



ROTHESAY
COUNCIL MEETING
Rothesay Town Hall
Monday, September 9, 2019
7:00 p.m.



1. APPROVAL OF AGENDA

2. APPROVAL OF MINUTES Regular Meeting 12 August 2019

➤ **Business Arising from Minutes**

3. OPENING REMARKS OF COUNCIL

PRESENTATION: Through the Lens Photo Contest Winner – Lisa Richard

3.1 Declaration of Conflict of Interest

4. DELEGATIONS

N/A

5. CORRESPONDENCE FOR ACTION

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

Refer to the Works and Utilities Committee

5.2 14 August 2019 Letter from resident RE: Millennium Drive Development

Refer to the Works and Utilities Committee

5.3 20 August 2019 Emails to/from resident RE: Cameron Road Flooding

Refer to the Works and Utilities Committee

5.4 29 August 2019 Letter from Economic Development Greater Saint John RE: 2020 Funding Request

Refer to the Finance Committee

5.5 3 September 2019 Letter from resident RE: Lawn damage from snow removal on Chapel Road

Refer to the Works and Utilities Committee

6. CORRESPONDENCE - FOR INFORMATION

6.1 2 August 2019 Letter from Yarmouth, Nova Scotia RE: Invitation to attend the 25th Communities in Bloom Symposium and Awards – September 25-28th

6.2 15 August 2019 Letter from the Imperial Theatre RE: Thank You – International Amateur Theatre Festival 2019

6.3 19 August 2019 Letter from The Great Trail RE: 2018/2019 Annual Report (*report available at Town Hall*)

6.4 26 August 2019 Letter to Saint John RE: Request for Support – Industrial Tax Transfer

6.5 28 August 2019 Letter from the St. Joseph's Hospital Foundation RE: Thank You – Late Night with the Foundation

7. REPORTS

7.0 **September 2019** **Report from Closed Session**

- 7.1 12 June 2019 Kennebecasis Valley Fire Department Ltd. (KVFD) Board Meeting Minutes
- 30 April 2019 KVFD Statement of Expense
- 12 June 2019 KVFD Chief's Report
- 31 May 2019 KVFD Response Report
- 7.2 31 July 2019 Draft unaudited Rothesay General Fund Financial Statements
- 31 July 2019 Draft unaudited Rothesay Utility Fund Financial Statements
- 31 July 2019 Donation Summary
- 29 August 2019 Draft Finance Committee Meeting Minutes
 - Revised 2019-2023 Gas Tax Plan
- 7.3 20 August 2019 Draft Rothesay Hive Advisory Committee Meeting Minutes
- 7.4 21 August 2019 Draft Works and Utilities Committee Meeting Minutes
 - Water By-law 1-18 Revisions (*see Item 8.3*)
 - Water Utility Charge - 12 Monaco Drive
- 7.5 21 August 2019 Draft Heritage Preservation Review Board Meeting Minutes
- 7.6 3 September 2019 Draft Planning Advisory Committee Meeting Minutes
- 7.7 August 2019 Monthly Building Permit Report
- 7.8 5 September 2019 Capital Projects Summary
- 7.9 2018/2019 Fundy Library Region's Annual Report

8. UNFINISHED BUSINESS

TABLED ITEMS

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

No action at this time

8.2 Highland Avenue Storm Sewer Installation (Tabled July 2019) **Remove from table**

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

8.3 Draft Revisions to Water By-law 1-18 (Tabled August 2019) **Remove from table**

- 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

8.4 Mulberry Lane

- 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

ROTHESAY

2019September9OpenSessionFINAL_003

Regular Council Meeting
Agenda

-3-

9 September 2019

9. NEW BUSINESS OPERATIONS

9.1 Rothesay Arena Parking Lot

5 September 2019 Memorandum from Town Manager Jarvie

COUNCIL REQUESTS

9.2 Rothesay Arena

3 September 2019 Memorandum from Counc. Shea

9.3 Electronic Kiosks

3 September 2019 Memorandum from Counc. Shea

10. NEXT MEETING

Regular meeting **Tuesday**, October 15, 2019

11. ADJOURNMENT

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2019September9OpenSessionFINAL_014

Through the Lens Photo Contest



A picture IS worth a thousand words! Where is your favorite spot in Rothesay (that you're willing to share)? Our Town is well known for its people, history, quality of life and picturesque location in the Kennebecasis Valley. Rothesay boasts parks, beach sites, wharves, playgrounds, hiking trails, biking lanes, many recreation sites and some hidden gems too! And here is your chance to share and spread the word! "Through the Lens" of amateur photographers will show what a great place Rothesay is to live in! So get out in your community, photograph your favourite spot and send it along – spring, summer, winter, fall – makes no difference – we'll take them all!

The winner of the Through the Lens Photo Contest will be recognized at the Rothesay Council meeting on September 9, 2019

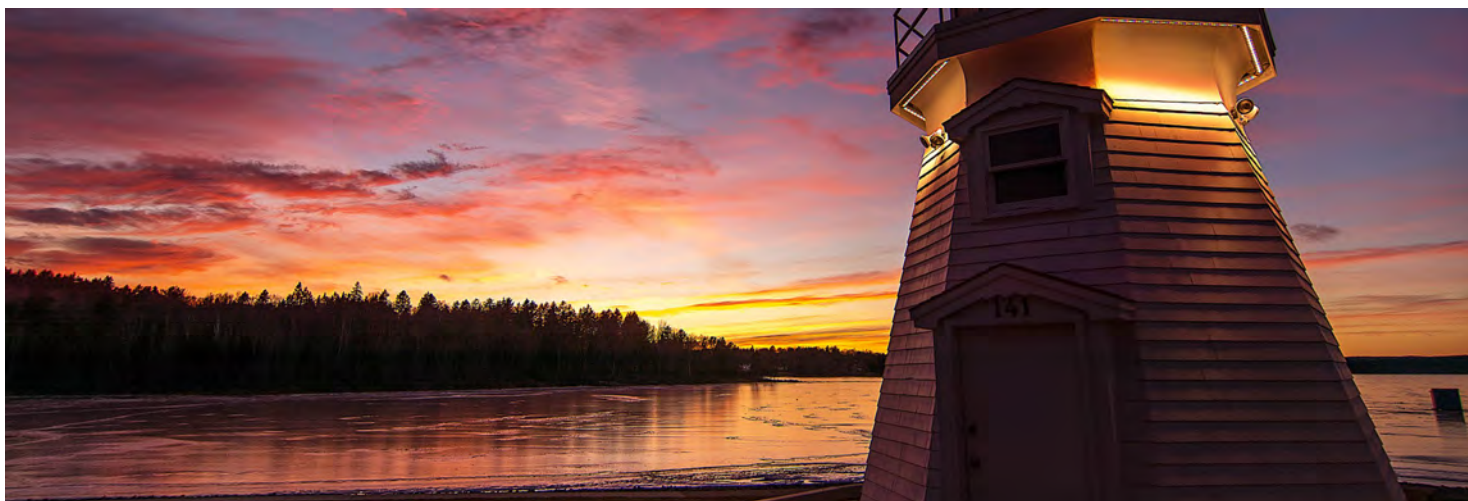
Take a look at last year's winning photo (pictured below) of a beautiful sunset over the picturesque Kennebecasis River captured Olena Ivanova . See below for contest details.

Entry Procedure

1. Send up to five (5) digital images in a jpeg/jpg format to KeriFlood@rothesay.ca prior to the submission deadline of **August 23 2019** Each photo must be submitted in a separate email with "Through the Lens" as the subject line.
2. With your photo submission you must include your name, e-mail address, phone number, date and location of where the photo was taken. You may also provide a description of the photos submitted (optional).
3. Original digital photos must be sent in a jpeg or jpg format. For potential publishing and printing purposes, the acceptable minimum photo size is 1024 x 768 and photos must be taken at a minimum of 1MB and must not exceed 5MB in size.
4. Submitted photos will be uploaded to the Rothesay Facebook page on **August 28, 2019**.
5. Voting will begin on **Wednesday, August 28, 2019** and close on **Wednesday, September 4, 2019** You can vote by "liking" your favorite photo on the Rothesay Facebook page. www.facebook.com/RothesayNB
6. The contest winner will be determined by the most number of "likes" on the Rothesay Facebook Page.

Terms and Conditions

1. All entries must be photographs taken in Rothesay, New Brunswick in the season of your choice.
2. Photos will be screened for appropriateness before being considered for voting. Photos that are deemed inappropriate or do not include the Town in the image will be void. Appropriateness of the photos is at the sole and exclusive discretion of the Town.
3. By entering the contest, the participant authorizes Rothesay to reproduce and display all submitted photos on the Town website, social media channels, in the community newsletter or any other print materials.
4. Participants that submit a photo depicting people (readily recognizable) must obtain written permission from the people photographed and submit the permission with the photo.



Liz Pomeroy

From: Liz Pomeroy
Sent: August 14, 2019 9:13 AM
To: Liz Pomeroy
Subject: FW: Cameron Rd Beach

From: [REDACTED]
Sent: August 13, 2019 2:04 PM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: Cameron Rd Beach

Mayor Nancy and Council Members: don't close off access to the Cameron Rd Beach! Keep it open AND open the gate and the changing house on Jigg's Millers Park. You are starting to treat Fairvale as a part of Rothesay as more than a cash cow to milk to a member of the community. Don't go backwards. BUILD on what we have to share!

[REDACTED]

Eat REAL Food

Liz Pomeroy

From: Liz Pomeroy
Sent: August 21, 2019 8:23 AM
To: Liz Pomeroy
Subject: FW: Cameron Rd construction project/guard rail plan

From: [REDACTED]
Sent: August 20, 2019 9:49 PM
To: Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Cc: [REDACTED]
Subject: Cameron Rd construction project/guard rail plan

Hi Miss Banks,

Can you please distribute my email to the correct group, namely Mayor Grant and all council as was requested after the last council meeting.

Thank you for your assistance.

Hello Mayor and Council,

I was made aware of the towns intention to close vehicle beach access at the end of Cameron Rd, last weekend. The intent to close access was clarified to me after the adjournment of the last council meeting, by the town engineer.

The reason given by the council was that there were some safety concerns. Yes, [REDACTED] is blind and a wonderful person who should feel safe, and I believe he has, until the recent construction projects got underway. He can easily pass the beach on the opposite side of the road, which is actually safer anyway. I have lived on Cameron Rd for most of my life and don't recall any safety issues. In fact, ambulances and first responders have accessed this very beach to transport river goers in emergency situations numerous times over the years. Emergency access is paramount since there are no other appropriate launches in the area.

I presume there was some pressure from the people who live within view of the beach who are annoyed by the traffic. I presume that your signage about "no parking on the beach" was the towns attempt to appease the people who are tired of the traffic that the beach attracts. I commend you for your efforts to keep people happy, and would agree that the non locals are sometimes disrespectful and annoy me too, when they leave their garbage lying around.

The Cameron rd beach has been accessible to the public for the many different recreational purposes the lovely Kennebecasis river provides all year long, since the beginning of local settlement before the twentieth century. Lots of people like to visit the beach and just stare at the beauty, for it is unsurpassed. Canoes, kayaks, sailboats, power boats all launch from this location, not to mention the winter activities. It is enjoyed by the very young, to the very old. **This beach access is part of our local heritage.**

I feel your decision to disallow vehicle entry to the Cameron Rd beach, cruel and unjust. I feel your decision is rash and only pleasing a few people. Perhaps people who are retired don't care about the recreational

opportunities and the access point ~~2019 September 20th Session in Final~~ of their properties. These property owners DON'T OWN THE RIVER VIEW!

It is disturbing that **all** of our tax dollars are being used to fix the road so **some** people can get access to their properties during the spring flood. **Some** of those same people are the ones trying to take away **all** of our beach access! Does this make any sense? It is no more my fault that they are bothered by traffic at the beach, than it is all of West Beach's residents fault that I'm bothered by them having to drive by my house everyday. Traffic patterns and volume change over time, and I think the residents at the end of Cameron Road need to learn to deal with it like the rest of us.

And finally, I am a licensed commercial fisherwoman, and am partnered up with another local fisherman, [REDACTED]
[REDACTED] We use the Cameron Rd launch for access to this end of the river where we work for a living. There are no other good condition launch's in this area. Do you have an alternate plan?

I have talked to many other locals who feel the exact same way, who don't want to lose vehicle access to the beach. Let me know if you need a petition! I am sure I can get as many signatures as you require; more than the opposing viewpoint, I'm sure.

Sincerely, [REDACTED]

August 14, 2019

Mayor and Councillors
Town of Rothesay
70 Hampton Road
Rothesay, NB
E2E 5L5



Mayor and Councillors
Town of Quispamsis
21 Landing Court
Quispamsis, NB
E2E 2R2

Dear Mayors and Councillors

Subject: Millennium Drive Development - Rothesay and Quispamsis

Over the last year a large apartment building has been under construction on Millennium Drive and it is now complete. I assume since it is on the Rothesay side of the town line they granted the approval for this development. It has now come to my attention that Town of Quispamsis has granted approval for another apartment building adjacent to the existing one. I am making the assumption it is of similar size (>35 units). To be clear up front I have no issue with this area being used for high density housing. It is an appropriate use as opposed to large commercial stores. My issue is with the lack of any support services to assist the people that will live in these developments and the impact on the local area resident and the fact the cost of any improvements required in the future will reside with the tax payers as opposed to the developers.

Millennium Drive is very busy all the times and it has:

- No Sidewalks,
- No Bike lanes,
- No street lighting to illuminate the apartment building local area,
- No adequate shoulders on the road for cars to pull over.

It is obvious Millennium Drive was put in on the cheap not knowing what would be developed in the future and its sole purpose was to be a collector road.

These developments have increased the amount of people driving and walking in this area by many orders of magnitude. The obvious route for individuals to get to the business area is to drive or walk down Donlyn Drive. There is even an individual trying to drive down Donlyn Drive in a motorized wheel chair and he needs to drive in the middle of the street to get to areas that are not degraded. For sure this is dangerous for the individual and poses a hazard for drivers. Donlyn Drive has a small area of sidewalks on the lower end which is badly degraded. The road itself is falling apart due to the high volume of traffic on a street that was never intended to be a through street. Donlyn Drive does not have any bike lanes or shoulders.

Donlyn Drive does have multiple stop signs, which I assume were installed to calm the traffic, which is not a suitable use for a stop sign. People either drive through them at full speed or use them as a short drag race section between signs. The little signs installed to warn of the possible fine if you do not stop have made a dramatic difference!!!!!!!


The main issue I have is both Towns have approved these new high density housing developments with no thought put in to what services are required for the residents and how the increased number of residents will impact the surrounding area. The developers are getting off scott free by not being forced to install the necessary infrastructure to move people and cars safely in and out of the area. It appears the Towns are only interested in the tax dollars and find it acceptable to down load any future improvements on the rate payers.

You had the opportunity prior to granting approval for these apartment buildings to assess what would be required and have the developer pony up and make the improvements.

If you do not think there is a problem get out of your car and walk along Millennium Drive in this area at 1700 hours or try and picture a disabled person in a motorized wheel chair trying to get to the drug store at the bottom of Donlyn Drive.

What are both Towns going to do to alleviate this problem before someone gets seriously hurt and what are you going to do going forward to enhance your approval process to assess support service required for such high density developments?

Thank you for taking the time to read this letter.


1 Royal Lane
Rothesay, NB

Liz Pomeroy

From: Liz Pomeroy
Sent: September 5, 2019 8:51 AM
To: Liz Pomeroy
Subject: FW: Cameron Road Flooding

From: John Jarvie <JohnJarvie@rothesay.ca>
Sent: August 26, 2019 4:02 PM
To: [REDACTED]
Cc: Brett McLean <BrettMcLean@rothesay.ca>; Brian White <BrianWhite@rothesay.ca>
Subject: FW: Cameron Road Flooding

Good Afternoon [REDACTED]

Your email will be placed on the next Council agenda and typically referred to the Works & Utilities Committee meeting on September 18th. You will be welcome to attend at that time. (The meetings usually convene at 5:30 pm in the Town Hall.) The Committee meetings provide an opportunity for people with concerns to have a direct dialogue with Council members and the volunteer Committee members who provide advice to Council. I thought I would respond to a few of your queries in the meantime.

The backflow prevention devices should be visible once installed. When functioning as intended, they allow water to escape to the river in rain events and prevent backup from the river during spring flooding. They remain open until water pressure from the river causes them to close and should not contribute to more flooding on Wynn Street barring extraordinarily heavy rainfall during peak freshet levels.

With respect to requirements regarding elevations at the time your house was constructed in the early nineties, Fairvale Bylaw No. 47 had no specific requirement that we can identify in our review. Following amalgamation in 1998 the first consolidated zoning bylaw for Rothesay included a mandatory minimum elevation of 6.5 metres for habitable space. A number of the houses in your immediate neighbourhood were, as you know, built since that time and were required to meet that minimum elevation as will any future housing.

With respect to why a building permit was issued 25 years ago, it may have been that the perception of which areas were subject to flooding may have been different. Certainly the mapping the Town has prepared and Provincial mapping makes use of technology not widely available at that time. Historically the river has had higher freshet levels in the recent years than recorded in the past and rainfall intensities have also been more severe leading to more overland flooding.

In short the differences between present day and the conditions in 1993 include:

- Changes in municipal bylaws
- Higher river flood levels
- Technology improvements for floodplain mapping
- Changing weather patterns

Town staff do not believe the construction of the newer homes in your vicinity have contributed significantly to flooding of Wynn Street properties. The volume of water coming inland during river flooding is such that it will flood any low lying lands and the drainage basin is much larger than the immediate area.

A more important consideration is how new construction affects existing homes in heavy rain or poor drainage conditions such as winter ice storms. With respect to any new development, any new building will be

2019 September 9 Open Session FINAL_021
required to be constructed to meet current requirements for a grading plan so as not to trap water to the rear of the lot in question next to your property.

Town staff do not administer the Wetland and Watercourse Alteration (WAWA) permit process but would require that such permits are submitted by developers/builders as part of a development application. These permits are administered by the Department of Environment & Local Government and you may wish to consult with staff in the local office in regard to the details. (658-3558).

I hope the above is of some help in clarifying the situation as seen by the Town staff.

Please let me know if you would like to discuss further.

John

848-6661

From: [REDACTED]
Sent: August 20, 2019 2:41 PM
To: Brett McLean <BrettMcLean@rothesay.ca>
Cc: Nancy Grant <NancyGrant@rothesay.ca>; Matthew Alexander <MatthewAlexander@rothesay.ca>; Peter Lewis <PeterLewis@rothesay.ca>; Tiffany Mackay French <TiffanyMackayFrench@rothesay.ca>; Bill McGuire <BillMcGuire@rothesay.ca>; Don Shea <DonShea@rothesay.ca>; Miriam Wells <MiriamWells@rothesay.ca>; John Jarvie <JohnJarvie@rothesay.ca>; Mary Jane Banks <MaryJaneBanks@rothesay.ca>; Brian White <BrianWhite@rothesay.ca>; charlesjenson@rothesay.ca; Doug MacDonald <DougMacDonald@rothesay.ca>
Subject: Cameron Road Flooding

Good morning Brett,

I am writing to you as a follow up to our meeting of July 31, 2019 regarding the Freshet flooding on Cameron Road and area. As you are aware we (area residents) followed up with a presentation to Council on August 12, 2019. As we were unable to address council during the presentation I have a few follow up comments/questions.

You advised during our meeting (July 31st) that back flow preventer valves will be installed and additional cross drainage pipes will be installed at regular intervals to address the flooding in this area.

Can you please advise if this work has been fully completed? The raising of the Cameron road is visibly obvious but the aforementioned is not.

Although these actions may assist in prevention of *road flooding* they may have little effect and perhaps INCREASE our risk of *property flooding*.

A significant question and pertinent to particular addresses (3 Wynn St. and 1 Wynn st.) is:

What was the elevation requirement at the time a building permit was **APPROVED and ISSUED** by the town of Rothesay at the time of construction in 1993,1996 respectively?

Also, Why was a building permit issued on property which municipal authorities indicate is a partial flood plain without the elevating the property to the proper specifications? (pursuant to Town of Rothesay, GIS Services date: 4/18/2019) .

Both properties are a considerable distance from the river. Extensive flooding while homes built on the Cameron Road (closer to the river) appear to have been built with a much higher elevation which prevented these respective properties/homes from flooding.

We, along with others, have attempted to address these queries in the past with previous Rothesay engineers and town personnel to no avail.

Furthermore, a vacant lot at the end of the Cameron Rd. is currently in the process of being developed which likely will require the lot to be elevated. This particular property apparently, had/has a natural brook on the property. Our property has never flooded prior to the elevation of newer homes on the Cameron road which were constructed to a higher elevation. There is an increased probability that this proposed new construction will redirect water to the two properties on Wynn St. which have experienced flooding during the last 2 years of the spring freshet.

Additionally, will the town of Rothesay adhere to the new requirements for watercourse and wetland alteration permits limiting building near rivers, streams and brooks? WAWA permits are required for construction within 30 metres of waterways, and it is conditional on builders showing the project can withstand flood damage in the future.

It is irresponsible and negligent that permits be approved at the risk of causing harm/damage to other landowners/taxpayers.

This situation needs to be addressed ASAP as we fear for our safety and attempt to protect one of the the biggest investments of our lives...our homes.

Also, a request was made to consider a standing committee to address future flooding mitigation. Can you (Counsel) please advise what progress has been made in this regard.

Thank you for your attention to these matters and we look forward to your response,

[REDACTED]



ECONOMIC DEVELOPMENT

GREATER SAINT JOHN

August 29, 2019

Town of Rothesay
John Jarvie, Town Manager
70 Hampton Highway
Rothesay, NB
E2E 5L5

Dear John,

We are in the process of creating our 2020 budget and anticipate that we will have it available for your review in mid-September.

For now, we want to provide you with our funding ask for 2020. We appreciate your 2019 contribution of \$98,700 and would ask for your commitment to provide that financial contribution again in 2020.

As always, we would be pleased to meet with the Mayor and Council at any time. Should you have any questions, please do not hesitate to ask.

Sincerely,



Ron Gaudet, CEO



SEPTEMBER 3 2019.

MAYOR AND COUNCIL TOWN OF ROTHESAY,

I am writing pertaining to an issue that needs attention and corrected.

Three years ago, without consulting with the people affected, the town decided to put in a sidewalk on Chapel Road. The remediation at our property was not done until a year later after consultation with the project engineer and the town engineer, to our satisfaction.

The issue is that the PLOW moves the snow, sand, gravel and salt from the road onto the sidewalk. The sidewalk plow then moves or blows all what is on the sidewalk onto the lawn.

In the spring it means that there is much lawn remediation to be done. It is just about impossible to get the sand and gravel off the lawn and little grass will grow, this can be observed when walking along Chapel Rd and looking at the lawns.

There will be a day when we shall have to sell our property because of age or health and it is therefore important to us that our property looks good at all times.

This year I tried to fix the area that is affected and as my water bill will show I watered regularly. As well I have GRASS CATHERS attend to our lawn. NO RESULT!!!

My plan is to make another attempt in the fall, however if the town continues to dump onto our lawn, then I may as well forget it, I shall not be pleased.

My request is that NO debris be deposited on our lawn.

I would be amiss if I did not note the nice job done resurfacing the road this year.

A reply will be appreciated.

██████████ 25 Chapel Road.



2019September9OpenSessionFINAL_025



August 2, 2019



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

Dear Mayor Grant,

There is excitement in the air here in Yarmouth, Nova Scotia. We have invited the world to come and the world has said yes! As a municipal unit, you know the importance of events and what they bring to a community and we would love to share this exciting time with you.

On behalf of Town Council, I invite you to consider attending the 25th Anniversary edition of the Communities in Bloom Symposium and Awards, September 25 – 28, 2019 being hosted right here in Yarmouth, NS.

The Symposium is a unique opportunity for elected officials, parks and grounds professionals and community volunteers to learn and share about current issues, trends and challenges not only in horticulture and gardening, but in community tourism and projects, environmental awareness and much more. The event culminates in an awards ceremony recognizing those communities who excel in fostering civic pride, environmental stewardship, community involvement and the enhancement of green spaces.

We are so proud of our accomplishments and the direction in which we are heading. Our organizing committee is looking forward to the opportunity to share our experiences with you while we host the 2019 Symposium and Awards. Our commitment to the Communities in Bloom program has strengthened our community, improved our quality of life, fostered environmental stewardship and is moving us closer to becoming a community of choice for new and current residents alike.

Take the time to review the enclosed information regarding the Symposium and Awards and sign up! And might I add the only thing that surpasses our lobster is our hospitality.

We hope you'll join us!

Best Regards,

Mayor Pam Mood
Town of Yarmouth, NS
Encl.

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



Blooms
by the *Sea*
Yarmouth, Nova Scotia



NATIONAL SYMPOSIUM ON PARKS AND GROUNDS
NOVA SCOTIA PROVINCIAL AWARDS CEREMONIES
NATIONAL & INTERNATIONAL AWARDS CEREMONIES



Yarmouth, Nova Scotia
September 25 - 28, 2019

CELEBRATING
EXCELLENCE



We are looking forward to hosting you in Yarmouth next September. Be sure to take the time to explore the Yarmouth & Acadian Shores region and other parts of the province. There is so much to see and do. If you need any help planning your trip, reach out to our Visitor Information Centre at 1-800-565-0000

Mayor Pam Mood
Town of Yarmouth, NS

PRELIMINARY PROGRAM | SUBJECT TO CHANGE WITHOUT NOTICE

NATIONAL SYMPOSIUM ON PARKS AND GROUNDS - PROGRAM

CELEBRATING EXCELLENCE

All sessions and events will take place at the *Mariners Centre* unless noted otherwise below. Bus shuttle transportation to and from the Rodd Grand Yarmouth provided for all events.

■ WEDNESDAY, SEPTEMBER 25, 2019

9:00 am - 4:00 pm PRE-CONFERENCE TOUR

> OPTION 1

TUSKET ISLAND TOUR (Minimum 25 required/Maximum 50)

\$100

Depart on a modern fishing boat where you will set out on an Atlantic Ocean adventure. Explore the **Tusket Islands** which are full of rich culture and history. You will learn how to haul a real lobster trap and see the process that an actual lobster fisherman would go through on a day to day basis. With a stop on **Big Tusket Island** you will visit a fishing shanty and a fishermen's workshop. This tour includes fresh locally made seafood chowder from a recipe passed on through the generations. On the sail back to port you'll enjoy live entertainment. *In the event of inclement weather, all guests booked on this tour will go on option 2.*



Tusket Island Tour

> OPTION 2

CHEERS OF NOVA SCOTIA (Minimum 25 required/Maximum 50)

\$100

Sample your way through Southwestern Nova Scotia's newest Craft Breweries. With the highest number of breweries per capita, Nova Scotia shines when it comes to fine flavours and high quality brewing methods. This tour will begin at Heritage Brewing Company in downtown Yarmouth. You'll enjoy a tour of their new brewery along with several craft beer samples. From there you'll be taken off the beaten path to Tusket Falls Brewery. Family owned and operated, this brewery is one of the largest in Nova Scotia. Here you'll enjoy a few more craft beer samples. Your tour will end with a hearty bowl of award winning seafood chowder at The Argyle Lodge where you'll enjoy Nova Scotian wines. Walk the grounds and enjoy the views offered in Lobster Bay as we end this tour with a cheer to the start of the Communities in Bloom Symposium.



Cheers of Nova Scotia

■ THURSDAY, SEPTEMBER 26, 2019

8:00 - 9:15 am

SYMPOSIUM OPENING BREAKFAST WITH KEYNOTE SPEAKER, MAYOR PAM MOOD, YARMOUTH, NS

All Hands on Deck - It takes an entire community to turn things around. Six short years ago, Yarmouth was at rock bottom, the result of a perfect storm of circumstances. You'll hear the amazing story of how Yarmouth's resilience and teamwork transformed her into the host Town you see today. Community at its best.

9:15 - 10:00 am

SYMPOSIUM OPENING PLENARY SESSIONS

Addressing Ecological Stressors and the Role of UNESCO Southwestern Nova Scotia Biosphere Reserve

Cliff Drysdale - Vice-Chair of the Southwest Nova Biosphere Reserve Association

This presentation will describe the unique natural and cultural characteristics of southwestern Nova Scotia in context with challenges to advance science and education to support sustainable resource management. Discussion will include description of the Biosphere Reserve's zoning approach and the innovative "Interactive Science Atlas" featuring open science/open data, developed in partnership with the Nova Scotia Centre of Geographic Science.

10:00 - 10:15 am

Refreshment Break Sponsored by



Please visit the Exhibits & Silent Auction

10:15 - 11:00 am

PLENARY SESSION - NOVA SCOTIA GARDENS - WHAT THEY DO AND HOW THEY DO IT SO WELL

Trish Fry, Manager, Annapolis Royal Historic Gardens - Seventeen Acres of Paradise

This presentation will give you a glimpse of the various seasonal highlights and experiences that have made the Annapolis Royal Historic Gardens one of Canada's premiere gardens.



Photo: Jim Todd

Hemlock stand on Sporting Lake Island Special Places



Annapolis Royal

2019 Symposium Open Session FINAL_028

NATIONAL SYMPOSIUM ON PARKS AND GROUNDS PROGRAM CELEBRATING EXCELLENCE

Adrien Rawley, Horticulture Assistant and Educator, Harriet Irving Botanical Gardens

The Harriet Irving Botanical Gardens: Inspiring an appreciation of native plants.

Since opening in 2002, the Harriet Irving Botanical Gardens have become a beacon for native plant awareness and their use in horticultural settings. Located in beautiful Wolfville, on the grounds of Acadia University, The Gardens are a place to learn, relax and reconnect to nature. The Gardens are beloved by students, visitors and community members of all ages.

Heidi Boutillier, Horticulture Supervisor, Parks & Recreation, Halifax Regional Municipality

The Halifax Public Gardens is a National Historic site and is governed by Halifax Regional Municipality. The municipality manages all aspects within its gates and receives over 300,000 visitors a year.



11:00 - 11:45 am

CONCURRENT SESSIONS (Choice of Break-out #1 or #2)

> BREAK-OUT #1

TOP BAR BEEKEEPING - AN EFFECTIVE ALTERNATIVE TO THE TRADITIONAL BEEHIVE

Charles Andrews, Beekeeper, Manzer Apiary Inc. - This presentation will focus on advantages of the top bar beehive compared to a traditional bee hive. Modeled after a natural hollow log beehive, this hive was used in a year-long study at Acadia University to test its effectiveness in reducing over-wintering bee mortality.



> BREAK-OUT #2

COME ALIVE OUTSIDE - CREATING THE AWARENESS, INTENTION AND OPPORTUNITY TO LIVE HEALTHIER LIVES OUTSIDE

Scott M. Wentworth; O.A.L.A., C.S.L.A., C.L.D., Sr. Landscape Architect/ President, Wentworth Landscapes

You not only feel more alive when you're outside - current research provides a staggering list of quantifiable benefits to doing so. The Come Alive Outside movement provides communities with programming that engages youth, seniors and families, while providing preventative health practices at a holistic community level.



Toronto Green Street

Noon - 1:00 pm

SYMPOSIUM LUNCHEON

1:00 - 4:00 pm

TECHNICAL VISITS (Choice of Option 1 or 2)

Spaces are limited, first come first serve basis!

> OPTION 1

LIGHTHOUSE, LOBSTERS AND TRAILS

On this tour you will visit the famous Cape Forchu Lightstation, the newly developed Wedgeport Nature Trail and a lobster holding facility.

At Cape Forchu Lightstation you will learn about how this historic landmark operates and the history of how it became a municipally owned and operated facility. Named Canada's Best Public Space in 2012, this facility has been further developed with the addition of the Lief Erikson Trail, a public walking trail through the grounds adjacent to the lighthouse.

We're talking about more than just the weight of the lobster when we talk about Lobster Pounds. After lobster is brought to land much of it is held in specialized holding facilities, locally referred to as Lobster Pounds. Tour a modern pound and learn about this step in the process of getting a lobster from the bottom of the ocean to your table.

Tour the Wedgeport Nature Trail and learn how this community driven project came to be and how it plans a key role into the development of our Dark Skies Tourism Designation. Being one of the few places designated as a Dark Skies region has allowed the area to capitalize on this unique feature.



> OPTION 2

GRAPES AND COMMUNITY GARDENS

During this tour, we will visit a Vineyard and the Beacon Church Community Garden.

With the booming wine industry in Nova Scotia, a local vineyard has established itself inland from Yarmouth and is now producing high quality grapes and is planning to double in size this year. Hear from the owners about the processes required to grow and produce grapes for some of the best wineries in the Province and how our climate is key to the success of their growth.

Learn about the efforts to create and expand the Beacon Church Community Garden that has continuously expanded over the past several years. This community garden houses numerous plots that individuals and families take care of and utilize to feed their families in a garden-to-table approach. Organizers will talk about the process of getting it started along with the hurdles and headaches to help make it easier for you to develop your own community garden project.



■ FRIDAY, SEPTEMBER 27, 2019

8:00 - 9:15 am **SYMPOSIUM CLOSING BREAKFAST WITH KEYNOTE SPEAKER RAYMOND CARRIÈRE, FOUNDING PRESIDENT OF COMMUNITIES IN BLOOM AND ODETTE SABOURIN-DUMAIS, SECRETARY-TREASURER, CHAIR OF THE S&A COMMITTEE AND FIRST EDITION NATIONAL JUDGE FOR COMMUNITIES IN BLOOM**

Celebrating 25 years of excellence - Raymond and Odette will take us on a "judging tour" from the first Awards Ceremonies held on Parliament Hill in Ottawa on September 30th 1995 where the National Capital Commission played host to the first 29 participating communities to historical moments and initiatives including exchange with international communities, BBQ's, proclamation weeks, edition stamps, potluck dinners, videos and even a play and a song written on Communities in Bloom.



Photo: National Capital Commission

9:15 - 10:00 am **PLENARY SESSION - THE LUNGS OF OUR CITY - INTRODUCING THE 'GREEN CITIES AWARD'**

Robin Godfrey, Garden Centres Canada Chair with the Canadian Nursery Landscape Association - Climate change is affecting our communities, and is changing the way we must design and build our urban landscapes. Learn how you can develop solutions and initiatives in your neighborhoods, ensuring they are healthy, liveable and enjoyable places to live, work and play. Learn about our new "Green Cities Award", and how it can help you to celebrate your local green space successes.



"New wharf and docks" by Garden Grove Landscaping in Ontario

10:00 - 10:15 am **Refreshment Break Sponsored by**   

Please visit the Exhibits & Silent Auction

10:15 - 11:00 am **CONCURRENT SESSIONS (CHOICE OF BREAK-OUT #1 OR #2)**



> BREAK-OUT #1

COMMUNITY INITIATIVES, PROJECTS & PARTNERSHIPS - CELEBRATING EXCELLENCE IN COMMUNITY INVOLVEMENT

Representatives of communities participating in the 25th Edition of Communities in Bloom will present and share successful projects, ideas and initiatives often involving grants, donations and partnerships. They will demonstrate the value of the resourcefulness of dedicated volunteers and their contribution to the quality of life of their communities. You don't want to miss hearing and exchanging with your colleagues.



> BREAK-OUT #2

YARMOUTH FAÇADE IMPROVEMENT PROGRAM

Gil Dares, Chairperson, Yarmouth Façade Improvement Society, Natalie Smith, Economic Development Officer, Town of Yarmouth & Richard LeBlanc, Business Owner Participant

A once thriving downtown had deteriorated to the point that empty storefronts were common. The Façade Improvement Program offered grants, professional advice and encouragement for commercial properties and has breathed new life and vitality into the area.



11:15 am – 3:00 pm **TECHNICAL VISITS & LUNCH** (Choice of Option 1 or 2)
Spaces are limited, first come first serve basis!

> **OPTION 1**

ACADIANS, FISHERMEN AND COMMUNITY DEVELOPMENT

During this tour you will be transported to West Pubnico where you will visit the Pubnico Wind Farm, Historical Acadian Village and the Denis Point Wharf.

One of the first wind farms in Nova Scotia, the Pubnico Wind Farm is located along the picturesque Pubnico shoreline. Learn about how the community of Pubnico and Scotia Wind Farms worked together to create a public walking trail on the beautiful (and windy) Pubnico coast.

Join Calvin, a local fisherman on the largest commercial fishing wharf in Southwestern Nova Scotia. Calvin will share with you the challenges and triumphs of life as a commercial fisherman. You'll have the opportunity to explore the wharf and view the many different types of vessels used.

This tour will finish with a visit to Le Village Historique Acadien de la Nouvelle-Écosse (Historic Acadian Village), located on a beautiful 17-acre site that overlooks Pubnico Harbour. The site invites you to step back in time to discover the heart, life and culture of the Acadians in the early 1900's. From pastures, to the root cellar, to the boat shop this is an experience not to be missed.



Historic Acadian Village

> **OPTION 2**

INNOVATION, LIGHTHOUSES AND BEACHES

During this tour, we will visit Saint Anne's University, Cape St. Mary's Lighthouse and the small village of Port Maitland.

Learn about the innovative initiatives at Saint Anne's University. From the research labs and greenhouse, to their use of bio-mass heating, to community projects such as networks of walking trails and power alternatives, there is much to learn from the efforts of this facility.

Visit the Cape St Mary's Lighthouse which was recently acquired by the Municipality of Clare. Historically a beacon for the small community of Cape St Mary's, it sits adjacent to the beautiful and sandy Mavillette Beach, a well known bird watching location and popular attraction for locals and tourists. Learn about the efforts to acquire, renovate and maintain this site as the Municipality works to turn this into a significant tourism site for the region.

Tour through the small village of Port Maitland with a local resident. We will visit the Port Maitland Beach Provincial Park, another large sand beach in the Yarmouth area. On our way back to town will also stop at the smallest operating drawbridge in the world and learn about the efforts to revitalize the area.



Cape St. Mary's Lighthouse

NATIONAL SYMPOSIUM ON PARKS AND GROUNDS - PROGRAM CELEBRATING EXCELLENCE

NETWORKING ACTIVITIES AND AWARDS CEREMONIES

■ WEDNESDAY, SEPTEMBER 25, 2019

5:30 – 7:00 pm **WELCOME RECEPTION** - Join us at the Art Gallery of Nova Scotia - Yarmouth Branch as we kick off the 2019 Communities in Bloom Symposium and Awards with a big welcome from Yarmouth, including a delectable assortment of appetizers and cash bar. Come mingle with new and old friends and meet the municipal officials and organizing committee members to get this year's symposium started.



■ THURSDAY, SEPTEMBER 26, 2019

6:00 – 10:30 pm **ACADIAN KITCHEN PARTY - LOBSTER BOIL** (Optional Dinner) **\$60.00**

Indulge in a Chef prepared and culturally inspired SEA-FEAST featuring lobster, mussels, clams Rappie Pie (a local Acadian chicken dish) and all the fixin's! This amazing meal will be accompanied with a live Acadian band that will be sure to get you dancing while also allowing you to learn the stories of the local Acadians and how three cultures have co-existed for many years. This is a not to be missed event and will certainly be a highlight of your Yarmouth experience. During this exciting evening you will also enjoy the Future Host Cities Networking Activities.



■ FRIDAY, SEPTEMBER 27, 2019

5:30 – 9:30 pm **Community Showcase** featuring the achievements of the Communities in Bloom National Finalists and International Representatives for 2019, including Nova Scotia Provincial Awards, along with announcements of the Outstanding Achievements Awards Winners.

COCKTAIL, DINNER AND ENTERTAINMENT - Offered in partnership with the Regional Municipality of Wood Buffalo, AB, host of the 2020 National Symposium & Awards Ceremonies



■ SATURDAY, SEPTEMBER 28, 2019

8:30 – 9:00 am **COFFEE STATION** - *Rodd Grand Yarmouth Hotel*

9:00 – 11:30 am Town Hall Meeting with Mark Cullen and Exchange between International and Canadian Communities - *Rodd Grand Yarmouth Hotel*

3:30 – 5:30 pm **NATIONAL & INTERNATIONAL AWARDS CEREMONIES**

During the National and International Awards Ceremonies, including the Outstanding Achievement Awards, we open the envelopes to announce **AND THE WINNER IS ...**

5:30 – 9:30 pm **COCKTAIL, BANQUET AND ENTERTAINMENT**

Join us as Yarmouth sends us off in style with the closing banquet of the 25th Edition of Communities in Bloom at the Mariners Centre as this multipurpose facility is transformed into an elegant closing banquet venue. With a special line up of entertainment we are sure you will not forget this evening anytime soon.



Mariners Centre

THROUGHOUT THE EVENT

THE MARINERS CENTRE

Registration & Hospitality Desk

Wed., 8:00 am - 4:00 pm, Thursday 7:30 am - 4:00 pm;
Friday 7:30 am - 3:00 pm

Exhibits and Silent Auction

Wed., 8:00 am - 4:00 pm (set-up), Thursday 8:00 am - 12:45 pm,
Friday 8:00 am - 11:15 am & 5:30 - 9:00 pm

RODD GRAND YARMOUTH HOTEL

Registration & Hospitality Desk

Saturday 8:30 am - 1:00 pm

Silent Auction

Saturday 8:30 - 11:30 am

TO REGISTER: <https://www.communitiesinbloom.ca/symposium-awards/>



ACCOMMODATIONS

Host Hotel
Rodd Grand Yarmouth

417 Main Street, Yarmouth, Nova Scotia B5A 1G3 Tel: 902-742-2446 Fax: 902-742-4645

Toll Free Reservations: 1-800-565-RODD (7633) and mention Communities in Bloom when making
your reservations to access the conference rate and availability

OR

Book your group rate for Communities in Bloom at:

<https://reservations.travelclick.com/85514?groupID=2480231#/guestsandrooms>

Negotiated rate of \$139.00 Can. + tax / room / night, single or double occupancy

If you have any questions, do not hesitate to contact Monique Gargano-Charron at: admin@cib-cef.com

Also, visit our website at: www.communitiesinbloom.ca for continuous updates

We suggest that you book your accommodations early as only a limited number
of rooms is available at the Rodd Grand Yarmouth in Nova Scotia

NATIONAL SYMPOSIUM ON PARKS AND GROUNDS - PROGRAM

CELEBRATING EXCELLENCE

SHUTTLE INFORMATION

Shuttle service from Halifax Airport to Yarmouth and return will be provided at a cost \$25 p.p. each way. The service includes a stopover at Annapolis Royal Historic Gardens (approx. 45 minutes) on the way and a Garden Centre (approx. 45 minutes) in Liverpool on your return. At this time, we would like to inform you of the times of the shuttles so that you keep them in mind when you book your flights.

Note: Calculate that it will take you 4.5 hours each way, with the stopovers, to get to Yarmouth and back.

ARRIVALS

Tuesday, Sept 24 Depart Halifax at 2:00 pm
 Wednesday, Sept. 25 Depart Halifax at 8:00 am & 2:00 pm
 Thursday, Sept. 26 Depart Halifax at 8:00 am & 2:00 pm
 Friday, Sept. 27 Vans available upon request

DEPARTURES

Sunday, Sept. 29 Depart Hotel at 5:00 am (Direct to Halifax, no stops) **Shuttle should arrive at the airport around 8:30 am**
 Depart Hotel at 11:00 am and 12:00 pm (Stop in Liverpool)

Yarmouth will provide more details on the shuttle information once you register for the Symposium & Awards.

Communities
in Bloom
Foundation



Fondation
Collectivités
en fleurs

THE VALUE OF GREEN SPACES IN SOCIETY

The Communities in Bloom Foundation is dedicated to funding, developing and disseminating information and education on the value, importance and sustainable development of green spaces and natural environment in Canadian Society.

Contributions to the Foundation will allow us to establish a legacy for generations to come.

www.communitiesinbloom.ca

THANK YOU TO OUR NATIONAL SPONSORS & PARTNERS



NATIONAL PARTNERS





IMPERIAL
THEATRE

2019September9OpenSessionFINAL_034

August 15, 2019

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



Dear Mayor Grant:

On behalf of Imperial Theatre, please accept our sincere thanks for your generous support of \$500 to AITA/IATA International Amateur Theatre Festival 2019 which will be held in Saint John from August 26th-September 1, 2019.

AITA/IATA's mission is to promote understanding and education through theatre. The organization links amateur theatre groups, community theatres and organizations actively working for theatre amateurs and individuals throughout the world who love creating and making theatre in their free time. People and organizations we link with, work with and for children, with young people and with adults.

AITA/IATA is dedicated to the artistic, cultural and educational rights of human beings across the globe and advocates on behalf of all, regardless of nationality, language, cultural identity, ability, gender, sexual orientation, ethnic background or religion. This event will bring people together so that they can share knowledge and practice within the field of theatre and deepen understanding, develop practice, create new opportunities and strengthen the global amateur theatre sector.

It is the first time that they will perform outside North America and to know that our own region will play host is something that we will all learn and grow from.

Kind regards,

Angela Campbell
Executive Director
angela@imperialtheatre.ca
506-674-4103
www.imperialtheatre

August 19, 2019

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



Viceregal Patron

Her Excellency the Right Honourable
Julie Payette
Governor General of Canada

Présidente d'honneur vice-royale

Son Excellence la très honorable
Julie Payette
Gouverneure générale du Canada

Boards of Directors

Conseil d'administration

**Trans Canada Trail
Sentier Transcanadien**

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(Chair/Président)
Japman Bajaj
Eric Gionet
James Goulden
Graham Green
Ron Hicks
Michael Lindsay
(Vice-chair/Vice-président)
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Michele McKenzie
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Patrice Ryan
Robyn Seetal
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**Trans Canada Trail Foundation
Fondation du Sentier Transcanadien**

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(Chair/Présidente)
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Kirby Gavelin
Laureen Harper
Amanda Lang
Michael Lindsay
Jan Pearce
Aidan Richardson
Ed Steeves
Neil Yeates

President & CEO

Présidente et chef de la direction
Deborah Apps

Dear Friends of The Great Trail,

We are very pleased to share with you our 2018/19 Annual Report – *The Path Ahead on The Great Trail*. The many achievements of the past year would not have been possible without the support of our Trail partners, countless volunteers, generous donors, the Government of Canada, and many provincial, territorial and municipal governments across the country. We are so grateful for the support that you continue to show for our national Trail.

Support for the Trail

This spring, we were pleased to have many of our donors, government supporters and Trail partners join us in 'forest bathing' on the Trail across Canada. In early June, we celebrated the opening of a renovated bridge on the Caledon Trailway with the Solicitor General of Ontario, the Mayor of Caledon, Trail *Champion* Cory Trepanier, and donors and members of the community. Two weeks later, 'the hills were alive' in Alberta where we enjoyed a hike in West Bragg Creek. We were joined by Her Honour the Honourable Lois Mitchell, Lieutenant Governor of Alberta, and Trail *Champions* Dave Rodney and Ken Read, among others.

In Niagara-on-the-Lake, TCT Foundation Chair, Valerie Pringle, was joined by Trillium CEO, Katharine Bambrick, on a walk with the Friends of Laura Secord on a section of The Great Trail, for their annual event in honour of one of Canada's famed heroines. This year, the walk raised funds for War Child, the project launched by another Great Trail *Champion*, Samantha Nutt.

And, finally, this July we were thrilled that long-time generous Trail supporters Jack Cockwell and Blake Hutcheson joined us in Huntsville, Ontario, for a celebratory walk on a glorious summer day on one of the few floating Trail sections in the country.

It's Better Together

This new fiscal is off to a great start; we are engaging and growing our audiences, increasing our profile, and giving domestic and international audiences exciting reasons to experience the Trail with their friends and relatives.

On June 19, we launched the second edition of *The Great Trail Treasure Hunt* in partnership with the Royal Canadian Geographical Society, and were thrilled to exceed last year's total number of entries within a day of launch. To date, well over 5,000 entries have been received, and 300 participants have achieved super user status (more than five boxes found on the Trail).

Our tourism marketing activities continue to garner interest through partnerships with tourism marketing organizations, and influencer and media outreach. Most recently, a nine-page spread dedicated to The Great Trail was included in Air Canada's enRoute magazine.

Our YouTube channel has been revamped and broadcasts new video content aiming to engage and retain a younger demographic. The channel has generated over 121,000 views and doubled its subscribers in the three months following its launch.

Trail Projects

We are thrilled to be supporting so many amazing projects again this year, including repairs to provide safer access to the Trail (Canterbury, NB); new greenway connectors (linking the North and South Whiteshell Trail systems in MB); upgrades to improve accessibility (Fernie, BC) and roadway to greenway conversions (Whitehorse, YT).

We have also provided support for signage projects to install wayfinders, trailheads and interpretive panels at many locations across the country. Some of the signage projects completed over the last few months include the installation of co-branded signs and wayfinding arrows (Musquodoboit Trailway, NS); the installation of natural heritage interpretive panels (Caledon, ON); and the installation of 12 mini trailheads at key junctions along the South Whiteshell Trail in Manitoba.

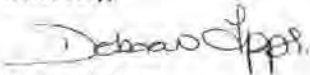
Our latest request for funding applications was recently launched, and we are looking forward to funding many more new and innovative projects in the coming year. With a renewed focus on maintaining existing greenway sections and improving the quality of The Great Trail, these projects will support the development of active transportation routes; improve accessibility and promote inclusion; increase signage; and repair sections damaged by natural disasters.

We continue to forge positive connections with Indigenous communities and organizations along The Great Trail; and provide support to a growing number of projects connected to or spearheaded by Indigenous groups. The Goat Island project to restore vegetation and protect the shoreline from erosion was launched in May in partnership with the Eskasoni First Nation and a Trail study led by the aq'am First Nation aims to develop a non-motorized link with Cranbrook, BC. We also installed English and Inuktitut signs along the Itijjagial Trail in Nunavut, and worked with local communities around the Neepawa-Langford Trail in Manitoba to include Indigenous content on two trailheads.

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

Thank you for your continued support.

Sincerely,



Deborah Apps
President & CEO



26 August 2019

City of Saint John
City Hall, 8th Floor
15 Market Square
P.O. Box 1971
Saint John, NB
E2L 4L1
Attention: Mayor Don Darling

70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothesay@rothesay.ca
www.rothesay.ca

Dear Mayor Darling:

Re: Request for Support – Industrial Tax Transfer


Rothesay Council believes that a strong Saint John is necessary for a growing, thriving Greater Saint John Region and that municipal tax reform is essential in New Brunswick.

However, your request and the reasoning behind it was developed without input from, or consultation with, the surrounding municipalities. We expect that any such transfer of tax would have to apply to the whole Province, not just Saint John, and would have implications for the Provincial Government deficit. We have no way of knowing how this would affect other municipalities.

It is our belief that the municipal tax reform we are all seeking is a very complex issue, which needs to be looked at as a whole. Further, as principles of reform are developed, there needs to be benefit demonstrated for everyone. A piecemeal approach will never accomplish this, and therefore the Council consensus was that Rothesay cannot support your request at this time.

Thank you for giving Rothesay a chance to comment. We remain ready to work with you on positive property tax reform for New Brunswick.

Yours truly,


Nancy Grant, Mayor

2019September9OpenSessionFINAL_038
St. Joseph's Hospital
Foundation

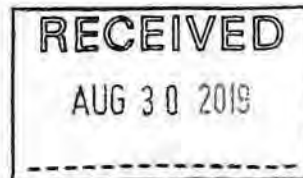


La Fondation
De L'Hôpital St. Joseph

Mr. Michael A. Gillis
Foundation Chairman

August 28, 2019

Town of Rothesay
Mr. Doug MacDonald
70 Hampton Road
Rothesay, NB E2E 5L5



Dear Mr. MacDonald:

COPY

Proceeds from our first Annual *"Late Night with the Foundation"* will support equipment and technology for patients who are in need of corneal treatment to prevent blindness with the purchase of a Cornea Analyzer for early diagnosis of corneal disease and for corneal transplant surgery.

The cost of the equipment is approximately \$100,000. St. Joseph's Hospital Foundation is committed to supporting St. Joseph's Eye Clinic, the comprehensive Eye Centre for Southern New Brunswick, serving patients from Sussex to St. Stephen and beyond.

Our ultimate goal is to place current technology at the clinician's fingertips – **resulting in optimal patient care, reduced wait times and improved patient experience and outcomes.**

With your generous support, you have empowered St. Joseph's Hospital staff to go beyond standard care and deliver excellence to the entire community. Your investment will help provide the gift of sight for New Brunswick Corneal Program patients ~ **Thank you.**

Sincerely,

Laurie A. Flood
Executive Director
St. Joseph's Hospital Foundation

2019 September 9 Open Session FINAL 039
KENNEBECASIS VALLEY FIRE DEPARTMENT INC BOARD MEETING
FIRE STATION ONE, CAMPBELL DRIVE, ROTHESAY, NB
JUNE 12, 2019

Present: Commissioner Kirk Miller John Jarvie, Administrator
 Commissioner Sean Luck Chief Bill Ireland
 Commissioner Grant Brenan Carlene MacBean, Executive Assistant
 Commissioner Derrick Stanford

Absent: Vice Chair Norah Soobratee
 Commissioner Peter Lewis

1.0 Call to Order

Commissioner Brenan called the meeting to order at 5:47 pm.

2.0 Chair's Remarks

None

3.0 Approval of Agenda

Moved by K. Miller and seconded by S. Luck, to approve the agenda with the following additions:

Item 6.2.4 Letter from Rothesay re: Draft Fire Prevention By-Law
Item 7.4 Letter from Quispamsis re: Appointment of New Fire Board Member
CARRIED

4.0 Conflict of Interest

None

5.0 Approval of Previous Minutes

5.1 April 15, 2019

Moved by S. Luck and seconded by K. Miller, that the minutes of April 15, 2019 be approved as presented.

CARRIED

6.0 Unfinished Business

6.1 Strategic Plan Update

In order to meet Fall deadlines, it was suggested that the consultant, Jon Hambides, and Chief Ireland prepare a plan based on the discussions by the committee to date. They would then bring that plan to the Strategic Planning Committee for review and discussion. Once this has taken place, the Commissioner Soobratee and Commissioner Stanford could then present an update to the councils on our progress.

Moved by S. Luck and seconded by K. Miller that the Board have Jon Hambides and Chief Ireland put together a draft version of the strategic plan and bring it back to the Strategic Planning Committee for review and discussion.

CARRIED

6.2 Fire Marque - Update

The Fire Board received a letter from Quispamsis Council requesting answers to questions they have on this. Chief Ireland will prepare a response and send to both councils to ensure both councils have the same information on which to base their decision.

Moved by K. Miller and seconded by S. Luck, to have Chief Ireland respond to both towns in one letter answering all of their questions.

CARRIED

6.3 Election of Officers

6.3.1 Election of Chair

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

Moved by K. Miller and seconded by D. Stanford, that Commissioner Brennan be elected as Chair for the 2019 term.

CARRIED

6.3.2. Election of Secretary Treasurer

As Commissioner Luck's appointment to the Fire Board ends at the end of June and he will not be returning, the position of Secretary Treasurer is open.

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

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

CARRIED

7.0 Correspondence

7.1 Letter to both Towns re: 2018 Annual Report

Moved by S. Luck and seconded by K. Miller to receive and file.

CARRIED

Mr. Jarvie noted that next year the annual report will be a legislated requirement of the fire department to produce.

7.2 Letter from Quispamsis re: Thank You for Assistance During Flood

Moved S. Luck and seconded by K. Miller to receive and file.

CARRIED

7.3 Letter from Rothesay re: Director – Rothesay EMO

Moved by S. Luck and seconded by K. Miller to table this request until Quispamsis council has received and discussed.

On the question:

Commissioner Luck stated that he will make sure this is on the Quispamsis council agenda for their next meeting.

CARRIED

7.4 Letter from Quispamsis re: Appointment of New Fire Board Member

Moved by K. Miller and seconded by S. Luck to receive and file.

CARRIED

Commissioner Miller thanked Commissioner Luck for his time on the Fire Board and the contributions he has made.

8.0 New Business

8.1 Memo from Chief Ireland: Unbudgeted Expense

Chief Ireland reported there has been flooding, on multiple occasions, in the lobby at Station 1 over the past two winters which has revealed a design flaw with the finished grade level on the exterior of the building. To rectify the problem, and to prevent further structural damage to the main entrance of the station, the entire redevelopment of the front yard, walkway and parking area is required. This problem was not diagnosed until January 2019, after the 2019 operating budget had been approved, meaning that there are no funds allocated to this project.

Chief Ireland requested that the Fire Board authorize the expenditure of up to \$14,000 (based on current estimates) to redevelop the front entranceway, walkway and parking area to prevent further damage and to correct the existing problem. The 2019 Building Maintenance line cannot accommodate this unbudgeted expense. As there will be an expected surplus in the professional services line of approximately \$17,000 (was allocated to legal fees for interest arbitration) these funds could be reallocated to this project to prevent an overall budget deficit.

Moved by S. Luck and seconded by D. Stanford to approve the reallocation of up to \$14,000 from Professional Services to Building Maintenance to cover this unexpected expense.

CARRIED

8.2 Memo from Chief Ireland: Alternate Chaplain

Chief Ireland announced the appointment of Reverend Sally Budge as the Alternate Chaplain for the Kennebecasis Valley Fire Department effective June 7, 2019. Alternate Chaplain Budge is a Rothesay resident and is the Minister at Portland United Church.

Reporting to the Fire Chief, the Alternate Chaplain supports and provides back-up to the Department Chaplain. The Alternate Chaplain represents the department and its members in a way that is inclusive, respectful and sensitive to all faith traditions, regardless of church, religion, or philosophy. The position helps support the mental and spiritual well-being of department employees and members of the public who receive emergency services from the department. This is a voluntary position with no formal remuneration.

Fire departments by tradition have had someone in the role of Chaplain since the beginning of the organized fire service. A Chaplain provides a spiritual presence linking both the department and public together in the common goal of seeking to protect life, property, health and well-being. A recent internal survey revealed that 86% of our employees feel comfortable approaching our Chaplain to help support their mental and spiritual wellness. Adding an Alternate Chaplain to our organization helps ensure that support is available on a regular and consistent basis.

Moved by K. Miller and seconded by S. Luck to receive and file.

CARRIED

8.3 Memo from Chief Ireland: Promotion Announcement

Chief Ireland announced the promotion of Lieutenant Shawn White to the position of Division Chief effective June 24, 2019. Division Chief White is being hired to replace retiring Division Chief Kevin Clynick and will assume the Safety and Professional Development portfolio.

Moved by S. Luck and seconded by K. Miller to receive and file.

CARRIED

8.4 New Equipment

In order to show the Fire Board what the budget money is spent on, Chief Ireland demonstrated one of the new face pieces the department recently purchased. Forty individually fitted face pieces were purchased and assigned to each member. As well, three thermal imaging cameras were purchased that fit onto the face pieces. The reality of a fire is there is zero visibility and these cameras are very beneficial and will improve firefighter safety and the search for victims. The technology has been around for 20 years and has advanced greatly – the department also has hand held thermal imaging cameras that are large and cumbersome but also a great benefit.

The Commissioners had the opportunity to try on the face piece with the thermal imaging camera attached and Chief Ireland arranged to take them to the mezzanine level after the meeting to see and try out the training area created and built by the members.

9.0 Financial

9.1 Draft Financial Statements for the Four Months ended April 30, 2019

Moved by S. Luck and seconded by K. Miller to receive and file the draft financial statements for the four months ended April 30, 2019.

CARRIED

10.0 Business Arising from Committee of the Whole

None

11.0 Reports

11.1 Chief's Report

Moved by K. Miller and seconded by S. Luck to receive and file.

CARRIED

11.2 Response Summary

Moved by K. Miller and seconded by S. Luck to receive and file.

CARRIED

12.0 Adjournment

Moved by S. Luck that the meeting be adjourned at 6:30 pm.

Date of next meeting – September 11, 2019

Respectfully submitted,



CHAIR



SECRETARY / TREASURER

Kennebecasis Valley Fire Department Inc.

91

Statement of Expense with Budget Variance 2019September9OpenSessionFINAL_046

For the 4 months ending April 30, 2019

	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	\$194,810	\$188,484	(\$6,326)	\$631,200	\$187,313
10 Convention/dues/training	\$5,333	\$6,515	\$1,182	\$16,000	\$10,834
11 Administrative Agreement	\$3,000	\$3,000	\$0	\$12,000	\$0
12 Professional Services	\$0	\$0	\$0	\$53,000	\$176
13 Office supplies/Copy Machine/ S/C	\$3,142	\$1,930	(\$1,212)	\$9,425	\$2,296
14 Computer hardware/software/IT	\$4,748	\$3,526	(\$1,222)	\$32,000	\$3,897
15 Telephone/ Internet	\$4,500	\$3,317	(\$1,183)	\$13,500	\$3,274
16	\$215,533	\$206,772	(\$8,761)	\$767,125	\$207,789
FIREFIGHTING FORCE:					
17 Salaries Basic	\$797,278	\$796,937	(\$341)	\$2,653,400	\$769,082
18 Overtime	\$17,040	\$9,874	(\$7,166)	\$60,000	\$9,225
19 Force Benefits	\$224,797	\$224,411	(\$386)	\$632,900	\$208,044
20 Career Uniforms and maintenance	\$9,333	\$4,435	(\$4,898)	\$28,000	\$4,481
21 Medical and Fitness Testing	\$7,000	\$4,781	(\$2,219)	\$21,000	\$5,533
22 Career Recognition	\$0	\$264	\$264	\$1,000	\$1,374
23 Holiday Relief Wages and overtime	\$65,547	\$67,354	\$1,808	\$328,500	\$58,784
24 Holiday Relief Benefits	\$36,777	\$32,542	(\$4,235)	\$125,701	\$29,872
25	\$1,157,772	\$1,140,598	(\$17,174)	\$3,850,500	\$1,086,394
TELECOMMUNICATIONS:					
26 Cellular Telephones	\$2,000	\$1,362	(\$638)	\$6,000	\$1,653
27 Communication Equipment	\$0	\$63	\$63	\$500	\$1,827
28 Maintenance / Repairs	\$375	\$0	(\$375)	\$1,500	\$167
29	\$2,375	\$1,425	(\$950)	\$8,000	\$3,647
INSURANCE:					
30 Insurance	\$33,126	\$33,116	(\$10)	\$33,126	\$32,476
31	\$33,126	\$33,116	(\$10)	\$33,126	\$32,476
PREVENTION AND TRAINING:					
32 Firefighter / Co. Officer Training	\$12,000	\$3,628	(\$8,372)	\$36,000	\$11,886
33 Fire Prevention	\$2,667	\$728	(\$1,939)	\$8,000	\$257
34 Public Education	\$1,500	\$193	(\$1,307)	\$4,500	\$117
35 Training Supplies	\$667	\$115	(\$552)	\$2,000	\$206
36	\$16,833	\$4,664	(\$12,170)	\$50,500	\$12,466
FACILITIES:					
37 Station 1 Operating	\$133,044	\$132,608	(\$436)	\$180,700	\$139,005
38 Station 2 Operating	\$6,233	\$6,233	(\$0)	\$18,700	\$6,233
39 Station 2 Rent - Quispamsis	\$16,957	\$16,957	\$0	\$50,871	\$16,625
40 Station Supplies	\$4,000	\$3,666	(\$334)	\$12,000	\$5,558
41	\$180,234	\$159,464	(\$20,770)	\$262,271	\$167,421
FLEET:					
42 Fuel Vehicle	\$5,750	\$5,024	(\$726)	\$17,250	\$6,419
43 Registration Vehicle	\$400	\$342	(\$58)	\$550	\$342
44 Vehicle Maint. & Repairs	\$30,000	\$22,437	(\$7,563)	\$90,000	\$33,705
45	\$36,150	\$27,803	(\$8,347)	\$107,800	\$40,465
OPERATIONS:					
46 New Equipment	\$6,000	\$3,618	(\$2,382)	\$18,000	\$1,486
47 Maint. & Repairs Equip	\$10,407	\$13,298	\$2,891	\$23,000	\$12,279
48 Maint. & Repairs Bunker Gear	\$0	\$0	\$0	\$5,000	\$1,122
49 Medical supplies	\$1,667	\$1,680	\$13	\$5,000	\$2,290
50 Fire fighting supplies	\$1,167	\$0	(\$1,167)	\$3,500	\$167
51 H&S/Cause determination	\$500	\$73	(\$427)	\$2,000	\$108
52	\$19,741	\$18,669	(\$1,071)	\$56,500	\$17,452
WATER COSTS:					
53 Water Costs - Quispamsis	\$1,235	\$1,235	\$0	\$4,940	\$1,199
54 Water Costs - Rothesay	\$6,419	\$6,419	\$0	\$25,674	\$6,074
55	\$7,654	\$7,654	\$0	\$30,614	\$7,274
OTHER:					
56 Miscellaneous	\$1,000	\$695	(\$305)	\$3,000	\$751
57 Retirement Allowance	\$19,933	\$19,936	\$3	\$59,800	\$19,928
58	\$20,933	\$20,631	(\$302)	\$62,800	\$20,679
59	\$1,670,351	\$1,620,796	(\$49,555)	\$5,229,237	\$1,596,063

Kennebecasis Valley Fire Department Inc.

Budget Variances Analysis greater than \$5,000

For the 4 months ending April 30, 2019

Line #	Description	Budget YTD	Actual YTD	Variance	Details
				(Under Budget)	
9	Admin. Wages and Benefits	\$194,810	\$188,484	(\$6,326)	Budgeted increases not paid until May
18	Overtime	\$17,040	\$9,874	(\$7,166)	as required
32	Firefighter/Co. Officer Training	\$12,000	\$3,628	(\$8,372)	
44	Vehicle Maint & Repairs	\$30,000	\$22,437	(\$7,563)	as required
	Material Variances	\$253,850	\$224,423	(\$29,427)	

Kennebecasis Valley Fire Department Inc.

Invoices over \$2,000

For the months of March and April 2019

Recurring Monthly Invoices		Amount	Description
03/01/19	Assumption Life	\$26,312	Group Benefits
03/01/19	Town of Quispamsis	\$5,798	Rent, operating - Station 2
03/01/19	Rothesay	\$6,419	Quarterly water
03/07/19	Receiver General	\$48,974	payroll liabilities
03/07/19	BMO	\$76,508	net wages 03/07/2019
03/21/19	Receiver General	\$27,115	payroll liabilities
03/21/19	BMO	\$76,925	net wage 03/21/2019
03/31/19	CIBC Mellon	\$46,029	Monthly Pension Contributions
03/31/19	I.A.F.F. Local 3591	\$7,458	Union Dues
03/31/19	Worksafe	\$5,297	Worksafe assessment
03/31/19	Rothesay	\$3,000	Quarterly Admin fee
04/01/19	Assumption Life	\$26,312	Group Benefits
04/01/19	Town of Quispamsis	\$5,798	Rent, operating - Station 2
04/04/19	Receiver General	\$48,474	payroll liabilities
04/04/19	BMO	\$75,940	net wages 04/04/2019
04/18/19	Receiver General	\$47,667	payroll liabilities
04/18/19	BMO	\$74,705	net wage 04/18/2019
04/30/19	CIBC Mellon	\$46,029	Monthly Pension Contributions
04/30/19	I.A.F.F. Local 3591	\$7,458	Union Dues
04/30/19	Worksafe	\$5,298	Worksafe assessment
Non-Recurring Invoices		Amount	Description
03/01/18	Micmac Fire & Safety Source Ltd	\$5,056	SCBA performance testing
03/01/19	Minister of Finance	\$101,985	Property Tax
03/08/19	Irving Energy	\$4,032	propane
03/20/19	Town of Quispamsis	\$2,491	Fuel - Jan & Feb 2019
03/28/19	KV Auto & Truck Center	\$2,437	E1
04/11/19	East Coast International Trucks	\$2,093	E1
04/15/19	Rothesay	\$2,310	water, sewer
04/16/19	Teed Saunders Doyle	\$8,050	2018 audit
04/16/19	Irving Energy	\$2,392.41	propane
04/19/19	Ingenious Software	\$2,392.41	Annual contract - Firepro
04/24/19	Code 4 Fire & Rescue Inc.	\$2,058.50	New Equipment
04/25/19	Universal Truck & Trailer	\$2,903.67	Q1
04/30/19	Cummings' Fire & Safety Ltd.	\$34,143.17	Capital- Thermal imaging cameras, face pieces



Kennebecasis Valley Fire Department

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

June 12, 2019

Staff Achievements

Deputy Chief Dan McCoy was inducted into the New Brunswick Association of Fire Chiefs Hall of Flame at their recent convention held in Fredericton. This honour is "awarded by his comrades for service far beyond the call of duty, especially on behalf of the fire service in the Province of New Brunswick". Over the past 33 years, Deputy McCoy has served as NBAFC – Director, 2nd Vice President, 1st Vice President, President, Past President, CAFC – Chair of National Advisory Committee and NBAFC rep (current), Royal Firefighters Association – Zone 2 President, NBAFC Permanent Chiefs' Committee (former Chair), NB Chapter of Red Knights (founding member). Deputy McCoy has spent his career working on behalf of the NB fire service and continues to represent this organization on numerous Provincial committees including TMR implementation, mental health care and WorkSafe NB.

Division Chief Mike Boyle has earned his Executive Chief Fire Officer (ECFO) designation from the Canadian Association of Fire Chiefs. Attainment of this professional designation for Chief Officers, acknowledges the professional conduct, training, education and skills in a number of competencies required as a leader in today's fire service. The heart of the program consists of a number of competencies within seven important themes related to management within the fire service. The themes cover topics in leadership, human resources, governance, business acumen, finance, fire prevention and fire technical. There are 98 Fire Chiefs across Canada who have earned this designation including three from KVFD.

Structure Fire Incident

On May 14, the department responded to a residence on Chamberlain Road in Quispamsis when an off-duty police officer reported smoke coming from a residence. On arrival, firefighters encountered fire and heavy smoke in the home. Initial reports indicated that there may have been someone trapped in the basement and a primary search was immediately initiated by the first arriving crew. After searching the home firefighters confirmed that the house was unoccupied. Unfortunately, they did recover the family dog which had perished in the fire. The home had significant smoke and fire damage as a result of the fire. Firefighters remained on scene for approximately four hours and the Department Chaplain attended to assist with comforting the homeowners. The cause of the fire is undetermined.

Firefighter for a day

On May 17 the department hosted MP Alaina Lockhart and Children's Wish recipient Lucas when he spent the morning with us participating in our firefighter for a day program. Lucas had an opportunity to spray a fire hose, learn about our equipment, sit in our fire trucks and have lunch with the crew on-duty.

KVFire Retweeted



Alaina Lockhart, MP @AlainaLockhart · May 17

Hanging with my new pal Lucas at the @KVFire Dept today! Thanks Art for a great morning! And thanks to @NBChildrensWish for helping make today a whole lot of fun for me and Lucas. BTW, if you haven't tried Chocolate Chip Waffles with PB, you haven't lived! #FundyRoyal



1



6

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	2019 YTD	Historical Average
Fire/explosion - dollar loss	2	3	6	4	1	3	6	3	3	3	18	16
Rubbish/grass fire - no dollar loss	1	2	0	1	2	2	6	7	10	13	19	25
Chimney Fire	2	2	1	1	1	2	1	1	0	0	5	6
Total Fire	5	7	7	6	4	6	13	11	13	16	42	47
Rescue - Miscellaneous	0	1	0	1	0	0	0	0	0	0	0	3
Vehicle Accident	13	9	5	9	9	7	8	6	4	9	39	39
Total Rescue	13	10	5	10	9	8	8	6	4	9	39	42
Public Hazard - gasoline or fuel spill	0	1	0	0	1	0	1	1	1	1	3	3
Public Hazard - power line down / utility pole hazard	6	5	0	2	0	1	1	2	1	2	8	12
Public Hazard - miscellaneous	1	2	0	2	0	1	0	1	0	2	1	8
Total Public hazard	7	7	0	4	1	2	2	4	2	4	12	22
Gas Leak - propane	1	1	1	1	0	1	1	0	0	1	3	3
Gas Leak - response to carbon monoxide detector alarm	1	2	1	1	1	1	1	1	1	0	5	6
Total Gas leak	2	2	2	2	1	2	2	1	1	1	8	8
Public Service - first aid	52	49	59	50	66	55	48	52	49	49	274	256
Public Service - assist police or other agency	8	1	0	1	0	1	2	1	0	0	10	4
Public Service - mutual aid	1	1	3	1	1	1	2	1	1	0	8	4
Public Service - animal rescue	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	46	3
Public Service- miscellaneous	6	2	0	1	0	1	1	1	1	1	8	7
Total Public services	101	54	67	53	74	59	53	56	51	52	346	274
Alarm No Fire - accidental miscellaneous	2	4	2	3	5	4	2	2	4	4	15	16
Alarm No Fire - smoke or steam mistaken	0	2	1	1	0	1	0	1	2	2	3	5
Alarm No Fire - sprinkler surge or discharge	2	0	0	0	0	0	0	0	0	0	2	1
Alarm No Fire - detector activated	2	4	5	4	5	5	3	2	2	3	17	18
Alarm No Fire - unknown odours	0	0	0	1	1	1	0	1	0	1	1	4
Alarm No Fire - miscellaneous	0	3	1	1	2	2	2	2	3	2	8	10
Total Alarm no fire - No malicious intent	6	12	9	10	13	13	7	7	11	11	46	53
False Alarm (Mischief) - miscellaneous	0	0	0	0	0	1	0	1	0	0	0	2
Total False alarm - Mischief	0	0	0	0	0	0	0	1	0	0	0	2
Total Response Types Kennebecasis Valley Fire	134	95	90	85	102	90	85	86	82	94	493	449

Town of Rothesay

General Fund Financial Statements

July 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 7/31/19

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
	<u>\$ 5,867,000</u>
Total Liabilities	
Investment in General Fund Fixed Assets	42,264,289
	<u>\$ 48,131,289</u>

Town of Rothesay
 Balance Sheet - General Fund Reserves
 7/31/19

ASSETS

BNS General Operating Reserve #214-15	669,333
BNS General Capital Reserves #2261-14	2,100,316
BNS - Gas Tax Reserves - GIC	4,265,101
Gen Reserves due to/from Gen Operating	(889,605)
	<u>\$ 6,145,145</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	3,973,327
Invest. in General Capital Reserve	1,024,201
General Gas Tax Funding	281,283
Invest. in General Operating Reserve	676,980
Invest. in Land for Public Purposes Reserve	136,280
Invest. in Town Hall Reserve	53,075
	<u>\$ 6,145,146</u>

Town of Rothesay
Balance Sheet - General Operating Fund
7/31/19

CURRENT ASSETS

Cash	2,058,506
Receivables	303,470
HST Receivable	348,567
Payroll Clearing	(104)
Inventory	29,645
Gen Operating due to/from Util Operating	(1,510,460)
Total Current Assets	<u>1,229,624</u>
Other Assets:	
Projects	<u>1,673,495</u>
	<u>1,673,495</u>
TOTAL ASSETS	<u>2,903,119</u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	1,222,040
Other Payables	418,618
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>1,887,860</u>

EQUITY

Retained Earnings - General	2,445
Surplus/(Deficit) for the Period	<u>1,012,814</u>
	<u>1,015,259</u>
	<u>2,903,119</u>

2019September9OpenSessionFINAL_056

Town of Rothesay

Statement of Revenue & Expenditure
7 Months Ended 7/31/19

	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	9,358,429	9,358,429	0		16,043,021
Sale of Services	30,738	21,880	241,611	214,523	27,088		403,043
Services to Province of New Brunswick	5,000	5,000	35,000	35,000	0		60,000
Other Revenue from Own Sources	24,981	17,792	107,107	68,809	38,298		108,540
Unconditional Grant	10,183	10,183	71,277	71,278	(1)		122,190
Conditional Transfers	0	11,500	9,174	16,500	(7,326)		26,500
Other Transfers	0	0	576,706	576,706	0		1,076,706
	<u>\$1,407,821</u>	<u>\$1,403,273</u>	<u>\$10,399,304</u>	<u>\$10,341,244</u>	<u>\$58,060</u>		<u>\$17,840,000</u>
EXPENSES							
General Government Services	151,257	126,761	1,448,288	1,483,778	35,490		2,260,215
Protective Services	375,876	375,584	3,152,407	3,160,887	8,479		5,038,809
Transportation Services	278,672	216,272	2,261,053	2,079,772	(181,281)		3,444,029
Environmental Health Services	54,620	50,417	378,836	387,917	9,080		645,000
Environmental Development	50,751	51,539	370,383	401,229	30,846		649,680
Recreation & Cultural Services	281,168	283,576	1,216,700	1,294,359	77,658		2,049,910
Fiscal Services	323	333	558,822	558,985	163		3,752,357
	<u>\$1,192,667</u>	<u>\$1,104,482</u>	<u>\$9,386,490</u>	<u>\$9,366,926</u>	<u>-\$19,564</u>		<u>\$17,840,000</u>
Surplus (Deficit) for the Year	<u>\$215,153</u>	<u>\$298,790</u>	<u>\$1,012,814</u>	<u>\$974,318</u>	<u>\$38,496</u>		<u>\$ 0</u>

Town of Rothesay

Statement of Revenue & Expenditure
7 Months Ended 7/31/19

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Sale of Services							
Bill McGuire Memorial Centre	3,533	2,500	13,655	17,500	(3,845)	1	30,000
Town Hall Rent	4,550	4,167	32,050	29,167	2,883		50,000
Arena Revenue	277	500	135,011	125,733	9,279	2	245,678
Community Garden	0	0	820	1,300	(480)		1,300
Recreation Programs	22,379	14,713	60,075	40,824	19,251	3	76,065
	30,738	21,880	241,611	214,523	27,088		403,043
Other Revenue from Own Sources							
Licenses & Permits	12,460	16,664	34,224	60,911	(26,686)	4	95,000
Police Fines	0	0	60	0	60		0
Recycling Dollies & Lids	94	0	602	0	602		0
Interest & Sundry	5,745	417	30,695	2,917	27,778	5	5,000
Miscellaneous	3,683	712	35,512	4,982	30,530	6	8,540
Fire Dept. Administration	3,000	0	6,000	0	6,000		0
History Book Sales	0	0	15	0	15		0
	24,981	17,792	107,107	68,809	38,298		108,540
Conditional Transfers							
Canada Day Grant	0	1,500	2,000	1,500	500		1,500
Grant - Other	0	10,000	7,174	15,000	(7,826)	7	25,000
	0	11,500	9,174	16,500	(7,326)		26,500
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
	0	0	576,706	576,706	0		1,076,706
EXPENSES							
General Government Services							
Legislative							
Mayor	5,096	3,542	24,993	24,792	(201)		42,500
Councillors	9,821	10,092	68,721	70,642	1,920		121,100
Regional Service Commission 9	1,671	1,750	5,012	5,250	238		7,000
Other	738	708	2,038	4,958	2,921		8,500
	17,326	16,092	100,764	105,642	4,877		179,100
Administrative							
Office Building	12,340	7,775	108,656	99,125	(9,531)	8	136,500
Solicitor	381	4,167	6,424	29,167	22,743		50,000
Administration - Wages & Benefits	71,754	71,708	556,211	551,958	(4,253)		1,063,300
Supplies	31,345	7,977	80,535	74,114	(6,422)	9	114,000
Professional Fees	0	3,182	11,698	39,091	27,393		55,000
Other	12,612	11,693	114,430	100,853	(13,578)	10	159,319
	128,431	106,502	877,955	894,307	16,352		1,578,119

2019September9OpenSessionFINAL_058

	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	7,500	2,846		10,000
Civic Relations	0	333	74	2,333	2,259		4,000
Insurance	0	0	185,839	190,000	4,161		190,000
Donations	5,500	3,000	17,923	25,000	7,077		40,000
Cost of Assessment	0	0	250,996	250,996	0		250,996
Property Taxes - L.P.P.	0	0	10,084	8,000	(2,084)		8,000
	5,500	4,167	469,569	483,829	14,260		502,996
	151,257	126,761	1,448,288	1,483,778	35,490		2,260,215
Protective Services							
Police							
Police Protection	202,260	202,260	1,415,820	1,415,820	0		2,427,120
Crime Stoppers	0	0	2,800	2,800	0		2,800
	202,260	202,260	1,418,620	1,418,620	0		2,429,920
Fire							
Fire Protection	158,489	158,489	1,314,572	1,313,419	(1,154)		2,105,864
Water Costs Fire Protection	0	0	325,000	325,000	0		325,000
	158,489	158,489	1,639,572	1,638,419	(1,154)		2,430,864
Emergency Measures							
911 Communications Centre	12,377	12,377	86,640	86,640	(0)		148,525
EMO Director/Committee	80	833	479	5,833	5,354		10,000
	12,457	13,210	87,119	92,473	5,354		158,525
Other							
Animal & Pest Control	0	792	3,624	5,542	1,918		9,500
Other	2,670	833	3,473	5,833	2,361		10,000
	2,670	1,625	7,096	11,375	4,279		19,500
Total Protective Services	375,876	375,584	3,152,407	3,160,887	8,479		5,038,809

G7

2019September9OpenSessionFINAL_059

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET	
Transportation Services								
Common Services								G8
Administration (Wages & Benefits)	126,055	134,300	1,004,088	1,031,966	27,879		1,776,862	
Workshops, Yards & Equipment	38,528	44,009	375,447	366,061	(9,386)	11	594,104	
Engineering	1,919	625	3,243	4,375	1,132		7,500	
	166,502	178,934	1,382,778	1,402,402	19,625		2,378,466	
Street Cleaning & Flushing	1,915	1,000	5,620	20,000	14,380	12	40,000	
Roads & Streets	16,036	9,500	25,742	44,000	18,258	13	65,000	
Crosswalks & Sidewalks	4,028	2,714	12,618	11,995	(623)		20,563	
Culverts & Drainage Ditches	163	5,417	4,191	37,917	33,726	14	65,000	
Snow & Ice Removal	149	0	440,931	374,000	(66,931)	15	554,000	
2018 Flood Costs	62,306	0	62,306	0	(62,306)	16	0	
2019 Flood Costs	8,128	0	152,409	0	(152,409)	17	0	
	92,724	18,630	703,816	487,912	(215,904)		744,563	
Street Lighting	14,250	11,500	83,419	80,500	(2,919)		145,000	
Traffic Services								
Street Signs	475	1,000	4,455	7,000	2,545		12,000	
Traffic Lanemarking	0	1,000	24,487	27,000	2,513		30,000	
Traffic Signals	768	3,333	7,616	23,333	15,717		40,000	
Railway Crossing	3,808	1,667	12,886	11,667	(1,219)		20,000	
	5,051	7,000	49,444	69,000	19,556		102,000	
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	1,022	1,458	436		2,500	
	146	208	41,597	39,958	(1,638)		74,000	
Total Transportation Services	278,672	216,272	2,261,053	2,079,772	(181,281)		3,444,029	
Environmental Health Services								
Solid Waste Disposal Land Fill	8,639	16,250	115,463	113,750	(1,713)		195,000	
Solid Waste Disposal Compost	2,768	2,083	15,519	14,583	(936)		25,000	
Solid Waste Collection	23,186	24,167	162,302	169,167	6,864		290,000	
Solid Waste Collection Curbside Recycling	8,027	7,917	56,191	55,417	(774)		95,000	
Clean Up Campaign	12,000	0	29,361	35,000	5,639		40,000	
	54,620	50,417	378,836	387,917	9,080		645,000	
Environmental Development Services								
Planning & Zoning								
Administration	32,772	36,015	263,296	289,365	26,069		460,200	
Planning Projects	9,748	7,083	46,336	49,583	3,247		85,000	
Heritage Committee	0	208	0	1,458	1,458		2,500	
	42,520	43,307	309,632	340,407	30,775		547,700	
Economic Development Comm.	8,232	8,232	57,622	57,622	0		98,780	
Tourism	0	0	3,129	3,200	71		3,200	
	8,232	8,232	60,750	60,822	71		101,980	
	50,751	51,539	370,383	401,229	30,846		649,680	

2019September9OpenSessionFINAL_060

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Recreation & Cultural Services							
Administration	13,953	18,404	161,843	158,904	(2,939)		259,500
Beaches	17,675	15,000	18,954	25,000	6,046		39,000
Rothsay Arena	18,568	18,958	188,993	193,688	4,695		332,680
Memorial Centre	3,535	4,083	34,005	36,583	2,578		57,000
Summer Programs	23,519	23,000	25,845	39,000	13,155		61,000
Parks & Gardens	66,526	65,675	313,528	349,925	36,397		585,700
Rothsay Common Rink	2,100	2,424	37,746	31,129	(6,618)	18	48,335
Playgrounds and Fields	13,969	12,750	44,986	63,250	18,264		110,000
Regional Facilities Commission	106,774	106,774	320,321	320,321	0		427,095
Kennebecasis Public Library	7,089	7,089	49,621	49,621	0		85,065
Special Events	7,460	9,333	20,547	26,333	5,787		36,000
PRO Kids	0	0	0	0	0		7,500
Rothsay Living Museum	0	86	311	604	293		1,035
	<u>281,168</u>	<u>283,576</u>	<u>1,216,700</u>	<u>1,294,359</u>	<u>77,658</u>		<u>2,049,910</u>
Fiscal Services							
Debt Charges							
Interest	323	333	102,822	102,985	163		198,857
Debenture Payments	0	0	456,000	456,000	0		1,033,000
	<u>323</u>	<u>333</u>	<u>558,822</u>	<u>558,985</u>	<u>163</u>		<u>1,231,857</u>
Transfers To:							
Capital Fund for Capital Expenditures	0	0	0	0	0		2,390,500
Reserve Funds	0	0	0	0	0		120,000
Town Hall Reserve Transfer	0	0	0	0	0		10,000
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>2,520,500</u>
	<u>323</u>	<u>333</u>	<u>558,822</u>	<u>558,985</u>	<u>163</u>		<u>3,752,357</u>

2019September9OpenSessionFINAL_061

Town of Rothesay

Variance Report - General Fund

7 months ending July 31, 2019

Note #		Actual	Budget	Better/(Worse)	Description of Variance
Revenue					
1	Bill McGuire Memorial Centre	\$ 13,655	\$ 17,500	\$ (3,845)	Slow rentals this time of year, may catch up
2	Arena Revenue	\$ 135,011	\$ 125,733	\$ 9,278	Extra figure skating revenue
3	Recreation Programs	\$ 60,075	\$ 40,824	\$ 19,251	Playground program higher than expected
4	Licenses & Permits	\$ 34,224	\$ 60,911	\$ (26,687)	Fewer building permits, may catch up, budget may be high
5	Interest & Sundry	\$ 30,695	\$ 2,917	\$ 27,778	Interest on cash on hand, General receivables
6	Miscellaneous	\$ 35,512	\$ 4,982	\$ 30,530	Insurance refund on salt shed roof
7	Grants	\$ 7,174	\$ 15,000	\$ (7,826)	
				Total	\$ 48,479
				Variance per Statement	\$ 58,060
				Explained	83.50%
Expenses					
General Government					
8	Office Building	\$ 108,656	\$ 99,125	\$ (9,531)	Panic button repair, Hive expenses
9	Supplies	\$ 80,535	\$ 74,114	\$ (6,421)	Time clock purchase
10	Administration - Other	\$ 114,430	\$ 100,853	\$ (13,577)	WHSCC
Protective Services					
				\$	-
Transportation					
11	Workshops, Yards & Equipment	\$ 375,447	\$ 366,061	\$ (9,386)	Salt Shed repairs \$25,000; vehicle repairs over budget by \$11,000
12	Street Cleaning & Flushing	\$ 5,620	\$ 20,000	\$ 14,380	Work not done yet
13	Roads & Streets	\$ 25,742	\$ 44,000	\$ 18,258	Work not done yet
14	Culverts & Drainage Ditches	\$ 4,191	\$ 37,917	\$ 33,726	Purchases not made yet
15	Snow & Ice Removal	\$ 440,931	\$ 374,000	\$ (66,931)	Salt & Sand purchases over budget by \$51,000;
16	2018 Flood Costs	\$ 62,306	\$ -	\$ (62,306)	To be recovered
17	2019 Flood Costs	\$ 152,409	\$ -	\$ (152,409)	To be recovered
Environmental Health					
				\$	-
Environmental Development					
				\$	-
Recreation & Cultural Services					
18	Rothesay Common Rink	\$ 37,746	\$ 31,129	\$ (6,617)	Power cost high, purchase of video camera
Fiscal Services					
				\$	-
				Total	\$ (260,814)
				Variance per Statement	\$ (19,564)
				Explained	1333.13%

2019September9OpenSessionFINAL_062

Town of Rothesay

Capital Projects 2019
General Fund
7 Months Ended 7/31/19

	Original BUDGET	Tender	Revisions	Amended Plan	CURRENT Y-T-D	Remaining Budget		
General Government								
12010560 Town Hall Equipment Purchases G-2019-005	90,000			90,000	31,483	58,517		
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	52,269	87,731		
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	25,160	327,440	3/4T Pickup (R072)	Budget Actual 60,000 25,162
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	326,338	1,278,662	Single Axle Plough (R035)	225,000
12026860 Church Avenue Reconstruction T-2019-002	930,000	1,450,000	370,000	1,450,000	397,490	1,052,510	Single Axle Plough (R038)	225,000
12026960 Cameron Rd/Mulberry Lane T-2019-006			170,000	170,000	6,809	163,191		580,000 25,162
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	917,332	3,052,768		
Recreation								
12012060 Arena Renovation Contract Mgmt R-2019-008	100,000			100,000	0	100,000		
12020760 Trail Development R-2018-007	40,000			40,000	3,662	36,338		
12020860 Recreation Equipment Purchases R-2019-008	85,000	72,500	-12,500	72,500	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 Renov R-2019-003	0			0	131,334	-131,334		
Total Recreation	1,675,000	527,500	42,500	1,717,500	616,453	1,101,047		
Carryovers								
12026260 Fox Farm Retaining Wall & Railing T-2018-011	0			0	1,752	-1,752		
12025960 2018 Asphalt/Microseal T-2018-008	0			0	50,081	-50,081		
12023760 Eriskay Upgrade T-2018-001	0			0	2,610	-2,610		
	0	0	0	0	54,443	-54,443		
Total	\$ 5,818,500	\$ 3,935,100	\$ 315,100	\$ 6,133,600	\$ 1,673,495	\$ 4,460,105		
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		

2019September9OpenSessionFINAL_063

Town of Rothesay

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

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	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	31,483	58,517		
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	52,269	87,731		
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	28,028	324,572	3/4T Pickup (R072)	Budget Actual 60,000 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	407,872	1,042,128	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	2,080,510	1,889,590		
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	5,089	34,911		
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	131,738	131,738		
Total Recreation	1,675,000	527,500	42,500	1,717,500	618,284	1,099,216		
Carryovers								
12026260 Fox Farm Retaining Wall & Railing T-2018-011	0			0	1,752	1,752		
12025960 2018 Asphalt/Microseal T-2018-008	0			0	50,081	50,081		
12023760 Eriskay Upgrade T-2018-001	0			0	2,610	2,610		
	0	0	0	0	54,443	54,443		
Total	\$ 5,818,500	\$ 3,935,100	\$ 315,100	\$ 6,133,600	\$ 2,838,505	\$ 3,295,096		
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

July 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 - July

U6

Project Listing - August - Draft!

U7

Town of Rothesay
Capital Balance Sheet
As at 7/31/19

ASSETS

Assets:

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

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

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

Current:

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

Long-Term:

Long-Term Debt	9,212,726
Total Liabilities	<u>8,512,726</u>

EQUITY

Investments:

Investment in Fixed Assets	29,153,125
Total Equity	<u>29,153,125</u>

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

Utility Reserve Balance Sheet

As at 7/31/19

ASSETS

Assets:

Bank - Utility Reserve	1,110,553
Due from Utility Operating	10,895
TOTAL ASSETS	<u>\$ 1,121,448</u>

EQUITY

Investments:

Invest. in Utility Capital Reserve	766,262
Invest. in Utility Operating Reserve	103,840
Invest. in Sewage Outfall Reserve	251,346
TOTAL EQUITY	<u>\$ 1,121,448</u>

Town of Rothesay

Utilities Fund Operating Balance Sheet

As at 7/31/19

ASSETS

Current assets:		
Accounts Receivable Net of Allowance	806,000	
Total Current Assets	<u>806,000</u>	
Other Assets:		
Projects	456,249	
	<u>456,249</u>	
 TOTAL ASSETS		 <u><u>\$ 1,262,249</u></u>

LIABILITIES

Accrued Payables	43,648
Due from General Fund	(1,510,460)
Due from (to) Capital Fund	700,000
Due to (from) Utility Reserve	10,895
Deferred Revenue	<u>16,016</u>
Total Liabilities	<u>(739,902)</u>

EQUITY

Surplus:		
Opening Retained Earnings	80,599	
Profit (Loss) to Date	<u>1,921,553</u>	
	<u>2,002,151</u>	
 TOTAL LIABILITIES & EQUITY		 <u><u>\$ 1,262,250</u></u>

Town of Rothesay
Utilities Operating Income Statement
7 Months Ended 7/31/19

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	(2,386)	0	619,798	533,250	86,548	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	185	0	1,646,738	1,610,000	36,738	2	1,610,000
Connection Fees	1,300	7,778	53,400	38,889	14,511		70,000
Interest Earned	9,759	4,167	59,930	29,167	30,764		50,000
Misc. Revenue	675	182	3,225	1,276	1,949		2,187
Infrastructure Grants	0	0	168,684	0	168,684	3	0
Surplus - Previous Years	0	0	11,713	11,713	0		11,713
TOTAL RECEIPTS	9,533	12,127	2,975,352	2,629,344	346,008		3,220,000
WATER SUPPLY							
Share of Overhead Expenses	0	0	200,000	200,000	0		400,000
Audit/Legal/Training	74	708	3,550	7,958	4,408		11,500
Purification & Treatment	44,668	18,659	187,151	163,705	(23,447)	4	357,000
Transmission & Distribution	3,636	6,667	38,214	78,667	40,453		112,000
Power & Pumping	3,726	3,500	27,271	24,500	(2,771)		42,000
Billing/Collections	99	333	1,546	2,333	787		4,000
Water Purchased	244	50	421	350	(71)		600
Misc. Expenses	433	1,000	12,230	7,000	(5,230)	5	12,000
TOTAL WATER SUPPLY	52,879	30,917	470,383	484,513	14,130		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	14,000	4,261		19,000
Collection System Maintenance	34,013	2,667	37,788	18,667	(19,121)	6	64,000
Sewer Claims	7,992	1,667	8,430	11,667	3,237		20,000
Lift Stations	4,514	3,500	31,106	24,500	(6,606)	7	42,000
Treatment/Disposal	6,575	13,250	56,894	60,750	3,856		92,000
Infiltration Study	1,309	0	3,501	0	(3,501)	8	0
Misc. Expenses	1,751	139	11,698	6,807	(4,892)	9	7,502
TOTAL SWGE COLLECTION & DISPOSAL	56,155	22,222	459,155	436,390	(22,765)		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	109,034	53,140	1,053,800	1,045,164	(8,635)		3,220,000
NET INCOME (LOSS) FOR THE PERIOD	(99,500)	(41,013)	1,921,553	1,584,180	337,373		0

Town of Rothesay

Variance Report - Utility Operating
7 Months Ended July 31, 2019

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Sale of Water	619,798	533,250	86,548	A couple of extreme usages
2	Sewer Services	1,646,738	1,610,000	36,738	Multi-residential higher than budget
3	Infrastructure Grants	168,684	-	168,684	I/I study, offset by expenses
Water Supply					
4	Purification & Treatment	187,151	163,705	(23,446)	Well rehab- #5 & 6
5	Misc. Expenses	12,230	7,000	(5,230)	Meter purchase
Sewerage Collection and Disposal					
6	Collection System Maintenance	37,788	18,667	(19,121)	Main leak repairs
7	Lift Stations	31,106	24,500	(6,606)	Power costs high
8	Infiltration Study	3,501	-	(3,501)	Offset by grant
9	Misc. Expenses	11,698	6,807	(4,891)	Clothing and boot purchases
Fiscal Services					
		\$		-	

2019September9OpenSessionFINAL_070

Town of Rothesay

Capital Projects 2018
Utility Fund
7 Months Ended 7/31/19

	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
12045130 Flood Prevention Check Valve	-		18,250	-18,250
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>196,788</u>	<u>1,838,212</u>
Unassigned				
Total Approved	<u>3,285,000</u>	<u>-</u>	<u>456,249</u>	<u>2,828,751</u>
Carryovers				
Funded from Reserves			<u>0</u>	
	<u>3,285,000</u>		<u>456,249</u>	<u>2,828,751</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
8 Months Ended 8/31/19

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 Hillview/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
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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>-</u>	<u>196,788</u>	<u>1,838,212</u>
Unassigned				
Total Approved	<u>3,285,000</u>	<u>-</u>	<u>456,249</u>	<u>2,828,751</u>
Carryovers				
Funded from Reserves			<u>0</u>	
	<u>3,285,000</u>		<u>456,249</u>	<u>2,828,751</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

31/07/2019 219500-60

31-Jul

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	
sub	30,500.00	12,000.00

Other:	5,000.00	
NB Competitive Festival of Music		100.00
Cops for Cancer		100.00
Vocational Training Centre		4,000.00
In Memory of		25.00
In Memory of Jared Holder		25.00
World Kidney Day		50.00
Shooting Stars Booster Club		250.00
Walk for Muscular Dystrophy		250.00
NB Competitive Festival of Music		150.00
Rothesay Netherwood Art Show		300.00
Rothesay High School Safe Grad		150.00
In Memory		22.67
Imperial Theatre IATA		500.00
sub	5,000.00	5,922.67

35,500.00	17,922.67
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G/L Balance	17,922.67
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Mayor's Expense	7,500.00	
Cell		140.80
Travel		69.37
Saint Andrews Society		110.00 Burns dinner
Touchstone Academy		390.00 Amazetorium
International Women's Day		320.57
St. Joseph's Hospital		100.00 Women's Health
PRO Kids		250.00 Dinner
RNS		100.00 Spring Concert
Red Triangle Award dinner		194.24
The Chamber		41.66
Regional Mayors		76.03
Kennebecasis Lions		325.00 Lobster stag
Kennebecasis Lions		300.00 Ladies night
Revolution Strategy		2,158.58 regional Mayor's communication

7,500.00	4,576.25
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G/L Balance	4,576.25
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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

58,800.00	30,798.92
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TOWN OF ROTHESAY

FINANCE COMMITTEE

August 29, 2019

In attendance:

Councillor Grant Brenan, Chairman

Mayor Nancy Grant

Councillor Don Shea

Town Manager John Jarvie

Treasurer Doug MacDonald

Financial Officer Ellen K. Steeves

Absent:

Deputy Mayor Matt Alexander

The meeting was called to order at 8:15. The agenda was accepted with the addition of "Competitive BBQ – KRPD Charities" as item 3.b. (DS/NG) and the minutes were approved as presented. (DS/NG)

July Financial Statements

General Fund – Treasurer MacDonald explained the amounts outstanding in the 2018 and 2019 flood accounts. We expect to be reimbursed either through insurance or DFA funding. The land acquisitions were approved by Council and may be funded from Reserves.

Utilities Fund – Treasurer MacDonald mentioned the water revenue is high due to a couple of high users, but those accounts have been paid. Town Manager Jarvie mentioned the project under the railroad tracks went well.

Donations

The summary was reviewed and accepted as presented.

Symphony New Brunswick – There is nothing in the budget for them for 2019. After a brief discussion it was agreed to refer this to the 2020 budget. Treasurer MacDonald will advise them of such.

Competitive BBQ – after a brief discussion, it was agreed to donate \$100 under the Mayor's authority.

2019 – 2023 Gas Tax Plan

Treasurer MacDonald explained the need for the change in the plan. In our original we combined the fund from the previous agreement, and the province wants the funds from the new plan shown separately. It was agreed to **recommend to Council to rescind the previous motion. (NG/DS) and secondly, it was agreed to recommend to Council to accept the 2019-2023 revised plan. (NG/DS)**

Next Meeting

The next meeting is set for September 26, 2019, 8:15 in the Sayre Room. There was an extended discussion on Regional Facilities, Sustain Saint John, regional strategies and funding by LSD's. The meeting adjourned at 9:30.

Grant Brenan, Chairperson

Ellen K. Steeves, Recording Secretary



ROTHESAY

INTEROFFICE MEMORANDUM



TO	:	Mayor & Council
FROM	:	Treasurer Doug MacDonald
DATE	:	September 3, 2019
RE	:	Finance Committee Motions

The Finance Committee at its meeting of August 29, 2019 recommended the following motions.

- 1) Council rescind the motion passed at the regular meeting of August 12, 2019 relating to the 2019 to 2023 Gas Tax Plan, more specifically the following;

MOVED by Counc. Brenan and seconded by Counc. Shea the document entitled Rothesay Five-Year Capital Investment Plan for the Gas Tax Fund Administrative Agreement 2019-2023 be adopted.

- 2) Council approve the following motion;

MOVED by Counc. and seconded by Counc. the document entitled Rothesay Five-Year Capital Investment Plan for the Gas Tax Fund Administrative Agreement 2019-2023 be adopted.



ROTHESAY MEMORANDUM



TO : Finance Committee
FROM : Doug MacDonald
DATE : August 19, 2019
RE : Revised Gas Tax Plan

As previously discussed, the Town is required to submit a Gas tax plan for every new phase of approved funding from the Federal and Provincial Governments. The next phase of funding is for the period from 2019 to 2023.

In preparing our plan, as approved by the Finance Committee and Council, we included funds from the previous phase (2014 to 2018) that have yet to be spent. Our submission included aggregate funding for both phases (2014 to 2018 and 2019 to 2023).

The Gas Tax program is administered by the Provincial Government and they must approve our submission before we receive the funds. The Province requires us to submit a spending plan for the "new" funds (2019 to 2023) separate and distinct from the spending plan for the "old" funds (2014 to 2018). No revision is required at this time for the previous phase.

I have drafted a revised Five Year Capital Investment Plan that includes only Gas Tax funds to be received in 2019 to 2023 for your consideration.

I recommend the Finance Committee approve the following motions:

- 1) Council rescind the motion passed at the regular meeting of August 12, 2019 relating to the 2019 to 2023 Gas Tax Plan, more specifically the following;

MOVED by Counc. Brennan and seconded by Counc. Shea the document entitled Rothesay Five-Year Capital Investment Plan for the Gas Tax Fund Administrative Agreement 2019-2023 be adopted.

- 2) Council approve the following motion;

MOVED by Counc. and seconded by Counc. the document entitled Rothesay Five-Year Capital Investment Plan for the Gas Tax Fund Administrative Agreement 2019-2023 be adopted.



Rothesay

**Five-Year Capital Investment Plan
for the GTF Administrative
Agreement**

2019 – 2023

Department of Environment and Local Government

INTRODUCTION

The *City/Town/Village/Rural Community/Regional Municipality* of Rothesay has prepared a five-year Capital Investment Plan for the years 2019 – 2023 respecting the Gas Tax Fund (GTF) administrative agreement. Included are descriptions, cost estimates and financing for each selected project. Each project will contribute towards achieving the following program benefits:

- a) Beneficial impacts on communities of completed eligible projects;
- b) Enhanced impact of GTF as a predictable source of funding including incrementality; and,
- c) Progress made on improving Local Government planning and asset management.

CAPITAL INVESTMENT PLAN CONTENT

The capital investment plan for the GTF administrative agreement includes the following:

1. Certified copy of the resolution from Council adopting the five-year Capital Investment Plan for the GTF Agreement of the municipality
2. Project name, category, description, expected outcomes, proposed indicators for each tangible capital asset project. Also indicate if an Environmental Impact Assessment (EIA) and a tender are required for each project.
3. Five-Year Capital Budget Summary (Excel spreadsheet)

Rothsay

FIVE-YEAR CAPITAL INVESTMENT PLAN

FOR THE GTF ADMINISTRATIVE AGREEMENT

2019- 2023

RESOLUTION

MOVED by Council, and seconded by Council, the document entitled Rothesay Five-Year Capital Investment Plan for the Gas Tax Fund Administrative Agreement 2019-2023 be adopted.
CARRIED

I certify that the above resolution of the council of Rothesay was adopted while in regular session *September 9, 2019.*

Town Clerk, Rothesay

PROJECTS

1) Sanitary Sewer System Improvements

Project Category (Select one):

Drinking water	<input type="checkbox"/>	Recreational Infrastructure	<input type="checkbox"/>
Wastewater	<input checked="" type="checkbox"/>	Cultural Infrastructure	<input type="checkbox"/>
Local roads and bridges	<input type="checkbox"/>	Tourism Infrastructure	<input type="checkbox"/>
Community energy systems	<input type="checkbox"/>	Solid waste	<input type="checkbox"/>
Capacity building	<input type="checkbox"/>	Brownfield Redevelopment	<input type="checkbox"/>
Disaster mitigation	<input type="checkbox"/>	Public transit	<input type="checkbox"/>
Sport Infrastructure	<input type="checkbox"/>	Regional and local airports	<input type="checkbox"/>

Project Description:

Improvements to sewer system including installation of back-up power, improvements to pumping stations, sewage treatment lagoons, and relocation and replacement of sewer mains.

EIA Required ☐ Tender Required ☒

Expected Outcome:

More effective sewage treatment facilities.

Proposed indicator(s):

New facilities constructed and length of pipe installed (also report on diameter and type of pipe installed).

Year	GTF Contribution	Total Cost
2019		
2020	150,000	350,000
2021	150,000	350,000
2022	150,000	350,000
2023	150,000	350,000

2) Storm Sewer and Drainage Improvements

Project Category (Select one):

Drinking water	<input type="checkbox"/>	Recreational Infrastructure	<input type="checkbox"/>
Wastewater	<input checked="" type="checkbox"/>	Cultural Infrastructure	<input type="checkbox"/>
Local roads and bridges	<input type="checkbox"/>	Tourism Infrastructure	<input type="checkbox"/>
Community energy systems	<input type="checkbox"/>	Solid waste	<input type="checkbox"/>
Capacity building	<input type="checkbox"/>	Brownfield Redevelopment	<input type="checkbox"/>
Disaster mitigation	<input type="checkbox"/>	Public transit	<input type="checkbox"/>
Sport Infrastructure	<input type="checkbox"/>	Regional and local airports	<input type="checkbox"/>

Project Description:

Installation of storm sewer pipes and collection systems, to improve drainage and reduce the risk of overland flooding.

EIA Required ☐ Tender Required ☒

Expected Outcome:

Reduced risk of flooding and improved storm water management.

Proposed indicator(s):

New facilities constructed and length of pipe installed (also report on diameter and type of pipe installed).

Year	GTF Contribution	Total Cost
2019	120,000	1,000,000
2020	170,000	300,000
2021	170,000	300,000
2022	170,000	300,000
2023	170,000	300,000

3) Sidewalk and Walking Trail Construction

Project Category (Select one):

Drinking water	<input type="checkbox"/>	Recreational Infrastructure	X
Wastewater	<input type="checkbox"/>	Cultural Infrastructure	<input type="checkbox"/>
Local roads and bridges	<input type="checkbox"/>	Tourism Infrastructure	<input type="checkbox"/>
Community energy systems	<input type="checkbox"/>	Solid waste	<input type="checkbox"/>
Capacity building	<input type="checkbox"/>	Brownfield Redevelopment	<input type="checkbox"/>
Disaster mitigation	<input type="checkbox"/>	Public transit	<input type="checkbox"/>
Sport Infrastructure	<input type="checkbox"/>	Regional and local airports	<input type="checkbox"/>

Project Description:

Improvements to sidewalk and trail network including construction of new pedestrian network.

EIA Required ☐ Tender Required X

Expected Outcome:

Promote healthy living and active transportation plans.

Proposed indicator(s):

Length of sidewalk and trails constructed.

Year	GTF Contribution	Total Cost
2019		0
2020	150,000	300,000
2021	150,000	300,000
2022	150,000	300,000
2023	150,000	300,000

4) Street Re-surfacing

Project Category (Select one):

Drinking water	<input type="checkbox"/>	Recreational Infrastructure	<input type="checkbox"/>
Wastewater	<input type="checkbox"/>	Cultural Infrastructure	<input type="checkbox"/>
Local roads and bridges	<input checked="" type="checkbox"/>	Tourism Infrastructure	<input type="checkbox"/>
Community energy systems	<input type="checkbox"/>	Solid waste	<input type="checkbox"/>
Capacity building	<input type="checkbox"/>	Brownfield Redevelopment	<input type="checkbox"/>
Disaster mitigation	<input type="checkbox"/>	Public transit	<input type="checkbox"/>
Sport Infrastructure	<input type="checkbox"/>	Regional and local airports	<input type="checkbox"/>

Project Description:

Improvements to local street surfaces including re-pavement and/or reconstruction of the street surface.

EIA Required ☐ Tender Required ☒

Expected Outcome:

Upgrades to road network.

Proposed indicator(s):

Street names and length of pavement installed.

Year	GTF Contribution	Total Cost
2019	700,000	1,605,000
2020	375,000	1,000,000
2021	375,000	1,000,000
2022	375,000	1,000,000
2023	375,000	1,000,000

5) Water System Improvements

Project Category (Select one):

Drinking water	<input checked="" type="checkbox"/>	Recreational Infrastructure	<input type="checkbox"/>
Wastewater	<input type="checkbox"/>	Cultural Infrastructure	<input type="checkbox"/>
Local roads and bridges	<input type="checkbox"/>	Tourism Infrastructure	<input type="checkbox"/>
Community energy systems	<input type="checkbox"/>	Solid waste	<input type="checkbox"/>
Capacity building	<input type="checkbox"/>	Brownfield Redevelopment	<input type="checkbox"/>
Disaster mitigation	<input type="checkbox"/>	Public transit	<input type="checkbox"/>
Sport Infrastructure	<input type="checkbox"/>	Regional and local airports	<input type="checkbox"/>

Project Description:

Installation of water pipes and well field transmission network.

EIA Required ☐ Tender Required ☒

Expected Outcome:

Increase capacity of the potable water network.

Proposed indicator(s):

New facilities constructed and length of pipe installed (also report on diameter and type of pipe installed).

Year	GTF Contribution	Total Cost
2019	250,000	650,000
2020	150,000	250,000
2021	150,000	250,000
2022	150,000	250,000
2023	153,262	250,000

Five-Year Capital Budget Summary

Please refer to the Excel document named: **"Five-Year Capital Budget Summary 2019-2023.xls"**.

ROTHESAY

FIVE-YEAR CAPITAL BUDGET SUMMARY

PROJECT NAMES	2019	2020	2021	2022	2023	Total
Sanitary Sewer System Improvements		\$350,000	\$350,000	\$350,000	\$350,000	\$1,400,000
Storm sewer and drainage improvements	\$1,000,000	\$300,000	\$300,000	\$300,000	\$300,000	\$2,200,000
Sidewalk and walking trail construction		\$300,000	\$300,000	\$300,000	\$300,000	\$1,200,000
Street resurfacing	\$1,605,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$5,605,000
Water system improvements	\$650,000	\$250,000	\$250,000	\$250,000	\$250,000	\$1,650,000
Total Capital Expenditures	\$3,255,000	\$2,200,000	\$2,200,000	\$2,200,000	\$2,200,000	\$12,055,000

SOURCE OF FUNDS

GTF Agreement 2019-2023	\$803,422	\$803,422	\$839,941	\$839,941	\$876,461	\$4,163,187
GTF Agreement 2019 Top-Up	\$890,075					\$890,075
GTF Bank Account	\$623,497	\$191,578	\$155,059	\$155,059	\$121,801	\$0
Interim Financing						\$0
Capital Reserve Fund	\$210,000					\$210,000
Operating Fund	\$1,975,000	\$1,205,000	\$1,205,000	\$1,205,000	\$1,201,738	\$6,791,738
Long Term Borrowing						\$0
Others (specify) _____						\$0
Total Sources of Funds	\$3,255,000	\$2,200,000	\$2,200,000	\$2,200,000	\$2,200,000	\$12,055,000

\$0 \$0 \$0 \$0 \$0 \$0

\$1,070,000 \$995,000 \$995,000 \$995,000 \$998,262 \$5,053,262



ROTHESAY

2019 September 9 Open Session FINAL 087
Rothesay Hive Advisory Committee Meeting

Tuesday, August 20, 2019
Rothesay Town Hall – Common Room
10:00 a.m.



DRAFT

PRESENT: COUNC. MIRIAM WELLS, CHAIRPERSON
GINA CHIARELLA
JEAN PORTER MOWATT
DIANE O'CONNOR, VICE-CHAIRPERSON
NEA STEPHENSON
ROBERT TAYLOR

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

RECREATION COORDINATOR KERI FLOOD
RECORDING SECRETARY LIZ POMEROY

ABSENT: STEPHANIE TOMILSON
SCOTT COCHRANE
JILL JENNINGS
DR. SHAWN JENNINGS
JULIE ATKINSON
MAYOR NANCY GRANT, *ex-officio member*

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 J. Porter Mowatt the agenda be approved as circulated, with the following amendments:

- Item 5 be brought forward to follow Item 3.
- The addition of Item 10.1 Rental Space.

CARRIED.

3. APPROVAL OF MINUTES

- 16 July 2019

MOVED by N. Stephenson and seconded by R. Taylor the minutes of July 16, 2019 be approved as circulated.

CARRIED.

Item brought forward.

5. ART4LIFE PRESENTATION – ANITA PUNAMIYA

Counc. Wells welcomed Ms. Punamiya. She noted it was suggested the Committee be apprised of the program since presentations were provided to Council, and the Age Friendly Advisory Committee. Ms. Punamiya gave an overview, noting: Art4Life is a research program to identify the beneficial role of the arts in improving the quality of life for older adults and its contribution to their psychological, physical,

and emotional health; she has spent recent years studying “creative aging”; after a lengthy application process, program approval was granted through the Healthy Seniors Pilot Project; she has compiled a list of artists willing to participate as Art Educators; however Research Ethics Board (REB) approval is required before the project can proceed; the decision from REB is expected by the end of the week; and the scope of the project was reduced resulting in four proposed locations rather than five – Grand Bay-Westfield, Rothesay, and two locations in Saint John.

Ms. Punamiya outlined the criteria for eligible participants noting individuals must be: 55 years or older, living independently, and willing to participate throughout the entire duration of the project. She advised personal information will be gathered to provide a baseline to track improvements, and to ensure participants are comparable. She noted: each location will provide two hour programs for roughly 56 individuals (the “intervention group”) broken into 4 groups; there will also be a “control group”, of an equal amount of participants, that will not be offered the programs for comparison purposes; random selection will determine which participants are selected for each group; a variety of art programs (drawing, painting, clay work, theatre etc.) will be provided for three months followed by a month to review collected data; and the four month pattern will be repeated from the intended start date of September/October 2019 to March 2021. She added a request was submitted to extend the end date as individuals may have busy summer schedules. Ms. Punamiya noted she is seeking locations that can provide space for 15 individuals, tables and chairs, and access between roughly 9 a.m. – 8 p.m once a week to permit time to set-up and clean-up for roughly 18 months.

The Committee discussed potential locations in Rothesay, and agreed further investigation is required as Council’s decision to provide use of the Hive, or other community space, for the Art4Life project preceded the arrangement with the YMCA. Ms. Punamiya requested the Committee also consider providing assistance promoting the initiative within the community.

The Committee thanked Ms. Punamiya for her presentation. Ms. Punamiya thanked the Committee and left the meeting.

4. ServUs APP PRESENTATION – VIKRAM DEVAGUPTAPU

Counc. Wells welcomed Mr. Devaguptapu. Mr. Devaguptapu presented the ServUs App noting: it is intended to identify the network of resources available to seniors and their families in their community; individuals, or care givers, can create a profile and the app will provide suggestions for useful resources; close to 200 service providers can be found on the app; support was provided from the New Brunswick Health Research Foundation; and there have been collaborations with the University of New Brunswick, the University of Moncton, and potentially an end of life care initiative in Vancouver.

Mr. Devaguptapu provided a demonstration of the app. When questioned about revenue, Mr. Devaguptapu noted the service is free to individuals but service providers (commercial and non-profit) pay an annual subscription fee of \$100. He noted there may be changes to the business model as the app is in its initial stages.

The Committee suggested the app be targeted to individuals 45 years and older as these individuals may care for elder relatives and are likely more technologically savvy than elder seniors. In response to an

inquiry, Mr. Devaguptapu noted his request of the Committee is to try the app, provide feedback, and help promote the app in the community to individuals and service providers. It was suggested Mr. Devaguptapu follow-up with D. Hawkins to promote the app at the Hive through either a presentation or flyer. In response to an inquiry, Mr. Devaguptapu noted an updated version of the app may be released in the next six months. D. O'Connor commented on the upcoming wellness fairs and suggested they be used as a forum to promote the app.

The Committee thanked Mr. Devaguptapu for his presentation. Mr. Devaguptapu thanked the Committee and left the meeting.

5. ART4LIFE PRESENTATION – ANITA PUNAMIYA

Dealt with above.

6. PROGRAMMING MONTHLY REPORT BY COORDINATOR

The Committee reviewed the monthly report and highlighted the following: the YCMA upgraded their registration system to ActiveNet which will allow online registration in the near future; there has been a positive response to existing programs; more options are being explored for the 50-64 age range including evening programs; other programs may also be explored to attract male participants as the majority are female; volunteers are still needed; a template was created to track when and where flyers are posted; three day passes are popular and have translated to Hive memberships; meetings were held with social workers and group homes to discuss potential partnerships; and a jam session may be scheduled however sound absorbing foam may be required to muffle the noise so other tenants in the building are not disturbed.

D. O'Connor noted she invited the Minister of Health to visit the Hive to see the progress.

7. ACTIVITIES & INTEREST SURVEY RESULTS REVIEW

The Committee briefly reviewed the survey results. N. Reid suggested, in the interest of time, the document be examined further at the next meeting. She noted some of the results align with existing programs, and other areas will be used to guide future programming. In response to an inquiry, it was noted 27 responses were received. Counc. Wells commented it is expected participation will increase in the fall as individuals return to their normal schedules. D. O'Connor added the Speaker Series will begin in the fall with a focus on matters concerning retirement, and may attract individuals to the Hive. She reported October is Wellness month.

8. COMMUNICATION/MARKETING UPDATE

• October Celebration

D. Hawkins noted ideas are being explored to align the celebration with Wellness initiatives in October. For instance, one day a week could be focused on an area of wellness such as: physical, emotional, spiritual, intellectual, financial, environmental, occupational, or social. She added another idea, subject to permission from Town staff, is to invite St. John Ambulance and their therapy dogs to visit Hive members. She encouraged Committee members to submit suggestions. K. Flood invited D. Hawkins to attend the upcoming Fundy Wellness Network meeting in September. In response to an inquiry, D. Hawkins advised there may be one special program for Wellness Week per day. N. Reid added it may be

advantageous to raise awareness as October 1st is National Seniors Day. J. Porter Mowatt suggested “Harvest Launch” for the title of the celebration.

- Community Outreach & Engagement Planning

N. Reid presented a template to track community outreach and engagement. The document identifies different targets/channels to promote Hive initiatives, and goals/strategies to ensure information is distributed on a regular basis. It was suggested doctor’s offices, donors, and public service announcements (PSAs) be included in the list. D. O’Connor volunteered to do the PSAs. In response to an inquiry, N. Reid advised emails are sent to members to inform them of upcoming activities and events. G. Chiarella noted she has received emails from the YMCA but not the Hive. N. Reid clarified, depending on when a member joins they may not receive information until the next month’s email is released.

N. Stephenson commented that “Grandparent’s Day” for Touchstone Academy and Rothesay Netherwood School is scheduled for October 25, 2019.

It was suggested an email be sent to all Committee members to gauge interest in establishing a working group to further discuss community outreach. K. Flood suggested promotional messages for the Hive be submitted to the Town as the fall newsletter will be released in October.

D. Hawkins suggested an informal forum be used to brainstorm ideas. Counc. Wells cautioned that all decisions should be discussed at the Committee meetings. D. Hawkins noted a representative from Shannex visited the Hive to discuss a possible partnership. K. Flood suggested it may be advantageous to investigate use of the Shannex as a facility for Art4Life as it can provide all necessary amenities.

9. FURNISHINGS AND EQUIPMENT UPDATE

- Piano
- Exercise Equipment
- Computers
- Brochure Rack
- Table for Computers
- Storage

D. Hawkins advised the piano was tuned, and noise complaints were received so the door to the Hive will be closed when the piano is in use. The following items are needed: exercise equipment (as existing equipment is borrowed), a table in the backroom for the two computers that will be ready at the end of September, a brochure rack as there is inadequate space for all brochures (one table was eliminated to increase space), and additional storage.

Counc. Wells suggested the Town Facilities Coordinator Ryan Kincade be contacted to ask if there is a table that could be used for the computers. The Committee discussed suggestions for a brochure rack. It was noted further investigation is required. After a brief discussion, it was agreed storage be discussed further once specific needs have been identified.

10. BUDGET

- Fundraising/Sponsorship

In the interest of time, the Committee agreed to discuss the matter further at the next meeting. The importance of donor recognition was stressed. It was suggested sponsorship benefits be examined to determine if all promises are being fulfilled. The Committee brainstormed suggestions for donor recognition. N. Reid noted as the YMCA is actively seeking sponsorship it is recommended all sponsorship opportunities be reviewed by the YMCA to ensure there are no conflicts. It was suggested the YMCA's VP of Philanthropy be invited to attend a meeting to clarify any concerns with respect to sponsorship.

10.1 RENTAL SPACE

It was noted individuals have expressed interest in renting space in the Hive. N. Reid advised revenue for rentals was included in the proposed budget; however further investigation is required.

N. Reid advised the YMCA is currently undergoing their annual budget process. She encouraged the Committee to submit all suggestions for the Hive budget. The Committee identified an interest in providing as much programming free of charge as possible. N. Reid noted we need to strike the right balance as there must be sufficient revenue to offset costs for sustainable operations. It was noted full YMCA memberships may increase following the opening of the Saint John Fieldhouse; and volunteer recruitment can help reduce program costs. Counc. Wells added Town budget deliberations will begin in the fall. Concern was expressed the YMCA volunteer screening process is tedious which may delay volunteer recruitment. N. Reid noted she will communicate all feedback to the appropriate YMCA departments.

11. DATE OF NEXT MEETING:

The next meeting is tentatively scheduled for Tuesday, September 17, 2019 at 10 a.m.

12. ADJOURNMENT

MOVED by D. O'Connor and seconded by G. Chiarella the meeting be adjourned.

CARRIED.

The meeting adjourned at 11:45 a.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY
2019 September 9 Open Session FINAL_092
Works and Utilities Committee Meeting
Wednesday, August 21, 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
MARK McALOON
SCOTT SMITH

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

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

1. APPROVAL OF AGENDA

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

- Item 5.7 Water By-law Revisions
- Item 6.5 Memorandum from Treasurer MacDonald

CARRIED.

2. APPROVAL OF MINUTES

MOVED by P. Boudreau and seconded by P. Graham the minutes of 17 July 2019 be adopted as circulated.

CARRIED.

3. DELEGATIONS

N/A

4. REPORTS & PRESENTATIONS

N/A

5. UNFINISHED BUSINESS

5.1 Capital Projects Summary

DO McLean reported approval was granted by CN to complete preliminary work near the railroad tracks on Station Road prior to halting train schedules. This preliminary work resulted in completion of the overall project earlier than scheduled. He noted the work on Hampton Road was paused temporarily as the crew worked on Station Road. It is expected the paving on Hampton Road will be completed before school begins; paving will begin for Cameron Road tomorrow, Chapel Road on Friday, Marr Road early next week, followed by Ricketts Lane. He added the paving schedule will depend on the weather.

5.2 Solid Waste Tonnage Report

Deputy Mayor Alexander reported there are still collection issues. Town Manager Jarvie advised it is expected these concerns will be addressed as there has been a recent change in management. There was general discussion.

5.3 Private water system

Town Manager Jarvie advised there is nothing new to report.

5.4 Goldie Court/Brock Court

Town Manager Jarvie advised discussions are underway with abutting property owners to redirect water through 10 Hampton Road and into the Town system near the Common.

5.5 Update on Station Road (construction near railway)

DO McLean confirmed construction near the railway on Station Road is complete. He gave a brief update on the process of the work on Church Avenue noting it is expected paving will be complete before the end of October.

5.6 Wastewater Treatment Plant application for funding

Town Manager Jarvie advised a response is not expected until November. DO McLean added it is expected contributions from the three levels of government will differ from the typical 33% each. Instead it is likely the cost will be shared as follows: 40% Federal, 33% Provincial, and 27% Municipal.

5.7 Water By-law Revisions

Deputy Mayor Alexander reported the proposed revisions were discussed by Council and subsequently tabled pending more information with respect to provincial water testing requirements. Town Manager Jarvie advised property owners have expressed disagreement with the deferral of the requirements of sections 4.15 and 7.6.1 (d) until December 31, 2025. He noted the intent of the proposed revision was to provide assurance that the requirements will not be reexamined before that date. He further noted some of the property owners are not amenable to the proposed testing requirements citing an excessive schedule. He reported difficulty identifying a provincial position with respect to water testing requirements for apartment buildings. The proposed revisions require monthly microbiology testing and quarterly inorganic testing.

Deputy Mayor Alexander reported the Minister of Environment and Local Government approved quarterly microbiology testing and bi-annual water chemistry and trace metal testing for an apartment building and a town house in Hampton.

The following comments were made: the testing schedule for the buildings in Hampton is less onerous and costly for property owners; the proposed revisions to By-law 1-18 include a stipulation that the buildings have the capacity to hook up to a generator but does not mandate the presence of a generator; acquiring a generator in the midst of an emergency may prove challenging; property owners may feel the inclusion of the deferral date may negatively impact property sales; removal of the date will permit Council to reexamine the matter at their discretion; the proposed testing schedule does not compare to the frequency of testing for municipal water however it is a step in the right direction to ensure safe and reliable sources of water for apartment buildings; property owners can collect samples of water and submit them to appropriate facilities for testing; and microbiology results may be received within a few days whereas inorganic results may take up to a week.

In response to an inquiry, it was noted if the test results are unacceptable they will be shared with the Department of Health for appropriate action. However, some outcomes may be the result of sediment or another issue that can be remediated by performing maintenance. In this case a subsequent test will be

required to ensure the issue was resolved and an isolated incident. It was further noted if additional tests yield undesirable results the requirement to connect to municipal water will take effect.

After some discussion, the Committee agreed the proposed requirements should not apply to all apartment buildings in Rothesay as municipal water is not available to all buildings, and cannot be offered as an alternative source if tests yield undesirable results.

MOVED by Counc. Wells and seconded by P. Boudreau the Works and Utilities Committee recommends the following amendments to the proposed revisions to Water By-law 1-18:

- Remove:
 - Section 7.6.2 Where an owner of a Residential Apartment Complex established prior to January 1, 1998 has provided regular reporting as required by Schedule 'F', the requirements of sections 4.15 and 7.6.1 (d) will be deferred until December 31, 2025 or some later date as may be determined by Council;
- Schedule F (d):
 - i. Coliform and ecoli tests conducted within thirty days of the end of ~~each calendar month~~ *March, June, September, and December*;
 - ii. Inorganic water quality tests conducted ~~within thirty days of the end of March, June, September and December~~ *bi-annually*.

CARRIED.

6. CORRESPONDENCE FOR ACTION

6.1 4 July 2019 Email from resident RE: Speed concerns on Monaco Drive/Bel-Air Avenue
The Committee expressed an interest in reviewing the recent data collected from the signs. Town Manager Jarvie advised the purchase of another pair of flashing speed signs may be considered for the 2020 budget. In response to an inquiry, Town Manager Jarvie advised the Kennebecasis Regional Police Force is contacted if the data reveals a trend of speeding in the area. He added the data from flashing signs may not reflect typical behaviour as they are used as a preventative measure to reduce speeding. There is an alternative speed tracking device that is secured to the asphalt and may record more realistic behaviour as its presence is less noticeable. However, these devices experience more "wear and tear" due to its placement on the asphalt. It was suggested an experiment be undertaken by placing the "speed puck" devices in an area where the flashing signs were located to gauge if the signs impacted traffic behaviour.

MOVED by Counc. Wells and seconded by M. McAloon the flashing speed signs be moved to Monaco Drive and Bel-Air Avenue.

ON THE QUESTION:

In response to an inquiry, DO McLean advised the cost of a pair of flashing speed signs is roughly \$10,000.

CARRIED.

6.2 22 July 2019 Letter from resident RE: Traffic on Gondola Point Road
DO McLean advised speed bumps are not a preferred method of speed reduction in Rothesay as they do not typically produce the intended result, and may cause other concerns. When questioned, DO McLean advised currently there are no plans for the installation of sidewalk on Frances Avenue. The Committee acknowledged the increase in traffic along Gondola Point Road.

MOVED by Counc. Wells and seconded by S. Carter the letter from resident RE: Traffic on Gondola Point Road dated 22 July 2019 be forwarded to the Kennebecasis Regional Police Force (KRPF); and further a response be sent notifying the author why speed bumps are not preferred and that the correspondence was forwarded to the KRPF.

ON THE QUESTION:

DO McLean advised once Council has discussed the Committee minutes at their regular monthly meeting he will send a response.

CARRIED.

6.3 *Various* Emails (2) from resident RE: Request for curb on Grove Avenue
The Committee discussed the area. DO McLean advised funds from the 2019 road shouldering budget can be used to construct a section of curb in the Town right-of-way behind the mailbox to direct runoff into the Town storm water system. Additionally, a section of asphalt can be laid in front of the mailbox to improve access. The Committee was amenable to the proposal.

6.4 18 July 2019 Letter from resident RE: Hampton Road/Marr Road Intersection
➤ Hampton Road/Marr Road/Clark Road Intersection Upgrade Concept (May 29, 2014)
Deputy Mayor Alexander suggested a flashing green light be used right before the light changes to yellow to permit traffic on Marr Road to turn left onto Hampton Road. It was noted this may be impractical with only one lane of traffic. DO McLean added flashing green lights are being phased out and replaced with green arrow advance lights. He added some abutting property owners were not amenable to the upgrade concept in 2014. Since then a new individual has assumed ownership of an abutting property and staff will contact the owner to discuss the possibility of revisiting the proposal. It was suggested the author be notified that the matter is being addressed. Deputy Mayor Alexander suggested in the meantime use of a flashing green light be investigated.

6.5 8 August 2019 Email from resident RE: 12 Monaco Drive Utility Charges
There was general discussion. It was noted it is not common practice to provide relief of interest charges.

MOVED by S. Carter and seconded by M. McAloon the Works and Utilities Committee recommends the resident of 12 Monaco Drive be contacted to discuss the option of a payment plan.

CARRIED.

7. NEW BUSINESS

7.1 Long-term Flood Mitigation Plan or Committee

- 6 June 2019 Memorandum from Town Manager Jarvie RE: Flood Prone Area Concerns
- 18 June 2019 Letter to residents of Alexander Avenue and Tennis Court w/o attachment (16)
- 9 July 2019 Letter from Cameron Road residents
- 16 July 2019 Email from W. Hatfield RE: Cameron Road
- 29 July 2019 Letter to residents of Post Road w/o attachment (14)
- 30 July 2019 Letter to residents of Rothesay Park Road w/o attachment (32)

There was a lengthy discussion. It was noted residents have reported difficulties receiving provincial approval for flood mitigation projects on private property. It was suggested the matter be deferred until there is more clarity regarding provincial requirements for flood mitigation projects, and availability of external government funding for such initiatives. It was suggested the matter be discussed with Jeff Carr, the Minister of Environment and Local Government.

7.2 2020 Asphalt and Microseal Program

The Committee reviewed the proposed list distributed before the meeting. DO McLean advised: Scott Avenue and Spruce Street may be removed due to the significant cost of resurfacing, as well as the installation of water, curb, and sidewalk; the cost of the utility work was not included in the estimated cost; it may be beneficial to postpone Scott Avenue until the arena project is confirmed to reduce damage from construction vehicles; residents have expressed interest in the installation of sidewalk along Scott Avenue; and the paved shoulder was widened in the past to provide sufficient space for pedestrians. S. Smith questioned if an asphalt sidewalk could be installed. DO McLean advised asphalt sidewalks are not preferred as they have shorter lifespans and are more susceptible to salt damage than concrete sidewalks. When questioned, DO McLean advised the microseal program is close to completion as approximately ten streets remain. DO McLean inquired if the Committee was amenable to the proposed list. No issues were raised. DO McLean advised the list will be used in the Request for Proposals for the design of the 2020 Asphalt Resurfacing Program. Once prices are received the list may be altered.

8. CORRESPONDENCE FOR INFORMATION**8.1 Test Well Drilling – Carpenter Pond**

7 August 2019 Report prepared by DO McLean

DO McLean reported work is expected to begin in the next two to three weeks.

8.2 Mulberry Lane

9 August 2019 Memorandum from Town Manager Jarvie

DRAFT By-law 1-19-01

Deputy Mayor Alexander noted Council gave 1st Reading to draft By-law 1-19-01. Town Manager Jarvie advised notification was sent to the property owners, however no responses have been received at this time.

8.3 French Village Road sidewalks

➤ 15 August 2019 Memorandum from Town Clerk

RECEIVED FOR INFORMATION.

9. DATE OF NEXT MEETING

The next meeting will be Wednesday, September 18, 2019.

10. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 6:50 p.m.

CHAIRPERSON

RECORDING SECRETARY



2019 September 9th Open Session FINAL_097

ROTHESAY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Works & Utilities Committee
DATE	:	August 26, 2019
RE	:	Motion Passed at August 21, 2019 Meeting

Recommendation:

It is recommended Council direct staff to contact the resident of 12 Monaco Drive to discuss the option of a payment plan.

Background:

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, August 21, 2019:

MOVED ... and seconded ... the Works and Utilities Committee recommends the resident of 12 Monaco Drive be contacted to discuss the option of a payment plan.

CARRIED.



ROTHESAY

2019 September 9 Open Session FINAL 098
Heritage Preservation Review Board Meeting

Wednesday, August 21, 2019

Rothsay Town Hall – Common Room

7:00 p.m.



DRAFT

PRESENT: COUNCILLOR TIFFANY MACKAY FRENCH
LORRAINE FORBES
CATHARINE MACDONALD
SARAH MACKINNON
RAHA MOSCA (*arrived at 7:05 p.m.*)

TOWN MANAGER JOHN JARVIE
TOWN CLERK MARY JANE BANKS
TOWN PLANNER STIRLING SCORY
RECORDING SECRETARY LIZ POMEROY

ABSENT: GREG MURDOCK
JON LEHEUP

Town Manager Jarvie called the meeting to order at 7:00 p.m.

1. ELECTION OF OFFICERS

The Committee agreed that Counc. Mackay French will chair the meeting, and the election of officers will be deferred to the next meeting as some members are not in attendance.

2. CODE OF ETHICS

Counc. Mackay French requested Board members sign and return the included form to staff.

3. APPROVAL OF AGENDA:

MOVED by L. Forbes and seconded by C. MacDonald the agenda be approved as circulated.

CARRIED.

4. ADOPTION OF MINUTES:

4.1 Regular meeting of November 21, 2018.

MOVED by C. MacDonald and seconded by L. Forbes the minutes of November 21, 2018 be adopted as circulated.

CARRIED.

5. DELEGATIONS:

N/A

6. REPORTS

N/A

R. Mosca arrived at the meeting.

7. NEW BUSINESS:**7.1 31 Gondola Point Road Terry McInerney**

OWNER: Roman Catholic Bishop of Saint John
PID: 30210231
PROPOSAL: Heritage Permit (Roof Replacement)

Mr. McInerney was in attendance. Town Planner Scory gave a summary of the application. He highlighted the following from the staff report: the routine replacement of roof shingles is classified under the Heritage By-law as maintenance and would not normally require a Heritage Permit, however the since the proposal requests a change in materials approval is required; as the existing asphalt shingles have prematurely failed causing leaks and damage to the building the change to aluminum shingles is to provide a long-lasting solution to protect the Church's interior character defining elements; the metal shingles are designed as dark grey "faux slate" to present the appearance of real slate shingles, are not a significant design change, and will not detract from the overall Gothic Revival style of the building; and many churches during the 19th century had, and still have, roofs clad in metal.

Mr. Greg Wright of Maritime Permanent Roofing Ltd. showcased a sample of the "deep charcoal" aluminum shingle. He noted the following: the individual shingles lock together; the aluminum material is lightweight and will last 50, if not 100, years; there is a 30 year Coating Warranty for aluminum shingles; for instance, if peeling occurs within 30 years the company will replace the roof; the colour may lighten due to curing not fading; individual tiles may be replaced if necessary; in the last 40 years there has only been an issue with green coloured shingles; the shingles will have a matte finish to reduce shine; and no issues are anticipated with the curved or rounded areas of the Church's roof. He added the business and product are 100% Canadian.

Father Stan (Rev. Stanislas Paulin), a pastor of the Church, commented that the new material fits the existing character of the Church, respects the Heritage area, and provides a long-lasting solution to protect the building and artifacts inside.

MOVED by L. Forbes and seconded by R. Mosca the Rothesay Heritage Preservation Review Board hereby issues a Heritage Permit (Certificate of Appropriateness) for the replacement of asphalt shingles with embossed "slate" aluminum shingles at 31 Gondola Point Road (PID 30210231) subject to the following conditions(s):

1. The metal shingles shall be painted Deep Charcoal similar to the existing asphalt shingles.

CARRIED.

8. OLD BUSINESS:

N/A

9. CORRESPONDENCE FOR INFORMATION:

N/A

10. DATE OF NEXT MEETING:

It was noted the next meeting is tentatively scheduled for September 18, 2019.

CARRIED.

11. ADJOURNMENT

MOVED by L. Forbes and seconded by S. MacKinnon the meeting be adjourned.

CARRIED.

The meeting ended at 7:20 p.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY
2019 September 9 Open Session FINAL 101
PLANNING ADVISORY COMMITTEE MEETING
Rothsay Town Hall
Tuesday, September 3, 2019
5:30 p.m.



DRAFT

PRESENT: COLIN BOYNE, CHAIRPERSON
TRACIE BRITTAIN
JOHN BUCHANAN
ELIZABETH GILLIS
COUNCILLOR DON SHEA

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

ABSENT: CRAIG PINHEY, VICE-CHAIRPERSON
COUNCILLOR BILL McGUIRE
ANDREW MCMACKIN

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

1. APPROVAL OF THE AGENDA

MOVED by T. Brittain and seconded by Counc. Shea to approve the agenda as circulated.

CARRIED.

2. ADOPTION OF MINUTES

2.1 Regular Meeting of August 6, 2019

MOVED by Counc. Shea and seconded by E. Gillis the Minutes of 6 August 2019 be adopted as circulated.

CARRIED.

3. NEW BUSINESS

3.1 **3 Simone Street** **Peter Bonnevie**
OWNER: Peter Bonnevie
PID: 30092654
PROPOSAL: Continuance of a non-conforming use and expansion of structure

Mr. Bonnevie was in attendance. Town Planner Scory gave a brief summary of the report noting staff is of the opinion the variance is reasonable. He added the recommendation for the six trees is to provide screening as well as increase the landscaping.

The Committee inquired about the following: the size and design of the addition, the number of vehicles to be housed on the property, the primary location and typical operations of the business, and feedback from neighboring property owners.

ROTHESAY

Planning Advisory Committee ~~2019~~ September 9 Open Session FINAL_102
 Minutes

-2-

3 September 2019

Mr. Bonnevie responded with the following: the expanded portion of the building will be 16 feet by 44 feet to provide sufficient space for a large vehicle and mimic the style of the existing building; currently there are two vehicles on the property – a van, and a boom truck; the purpose of the expansion is to allow three vehicles to be stored on the property; the business is located in Rothesay; the bulk of business operations is conducted at either his personal residence or customer properties; the garage is used solely for storage of equipment and vehicles – there are no washrooms, lunchrooms, offices, or stationed employees; use of the property is limited to picking up the vehicles and equipment in the morning and returning them in the evening; and discussions with neighboring property owners centered around clarification of the application.

J. Buchanan suggested fabrication be added to the list of conditions prohibited on the property. In response to an inquiry, Mr. Bonnevie advised fabrication or manufacturing does not occur on the property. It was clarified the application is for an expansion of the existing non-conforming structure and non-conforming use, rather than an application to rezone the property. Counc. Shea inquired about the implications if the property is sold. Town Planner Scory advised the sale of the property will not negate the non-conforming use. When questioned, Mr. Bonnevie noted he intends to begin construction this fall.

MOVED by Counc. Shea and seconded by E. Gillis the Planning Advisory Committee hereby approves the expansion of an existing non-conforming structure by granting a variance of 65% to expand an existing garage on 3 Simone Street (PID 30092654) on the following condition:

1. Six large caliper coniferous trees shall be planted in the vacant portion of the property, in the front yard of the property as indicated by the landscape plan prepared and reviewed by staff and the applicant, Mr. Bonnevie.

CARRIED.

Counc. Shea questioned the purpose of the second recommendation. DPDS White clarified the first recommendation is to approve the variance for the expansion of the existing non-conforming structure; the second recommendation is to approve the *use* of the expansion of the non-conforming structure.

MOVED by T. Brittain and seconded by E. Gillis the Planning Advisory Committee hereby approves the expansion of the non-conforming use into the planned expansion of 3 Simone Street (PID 30092654) on the following conditions:

- a. No outdoor storage;
- b. No commercial signage; and
- c. No retail use, or fabrication.

CARRIED.

DPDS White advised the next step in the process will require Mr. Bonnevie to apply for a building permit. Mr. Bonnevie thanked the Committee and left the meeting.

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, October 7, 2019.**

7. ADJOURNMENT

MOVED by Counc. Shea and seconded by J. Buchanan the meeting be adjourned.

ON THE QUESTION:

When questioned, DPDS White advised the author of the correspondence received with respect to the 3 Simone Street application will be contacted to provide clarification and notification of the outcome.

CARRIED.

The meeting adjourned at 5:50 p.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY

2019September9OpenSessionFINAL_104

BUILDING PERMIT REPORT

8/1/2019 to 8/31/2019

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
08/06/2019	BP2019-00055	13 SPRUCEWOOD AVE	FENCE	\$30,000.00	\$217.50
08/02/2019	BP2019-00098	2 ALEXANDER AVE	SINGLE FAMILY	\$500,000.00	\$3,625.00
08/06/2019	BP2019-00115	4 TOYE CRT	FENCE	\$25,000.00	\$181.25
08/06/2019	BP2019-00118	26 SPRUCEWOOD AVE	SIDING AND WINDOWS	\$14,000.00	\$101.50
08/06/2019	BP2019-00120	2590 ROTHESAY RD	STORAGE SHED	\$1,664.99	\$20.00
08/19/2019	BP2019-00123	2719 ROTHESAY RD	DECK	\$1,200.00	\$20.00
08/06/2019	BP2019-00128	4 PAIGE ST	ATTACHED GARAGE	\$25,000.00	\$181.25
08/06/2019	BP2019-00129	30 GROVE AVE	IN GROUND POOL	\$52,000.00	\$377.00
08/06/2019	BP2019-00130	141 HAMPTON RD	ADDITION	\$4,500.00	\$36.25
08/26/2019	BP2019-00131	1 ALLISON DR	SINGLE FAMILY	\$697,000.00	\$5,053.25
08/09/2019	BP2019-00133	120 APPLEBY DR	SIDING AND WINDOWS	\$33,379.00	\$246.50
08/22/2019	BP2019-00134	53 THIRD ST	DECK	\$5,650.00	\$43.50
08/16/2019	BP2019-00136	82 LONGWOOD	SINGLE FAMILY	\$250,000.00	\$1,812.50



BUILDING PERMIT REPORT

8/1/2019 to 8/31/2019

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
08/09/2019	BP2019-00138	5 SPRUCEWOOD AVE	DECK	\$3,500.00	\$29.00
08/09/2019	BP2019-00139	91 LONGWOOD DR	FENCE	\$1,000.00	\$20.00
08/09/2019	BP2019-00140	3 COVE CRES	FENCE	\$4,200.00	\$36.25
08/09/2019	BP2019-00141	2600 ROTHESAY RD	FENCE	\$5,000.00	\$36.25
08/14/2019	BP2019-00142	67 MARR RD	SIDING AND WINDOWS	\$15,000.00	\$108.75
08/14/2019	BP2019-00143	71 MARR RD	INTERIOR RENOVATIONS - COMMERCIAL	\$20,000.00	\$145.00
08/14/2019	BP2019-00145	8 ARTHUR AVE	TEMPORARY ELECTRICAL	\$4,500.00	\$36.25
08/16/2019	BP2019-00146	26 HIGHLAND AVE	ELECTRICAL UPGRADE	\$5,000.00	\$36.25
08/30/2019	BP2019-00150	58 MALISEET DR	ELECTRICAL UPGRADE	\$2,000.00	\$20.00
08/26/2019	BP2019-00152	7 MCLAUGHLIN DR	DECK	\$2,100.00	\$21.75
08/26/2019	BP2019-00154	170 GIBBON RD	ELECTRICAL UPGRADE	\$3,500.00	\$29.00
08/26/2019	BP2019-00155	10 POST RD	FENCE	\$3,500.00	\$29.00
08/26/2019	BP2019-00157	1 LINDEN CRES	ELECTRICAL UPGRADE	\$700.00	\$20.00



ROTHESAY

2019 September 9 Open Session FINAL 106

BUILDING PERMIT REPORT

8/1/2019 to 8/31/2019

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
08/26/2019	BP2019-00159	4 CONLEY LN	ELECTRICAL UPGRADE	\$2,500.00	\$21.75
Totals:				\$1,711,893.99	\$12,504.75
Summary for 2019 to Date:				\$5,148,204.99	\$39,294.25

2018 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$403,299.00	\$3,005.50
Summary to Date:	\$12,225,281.00	\$84,289.25



ROTHESAY

INTEROFFICE MEMORANDUM



TO : Mayor Grant & Council
FROM : John Jarvie
DATE : 5 September 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	-	Grant confirmation received in the amount of \$371,000, work to commence in early October
	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	30%	
	2019 street resurfacing	\$1.37M	34%	Allan, Marr, Rickett, Chapel and Cameron complete, shouldering and driveway blending remaining to be done.
	Curb & Sidewalks (Marr Road)	425,000	34%	Included in the 2019 resurfacing project, work substantially complete
	Drainage (Church Ave)	1.75M	34%	Underway
	Fleet/Equipment	665,000	11%	Utility vehicle still to be purchased
	Rothsay Arena	110,000	-	Stage I – expressions of interest received
	Arthur Miller Field resurfacing	400,000	100%	Lower field – Tender awarded, installation pending weather
	Trails	40,000	14%	Wells & Link to Quispamsis
	2020 Resurfacing design	60,000		Street list tabled with WUC August: Proposal for consulting service to be included in October 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%	Survey for design work underway, residents being notified of interior plumbing inspections in the coming weeks
	Water quantity	300,000	1%	Well drilling awarded to ER Steeves, work to commence in September

* Funds paid to this date.



COPY

September 4, 2019



Le 4 septembre 2019

I am pleased to provide you with a copy of the Fundy Library Region's Annual Report for 2018-2019. Once again, we have seen our new membership increase, this time by 5,822 cardholders. Visitor traffic to the ten branches in our library region grew by 4% with a total of 702,945 visits in the fiscal year. Circulation of physical library materials grew by 4% with total of 576,381 items checked out during the fiscal year, and this does not include e-resources.

I hope you can take a few moments to review our streamlined annual report of activities. I am sure you will realize that many citizens in our region appreciate what an important asset the public library is to their community, and that they see their public library as the place to connect, learn, read, play, create and succeed!

C'est avec plaisir que je vous fais parvenir le rapport annuel 2018-2019 de la Région des bibliothèques de Fundy. Cette année, 5 822 personnes se sont procuré une carte de bibliothèque et l'achalandage dans les dix bibliothèques de la région a atteint 702 945 visiteurs soit une augmentation de 4%. Le prêt de documents a également connu une croissance de 4% au cours de cet exercice financier alors que 576 381 documents ont été empruntés et ce, sans tenir compte des ressources électroniques.

Je vous invite à prendre connaissance de ce rapport simplifié. Je suis certain que vous comprendrez à quel point les gens de la région accordent une grande importance à l'apport positif de la bibliothèque publique dans leur communauté et qu'elle est considérée comme le lieu idéal pour se connecter, apprendre, lire, jouer, créer et réussir!

Brian Steeves
Regional Director / Directeur régional



Fundy Library Region

Annual Report

2018-2019



59,365 cardholders



5,822
new members

2%
+ + +

3,515 visitors
per day



+4%

702,945 total

6,584
total programs
offered



= 6,584 participants

932
programs
offered
outside of our
libraries in our
communities

33 programs

offered
each
day with

387 participants

75,525 = **378**

computer
uses

computers
used
daily

291

individual
WiFi
connections
/ day



576,381

items circulated

* not including e-resources

2,882

items checked
out each day

+4%

130 items added to our libraries
each day

372 holds placed
each day



on our
shelves

+ 26,041

new
items
added

360,615
books

600
magazine titles

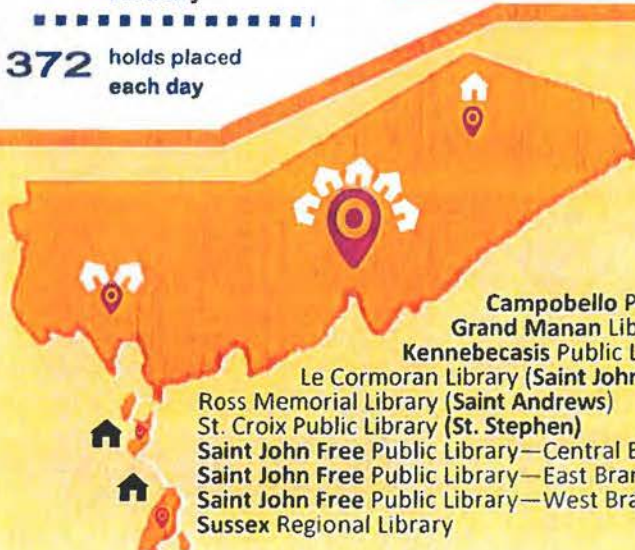
30,603
movies

14,244
music &
audiobooks

1,711
other

= 407,773 items to choose from

64,277 reference questions answered



Campobello Public Library
Grand Manan Library
Kennebecasis Public Library
Le Cormoran Library (Saint John)
Ross Memorial Library (Saint Andrews)
St. Croix Public Library (St. Stephen)
Saint John Free Public Library—Central Branch
Saint John Free Public Library—East Branch
Saint John Free Public Library—West Branch
Sussex Regional Library

Anniversaries!

45 years — Sussex

50 years — Saint John-East



connect



Learn



succeed



CREATE

PLAY



Photos

1. Campobello
2. Sussex
3. Saint John—Central
4. Saint John—East
5. Grand Manan
6. Sussex
7. Saint John—East
8. Saint John—Central
9. Saint John—West
10. Saint Andrews
11. Saint John—Central
12. Grand Manan
13. St. Stephen
14. Kennebecasis

\$409,936

worth of donations & grants to support programming opportunities

Thank you!



Thank you! Volunteers gave 5,812 hours!



read





ROTHESAY

INTEROFFICE MEMORANDUM



TO	:	Mayor Grant & Council
FROM	:	John Jarvie
DATE	:	6 September 2019
RE	:	Highland Avenue Storm Sewer Installation

Recommendation:

It is recommended that Council:

- a) remove the matter from the table; and.
- b) authorize the issuance of a purchase order to Debly Enterprises Ltd. for \$82,980 plus HST, to install storm sewer piping along Highland Avenue between Harry Miller Court and Crestwood Drive; subject to a satisfactory agreement with the owners of 3 Usher Court.

Background:

At the July meeting, Council tabled a decision on extending storm sewer on Highland Avenue to address a concern raised by a nearby property owner.

Staff have had additional discussion with the property owner and believe matters have been clarified. Attached is the original staff recommendation and staff believe the project should proceed subject to receiving verification from the effected property owner.




70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
July 8, 2019

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: July 4, 2019

SUBJECT: Highland Avenue Storm Sewer Installation

RECOMMENDATION

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

ORIGIN

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

BACKGROUND

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


FINANCIAL IMPLICATIONS

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

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

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

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

Report Prepared by:  _____
Brett McLean, Director of Operations

Report Reviewed by:  _____
Doug MacDonald, Treasurer

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



ROTHESAY

INTEROFFICE MEMORANDUM



TO	:	Mayor Grant & Council
FROM	:	John Jarvie
DATE	:	6 September 2019
RE	:	Water By-law – Possible Changes

Recommendation:

It is recommended Council direct the preparation of an amending by-law to include the considerations raised in the recommendations from the Works & Utilities Committee and Deputy Mayor Alexander.

Background:

The matter of possible amendments to the Water By-Law No. 1-18 was tabled at the August Council meeting pending further information with respect to provincial water testing requirements.

The following was received from two different employees of the Department of Environment and Local Government.

‘The Water Well Regulation, the Potable Water Regulation, the Residential Tenancy Act and the Clean Water Act don’t mention anything about water testing a multi-family home just that a private well should be sampled at least twice a year for microbiological and every 2nd to 3rd year for general chemistry. Actually, under the Clean Water Act, a private well is defined as a well from which the water is used only by the owner or the owner’s immediate family for the purposes of the owner or the owner’s immediate family. This definition doesn’t seem to cover a multi-family dwelling.’

And

‘However, as referenced no legislation requires a well owner to submit well water testing to the department beyond the initial construction and water testing.’

Based on the above and a staff review of the applicable legislation, it seems the Government does not have a clear position on testing of potable water in multifamily residential buildings. Council may wish to ask the Department of Health and or Environment & Local Government to examine the need for clear testing requirements for well water supplies.

In any event, if Council wishes to address the issues raised by the owners of the effected properties, it would be appropriate to have staff prepare an amending by-law to implement the recommendations of the Works & Utilities Committee and the Deputy Mayor.

TO: Mayor and Council
FROM: Deputy Mayor Alexander
DATE: 3 August 2019
RE: Revisions to Rothesay Water By-Law 1-18

Summary

One of the objectives of Rothesay Water By-Law 1-18¹ is to provide a clean, safe, and continuous supply of potable water to residents of Residential Apartment Complexes that have access to Rothesay's potable water distribution network. Rothesay's potable water supply, which is sourced from groundwater of the Carpenter Pond Wellfield, is clean (*i.e.*, physically and chemically treated), safe (*i.e.*, routinely tested for microbiology and inorganic parameters), and continuous (*i.e.*, the system operates during extended power outages using a back-up power supply). Owners of Residential Apartment Complexes established prior to 1 January 1998 who were required to hook-up to the municipal potable water supply as per Water By-Law 1-18 requested Council reconsider their mandatory hook-up. At a meeting between Town Staff and some of the Owners of Residential Apartment Complexes on 2 July 2019, it was suggested that *in lieu* of connecting to Rothesay's distribution network that Owners be required to provide proof of supplying their residents with a clean, safe, and reliable supply of potable water.

Motion

WHEREAS Rothesay Council gave third reading by title and enacted By-Law 1-18, Water By-Law, on 14 January 2019;

AND WHEREAS Owners of Residential Apartment Complexes requested Council in April 2019 to reconsider the mandatory connection of buildings constructed prior to 1 January 1998 with access to the municipal potable water distribution system;

BE IT RESOLVED that Rothesay Council adds the following amendments to By-Law 1-18, Water By-Law:

7.6.2 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 Schedule 'F', the requirements set out in Sections 4.15 and 7.6.1(d) are not applicable.

Requirements for Existing Residential Apartment Complex NOT Connected to Available Town Water

"Schedule F"

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

¹ <https://www.rothesay.ca/wp-content/uploads/2019/04/By-law1-18-Water-Bylaw-MR.pdf>

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 by the following method:

- a. agree to submit to the Town Clerk results of water quality testing from the potable well supplying the tenants of the Residential Apartment Complex on or before 30 April each year for the following sampling schedule:
 - i. quarterly sampling (*i.e.*, March, June, September, and December) for total coliforms and *Escherichia coli*; and
 - ii. biannual sampling (*i.e.*, March and September) for inorganics;
- b. the testing set out in paragraph a. shall be conducted at 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*;
- c. obtain an electrical permit from the Town for the installation of an approved electrical interface between the Residential Apartment Complex electrical panel and a generator with a capacity sufficient enough to power the pump supplying water from the potable well during a power outage;
- d. receipt by the Town Clerk of an affidavit from a licensed electrician that such an electrical interface has been installed;
- e. receipt by the Town Clerk of an affidavit from a licensed electrician within twelve months from the latest affidavit confirming that the electrical interface has been tested and performed satisfactorily;
- f. sign a waiver releasing the Town from any liability associated with water quality and quantity supplied by Owners to their tenants; and
- g. failure of an Owner to provide the Town with proof of supplying their tenants clean, safe, and reliable source of potable water may result in penalties under Section 8.1 of this By-Law and will cause the requirements of Section 7.6 to be applied without delay.

History

The Rothesay Water & Sewer Committee (renamed the Utilities Committee in October 2014 and then combined with the Public Works and Infrastructure Committee to become the Works & Infrastructure Committee in May 2018) began reviewing and considering amendments to the former Water By-Law (By-Law 7-04) in October 2012. The following is a list of meeting dates that the Committee specifically discussed the Water By-Law:

- | | | |
|--------------------|---------------------|---------------------|
| ➤ 2 October 2012 | ➤ 23 October 2013 | ➤ 15 July 2015 |
| ➤ 14 November 2012 | ➤ 19 February 2014 | ➤ 19 August 2015 |
| ➤ 11 December 2012 | ➤ 19 March 2014 | ➤ 23 September 2015 |
| ➤ 12 February 2013 | ➤ 21 May 2014 | ➤ 21 October 2015 |
| ➤ 17 April 2013 | ➤ 17 September 2014 | ➤ 16 December 2015 |
| ➤ 15 May 2013 | ➤ 15 October 2014 | ➤ 20 January 2016 |
| ➤ 19 June 2013 | ➤ 18 February 2015 | ➤ 21 September 2016 |
| ➤ 17 July 2013 | ➤ 18 March 2015 | ➤ 16 December 2016 |
| ➤ 2 October 2013 | ➤ 20 May 2015 | ➤ 22 February 2017 |

- | | | |
|-----------------|---------------------|------------------|
| ➤ 18 April 2018 | ➤ 19 September 2018 | ➤ 22 May 2019 |
| ➤ 20 June 2018 | ➤ 17 October 2018 | ➤ 17 July 2019 |
| ➤ 18 July 2018 | ➤ 17 April 2019 | ➤ 21 August 2019 |

Minutes from all Committee meetings are included in Council packages for members of Council to review so that they are informed of what is going on at the various Committees. Any suggestion by members of Council that they were unaware of the extent of the prior concerns raised by Owners of Residential Apartment Complexes with respect to revisions of the Water By-Law is incorrect.

On 11 May 2015, a Public Hearing was held with respect to Water By-Law 2-15. During the public hearing, Owners of Residential Apartment Complexes spoke and cited the following concerns with respect to Water By-Law 2-15: significant costs to connect to water system; new buildings do not have the same maintenance costs as existing / older buildings that have been purchased on a business case and with their own well; increased costs will be passed on to tenants that will affect the affordable housing market in the community; single family homes are not affected; apartment tenants are individual families who happen to live in the same building; some tenants have chlorine allergies; increased rental costs for small businesses; the Town should offer economic incentives for connections; multi-unit building owners are small businesses that cannot absorb costs associated with connection and use of water system; request to keep the status quo or allow the property owners to decide if they want to connect rather than making it a requirement. At that meeting, Council tabled Water By-Law 2-15.

After considering the information raised at the 11 May 2015 Public Hearing, the Works and Infrastructure Committee recommended that Council hold another Public Hearing regarding the Water By-Law. On 14 January 2019, a Public Hearing was held with respect to Water By-Law 1-18. At the subsequent Council meeting, the By-Law was unanimously approved by Council and enacted. The substantive revision within Water By-Law 1-18 compared to Water By-Law 7-04 with respect to Residential Apartment Complexes is Section 4.15 mandating that, “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.” To deal with the high upfront costs, Water By-Law 1-18 extended payment schedules for water meter rentals from three years to five years and water system access fees to be paid over 10 years for Owners of Residential Apartment Complexes.

As part of the 8 April 2019 Council meeting, seven letters were received from Owners of Residential Apartment Complexes and a delegation presented. Two other letters and another delegation were part of the 13 May 2019 Council meeting. At the 13 May 2019 Council meeting, a motion was made for staff to hold a meeting with Owners of Residential Apartment Complexes affected by Water By-Law 1-18.

A meeting was held at Town Hall on 2 July 2019 between Town staff and available Owners of Residential Apartment Complexes. Town staff gave a presentation regarding Water By-Law 1-18, which was followed by a question and answer session. The meeting lasted about 75 minutes. At the wrap up of the meeting, I asked for clarification from the Owners present if they were fine with the following:

- 1) agree to provide proof of having a back-up generator to supply water in the event of a power outage (certified by an electrician);
- 2) agree to provide water quality reports to the Town on an annual basis;
- 3) agree to pay the correct water standby fee (\$144 or \$288 per quarter depending on the building instead of the \$50 per quarter currently being charged); and
- 4) agree to sign a waiver releasing the Town from any liability associated with water quality and quantity supplied by landlords to their residents.

In my opinion, it appeared that the Owners present at the 2 July 2019 meeting were fine with my interpretation of a happy medium between the parties.

A memorandum from the Town Manager regarding draft revisions to Water By-Law 1-18 was included as Item 9.4 in the 12 August 2019 Council package.² Prior to the meeting, Council members heard from some Owners that they were concerned with the frequency of sampling suggested (*i.e.*, monthly for microbiology and quarterly for inorganics) and the inclusion of a deferment clause until 31 December 2025. Ultimately, Council decided to Table revisions to Water By-Law 1-18 until additional information was available regarding water quality sampling frequency.

The Province recommends sampling private wells biannually for microbiology and for other contaminants.³ A “private well” is defined in the New Brunswick *Clean Water Act*⁴ [O.C. 93-979] as a well from which the water is used only by the owner or the owner’s immediate family for the purposes of the owner or the owner’s immediate family. The wells connected to apartment buildings are not “private wells” as defined by the *Act*. They are better classified as multi-family / communal wells.

I have been involved with the development of several multi-family / communal wells for apartment buildings and for townhomes / garden homes in the region. Some of those projects have required Environmental Impact Assessment review by the New Brunswick Department of the Environment and Local Government who administers the *Act*. The owners of those multi-family / communal wells, in addition to having to sample more often, have had to install well houses to protect the wellheads, install flow meters, and routinely monitor water levels. In those instances, the sampling frequency has been quarterly for microbiology and biannually for inorganics.

In my experience, multi-residential building owners have been required to sample more than that for “private wells”, but less than that suggested in the 12 August 2019 memorandum. The additional testing is required because the owners are supplying potable water to tenants and the sampling frequency enhances the safety of the water supplied.

² https://www.rothesay.ca/wp-content/uploads/2019/01/OPEN2019August12OpenSessionFINAL_Redacted.pdf

³ https://www2.gnb.ca/content/gnb/en/services/services_renderer.3877.Water_Well_Testing.html

⁴ <http://laws.gnb.ca/en/ShowPdf/cs/C-6.1.pdf>

The following table shows the estimated annual cost for sampling for the three scenarios discussed.

	Microbiology Testing	Inorganics Testing	Estimated Annual Cost
Private Wells	Biannually (2 × \$35)	Biannually (2 × \$145)	\$360
12 August 2019 Recommendation	Monthly (12 × \$35)	Quarterly (4 × \$145)	\$1000
Current Recommendation	Quarterly (4 × \$35)	Biannually (2 × \$145)	\$430

Path Forward

There have been suggestions that Water By-Law 1-18 should be repealed. Repealing Water By-Law 1-18 should not be done because:

- 1) the Town would not have a Water By-Law in place and as a result it would nullify all rules, rates, fees, penalties, and enforcement regarding Rothesay's municipal water distribution network; and
- 2) it would discredit the hard work Committee members have put forth over the past seven years reviewing the entire Water By-Law in detail.

I believe the motion presented within this memo represents a suitable compromise between the Town and Owners of Residential Apartment Complexes.



2019 September 9th Open Session FINAL_120
ROTHESAY
MEMORANDUM



TO : Mayor and Council
FROM : Works & Utilities Committee
DATE : August 26, 2019
RE : Motion Passed at August 21, 2019 Meeting

Recommendation:

It is recommended Council approve the following amendments to the proposed revisions to Water By-law 1-18:

- Remove:
 - Section 7.6.2 Where an owner of a Residential Apartment Complex established prior to January 1, 1998 has provided regular reporting as required by Schedule 'F', the requirements of sections 4.15 and 7.6.1 (d) will be deferred until December 31, 2025 or some later date as may be determined by Council;
- Schedule F (d):
 - i. Coliform and ecoli tests conducted within thirty days of the end of ~~each calendar month~~ *March, June, September, and December*;
 - ii. Inorganic water quality tests conducted ~~within thirty days of the end of March, June, September and December~~ *bi-annually*.

Background:

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, August 21, 2019:

MOVED ... and seconded ... the Works and Utilities Committee recommends the following amendments to the proposed revisions to Water By-law 1-18:

- Remove:
 - Section 7.6.2 Where an owner of a Residential Apartment Complex established prior to January 1, 1998 has provided regular reporting as required by Schedule 'F', the requirements of sections 4.15 and 7.6.1 (d) will be deferred until December 31, 2025 or some later date as may be determined by Council;
- Schedule F (d):
 - i. Coliform and ecoli tests conducted within thirty days of the end of ~~each calendar month~~ *March, June, September, and December*;
 - ii. Inorganic water quality tests conducted ~~within thirty days of the end of March, June, September and December~~ *bi-annually*.

CARRIED.



ROTHERHAM

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Town Clerk Mary Jane Banks
DATE	:	5 September 2019
RE	:	Local Improvement By-law 1-19-01 (Mulberry Lane)

RECOMMENDATION:

- Council authorize the Clerk to schedule a public hearing for Tuesday, November 12, 2019 at 7:00 p.m., **if necessary**, for By-law 1-19-01, "A By-law to Direct the Undertaking of Hard Surfacing of the Roadway Known as Mulberry Lane as a Local Improvement"
- Council direct that a notice be sent to the owners of the affected properties of the date for the public hearing, **if one is scheduled**, and the notice be posted on the Town website, in accordance with Town By-laws and provincial legislation

BACKGROUND:

Enabling By-law 1-19, "Local Improvements Procedure By-law" outlines the specific requirements to enact a project-specific By-law (eg Mulberry Lane), particularly related to notices to affected property owners.

Council gave 1st Reading to By-law 1-19-01 (Mulberry Lane) at the August Council meeting and directed staff to send notices to the affected property owners. There is a 37 day deadline (includes an additional 7 days for mailed notices), which is **21 September 2019**, to submit an objection to the Clerk's office. If no objection is received, the By-law can be enacted at the October Council meeting and the project completed in the 2019 Capital projects program, if Council enacts the By-law.

However, if **ONE** objection is received, there is a requirement to schedule a public hearing and send a notice to the affected property owners (37 days). If the public hearing is NOT scheduled until the October 15 Council meeting, it cannot be held before November 22nd at the earliest and there would be insufficient time to enact the By-law and complete the project in 2019, if Council wishes to proceed.

Mary Jane Banks

attachment: 1st notice sent to property owners



15 August 2019

NOTICE

Rothsay
1 Mulberry Lane
Rothsay, NB
E2E 5L5

70 Hampton Road
Rothsay, NB
Canada E2E 5L5

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

Rothsay@rothesay.ca
www.rothesay.ca

Dear Rothesay:

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

Rothsay Council, pursuant to its authority under the provisions of the *Local Governance Act*, SNB 2017 c. 18 and Rothesay By-law 1-19, "A By-law Describing the Procedure for Directing the Undertaking of a Work as a Local Improvement" hereby provides **NOTICE** of its intent to undertake a work as a local improvement for Mulberry Lane, to be paid by special assessment against affected properties.

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.

The estimated total cost of the work is \$71,750.00. The **estimated** costs to be charged against each affected property is \$350.00 (annually for twenty years) or an **estimated** one time payment of \$5,520.00. The final cost will be determined on completion of the work and it is this cost that will be used to calculate the actual charges to the benefitting properties, in accordance with the By-law.

For your information and review, enclosed is a copy of the draft By-law 1-19-01 which was given 1st Reading by Title at the August 13th Council meeting.

You may file a written objection to the local improvement with the Clerk's office, 70 Hampton Road, Rothesay, NB E2E 5L5 within thirty (30) days after receiving this notice. If an objection is received, Council will schedule a public hearing and you will receive notification of the date of the hearing.

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

encl. Draft By-law 1-19-01

BY-LAW NO. 1-19-01

A BY-LAW OF THE MUNICIPALITY OF ROTHESAY

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

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

1. TITLE

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

2. INTERPRETATION

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

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

4. DEFINITION OF THE WORK

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

5. BENEFITTING PROPERTIES

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

6. ESTIMATE OF COSTS OF THE WORK

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

7. MUNICIPAL CONTRIBUTION

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

8. ALLOCATION OF COSTS

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

9. ADMINISTRATION

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

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

EFFECTIVE DATE

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

FIRST READING BY TITLE

12 August 2019

SECOND READING BY TITLE

READ IN ITS ENTIRETY:

THIRD READING BY TITLE AND
ENACTMENT

Nancy Grant
MAYOR

Mary Jane E. Banks
CLERK

Schedule A – Effected Properties

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

Schedule B – Cost Estimates

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

Schedule C – Costs To Be Charged to Properties

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




70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

**Rothsay Council
September 9 2019**

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvis, Town Manager

DATE: September 5, 2019

SUBJECT: Rothesay Arena Parking Lot

RECOMMENDATION

It is recommended that Rothesay Mayor and Council authorize the Director of Operations to engage Industrial Cold Milling Ltd. in the amount of \$19,180 plus HST to pulverize the existing parking lot at the Rothesay Arena.

ORIGIN

The Rothesay Arena Parking lot is in poor condition and requires maintenance.

BACKGROUND

The asphalt surface of the Rothesay Arena parking lot has been deteriorating for a number of years. Each year the Rothesay Works Department completes asphalt patch work and each year the scope of the patching work increases. Staff have estimated that approximately \$4,000 worth of hot mix asphalt will be required in order to temporarily patch the worst spots in the parking lot this year.

DISCUSSION

The patching of the Arena parking lot is not just an aesthetic measure; it is necessary in order to facilitate safe and effective snow clearance in the winter months. Staff intend to recommend resurfacing of the parking lot in its entirety as part of the 2020 asphalt resurfacing program. Part of the resurfacing work would include pulverization and regrading of the existing surface. Staff recommend that the parking lot be

pulverized and regraded this fall rather than spending money on asphalt patching. The cost to pulverize will be incurred when the parking lot is entirely resurfaced; pulverizing the parking lot now will save approximately \$4,000 worth of asphalt material, the staff time required to complete the work and will allow the material to settle and compact naturally over the winter providing better surface performance over the life of the project. Should Council choose not to approve resurfacing of the entire parking lot in 2020 staff are of the opinion that compacted gravel parking lot is still more serviceable than the existing, deteriorating asphalt parking lot.

FINANCIAL IMPLICATIONS

The cost to pulverize the parking lot in the fall of 2019 is \$19,180.00 plus HST. The project is unbudgeted and, if approved by Council, will be funded from the General Fund Capital Reserve.

Report Prepared by: 
Brett McLean, Director of Operations

Report Reviewed by: 
Doug MacDonald, Treasurer

Don Shea, Councillor

32 Wedgewood Drive
Rothestay, New Brunswick
E2E 3P7

To: Mary Jane Banks, Clerk, Town of Rothestay
Cc: (1) Mayor & Councillors, Town of Rothestay
(2) John Jarvie, Town Manager
Re: Request to have the following added to the September 9th
session of Council
Date: September 3, 2019

Background Since the passage of the following motion in 2013 Council has dealt with several resolutions oscillating between the construction of a new arena and renovations to the old.

MOVED ... Council adopt the general concept of a new arena with walking track, located on Scott Avenue lands, renovations to the existing arena building to repurpose for a variety of sports and leisure activities together with site improvements on Scott Avenue and the parking lot at a working budget of 13M.

The closed minutes of August 12th of this year indicated Provincial level funding for new construction was not available. As such, Council was informed "an application for a replacement arena was not submitted."

Council is now in the same position it found itself in 2013 with one exception – new construction is not an option.

The only choice Council can entertain is to move forward with a plan to renovate the existing arena. The following resolution

supersedes previous resolutions having as their goal the construction of a new arena. Towards the same I submit the following and ask that it be placed on the agenda of Council on September 9, 2019.

Resolution **Whereas Rothesay Council, having been informed by the Province that funding for a new arena is not available,**

Be it resolved staff begin the process towards a renovation of the existing arena.

Don Shea, Councillor

32 Wedgewood Drive
Rothsay, New Brunswick
E2E 3P7

To: Mary Jane Banks, Clerk, Town of Rothsay
Cc: (1) Mayor & Councillors, Town of Rothsay
(2) John Jarvie, Town Manager
Re: Request to have the following added to the upcoming session of Council
Date: September 3, 2019

Background In 2017 Council passed a motion to spend \$45,000 to strategically place three kiosks within the Town.¹ Roughly two years has elapsed, and Council has yet to receive a report indicating whether the kiosks are realizing the goals originally established.²

Questions

- 1) What was the cost of purchasing the kiosks?
- 2) What costs were associated with the installation of the kiosks?
- 3) How many kiosks are currently operational?
- 4) What is the primary use of the kiosks?
- 5) If one or more of the kiosks are not operational, why not?
- 6) Has the purpose of the kiosks changed since initially acquired?
- 7) Does the Town maintain statistics relating to usage?
- 8) Why is the screen in front of Town Hall often blank/black?
- 9) How effective are the kiosks for disseminating information?³
- 10) Moving forward, will the kiosks continue to reflect the status quo or will their purpose be changed so as to encourage enhanced usage?

¹ Locations: Town Hall, The Common and Bill McGuire Centre

² Councillor _____ "indicated the kiosks are intended to act as large computer screens providing information such as maps of walking trails ..."

³ Would depend on 6) previously.