aid	52	49	59	50	66	55	48	52	49	49	43	51	49	52	366	358
Public Service - assist police or other agency	8	1	0	1	0	1	2	1	0	0	1	0	0	1	11	5
Public Service - mutual aid	1	1	3	1	1	1	2	1	1	0	0	1	1	1	9	6
Public Service - animal rescue	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Public Service - flooding	34	1	5	0	7	1	0	0	0	1	0	0	0	1	46	5
Public Service- miscellaneous	6	2	0	1	0	1	1	1	1	1	3	1	1	2	12	11
Total Public services	101	54	67	53	74	59	53	56	51	52	47	54	51	57	444	384
Alarm No Fire - accidental miscellaneous	2	4	2	3	5	4	2	2	4	4	5	3	2	2	22	22
Alarm No Fire - smoke or steam mistaken	0	2	1	1	0	1	0	1	2	2	1	2	1	1	5	8
Alarm No Fire - sprinkler surge or discharge	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2
Alarm No Fire - detector activated	2	4	5	4	5	5	3	2	2	3	4	6	11	7	32	31
Alarm No Fire - unknown odours	0	0	0	1	1	1	0	1	0	1	0	0	0	0	1	4
Alarm No Fire - miscellaneous	0	3	1	1	2	2	2	2	3	2	1	2	1	3	10	15
Total Alarm no fire - No malicious intent	6	12	9	10	13	13	7	7	11	11	11	13	15	14	72	80
False Alarm (Mischief) - miscellaneous	0	0	0	0	0	1	0	1	0	0	0	0	0	1	0	3
Total False alarm - Mischief	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	3
Total Response Types Kennebecasis Valley Fire	134	95	90	85	102	90	85	86	82	94	81	89	92	106	666	644

Town of Rothesay

General Fund Financial Statements

August 31, 2019

Includes:

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

Town of Rothesay

Balance Sheet - Capital General Fund 8/31/19

ASSETS

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

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

\$ 48,131,289

LIABILITIES AND EQUITY

Gen Capital due to/from Gen Operating	(660,000)
Total Long Term Debt	6,527,000

Total Liabilities \$ 5,867,000

Investment in General Fund Fixed Assets	42,264,289
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\$ 48,131,289

Town of Rothesay
 Balance Sheet - General Fund Reserves
 8/31/19

ASSETS

BNS General Operating Reserve #214-15	670,406
BNS General Capital Reserves #2261-14	2,102,819
BNS - Gas Tax Reserves - GIC	4,265,101
Gen Reserves due to/from Gen Operating	(889,605)
	<u>\$ 6,148,721</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	3,973,327
Invest. in General Capital Reserve	1,026,314
General Gas Tax Funding	281,283
Invest. in General Operating Reserve	678,052
Invest. in Land for Public Purposes Reserve	136,561
Invest. in Town Hall Reserve	53,185
	<u>\$ 6,148,721</u>

Town of Rothesay
 Balance Sheet - General Operating Fund
 8/31/19

CURRENT ASSETS

Cash	1,614,823
Receivables	309,511
HST Receivable	280,041
Payroll Clearing	(117)
Inventory	29,645
Gen Operating due to/from Util Operating	(1,470,042)
Total Current Assets	<u>763,861</u>
Other Assets:	
Projects	<u>3,109,358</u>
	<u>3,109,358</u>
TOTAL ASSETS	<u><u>3,873,219</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	1,899,587
Other Payables	438,845
Gen Operating due to/from Gen Reserves	(889,605)
Gen Operating due to/from Gen Capital	660,000
Accrued Sick Leave	18,700
Accrued Pension Obligation	44,500
Accrued Retirement Allowance	395,220
Def. Rev-Quispamsis/Library Share	18,387
TOTAL LIABILITIES	<u><u>2,585,634</u></u>

EQUITY

Retained Earnings - General	2,445
Surplus/(Deficit) for the Period	<u>1,285,140</u>
	<u>1,287,584</u>
	<u><u>3,873,219</u></u>

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Town of Rothesay

Statement of Revenue & Expenditure
8 Months Ended 8/31/19

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Warrant of Assessment	1,336,919	1,336,918	10,695,348	10,695,347	0		16,043,021
Sale of Services	28,098	25,880	269,709	240,402	29,307		403,043
Services to Province of New Brunswick	5,000	5,000	40,000	40,000	0		60,000
Other Revenue from Own Sources	16,152	9,045	123,259	77,854	45,405		108,540
Unconditional Grant	10,183	10,183	81,460	81,460	(1)		122,190
Conditional Transfers	25,226	10,000	34,400	26,500	7,900		26,500
Other Transfers	0	0	576,706	576,706	0		1,076,706
	<u>\$1,421,576</u>	<u>\$1,397,026</u>	<u>\$11,820,881</u>	<u>\$11,738,270</u>	<u>\$82,611</u>		<u>\$17,840,000</u>
EXPENSES							
General Government Services	179,640	208,231	1,627,928	1,692,009	64,081		2,260,215
Protective Services	373,921	375,584	3,526,328	3,536,471	10,143		5,038,809
Transportation Services	269,768	279,036	2,530,822	2,358,808	(172,013)		3,444,029
Environmental Health Services	53,351	50,417	432,187	438,333	6,146		645,000
Environmental Development	47,945	62,296	418,328	463,525	45,197		649,680
Recreation & Cultural Services	224,283	174,880	1,440,983	1,469,238	28,255		2,049,910
Fiscal Services	343	333	559,164	559,318	154		3,752,357
	<u>\$1,149,251</u>	<u>\$1,150,777</u>	<u>\$10,535,741</u>	<u>\$10,517,703</u>	<u>-\$18,038</u>		<u>\$17,840,000</u>
Surplus (Deficit) for the Year	<u>\$272,325</u>	<u>\$246,248</u>	<u>\$1,285,140</u>	<u>\$1,220,567</u>	<u>\$64,573</u>		<u>\$ 0</u>

Town of Rothsay

Statement of Revenue & Expenditure
8 Months Ended 8/31/19

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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Sale of Services							
Bill McGuire Memorial Centre	3,173	2,500	16,828	20,000	(3,173)	1	30,000
Town Hall Rent	5,083	4,167	37,133	33,333	3,800		50,000
Arena Revenue	526	500	135,537	126,233	9,305		245,678
Community Garden	0	0	820	1,300	(480)		1,300
Recreation Programs	19,316	18,713	79,391	59,537	19,854	2	76,065
	<u>28,098</u>	<u>25,880</u>	<u>269,709</u>	<u>240,402</u>	<u>29,307</u>		<u>403,043</u>
Other Revenue from Own Sources							
Licenses & Permits	10,467	7,917	44,691	68,827	(24,136)	3	95,000
Fox Farm Rental	850	0	850	0	850		0
Police Fines	0	0	60	0	60		0
Recycling Dollies & Lids	5	0	607	0	607	4	0
Interest & Sundry	4,305	417	34,999	3,333	31,666	5	5,000
Miscellaneous	525	712	36,037	5,693	30,343		8,540
Fire Dept. Administration	0	0	6,000	0	6,000		0
History Book Sales	0	0	15	0	15		0
	<u>16,152</u>	<u>9,045</u>	<u>123,259</u>	<u>77,854</u>	<u>45,405</u>		<u>108,540</u>
Conditional Transfers							
Canada Day Grant	0	0	2,000	1,500	500		1,500
Grant - Other	25,226	10,000	32,400	25,000	7,400		25,000
	<u>25,226</u>	<u>10,000</u>	<u>34,400</u>	<u>26,500</u>	<u>7,900</u>		<u>26,500</u>
Other Transfers							
Surplus of 2nd Previous Year	0	0	76,706	76,706	0		76,706
Utility Fund Transfer	0	0	500,000	500,000	0		1,000,000
	<u>0</u>	<u>0</u>	<u>576,706</u>	<u>576,706</u>	<u>0</u>		<u>1,076,706</u>
EXPENSES							
General Government Services							
Legislative							
Mayor	3,123	3,542	28,115	28,333	218		42,500
Councillors	10,976	10,092	79,697	80,733	1,036		121,100
Regional Service Commission 9	0	0	5,012	5,250	238		7,000
Other	910	708	2,948	5,667	2,719		8,500
	<u>15,009</u>	<u>14,342</u>	<u>115,773</u>	<u>119,983</u>	<u>4,211</u>		<u>179,100</u>
Administrative							
Office Building	14,400	7,195	123,056	106,320	(16,736)	6	136,500
Solicitor	1,254	4,167	7,678	33,333	25,655	7	50,000
Administration - Wages & Benefits	110,006	155,508	666,217	707,467	41,250		1,063,300
Supplies	5,336	7,977	85,871	82,091	(3,780)		114,000
Professional Fees	0	3,182	11,698	42,273	30,575	8	55,000
Other	13,970	11,693	128,401	112,546	(15,855)	9	159,319
	<u>144,966</u>	<u>189,722</u>	<u>1,022,921</u>	<u>1,084,029</u>	<u>61,108</u>		<u>1,578,119</u>

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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Other General Government Services							
Community Communications	0	833	4,654	8,333	3,680		10,000
Civic Relations	0	333	74	2,667	2,592		4,000
Insurance	0	0	185,839	190,000	4,161		190,000
Donations	13,025	3,000	30,948	28,000	(2,948)		40,000
Cost of Assessment	0	0	250,996	250,996	0		250,996
Property Taxes - L.P.P.	1,022	0	11,105	8,000	(3,105)		8,000
Fox Farm Rental Expenses	5,619	0	5,619	0	(5,619)		0
	<u>19,665</u>	<u>4,167</u>	<u>489,234</u>	<u>487,996</u>	<u>(1,238)</u>		<u>502,996</u>
	<u>179,640</u>	<u>208,231</u>	<u>1,627,928</u>	<u>1,692,009</u>	<u>64,081</u>		<u>2,260,215</u>
Protective Services							
Police							
Police Protection	202,260	202,260	1,618,080	1,618,080	0		2,427,120
Crime Stoppers	0	0	2,800	2,800	0		2,800
	<u>202,260</u>	<u>202,260</u>	<u>1,620,880</u>	<u>1,620,880</u>	<u>0</u>		<u>2,429,920</u>
Fire							
Fire Protection	158,489	158,489	1,473,062	1,471,908	(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>1,798,062</u>	<u>1,796,908</u>	<u>(1,154)</u>		<u>2,430,864</u>
Emergency Measures							
911 Communications Centre	12,377	12,377	99,017	99,017	(0)		148,525
EMO Director/Committee	80	833	559	6,667	6,108		10,000
	<u>12,457</u>	<u>13,210</u>	<u>99,576</u>	<u>105,683</u>	<u>6,107</u>		<u>158,525</u>
Other							
Animal & Pest Control	715	792	4,339	6,333	1,995		9,500
Other	0	833	3,473	6,667	3,194		10,000
	<u>715</u>	<u>1,625</u>	<u>7,811</u>	<u>13,000</u>	<u>5,189</u>		<u>19,500</u>
Total Protective Services	<u>373,921</u>	<u>375,584</u>	<u>3,526,328</u>	<u>3,536,471</u>	<u>10,143</u>		<u>5,038,809</u>

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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Transportation Services							
Common Services							
Administration (Wages & Benefits)	183,348	198,564	1,187,436	1,230,530	43,094	10	1,776,862
Workshops, Yards & Equipment	23,488	44,009	398,935	410,069	11,134		594,104
Engineering	0	625	3,243	5,000	1,757		7,500
	<u>206,837</u>	<u>243,197</u>	<u>1,589,614</u>	<u>1,645,600</u>	<u>55,985</u>		<u>2,378,466</u>
Street Cleaning & Flushing	0	1,000	5,620	21,000	15,380		40,000
Roads & Streets	8,155	8,000	33,897	52,000	18,103		65,000
Crosswalks & Sidewalks	1,410	2,714	14,028	14,709	681		20,563
Culverts & Drainage Ditches	36,383	5,417	40,574	43,333	2,759		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>45,948</u>	<u>17,130</u>	<u>749,763</u>	<u>505,042</u>	<u>(244,721)</u>		<u>744,563</u>
Street Lighting	11,606	11,500	95,025	92,000	(3,025)		145,000
Traffic Services							
Street Signs	93	1,000	4,548	8,000	3,452		12,000
Traffic Lanemarking	774	1,000	25,261	28,000	2,740		30,000
Traffic Signals	3,373	3,333	10,990	26,667	15,677		40,000
Railway Crossing	992	1,667	13,878	13,333	(545)		20,000
	<u>5,232</u>	<u>7,000</u>	<u>54,676</u>	<u>76,000</u>	<u>21,324</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	1,168	1,667	499		2,500
	<u>146</u>	<u>208</u>	<u>41,743</u>	<u>40,167</u>	<u>(1,576)</u>		<u>74,000</u>
Total Transportation Services	<u>269,768</u>	<u>279,036</u>	<u>2,530,822</u>	<u>2,358,808</u>	<u>(172,013)</u>		<u>3,444,029</u>
Environmental Health Services							
Solid Waste Disposal Land Fill	17,431	16,250	132,893	130,000	(2,893)		195,000
Solid Waste Disposal Compost	1,729	2,083	17,248	16,667	(582)		25,000
Solid Waste Collection	23,186	24,167	185,488	193,333	7,845		290,000
Solid Waste Collection Curbside Recycling	8,027	7,917	64,218	63,333	(885)		95,000
Clean Up Campaign	2,978	0	32,339	35,000	2,661		40,000
	<u>53,351</u>	<u>50,417</u>	<u>432,187</u>	<u>438,333</u>	<u>6,146</u>		<u>645,000</u>
Environmental Development Services							
Planning & Zoning							
Administration	52,852	46,773	316,148	336,138	19,991	15	460,200
Planning Projects	(13,138)	7,083	33,198	56,667	23,468		85,000
Heritage Committee	0	208	0	1,667	1,667		2,500
	<u>39,713</u>	<u>54,065</u>	<u>349,346</u>	<u>394,472</u>	<u>45,126</u>		<u>547,700</u>
Economic Development Comm.							
Tourism	8,232	8,232	65,853	65,853	0		98,780
	0	0	3,129	3,200	71		3,200
	<u>8,232</u>	<u>8,232</u>	<u>68,982</u>	<u>69,053</u>	<u>72</u>		<u>101,980</u>
	<u>47,945</u>	<u>62,296</u>	<u>418,328</u>	<u>463,525</u>	<u>45,197</u>		<u>649,680</u>

2019October15OpenSessionFINAL_109

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Recreation & Cultural Services							
Administration	28,401	26,981	190,244	185,885	(4,360)		259,500
Beaches	26,494	14,000	45,447	39,000	(6,447)		39,000
Rothesay Arena	9,435	18,958	198,428	212,647	14,219		332,680
Memorial Centre	5,798	4,083	39,803	40,667	864		57,000
Summer Programs	34,558	22,000	60,403	61,000	597		61,000
Parks & Gardens	92,420	60,675	405,949	410,600	4,651		585,700
Rothesay Common Rink	2,088	2,424	39,834	33,553	(6,282)	17	48,335
Playgrounds and Fields	11,465	12,750	56,450	76,000	19,550		110,000
Regional Facilities Commission	0	0	320,321	320,321	0		427,095
Kennebecasis Public Library	7,089	7,089	56,710	56,710	0		85,065
Special Events	6,536	5,833	27,082	32,167	5,084		36,000
PRO Kids	0	0	0	0	0		7,500
Rothesay Living Museum	0	86	311	690	379		1,035
	<u>224,283</u>	<u>174,880</u>	<u>1,440,983</u>	<u>1,469,238</u>	<u>28,255</u>		<u>2,049,910</u>
Fiscal Services							
Debt Charges							
Interest	343	333	103,164	103,318	154		198,857
Debenture Payments	0	0	456,000	456,000	0		1,033,000
	<u>343</u>	<u>333</u>	<u>559,164</u>	<u>559,318</u>	<u>154</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>343</u>	<u>333</u>	<u>559,164</u>	<u>559,318</u>	<u>154</u>		<u>3,752,357</u>

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Town of Rothesay

Variance Report - General Fund

8 months ending August-31-19

Note #	Revenue	Actual	Budget	Better/(Worse)	Description of Variance
1	Bill McGuire Memorial Centre	\$ 16,828	\$ 20,000	\$ (3,172)	Slow rentals this time of year, may catch up
2	Recreation Programs	\$ 79,391	\$ 59,537	\$ 19,854	Includes yearly RHS field charge, baseball field revenue
3	Licenses & Permits	\$ 44,691	\$ 68,827	\$ (24,136)	Fewer building permits, may catch up, budget may be high
4	Interest & Sundry	\$ 34,999	\$ 3,333	\$ 31,666	Interest on cash on hand, General receivables
5	Miscellaneous	\$ 36,037	\$ 5,693	\$ 30,344	Insurance proceeds on salt shed roof
		Total		\$ 82,611	
		Variance per Statement		\$ 56,378	
		Explained		146.53%	
Expenses					
General Government					
6	Office Building	\$ 123,056	\$ 106,320	\$ (16,736)	Panic button repair, Hive expenses
7	Solicitor	\$ 7,678	\$ 33,333	\$ 25,655	Not used yet
8	Professional Fees	\$ 11,698	\$ 42,273	\$ 30,575	Not used yet
9	Administration - Other	\$ 128,401	\$ 112,546	\$ (15,855)	WHSCC
10	Fox Farm Rental Expenses	\$ 5,619	\$ -	\$ (5,619)	Unbudgeted
Protective Services					
				\$ -	
Transportation					
11	Administration (Wages & Benefits)	\$ 1,187,436	\$ 1,230,530	\$ 43,094	Safety Services \$14,000 under budget, Wages \$45,000 under budget, Overtime \$16,000 over budget
12	Snow & Ice Removal	\$ 440,931	\$ 374,000	\$ (66,931)	Salt & Sand purchases over budget by \$51,000;
13	2018 Flood Costs	\$ 62,306	\$ -	\$ (62,306)	To be recovered
14	2019 Flood Costs	\$ 152,409	\$ -	\$ (152,409)	To be recovered
Environmental Health					
				\$ -	
Environmental Development					
15	Planning & Zoning - Administration	\$ 316,148	\$ 336,138	\$ 19,990	Software & Equipment purchases not made yet
Recreation & Cultural Services					
16	Rothesay Arena	\$ 198,428	\$ 212,647	\$ 14,219	Building Maintenance, Utilities under budget
17	Rothesay Common Rink	\$ 39,834	\$ 33,553	\$ (6,281)	Power cost high, purchase of video camera
Fiscal Services					
				\$ -	
		Total		\$ (192,604)	
		Variance per Statement		\$ (18,038)	
		Explained		1067.77%	

2019October15OpenSessionFINAL_111

Town of Rothesay

Capital Projects 2019
General Fund
8 Months Ended 8/31/19

	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	36,651	53,349			
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	57,437	82,563			
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	28,052	324,548	3/4T Pickup (R072)	60,000	28,052
12013560 Land Aquisitions	0	0	0	0	161,535	-161,535			
12023860 Engineering 2020 T-2020-001	60,000			60,000	0	60,000	1T Truck (R078)	70,000	
12026660 Asphalt/Microseal 2019 T-2019-001	1,795,000	1,605,000	-40,000	1,605,000	1,476,267	128,733	Single Axle Plough (R035)	225,000	
12026860 Church Avenue Reconstruction T-2019-002	930,000	1,450,000	370,000	1,450,000	675,264	774,736	Single Axle Plough (R038)	225,000	
12026960 Cameron Rd/Mulberry Lane T-2019-006			170,000	170,000	6,809	163,191		580,000	28,052
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	2,347,927	1,622,173			
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	\$ 3,109,358	\$ 3,024,242			
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			

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Town of Rothesay

Capital Projects 2019
General Fund
9 Months Ended 9/30/19

DRAFT!

	Original BUDGET	Tender	Revisions	Amended Plan	CURRENT Y-T-D	Remaining Budget		
General Government								
12010560 Town Hall Equipment Purchases G-2019-005	90,000			90,000	36,713	53,287		
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	57,499	82,501		
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	28,052	324,548	3/4T Pickup (R072)	Budget 60,000 Actual 28,028
12013560 Land Aquisitions	0	0	0	0	161,535	-161,535		
12023860 Engineering 2020 T-2020-001	60,000			60,000	0	60,000	1T Truck (R078)	70,000
12026660 Asphalt/Microseal 2019 T-2019-001	1,795,000	1,605,000	-40,000	1,605,000	1,476,267	128,733	Single Axle Plough (R035)	225,000
12026860 Church Avenue Reconstruction T-2019-002	930,000	1,450,000	370,000	1,450,000	675,264	774,736	Single Axle Plough (R038)	225,000
12026960 Cameron Rd/Mulberry Lane T-2019-006			170,000	170,000	6,809	163,191		580,000 28,028
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	2,347,927	1,622,173		
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	\$ 3,109,420	\$ 3,024,180		
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

August 31, 2019

Attached Reports:

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

Town of Rothesay

Capital Balance Sheet

As at 8/31/19

ASSETS

Assets:

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

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

TOTAL ASSETS	37,665,852
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LIABILITIES

Current:

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

Long-Term:

Long-Term Debt	9,212,726
Total Liabilities	8,512,726

EQUITY

Investments:

Investment in Fixed Assets	29,153,125
Total Equity	29,153,125
TOTAL LIABILITIES & EQUITY	37,665,851

Town of Rothesay

Utility Reserve Balance Sheet

As at 8/31/19

ASSETS

Assets:

Bank - Utility Reserve	1,112,333
Due from Utility Operating	10,895
TOTAL ASSETS	<u>\$ 1,123,228</u>

EQUITY

Investments:

Invest. in Utility Capital Reserve	767,478
Invest. in Utility Operating Reserve	104,005
Invest. in Sewage Outfall Reserve	251,745
TOTAL EQUITY	<u>\$ 1,123,228</u>

Town of Rothesay
 Utilities Fund Operating Balance Sheet
 As at 8/31/19

ASSETS

Current assets:		
Accounts Receivable Net of Allowance	715,859	
Total Current Assets	<u>715,859</u>	
Other Assets:		
Projects	437,999	
	<u>437,999</u>	
TOTAL ASSETS		<u>\$ 1,153,859</u>

LIABILITIES

Accrued Payables	43,648
Due from General Fund	(1,470,042)
Due from (to) Capital Fund	700,000
Due to (from) Utility Reserve	10,895
Deferred Revenue	16,016
Total Liabilities	<u>(699,484)</u>

EQUITY

Surplus:	
Opening Retained Earnings	80,599
Profit (Loss) to Date	1,772,744
	<u>1,853,342</u>
TOTAL LIABILITIES & EQUITY	<u>\$ 1,153,859</u>

Town of Rothesay
Utilities Operating Income Statement
8 Months Ended 8/31/19

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	6,419	0	626,217	533,250	92,967	1	1,050,000
Meter and non-hookup fees	0	0	25,121	21,050	4,071		42,100
Water Supply for Fire Prot.	0	0	325,000	325,000	0		325,000
Local Improvement Levy	0	0	61,743	59,000	2,743		59,000
Sewerage Services	0	0	1,646,738	1,610,000	36,738	2	1,610,000
Connection Fees	2,900	7,778	56,300	46,667	9,633		70,000
Interest Earned	9,251	4,167	69,181	33,333	35,848	3	50,000
Misc. Revenue	1,500	182	4,725	1,458	3,267		2,187
Infrastructure Grants	0	0	168,684	0	168,684	4	0
Surplus - Previous Years	0	0	11,713	11,713	0		11,713
TOTAL RECEIPTS	20,069	12,127	2,995,421	2,641,471	353,950		3,220,000
WATER SUPPLY							
Share of Overhead Expenses	0	0	200,000	200,000	0		400,000
Audit/Legal/Training	809	708	4,359	8,667	4,308		11,500
Purification & Treatment	140,565	118,659	327,716	282,364	(45,352)	5	357,000
Transmission & Distribution	1,604	6,667	39,818	85,333	45,515		112,000
Power & Pumping	5,651	3,500	32,921	28,000	(4,921)		42,000
Billing/Collections	101	333	1,647	2,667	1,019		4,000
Water Purchased	0	50	421	400	(21)		600
Misc. Expenses	682	1,000	12,912	8,000	(4,912)	6	12,000
TOTAL WATER SUPPLY	149,411	130,917	619,794	615,430	(4,364)		939,100
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	0	0	300,000	300,000	0		600,000
Audit/Legal/Training	0	1,000	9,739	15,000	5,261		19,000
Collection System Maintenance	475	2,667	38,262	21,333	(16,929)	7	64,000
Sewer Claims	0	1,667	8,430	13,333	4,904		20,000
Lift Stations	12,320	3,500	43,426	28,000	(15,426)	8	42,000
Treatment/Disposal	6,672	6,250	63,566	67,000	3,434		92,000
Infiltration Study	0	0	3,501	0	(3,501)	9	0
Misc. Expenses	0	139	11,698	6,946	(4,753)	10	7,502
TOTAL SWGE COLLECTION & DISPOSAL	19,467	15,222	478,622	451,612	(27,009)		844,502
FISCAL SERVICES							
Interest on Long-Term Debt	0	0	112,262	112,262	0		330,261
Principal Repayment	0	0	12,000	12,000	0		436,137
Transfer to Reserve Accounts	0	0	0	0	0		70,000
Capital Fund Through Operating	0	0	0	0	0		600,000
TOTAL FISCAL SERVICES	0	0	124,262	124,262	0		1,436,398
TOTAL EXPENSES	168,878	146,140	1,222,678	1,191,304	(31,373)		3,220,000
NET INCOME (LOSS) FOR THE PERIOD	(148,809)	(134,013)	1,772,744	1,450,167	322,577		0

Town of Rothesay

Variance Report - Utility Operating
8 Months Ended August 31, 2019

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Sale of Water	626,217	533,250	92,967	A couple of extreme usages
2	Sewer Services	1,646,738	1,610,000	36,738	Multi-residential higher than budget
3	Interest Earned	69,181	33,333	35,848	Interest on receivables
4	Infrastructure Grants	168,684	-	168,684	I/I study, offset by expenses
Expenses					
Water Supply					
5	Purification & Treatment	\$ 327,716	\$ 282,364	\$ (45,352)	Rehab on Well CS
6	Misc. Expenses	\$ 12,912	\$ 8,000	\$ (4,912)	Meter purchase
Sewerage Collection and Disposal					
7	Collection System Maintenance	38,262	21,333	(16,929)	Main leak repairs
8	Lift Stations	43,426	28,000	(15,426)	Power costs, Maintenance high
9	Infiltration Study	3,501	-	(3,501)	Offset by grant
10	Misc. Expenses	11,698	6,946	(4,752)	Clothing and boot purchases
Fiscal Services					
				\$ -	

Town of Rothesay

Capital Projects 2018
Utility Fund
8 Months Ended 8/31/19

	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		250,000	75,000
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>\$ 259,461</u>	<u>\$ 990,539</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		100,000	225,000
12044830 Sewer Costs in Asphalt Contract T-2019-001	100,000		0	100,000
12045030 Turnbull Court Design S-2019-004	75,000		1,170	73,830
Unassigned:				
SCADA Changeover	35,000			35,000
	<u>2,035,000</u>		<u>178,538</u>	<u>1,856,462</u>
Unassigned				
Total Approved	<u>3,285,000</u>	-	<u>437,999</u>	<u>2,847,001</u>
Carryovers				
Funded from Reserves			<u>0</u>	
	<u>3,285,000</u>		<u>437,999</u>	<u>2,847,001</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
9 Months Ended 9/30/19

DRAFT!

	Original BUDGET	Revisions	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		250,000	75,000
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>\$ 259,461</u>	<u>\$ 990,539</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		100,000	225,000
12044830 Sewer Costs in Asphalt Contract T-2019-001	100,000		0	100,000
12045030 Turnbull Court Design S-2019-004	75,000		1,170	73,830
Unassigned:				
SCADA Changeover	35,000			35,000
	<u>2,035,000</u>	-	<u>178,538</u>	<u>1,856,462</u>
Unassigned				
Total Approved	<u>3,285,000</u>	-	<u>437,999</u>	<u>2,847,001</u>
Carryovers				
Funded from Reserves			<u>0</u>	
	<u>3,285,000</u>		<u>437,999</u>	<u>2,847,001</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

31/08/2019 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	30,500.00	22,000.00

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
Walk for Muscular Dystrophy		250.00
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. Josphe's Hospital Foundation		1,000.00 Late Night with the Foundation
Heart & Stroke		25.00
sub	5,000.00	8,947.67

<u>35,500.00</u>	<u>30,947.67</u>
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G/L Balance

30,947.67

Mayor's Expense	7,500.00	
Cell		161.66
Travel		104.37
Saint Andrews Society		110.00 Burns dinner
Touchstone Academy		390.00 Amazetorium
International Women's Day		320.57
St. Johseph'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

<u>7,500.00</u>	<u>4,782.11</u>
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G/L Balance

4,782.11

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>44,029.78</u>
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TOWN OF ROTHESAY

FINANCE COMMITTEE

September 26, 2019

In attendance:

Deputy Mayor Matt Alexander, Chairman

Mayor Nancy Grant

Councillor Don Shea

Town Manager John Jarvie

Treasurer Doug MacDonald

Financial Officer Ellen K. Steeves

Absent:

Councillor Grant Brennan

The meeting was called to order at 8:15 and Deputy Mayor Alexander assumed the chair. The agenda was accepted with the addition of request from KV Committee for Disabled Persons under section 3. (NG/DS) The minutes of August 29, 2019 were accepted as presented. (NG/DS)

August Financial Statements

General Fund – Treasurer MacDonald reviewed the statements and noted there are no surprises. McGuire Centre Revenue is under budget due to the renovations and flood, and the budget may have been high.

Utilities Fund – Treasurer MacDonald again noted there are no surprises. There may be some expenses over budget but we are expecting a small surplus. Some analysis is required on the Church Avenue project to determine the breakdown between General and Utilities. The financial statements were accepted as presented (NG/DS).

Donations

Treasurer MacDonald apologized for omitting the summary but reported amounts were in order.

Friar Sisters – After a brief discussion on the change in their request, it was agreed to decline the request.

Saint John Sports Hall of Fame – After a brief discussion, as the Flood brothers are being honoured, we would support a ¼ page ad and purchase two tickets. Treasurer MacDonald will advise them.

Rothsay Yule – This was declined.

KV Committee for the Disabled – This request is less than the \$5,500 requested last year, and was referred to the budget meetings.

Gas Tax Plan

Treasurer MacDonald noted this letter is our approval for our 2019-2023 plans.

2020 Budget Schedule

After some discussion the tentative schedule is:

October 22 - Finance Committee – discussion on principles, Fire, Police, Library

October 24 – Joint Finance Committee – Rothesay is hosting

November 5 – Finance Committee – Preliminary Draft

November 18 – Closed meeting with Council – Preliminary Draft

November 21 – Finance Committee – regular meeting date

November 26 – Open session with Council

December 2 – Finance Committee – if necessary

December 9 – Council – Final approval

There was a brief discussion on the new agreement between the province and the city and the possible effects on our budget.

Council Remuneration

This was referred to the Personnel Committee. Town Manager Jarvie will write a recommendation and asked if anyone had suggestions.

Compliance Report

Accepted as presented.

Next Meeting

The next meeting is set for October 22, 8:15 a.m. in the Sayre Room. The meeting adjourned at 9:20.



ROTHESAY

2019 October 15 Open Session FINAL 124
Rothesay Hive Advisory Committee Meeting

Tuesday, September 17, 2019

Rothesay Town Hall – Common Room

10:00 a.m.



DRAFT

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

DANIELLE HAWKINS, HIVE COORDINATOR (*arrived at 10:10 a.m.*)

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

ABSENT: NATALIE REID, YMCA OF GREATER SAINT JOHN
SCOTT COCHRANE
JULIE ATKINSON
JEAN PORTER MOWATT

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

MOVED by G. Chiarella and seconded by D. O'Connor the agenda be approved as circulated, with the following addition:

- Newcomers to follow Item 8 Budget

CARRIED.

3. APPROVAL OF MINUTES

- 20 August 2019

MOVED by R. Taylor and seconded by G. Chiarella the minutes of August 20, 2019 be approved as circulated.

ON THE QUESTION:

N. Stephenson clarified her comment about the date for "Grandparent's Day" was only with regards to Rothesay Netherwood School, not Touchstone Academy.

CARRIED.

G. Chiarella noted she received a message from D. Hawkins advising she will be late arriving due to traffic. The Committee agreed to discuss Item 7 Electronic Kiosks and defer the other items until Ms. Hawkins' arrival.

Item brought forward.**7. ELECTRONIC KIOSKS**

- Location
- Content

Counc. Wells advised Counc. Shea requested an update with respect to the electronic kiosks at the last Council meeting. She provided background noting the kiosks were purchased with funds from the Canada 150 grant and intended to act as a communication channel, along with two bulletin boards, targeted to seniors. She noted the device near the Renforth wharf was removed because of spring freshet flooding, and internet access was replaced with static imagery due to inappropriate use.

D. Hawkins arrived at the meeting.

It was noted use of the Hampton Road device appears minimal; and the Heritage Preservation Review Board granted approval for the installation of one kiosk on the Rothesay Common in a constructed shelter attached to the rink building. The Committee discussed possible alternative locations for the kiosks at Hampton Road and Renforth wharf including: the Rothesay Arena lobby, the Marr Road/Hampton Road intersection, inside local businesses, the Town Hall lobby, and near the post office on Church Avenue. Town Manager Jarvie advised: alternative locations must be equipped with a power source and internet connection; internet access is restricted on the kiosks however a connection is required to manage content; the Wells Recreation Park was considered for an alternative location however an internet connection is not available; content can be tailored to include topics relevant to the location; and though the kiosks can be installed indoors it may be advantageous to relocate the devices to another outdoor location as they were purchased with features enabling outdoor operation. It was suggested students or a subcommittee be enlisted to provide input with respect to content. The Committee agreed to include the item on next month's agenda to formalize an approach regarding the location and content of the electronic kiosks. In response to an inquiry, it was noted the Rothesay Hive Advisory Committee does not have direct control over the content of the kiosks, however recommendations are sought from the Committee.

4. PROGRAMMING MONTHLY REPORT BY COORDINATOR

D. Hawkins commented on the increasing popularity of exercise activities (seated and non-seated), and Coffee and Chat on Fridays. She noted the following: furniture near the kitchen was moved to provide space for three more chairs during exercise activities; attendance for presentations is minimal; busy summer schedules likely impacted the success of intergenerational programming; and observation determined the optimal time to schedule social activities is after exercise programs as individuals sometimes linger to socialize. D. Hawkins thanked G. Chiarella for her work promoting the Hive noting she is responsible for several referrals. She advised the October schedule was submitted and creation of the November schedule is underway. D. Hawkins stressed the importance of notifying volunteers during the recruitment process that programs with additional costs are not free of charge for volunteers. This is to ensure sustainable operations as Hive revenue is limited and the availability of grants can vary.

5. COMMUNICATION/MARKETING UPDATE

D. Hawkins highlighted: local businesses, including micro-breweries, were contacted to gauge interest in scheduling presentations; flyers tailored for individual presentations can be used to promote local businesses as well as the Hive; and discussions are underway with Shannex to bring individuals to the Hive on three day passes, and to schedule events at the Shannex for use of amenities such as a bowling alley, pool table, movie theatre, and shuffleboard.

The Committee discussed ideas to promote Hive activities. It was suggested individuals be recruited from Low Wood Estates, Chapel Hill Estates, and the Meadows housing complexes to act as contacts to help distribute flyers/information in their respective areas. D. Hawkins reported she has followed up with individuals participating on a three day pass, and some individuals reported hesitancy attending activities by themselves. She added registration for some physical activities is full and has led to the creation of a waitlist.

The Committee discussed promoting Hive activities through the electronic kiosks, public service announcements, and the R-Insider newsletter. D. Hawkins advised: information regarding the Hive is included in the R-Insider newsletter as well as the electronic kiosks; three day passes have translated to Hive memberships; and a portion of revenue is received from Hive memberships that are converted to full YMCA memberships. When questioned, D. Hawkins reported finance for the Hive is managed by the YMCA but coded separately from other YMCA operations.

D. Hawkins reported there are 40 Hive memberships to date. G. Chiarella noted she compared total Hive memberships to recent census data and discovered memberships account for only 0.5% of the target population. She suggested setting a target goal.

It was noted there may be confusion regarding promotions for the upcoming art sessions as general promotional flyers were distributed by the instructor before details were confirmed. S. Tomilson suggested there may be an opportunity to cost share the program with Rothesay High School by promoting the art sessions to students as an enrichment activity. D. Hawkins advised she has received interest to do so and will follow-up.

D. Hawkins reported she is meeting with a prospective Co-op student from Rothesay High School later today, and noted there may be an opportunity to engage two Co-op students. She added the students will start at the end of the month and provide assistance roughly two hours per day. The Committee suggested the students could help with marketing, scheduling, administration, and individual activities.

Town Manager Jarvie left the meeting.

In response to an inquiry, K. Flood advised the Town has roughly 3000 followers on Facebook. S. Tomilson noted Hive promotions can also be shared through the Rothesay High School social media channels.

D. Hawkins advised a registration policy is being developed that may require individuals to prepay for programs to reduce “no-shows”. The policy may also include credits, or reimbursement for cancellations within a specific timeframe.

6. FURNISHINGS AND EQUIPMENT UPDATE

D. Hawkins advised a thank you letter was sent to the individuals that donated the piano. The Committee discussed the need for a brochure rack, and a computer table, as well as suggestions to fund the items. D. Hawkins reported the Town does not have a table available to lend to the Hive. G. Chiarella stressed the importance of ensuring the table and chairs are appropriate height for computer use to avoid posture related injuries.

D. Hawkins reported after a short stint the VP of Philanthropy has stepped down and was replaced by another individual. An invitation will be extended to the new VP of Philanthropy to attend the next Committee meeting.

Town Manager Jarvie returned to the meeting.

Counc. Wells asked Town Manager Jarvie what options are available to fund additional items for the Hive. Town Manager Jarvie advised there are remaining funds in the budget for Hive start-up costs. He suggested a list be comprised of desired items and be submitted to Town staff for purchase. D. Hawkins advised a list was developed however she will make revisions regarding the priority of items. R. Taylor questioned if D. Hawkins looked into a similar brochure rack that is housed in the Saint John Senior Centre. She noted she did investigate however the model may not be a viable option due to the size and cost compared to the models presented to the Committee. In response to an inquiry, D. Hawkins advised chairs for the computers have been acquired. Counc. Wells inquired if KV Woodworkers were contacted to gauge interest in building a computer table. J. Jennings reported they expressed interest however the cost of a custom build may be higher than purchasing a prefabricated table. Various options for retailers was discussed.

Town Manager Jarvie left the meeting.

7. ELECTRONIC KIOSKS

- Location
- Content

Dealt with above.

8. BUDGET

- Fundraising/Sponsorship

The Committee reviewed the existing sponsorship benefits. The following comments were made: the contributions from Java Moose add up to a Silver Sponsorship; a podium and a welcome noticeboard were not purchased; there are restrictions that prohibit the installation of a welcome board on the door of the Hive; and currently the YMCA issues a newsletter that includes a section promoting the Hive. The Committee requested clarification inquiring as to what may be the best way to incorporate sponsor logos in either a separate newsletter or the YMCA's. D. Hawkins advised she will ask the YMCA's

communication department and report back. Mayor Grant inquired if Java Moose was contacted for the provision of signage to place near the coffee pot in the Hive. D. Hawkins noted she conveyed the Committee's request and is awaiting a response. It was suggested appreciation certificates be provided to sponsors to display in their businesses. D. Hawkins agreed to ask the YMCA's communication department to develop a template. It was further suggested a plaque be created and displayed in the Hive to acknowledge the individuals responsible for decorating the facility. It was agreed to discuss fundraising and sponsorship further with the YMCA's VP of Philanthropy at the next meeting.

G. Chiarella commented on confusion surrounding the responsibilities of the Town and the YMCA with respect to the Hive. Mayor Grant reported the agreement between the two parties was signed. It was suggested a copy of the agreement be provided at the next meeting to provide clarity with respect to the division of duties. In response to an inquiry, it was noted it is an annual agreement with the opportunity for reassessment prior to June 2020.

Meeting addendum:*Newcomers*

Mayor Grant noted results from the Age-Friendly survey indicated there is interest for the provision of programs or services to assist newcomers. A request was also received from the Saint John Newcomers Association to provide office hours at the Hive. D. Hawkins reported initial investigation identified a potential conflict as the YMCA also provides newcomer services. D. Hawkins advised resources are available at the Hive for newcomers, and the YMCA can explore additional measures to provide newcomer services at the facility.

D. O'Connor reported Wellness Week is approaching (October 1-7), the annual Wellness Champions event is scheduled for October 4th at Our Lady of Perpetual Help, and both the Rothesay Hive Advisory Committee and G. Chiarella were nominated as Wellness Champions. She invited all to attend.

Counc. Wells encouraged the Committee to brainstorm further ideas to improve marketing and promotion of the Hive.

9. DATE OF NEXT MEETING:

The next meeting is scheduled for Tuesday, October 15, 2019 at 10 a.m.

10. ADJOURNMENT

MOVED by N. Stephenson and seconded by G. Chiarella the meeting be adjourned.

CARRIED.

The meeting adjourned at 11:40 a.m.

CHAIRPERSON

RECORDING SECRETARY



~~2019 October 15 Open Session FINAL 129~~
ROTHESAY
Parks and Recreation Committee Meeting
Tuesday, September 17, 2019
Rothesay Town Hall – Common Room
6:30 p.m.



DRAFT

PRESENT: COUNC. MIRIAM WELLS
COUNC. PETER LEWIS
MAUREEN DESMOND
DR. SHAWN JENNINGS
ALLYSON MURRAY
HOLLY YOUNG

TOWN MANAGER JOHN JARVIE (*arrived at 6:35 p.m.*)
DIRECTOR OF PARKS AND RECREATION CHARLES JENSEN
FACILITIES COORDINATOR RYAN KINCADE
RECREATION COORDINATOR KERI FLOOD
RECORDING SECRETARY LIZ POMEROY

ABSENT: MARY ANN GALLAGHER
RAHA MOSCA
BRENDAN KILFOIL
GARY MYLES

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

1. APPROVAL OF AGENDA:

MOVED by H. Young and seconded by A. Murray the agenda be approved as circulated.

CARRIED.

2. APPROVAL OF MINUTES:

2.1 Meeting minutes of July 16, 2019

MOVED by H. Young and seconded by Counc. Lewis the meeting minutes of July 16, 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 she met with Sharon McCracken, principal of Kennebecasis Park Elementary School, and was informed the school is in favour of the proposal and was instructed to submit a formal request on behalf of the Town to the Anglophone South School District for approval. She further noted the school does not anticipate much use from the students but welcomes community use; and subject to approval, staff will visit the property to determine an appropriate location for the court. When questioned, RC Flood estimated the cost is roughly \$2500 for the sand, poles, net, and ball. She added the court will be constructed to enable removal of the poles during school hours.

Town Manager Jarvie arrived at the meeting.

5.2 Update on Mobi Mats/Surf Chairs

DRP Jensen reported he spoke with the Director of Community Services for Quispamsis and was informed the surf chairs at Meenan’s Cove beach are rarely used. Counc. Wells questioned if it would be worthwhile to undertake measures to install permanent surfaces at Town beaches to permit wheelchair access for amenities such as Mobi Mats. S. Jennings commented on the importance of improving accessibility at Town facilities but noted it may be advantageous to defer any action regarding Mobi Mats and surf chairs until there is sufficient interest. He added individuals may not be aware of the surf chairs available at Meenan’s Cove beach. He agreed to report back to the Committee if he is notified of general interest in the amenities through the KV Committee for Disabled Persons.

5.3 Update on FIXIT Bike Station

DRP Jensen reported he contacted a cycling group in the area to gauge interest in the installation of the stations. The group expressed interest and recommended various locations near the Renforth wharf, the Hillside trail, and the Rothesay arena. He advised the cost per station is roughly \$2000, Town staff would complete the install, and theft is not anticipated as the tools are fastened to the mount. The Committee expressed interest in installing two stations as a trial and reassessing the need for more in the future. It was suggested one station be installed in Wells, and the stations be visible from the road. DRP Jensen advised he will look into how best to proceed with acquiring two stations.

6. CORRESPONDENCE FOR ACTION:

N/A

7. NEW BUSINESS:

7.1 Parks and Recreation Update

RC Flood advised: yoga sessions and the playground program (including the lunch program) were well attended and have concluded for the season; the community liaison for the Scribner Park community garden expressed interest in hosting a potluck with this year’s bounty at the Rothesay Arena or Bill McGuire Centre; the new edition of the R-Insider will be released in early October; and upcoming Town events include Halloween, the Mayor’s Tree Lighting, New Year’s Skate, themed nights at the Rothesay Common, and the February Speaker Series.

Counc. Wells commented on the success of the Kennebecasis Park community garden. It was noted community liaisons are appreciated as they help alleviate the overall commitment required of Town staff. M. Desmond questioned if the success of the yoga sessions will translate to the provision of weekly sessions. RC Flood agreed to look into it however it may not be feasible due to the cost per session. The Committee commented on the mutually beneficial arrangement, and the provision of similar activities in neighbouring municipalities.

DRP Jensen advised the Concert on the Common series was well attended and was only relocated indoors once due to weather. The position of Parks and Grounds Coordinator was filled following a recent retirement. Summer students have completed their term. Another trail was completed at Wells Park; work on other trails remains ongoing. When questioned, DRP Jensen advised the new signage will be installed once the new trail network is walkable. This will reduce confusion as the new signage identifies the location of the new trails. He reported busy schedules for all Town fields. A decoy coyote was placed in the vicinity of the Rothesay High School field to deter geese. In response to inquiries, DRP Jensen advised the coyote is made of plastic material, not automated, must be moved around the area sporadically, and cost roughly \$200. He noted preparations are underway to ready the ice at the Rothesay arena. He reported a full schedule for arena bookings, and the gate was installed on Regatta Row with access for pedestrians.

S. Jennings inquired about registration for swimming lessons. RC Flood advised the first session yielded six participants, and the second session yielded roughly 9 participants. She noted registration may have been impacted due to the fact the service was not provided last year. S. Jennings questioned if schools pay for use of Town fields. DRP Jensen advised schools do pay however there is an agreement with Rothesay Park School that permits Town use of the school for the playground program and indoor venue for the Concert on the Common series in exchange for use of the Arthur Miller fields. He added the Anglophone South School District pays an annual fee of approximately \$6000 to the Town for maintenance of the Rothesay High School field; however this does not cover the total cost to perform the work.

7.2 2020 Parks and Recreation Budget

DRP Jensen encouraged Committee members to submit any suggestions for the 2020 budget to Town staff. Counc. Wells suggested adirondack chairs be purchased for the East Riverside-Kingshurst pavilion. DRP Jensen advised picnic tables were placed in the area. In response to an inquiry, DRP Jensen noted three, rather than six, additional waste receptacles were installed along the proposed route from Renforth Park to Vincent Road. The number was reduced as further assessment determine some locations may not be worthwhile. Counc. Lewis reported a dog waste bag dispenser was empty near East Riverside-Kingshurst Park and questioned if the Town is responsible for refilling the dispensers. DRP Jensen noted the dispensers are typically refilled by Town staff when waste receptacles are emptied. He added if residents notice areas that require staff attention they are encouraged to notify staff as soon as possible.

The following potential items were discussed for the 2020 Parks and Recreation Capital budget:

- The Scribner Crescent ball field – either rebuild or relocation to Wells Park (roughly \$450,000 for the development of a bantam field, or roughly \$525,000 for a midget level field)
- A new building in Wells Park
- Vehicle replacement for the Parks Department
- Completion of the Wells trail
- Connection to the Quispamsis trail route – subject to resolution of a land inquiry
- Rothesay Arena renovation

When questioned, DRP Jensen advised the concerns related to the deterioration of the Scribner Crescent ballfield are related to safety rather than unsightliness. He added if the ballfield is relocated to Wells Park Council may choose to use the Scribner Crescent land for other purposes. It was further noted: the size of the existing ballfield is intended for bantam level participants; parking is not anticipated as an issue if the ballfield is relocated to Wells Park; and the Bicentennial ballfield can be converted to a bantam field if a midget level field is constructed in Wells Park.

In response to an inquiry, DRP Jensen advised the Parks and Recreation capital budget typically varies however the typical operating budget hovers in the range of \$2 million dollars. He noted it is expected the Parks and Recreation capital and operating budgets will be distributed to the Committee at the next meeting. Counc. Wells commended Town staff on the restoration of the Bill McGuire Centre.

8. CORRESPONDENCE FOR INFORMATION:

8.1 Rothesay Arena Parking Lot

- 10 September 2019 Memorandum from Town Clerk Banks
- 5 September 2019 Report prepared by DO McLean

RECEIVED FOR INFORMATION.

8.2 Rothesay Arena

- 10 September 2019 Memorandum from Town Clerk Banks
- 3 September 2019 Memorandum from Counc. Shea

Counc. Wells reported Council voted to pursue renovation of the Rothesay Arena as the Provincial government has confirmed funds for the project are not available. In response to an inquiry, Town Manager Jarvie advised there is a program to apply for funding from the Federal government, however an equal contribution from the Provincial government is required. It was noted legislation now permits use of Gas Tax Funds for recreation projects.

9. DATE OF NEXT MEETING:

The next meeting is scheduled for Tuesday, October 22, 2019.

10. ADJOURNMENT

MOVED by Counc. Lewis and seconded by M. Desmond the meeting be adjourned.

CARRIED.

The meeting ended at 7:20 p.m.

 CHAIRPERSON

 RECORDING SECRETARY



ROTHESAY
2019 October 15 Open Session FINAL_133
Works and Utilities Committee Meeting
Wednesday, September 18, 2019
Rothesay Town Hall – Sayre Room
5:30 p.m.



DRAFT

PRESENT: DEPUTY MAYOR MATT ALEXANDER
COUNCILLOR MIRIAM WELLS
PAUL BOUDREAU
SHAWN CARTER
PETER GRAHAM
SCOTT SMITH

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

ABSENT: MARK McALOON

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 P. Bourdreau and seconded by Counc. Wells the minutes of 21 August 2019 be adopted as circulated.

CARRIED.

3. DELEGATIONS

N/A

4. REPORTS & PRESENTATIONS

N/A

5. UNFINISHED BUSINESS

5.1 Capital Projects Summary

Deputy Mayor Alexander reported the completion of paving on Marr Road. DO McLean noted residents have reported confusion regarding the progression of work for the Church Avenue and Hampton Road projects. He clarified while the order of work appears disorganized it was sequenced strategically to accommodate permit timelines, contractor schedules, efficient progress on concurrent projects while awaiting necessary approval (for instance confirmation from CN), and to ensure the outfall connection is operational prior to completion. He anticipates completion of the Church Avenue project by early November, and Gondola Point Road and Rothesay Park Road by the end of September.

5.2 Solid Waste Tonnage Report

RECEIVED FOR INFORMATION.

Private water system

DO McLean advised he met with the homeowner and was informed letters were sent to the customers outlining the available options. The homeowner was offered space at Town Hall to host a meeting with customers as well as Town staff to answer any queries.

5.3 Utility Charge (12 Monaco Drive)

➤ 10 September 2019 Email to resident RE: Utility Charge request

Deputy Mayor Alexander reported full payment was received from the property owner. Town Manager Jarvie cautioned that submission of full payment does not mean the matter is resolved. Residents are encouraged to submit full payment as soon as possible to prevent additional interest charges. He added residents may still dispute the charges following payment therefore it is important residents be notified of the outcome of discussions of Council, and the Committee.

6. CORRESPONDENCE FOR ACTION

6.1 9 September 2019 Petition from residents RE: Vehicle Access to Cameron Road Beach

➤ Properties requesting vehicle access to Cameron Road Beach

Various Emails from residents (2) RE: Cameron Road Beach Access

Deputy Mayor Alexander expanded upon the request submitted by residents to permit vehicle access to Cameron Road beach. DO McLean advised vehicles are prohibited on the beach by law; a ramp and a gap, approximately 5 feet in size, will exist between the guardrails to allow pedestrians to transport dinghies to the beach. He added guardrails will be installed for safety purposes as the raising of Cameron Road created a steep slope. When questioned, DO McLean advised the guardrails have not been installed at this time. It was noted there is insufficient space for parking along Cameron Road near the beach however parking is available at Jordan Miller Park. Counc. Wells noted residents expressed interest in establishing a boat launch at Jordan Miller Park through feedback received for the Municipal Plan review, as well as the Parks and Recreation Committee.

Liz Kramer and Paul Melanson of 29 Ballpark Avenue made the following comments: vehicles typically do not park on the beach; a “no parking” sign did exist but has disappeared; and the cleanliness of the area has improved significantly since the installation of signage identifying rules for ice fishing shacks. Ms. Kramer and Mr. Melanson indicated they were amenable to the construction of a boat launch at Jordan Miller Park.

DO McLean reported residents expressed safety concerns in the past citing vehicles were broken into in the area. He noted the cause may be related to the infrequent use and minimal lighting at Jordan Miller Park. It was noted Jordan Miller Park is a preferable location for a boat launch as it allows vehicles to back boats straight into the water, rather than through turns and down a steep slope necessary for Cameron Road beach.

MOVED by Counc. Wells and seconded by P. Graham the Works and Utilities Committee recommend Council direct staff to investigate potential upgrades to Jordan Miller Park, more specifically, construction of a boat launch and additional lighting.

CARRIED.

Ms. Kramer and Mr. Melanson left the meeting.

6.2 14 August 2019 Letter from resident RE: Millennium Drive Development
The Committee discussed the rise of development, density, and adequate traffic calming measures in the area, as well as unsuccessful past opportunities for sidewalk expansion through collaborations. DO McLean advised Town staff are investigating improvements to walkability based on recommendations from the Active Transportation Plan and requests from community members. When questioned, DO McLean reported Donlyn Drive was added to the existing Five Year Plan for Sidewalk Expansion. There was consensus to send a response advising the area is not a current priority for sidewalk installation however the matter may be considered in the future.

6.3 20 August 2019 Emails to/from resident RE: Cameron Road Flooding
DO McLean reported backflow prevention devices will be installed in culverts in the area before winter. New developments in flood prone areas must be constructed at a minimum elevation of 6.5 meters even though 4.2 meters is considered flood stage. DO McLean commented on the measures undertaken to raise Cameron Road to improve access during flooding. He added the installation of backflow prevention devices on culverts in the area was not included in the scope of the project. The Committee agreed the response sent by the Town Manager sufficiently addresses the resident's concerns.

6.4 3 September 2019 Letter from resident RE: Lawn damage from snow removal on Chapel Road
DO McLean explained: equipment is used to blow the snow a standard distance from the sidewalk; this process occurs on all sidewalks throughout the Town; the issue cannot be avoided unless sidewalk snow removal is not completed; and a mixture of sand and salt is used as a safety measure to improve traction during winter. He added minimal salt is used in the mixture; and sand typically does not damage lawns but may be a nuisance to remove. DO McLean agreed to send a response advising the concerns cannot be addressed without directing Town staff not to remove snow from the sidewalk and in turn creating safety concerns for travelling pedestrians.

6.5 11 September 2019 Memorandum from Treasurer MacDonald
6 September 2019 Emails to/from property owner RE: Request to defer utility connection fees at 2 Magnolia Lane
The property owner Mr. Brett Taylor was in attendance. It was noted Mr. Taylor was granted approval for the deferral of payment for the water connection fee (for the initial apartment building) at 2 Magnolia Lane until a water meter was requested. The Committee discussed the significant upfront costs required for development of a residential apartment complex. DO McLean advised the annual sewer charge is collected six months from the issuance of a building permit. It was agreed the request is reasonable as it permits property owners to pay the fee closer to the date the service can be utilized. It was suggested consideration be given to applying the concession to all residential apartment complex developments on a go forward basis.

MOVED by P. Boudreau and seconded by P. Graham the Works and Utilities Committee recommends the water connection fee for the second apartment building at 2 Magnolia Lane be deferred until a formal request for a meter is received.

CARRIED.

MOVED by Counc. Wells and seconded by P. Boudreau the Works and Utilities Committee recommends Council direct staff to undertake a review of payment schedules for Residential Apartment Complex utility connection fees.

CARRIED.

Mr. Taylor left the meeting.

7. NEW BUSINESS

7.1 Private Lanes

- 5 September 2019 Report prepared by DO McLean
- Private Lanes Map

There was a lengthy discussion with respect to the list of private lanes in Rothesay, more specifically the history of acquisition (several lanes were inherited through amalgamation), existing condition, municipal standards that must be met before becoming a public road, and level of service, if any, provided. DO McLean advised in the past all lanes currently serviced by a contractor were maintained using Town resources. This shift of responsibility reduced the overall cost to service the roads. It was suggested a policy be developed that clearly identifies criteria to determine what private lanes may be serviced, the level of service available, and a requirement that specific municipal standards be met before consideration can be given to transferring ownership to the Town. DO McLean reported a policy will be brought back to the Committee for further discussion.

7.2 Fall Clean Up: November 11 – 15, 2019

Town Manager Jarvie advised residents have inquired if the Town plans to provide a clean-up following the aftermath of Hurricane Dorian. DO McLean reported the cost of a similar service following Hurricane Arthur was in the range of roughly \$56,000. As damage from Hurricane Dorian was substantially less than Hurricane Arthur, Town Manager Jarvie noted there are no plans to provide the special service as the cost may not be worthwhile. There were no recommendations to offer the service.

8. CORRESPONDENCE FOR INFORMATION

8.1 Digital Speed (radar) Sign Data - 2818 Rothesay Road and 2945 Rothesay Road

- 18 September 2019 Report prepared by DO McLean

It was noted: the data indicates the average speeds are reasonable for the area with the exception of a few outliers; the signs were moved to Bel-Air Avenue; and purchase of an additional pair of signs will be discussed during 2020 budget deliberations. It was suggested summaries of data collected from the signs be shared with residents that report the initial concern.

8.2 Highland Avenue Storm Sewer Installation

- 10 September 2019 Memorandum from Town Clerk Banks
- 6 September 2019 Memorandum from Town Manager Jarvie
- 4 July 2019 Report prepared by DO McLean

Town Manager Jarvie advised the property owners of Usher Court were amenable to the agreement and were sent a copy of the agreement for signature. He anticipates completion of the project prior to winter pending approval of the agreement.

8.3 Water By-law Revisions

- 10 September 2019 Memorandum from Town Clerk Banks
- 6 September 2019 Memorandum from Town Manager Jarvie
- 3 August 2019 Memorandum from Deputy Mayor Alexander
- 26 August 2019 Memorandum from the Works and Utilities Committee

Deputy Mayor Alexander noted he anticipates an amending by-law will be prepared for Council's review at either the October or November Council meeting.

8.4 Mulberry Lane Public Hearing

- 10 September 2019 Memorandum from Town Clerk Banks
- 9 September 2019 Letter from resident RE: Mulberry Lane objection
- 5 September 2019 Memorandum from Town Clerk Banks
- 15 August 2019 Letter to Mulberry Road residents (11 *including 40 Cameron Road*)
RE: Undertaking of Work as a Local Improvement with attachment

In response to an inquiry, DO McLean reported only one objection was received. He added more objections may be submitted as the deadline is September 21st.

9. DATE OF NEXT MEETING

The next meeting will be Wednesday, October 23, 2019.

10. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 6:40 p.m.

CHAIRPERSON

RECORDING SECRETARY



2019 October 15 Open Session FINAL_138
ROTHESAY
MEMORANDUM



TO : Mayor and Council
FROM : Works & Utilities Committee
DATE : September 23, 2019
RE : Jordan Miller Park Boat Launch

Recommendation:

It is recommended Council direct staff to investigate potential upgrades to Jordan Miller Park, more specifically, construction of a boat launch and additional lighting.

Background:

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, September 18, 2019:

MOVED ... and seconded ... the Works and Utilities Committee recommend Council direct staff to investigate potential upgrades to Jordan Miller Park, more specifically, construction of a boat launch and additional lighting.

CARRIED.



2019 October 15 Open Session FINAL_139
ROTHESAY
MEMORANDUM



TO : Mayor and Council
FROM : Works & Utilities Committee
DATE : September 23, 2019
RE : 2 Magnolia Lane

Recommendation:

It is recommended:

- a. Council defer the water connection fee for the second apartment building at 2 Magnolia Lane until a formal request for a meter is received.
- b. Council direct staff to undertake a review of payment schedules for Residential Apartment Complex utility connection fees.

Background:

Please be advised the Works & Utilities Committee passed the following motions at its regular meeting on Wednesday, September 18, 2019:

MOVED ... and seconded ... the Works and Utilities Committee recommends the water connection fee for the second apartment building at 2 Magnolia Lane be deferred until a formal request for a meter is received.

CARRIED.

MOVED ... and seconded ... the Works and Utilities Committee recommends Council direct staff to undertake a review of payment schedules for Residential Apartment Complex utility connection fees.

CARRIED.



ROTHESAY

Emergency Measures Committee
Monday, September 30, 2019 at 9:00 a.m.
SAYRE ROOM ROTHESAY TOWN HALL



PRESENT: MAYOR NANCY GRANT
COUNCILLOR PETER LEWIS
COUNCILLOR BILL McGUIRE

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

DEPUTY FIRE CHIEF DAN McCOY, KVFD

ABSENT: LES WEBER, REGION 9 NB EMO COORDINATOR

Chairperson Lewis called the meeting to order at 9:00 a.m.

1. APPROVAL OF AGENDA

MOVED by Counc. McGuire and seconded by Mayor Grant the agenda be approved as circulated.

CARRIED.

2. APPROVAL OF MINUTES

2.1 Regular meeting of July 22, 2019

MOVED by Mayor Grant and seconded by Counc. McGuire the minutes of July 22, 2019 be approved as circulated.

CARRIED.

3. DELEGATIONS

N/A

4. REPORTS

N/A

5. OLD BUSINESS

5.1 Memo RE: Sand bagging machine

The Committee agreed details must be confirmed prior to the purchase of a sandbag machine such as what resources the Town will provide – sand, bags, bagged sand, delivery of bagged sand, volunteer recruitment, storage for unused sandbags, etc. – as well as when, where, and how the resources will be distributed. This will reduce confusion by outlining a plan that can be communicated to community members well in advance of rising water levels.

The following suggestions were made: schedule sandbagging operations in advance of rising water levels as a “sandbagging week” to allow individuals to prepare their properties earlier; operate a sand bagging machine during a predetermined timeframe (example 7 a.m. – 7 p.m.) and provide manual apparatus (traffic cone stations) to allow residents to prepare sand bags at their leisure; stack filled sand bags on pallets for easier transportation; discuss bulk purchase of sand bags with neighbouring municipalities to cost share; provide proper coverage for filled sand bags at sand bagging station to reduce deterioration by UV radiation; and contact property owners in flood prone areas to ask how many sand bags are required to gauge the amount of sand bags the Town should acquire and what properties/areas require resources.

DPDS White advised a regional meeting is scheduled later this week to discuss municipal flood mitigation measures.

The following comments were made: Town staff must be present to operate the sand bagging machine; residents should be notified as to what services are and are not available through the Town; the proposed sand bagging machine will help ensure a controlled amount of sand per bag; Town staff received a quote for 100,000 sand bags at a cost of roughly \$30,000; unused bags are currently stored on Town property on Golden Grove Road; and some property owners have undertaken improvements to reduce the risk of flooding thus the overall number of impacted properties may decline each year.

There was discussion with respect to the pros and cons of providing sand bags free of charge or at a cost, and to all individuals or just Rothesay residents. It was further questioned if spring freshet flooding can be considered an emergency since residents may expect it due to the frequency of recent annual events.

Town Manager Jarvie advised a letter was sent from the Town to the Province regarding the provision of sand bags, however a response was not received. He added in the past the Province has indicated a willingness to provide sand bags once municipalities have exhausted their supply. He further noted it is challenging to plan as some resources are not guaranteed such as military assistance. Mayor Grant stressed the importance of ensuring a plan is in place prior to rising water levels to reduce “scrambling”. Deputy Fire Chief McCoy noted Town assistance can differ for each emergency; for instance the Town typically does not provide assistance to flooded properties during ice storms however a reception center may be established. It was noted the Town’s primary responsibility in a flood event is to protect lives, mitigate damage to municipal infrastructure and to ensure the continued delivery of essential municipal services such as clean drinking water, sewage treatment, and emergency services (police, fire, etc.), rather than to protect private property. Mayor Grant agreed however she is in favour of providing resources to residents in need.

When questioned, Town Manager Jarvie agreed to investigate the lead time associated with the purchase of a sand bagging machine. He added there may be a demand for the equipment due to the flooding experienced throughout the Province.

The Committee was amenable to the following:

- The provision of sand and bags to residents
- Budget inclusions (subject to pending regional discussions):
 - o Approximately \$30,000 in the 2020 budget to purchase 100,000 sand bags
 - o Purchase of a sand bagging machine (roughly \$12,000 with electric vibrator attachment to reduce wet sand build up)
 - o Potential increased labour costs as a result of staff commitment required for operation of sand bagging machine
- Meetings with property owners in flood prone areas to notify individuals of:
 - o available resources including a “sand bagging week” prior to expected flood dates to allow residents to prepare in advance
 - o mitigation measures to be undertaken by the Town (for example raising roads to improve access)
- Volunteer recruitment for sand bagging operations

Town Manager Jarvie advised a policy will be drafted for the Committee’s review at the next meeting.

Deputy Fire Chief McCoy noted he received a message from Mr. Weber stating he expects to arrive at the meeting around 10 a.m. It was noted it is likely the meeting will conclude before then and Mr. Weber was encouraged to attend the next meeting instead. After some discussion the Committee agreed to schedule the next meeting on October 21st as a Fundy Regional Service Commission meeting is scheduled for October 28th.

When questioned, DPDS White advised there is nothing new to report with respect to training courses. However, Town staff are preparing for the Provincial Exercise Brunswick Bravo scheduled for October 23rd. The Committee will have the opportunity to discuss the exercise in greater detail with Mr. Weber at the next meeting. DPDS White added there is an opportunity to monitor the exercise online. Deputy Fire Chief McCoy advised the Kennebecasis Valley Fire Department is hosting an ICS 200 training session November 5-6th. He noted there are spots available for two more individuals.

5.2 DRAFT Memorandum of Understanding (MOU) with local organizations to guarantee aid (River Valley Ground Search and Rescue)

DPDS White advised the template was developed from a similar document for Quispamsis. The Committee suggested in addition to River Valley Ground Search and Rescue, hotels, schools, community centers (Bradley Lake Community Centre and Fairvale Outing Association), and the Loyalist City Amateur Radio Club (ham radio operators) be contacted to discuss potential MOUs. Deputy Fire Chief McCoy advised stationing individuals with ham radios in certain locations during emergencies can improve communication. Town Manager Jarvie noted some locations are not equipped with back-up power. Counc. Lewis inquired about a potential MOU with Rothesay Netherwood School (RNS). Town Manager Jarvie advised RNS has offered support in the past however a back-up power source was unavailable and coordination may be challenging when school is in session. Mayor Grant commented on the resources available at Town Hall including a generator, space, and a kitchen.

6. NEW BUSINESS

6.1 Regional NB EMO – Update Les Weber

The Committee agreed to defer the next two items until the next meeting.

6.1.1 Report on Exercise Brunswick Bravo – October 23rd

Deferred until the next meeting.

7. CORRESPONDENCE FOR INFORMATION

N/A

8. DATE OF NEXT MEETING

The next meeting is tentatively scheduled for October 21, 2019 at 9 a.m.

9. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 10:00 a.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY
2019October15OpenSessionFINAL_144
PLANNING ADVISORY COMMITTEE MEETING
Rothesay Town Hall
Monday, October 7, 2019
5:30 p.m.



DRAFT

PRESENT: COLIN BOYNE, CHAIRPERSON
CRAIG PINHEY, VICE-CHAIRPERSON
TRACIE BRITTAIN
JOHN BUCHANAN
ELIZABETH GILLIS
COUNCILLOR BILL McGUIRE
ANDREW MCMACKIN (*arrived at 5:40 p.m.*)
COUNCILLOR DON SHEA

TOWN MANAGER JOHN JARVIE
TOWN CLERK MARY JANE BANKS
DIRECTOR OF PLANNING/DEVELOPMENT (DPDS) BRIAN WHITE
DIRECTOR OF OPERATIONS BRETT McLEAN
RECORDING SECRETARY LIZ POMEROY

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

1. APPROVAL OF THE AGENDA

MOVED by Counc. Shea and seconded by E. Gillis to approve the agenda as circulated.

CARRIED.

2. ADOPTION OF MINUTES

2.1 Regular Meeting of September 3, 2019

MOVED by J. Buchanan and seconded by E. Gillis the Minutes of 3 September 2019 be adopted as circulated.

CARRIED.

3. NEW BUSINESS

3.1 **5 Grove Avenue** **K. Christopher Lawton, Nancy Lawton & A.E. McKay Builders Ltd.**
OWNER: K. Christopher Lawton, Nancy Lawton, & A.E. McKay Builders Ltd.
PID: 00256701 & 00091132
PROPOSAL: 1 Lot Subdivision

Mr. Lawson, and Mr. Andrew O'Toole of A.E. McKay Builders Ltd. were in attendance. DPDS White gave a brief summary of the report noting it is a joint application from the Lawtons and A.E. McKay Builders Ltd. to subdivide the rear portion of 5 Grove Avenue (PIDs 00256701 and 00091132) and modify the boundaries of existing lots at 3 and 7 Brock Court (PIDs 30332613 and 30332621) to accommodate a driveway for the proposed new lot off Brock Court. The application also includes a new municipal easement for the purposes of directing water from the area of Brock Court towards the municipal storm sewer system along Hampton Road. DPDS White reviewed the following from the staff report:

R1A Zone Lot Dimensions	LOT 19-1 Proposed Lot behind 5 Gove Avenue PIDs # 00256701, 00091132	LOT 19-2 Vacant Lot – 3 Brock Court PID 30332621
Minimum Lot Area: 2000 m ²	Proposed Lot Area 2965 m ²	Proposed Lot Area 2293 m ²
Minimum Lot Frontage: 40 m	Frontage 10 m 75% Variance	Frontage 35 m 12.5% Variance
Minimum Lot Depth: 45 m	Side yard lengths 71m	Side yard lengths 48m

A. McMackin arrived at the meeting.

DPDS White noted: the project is desirable as it promotes infill development which revitalizes the area by bringing new property owners into the existing neighborhood without requiring additional public infrastructure; it densifies the area to create a more walkable neighborhood; and the land in question is essentially land locked therefore a “flag lot” configuration is the only available option.

The Committee inquired about the following: the driveways of Lots 19-1, 19-2, and 19-3, timeline for development of Lot 19-1, and the easement’s anticipated impact on drainage in the area of Brock Court and Goldie Court. There was a brief discussion with respect to emergency vehicle access.

DPDS White noted: all three lots will have separate driveways; the length of the driveway for Lot 19-1 is expected to be roughly 70 meters which is not uncommon; and a timeline for development of Lot 19-1 is unclear.

Counc. McGuire noted he does not anticipate emergency vehicles will have difficulty entering and exiting the property.

DO McLean advised if Council assents to the easement it will be registered regardless of development of Lot 19-1. He clarified the easement is not expected to eliminate all concerns but will act as a “piece of the puzzle” to help alleviate drainage concerns in the area.

Patrick and Alice Holden of 16 Goldie Court inquired about the distance of the easement from the property boundary, the impact of additional impermeable surfaces as a result of new development, and servicing Lot 19-1.

DPDS White noted the easement will be located approximately 5 meters from the property boundary.

DO McLean advised Lots 19-2 and 19-3 already have storm water management measures in place, storm water management for Lot 19-1 will be determined during the application process for a building permit, and Lot 19-1 is able to be serviced by existing municipal water and sewer infrastructure in the area.

A. Holden inquired if the easement will redirect water through 10 Hampton Road. DO McLean advised there may be an opportunity to do so however there are variables that must be confirmed beforehand.

ROTHESAY

Planning Advisory Committee ~~2019~~ **2019 October 15 Open Session FINAL_146**
 Minutes

-3-

7 October 2019

MOVED by Counc. McGuire and seconded by C. Pinhey the Planning Advisory Committee hereby grants a variance for Lot 19-1 being a lot with 10 meters of public road frontage from the subdivision of 5 Grove Avenue (PIDs 00256701, and 00091132) as indicated on the Tentative Plan (Dwg. No 19012SDT-Brock Court).

CARRIED.

MOVED by Counc. McGuire and seconded by T. Brittain the Planning Advisory Committee hereby grants a variance for Lot 19-2 being a lot with 35 meters of public road frontage from the subdivision of 3 Brock Court (PID 30332621) as indicated on the Tentative Plan (Dwg. No 19012SDT-Brock Court).

CARRIED.

MOVED by Counc. McGuire and seconded by E. Gillis the Planning Advisory Committee hereby recommends that Council accept \$3,202.20 as cash in lieu of Land for Public Purposes for the proposed vacant Lot 19-1 to be subdivided from 5 Grove Avenue (PIDs 00256701, and 00091132).

CARRIED.

MOVED by Counc. McGuire and seconded by E. Gillis the Planning Advisory Committee hereby recommends that Council assent to the Municipal Services Easement as indicated on the Tentative Plan (Dwg. No 19012SDT-Brock Court) to be registered in accordance with the Community Planning Act.

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, November 4, 2019.**

7. ADJOURNMENT

MOVED by C. Pinhey and seconded by Counc. McGuire the meeting be adjourned.

CARRIED.

The meeting adjourned at 5:50 p.m.

 CHAIRPERSON

 RECORDING SECRETARY



2019 October 15 Open Session FINAL_147
ROTHESAY
MEMORANDUM



TO : Mayor and Council
FROM : Planning Advisory Committee
DATE : October 8, 2019
RE : 5 Grove Avenue – Cash in Lieu of LPP and Municipal Services Easement

Recommendations

- Council accept \$3,202.20 as cash in lieu of Land for Public Purposes for the proposed vacant Lot 19-1 to be subdivided from 5 Grove Avenue (PIDs 00256701, and 00091132).
- Council assent to the Municipal Services Easement as indicated on the Tentative Plan (Dwg. No 19012SDT-Brock Court) to be registered in accordance with the Community Planning Act.

Background

The Planning Advisory Committee passed the following motions at its regular meeting on Monday, October 7, 2019:

MOVED ... and seconded ... the Planning Advisory Committee hereby recommends that Council accept \$3,202.20 as cash in lieu of Land for Public Purposes for the proposed vacant Lot 19-1 to be subdivided from 5 Grove Avenue (PIDs 00256701, and 00091132).

CARRIED.

MOVED ... and seconded ... the Planning Advisory Committee hereby recommends that Council assent to the Municipal Services Easement as indicated on the Tentative Plan (Dwg. No 19012SDT-Brock Court) to be registered in accordance with the Community Planning Act.

CARRIED.



To: Chair and Members of Rothesay Planning Advisory Committee

From: Brian L. White, MCIP, RPP
Director of Planning and Development Services

Date: Thursday, October 03, 2019

Subject: 1 Lot Subdivision – 5 Grove Avenue (PID 00256701, 00091132)

Property Owner:	A. E. McKay Builders Ltd.	Property Owner:	Mr. K. Christopher Lawton & Mrs. Nancy Lawton
Mailing Address:	380 Model Farm Road Quispamsis, NB E2G 1L8	Mailing Address:	5 Grove Avenue Rothesay, NB E2E 5V7
Property:	3 & 7 Brock Court PIDs # 30332613 and 30332621	Property:	5 GROVE AVENUE 00256701, 00091132
Plan Designation:	Low Density	Zone:	Single Family Residential - Large Serviced [R1A]
Application For:	1 Lot Subdivision & Cash in Lieu of Land for Public Purposes		
Input from Other Sources:	Director of Operations		

ORIGIN:

A joint application from Mr. K. Christopher Lawton and Mrs. Nancy Lawton, and A. E. McKay Builders Ltd. to subdivide the rear portion of 5 Grove Avenue (PIDs # 00256701, 00091132) and modifications to the boundaries of an existing Lot at 3 Brock Court (PIDs # 30332613 and 30332621) to accommodate a driveway for the proposed new lot off Brock Court. The application also includes new municipal easements.

BACKGROUND:

The Lawton’s properties at 5 Grove Avenue have a combined area of 4595.19m² (3,928.26m² + 666.93 m²). The proposed LOT 19-1 would separate the rear portion of 5 Grove Avenue (PIDs # 00256701, 00091132) and require a variance for reduced lot frontage in addition to modifying the boundaries of the two existing lots (19-2 & 19-3) on Brock Court (PIDs # 30332613 and 30332621).

Staff reviewed the lot minimum lot dimensions for Lot 19-1 and Lot 19-2 against the R1A zone requirements and found that the Lots conform with the zone requirements as follows:

R1A Zone Lot Dimensions	LOT 19-1 Proposed Lot behind 5 Gove Avenue PIDs # 00256701, 00091132	LOT 19-2 Vacant Lot – 3 Brock Court PID 30332621
Minimum Lot Area: 2000 m ²	Proposed Lot Area 2965 m ²	Proposed Lot Area 2293 m ²
Minimum Lot Frontage: 40 m	Frontage 10 m 75% Variance	Frontage 35 m 12.5% Variance
Minimum Lot Depth: 45 m	Side yard lengths 71m	Side yard lengths 48m

As noted in the table above Lot 19-1 would have ample lot area, however the proposed lot would require a significant frontage variance of 75%. In consideration of the variance Planning Advisory Committee may approve alternate access provided that the access is advisable for the development of the land.

The proposed subdivision occurs in one of Rothesay’s oldest and mature neighbourhoods and from Staff’s perspective the subdivision has the benefit of upgrading the municipal infrastructure (drainage) of the neighbourhood. Infill development such as this also revitalizes the area by bringing new families into the existing neighbourhood. Staff believe that the proposal is an example of good infill development because existing roads, sewers, services, and infrastructure are being utilized without the need to build new public infrastructure. By densifying we also create a more walkable neighbourhood that reduces our community’s reliance on cars.

Staff would be concerned if the developer was proposing a flag lot simply to avoid having to create a public road, however it is our assessment that the flag lot is necessary because of the general configuration of the existing properties in the area. The land in question is essentially land locked and development of the land would not be possible without the flag. Furthermore, development of the land in this manner preserves the neighbourhood character and in this specific situation is therefore desirable for development of the property.

Staff note that the National Building Code requires that all properties be readily accessible and that no access have a width less than 6 meters and shall be traversable regardless of weather conditions.

Staff note that the proposed lot includes a municipal service easement that would facilitate stormwater drainage away from Goldie Court toward municipal stormwater infrastructure along Hampton Road. Should PAC grant the variances Staff also recommend that Council assent to the municipal service easement.

LAND FOR PUBLIC PURPOSES

Section 42 (3) g of the Community Planning Act gives Council the discretionary authority to determine what amount of money if any could be accepted as Cash in Lieu of Land for Public Purposes. In lieu of land set aside under Section 5.1¹, Council would ordinarily require that a sum of money be paid to the municipality for 8% of the market value of the proposed new vacant LOT 19-1. When the subdivision plan is submitted for approval, Staff calculate the market value of the new Lot using \$13.50 per square meter as stated in Schedule C of the By-law 4-10.

If the applicant disagrees with the Town’s calculated market value of \$40,027.50 for LOT 19-1 then they have the option of retaining, at their cost, a certified, independent appraiser to determine the true market value of the land. The cash-in-lieu payment formula is as follows:

Lot Size Sq.Meters	Land Value @ \$13.50/sq.m	8% of Land Value
2965	\$40,027.50	\$3,202.20

The proposed cash in lieu of Land for Public Purposes would be **\$3,202.20** for the proposed new vacant LOT 19-1.

¹ Rothesay Subdivision By-law No. 4-10: Section 5.1 Land For Public Purposes - Amount of Land to be Provided to the Town
As a condition of approval of a subdivision plan, land in the amount of ten percent (10%) of the area of the subdivision, exclusive of the public streets, at such a location as assented to by Council pursuant to the Act, is to be set aside as “Land for Public Purposes” and so indicated on the plan.

RECOMMENDATION:

Staff recommended THAT the Planning Advisory Committee consider the following Motions:

- A. Rothesay Planning Advisory Committee HEREBY Grants a variance for Lot 19-1 being a lot with 10 m of public road frontage from the subdivision of 5 Grove Avenue (PIDs # 00256701, 00091132) as indicated on the Tentative Plan (Dwg. No 19012SDT-Brock Court).
- B. Rothesay Planning Advisory Committee HEREBY Grants a variance for Lot 19-2 being a lot with 35 m of public road frontage from the subdivision of 3 Brock Court (PID #30332621) as indicated on the Tentative Plan (Dwg. No 19012SDT-Brock Court).
- C. Rothesay Planning Advisory Committee HEREBY *recommends that Council* accept **\$3,202.20** as cash in lieu of LPP for the proposed vacant LOT 19-1 to be subdivided from 5 Grove Avenue (PIDs # 00256701, 00091132).
- D. Rothesay Planning Advisory Committee HEREBY *recommends that Council* Assent to the Municipal Services Easement as indicated on the Tentative Plan (Dwg. No 19012SDT-Brock Court) to be registered in accordance with Section 56 (4.01) of the Community Planning Act.

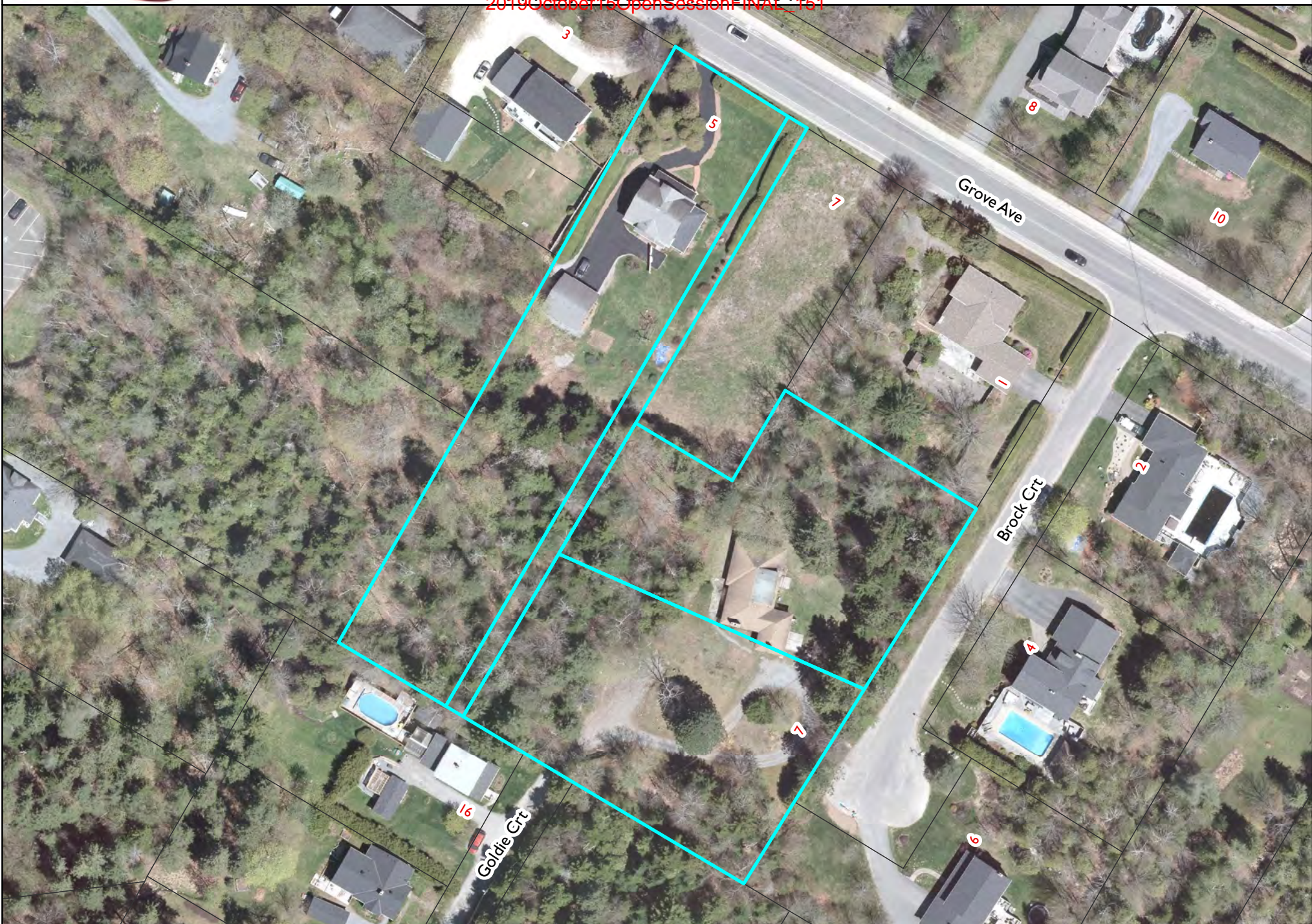
Attachments:

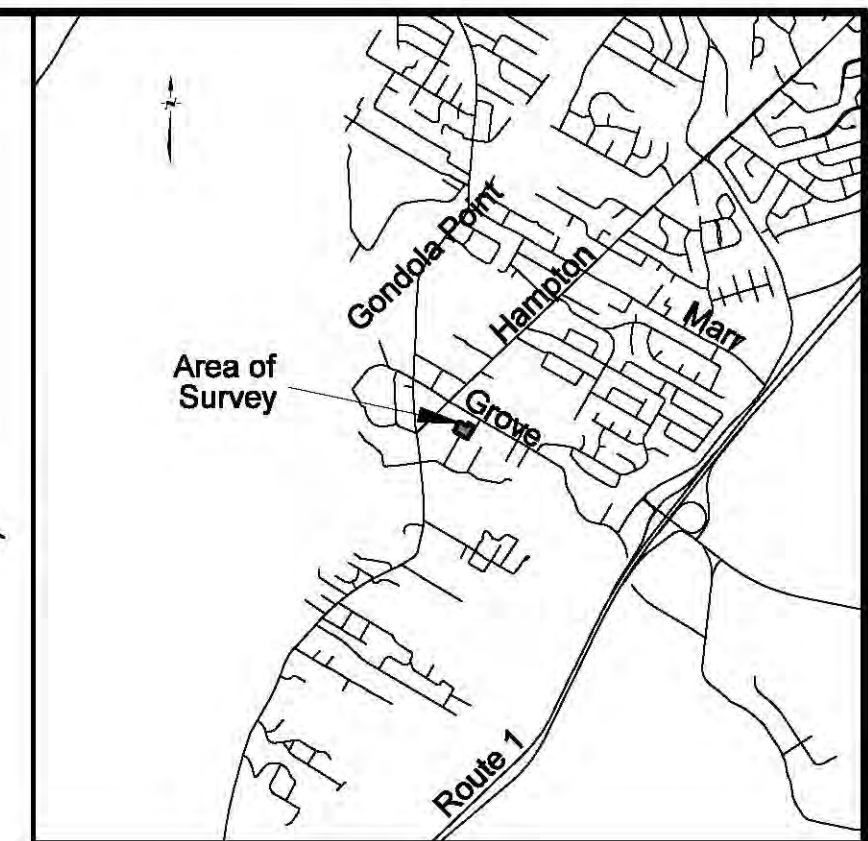
Attachment A Tentative Plan (Dwg. No 19012SDT-Brock Court).



Report Prepared by: Brian L. White, MCIP, RPP

Date: Thursday, October 03, 2019





Key Plan

Scale = 1:50,000

Legend

- ⊙ SMS - Standard survey marker set
 - SMF - Standard survey marker found
 - ⊙ CALC - Calculated point
 - RIB - Round iron bar found
 - SQIB - Square iron bar found
 - IP - Iron pipe found
 - Ⓝ Tabulated coordinate reference
- Lands dealt with by this plan

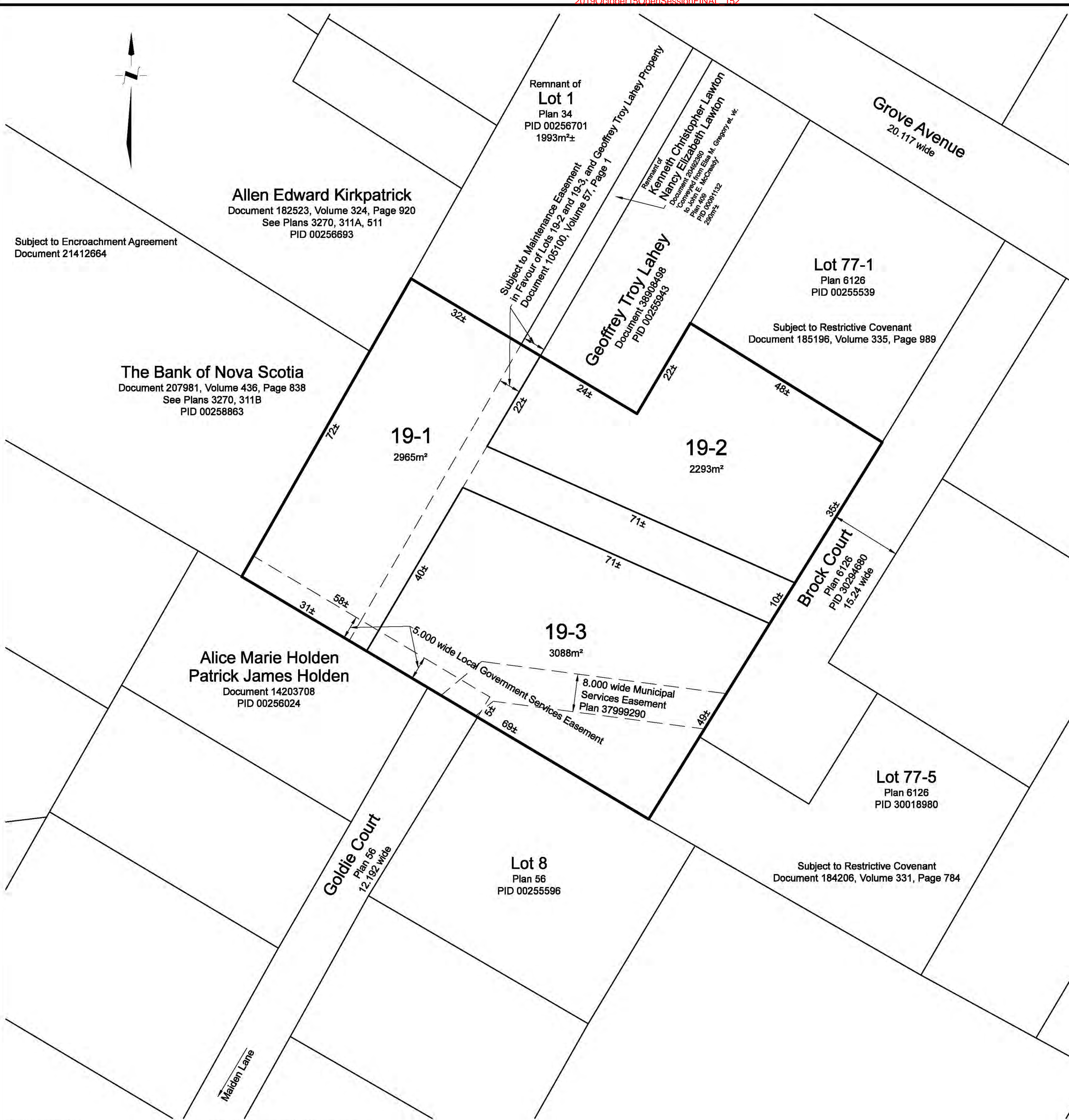
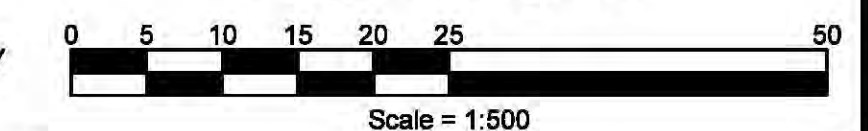
Notes

1. All computations performed and coordinates shown are based on the NB stereographic double projection and the NAD83(CSRS) ellipsoid as realized by Service New Brunswick's Active Control System.
2. All distances shown are in meters and are grid distances calculated using a combined scale factor utilizing geoid model HT2.0.
3. All directions are NB grid azimuths established using GNSS.
4. Document and plan numbers referred to are those of the land titles or county registry office.
5. Certification is not made as to legal title, being the domain of a lawyer, nor to the zoning & setback bylaws or regulations, being the domain of a development officer.
6. Certification is not made as to covenants set out in the document(s) and the location of any underground services and/or fixtures permanent or otherwise.
7. Peripheral information and adjacent owner information was derived from SNB records.
8. Field survey was completed in Month, 2019.

Purpose of Plan

- To amend Lots 17-1 and 17-2 Plan 37999290
- To create 19-1, 19-2, and 19-3
- To create a Local Government Services Easements

**Amending Subdivision Plan
Amending Plan 37999290
Ojuawo Subdivision
Brock Court
Town of Rothesay
Kings County, NB**



Title Data

PIDs 00091132 & 00256701
 Owner: Kenneth Christopher Lawton
 Owner: Nancy Elizabeth Lawton
 Document 20492360
 Registered: 2005-06-27

PIDs 30332613 & 30332621
 Owner: A.E. McKay Builders Ltd.
 Document 39193033
 Registered: 2019-07-08

Signature of Owners

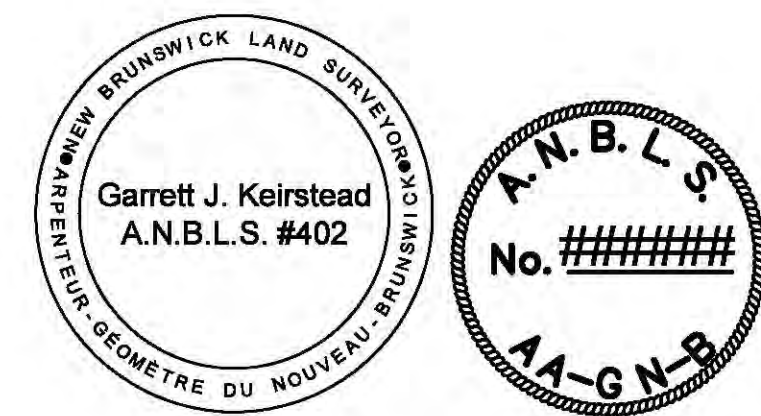
.....
 Kenneth Christopher Lawton

.....
 Nancy Elizabeth Lawton

.....
 Andrew McKay, President
 for: A.E McKay Builders

Local Government Services Easements

These easements vest in the Town of Rothesay pursuant to Section 88(7)(a) of the Community Planning Act and Regulation 84-217.



Dated: **TENTATIVE**
 August 29, 2019
 GARRETT J. KEIRSTEAD, NBLS # 402

Dwg: 19012SDT-Brock Ct.

2019 October 15 Open Session FINAL_133

Allen Edward Kirkpatrick
Document 182523, Volume 324, Page 920
See Plans 3270, 311A, 511
PID 00256593

Infringement Agreement
1412654

Subject to Maintenance Easement
in Favour of Lots 19-2 and 19-3
Document 103100, Volume 67, Page 1

Geoffrey Troy Lahey
Document 389308-408
PID 00255543

Lot 77-1
Plan 6126
PID 00255539

Subject to Restrictive Covenant
Document 185196, Volume 335, Page 982

The Bank of Nova Scotia
Document 207981, Volume 435, Page 83B
See Plans 3270, 311B
PID 00256563

19-1
2965m²

19-2
2293m²

Alice Marie Holden
Patrick James Holden
Document 14203708
PID 00256024

19-3
3089m²

Brook Court
Plan 6128
PID 31254-680
15.24 wide

8.000 wide Local Government Services Easement
8.000 wide Municipal Services Easement
Plan 37999290

Lot 77-5
Plan 6128
PID 30016980

Subject to Restrictive Covenant
Document 184206, Volume 331, Page 784

Lot 8
Plan 56
PID 00255596

Goldie Ct
Plan 58
12.152 wide





2019October15OpenSessionFINAL_154

BUILDING PERMIT REPORT

9/1/2019 to 9/30/2019

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
09/09/2019	BP2018-00202	10 KINGSWOOD AVE	ELECTRICAL UPGRADE	\$1,500.00	\$20.00
09/16/2019	BP2019-00093	BROCK COURT	SINGLE FAMILY	\$300,000.00	\$2,175.00
09/18/2019	BP2019-00126	16 RYAN DR	DETACHED GARAGE	\$20,000.00	\$145.00
09/18/2019	BP2019-00137	2808 ROTHESAY RD	WINDOWS	\$79,000.00	\$572.75
09/17/2019	BP2019-00144	35 BROADWAY ST	DETACHED GARAGE	\$15,000.00	\$108.75
09/17/2019	BP2019-00147	273 GONDOLA POINT RD	WINDOWS	\$1,500.00	\$20.00
09/18/2019	BP2019-00148	135 HAMPTON RD	SIDING AND WINDOWS	\$23,191.00	\$174.00
09/17/2019	BP2019-00149	37 BROADWAY ST	ADDITION	\$16,000.00	\$116.00
09/18/2019	BP2019-00151	2 MAGNOLIA LANE	MULTI-DWELLING BUILDING	\$2,500,000.00	\$18,125.00
09/17/2019	BP2019-00156	35 BROADWAY ST	ADDITION	\$100,000.00	\$725.00
09/17/2019	BP2019-00160	143 GREEN RD	SIDING	\$30,000.00	\$217.50
09/20/2019	BP2019-00164	12 POST RD	FENCE	\$2,000.00	\$20.00
09/27/2019	BP2019-00165	2590 ROTHESAY RD	WINDOWS	\$13,000.00	\$94.25



BUILDING PERMIT REPORT

9/1/2019 to 9/30/2019

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
09/06/2019	BP2019-00166	7 OLD MILL LN	ACCESSORY BUILDING	\$4,000.00	\$29.00
09/17/2019	BP2019-00167	23 CRESTLINE RD	ELECTRICAL UPGRADE	\$12,000.00	\$87.00
09/19/2019	BP2019-00168	1966 ROTHESAY RD	STORAGE SHED	\$4,400.00	\$36.25
09/19/2019	BP2019-00171	10 ARTHUR AVE	FENCE	\$4,000.00	\$29.00
09/19/2019	BP2019-00173	18 CRESCENT DR	DECK	\$4,000.00	\$29.00
09/27/2019	BP2019-00174	3105 ROTHESAY RD	DECK	\$1,800.00	\$20.00
09/25/2019	BP2019-00176	6 BURNS AVE	RENOVATION	\$1,400.00	\$20.00
09/27/2019	BP2019-00180	71 HAZEN AVE	ELECTRICAL UPGRADE	\$500.00	\$20.00
09/27/2019	BP2019-00181	70 PARK DR	DECK	\$1,500.00	\$20.00



BUILDING PERMIT REPORT

9/1/2019 to 9/30/2019

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
Totals:				\$3,134,791.00	\$22,803.50
Summary for 2019 to Date:				\$8,282,995.99	\$62,097.75

2018 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$3,514,300.00	\$25,593.00
Summary to Date:	\$15,739,581.00	\$109,882.25



ROTHESAY

INTEROFFICE MEMORANDUM



TO : Mayor Grant & Council
 FROM : John Jarvie
 DATE : 10 October 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		New technology based on internet – in progress
	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	-	Culvert complete, concrete work underway, asphalt to follow (base this week, final coat in November)
	Trail & sidewalk connector Wells	\$1.05M	-	Subject to grants
	Protective Services (KVFD)	306,000	9%	Truck, miscellaneous
	Town Hall	90,000	32%	Includes Hive
	IT equipment & Software	50,000	40%	
	2019 street resurfacing	\$1.37M	92%	Shoulder repairs and driveway blending remaining.
	Curb & Sidewalks (Marr Road)	425,000	92%	complete
	Drainage (Church Ave)	1.75M	49%	Underway
	Fleet/Equipment	665,000	22%	Utility vehicle still to be purchased
	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		Street list tabled with WUC August; Proposal for consulting service to be included in November 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%	Design work underway, siting of pumping station complete	
Water quantity	300,000	1%	Well drilling awarded to ER Steeves, work delayed, will now commence in October.	

* Funds paid to this date.



2019 October 15 Open Session FINAL_158
**KENNEBECASIS REGIONAL JOINT BOARD
OF POLICE COMMISSIONERS**

Bob McLaughlin
Chairperson

ADDRESS ALL CORRESPONDENCE TO:

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

TELEPHONE: (506) 847-6300

FAX: (506) 847-6313

E-MAIL: krpfadmin@nbpolice.ca

**KENNEBECASIS REGIONAL JOINT BOARD
OF POLICE COMMISSIONERS
MEETING HELD AT
KENNEBECASIS REGIONAL POLICE FORCE HEADQUARTERS BUILDING
126 MILLENNIUM DRIVE
QUISPAMISIS, NEW BRUNSWICK
ON WEDNESDAY, JUNE 26, 2019
AT 4:00 P.M.**

REGULAR MEETING

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

ABSENT: Matt Alexander (Rothesay)
Deputy Chief Jeff Giggey

CALL TO ORDER

The Chairman called the Regular Meeting to Order at 4:15 P.M.

1. APPROVAL OF AGENDA

The Chairman asked for a motion to approve the Agenda for the June 26, 2019 Regular meeting.

It was moved by Peter Bourque and seconded by Richard Arbeau that the Agenda for the Regular Meeting of June 26, 2019 be approved as circulated.

MOTION CARRIED

2. APPROVAL OF MINUTES

The Chairman asked for a motion to approve the Minutes of the Regular Meeting held on May 22, 2019.

It was moved by Libby O'Hara and seconded by Richard Arbeau that the Minutes of the Regular Meeting of May 22, 2019 be approved as circulated.

MOTION CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

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

4. SECRETARY TREASURER'S REPORT

Cherie noted that the May Financial Statements had been circulated. Cherie noted she had made some changes to these financial statements - the financial position. She had pulled out the money we have for the 2018 deficit and put it under Receivable from Towns (see \$194,990, Page 1); and in the next column, the Towns had advanced us part of December's budget (Budget Advance from Towns) - that was put into the \$250,000 - Cherie had that netted before, so that wasn't really clear; that is money that came from the Towns towards December's payment. They will owe us \$194,990 so we probably won't get the \$250,000 in December because we already have it now. Cash balance is \$276,522, we received \$250,000 from the Towns so that is why we have a good balance.

Skipping to Page 3: our Revenue is looking pretty good considering our secondments are still based on 2018 wages and the Crime Control salaries are based on 2018 wages. The secondments will go up and so will the salaries and benefits once the Union Agreement has been signed which will be in July possibly, so we will not see this until Fall.

Chief Gallant asked whether we had received any monies from Forest Green (they are providing the on-line criminal record checks). Anika noted that Forest Green submit a statement and once we have reviewed and agree that it looks correct, they will give us the monies. Cherie wondered how they were paying, by line of credit or a cheque. Chief Gallant asked for a quick update. Anika said that as of May 15, 2019, the on-line criminal record check system was implemented; applications were received almost immediately as soon as the program went live and they continue to receive them daily ever since. Anika feels they are a huge success, people appreciate the simplified access to getting this service. Chief Gallant said some are taking the \$100 option (expedited option). Anika will check with Tanya to see where things stand re Forest Green.

Crime Control is based on 2018 wages. Employees have not yet received their raises. There are some temporary terms, and we have some probationary positions.

Training costs are up a bit. Chief Gallant will be looking at training to see how it may change to avoid going over budget in 2019.

Chief Gallant is looking at soft body armour (SBA). These SBA's expire after so many years. Anika feels there is a requirement for probably fifteen or more SBA's which need to be replaced. They only last for five years and after that, they must be replaced due to liability issue to the members on the street. After we issued all the exterior carriers, we started to look at what had expired. It was brought to our attention a couple of years ago. These are up-to-date now.

Public Relation costs are up mostly due to the publication of the Annual Report which was a little more costly than expected. We will not repeat this in the future.

Investigations: there were additional operational pressures in 2019. Other than that, the \$40,000 under is due to salaries and benefits in Crime Control.

Vehicles - Gas is not doing too badly. Quispamsis has been slow in submitting billings, but Cherie has been estimating this cost.

Maintenance and Repairs - looks good on vehicles and helps with the Chief not getting the second car in 2019.

Building - up a little bit. The air conditioner in the server room had to be replaced. That put us up \$9000.

Power is up - this is not unusual with the winter months.

Libby asked whether we had not just installed a new system regarding the temperature control. Chief Gallant said that this installation only began in January so the item was not included in 2018's figures. This item was specific to the server room.

Administration: Legal costs associated to Contract Negotiations have put Labour Relations up over the budgeted figures. Libby asked whether we should provide for such items by putting funds aside each year. We cannot have Reserves. Cherie said we should have budgeted - the next negotiations will be in 2023. Cherie said we have asked for these monies and were told they have the Reserves.

Pre-Deficit, before we pulled out extraneous, uncontrollable costs, we were \$19,000 down; when we add in the extra costs we didn't budget or can't control, we have a deficit of \$37,000.

The Telecom Fund is a separate fund - Chief Gallant does not want it separate - he wants to pull the Police portion into the main budget.

Cherie noted that the last retiree was finished last fall (that \$117 must have been a credit). The deficit is so close, once we have only the data networking charges, we should have a good idea of the cost.

With regard to overtime, Chief Gallant noted we have submitted figures relating to the floods to both Towns and have received a reimbursement from Quispamsis, but not yet from Rothesay. Provincial monies will likely reverse this.

After much discussion,

It was moved by Linda Sherbo and seconded by Rick MacPhee that the Secretary Treasurer's report for the period ending May 31, 2019 received and filed.

MOTION CARRIED

5. CHIEF'S REPORT

The Employee Engagement Survey that Susan Power conducted for us and the data she compiled and analyzed was reviewed. Chief Gallant felt the response rate wasn't bad. There were some really good results. Some areas require improvement. No respondent names were shared and Susan administered the survey completely and independently.

Linda said it seemed that the atmosphere allows for conversations and that people were interacting differently. She feels this is a significant shift.

Chief Gallant said that people are interacting differently, however this remains a work in progress. Lots of hard work still left to do. Mary said that people love coming to work where people are happy and productive - there are still issues but things are better. Anika said during briefings, supervisors were listening to one another and giving accolades to one another. Everyone does important work and it is significant to her.

A lot of these issues were being worked on and continue to be worked on. This Survey will be carried out again in the next year or two.

After discussion,

It was moved by Rick MacPhee and seconded by Richard Arbeau that the Employee Engagement Survey be received and filed.

MOTION CARRIED

Rick MacPhee said it is exciting to see this from the Board's perspective as we were going through a shift of culture - it seems to be working. Hats off to everyone!

Tiffany asked if there was any worry about the one or two negative comments in the survey. Chief Gallant said there will always be some worry. Chief Gallant said that they had addressed some issues, but some will take a longer time to deal with.

Training Report

Chief Gallant's Training Report was submitted. Chief Gallant has listed all the meetings he has attended. The Team members are all doing their part, engaged on different committees, all doing different things. Meetings being attended are all meaningful to advance things.

Items of Interest

Performance Plan: This comes from the strategic plan exercise presented last year and the action plan to put that in motion. There are a couple of challenges - some related to budget. A couple of things can be carried over to 2020 and a couple we will continue to advance. We have done a lot of follow up on Dr. Campbell's recommendations, following up on the spirit and intent of many of her recommendations.

Linda asked what "dri-fit" material was (C-6). Mary noted it was moisture absorbing material.

Linda asked about CBM - Chief Gallant indicated it was Competency Based Management. Chief Gallant said they were in the process of implementing this but there had been a few delays. CBM language is now embedded in the contract. It is full steam ahead probably in the fall. It is also a performance improvement tool and Chief Gallant will be happy to demonstrate this once they get into the throes of it.

Richard asked regarding supporting initiatives - Community Policing Officer, being handled by Cpl. Belliveau - whether a retired police officer or a civilian could be used instead of an officer now filling that position. Yes, civilian employees could do that work and would save money. However, we would lose interaction with the public. Richard suggested that we could send a Police Officer to special events. Chief Gallant said this is doable and could be explored, but it would impact our critical mass. Peter felt that a police officer in uniform has more impact with the kids than a civilian with a suit or t-shirt. Libby wondered if a civilian was allowed to wear a uniform, would this perhaps be acceptable. The same issue comes into play with fire department visitations to schools. Chief Gallant said that there are lots of possibilities. This can be discussed further. Richard had some ideas on this and will be chatting with a few people.

Mary asked everyone to note Traffic in the snapshot report (Item B). Chief Gallant said he recognized Mary's leadership and Evan's leadership and that we have now changed the focus of ticketing - originally, the focus was on ticket numbers; it is now on strategic priority - tickets are now being written towards those priorities: distracted drivers; driving vehicles while impaired; seatbelts; failure to stop. This has been a big change.

The Bike Auction was a success.

New Community Policing Vehicle - this was a real community effort and success.

Anika and "Partner" (mascot) were congratulated on visiting the Hilton Hotel for the "Over the Edge" challenge.

Regarding the pilot project on shift coverage, they were asked to do a numbers exercise, the contract dictates (as does the new contract) that we have a minimum of 3 officers per shift, except in the summer on Friday and Saturday nights where we are required to have a minimum of 4 officers per shift; we had a discussion about liabilities (this was a result of the Fredericton incident); if you look at our shifts, we have 5 members and a traffic member assigned: 6 bodies per shift; often the numbers go down to 3. We only had full numbers in the first couple of weeks in January 2019; otherwise Chief could not find another week when we had a full complement - this could be due to illness, training, time off, maternity leave - a variety reasons. The contract dictates if we dip below 3/4, we call someone in on overtime. Currently we have 5 on shift; if we look at 4 minimum, what would the cost be; during the first two weeks in January, we had a full complement of staff. If we dipped below 3, we had someone in on overtime. We have a preliminary calculation of \$80,000 in overtime. This would have been incurred for all shifts all the time. These are 12-hour platoon rotations. In January or February, we can have another discussion on these numbers.

After review of the Chief's Report,

It was moved by Libby O'Hara and seconded by Tiffany Mackay French that the last three items on the Chief's Report be received and filed.

MOTION CARRIED

6. COMMITTEE REPORTS

Personnel

Bob would like a meeting in the next week or so.

Building

No plans have been yet been drawn regarding the building addition - hopefully these will be done by July 15th.

Insurance

A meeting is scheduled for July 4th.

Policy & Governance

Libby has called for a meeting in July.

Regional Service Commission

Emil believes there will be more discussion here regarding policing.

After review and discussion on all reports,

It was moved by Emil Olsen and seconded by Linda Sherbo that all reports be received and filed as submitted.

MOTION CARRIED

7. CORRESPONDENCE

Bob indicated he had received letters from the Towns regarding adopted by-laws.

Benefits of travel insurance - we are now looking at a new provider. Tanya and Bob have reviewed and Tanya will get additional information back to Bob. Clarification is required on some questions.

The question of food at the Board meetings was broached. We are looking at cutting back to \$30/\$40 food cost per meeting (vs. \$70 currently paid).

Sean Luck replaces Emil Olsen as Board representative from Quispamsis as of July 1st, 2019.

Chief Gallant noted that regarding the Police Commission Policy review, Matt has spoken with Phonse MacNeil and expressed a number of the Board's frustrations.

8. NEW BUSINESS

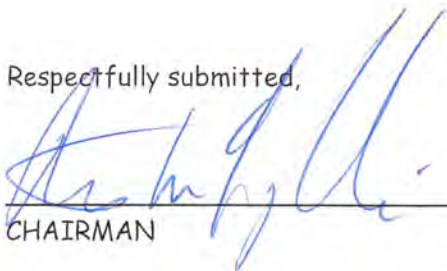
Emil Olsen was thanked for all his support over the years as he retires from the Board at the end of this month. He was presented with two going-away gifts - one from the Board and one from the Police Force. He was wished the best of luck. Emil noted that he will be on the Pension Board (Vice Chair) until next October and that someone is elected every 4 years, either an employee rep/employer rep, it is staggered. In October next year, it will be employer rep change. There are a lot of issues facing the Police Department. Under the Chief's leadership, Emil is sure we will survive these issues.


9. ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 5:05 PM.

MOTION CARRIED

Respectfully submitted,


CHAIRMAN


SECRETARY

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
STATEMENT OF FINANCIAL POSITION
As at August 31, 2019

	<u>2019</u>	<u>2018</u>
-----Financial assets-----		
Cash - General	316,903	210,004
Sick Pay/ Retirement Investments	825,004	840,214
Accounts Receivable	97,459	40,047
Sales tax recoverable	57,176	59,385
Receivable from Towns	197,236	
	<u>1,493,777</u>	<u>1,149,650</u>
----Liabilities-----		
Accounts payable and accrued	427,623	300,533
Budget advance from Towns	250,485	
Vested sick leave/retirement accrual	796,293	725,289
Sick leave replacement	15,299	13,299
Accrued pension benefit liability	454,600	554,700
Debenture payable	949,000	1,080,000
	<u>2,893,299</u>	<u>2,673,821</u>
NET ASSETS (DEBT)	<u>(1,399,522)</u>	<u>(1,524,171)</u>
-----Non-Financial Assets-----		
Tangible capital assets (see page 2)	3,959,406	3,842,882
Accumulated amortization	<u>(1,807,002)</u>	<u>(1,597,202)</u>
	2,152,404	2,245,680
Unamortized Debenture costs	6,990	8,162
Prepaid expenses	100,517	83,898
	<u>2,259,911</u>	<u>2,337,740</u>
ACCUMULATED SURPLUS	<u>860,389</u>	<u>813,569</u>
Assets	3,753,688	3,487,390
Liabilities	3,753,688	3,487,390

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
SCHEDULE OF TANGIBLE CAPITAL ASSETS
August 31, 2019

	<u>2019</u>			<u>2018</u>
	-----TANGIBLE CAPITAL ASSETS-----			
	Balance beginning of year	Additions	Disposals	Balance end of year
Millennium Drive				
Land	194,248			194,248
Building - Roof	42,677			42,677
Mechanical	250,628			250,628
Electrical	330,543			330,543
Other	520,640			520,640
Structure	1,106,997			1,106,997
	2,251,484	0		2,251,484
Accumulated amortization	(888,161)			(888,161)
Net book value of Building	1,363,324	0	0	1,429,345
Paving	52,600			52,600
Accumulated amortization	(35,505)			(32,875)
Net book value of paving	17,095	0	0	19,725
Landscaping	3,268			3,268
Accumulated amortization	(3,268)			(3,268)
Net book value of landscaping	0	0	0	0
Furnishings	198,387			198,387
Accumulated amortization	(122,330)			(112,410)
Net book value of furnishings	76,057	0	0	85,977
Machinery & equipment	88,300			88,300
Accumulated amortization	(58,634)			(54,207)
Net book value of equipment	29,666	0	0	34,093
Information technology equipment	427,158			387,790
Accumulated amortization	(280,101)			(222,096)
Net book value of IT equipment	147,057	0	0	165,694
Vehicles	743,960			666,804
Accumulated amortization	(419,003)			(350,207)
Net book value of vehicles	324,957	0	0	316,597
Total Tangible Capital assets	3,959,406	0	0	3,842,882
Total Accumulated amortization	(1,807,002)	0	0	(1,597,202)
Net Book Value	2,152,404	0	0	2,245,679

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
STATEMENT OF OPERATIONS
EIGHT MONTHS ENDING AUGUST 31, 2019

Page 3

	-----EIGHT MONTHS -----				
	--ACTUAL--		PRIOR YR	-----BUDGET-----	
REVENUE:					
Fees	61,996	41%	\$47,565	\$44,000	\$66,000
Taxi & Traffic Bylaw	3,517	6%	4,017	3,333	5,000
Interest income	5,970	79%	6,796	3,333	5,000
Retirement investment income	13,545	7%	10,652	12,667	19,000
Secondments	145,980	1%	129,722	144,667	217,000
	<u>231,008</u>	11%	<u>198,752</u>	<u>208,000</u>	<u>312,000</u>
EXPENDITURE:					
CRIME CONTROL					
Salaries	2,299,642	-3%	\$2,168,549	2,375,723	\$3,563,584
Benefits	466,453	-6%	435,717	495,624	743,436
Training	42,887	29%	28,775	33,333	50,000
Equipment	8,431	-37%	9,961	13,333	20,000
Equip repairs & IT support	3,882	46%	2,370	2,667	4,000
Communications	54,907	0%	38,324	54,800	82,200
Office function	7,965	-25%	9,325	10,667	16,000
Leasing	10,532	-2%	10,476	10,800	16,200
Policing-general	27,485	27%	36,345	21,667	32,500
Insurance	10,336	4%	9,693	9,985	14,977
Uniforms	52,001	117%	46,160	24,000	36,000
Prevention/p.r.	9,904	112%	4,544	4,667	7,000
Investigations	32,178	51%	26,586	21,333	32,000
Detention	17,382	-9%	17,386	19,133	28,700
Taxi & Traffic Bylaw	0	-100%	520	800	1,200
Auxillary	1,626	-2%	1,071	1,667	2,500
Public Safety	21,102	-14%	21,953	24,628	36,942
	<u>3,066,713</u>	-2%	<u>2,867,755</u>	<u>3,124,826</u>	<u>4,687,239</u>
VEHICLES					
Fuel	59,163	-18%	69,012	72,000	108,000
Maint./repairs	36,211	-36%	38,043	56,667	85,000
Insurance	17,991	11%	15,777	16,251	24,376
New vehicles	37,627	-28%	(82)	52,000	78,000
Equipment	0	-100%	4,011	4,000	6,000
	<u>150,991</u>	-25%	<u>126,761</u>	<u>200,917</u>	<u>301,376</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
STATEMENT OF OPERATIONS
EIGHT MONTHS ENDING AUGUST 31, 2019

	-----EIGHT MONTHS-----				
	----- --ACTUAL-- 		PRIOR YR	----- BUDGET 	
EXPENDITURE continued:					
BUILDING					
Maintenance	38,759	11%	27,842	35,000	52,500
Cleaning	17,279	6%	17,157	16,333	24,500
Electricity	30,458	-3%	26,207	31,333	47,000
Taxes	32,706	4%	30,821	31,438	47,157
Insurance	4,074	1%	3,915	4,031	6,047
Grounds	7,408	1%	21,931	7,333	11,000
Interest on Debenture	17,303	1%	18,767	17,217	25,826
Debenture Principal	89,333	0%	87,333	89,333	134,000
	<u>237,321</u>	2%	<u>233,973</u>	<u>232,020</u>	<u>348,030</u>
ADMINISTRATION					
Salaries	455,184	3%	501,956	440,727	661,091
Benefits	100,210	-7%	111,570	108,079	162,119
HR Contractor	30,916	-53%		65,807	98,710
Commissionaires	15,341	-49%	11,801	29,867	44,800
Professional Fees	32,108	2%	39,468	31,333	47,000
Travel/Training	19,478	62%	13,083	12,000	18,000
Board Travel/Expenses	3,216	-4%	1,873	3,333	5,000
Insurance	910	6%	834	859	1,288
Labour Relations	59,250	789%	18,191	6,667	10,000
Sick Pay/Retirement	43,026	0%	41,024	43,026	64,539
Retirement int & dividends	13,545	7%	10,652	12,667	19,000
2nd prior year (surplus) deficit	(78,318)		(49,755)	(78,318)	(117,477)
	<u>694,866</u>	3%	<u>700,697</u>	<u>676,047</u>	<u>1,014,070</u>
	3,918,884	-3%	3,730,434	4,025,810	6,038,715
CONTRIBUTED BY MEMBERS	<u>4,030,299</u>		<u>3,814,598</u>	<u>4,025,810</u>	<u>6,038,715</u>
Pre SURPLUS (DEFICIT)	<u>111,415</u>		<u>84,164</u>	<u>(\$0)</u>	<u>(\$0)</u>
Extraneous legal & labour costs	98,869		126,903		
SURPLUS (DEFICIT)	<u>\$12,546</u>		<u>(\$42,739)</u>		

TELECOM FUND

City of SJ telecomm services	249,296	0%	236,699	249,296	373,944
Data Networking charges	6,809		6,662	6,908	10,362
Retirees health insurance	(117)		(108)	0	
2nd prior year (surplus) deficit	(2,237)	0%	(2,027)	(2,237)	(3,356)
	<u>253,750</u>		<u>241,226</u>	<u>253,967</u>	<u>380,950</u>
CONTRIBUTED BY MEMBERS	<u>253,968</u>		<u>242,520</u>	<u>253,967</u>	<u>380,950</u>
SURPLUS (DEFICIT)	<u>\$218</u>		<u>\$1,294</u>	<u>\$0</u>	<u>\$0</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS pg 5
 NOTES TO THE FINANCIAL STATEMENTS
 August 31, 2019

STATEMENT OF FINANCIAL POSITION

BANK balance		316,903	at August 31/19
ACCOUNTS PAYABLE balance	427,623		
Debenture costs to be paid in December	(118,247)		
	<u> </u>		
Current Accounts Payable		309,376	Paid in Sept
		<u> </u>	
Extra (Shortfall) in bank account		7,527	

Prepays include insurance, property taxes, SJ Telecom & Managed Health Care's deposit of \$13,500

STATEMENT OF OPERATIONS

Crime Control:

* Benefits Health insurance 2019: \$88,580 2018: \$95,855
 Retirees health insurance 2019: \$-1,830 2018: \$-1,214

Overtime costs at August 24, 2019	37,966	
OT	24,291	
Flood OT	4,491	reimbursed
Call out OT	0	
Court OT	9,183	
Overtime costs at Aug 25, 2018	37,804	
OT	17,123	
Flood OT	4,908	reimbursed
Call out OT	10,749	
Court OT	5,024	
Change over prior year		
OT	7,168	
Flood OT	(417)	
Call out OT	(10,749)	
Court OT	<u>4,159</u>	
	162	

Administration:

* Benefits Health Insurance 2019: \$29,985 2018: \$31,924
 Retirees health insurance 2019: \$2,580 2018: \$5,514

MONTHLY CRIME OCCURRENCE SUMMARY

2019 CALL SUMMARY									
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	YTD
TOTAL CALLS FOR SERVICE	818	732	783	789	847	886	998	1016	6869
911 Hang-up CAD	24	26	24	27	19	32	31	18	201
Alarm CAD	48	41	32	26	41	36	33	38	295
Animal Complaint	4	6	7	4	8	16	11	15	71
Impaired Driving Complaint CAD	14	8	8	8	15	10	21	13	97
Parking/Driving Complaints CAD	51	36	43	47	56	59	75	56	423
Police Medical Call	13	10	9	9	5	8	11	8	73
Police Fire Call	8	8	2	7	4	9	8	9	55
Vehicle Stops	128	151	207	179	201	149	196	226	1437
POPA TICKETS	78	80	124	112	128	67	134	82	805
Bylaw Tickets	1	7	4	4	0	1	1	1	19
TOTAL FILES CREATED	188	176	187	194	195	227	281	221	1669
Abandoned Vehicle	0	0	0	0	0	0	0	1	1
Alarm	0	1	0	0	0	1	0	0	2
Animal Call	0	0	2	1	1	2	3	0	9
Ammo/Flare Disposal & Found	1	2	1	2	3	1	0	2	12
Arson-Damage to Property	0	1	0	2	0	0	0	0	3
Assault Bodily Harm/Weapon	0	0	2	1	0	0	1	0	4
Assault Police	0	0	1	0	0	0	0	0	1
Common Assault	3	3	7	7	2	13	4	7	46
Assist General Public	17	24	21	14	19	17	25	28	165
Assist Other Agency	3	6	4	6	4	12	14	6	55
Breach Recognizance	2	2	2	2	1	1	2	1	13
Break & Enter	0	1	0	3	0	2	4	4	14
Bylaws	1	0	0	2	1	0	0	0	4
Child Pornography	1	0	0	0	1	0	0	0	2
Counterfeiting	0	0	0	1	0	0	0	1	2
Criminal Harassment	0	1	0	0	0	0	1	2	4
Dangerous Operation of Motor Vehicle	1	0	2	0	0	0	0	0	3
Disturbance	1	1	1	7	4	4	0	4	22
Domestic Call	2	5	6	3	3	1	12	3	35

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Driving While Disqualified or Prohibited	2	3	6	5	2	5	3	5	31
Drug Complaint	2	0	0	0	0	0	1	0	3
ETS Incident	0	1	1	0	0	3	0	0	5
Fail to Comply	0	0	0	1	0	1	0	1	3
Fail to Stop or Remain	3	3	9	2	1	3	3	5	29
Fail to Yield Right of Way	0	0	1	0	0	0	0	0	1
Fight In Progress	0	0	0	0	1	0	0	0	1
Firearm Disposal	1	0	1	0	1	2	1	1	7
Fire Complaint	1	0	1	1	0	0	0	0	3
Lost/Found Property	2	1	7	5	7	15	13	11	61
Found Drugs	0	0	0	1	0	0	2	1	4
Fraud	1	7	2	1	3	2	4	4	24
Impaired Operation of MV	5	4	3	2	5	6	12	4	41
Indecent Act	0	0	0	0	0	2	0	2	4
Inspection Sticker, Etc.	3	0	2	0	3	0	2	0	10
Internet Complaint	1	0	0	0	0	0	0	1	2
Intoxicated Person	1	2	1	1	1	2	3	2	13
Medical Call	2	1	1	3	0	1	2	2	12
Mental Health Call	9	6	6	6	7	11	18	4	67
Mischief	8	1	8	6	5	4	13	8	53
Missing Person	1	3	6	1	4	2	1	1	19
MVA	42	41	28	29	22	39	36	39	276
No Driver's License	1	0	0	0	0	0	1	0	2
Non-Criminal Domestic Dispute	3	2	1	2	1	2	6	1	18
Obstruct Police Officer	1	0	0	0	0	0	0	0	1
Other Criminal Code	1	1	0	0	1	0	1	1	5
Pass School Bus	1	0	1	1	3	1	0	0	7
Possess CDSA	2	1	2	0	1	0	0	0	6
Breach of Probation	2	0	0	3	3	7	2	3	20
Provincial Cannabis	0	0	0	1	1	0	0	0	2
Provincial Traffic	0	1	3	1	1	0	0	2	8
Public Relations	7	7	2	9	4	7	8	4	48
Refusal	0	2	0	2	0	0	0	1	5
Sexual Assault	0	2	0	1	8	2	2	1	16
Shoplifting	3	4	2	0	4	0	1	7	21
Sudden Death	2	3	1	1	1	1	0	0	9
Suspension	0	2	1	0	4	3	3	5	18
Suspicious Person	0	1	0	4	0	0	4	3	12
Suspicious Vehicle	0	0	0	1	0	0	0	0	1
Take MV without Consent	0	0	1	1	0	0	0	0	2
Theft of Vehicle	0	0	0	0	0	0	2	0	2
Theft Under \$5000	2	9	7	9	17	16	9	5	74

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Theft Over \$5000	0	0	3	0	0	2	2	1	8
Traffic Other CDSA	0	0	1	0	0	0	0	0	1
Traffic Check Stop	1	1	3	9	11	5	8	9	47
Traffic/Parking Complaint	1	1	2	11	8	6	13	5	47
Traffic Cocaine	0	0	0	0	0	0	5	0	5
Trespass Act	0	2	1	0	0	5	2	3	13
Unlawfully in Dwelling	0	0	0	0	0	0	1	0	1
Unwanted Person	2	0	1	0	1	0	1	0	5
Uttering Threats	2	2	1	5	5	7	6	7	35
Vagrancy	0	0	0	1	0	0	0	0	1
Voyeurism	0	1	0	0	0	0	0	0	1
Warrants/Execution of Warrant	2	0	3	1	0	0	1	1	8
Weapons Complaint Investigation	1	0	1	1	1	1	1	0	6



ROTHESAY MEMORANDUM



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

RECOMMENDATION:

- Council give 1st 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 schedule a public hearing for Tuesday, November 12, 2019, immediately following the public hearing for By-law 1-19-1 (Mulberry Lane) to give consideration to By-law 1-18-1
- Council direct staff to forward a copy of the draft By-law to affected “Residential Apartment Complex” property owners

Background:

Council received recommendations from the Works and Utilities Committee, Deputy Mayor Alexander and Town Manager Jarvie at the August and September Council meetings with respect to a draft amending Water By-law. The Clerk’s office reviewed the recommendations, and subsequent motion of Council (September 9, 2019) and has prepared the attached draft By-law 1-18-1 “Amending Water By-law”, in consultation with senior staff.

Council will note the recommendation from the Works and Utilities Committee meeting (18 September 2019) to review payment schedules for Residential Apartment Complex utility connection fees. This has been included in the draft By-law under Section 7.6.1(d) and Section 7.11.

Editing changes and changes to conform to By-law 1-18 on Appendix A (different from recommendations/motions) have been highlighted for your reference.

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 _____

SECOND READING BY TITLE _____

READ IN ITS ENTIRETY _____

THIRD READING BY TITLE AND ENACTMENT _____

Dr. Nancy Grant
MAYOR

Mary Jane E. Banks
CLERK



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
15 October 2019

TO: John Jarvie, Town Manager

SUBMITTED BY:

Brian L. White, Director of Planning & Development Services

DATE: 8 October 2019

SUBJECT: Signage on Public Land in Kennebecasis Park

RECOMMENDATION REPORT

RECOMMENDATION:

Council HEREBY directs Staff to undertake a signage program in Kennebecasis Park to identify public access points to Town owned land, as outlined in the August 12, 2019 Staff Report.

ORIGIN:

At Council's regular meeting of August 12, 2019 a Closed Session Staff Report regarding signage on Public Land in Kennebecasis Park was brought forward into open session. Following, debate Council passed a Motion directing Staff to distribute that information report regarding proposed signage with the Kennebecasis Park residents via their neighbourhood newsletter, the Kennebecasis Park Neighbours Facebook page, and posted at the annual Kennebecasis Park Corn Boil event.

PUBLIC REPONSE:

Staff did provide and share the report as directed and have received several phone calls, inquiries and emails (see attachment A) regarding the proposed signage program. Although the response rate of just 8 residents cannot be seen as representative of the 330 homeowners in the subdivision the split in support is perhaps not surprising. Homeowners with properties along the riverfront are generally not supportive and are relatively frustrated in what seems to be an very isolated problem cannot be resolved in a more direct and focused manner. Conversely, homeowners that responded in favour of the signage proposal are located along the interior of the subdivision and are appreciative of the Town's efforts. Staff assume that, although the feedback is a very small response rate (2.5%), the vast majority of residents who have not responded either tentatively support or at least have a general indifference for the proposed program.

BACKGROUND

Staff mapped out the system of public lands and pedestrian connections throughout Kennebecasis Park and determined that 36 locations would be suitable for a sign. The proposed signs would be 10 inches wide by 14 inches tall with a dark green background bolted to a steel u-channel sign post approximately 3 to 4 feet above the ground.

FINANCIAL IMPLICATIONS

Staff are proposing the following budget for the direct cost of purchasing the signs and installing them throughout 36 locations in Kennebecasis Park:

36 Signs (aluminum 10in x 14in)	\$939.36
36 Sign Posts (6 foot u-channel)	\$2627.75
Hardware (3/8 in bolts, washer, nuts)	\$500.00
Total Cost Estimate*	\$4,067.11

*Estimate does not include staff time for installation.



Figure 1 - Proposed Sign Template

ATTACHMENTS:

Attachment A – Public Feedback Regarding Proposed Signage Program

Liz Pomeroy

From: Liz Pomeroy
Sent: October 11, 2019 9:38 AM
To: Liz Pomeroy
Subject: FW: New message from [REDACTED]

From: Town of Rothesay <rothesay@rothesay.ca>
Sent: September 19, 2019 8:45 PM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: New message from [REDACTED]

Thank you for your initiative to place signage on pedestrian passages in K. Park. I think this will lead to increased usage of these trails and help dispel the feeling of trespassing that keeps many of them from being used.

I would like to propose that the access point at Crestline Rd. and Park Dr. be considered for a priority 1 designation. This could be in addition to or instead of the priority 1 access between 98 and 100 Park Dr.

I have explored the two paths closest to my home (Crestline Rd.) and found that the priority 1 path has water access blocked by an impenetrable growth of brush. You would clearly have to divert into private property to reach the water from this point.

The priority 2 path nearby is open and accessible although feels like you're trespassing on the neighbour's lawn.

[REDACTED]

-20 Crestline Rd

[REDACTED]

Brian White

From: Tiffany Mackay French
Sent: October 4, 2019 5:32 PM
To: Council 2016 Email Distribution; Mary Jane Banks
Subject: Fwd: Right of Way paths in K-Park

Please see attached.

From: [REDACTED]
Sent: Wednesday, October 2, 2019 10:00 PM
To: tiffanymackayfrench@rothesay.ca
Subject: Right of Way paths in K-Park

Hello Tiffany

I hope you're doing well.

I'm writing in support of the action that has been proposed by Mr. Brian White to the Town Manager John Jarvie with regards to the Right of Way paths in K-Park (see attached).

The move to install signs to designate and demarcate the Right of Way is long overdue.

I myself have had serious altercations with the owners of 71 Elizabeth Parkway, who over the years have been extremely aggressive in trying to acquire the property for themselves. Apart from blocking the Right of Way with garbage bins and wheelbarrows, they have methodically planted the area with trees and shrubs designed to keep the Public out. They have gone so far as to actually pave the Right of Way without any penalty or response from the Town of Rothesay.

This has got to stop. It has gone on for far too long and it is a deprivation of the rights of the majority of residents in the area.

Tiffany, I would really appreciate your support for this initiative. Please let me know your thoughts on the issue.

Thanks and regards

[REDACTED]

40 Elizabeth Parkway

Rothesay

[REDACTED]

Brian White

From: Mary Jane Banks
Sent: October 2, 2019 9:11 AM
To: Brian White
Subject: FW: Public Rights away in KPark
Attachments: [REDACTED]

From: Nancy Grant <NancyGrant@rothesay.ca>
Sent: October 2, 2019 6:16 AM
To: Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Subject: Fwd: Public Rights away in KPark

Dr. Nancy Grant
Mayor

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

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

From: [REDACTED]
Date: Tue, Oct 1, 2019 at 8:44 PM -0300
Subject: Public Rights away in KPark
To: "Nancy Grant" <NancyGrant@rothesay.ca>, "Matthew Alexander" <MatthewAlexander@rothesay.ca>, "Miriam Wells" <MiriamWells@rothesay.ca>, "Tiffany Mackay French" <TiffanyMackayFrench@rothesay.ca>, "Bill McGuire" <BillMcGuire@rothesay.ca>, "Peter Lewis" <PeterLewis@rothesay.ca>, "Don Shea" <DonShea@rothesay.ca>, "Grant Brenan" <GrantBrenan@rothesay.ca>
Cc: "John Jarvie" <JohnJarvie@rothesay.ca>

Dear Town Council

I recently became aware of a memo that Brian White, dated August 7, 2019 wrote to John Jarvie. With my wife I am the home owner at 68 Elizabeth Parkway.

I am attaching for you a letter, that I cannot remember if I ever sent, from July 2014 which documents my own experience with this issue. I also do recall seeing Mr. Jarvie in person and also recall calling Mayor Grant before she got elected mayor on this issue many years ago. I gave up ages ago seeking justice.

I would point out due to the selfishness of the [REDACTED] we now have all experienced a multi year expensive ridiculous process that would have been avoided had the [REDACTED] not been so selfish.

In addition to the signage as proposed I do hope that the town clears the right of way as it existed just 10 years ago between 71 and 73 Elizabeth Parkway before the [REDACTED] got carried away. They have intentionally planted numerous trees and shrubs to block and hide the public right of way.

2019 October 15 Open Session Final
My own experience with this started with [redacted] and [redacted] At the time the young mother was accessing the shoreline, with her three children, down the public right of way and [redacted] called the RCMP alleging trespassing on her property. The RCMP who attended the call had no idea who was right and of course the young mother with her children was understandably distraught at the confrontation.

I truly hope this nonsense draws to a close and your council and town management move on to more meritorious issues worthy of our tax dollars and time. It is now more than 5 or 6 years since the original issue arose.

Brian White

From: [REDACTED]
Sent: October 9, 2019 8:33 PM
To: Nancy Grant; Matthew Alexander
Cc: John Jarvie; Brian White
Subject: Right of Way paths in K-Park
Attachments: KParkSignage (1).pdf

Hello Mrs. Grant and Mr. Alexander

I do hope you're doing well.

I'm writing to you as Mayor and Deputy Mayor in support of the action that has been proposed by Mr. Brian White to the Town Manager John Jarvie with regards to the Right of Way paths in K-Park (see attached).

The installation of signs to designate and demarcate the Right of Way is long overdue.

I myself have had serious altercations with the owners of 71 Elizabeth Parkway, who over the years have been extremely aggressive in trying to acquire the property for themselves. Apart from blocking the Right of Way with garbage bins and wheelbarrows, they have methodically planted the area with trees and shrubs designed to keep the Public out. They have gone so far as to actually pave the entrance to the Right of Way without any penalty or response from the Town of Rothesay.

This situation has really gone on for far too long and it is a deprivation of the rights of the majority of residents in the area. At our recent neighbourhood corn boil, there was widespread support for this project, and everyone was under the impression that the signage would proceed.

However, there has been no further communication from the Town. I would appreciate hearing from you on the status of the project, and the timeline for implementation.

Thanks and regards

[REDACTED]
40 Elizabeth Parkway
Rothesay
[REDACTED]



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

PO Box / CP 3032, Grand Bay-Westfield NB E5K 4V3
T. 506 738-1212 • F. 506 738-1207
hotline@fundyrecycles.com

September 12, 2019

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



Subject: Submission of Proposed Operating Budget for the Year 2020

Dear Ms. Banks,

At the September 10, 2019 meeting of the Board of the Fundy Regional Service Commission the following motion was adopted.

Motion:

To approve the 2020 Draft Budget for distribution as per the Regional Service Delivery Act for the 45-day review.


The Regional Service Delivery Act Reads:

Notice to members and Minister

28 A Board shall not vote on a budget for the Commission, borrow money or set fees for services unless the Commission has given written notice of the vote and a copy of the proposed budget, borrowing or fees to its members that are local governments and to the Minister at least 45 days before the vote.

Attached you will find a draft copy of the 2020 Budget and a summary including fee changes for your review. Any comments or concerns should be brought to the October 28, 2019 meeting by your representative, at which time the vote to approve will take place. If you require any further information or have any questions please do not hesitate to contact me.

Sincerely,


Marc MacLeod
Executive Director

FUNDY REGIONAL SERVICE COMMISSION**2020 FEE CHANGES AND BUDGET HIGHLIGHTS****Fee Changes**

	Item	Current	2020 Change
1	Organics	\$28 per metric tonne	\$40 per metric tonne
2	Asbestos	\$500 minimum; \$70 per cubic metre	\$500 minimum; \$100 per cubic metre
3	International	\$200 per metric tonne	\$200 excavation fee plus \$200 per metric tonne
4	Freon White Goods	\$15 per unit	\$20 per unit
5	Box Scrapes	\$20 per unit scrape	\$25 per unit scrape

Notes: Change Background Summary

- 1 Organics
In 2010, the tip fee was lowered from \$35 per metric tonne (MT) to \$28 per MT to incentivize program participation by communities and business. Regardless, volume has dropped in 10 years from 8400 MT to a projected 5600 MT for 2020 despite education initiatives and bag limit projects such as "2 Bags or Less". The change is to recover total costs similar to 2010 levels as the initiative did not work (2010: 8400x\$28= \$235k, 2020: 5600x\$40=\$224k). The total costs to communities will not increase and is still 2.7 times lower than garbage fees and organic fees could go back down if volumes increase.
- 2 Asbestos
Regulatory laws require special handling for disposal of asbestos. The change represents a recovery of actual costs incurred and maintains the not-for-profit requirements of the landfill. The price is reflective of current market options and is \$40 lower than the nearest option.
- 3 International
Regulatory laws require special handling for disposal of international waste. The change represents a recovery of actual costs incurred and maintains the not-for-profit requirements of the landfill. The price is reflective of current market options. Volumes are low.
- 4 Freon White Goods
Freon removal is done by a 3rd party contractor for \$15 per unit. The increase is to recover actual costs in handling.
- 5 Box Scrapes
During freeze/thaw events, collection vehicles occasionally require 'scrapes' to remove frozen material adhering to the waste collection 'boxes'. The increase is a recovery of actual costs to mobilize site equipment.

Budget Highlights (Numbers approximate)

1. Corporate Services
 - a. Governance reduced by \$5k for unused travel.
 - b. Financial Management reduced by \$5k for auditor fees through self-reporting.
2. Regional and Cooperative Services
 - a. Member charges reduced by \$30k for surplus carryover.

3. Local Planning Services
 - a. Government transfer received for \$40k for recreation program that was not previously recognized.
4. Electrical Generation
 - a. Fiscal Services increase of \$60 to contribute to the capital purchase of a \$250k retrofit through borrowing. Offset in the operating budget by lower labour and maintenance costs.
5. Solid Waste Services
 - a. MSW Tip Fee Revenue based on 65000 MT (3-year weighted average projection)
 - b. No MSW tip fee change.**
 - c. Operations – Machinery & Equipment \$30k increase for 2008 Dozer undercarriage rebuild.
 - d. Personnel increase at 2% as per union contract.
 - e. Cover Material \$220k increase to begin capping of cells 5-7.
 - f. Leachate increase of \$245k due to increase volume and BOD levels with the opening of cell 8 and the delay of capping cells 5-7 with the flood debris in 2018 and land purchase agreement for clay pit and rock quarry.
 - g. Waste Diversion Personnel Recycling increase of \$240k to add a third shift to the material recovery facility to meet market demand for purity from the closure of Asian and local markets. Additionally, address the material differences between the curbside (2-stream) and depot (3-stream) collection systems.
 - h. Depot collection program \$15k increase due to maintenance of older collection vehicles to defer capital replacement in light of curbside programs being developed by municipalities or through the province.
6. Fiscal Services
 - a. Long Term Debt Interest lowered with the elimination of the 20-year compost debenture, but the addition of the Cell 8 borrowing.
 - b. Long Term Debt Principal lowered with the elimination of the 20-year compost debenture, but the addition of the Cell 8 borrowing.
 - c. Post closure contributions and management fees separated for transparency.
7. Capital Plan
 - a. Some capital for 2020 has been moved to 2019 to be funded from surplus for safety and efficiency considerations lowering the overall capital budget for 2020.
 - b. Solid Waste Capital paid with operating funds for a total of \$350k.
 - i. Loader – New - \$250k
 - ii. ¾ Ton Truck – Used - \$45k
 - iii. ½ Ton Truck – Used - \$30k
 - iv. Forklift – Used - \$25k
 - c. Electrical Generation
 - i. Generator Retrofit #2 - \$50k from operating and \$200k from debt.

Fundy Regional Service Commission
Operating Fund Budget
Corporate Services

	<u>Budget 2019</u>	<u>Budget 2020</u>
<u>EXPENDITURES</u>		
Governance	\$ 68,800	\$ 62,340
Administration		
Executive Directors Office	61,576	\$ 60,140
Human Resources	19,000	\$ 23,700
Financial Management	125,574	\$ 120,700
Other Administrative Services	28,662	\$ 28,248
 Total Corporate Services	 <u>\$ 303,612</u>	 <u>\$ 295,128</u>
 Allocation to Other Funds:		
Cooperative & Regional Planning Services	\$ 60,722	\$ 54,523
Local Planning Service	13,024	\$ 13,544
Solid Waste Services	229,866	\$ 221,158
Electrical Generation	-	\$ 5,903
	<u>\$ 303,612</u>	<u>\$ 295,128</u>

Fundy Regional Service Commission**Operating Fund Budget****Cooperative & Regional Planning Services**

	Budget 2019	Budget 2020
REVENUE		
MEMBER CHARGES	\$ 63,734	\$ 34,097
SALE OF SERVICE	-	-
SECOND PREVIOUS YEAR SURPLUS	6,988	27,926
	<u>70,722</u>	<u>62,023</u>
EXPENDITURES		
ALLOCATION FROM CORPORATE SERVICES	60,722	54,523
REGIONAL PLANNING	2,500	-
REGIONAL POLICING COLLABORATION	-	-
REGIONAL EMERGENCY MEASURES PLANNING	-	-
REGIONAL SPORT, RECREATION AND CULTURE	7,500	7,500
OTHER SERVICES PROVIDED TO ALL MEMBERS	-	-
FISCAL SERVICES	-	-
	<u>70,722</u>	<u>62,023</u>
BUDGETED SURPLUS <DEFICIT>	<u>\$ -</u>	<u>\$ -</u>

Fundy Regional Service Commission

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Operating Fund Budget

Local Planning Service

	Budget 2019	Budget 2020
REVENUE		
MEMBER CHARGES	\$ 206,045	\$ 205,236
FEEES AND SERVICES	-	-
SECOND PREVIOUS YEAR SURPLUS	29,746	24,320
GOVERNMENT TRANSFER		41,250
	<u>235,791</u>	<u>270,806</u>
EXPENDITURES		
ALLOCATION FROM CORPORATE SERVICES	13,024	13,544
OTHER ADMINISTRATION	32,257	27,993
PLANNING SERVICES	66,400	107,369
INSPECTION SERVICES	121,610	119,400
FISCAL SERVICES	2,500	2,500
	<u>235,791</u>	<u>270,806</u>
BUDGETED SURPLUS <DEFICIT>	<u>\$ -</u>	<u>\$ -</u>

Fundy Regional Service Commission
Operating Fund Budget
Electrical Generation

	Budget 2019	Budget 2020
REVENUE		
SALE OF SERVICE - SAINT JOHN ENERGY	\$ 150,000	\$ 159,564
SECOND PREVIOUS YEAR SURPLUS		\$ 2,003
TRANSFER FROM SOLID WASTE OPERATING FUND	105,335	\$ 102,666
TOTAL REVENUE	<u>255,335</u>	<u>\$ 264,233</u>
EXPENDITURES		
ALLOCATION FROM CORPORATE SERVICES	-	\$ 5,903
OTHER ADMINISTRATION	10,250	\$ 10,250
PERSONNEL	115,185	\$ 103,130
MACHINERY & EQUIPMENT	129,900	\$ 85,900
FISCAL SERVICES	-	\$ 59,050
TOTAL ELECTRICAL GENERATION	<u>255,335</u>	<u>\$ 264,233</u>
BUDGETED SURPLUS <DEFICIT>	<u>\$ -</u>	<u>\$ -</u>

Fundy Regional Service CommissionOperating Fund BudgetSolid Waste Services

	Budget 2019	Budget 2020
REVENUE		
Tipping Fees		
Members	\$ 2,124,252	\$ 2,127,600
Industrial, Commercial & Institutional	4,679,749	4,892,400
Construction & Demolition	168,000	154,000
International Ship's Waste	2,000	2,000
Asbestos	28,000	70,000
Recycling	243,750	285,000
Other Operational Revenue	239,400	261,000
Other Revenue	-	40,000
Surplus of second previous year	239,534	292,028
TOTAL REVENUE	7,724,685	8,124,028

EXPENDITURES**ADMINISTRATION**

ALLOCATION FROM CORPORATE SERVICES	229,866	221,158
DIRECTORS OFFICE		
PERSONNEL	185,850	183,530
TRAVEL	11,000	11,000
TRAINING & DEVELOPMENT	3,000	10,500
OTHER ADMINISTRATION		
ADVERTISING	-	-
LIABILITY INSURANCE	128,000	134,300
PROFESSIONAL SERVICES	91,000	91,000
LEGAL SERVICES	5,000	5,000
OFFICE BUILDING	13,200	13,200
OFFICE EQUIPMENT & SUPPLIES	28,775	28,775
PRINTING & COPYING	3,300	3,300
TELECOMMUNICATIONS	12,500	12,500
CMEI	89,218	90,199
HOST COMMUNITY ENHANCEMENT FUND	24,475	24,745
PUBLIC EDUCATION		
PERSONNEL	144,181	154,180
ADVERTISING, TOURS & PROMOTIONAL	90,775	90,775

Fundy Regional Service Commission

Operating Fund Budget

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Solid Waste Services

	Budget 2019	Budget 2020
OTHER ADMINISTRATIVE	23,200	23,200
TOTAL ADMINISTRATION	1,083,341	1,097,362
OPERATIONS		
STATION & BUILDINGS		
REPAIRS & MAINTENANCE	7,000	7,000
ELECTRICITY	9,000	9,000
PROPERTY TAXES	239,990	233,700
ENVIRONMENTAL HEALTH & SAFETY	103,856	105,030
MACHINERY & EQUIPMENT		
FUEL	197,050	197,050
REPAIRS & MAINTENANCE	127,248	158,248
LANDFILL OPERATIONS		
PERSONNEL	708,331	753,428
SITE & ROAD MAINTENANCE	39,700	33,700
MONITORING	63,900	65,600
SITE SECURITY AND SAFETY	12,000	12,750
SPECIAL WASTE HANDLING	9,500	11,700
COVER MATERIAL	130,500	350,098
LEACHATE & SILTATION MANAGEMENT	704,529	947,892
SAFETY EQUIPMENT & SUPPLIES	34,674	27,274
SCALEHOUSE		
PERSONNEL	166,171	172,400
SUPPLIES	22,900	22,900
WASTE DIVERSION		
PERSONNEL - RECYCLING	530,969	821,040
PERSONNEL - DEPOT COLLECTION	429,700	419,039
RECYCLING FACILITY	161,275	158,864
DEPOT COLLECTION PROGRAM	255,907	270,107
COMPOSTING PROGRAM		
PERSONNEL	274,832	281,610
PROCESSING	426,387	453,569
CART & BIN PURCHASES	65,000	117,200
HAZARDOUS HOUSEHOLD WASTE		
COLLECTION	8,000	4,000
DISPOSAL	25,000	27,000

Fundy Regional Service Commission

Operating Fund Budget

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Solid Waste Services

	Budget 2019	Budget 2020
OTHER	4,800	4,800
TOTAL OPERATIONS	4,758,219	5,665,000
FISCAL SERVICES		
DEBENTURE ISSUE COSTS	20,752	22,000
BANK SERVICE CHARGES	11,088	12,000
INTEREST - CURRENT OPERATIONS	-	2,000
INTEREST - LONG TERM DEBT	92,784	40,700
PRINCIPAL - LONG TERM DEBT	982,000	653,000
CAPITAL EXPENDITURES FROM OPERATIONS	489,879	350,000
TRANSFER TO RESERVE FUNDS	25,000	25,000
TRANSFER TO GENERATION FACILITY FUND	105,335	102,666
CLOSURE & POST-CLOSURE	156,287	134,300
INVESTMENT MANAGEMENT FEES	-	20,000
TOTAL FISCAL SERVICES	1,883,125	1,361,666
TOTAL EXPENDITURES	7,724,685	8,124,028
SURPLUS (DEFICIT)	-\$ 0	\$ 0

Fundy Regional Service Commission**CAPITAL PLAN FOR 2020**

<u>Solid Waste</u>	<u>TOTAL COST</u>	<u>CAPITAL FROM OPERATING FUND</u>	<u>LONG TERM DEBT</u>	<u>TRANSFER FROM RESERVE FUND</u>
Loader	250,000	250,000		
Site truck 3/4 ton	45,000	45,000		
Site truck 1/2 ton	30,000	30,000		
Forklift	25,000	25,000		
	<u>350,000</u>	<u>350,000</u>	-	-

<u>Electrical Generation</u>	<u>Total Cost</u>	<u>Capital from Operating Fund</u>	<u>Long Term Debt</u>	<u>Transfer from Reserve Fund</u>
Genset Retrofit #2	250,000	50,000	200,000	
	<u>250,000</u>	<u>50,000</u>	<u>200,000</u>	-

Liz Pomeroy

From: Liz Pomeroy
Sent: October 10, 2019 9:29 AM
To: Liz Pomeroy
Subject: FW: Presentation for the Oct 15th council meeting

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

From: [REDACTED]
Date: Wed, Oct 9, 2019 at 1:27 PM -0300
Subject: Re: Presentation for the Oct 15th council meeting
To: "Mary Jane Banks" <MaryJaneBanks@rothesay.ca>

Hi Ms. Banks,

In intend to speak about the following:

- the timeline and planning of the construction project from my uninformed viewpoint
- the lack of requirement for the closure (not a safety issue), and how the blocking of the beach access became an add-on
- the lack of acknowledgement by the mayor and council that the community at large was in disagreement with the intended closure, and the guard rail was installed blocking access anyway.
- history of the beach access and our deeded right to use this property
- I would like an answer as to how [REDACTED] and I are to conduct our commercial fishing activities at this access point now. Why is the negative impact to our livelihood not of concern to the town? Perhaps they don't know it is how we make a living?
- we as a community request that Mayor Grant and council motion and act on opening the access and restoring it to its former condition, for the greater good and contentment of our community. A show of solidarity by the mayor and council would go a long way to restore the communities faith in the democratic process

Thank you, Liz Kramer

From: Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Sent: October 9, 2019 3:35 PM
To: [REDACTED]
Subject: Re: Presentation for the Oct 15th council meeting

Thanks for the update. I'll also need a written summary of your presentation. By 4pm today is fine.

Mary Jane Banks, BComm
Rothesay Town Clerk
Director of Administrative Services

Sent from mobile device

On Wed, Oct 9, 2019 at 12:06 PM -0300, [REDACTED] wrote:

I had just lost the entire contents of what I was trying to send, thus the quick note.

I am copying the pictures to a memory stick right now and will drop them off at the town hall shortly.

Thanks, Liz Kramer

Sent from my iPad

> On Oct 8, 2019, at 12:36 PM, Mary Jane Banks wrote:

>

> Good afternoon Ms. Kramer.

>

> Thanks for your request to appear before Rothesay Council. The next meeting will be held on TUESDAY, October 15, 2019 at 7:00 p.m. at Rothesay Town Hall, 70 Hampton Road. I typically recommend presenters plan to be in attendance for 7:00 p.m. There are two other presentations currently scheduled for this meeting.

>

> The agenda is posted to the website prior to the meeting (usually by end of day on Friday) and you can find a copy here: <https://www.rothesay.ca/town-hall/agendas/>

>

> PLEASE NOTE presentations to Council are limited to 10 minutes, unless extended by motion of Council, or on invitation from the Mayor.

>

> If you have any documentation (or photographs), I would require them no later than NOON on Wednesday, October 9, 2019. You can send them by email to MaryJaneBanks@rothesay.ca. Any questions you have or any requests you may wish to make should be addressed in your documentation (i.e. requests for funding/participation/support/action). If the files are larger than 10 Mb, you can deliver them on a USB key to Reception at Town Hall (office hours are 8:00 am to 4:30 pm).

>

> If you have a powerpoint presentation, you can forward it to MaryJaneBanks@rothesay.ca as well (by the deadline above) and it will be loaded on the Town laptop for your use at the meeting (I'd suggest bringing an extra copy on a USB key - just in case!) The file should be no larger than 10Mb as there is a limit on attachment size in our email system.

>

> All documentation is provided to Council prior to the meeting.

>

> Please confirm that you wish to be added to the agenda for October 15th and, if so, please forward your request and supporting documentation by noon tomorrow.

>

> If you have any questions, please feel free to send me an email - I would note I will be out of the office Wednesday and Thursday but will have limited access to email.

>

> Thanks and I look forward to hearing from you~

>

> Mary Jane

>

> Mary Jane E. Banks, BComm, NACLAA II

> Town Clerk - Rothesay

> Director of Administrative Services

> 70 Hampton Road

> Rothesay, NB E2E 5L5

>

> MaryJaneBanks@rothesay.ca

> p (506)848-6664

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> f (506)848-6677

> Before printing, please think about the environment Respectez l'environnement, réfléchissez avant d'imprimer

>

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

>

> -----Original Message-----

> From: Fishman Kramer

> Sent: October 8, 2019 10:29 AM

> To: Mary Jane Banks

> Subject: Presentation for the Oct 15th council meeting

>

>

> Hi Mary Jane,

>

> I was advised by Mrs. Wells and Mayor Grant to make a request to present at the council meeting, regarding the closure of the Cameron Rd beach access.

>

> I have pictures of the beach access, which I would like to present on the white board. I will be summarizing the work that has been done, and the situation which has led to the discontentment of virtually the entire neighbourhood.

>

> Please let me know if there is any information or material lacking, so I can have enough time to submit prior to tomorrow's deadline.

>

> Thank you very much, Liz Kramer

Liz Pomeroy

From: Liz Pomeroy
Sent: October 3, 2019 10:57 AM
To: Liz Pomeroy
Subject: FW: Cameron Rd beach access

From: [REDACTED]
Sent: October-02-19 7:38 AM
To: Miriam Wells
Cc: John Jarvie; Brett McLean; Matthew Alexander; Charles Jensen; Nancy Grant
Subject: Re: Cameron Rd beach access

Thank you for your reply Mrs. Wells.

I'm not sure you understand the issue.

The guard rail is being erected to protect cars from going over the edge.

Someone made the decision to extend the guard rail even further, and block the access point down to the beach. There is no safety issue at this point in the road, and it is a deliberate manoeuvre to keep people from accessing the beach with their vehicle. That is the issue. It is not a safety issue at all. Please can you tell me who made this decision and was it voted on? Did the council vote to take away the peoples access to the beach, this is what I want to know or did Mr.McLean make that decision all on his own?

Yesterday morning I noticed someone has taken the pole that blocks the access point, which was only put in the day before. So what did the town do? They came with a cement barricade and blocked the access.

If this is not a show of totalitarian rule, I don't know what is!

Somehow, Mr.McLean thinks his will, will be done with or without the people's support.

I will focus hard on efforts to inform people of the towns unwillingness to do what the citizens have requested. For after all, the town authorities are a representation of those people. Making decisions that go against the will of the people and enforcing them, as has been done is unacceptable.

Sincerely, Liz Kramer

On Oct 1, 2019, at 10:52 AM, Miriam Wells <MiriamWells@rothesay.ca> wrote:

Good Morning Liz,

My understanding of the matter is that Cameron Road was raised to allow residents and emergency vehicles to access their homes when the river floods. The guard rail is being put on place to keep cars from going off the road. I am hopeful we can have continued discussions at the Parks and Recreation Committee about enhancing Jordan Miller Park and adding a boat ramp there. The added bonus to that idea is that there is then parking available. I will request this be on our agenda at the October meeting on October 22. You are most welcome to attend. You may also request to speak to the Committee. I am copying the Director of Parks and Recreation, Charles Jensen, to inform him of this idea. Please let him know if you wish to speak.

If you remain unsatisfied I would suggest you address a letter to Mayor and Council and submit it no later than October 9 so that it is on the agenda for our October 15 meeting. You may also request to speak at the Council meeting. This too needs to be done before October 9. You can send all requests to the Town Clerk at maryjanebanks@rothesay.ca

I hope this helps,

Miriam

Councillor Miriam Wells
MiriamWells@rothesay.ca

From: [REDACTED]
Sent: Tuesday, October 1, 2019 9:32 AM
To: Miriam Wells
Subject: Cameron Rd beach access

Hi Mrs. Wells,

You may remember me from the Public Works meeting on Sept 18th. Thank you for your input and positivity towards potential planning for the use of Jordan Miller Park. In fact Paul and I were so excited about that positivity, that we neglected to touch on the closure of the beach access.

As you may know, the plan for finishing the Cameron Rd construction project includes resurfacing and erecting a guard rail barrier. I was made aware of this issue by a concerned citizen. I was appalled thinking I would lose my ability to launch any boats with a vehicle on the beach, as I had done for so many years.

I assumed that it was the people living in face of the beach, who suggested the guard rail close the access point, because I know it is a point of contention for them, even though both families have lived there for decades, just like mine up the road. There is also a yet unidentified lady that has scared away moms (more than one) with kids from exploring the beach. This all concerns me since this beach and the surrounding shoreline have been a place of solitude and meditation for me and people like me for many years. It would appear that the semi-new residents of mulberry lane might be responsible for this. I would hate to think that me or my child might have to face off with this individual while enjoying our deeded publicly accessible shoreline, which I might add, extends beyond the view of Cameron rd in either direction. I'm not sure these residents are aware of my right to publicly access the shorelines in front of their homes, as demonstrated in the community plans from the early 1900's.

Ok, let me say that peace of mind, and safety of person is my primary importance when it comes to my family. Because of this, I choose not to engage with those people and visit the shoreline rarely. In light of recent events, I am forced out of peace of mind to deal with the absolutely absurd and non-necessary, in fact ridiculous, closure of vehicle access to this publicly accessible shoreline, which the town does not own. (Per my understanding anyhow)

I had chosen not to focus on the people issue down there, and instead focus on bolstering support for the non closure of the access. I did collect all of the signatures myself, and have heard the

communities almost unanimous support for not closing the access, but also not wanting people parking on the beach.

I did everything I could, but it appears this democratic procedure was unsuccessful since Fundy Fencing commenced work to put the guard rail in place yesterday. As stated from the workers yesterday at the beach, the original plan was unaltered. I was also informed that the office had a hard time getting a crew to do this work since the human beings were aware that the public does not support the project, to put it mildly.

I went to see Mr. McLean yesterday morning, where I was told very matter of factly that I had no say in the matter and work was going forward regardless of the discontentment of the 77 residents. He told me there were safety concerns, but I feel these are unwarranted because this access has been open for many many years. Recognizing the absurdity of his statement, he then leaned on a legal problem. I have never before been presented with this angle. He said it is not legal to drive a vehicle on the beach. But I asked what is the loophole that allows people to launch boats unobstructed by this legal challenge? He did not have an answer. Is it the towns responsibility to enforce these "unidentified laws" in public places? He also did not have an answer.

His basic message was clear. I had no say in the matter. I have started looking for the construction plan in the towns online documents but could not find none. I did note that one document said this project was part of the 2019 resurfacing plan, however, that plan as outlined in the Rothesay publication did not include Cameron Rd. What exactly is going on here? Why is the construction project not talked about in the meetings, or did I miss something? Who made the decision to extend the guard rail blocking access? Was it voted on? Is there something to Mr. McLeans apparent totalitarian ruling over the matter? Why didn't I address this at the public works meeting? I feel so stupid that I neglected to mention it since you had so kindly given me a voice. Thank you.

I also talked to Mayor Grant, and she remained impartial and listened to my concerns. She did say she trusts Mr. McLean has done his job. I was advised to write a letter, yet again.

I am sorry to burden you with this problem. We are all very busy. I just cannot let this go unanswered for. This is not the type of behaviour I would expect from the town officials. Why don't our wants and needs matter?

Can you help me in any way understand what is going on?
Please?

Sincerely, Liz Kramer

Liz Pomeroy

From: Liz Pomeroy
Sent: October 11, 2019 3:26 PM
To: Liz Pomeroy
Subject: FW: Cameron Rd beach access

From: Don Shea <DonShea@rothesay.ca>
Sent: October 8, 2019 4:53 PM
To: [REDACTED]
Cc: Grant Brenan <GrantBrenan@rothesay.ca>; Tiffany Mackay French <TiffanyMackayFrench@rothesay.ca>; Peter Lewis <PeterLewis@rothesay.ca>; Nancy Grant <NancyGrant@rothesay.ca>; Bill McGuire <BillMcGuire@rothesay.ca>; Matthew Alexander <MatthewAlexander@rothesay.ca>; Miriam Wells <MiriamWells@rothesay.ca>; Don Shea <DonShea@rothesay.ca>; Mary Jane Banks <MaryJaneBanks@rothesay.ca>; John Jarvie <JohnJarvie@rothesay.ca>
Subject: Re: Cameron Rd beach access

Thank you for providing before/after pictures relating to your concerns. I've taken the liberty of copying council members into this in order that they, too, will better understand the situation you've explained in previous correspondence.

I have also copied the Town Manager as well as the Town Clerk with the request your correspondence be included in Council's next agenda package.

Regards,

Don Shea, Councillor

The

From: [REDACTED]
Sent: Monday, October 7, 2019 2:41 PM
To: Don Shea
Subject: Re: Cameron Rd beach access

Yes Mr. Shea!

Without digging into the archives of thousands of photos, I present you with the street view from google maps, which clearly shows the access point just how it has been for many years. Notice the natural flow from street to beach.



And the satellite view:

4:32 PM Mon Oct 7



Search here



Now these ar the after pictures I just took today:





This is just not right.

Anxiously awaiting your reply.

Thank you, Liz Kramer

On Oct 4, 2019, at 2:54 PM, Don Shea <DonShea@rothesay.ca> wrote:

Liz ... by any chance would you have photos showing what it looked like prior to the installation of the barrier and a photo depicting the situation after the installation?

I am currently out-of-town and will return on Sunday. I will try to get down to the site early in the week.

Regards

Don Shea, Councillor

Don Shea, Councillor

On Wed, Oct 2, 2019 at 7:55 AM -0300, [REDACTED] wrote:

Hi Mr. Shea,

I have been told that you are still living in what used to be Fairvale.

Perhaps you can shed some light on this situation. I figure I may as well let all the councillors know what is going on, in the hopes of someone acknowledging this problem for what it is.

Sincerely, Liz Kramer

On Oct 2, 2019, at 7:38 AM, [REDACTED] wrote:

Thank you for your reply Mrs. Wells.

I'm not sure you understand the issue.

The guard rail is being erected to protect cars from going over the edge. Someone made the decision to extend the guard rail even further, and block the access point down to the beach. There is no safety issue at this point in the road, and it is a deliberate manoeuvre to keep people from accessing the beach with their vehicle. That is the issue. It is not a safety issue at all. Please can you tell me who made this decision and was it voted on? Did the council vote to take away the peoples access to the beach, this is what I want to know or did Mr.McLean make that decision all on his own?

Yesterday morning I noticed someone has taken the pole that blocks the access point, which was only put in the day before. So what did the town do? They came with a cement barricade and blocked the access.

If this is not a show of totalitarian rule, I don't know what is!

Somehow, Mr.McLean thinks his will, will be done with or without the people's support.

I will focus hard on efforts to inform people of the towns unwillingness to do what the citizens have requested. For after all, the town authorities are a representation of those people. Making decisions that go against the will of the people and enforcing them, as has been done is unacceptable.

Sincerely, Liz Kramer

On Oct 1, 2019, at 10:52 AM, Miriam Wells <MiriamWells@rothesay.ca> wrote:

My understanding of the matter is that Cameron Road was raised to allow residents and emergency vehicles to access their homes when the river floods. The guard rail is being put on place to keep cars from going off the road. I am hopeful we can have continued discussions at the Parks and Recreation Committee about enhancing Jordan Miller Park and adding a boat ramp there. The added bonus to that idea is that there is then parking available. I will request this be on our agenda at the October meeting on October 22. You are most welcome to attend. You may also request to speak to the Committee. I am copying the Director of Parks and Recreation, Charles Jensen, to inform him of this idea. Please let him know if you wish to speak.

If you remain unsatisfied I would suggest you address a letter to Mayor and Council and submit it no later than October 9 so that it is on the agenda for our October 15 meeting. You may also request to speak at the Council meeting. This too needs to be done before October 9. You can send all requests to the Town Clerk at maryjanebanks@rothesay.ca

I hope this helps,

Miriam

Councillor Miriam Wells
MiriamWells@rothesay.ca

From: [REDACTED]
Sent: Tuesday, October 1, 2019 9:32 AM
To: Miriam Wells
Subject: Cameron Rd beach access

Hi Mrs. Wells,

You may remember me from the Public Works meeting on Sept 18th. Thank you for your input and positivity towards potential planning for the use of Jordan Miller Park. In fact Paul and I were so excited about that positivity, that we neglected to touch on the closure of the beach access.

As you may know, the plan for finishing the Cameron Rd construction project includes resurfacing and erecting a guard rail barrier. I was made aware of this issue by a concerned citizen. I was appalled thinking I would lose my ability to launch any boats with a vehicle on the beach, as I had done for so many years.

I assumed that it was the people living in face of the beach, who suggested the guard rail close the access point, because I know it is a point of contention for them, even though both families have lived there for decades, just like mine up the road. There is also a yet unidentified lady that has scared away moms (more than one) with kids from exploring the beach. This all concerns me since this beach and the surrounding shoreline have been a place of solitude and meditation for me and people like me for many years. It would appear that the semi-new residents of mulberry lane might be responsible for this. I would hate to think that me or my child might have to face off with this individual while enjoying our deeded publicly accessible shoreline, which I might add, extends beyond the view of Cameron rd in either direction. I'm not sure these residents are aware of my right to publicly access the shorelines in front of their homes, as demonstrated in the community plans from the early 1900's.

Ok, let me say that peace of mind, and safety of person is my primary importance when it comes to my family. Because of this,

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I choose not to engage with the town on the shoreline rarely. In light of recent events, I am forced out of peace of mind to deal with the absolutely absurd and non-necessary, in fact ridiculous, closure of vehicle access to this publicly accessible shoreline, which the town does not own. (Per my understanding anyhow)

I had chosen not to focus on the people issue down there, and instead focus on bolstering support for the non closure of the access. I did collect all of the signatures myself, and have heard the communities almost unanimous support for not closing the access, but also not wanting people parking on the beach.

I did everything I could, but it appears this democratic procedure was unsuccessful since Fundy Fencing commenced work to put the guard rail in place yesterday. As stated from the workers yesterday at the beach, the original plan was unaltered. I was also informed that the office had a hard time getting a crew to do this work since the human beings were aware that the public does not support the project, to put it mildly.

I went to see Mr. McLean yesterday morning, where I was told very matter of factly that I had no say in the matter and work was going forward regardless of the discontentment of the 77 residents. He told me there were safety concerns, but I feel these are unwarranted because this access has been open for many many years. Recognizing the absurdity of his statement, he then leaned on a legal problem. I have never before been presented with this angle. He said it is not legal to drive a vehicle on the beach. But I asked what is the loophole that allows people to launch boats unobstructed by this legal challenge? He did not have an answer. Is it the towns responsibility to enforce these “unidentified laws” in public places? He also did not have an answer.

His basic message was clear. I had no say in the matter. I have started looking for the construction plan in the towns online documents but could not find none. I did note that one document said this project was part of the 2019 resurfacing plan, however, that plan as outlined in the Rothesay publication did not include Cameron Rd. What exactly is going on here? Why is the construction project not talked about in the meetings, or did I miss something? Who made the decision to extend the guard rail blocking access? Was it voted on? Is there something to Mr. McLeans apparent totalitarian ruling over the matter? Why didn't I address this at the public works meeting? I feel so stupid that I neglected to mention it since you had so kindly given me a voice. Thank you.

I also talked to Mayor Grant, and she remained impartial and listened to my concerns. She did say she trusts Mr. McLean has done his job. I was advised to write a letter, yet again.

I am sorry to burden you with this problem. We are all very busy. I just cannot let this go unanswered for. This is not the type of behaviour I would expect from the town officials. Why don't our wants and needs matter?

Can you help me in any way understand what is going on?
Please?

Sincerely, Liz Kramer

Liz Pomeroy

From: Liz Pomeroy
Sent: October 10, 2019 8:18 AM
To: Liz Pomeroy
Subject: FW: Cameron Road

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

From: [REDACTED]
Date: Wed, Oct 9, 2019 at 2:49 PM -0300
Subject: Cameron Road
To: "Grant Brenan" <GrantBrenan@rothesay.ca>
Cc: "Rothesay Info" <rothesay@rothesay.ca>, "Nancy Grant" <NancyGrant@rothesay.ca>, "Matthew Alexander" <MatthewAlexander@rothesay.ca>

Hello Mr Brenan

My name is [REDACTED] I live At 42 Sprucewood Ave Rothesay NB. In the winter i enjoy going to my smelt fishing shack at the end of Cameron Road in Rothesay . I took a drive down there today and see the road built up at least 5 feet and recently paved with new driveways into the homes affected and sod is being placed along side of the road good job well done . But here is my concern you (The town Of Rothesay) have blocked off my access to put my fishing shack on the ice in the river While creating private morning for the boats anchored there. I would like to continue fishing there and wonder if there is a plan from the town of Rothesay to allow me access to continue a sport that i have enjoyed for many years. I understand that the road was built up to accommodate the taxpayers of that area during flood seasons but i am also a taxpayer who has been affected by this decision. Appreciate your time to look into this matter and anticipate your response.

Thank you [REDACTED]



ROTHESAY MEMORANDUM



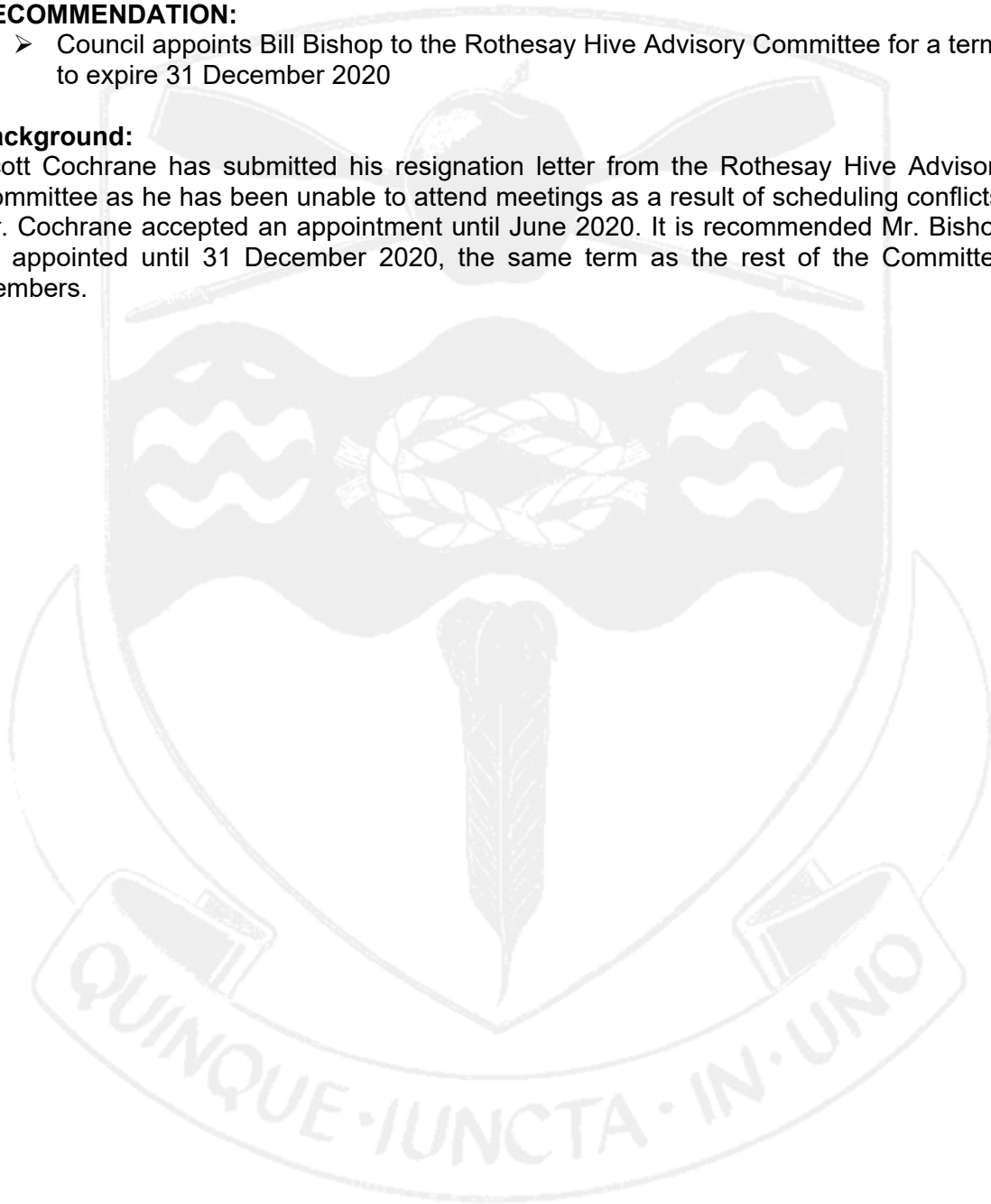
TO	:	Mayor and Council
FROM	:	Nominating Committee
DATE	:	7 October 2019
RE	:	Replacement on the Rothesay Hive Advisory Committee

RECOMMENDATION:

- Council appoints Bill Bishop to the Rothesay Hive Advisory Committee for a term to expire 31 December 2020

Background:

Scott Cochrane has submitted his resignation letter from the Rothesay Hive Advisory Committee as he has been unable to attend meetings as a result of scheduling conflicts. Mr. Cochrane accepted an appointment until June 2020. It is recommended Mr. Bishop be appointed until 31 December 2020, the same term as the rest of the Committee members.





ROTHESAY



INTEROFFICE MEMORANDUM

TO : Mayor Grant & Council
 FROM : Personnel Committee
 DATE : 7 October 2019
 RE : Council Remuneration

Recommendation:

It is recommended that:

1. the annual remuneration for the 2020 term of Council be increased 6% as follows:

	Mayor	Deputy Mayor	Councillor
Current	35,000	18,900	16,200
Proposed 2020-24	37,000	20,100	18,000

2. the per diem payment for Councillors missing work as employees to attend to Town business outside the municipality be increased to \$200.
3. the subsidy for Council fitness club memberships be eliminated.

Background:

By-law no. 2-18 - A By-Law of the Municipality of Rothesay Respecting the Remuneration of Council Members and Committee Members includes the following provision:

4. The remuneration of Council shall be set by resolution of Council upon adoption of this By-law and subsequently at the October meeting prior to the quadrennial election. Such remuneration shall take effect with the swearing in of the newly elected Council or as otherwise specified in the resolution.

This memorandum is intended to provide background information to the Personnel Committee in recommending the remuneration for the next term of Council beginning in June of 2020.

Members of Council are currently eligible for the following:

- Annual salary currently as set out in the following table.

Mayor	\$35,000
Deputy Mayor	\$18,900
Councillor	\$16,200
- A per diem payment of \$150 for any days of work missed due to attendance to Town business.
- Reimbursement of 50% of fitness membership up to a maximum annual allowance of \$500.
- Insurance coverage for accidental death and dismemberment (7/24).

The following information may be relevant in devising your recommendation.

The property tax base of the Town has grown by 5.5% since the current remuneration rates were established¹ (note the assessments were frozen for 2018).

Town employees have generally received total adjustments to salaries of 9.8% since 2016.

The Consumer price index for Saint John has increased 9.3% since 2016.

The current remuneration for Council members in comparable New Brunswick communities (Quispamsis, Bathurst, Miramichi, Edmundston , Riverview and Oromocto) is set out below.

	Mayor	Deputy Mayor	Councillor
Average	36,485.44	18,627.36	14,507.90
Range	\$51,500-\$13,853	\$21,074-\$2,000	\$17,806-\$6,353

Incremental costs for implementing the recommendation of the Committee are estimated to be as follows:

- Council salaries: + \$4,200
- Compensation for lost time from work: ± \$300
- Elimination of the Fitness Club Membership for Councillors: (\$2,000)

¹ For the purposes of this memo, the adjustment for the remuneration rates as a result of the change in federal tax treatment for local elected official is considered neutral.



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ROTHESAY

INTEROFFICE MEMORANDUM



TO	:	Mayor Grant & Council
FROM	:	John Jarvie
DATE	:	10 October 2019
RE	:	Pubic Parking at Our Lady of Perpetual Help

Recommendation:

It is recommended Council endorse the measures set out in this memorandum regarding the public use of the parking lot at Our Lady of Perpetual Help.

Background:

Council has raised questions about the formalizing the public's use of the parking lot at Our Lady of Perpetual Help Church. Staff have met with representatives of the Parish and the following approach has been discussed.

- The Town will produce at least two (2) sandwich board signs noting that parking is available at the Church parking lot and acknowledging the courtesy the Parish is providing in allowing public use.
- Each Thursday a Town staff member will contact the Parish office to inquire about times when public use of the lot would not be convenient due to scheduled events. A contact number will also be provided should unscheduled events arise during the week.
- A schedule will be prepared for the workers at the Common to place the signs for convenient periods.
- Social media messaging will be used to reinforce the messaging about the use of the parking lot being a generous courtesy by the Parish.
- A second set of signs will be fabricated for use at times when the parking lot is not available.
- The final wording for the signs will be developed in consultation with Parish representatives.

This will be tried for a period and is subject to the Parish not continuing the public use if it is found to disrupt normal activities.



70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothesay@rothesay.ca
www.rothesay.ca

8 October 2019

Our Lady of Perpetual Help Church
14 Almon Lane
Rothesay, NB
E2E 5E4
Attention: Rev. Father Stanislas Paulin

Dear Father Stan:

Re: Church Parking Lot

First thank you for meeting with me with Terry McNerney. I was very encouraged by your comments and believe we can establish a process for members of the public to make use of the parking lot at Our Lady without inconveniencing the parishioners.

To summarize what I believe we agreeing:

- The Town will produce at least two (2) sandwich board signs noting that parking is available at the Church parking lot and acknowledging the courtesy the Parish is providing in allowing public use.
- Each Thursday a Town staff member will contact the Parish office to inquire about times when public use of the lot would not be convenient due to scheduled events. A contact number will also be provided should unscheduled events arise during the week.
- A schedule will be prepared for the workers at the Common to place the signs for convenient periods.
- Social media messaging will be used to reinforce the messaging about the use of the parking lot being a generous courtesy by the Parish.

This will be tried for a period and is subject to the Parish not continuing the public use if it is found to disrupt normal activities.

...2

Father Stan
Public Parking

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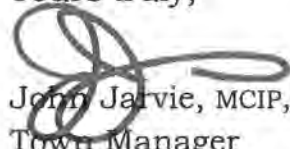
October 8, 2019

I assure you that irrespective of the decision on this matter, the Town appreciates the generosity of Our Lady in allowing this usage in the past.

Please let me know if this is your understanding on the proposed arrangement.

Thank you!

Yours truly,

A handwritten signature in black ink, appearing to be 'John Jarvie', written over the typed name.

John Jarvie, MCIP, RPP
Town Manager

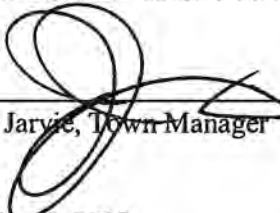
Cc : Rothesay Council
 Terry McInerney



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
October 15, 2019

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY: 
John Jaryie, Town Manager

DATE: October 8, 2019

SUBJECT: Backflow Prevention – Cameron Road Storm Sewer Outlets

RECOMMENDATION

It is recommended that Rothesay Mayor and Council authorize the Director of Operations to purchase backflow prevention devices for two storm sewer outfalls along Cameron Road that discharge to the river below the 6.0m elevation.

ORIGIN

Spring flooding in 2018 and 2019 inundated two storm sewer outfalls along Cameron Road that discharge to the Kennebecasis River below the 6.0 m elevation.

BACKGROUND

The 2018 spring freshet rendered Cameron Road impassible between the intersection with Ricketts Lane and the intersection with Mulberry Lane. Ricketts Lane and Mulberry Lane are both slightly above the 6.0 m elevation.

Council approved a 2019 project to raise the section of Cameron Road between Ricketts Lane and Mulberry Lane to the 6.0 m elevation to allow access and egress during future floods. The project was solely based on public safety; to allow safe access and egress to area residents during future flooding events.

Prior to the start of construction in 2019 the area experienced flooding similar to that of 2018. The planned project was expedited and the Cameron Road elevation was raised to 6.0 m during the flood to allow immediate access and egress for area residents.

DISCUSSION

The installation of backflow prevention devices for the two storm sewer outfalls that discharge below the 6.0 m elevation will allow the elevated roadway to serve as a barrier to reduce river intrusion for the properties on the non-river side of the road during future flood events. Backflow preventers were not included as part of the planned project for Cameron Road. The 2019 flood had not occurred during the project planning phase and it was largely felt, at the time, that the 2018 flood was an anomaly. The occurrence of the 2019 flood changed that mindset from one of *planning for some future flood* to one of *planning for an annual flood*.

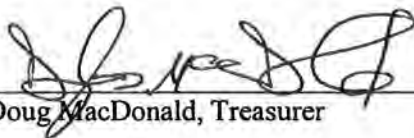
Planning for an annual flood would suggest that the storm sewer outfalls should be controlled in order to prevent river water from flowing through the storm sewer system to the other side of the newly elevated road until such time as the river reaches the 6.0 m elevation.

FINANCIAL IMPLICATIONS

Town staff will install the backflow prevention devices and quotes will be solicited from various suppliers of these devices. The budgetary price is in the order of \$20,000 for the two units and the cost will be included as part of the capital project already underway on Cameron Road.



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).



2019October15OpenSessionFINAL_224

ROTHESAY

INTEROFFICE MEMORANDUM



TO	:	Mayor Grant & Council
FROM	:	John Jarvie
DATE	:	11 October 2019
RE	:	Construction Activity – Church Avenue Area

Recommendation:

Staff recommend this report be received for information.

Background:

As part of the 2019 capital works program, the Town is undertaking a major project to replace utilities and enlarge storm sewer capacity from Hampton Road to the river in the vicinity of the Rothesay Common. Infrastructure in this neighbourhood is some of the oldest in the community and in some places extends onto private property.

The project includes obtaining permission for a rail crossing that involved closing of the track for several days and a watercourse alteration permit to allow seasonal work on the edge of the river at Rothesay Park Road.

Most of the underground utilities (water and sewer lines) are being replaced in addition to installing a large (5-foot diameter) storm sewer pipe which is expected to resolve a number of storm drainage issues in the vicinity. Church Avenue is being widened to provide better traffic flow and enhanced safety.

The Provincial Government is also funding resurfacing of Hampton Road from Almon Lane to Rothesay Corner. Before the resurfacing can be done, it is imperative that underground pipework be inspected and replaced where necessary. This project was not originally scheduled for 2019 but was moved up on the work schedule when provincial funds (\$278,000) became available. Sidewalks and curb are also being replaced. A new culvert has been installed across Hampton Road by the Scotiabank and Rothesay Park Road has been raised to improve access during the spring freshet, a project not included in the original work program and done at reduced cost due to materials available from the excavations for the storm sewer project.

Work remaining to be done includes placement of base asphalt on Station Road, Gondola Point Road and Rothesay Park Road beginning next week. Concrete work on Hampton Road will also begin next week. Concrete work on Church Avenue will begin the week of October 28th and final paving is scheduled to take place during the second and third week of November.

The supervising engineers on the job are Crandall and exp and the contractors are Galbraith Construction and Terraex. The contractors have worked with the consulting engineers and the Town to maximize the value for the expenditures and this has at times meant work stopped in one location so it can proceed in another.

This is a major project for the town and we appreciate that it continues to be a strain on the patience of those that use the roads daily. The Town wishes to assure you that all steps are being taken to complete the project on schedule by the end of November. Thank you for your tolerance.



To: Mayor Grant and Rothesay Council

From: John Jarvie, Town Manager

Date: Friday, October 11, 2019

Subject: Encroachment Agreement (By-law No. 1-11, A By-law to Manage Town Owned Lands)

Applicant:	Ingrid Warning	Property Owner:	Ingrid Warning
Mailing Address:	67 Appleby Drive Rothesay, NB E2H 1P3	Mailing Address:	67 Appleby Drive Rothesay, NB E2H 1P3
Property Location:	67 Appleby Drive	PID(s):	30315865 & 00239848
Plan Designation:	NA	Zone:	NA
Application For:	Encroachment Agreement (By-law No. 1-11)		
Input from Other Sources:	Director of Operations		

Recommendation:

Rothesay Council Hereby authorizes the Mayor and Clerk to enter into an encroachment agreement with Ingrid Warning of 67 Appleby Drive for the purpose of permitting a car port, parking area and retaining wall on Town owned land (PID 30315865) on the condition that the encroachment agreement be signed by Ingrid Warning of 67 Appleby Drive within 120 days from the date of this approval otherwise this approval shall be void and all obligations arising shall be at an end.

Origin:

Staff received a request from Ingrid Warning, requesting an encroachment agreement on Town owned property abutting her property at 67 Appleby Drive.

Background:

On September 10, 2012 Council enacted By-law No. 1-11, "A By-law to Manage Town Owned Lands" in order to accommodate residents that desire to develop improvements on Town owned lands that would complement their properties. By-law 1-11 is also intended as a mechanism to protect the Town from liability claims by ensuring that such encroachments are safe and do not cause public nuisance.

Part 7 of By-Law 1-11 specifies that "Where a property owner wishes to make improvements not in place at the time of the adoption of this By-law, he or she may apply for an agreement to construct such improvements (encroachment agreement), which agreement shall be approved by Council."

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

Encroachment Criteria	Staff Observation
a. The improvement does not create a hazard or make a natural hazard more severe.	The car port is located in area where there is a low to moderate risk from being hit by a vehicle travelling down Appleby Drive.

Encroachment Criteria	Staff Observation
<p>b. The improvement does not obstruct access to the general public.</p>	<p>The Town parcel road ROW would be partially obstructed, and some of the down slope view would be obstructed. However, travel area and shoulder of the road will not be impacted.</p>
<p>c. The appearance of the improvement is generally complementary to development in the vicinity.</p>	<p>The car port is located in a very prominent location and would be un-characteristic and un-complementary to established residential standard in the area.</p>
<p>d. The applicant agrees to remove the improvement or modify it in the future if so directed by the Town.</p>	<p>The encroachment agreement specifies this requirement.</p>
<p>e. The applicant agrees that the Town may remove or have removed any improvement, at the applicant's expense, if such removal is required to conduct municipal operations or activities.</p>	<p>The encroachment agreement specifies this requirement.</p>
<p>f. The applicant agrees to pay for the cost of supplying and installing signage identifying hazards where deemed necessary by the Town.</p>	<p>No hazards have been identified that would be mitigated by signage.</p>
<p>g. The applicant indemnifies the Town against third party claims against the Town and executes a waiver of liability for any damages to persons or property resulting from the improvements on public land.</p>	<p>The encroachment agreement specifies this requirement.</p>
<p>h. The applicant pays the fees set out in schedule A for such agreement.</p>	<p>The applicant intends to pay the fees and no building permit will be issued until the fees are paid.</p>

Attachments:

Attachment A Proposed Encroachment Agreement 67 Appleby Drive

ENCROACHMENT AGREEMENT
Land Titles Act, S.N.B. 1981, c.L-1.1

Rothesay By-law No. 1-11, A By-law to Manage Town Owned Lands

Parcel Identifier of Parcel Burdened
by Agreement: **PID 30315865**

Parcel Identifier of Parcel Benefiting
from Agreement: **PID 00239848**

Owners of Structures: **Warning, Ingrid**
67 Appleby Drive
Rothesay, NB
E2H 1P3

(Hereinafter called the "Owner")

Agreement with: **Rothesay**
70 Hampton Road
Rothesay, N.B.
E2E 5L5

(Hereinafter called "Rothesay")

A body corporate located in the County of Kings and
incorporated under the laws and regulations of the
Province of New Brunswick

Purposes of Agreement: Ingrid Warning, (Owner) owns a car port, parking area
and retaining wall that encroaches on land owned by
Rothesay, as identified on SCHEDULE A,

And whereas the Owner is desirous of continuing and
maintaining the encroachment

NOW THEREFORE THIS AGREEMENT WITNESSTH that for and in the consideration
of the payment of \$200.00 to Rothesay, receipt of which is hereby acknowledged, the
parties agree as follows:

- A. Rothesay agrees that the Owner and their executors, administrators or assigns may continue the encroachment only in accordance with this agreement.
- B. The Owner agrees that they will continue the encroachment, including any surface and structure, to be located as shown on SCHEDULE B and generally described as:
 - i. Asphalt Parking Pad (23.5m²)
 - ii. Car Port (5.48m x 6.09m)
 - iii. Concrete Retaining Wall (4.4m)
- C. The Owner agrees that the encroachment and associated structure(s) do not obstruct access to the general public.
- D. The Owner agrees that there will be no removal of existing vegetation other than what is necessary to accommodate the placement of the structure.
- E. The Owner agrees to correct or repair any Building Code deficiencies in said structures as may be identified by Rothesay in order to adhere to the standards stated in the National Building Code.
- F. The Owner agrees that, should the structure or any portion of it be structurally altered, ordinary repairs excepted, the alterations shall be done so that the structure shall not encroach at all or further on Rothesay owned land after the alterations and shall be in full compliance with the Rothesay's By-laws.
- G. The Owner agrees that Rothesay has the explicit right to remove the encroachment without notice in the event of the structure being deemed a hazard at the sole discretion of Rothesay, which discretion shall not be unreasonably exercised.
- H. The Owner agrees that Rothesay may withdraw permission to encroach at any time, after which the Owner shall be responsible for the removal of the structure.

- I. This agreement will be issued for a maximum of five (5) years from the date executed and may be renewed.
- J. The Owner shall provide Rothesay with proof of liability insurance with the Owner and Rothesay as named insured for the lands of Rothesay affected by the encroachment with respect to any claim in relation thereto.

Waiver of Liability

The Owner shall indemnify Rothesay against any liability, claim, demand, action or cause of action of any nature whatsoever, or any expense incident thereto, for injury to or death of a person or loss or damage to property, occurring on or pertaining to the encroachment, including any surface and or structure as shown on Schedule A during the term of this agreement, or arising out of any breach of the Owner covenants.

Registration

A copy of this Agreement and every amendment and/or discharge of this Agreement shall be recorded at the Provincial Land Registration Office in St. Stephen, New Brunswick and the Owner shall incur all costs in recording such documents.

Subsequent Owners

This Agreement shall be binding upon the parties hereto, their heirs, successors, assigns, mortgagees, lessees and all subsequent owners, and shall run with the Lands which is the subject of this Agreement until this Agreement is discharged by Council.

Upon the transfer of title to any lot(s), the subsequent owners(s) thereof shall observe and perform the terms and conditions of this Agreement to the extent applicable.

IN WITNESS HEREOF the parties have duly executed these presents this

_____ day of _____, 2019.

Witness:

Ingrid Warning (Owner)

Witness:

Rothesay

Nancy Grant, Mayor

Witness:

Mary Jane Banks, Clerk

SCHEDULE A

PID 30315865

DRAFT

SCHEDULE B

Description of Encroachment: An existing asphalt parking pad, retaining walls and car port structure providing shelter to cars for 67 APPLEBY DRIVE (PID 00239848) on Rothesay owned road right-of-way PID 30315865.



Form 43

AFFIDAVIT OF EXECUTION

Land Titles Act, S.N.B. 1981, c.L-1.1, s.55

Subscribing Witness:

Address:

Persons Who Executed
the Instrument:

Ingrid Warning

Place of Execution:

Rothesay, New Brunswick

Date of Execution:

I, the subscribing witness, make oath and say:

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

DECLARED to at town of Rothesay)
 In the County of Kings and)
 and Province of New Brunswick,)
 on the _____)
 day of _____ 2019)

BEFORE ME:)
)
)
 _____)

Commissioner of Oaths

Subscribing Witness

Form 45

AFFIDAVIT OF CORPORATE EXECUTION
Land Titles Act, S.N.B. 1981, c.L-1.1, s.55

Deponent: **MARY JANE E. BANKS**
Rothesay
70 Hampton Road
Rothesay, N.B.
E2E 5L5

Office Held by Deponent: Town Clerk

Corporation: **Rothesay**

Other Officer Who Executed the Instrument: **NANCY E. GRANT**
Rothesay
70 Hampton Road
Rothesay, N.B.
E2E 5L5

Office Held by Other Officer Who Executed the Instrument: Mayor

Place of Execution: Rothesay, Province of New Brunswick.

Date of Execution: _____, 2019

I, **MARY JANE E. BANKS**, the deponent, make oath and say THAT:

1. I hold the office specified above in the corporation specified above, and am authorized to make this affidavit and have personal knowledge of the matters hereinafter deposed to;
2. the attached instrument was executed by me and **NANCY E. GRANT**, the other officer specified above, as the officer(s) duly authorized to execute the instrument on behalf of the corporation;
3. the signature "**NANCY E. GRANT**" subscribed to the within instrument is the signature of **NANCY E. GRANT**, who is the Mayor of the town of Rothesay, and the signature "**Mary Jane E. Banks**" subscribed to the within instrument as Town Clerk is the signature of me and is in the proper handwriting of me, this deponent, and was hereto subscribed pursuant to resolution of the Council of the said Town to and for the uses and purposes therein expressed and contained;
4. the Seal affixed to the foregoing indenture is the official seal of the said Town and was so affixed by order of the Council of the said Town, to and for the uses and purposes therein expressed and contained; AND
5. the instrument was executed at the place and on the date specified above.

DECLARED TO at town of)
Rothesay, in the County of Kings,)
and Province of New Brunswick,)
This ___ day of _____, 2019)

BEFORE ME:)

_____) _____
Commissioner of Oaths) **MARY JANE E. BANKS**

TO: Mayor and Council
FROM: Deputy Mayor Alexander
DATE: 9 October 2019
RE: Mayor's Roundtable on Climate Change

Our climate is changing and will continue to change. More frequent, heavy, and intense precipitation events and warmer temperatures are our new normal. Under a changing climate, southern New Brunswick is experiencing more extreme and variable weather patterns; from flooded homes to ice storms to damaged infrastructure.

On Friday 27 September 2019, a strong contingent of Rothesay youth participated in a Global Climate Strike for the Global Week for Future at Rothesay Town Hall. The week of action was spurred in part by Sweden's Greta Thunberg's address at the UN Climate Action Summit. All told, 7.6 million people from 185 countries at 4 500 locations participated in the strike. The movement focuses on: 100% clean energy; keeping fossil fuels in the ground; and helping climate refugees. One of the primary goals is to reduce GreenHouse Gas (GHG) emissions.

The 2018 report by the Intergovernmental Panel on Climate Change (IPCC) notes that human activities are estimated to have caused approximately 1.0°C of global warming above pre-industrial levels, with a likely range of 0.8°C to 1.2°C. Global warming due to GHG emissions is likely to reach 1.5°C between 2030 and 2052 if it continues to increase at the current rate. The IPCC's recommended course of action is for GHG emissions to reach net zero by 2050.

Mayor Grant addressed Rothesay's youth who took part in the event on 27 September 2019 and noted that the municipality has set a target of reducing corporate GHG emissions by 15% from 2015 levels by 2023. Rothesay has also established targets for reducing community GHG emissions: by 7% from 2015 levels by 2025; and by 14% from 2015 levels by 2035. The municipality is making strides at combating climate change, but there is always more that can be done.

Each of us must continue to take action individually, but we also must work together socially, economically, and politically for collective change if we are to reach net zero emissions by 2050. Rothesay's youth are demanding action and it is time for municipal leaders to work with them. Rothesay Council should form a roundtable on climate change with Rothesay's youth who can provide advice and guidance on climate change initiatives through a climate lens as part of the town's annual budgeting process starting in 2021.

The Town of Sackville, New Brunswick recently developed a Mayor's Roundtable on Climate Change and Edmunston and Moncton have both passed climate emergency motions. The motion below recognizes the importance of addressing climate change locally and allows youth to participate in developing strategies at the local level to combat GHG emissions.

WHEREAS recent reports from the Intergovernmental Panel on Climate Change and Environment and Climate Change Canada make it abundantly clear that the world faces a climate crisis;

WHEREAS young Rothesay citizens made it clear on 27 September 2019, as part of the global climate strike, that our collective actions to deal with this crisis have been inadequate and are demanding further action;

WHEREAS adequately dealing with the crisis will require coordinated action on a global level;

WHEREAS appropriate action will not happen without significant public pressure;

AND WHEREAS public pressure will only happen if the public is aware of the facts and engaged in combating this crisis;

BE IT RESOLVED that Rothesay Council acknowledges that the world faces a climate crisis and to help locally will establish a Mayor's roundtable on climate change, comprised of various community stakeholders, with a mandate to provide advice and guidance on climate change initiatives as part of the town's annual budgeting process starting in 2021.

TO: Mayor and Council
FROM: Deputy Mayor Alexander
DATE: 9 October 2019
RE: 2019 Union of Municipalities of New Brunswick AGM

The Union of Municipalities of New Brunswick (UMNB) annual conference and Annual General Meeting (AGM) was held at the Crowne Plaza in Fredericton between 4 and 6 October 2019. Mayor Grant, Councillor McKay French, Councillor Shea, Town Manager Jarvie, Town Clerk Banks, and myself attended.

As I noted last year, I believe UMNB has re-established itself as a great organization and an important advocate for New Brunswick municipalities. All four of New Brunswick's provincial parties attended and spoke at this year's Opening Ceremonies of the conference on Friday evening.

In 2019, UMNB's strategic priorities were:

- 1) Advocacy – to advance members' priorities;
- 2) Communications – to keep members informed;
- 3) Leadership – to grow and get members involved; and
- 4) Organizational effectiveness – to increase capacity and results.

UMNB's work is advanced by Margot Cragg, the Executive Director, and Kandise Brown, the new Administrative and Events Coordinator.

I attended almost every session at this year's conference and found the information valuable. I especially found the Keynote Speaker, Doug Griffiths, to be the highlight of the conference. Doug wrote the book *13 Ways to Kill Your Community* in an effort to push communities to face their challenges and find their unique path to success. I would highly recommend checking out Doug's website, 13ways.ca, for a wealth of information on community building.

At the Zone 3 meeting, I brought up the frustration that Rothesay, Quispamsis, and Grand Bay-Westfield are experiencing with the "New Deal" that Saint John is looking for from the Province. This sparked discussion in the room for about 30 minutes as others expressed their issues and concerns regarding the "New Deal". Mayor Grant expanded on the discussion during her panel presentation about Regional Collaboration.

Hampton Mayor Ken Chorley was honoured with the Louise Breau Memorial Award and Quispamsis Councillor Beth Thompson was honoured with the Raymond Murphy Memorial Award.

Below is a list of the presentations that were made during the three day conference.

Session	Speaker(s)
<p>AMANB Workshop: Building an Effective Council and Senior Staff Working Relationship One of the keys to success for any municipality is a positive working relationship between the elected officials and the permanent staff, particularly the senior managers. When the relationship works, Council trusts staff to manage the municipality's affairs and implement the Council vision; staff trusts Council to "have their back" when the going gets tough. When the staff/Council relationship doesn't work, the lack of trust can limit the effectiveness of the municipality and can damage the way the municipality is viewed by the community. So, what makes for a positive working relationship or a not-so-positive working relationship between Council and staff? Murray Jamer has seen both the good and the bad during his career as a municipal administrator and is prepared to share his blunt views and provide advice on what to do and what not to do.</p>	<p>Murray Jamer, Former Deputy CAO of Fredericton</p>
<p>Beyond the Ramp: Building Accessible & Inclusive Communities Accessible communities are universally-designed, barrier-free, and don't limit anyone's participation. In this workshop, think outside the box about what "accessibility" includes, and explore the social & economic opportunities for your municipality. Hear success stories from communities like yours, learn about available funding, and get hands-on with equipment (that's available for free!)</p>	<p>Haley Flaro, Ability NB Executive Director Denise Coward, CNIB Arlene Etchen, CMHC Outreach Specialist Sarah Wagner, NBACL Executive Director</p>
<p>Evaluate your CAO (Without anyone quitting) New Brunswick's senior population is growing. That makes it even more important to ensure seniors can lead healthy, active lives and stay involved in their communities. Find out how you can make your community "Age-Friendly," with practical tips and "lessons learned" from other municipalities.</p>	<p>Jeff Renaud, CAMA President and St. Stephen CAO</p>
<p>QUEST-FCM Update: Funding and Tools Over fifty New Brunswick communities have developed Community Energy Plans or Local Action Plans to reduce their greenhouse gas emissions. Now what? In this workshop, get info about tools, resources, and best practices to help implement your community's plans and projects, including FCM funding opportunities, Smart Energy Communities, "Getting to Implementation" indicators/strategies, and more. Open to non-QUEST members.</p>	<p>Eddie Oldfield, QUEST (FCM PCP Regional Climate Advisor) Sara Mudge, NB Power Community Energy Specialist</p>
<p>Effective Use of Social Media Citizens increasingly expect to connect with their community and leaders via social media. Are you using it effectively? In this workshop, learn how elected leaders and municipalities can best use social media to connect, inform, and engage, while taking steps to avoid landmines. Get tips for different platforms and learn how to embrace social media (while maintaining your sanity).</p>	<p>Heather MacLean, TaylorMade Solutions</p>
<p>Community Funding and Equalization Grant Explained Learn how the Community Funding and Equalization Grant is calculated.</p>	<p>Ryan Donaghy, Acting Assistant Deputy Minister, Department of Environment and Local Government (DELG)</p>
<p>Status Update on Municipal Reform and Q&A Hear from Environment and Local Government Minister Jeff Carr about government plans for municipal reform.</p>	<p>Minister Jeff Carr, Environment and Local Government</p>

Session	Speaker(s)
<p>Municipal Revenues and the Demographic Crunch New Brunswick’s municipalities are facing a two-part crunch: demographic and financial. Fewer young people and workers means the sustainability of local services, business, and communities is threatened. Meanwhile, in many municipalities, costs & responsibilities are growing faster than revenues. Are “bricks and mortar” property taxes sufficient in a digital economy? What’s the alternative? In this session, Richard Saillant will share new economic & demographic research about the status quo and what’s ahead. Discuss what local leaders need to know about how coming challenges will impact your region, and what we can do about it.</p>	<p>Richard Saillant, Economist and Author</p>
<p>Climate Change at the Local Level From flooded homes to ice storms to damaged infrastructure, climate change hits home at the local level. In this session, the Conservation Council will discuss their report on the health impacts of climate change, including projections and community health profiles of 16 New Brunswick municipalities. NB’s Climate Change Secretariat will share what adaptation measures are working in municipalities, the latest climate change projections, and details about provincial funding & adaptation plan assistance that’s available for you.</p>	<p>Dr. Louise Comeau, Conservation Council Director of Climate Change and Energy Solutions Jeff Hoyt, Executive Director, Climate Change Secretariat</p>
<p>Regional Collaboration: The Good, the Bad, and the Barriers Some communities are making regional collaboration work, others are hitting barriers, and other regions are off the rails. In this panel discussion, local leaders will share their experiences and discuss what’s going right, what’s going wrong, and what needs to change at the provincial level.</p>	<p>Marcel Deschenes, Grand Falls Mayor Marc Thorne, Sussex Mayor Dr. Nancy Grant, Rothesay Mayor Dennis Mazerolle, Richibucto Councillor Adam Lordon, Miramichi Mayor</p>
<p>Municipal Elections 2020: Recruiting & Mentoring Women & Youth New Brunswick’s 2020 municipal elections are coming up fast, and some communities are expecting high turnover. Meanwhile, women occupy less than 30% of seats, and youth are underrepresented. What can individuals & communities do to recruit great colleagues and get diverse voices around the table? In this session, hear about FCM’s Towards Parity in Municipal Politics action plan to increase women’s participation, and get concrete tools and examples from their pan-Canadian consultations. Hear from colleagues what worked for them and share your own ideas on how to be an effective mentor.</p>	<p>Stephanie Hoey, FCM Toward Parity in Municipal Politics Project Manager Kim Poffenroth, Elections NB Chief Electoral Officer Teri McMackin, Petitcodiac Councillor</p>
<p>World Café Connect with other communities that share your issues and take a deeper dive into key municipal topics. This session will feature small discussion tables with a specific focus and discussion lead. Topics will be chosen by delegates.</p>	