



ROTHESAY
COUNCIL MEETING
By Teleconference
Tuesday, April 14, 2020
7:00 p.m.



PUBLIC NOTICE:

Rothesay Council meetings will be held by teleconference (or videoconference) while the Province is under a State of Emergency and physical distancing is mandatory.

Public access to the Live stream will be available online:

<https://www.rothesay.ca/town-hall/agendas/>

1. APPROVAL OF AGENDA

2. APPROVAL OF MINUTES Regular Meeting 9 March 2020

➤ **Business Arising from Minutes**

3. OPENING REMARKS OF COUNCIL

3.1 Declaration of Conflict of Interest

4. DELEGATIONS

4.1 2019 Audited Rothesay Financial Statements Treasurer Doug MacDonald, CPA, CA
Auditors Teed Saunders Doyle & Co. Peter Logan, CPA, CA (*see item 9.1.2*)

5. CORRESPONDENCE FOR ACTION

5.1 21 February 2020 Funding request from Saint John Theatre Company

Refer to Finance Committee

5.2 18 March 2020 Funding request from United Way

Refer to Finance Committee

5.3 7 April 2020 Letter from KRPF Cst. Cantelo RE: Parking lots

Refer to staff

5.4 9 April 2020 Letter from Quispamsis RE: Donation to KV Food Basket

Refer to Finance Committee

6. CORRESPONDENCE - FOR INFORMATION

6.1 Various Multiple emails from resident RE: 5G Technology

6.2 1 April 2020 Letter from New Brunswick Medical Education Foundation Inc.

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7. REPORTS

- 7.0 April 2020 Report from Closed Session**
- 7.1 29 February 2020 Draft unaudited Rothesay General Fund Financial Statements
29 February 2020 Draft unaudited Rothesay Utility Fund Financial Statements
- 7.2 20 March 2020 Draft Emergency Measures Committee Meeting Minutes
- 7.3 March 2020 Monthly Building Permit Report
- 7.4 8 April 2020 Capital Projects Summary
- 7.5 2019 Kennebecasis Regional Police 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 Mayor’s Round Table on Climate Change** (Tabled October 2019)*No action at this time*

9. NEW BUSINESS**BUSINESS ARISING FROM DELEGATION****9.1. 2019 Audited Rothesay Financial Statements**

- 7 April 2020 Memorandum from Treasurer MacDonald
31 December 2019 Draft Rothesay Consolidated Financial Statements

OPERATIONS**9.2 Emergency Water Storage Reservoir Repairs**

- 9 April 2020 Report prepared by DO McLean

9.3 Award – 2020 Asphalt Resurfacing and Microseal Placement – Contract T-2020-001

- 7 April 2020 Report prepared by DO McLean

9.4 Tandem Dump Truck – Contract T-2020-003-B

- 7 April 2020 Report prepared by DO McLean

9.5 Fleet vehicle purchase – Utility Department

- 7 April 2020 Report prepared by DO McLean

ADMINISTRATION**9.6 Pandemic Financial Implications**

- 7 April 2020 Memorandum from Town Manager Jarvie

FOR INFORMATION

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9.7 R Insider Newsletter/Communications

7 April 2020

Memorandum from Town Clerk Banks

FOR INFORMATION

9.8 Council meetings during Pandemic

7 April 2020

Memorandum from Town Clerk Banks

9.9 Rothesay Annual Report 2019

DRAFT

Rothesay Annual Report

9.10 Engineering Design- Alexander Avenue and Rothesay Park Road

8 April 2020

Memorandum from Town Manager Jarvie

10. NEXT MEETING

Regular meeting

Monday, May 11, 2020

11. ADJOURNMENT

Consolidated Financial Statements Year Ended December 31, 2019

See Agenda item 9.1.2 for detailed financial statements



Overview

- ▶ Differences between final audited financial statements and monthly operating financial statements
 1. Consolidated – includes operating results and balance sheets of the Town general funds (capital and operating), water and sewer utility funds (capital and operating), reserve funds, and the proportionate share of the jointly controlled entities (KRJBPC, KVFD and KPL)
 2. Capital asset purchases are reflected as asset additions even if the expenditure is financed from operating revenue or Grants
 3. Government Grants are recorded as operating revenue resulting in reported surpluses
 4. Amortization is recorded on all capital assets except for land – asset disposals recorded as an expense
 5. Debt principal repayments are not reflected as an expense
 6. Liabilities are recognized for pension, sick leave and retirement allowances as determined an actuarial review by Morneau Shepell



Highlights

Jointly Controlled Entities

	2019	2018	2017
KRJBPC	40.19%	40.21%	40.82%
KVFD	40.76%	40.85%	41.39%
KPL	38.99%	38.99%	40.05%

Allocations are determined based upon funding formulas and contracts. \$1,363 decrease due to 2019 change in ownership percentage. Percentages on dissolution could vary.



Highlights

Reconciliation of Annual PS Accounting Standards Surplus - FS Note 25

	2019	2018
General Operating Fund	\$ 3,393,223	\$ 3,425,531
General Capital Fund	(1,910,651)	(2,005,303)
Utility Operating Fund	1,500,712	982,056
Utility Capital Fund	(1,283,622)	561,718
General Fund Reserves	147,669	72,973
Utility Fund Reserves	21,820	13,992
Jointly Controlled Entities	<u>173,553</u>	<u>(190,018)</u>
Total	<u>\$ 2,042,704</u>	<u>\$ 2,860,949</u>



Highlights

Reconciliation of 2019 Annual Operating Fund Surplus (Deficit)

	General	Utility
PSAS surplus	\$ 3,393,223	\$ 1,500,712
2 nd Previous year	1,006	11,713
Fund transfers	(2,362,681)	(1,010,715)
Pension liability adjustment	33,600	–
Loan principal repayment	<u>(1,033,000)</u>	<u>(467,137)</u>
Surplus for funding requirements	<u>\$ 32,148</u>	<u>\$ 34,573</u>

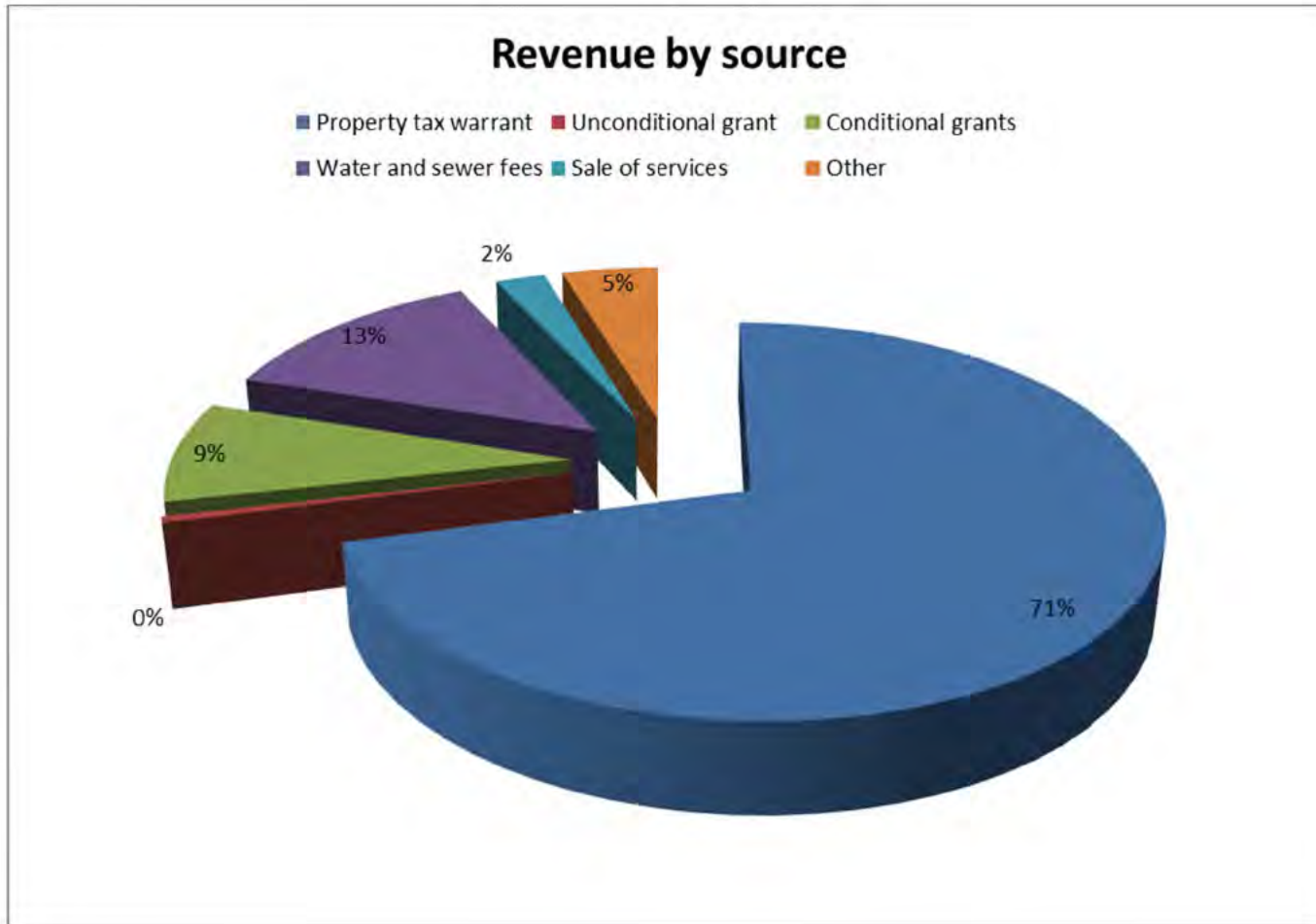


Highlights

Consolidated Financial Statements					
Year Ended December 31, 2019					
Revenue by source					
	Actual			Budget	
	2017	2018	2019	2019	
Property tax warrant	\$ 15,331,620	\$ 15,513,249	\$ 16,043,022	\$ 16,043,021	
Unconditional grant	119,970	188,558	122,190	122,190	
Conditional grants	2,840,868	2,646,730	1,940,058	1,326,500	
Water and sewer fees	2,778,345	2,926,116	2,954,811	2,800,287	
Sale of services	472,096	483,812	534,568	463,043	
Other	1,172,674	1,180,238	1,039,936	368,290	
	\$ 22,715,573	\$ 22,938,703	\$ 22,634,585	\$ 21,123,331	



Highlights



Highlights

- ▶ Comments re revenue
 - 3.41% increase in property tax warrant
 - 1.0% increase in utility revenue

	2019	2018	2017
Property tax rate	\$1.24	\$1.24	\$1.22
Municipal Tax base	\$1,293,791,950	\$1,251,068,506	\$1,256,690,300
Property tax warrant	\$16,043,022	\$15,513,249	\$15,331,620

	2019	2018	2017
Annual sewer rate	\$370	\$370	\$370
Base water rate per cm	\$1.15	\$1.15	\$1.15
Total revenue	\$2,954,811	\$2,926,116	\$2,778,345

Revenue Variances

- ▶ **Conditional Government Transfers**
 - Grants relating to the Sewer project = \$280,000
 - Gas Tax revenue = \$1,300,000
- ▶ **Other revenue**
 - DFA assistance = \$207,000
 - Flood insurance proceeds = \$196,500
- ▶ **Water and sewer revenue**
 - Connection fees = \$118,300

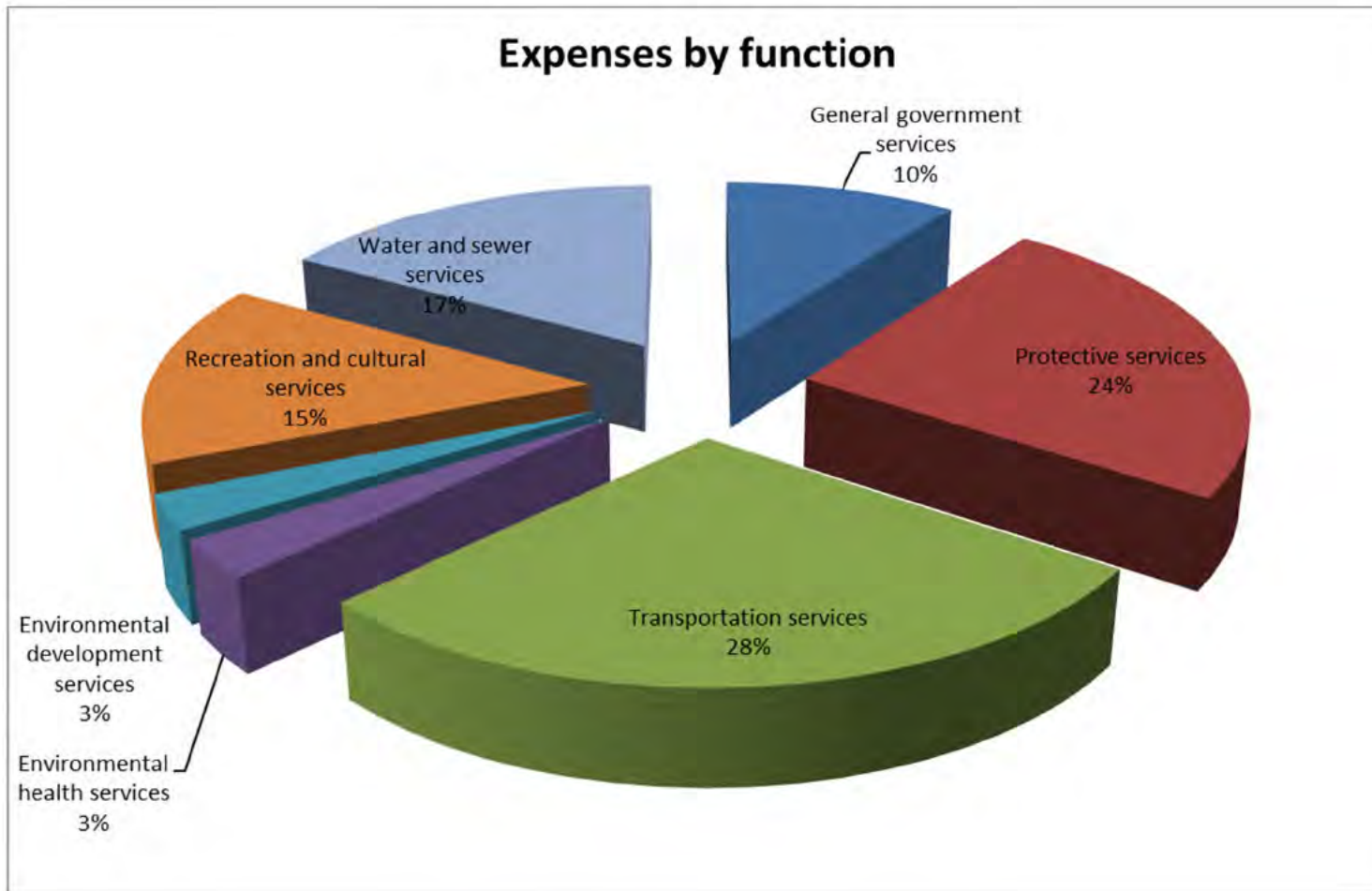


Highlights

Consolidated Financial Statements				
Year Ended December 31, 2019				
Expenses by function	Actual			Budget
	2017	2018	2019	2019
General government services	\$ 1,749,855	\$ 2,008,253	\$ 2,061,090	\$ 2,027,813
Protective services	4,517,766	4,741,811	5,057,638	4,942,674
Transportation services	5,153,494	6,201,748	5,811,118	5,263,088
Environmental health services	609,255	603,013	633,909	645,000
Environmental development services	471,203	557,799	580,575	649,680
Recreation and cultural services	2,768,742	2,793,212	3,011,998	2,795,824
Water and sewer services	3,275,838	3,171,918	3,435,557	3,189,231
	\$ 18,546,153	\$ 20,077,754	\$ 20,591,885	\$ 19,513,310



Highlights



Expenditure variances

▶ Recreation Services

- McGuire Centre repairs = \$140,000 (offset by insurance recoveries)

▶ Transportation

- Flood costs = \$215,000 (offset by recoveries of \$196,000)
- Assets written off = \$187,000
- Road surface improvements = \$80,000
- Salt and sand = \$50,000

▶ Water and Sewer

- Maintenance = \$90,000
- Water treatment costs = \$80,000 (capital budget)



Highlights

Capital Asset Continuity

	2019	2018
Opening Net Book Value	\$89,534,891	\$88,294,185
Asset additions	6,882,556	5,975,930
Amortization	(4,379,961)	(4,467,247)
Asset disposals (net)	(195,902)	(188,137)
Change in ownership *	(2,787)	(79,840)
Closing Net Book Value	\$91,838,797	\$89,534,891
Loss on disposal	\$193,490	\$184,874

* Jointly controlled entities



Highlights

New Capital additions by major projects

	Additions	
Transportation		
Equipment (fleet)	\$ 725,000	
Curbs and sidewalks	465,000	
Storm drainage	1,170,000	
Asphalt & microseal	2,730,000	\$5,090,000
Utility		
Water lines	\$ 668,000	
Sewer system	400,000	\$1,068,000
Protective services		
Fire truck	\$260,000	
Recreation		
Turf field	\$ 420,000	

Highlights

Statement of Financial Position

	2019	2018	2017
Non-financial assets	\$91,878,829	\$89,622,356	\$88,341,964
Net debt	\$12,800,782	\$12,585,650	\$14,100,913
Equity	\$79,078,047	\$77,036,706	\$74,241,051
Net debt per capita	\$1,100	\$1,080	\$1,209

Debt service cost

	General	Water & Sewer
Ratio of debt service costs to total expenses	6.6%	20.97%
Maximum allowable	20%	50%



Highlights

Long term debt

	2019	2018	2017
General fund	\$5,950,000	\$6,983,000	\$7,992,000
Utility	\$8,733,589	\$9,200,726	\$8,530,078
KRJBPC	\$327,573	\$381,620	\$440,889
Total	\$15,011,162	\$16,565,346	\$16,962,967

New debt-Utility – (major sewer project) 2017 \$ 1,298,000

2018 \$ 1,202,000

New debt-Transportation – (Church Ave) 2020 \$ 1,000,000



Mary Jane Banks

From: Stephen Tobias <stephen@saintjohntheatrecompany.com>
Sent: February 21, 2020 2:15 PM
To: Nancy Grant
Cc: 'Angela Birdsell'; 'Angela Halpin'
Subject: SJTC Support request
Attachments: Rothesay request letter.docx; Municipal top ten reasons.docx; The Wolves Budget (Autosaved).pdf; thewolvesstudyguide.pdf; MWTourReport Digital.pdf

Hello Nancy

Typically I have made a formal approach to the Town of Rothesay in the fall of the year. This past year our tour of Mary's Wedding to Germany and France has thrown off our scheduling a bit so I'm sending in something now in hopes that there may be some budgetary capacity.

We are producing a special cultural event at the new Saint John Fieldhouse which will have a strong youth component. We expect that we will be hosting a number of Rothesay High School students at one of the matinees.

I am enclosing:

- Cover letter outlining the project and the request
- Some talking points related to the project potential impacts
- Project budget
- Sample study guide which will serve as a templet for our Education Outreach materials
- Report on the Mary's Wedding tour to Germany/France

Let me know if you have any questions or would like more information on the project

Here are a couple of video links with information from other productions.

- <https://www.youtube.com/watch?v=BCFkExWltM4>
- <https://www.youtube.com/watch?v=J3QkMgaQ1BA>
- <https://www.youtube.com/watch?v=BQWG5E3tyAw>

Stephen Tobias
Executive Director/Artistic Director

The Saint John Theatre Company Inc.
The Atlantic Repertory Company (ARC)

www.saintjohntheatrecompany.com
www.atlanticrep.ca



ATLANTIC REPERTORY COMPANY

Ten Reasons why this project could be worthy of your consideration

- 1) **Literacy:** The SJTC/ARC have long considered literacy as a focus in the development of Education Outreach initiatives for our theatre projects. Theatre, by definition is an art form requiring and encouraging literacy. Countless articles speak to the impact of theatre on literacy in youth and we support that thinking. This has been the basis of our Classics for the Classroom and our new YOUTHatre programming. Also: the development of study-guides and other education collateral are designed to encourage further reading by students who attend.
- 2) **Diversity:** The Wolves will also be supportive of diversity. When auditions were held in early January over 60 young artists visited the auditions in Halifax and Saint John as well as auditioning via Skype. My instructions to the director, Laura Vingoe-Cram were that the project must exhibit cultural diversity and regional diversity. Our cast of ten young women features artists representing multiple cultures who come from all regions of Atlantic Canada. We have come to value the importance of young audience members seeing their culture represented on the stage and a key principal of ARC is to be inclusive and encourage diversity
- 3) **Women:** We cannot stress enough the value of producing a work that creates meaningful professional engagements for a group of ten young women. This is a very rare occurrence. I was particularly struck during the audition phase as artists repeatedly expressed their profound joy and excitement that they would have an opportunity to work on *The Wolves*.

a. Teenage girls, and particularly all girl experiences, so often get negatively portrayed in stories and the media. The Wolves feels like one of the first plays I have seen that shows a more accurate representation of how fun, silly, warm and nuanced teenage girls can be together and away from the male gaze. To be apart of a play about girls not solely as love interest but working physically together as a team, feels very exciting.

Franziska Glen

Cast Member (Halifax)

atlanticrep.ca | director@atlanticrep.ca

Atlantic Repertory Company

112 Princess Street

Saint John, NB

E2L 1K4



ATLANTIC REPERTORY COMPANY

b. Getting to work on a professional theatre project with 9 other women in the cast is a rare and amazing opportunity. The Wolves is challenging (and exciting for me) in both its themes and in the physicality and sharpness it asks of its actors. I'm looking forward to digging in to my character, especially the way she navigates a complicated leader/follower dichotomy.

Elizabeth Hicks

Cast Member (Carbonear, NL)

- 4) **Professional development:** Helping the SJTC build a critical mass of theatre professionals in Southern NB. One of the goals of ARC is to create strong experiences here in Saint John for young artists. During their visit we offer city tours and work to integrate them into our community allowing them to build relationships with local theatre makers. The long term goal is to create an environment whereby ARC alumni will develop an affinity with our region. Then, by adding ARC projects to the roster of multiple cultural employment opportunities in Saint John, Fredericton and Moncton, we hope to encourage some of these young artists to choose this region as a place to live and pursue their careers. In past decades, Southern New Brunswick has lacked a critical mass of work to support cultural residency. We are doing our bit to address that.
- 5) **Students:** the SJTC/ARC is working with the Anglophone South District in order to support as many as four special student-oriented daytime performance sat the Fieldhouse. Fully successful implementation of all programs would allow for as many as 1600 students to attend this event at no cost to individual students or schools.
- 6) **Bridging a gap:** This project offers a unique hybrid event bridging culture and sport. Of itself, The Wolves is a highly unique play in its depiction of young women sports on the stage. By choosing to present this work on the indoor soccer field in the new Saint John Fieldhouse, the venue adds to that cross-cultural aspect to the project.
- 7) **The Fieldhouse:** Supporting this project will also raise the profile and support the success of the Saint John Fieldhouse. As I first met with Bill MacMackin on this idea, his enthusiasm was encouraging. As he said, he had imagined many kinds of events at the facility, but he never dreamed it could house a theatre production. The Fieldhouse, The YMCA and the SJTC/ARC will be working together to support the success of this project as a means to raise the profile of the new facility and encourage a broader demographic to attend an event there.

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Atlantic Repertory Company

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Saint John, NB

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ATLANTIC REPERTORY COMPANY

- 8) **Cultural Infrastructure:** Supporting the development of ARC supports the development of new and vitally important physical infrastructure in Southern NB. As stated elsewhere, the County Courthouse on Kings Square in Saint John is currently under development to serve as a home for future ARC projects. However, this 200 seat theatre production facility will fill a gap in our cultural inventory by complimenting the 900 Seat Imperial theatre and the 100 seat BMO Studio Theatre (owned by the SJTC) This enhanced infrastructure will serve other arts organizations locally and throughout NB as they consider touring into the Greater Saint John region with projects which may not be large enough to justify the use of Imperial Theatre. A successful ARC supports the success of this important cultural infrastructure project.

- 9) **Regional Impact:** ARC projects are designed to build regional networks. Historically, theatre in southern NB was aligned very closely with the Toronto Theatre Industry. The ARC is specific in the goal of working with artists from throughout Atlantic Canada. Our goal is to create a new theatre network that connects theatre artists from all four Maritime provinces. The intention is to treat ARC artists as alumni maintaining connections over the long term. As we foster those relationships we plan to develop regional touring networks and production co-producers in other regions which can build greater overall capacity.

- 10) **Fun:** The Wolves will be a unique theatre production that will be very enjoyable for you to attend. I hope that, regardless of the level of support, the entire council will attend.



ATLANTIC REPERTORY COMPANY

February 19, 2020

To: Dr. Nancy Grant, Mayor of the Town of Rothesay and member of the Town Council
The Town of Rothesay

From: Stephen Tobias
Artistic Director
The Atlantic Repertory Company

Re: The Wolves at the Saint John Fieldhouse

I would first like to thank you all for your support of past SJTC projects. On several occasions over many years we have been pleased to count our municipality among our supporters. These projects have helped the organization grow and develop into one of the leading cultural organizations in our region of New Brunswick. Our entire team is grateful for your continued support.

Last year, the Saint John Theatre Company (SJTC) launched the Atlantic Repertory Company (ARC) which has been designed to support the development of emerging Atlantic Canadian theatre artists and to create unique and meaningful developmental opportunities for them. In the first year of ARC the company produced *No Man Is An Island*, an original work based on the history of Irish Immigration via Partridge Island. The ARC also produced a cutting edge new script, *Abyss*, by Berlin Playwright, Maria Milisavljevic. These plays were directed by Natasha MacLellan (TNB) and Richard Rose (Tarragon Theatre) respectively. Nine emerging theatre artists gained meaningful experience working on this material with leading theatre directors. Several high-school classes attended these events at no cost to the schools or individual students

In the fall of 2019, the ARC produced the first major project of the second season, *Mary's Wedding*. *Mary's Wedding* was produced at our BMO Studio Theatre, then went on to tour three locations throughout New Brunswick. Following the New Brunswick leg of the trip, the company toured the project to locations in Germany and France – the highlight being a special performance at the Canadian Embassy in Paris as part of the Remembrance Day commemorations. I have enclosed a report on the overall success of that project. The *Mary's Wedding* project created some amazing experiences for young artists while significantly raising the profile of the ARC and our community on an international stage.

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ATLANTIC REPERTORY COMPANY

I would like to now share information about an upcoming project that I hope will be of interest to you. The ARC will offer the NB Premiere of new play, *The Wolves*, in early May. *The Wolves* explores the experiences of high school girls through their weekly Saturday morning pre-game soccer warmups. The play was a finalist for the 2017 Pulitzer Prize for Drama. Featuring 10 female emerging theatre artists and an entirely female creative team, *The Wolves* will be a signature project for the ARC in 2020.

The Wolves will be a centerpiece of our Education Outreach initiatives in the spring of this year as it is an ideal vehicle for launching important discussions related to young women in sports; in theatre; and in life.

In the words of the playwright:

"I wanted to see a portrait of teenage girls as human beings - as complicated, nuanced, very idiosyncratic people who weren't just girlfriends or sex objects or manic pixie dream girls but who were athletes and daughters and students and scholars and people who were trying actively to figure out who they were in this changing world around them." Sarah DeLappe

A unique aspect of *The Wolves* project is our plan to present the play in a site-specific format on the indoor soccer field in the new Saint John Fieldhouse. Beyond the regular audience, our plan is to invite as many as 1200 - 1600 students over four matinees from high-schools in the greater Saint John region and from as far away as St Stephen and Sussex. We would provide pre-performance study guides for educators, complimentary tickets, and ideally, we would like to support bussing costs to ensure that there is no barrier to attendance.

We are also partnering with Soccer New Brunswick to create specialized training for the actors as well as to network the project to youth throughout the region. We will be working with the YMCA in support of their youth/sports programming.

I have enclosed a project budget, along with some information about the play. The project study guides are not yet complete so I have enclosed a study guide from the Lincoln Center production. I hope that this gives you an idea of the impact and scope that the project can achieve.

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ATLANTIC REPERTORY COMPANY

Another major aspect of ARC development is the quest to find a permanent home to house the project. The SJTC is currently taking over the Historic County Courthouse property on King Square in Uptown Saint John. The approval for the transfer was granted by Provincial Cabinet on January 16th and Municipal Heritage Board approval for the first phase of exterior work was granted on February 5th. Currently the Capital Phase of the project has raised \$4.2 million towards an overall \$8.0 million budget and our current planning anticipates bringing the new 200 seat facility online by 2022. While this does not speak specifically to this particular request for *The Wolves* project, I include this to provide a larger context. The intention of the Courthouse development is to create a permanent long-term home for the ARC program.

The Wolves is currently projecting a budgetary shortfall so we are reaching out to stakeholders from throughout the community for assistance. Typically, we would approach all municipalities in the fall of the year but our European Tour set us back in terms of scheduling. Im hopeful that the Town of Rothesay might have the capacity to consider \$1500 contribution to the project. In return for which we would provide a ticket package for all councillors for the May 7th performance and reception. There would also be promotional consideration for the Town of Rothesay as a Municipal partner of the project.

It is my hope that will consider this request and be supportive of our efforts. The ARC is becoming a key piece of cultural infrastructure which will create many opportunities for emerging talent in Atlantic Canada. The projects executed by ARC will help support the entire theatre industry in Southern NB by helping to build a critical mass of talent in our region. The ARC projects are essentially youth oriented, which makes them a perfect fit for the layering on of Education Outreach Initiatives.

The Wolves as a project exemplifies these principles. I hope that we might count on your support in achieving our goals. If you have any questions or would like a more detailed account of our activities or the ARC development, I would be happy to meet council privately to give a more detailed update as to our progress.

Regards

Stephen Tobias

Executive Director/Artistic Director

The Saint John Theatre Company/Atlantic Repertory Company

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Atlantic Repertory Company

112 Princess Street

Saint John, NB

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Doug MacDonald

From: Nancy Grant
Sent: March 18, 2020 10:08 AM
To: Doug MacDonald
Subject: Fwd: Announcement: New Atlantic Compassion Fund
Attachments: Media Release_March 17 2020 SJ1.docx

For Finance Committee please

Dr. Nancy Grant
Mayor

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

From: Alexya Heelis <alexya@unitedwaysaintjohn.com>
Sent: Tuesday, March 17, 2020 6:14 PM
To: gclark@quispamsis.ca; nancygrant@rothesay.ca; dnaish@townofstandrews.ca; faith.avery@town.stgeorge.nb.ca; mayor@town.ststephen.nb.ca; marc.thorne@sussex.ca; mayorjamestm@gmail.com; mayor@villageofgrandmanan.com; mayor.chorley@townofhampton.ca; mayor@towngbw.ca; don.darling@saintjohn.ca
Subject: Announcement: New Atlantic Compassion Fund

Good evening!

I hope you are all holding up well and having time to take care of your own well-being and mental health as you help your citizens navigate this challenging time.

I have an important fundraising development that has been moving very quickly over the last 48 hours. The 11 United Ways of Atlantic Canada are creating the **Atlantic Compassion Fund**. This fund is donor-inspired by a local business leader, Tom Rose of Atlantic Business Interiors, who has provided the initial commitment, a dollar-for-dollar match up to \$100,000 across Atlantic Canada.

The Fund will help to meet the basic and most pressing needs that so many are struggling to keep up with and respond to right now. Then, as funds allow, we'll move into a second and third tier of funding that focus on reducing the impact of further marginalization, and bringing people back together and rebuilding connections in community when the time is right. It is our sincere hope that the initial commitment of \$100,000 will inspire widespread generosity from individuals and businesses who want to do more to help take care of their community, including many donors right here in Saint John, Kings & Charlotte.

A regional press release was sent by United Way Halifax late this afternoon, and I will be sending a local release (attached) tomorrow morning.

Funds raised through the *Atlantic Compassion Fund* will be available to registered charities serving marginalized community members in Saint John, Kings & Charlotte Counties. Our funding will be aimed to complement, rather than duplicate, any government-led support.

At this time, we are building the process and details on how we will distribute funds, we will keep you informed as we proceed. In the meantime, if you are aware of any critical needs or responses in your communities, please let me know. Best,

Alexya Heelis
Interim Executive Director

United Way Saint John, Kings & Charlotte
(506) 658-1214

2020April14OPENSsessionFINAL_037

Please note that in response to COVID-19, the staff of United Way Saint John, Kings & Charlotte are working from home until further notice in order to support social distancing and protect our community's most vulnerable. All staff are available by phone and email during this time. Thank you.

Local business owner creates Atlantic Compassion Fund in response to COVID-19

2020April14OPENSsessionFINAL_038

March 17, 2020

For Immediate Release

As communities across the world move quickly in response to COVID-19, a local business owner is taking action to help Atlantic Canadians.

Tom Rose, President of Atlantic Business Interiors, is thrilled to have eleven United Ways throughout Atlantic Canada join him in creating the *Atlantic Compassion Fund*. The fund will support those who are most impacted by the widespread social distancing and other public health measures being implemented across the region.

Atlantic Business Interiors is donating up to \$100,000 in office furniture to support the community and non-profit sector in their ability to work remotely. In addition, Rose is going to match dollar for dollar the first \$100,000 of contributions made by individuals and businesses across the Atlantic Region. He encourages fellow business owners, big and small, to consider making a donation.

"Like so many others, my mind and heart have been racing, thinking about what I can do to help, particularly those who are already vulnerable, precariously employed, and experiencing or living on the edge of poverty," said Rose. "This fund will provide tangible support to those who need it most and I ask other businesses and individuals who can to join in and donate, too. Together, we can respond compassionately and demonstrate the importance of truly caring for one another."

Maria Rose, owner of Steve-O-Reno's Cappuccino in Halifax, is joining these efforts by donating up to \$10,000 in coffee and baked goods to service providers, and those they are helping, during these challenging and uncertain times. The goods will be prepared by a team operating with the highest level of cleanliness and goods will be delivered by a response-team on an as needed basis. She is encouraging other food and beverage establishments across Atlantic Canada to do what they can.

"There are many people who are going to be working tirelessly to support those most vulnerable during this time. It's a privilege to provide this help. We wouldn't be here without our community," says Maria Rose.

The *Atlantic Compassion Fund* will support community agencies and the people they serve during the COVID-19 pandemic. For example, the fund may be used to:

- meet the immediate needs of the most marginalized in our community, such as providing access to food, medicine, transportation, and mental health support;
- support outreach to seniors and vulnerable populations, such as grocery and supply deliveries, safety check-ins, or community interventions that replace traditional drop-in centre programming that is not permitted at this time;
- pay for deep cleaning services and related supplies and protections for community facilities and shelters; and,
- provide discretionary funds to service providers so they are better able to help those who will be underemployed, displaced, or further marginalized.

When this period of social distancing comes to an end, the *Atlantic Compassion Fund* may support programming or initiatives that will help bring our communities back together.

"Many people in our community are in crisis right now," says Alexya Heelis, Interim Executive Director of United Way Saint John, Kings & Charlotte. "Things like a lack of access to food, medicine and transportation, the closure of public spaces, lost wages, and inability to connect with family, friends or care providers can take already challenge circumstances to unmanageable extremes. Now more than ever we need to pull together to support those who need it most. We hope Tom's leadership inspires others to believe we can get through this together and to join in by making a donation of their own."

United Way Halifax will work with United Ways across New Brunswick, Nova Scotia, Prince Edward Island and Newfoundland and Labrador to spread the word and create as much positive impact as possible.

United Ways across Atlantic Canada are working to understand local needs from the ground up and identify specific ways this fund can meet immediate needs and fill gaps.

Funds raised will be distributed to registered charities and funded partners throughout Atlantic Canada and will be uniquely activated in each community based on local, immediate and emerging needs. We anticipate funding will start to be disbursed the week of March 23rd and it will aim to complement, rather than duplicate, any government-led support.

"As COVID-19 information is changing daily, the fund will evolve accordingly," Heelis says. "We are grateful for the community's generosity and are committed to turning around applications as quickly as possible, so funds can be invested as community needs emerge."

To make a donation to the *Atlantic Compassion Fund*, visit <https://www.unitedwayhalifax.ca/giving/united-by-compassion-fund.html>

-30-

Contacts:

United Way Saint John, Kings & Charlotte

Alexya Heelis

506-643-1383

alexya@unitedwaysaintjohn.com

Atlantic Business Interiors

Michelle Cook

902-266-9535

mcook@atlanticbusinessinteriors.ca

Steve-O-Reno's Cappuccino

Maria Rose

902-229-4649

maria@steveorenos.com

ABOUT UNITED WAY

United Way is donor-funded, community building organization. We are part of a national movement that is tackling social issues by harnessing Canadians' love for their community. We make it easy for donors and community members to learn about, invest in and help solve local issues they care about.

April 7,2020

To: Town of Rothesay:

Cc; Town of Quispamsis

I know with the pandemic going on right now this may seem trivial but I've been meaning to write every year but then I forget about it until I see it again in the spring. On my last two night shifts I observed private companies cleaning commercial parking lots within both towns where leaf blowers and large tractors with sweepers attached are the only items used. This is a common occurrence every spring including our parking lot here at KRPF.

The issue I take exception too is these private companies do not use water with the large sweeper and the employees using the leaf blowers just blow the dirt onto each town's landscaping. When they do it this way there is also an extreme large cloud of dust and dirt that is blown into the air just to land on other buildings, properties and vehicles leaving those owners to clean up after them.

The size of the cloud of dirt coming over the Hampton Rd by the Ultramar in Quispamsis was just insane on Sunday night. The Shoppers Drug Mart parking lot was being swept by a tractor and leaf blowers at this time. Again tonight, I observed the same in Rothesay in the Fairvale Physio parking lot.

I believe a bylaw should be considered with regards to banning the leaf blowers altogether as it pertains to parking lot cleaning and the need to use water when using the large sweepers to keep the dust down. This method of cleaning commercial lots is very inconsiderate to the owners of surrounding properties as well as to the employees of both Towns who work very hard to maintain the landscaping and clean streets for all of us.

Thank you for your consideration

Sgt Joe Cantelo

Kennebecasis Regional Police

Office of the Clerk Town of Quispamsis
12 Landing Court | Quispamsis, NB | E2E 4R2
T: 506 849 5738 | F: 506 849 5799 | csnow@quispamsis.ca



April 9, 2020

Mayor & Council
Town of Rothesay
70 Hampton Road
Rothesay, NB
E2E 5L5

Your Worship and Members of Council:

RE: DONATION TO KV FOOD BASKET

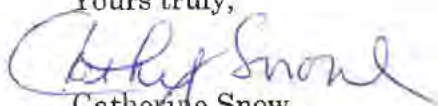
The Council of the Town of Quispamsis, at its April 7, 2020 Regular Meeting, authorized a financial contribution in the amount of \$1500 to the KV Food Basket to help local families who have been adversely affected by the COVID-19 pandemic.

We will also be posting the KV Food Basket's contact information on our website for anyone interested in making donations.

Council also included as part of its motion that the Town of Rothesay be asked to consider a similar donation to the KV Food Basket to help local families in need at this time.

Trusting this meets with your approval.

Yours truly,


Catherine Snow
Town Clerk

Mary Jane Banks

From: [REDACTED]
Sent: April 8, 2020 1:27 PM
To: Mary Jane Banks
Subject: Re: Questions for the council meeting I cannot attend due to distancing and technology constraints

1. Is the Mayor and council aware of the danger this technology poses to humans?
2. Is the council aware that this radiation is irradiating everyone within its range, 24 hours a day 7 days a week, and that its cumulative effect can be and most assuredly will be detrimental to averagely healthy humans let alone the senior population and those suffering with diminished health due to pre-existing conditions?
3. Is the council aware that it is the will of the telecom Industry and the federal government that every city, and town in Canada be installed With this technology? Do you know that it is currently being installed across our nation while we are all expected to be self Isolating?
4. I would like to begin discussions about some type Of regulatory ordinance that keeps these transmitters from being installed In our schools, public spaces and most importantly, near our homes where we spend most of our time.

The impact of this technology has grave consequences. Please research the harms for yourself.

I hope to be discussing solutions with council as soon as we are all able to gather together again in one room.

Thank you for your consideration and time. We need to collectively Makes Decisions about this technology once we get informed as it WILL impact us all negatively, if we allow the install to proceed unchecked.

Sincerely, Liz Kramer

On Apr 8, 2020, at 11:57 AM, Mary Jane Banks <MaryJaneBanks@rothesay.ca> wrote:

Can you please resubmit your information. I did not receive it.

If you can send the pertinent information by 1pm today it would be appreciated.

Thanks~

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

Sent from mobile device

From: [REDACTED]
Sent: Wednesday, April 8, 2020 10:45:36 AM

To: Mary Jane Banks <MaryJaneBanks@rothesay.ca> ~~2020 Critical OPEN Session FINAL_043~~

Subject: Re: Question

Thank you Mary Jane.

I already submitted something and there was not one single reply or even an acknowledgement of receipt.

So instead, I would Like to

- 1) Submit a ten minute video of Someone else Talking about the subject and
- 2) submit about 4 questions to be answered.
- 3) Also I would like to be able To Come and do a presentation on the matter in the future after this distancing situation is over. Before the three month stipulation since I didn't actually get to do a physical presentation.

Please Let Me know ASAP. The video is on the internet so I can provide the Link.
I can have my Questions ready in an hour.

Will you accept?

Sincerely, Liz Kramer

On Apr 8, 2020, at 8:34 AM, Mary Jane Banks <MaryJaneBanks@rothesay.ca> wrote:

Good morning Liz.

The Town is working through the technology aspect of required physical distancing under the provincial State of Emergency and is unable to accommodate a presentation from the public at this time.

If you wish to submit something in writing, it can be added to the agenda for next Tuesday's meeting.

Please note the agenda deadline is noon today.

Thanks and enjoy your day~

MaryJane

Mary Jane E. Banks, BComm, NACLAA II
Town Clerk - Rothesay
Director of Administrative Services
70 Hampton Road
Rothesay, NB E2E 5L5

MaryJaneBanks@rothesay.ca

p (506)848-6664

f (506)848-6677

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

2020 April 4 OPEN Session Final 044
Any correspondence with employees, agents, or elected officials of the town of Rothesay may be subject to disclosure under the provisions of the Right to Information and Protection of Privacy Act, S.N.B. 2009, c. R-10.6.

From: [REDACTED]
Sent: April 7, 2020 3:09 PM
To: Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Subject: Re: Question

Thank you I had not see the reply.
What about if you want to make a presentation at the meeting? This to can be handled via teleconference?

Thanks, Liz

Sent from my iPhone

On Apr 7, 2020, at 1:19 PM, Mary Jane Banks
<MaryJaneBanks@rothesay.ca> wrote:

Hi Liz.

Did you leave a message with the answering service today? Doug responded to your email last week.

The Council meeting will be held by teleconference and a link will be posted on the agenda page <https://www.rothesay.ca/town-hall/agendas/> where residents will be able to access a LIVE audio feed of the meeting.

If it wasn't you, my apologies. The name left by the answering service was similar to yours.

Mary Jane

Mary Jane E. Banks, BComm, NACLAA II
Town Clerk - Rothesay
Director of Administrative Services
70 Hampton Road
Rothesay, NB E2E 5L5

MaryJaneBanks@rothesay.ca

p (506)848-6664

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l'environnement, réfléchissez avant d'imprimer

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From: Doug MacDonald <DougMacDonald@rothesay.ca>
Sent: April 7, 2020 1:12 PM
To: Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Subject: FW: Question

From: Doug MacDonald
Sent: April 2, 2020 11:13 AM
To: [REDACTED]
Subject: RE: Question

Good morning Ms. Kramer, your question has been passed to me for comment.

Questions regarding the details relating to the Police Commission budget should be forwarded to the Kennebecasis Regional Police Department. I can provide some additional general information. This particular budget is for the provision of 911 services. These services are provided by the City of Saint John and costs shared amongst various regional partners.

Doug MacDonald, CPA CA
Treasurer - Rothesay

Direct line - 848-6663
Cell - 647-0937

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

From: [REDACTED]
Sent: April 2, 2020 9:01 AM
To: Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Subject: Question

Hi Mary Jane,

I am looking for details, I thought you would be the best person to ask.

From the minutes from the November meeting, there was the following statement concerning the budget:

<image001.jpg>

Can I please have the details of the telecom budget?

Thank you very much for your time.

Sincerely, Liz Kramer

Mary Jane Banks

From: [REDACTED]
Sent: April 8, 2020 1:06 PM
To: Mary Jane Banks
Subject: Fwd: 5g a problem for ALL of us

This is the email I had sent, to which I had no acknowledgement from Any of the recipients.

Sent from my iPhone

Begin forwarded message:

From: lizkramer@hotmail.com
Date: February 20, 2020 at 9:31:04 AM AST
To: Nancy Grant <NancyGrant@rothesay.ca>, Mary Jane Banks <MaryJaneBanks@rothesay.ca>, Grant Brennan <GrantBrenan@rothesay.ca>, Don Shea <DonShea@rothesay.ca>, Peter Lewis <PeterLewis@rothesay.ca>, Tiffany Mackay French <TiffanyMackayFrench@rothesay.ca>, Miriam Wells <miriamwells@rothesay.ca>, Matthew Alexander <MatthewAlexander@rothesay.ca>, billmcguire@rothesay.ca
Subject: 5g a problem for ALL of us

Dear Mayor Grant and members of the council,

This is a really complicated subject.

On the one hand, there is a struggle about who's tech Canada is going to use. Whether we are going to allow a Chinese company to install the network here in Canada.

Some may think it's about money, or security At least we should make sure actual Canadians are the ones to profit from this implementation?

The REAL issue is much deeper.

5G is VERY DANGEROUS!

I am going to try to not bombard you with too much information.

At the very least, you need to listen to this video. Four canadian scientists talking about the implementation of 5G in Ontario.

<https://youtu.be/S16QI6-w9I8>

We are focused on debating who will profit from this technology.

Our real focus needs to be, how will the health and wellbeing of citizens be affected by this technology.

There are NO studies proving this technology is safe.

2020April14OPENSsessionFINAL_048

Just ask Anyone who suffers from the ill effects of the radiation emitting from our current tech devices.

Do you know someone already suffering? I do, and frankly it's hard to wrap your head around. How can something that doesn't have the same effect on everyone, be so dangerous?

Watch the video from the link above. If you care about protecting the people you represent, you need to take the time to watch the video and research for yourself.

There are plenty of people suffering from current technology. All you have to do is look.

I will send more links in the coming weeks.

I try to turn off the wireless devices at night, including the router. I try to stay far away from the devices while I'm using them. With the implementation of 5G, the emitting devices will be so close together there will be no escape. They will be on the corner of office buildings and every three to four telephone poles. There will be no escaping it once it is implemented in our community.

Do you want this for your children and grand children? Do you want this for your community? Do you want to be responsible for bringing this to your community?

These are all important questions you need to ask yourself. Now go watch the video, linked above.

It's the least you can do.

Thank you for your time.

Sincerely, Liz Kramer

Mary Jane Banks

From: [REDACTED]
Sent: April 8, 2020 1:11 PM
To: Mary Jane Banks
Subject: Re: Question

Here is a link to the webpage that contains the video that I would like to have viewed I
Lieu of my individual presentation, to be delivered at a later date once the distancing rule relaxes.

<https://www.collective-evolution.com/2018/10/26/veteran-md-drops-bombshell-at-michigans-5g-small-cell-tower-legislation-hearing/>

The video is halfway down the page and it is testimony from Dr. Sharon Goldberg about senate bill 637.

I will send my questions promptly.

On Apr 8, 2020, at 11:57 AM, Mary Jane Banks <MaryJaneBanks@rothesay.ca> wrote:

Can you please resubmit your information. I did not receive it.

If you can send the pertinent information by 1pm today it would be appreciated.

Thanks~

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

Sent from mobile device

From: [REDACTED]
Sent: Wednesday, April 8, 2020 10:45:36 AM
To: Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Subject: Re: Question

Thank you Mary Jane.

I already submitted something and there was not one single reply or even an acknowledgement of receipt.

So instead, I would Like to

- 1) Submit a ten minute video of Someone else Talking about the subject and
- 2)submit about 4 questions to be answered.
- 3)Also I would like to be able To Come and do a presentation on the matter in the future after this distancing situation is over. Before the three month stipulation since I didn't actually get to do a physical presentation.



April 1st, 2020

Mayor Nancy Grant and Council
70 Hampton Road
Rothesay, N.B. E2E 5L5



Supporting our best and brightest in healthcare during uncertain times

Dear Mayor Nancy Grant and Council:

In these unprecedented days ahead, we are all trying to make sense of an ever-evolving situation that continues to change and will again by the time you read this letter. There doesn't seem to be a roadmap or a timeline to this pandemic right now, but I do know that we will find a common route together and get through this health crises and be better for it.

I value our treasured health care system and realize it will be taxed to its capacity in the weeks and months ahead. Our foundation will continue to play an active role in supporting it by ensuring our best and brightest from the province who want to practice medicine here will be supported to do so. As Canada's only private not for profit foundation dedicated to offering medical school bursaries for return to service pledge agreements to practice in New Brunswick; we stand fully committed to making sure scholarships are offered again this year and for years ahead. More than ever, I feel our role can really benefit the healthcare system.

In 2019, our foundation provided 41 scholarships and \$303,000.00 allocated to support them. Since its inception over 10 years, this organization has provided over \$2,000,000.00 to medical school student scholarships and directly supported 279 bursaries which works out to 279 years of return to service pledge agreements. The foundation has 130 alumni that includes medical students, those in residency, and 16 who are already practicing as family medicine physicians, medical specialists, and emergency room doctors. In addition, 95 of our alumni are medical students who have signed a return to service pledge guaranteeing one year of medical service for each year of scholarship received for up to four years. This is the backbone of what we do in in our province, allow New Brunswickers who want to study medicine and have a career as a physician here and the opportunity to do so. Our scholarship recipients are from all walks of life, every socio-economic background, and come from every corner of the province. We need them now more than ever and, in the future, too.

From the pandemic we are facing now to a significant retirement curve in the medical profession, providing an equal and accessible opportunity to our best and brightest residents to stay and practice here is paramount to supporting our care. Let's not lose that opportunity to keep our most valuable asset here in New Brunswick, our citizens who want to learn and be physicians in our community.

If you have been a supporter of the foundation's work in the past, I want to thank you from the bottom of my heart and I hope we can count on you to give again. If you have not and would like to learn more, please visit our website at www.nbmeded.ca or contact me directly by email at darren.mcleod@nbmeded.ca or by phone at 506-349-5053.

I fully realize these are tough and uncharted times for all us emotionally and economically. We too have felt the sting of the markets and have had to make major changes in how to work now and for an undefined period of time. Any amount would be received with the utmost gratitude and appreciation for what it will do continue our work to support medical education and future physicians in our province. Be healthy and be well. Thank you and in gratitude.

Darren McLeod
Executive Director

Town of Rothesay

General Fund Financial Statements

February 29, 2020

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 - February	G11
Project Funding - March - Draft	G12

Town of Rothesay

Balance Sheet - Capital General Fund 2/29/20

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	790,000
Total Long Term Debt	5,950,000

Total Liabilities \$ 6,740,000

Investment in General Fund Fixed Assets 41,391,289

\$ 48,131,289

Town of Rothesay
 Balance Sheet - General Fund Reserves
 2/29/20

ASSETS

BNS General Operating Reserve #214-15	556,431
BNS General Capital Reserves #2261-14	855,489
BNS - Gas Tax Reserves - GIC	4,595,165
Gen Reserves due to/from Gen Operating	120,374
	<u>\$ 6,127,459</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	4,366,824
Invest. in General Capital Reserve	666,783
General Gas Tax Funding	335,047
Invest. in General Operating Reserve	564,077
Invest. in Land for Public Purposes Reserve	141,047
Invest. in Town Hall Reserve	53,682
	<u>\$ 6,127,460</u>

Town of Rothesay
 Balance Sheet - General Operating Fund
 2/29/20

CURRENT ASSETS

Cash	534,043
Receivables	208,282
HST Receivable	98,433
Payroll Clearing	(117)
Inventory	21,681
Gen Operating due to/from Util Operating	308,932
Total Current Assets	<u>1,171,255</u>
Other Assets:	
Projects	147,902
	<u>147,902</u>
TOTAL ASSETS	<u><u>1,319,157</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	654,584
Other Payables	423,569
Gen Operating due to/from Gen Reserves	120,374
Gen Operating due to/from Gen Capital	(790,000)
Accrued Pension Obligation	44,500
Accrued Retirement Allowance	408,322
Def. Rev-Quispamsis/Library Share	37,631
TOTAL LIABILITIES	<u>898,979</u>

EQUITY

Retained Earnings - General	20,362
Surplus/(Deficit) for the Period	399,816
	<u>420,178</u>
	<u><u>1,319,157</u></u>

2020April14OPENSsessionFINAL_055

Town of Rothesay

Statement of Revenue & Expenditure
2 Months Ended 2/29/20

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Warrant of Assessment	1,374,372	1,374,372	2,748,744	2,748,744	0		16,492,464
Sale of Services	43,461	35,458	90,629	70,917	19,713		410,300
Services to Province of New Brunswick	5,000	5,000	10,000	10,000	0		60,000
Other Revenue from Own Sources	1,991	8,013	11,019	16,025	(5,006)		108,150
Unconditional Grant	10,695	10,695	21,389	21,389	0		128,335
Conditional Transfers	0	0	-897	0	(897)		26,500
Other Transfers	0	0	99,251	99,251	0		1,099,251
	<u>\$1,435,519</u>	<u>\$1,433,537</u>	<u>\$2,980,136</u>	<u>\$2,966,326</u>	<u>\$13,810</u>		<u>\$18,325,000</u>
EXPENSES							
General Government Services	118,776	138,655	472,472	520,486	48,014		2,308,843
Protective Services	399,404	402,695	799,706	805,390	5,685		5,331,346
Transportation Services	307,633	351,665	733,031	811,879	78,848		3,606,766
Environmental Health Services	48,525	51,500	101,932	104,000	2,068		658,000
Environmental Development	66,667	65,142	121,506	130,022	8,516		605,940
Recreation & Cultural Services	101,424	118,772	351,115	380,560	29,445		2,112,991
Fiscal Services	237	333	558	667	108		3,701,113
	<u>\$1,042,666</u>	<u>\$1,128,763</u>	<u>\$2,580,320</u>	<u>\$2,753,004</u>	<u>\$172,684</u>		<u>\$18,324,999</u>
Surplus (Deficit) for the Year	<u>\$392,853</u>	<u>\$304,774</u>	<u>\$399,816</u>	<u>\$213,322</u>	<u>\$186,494</u>		<u>\$ 1</u>

Town of Rothesay
Statement of Revenue & Expenditure
2 Months Ended 2/29/20

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Sale of Services							
Bill McGuire Memorial Centre	1,598	1,667	5,063	3,333	1,729		20,000
Town Hall Rent	5,944	6,083	12,528	12,167	361		73,000
Arena Revenue	33,674	26,192	68,588	52,383	16,205	1	220,800
Community Garden	0	0	(40)	0	(40)		1,000
Fox Farm Rental	900	850	2,450	1,700	750		10,200
Recreation Programs	1,346	667	2,041	1,333	708		85,300
	<u>43,461</u>	<u>35,458</u>	<u>90,629</u>	<u>70,917</u>	<u>19,713</u>		<u>410,300</u>
Other Revenue from Own Sources							
Licenses & Permits	420	6,250	7,543	12,500	(4,957)	2	75,000
Recycling Dollies & Lids	10	83	47	167	(120)		1,000
Interest & Sundry	1,336	833	2,508	1,667	841		10,000
Miscellaneous	225	846	921	1,692	(770)		10,150
Fire Dept. Administration	0	0	0	0	0		12,000
	<u>1,991</u>	<u>8,013</u>	<u>11,019</u>	<u>16,025</u>	<u>(5,006)</u>		<u>108,150</u>
Conditional Transfers							
Canada Day Grant	0	0	0	0	0		1,500
Grant - Other	0	0	(897)	0	(897)	3	25,000
	<u>0</u>	<u>0</u>	<u>(897)</u>	<u>0</u>	<u>(897)</u>		<u>26,500</u>
Other Transfers							
Surplus of 2nd Previous Year	0	0	99,251	99,251	0		99,251
Utility Fund Transfer	0	0	0	0	0		1,000,000
	<u>0</u>	<u>0</u>	<u>99,251</u>	<u>99,251</u>	<u>0</u>		<u>1,099,251</u>
EXPENSES							
General Government Services							
Legislative							
Mayor	2,917	3,750	6,309	7,500	1,191		47,000
Councillors	9,675	10,342	19,496	20,683	1,187		136,100
Regional Service Commission 9	0	0	899	1,750	851		7,000
Other	400	1,125	875	2,250	1,375		13,500
	<u>12,992</u>	<u>15,217</u>	<u>27,579</u>	<u>32,183</u>	<u>4,604</u>		<u>203,600</u>
Administrative							
Office Building	5,919	8,417	11,623	16,833	5,210		155,000
Solicitor	954	4,167	954	8,333	7,379		50,000
Administration - Wages & Benefits	76,671	83,320	188,376	202,934	14,558		1,081,656
Supplies	2,376	9,142	4,725	18,283	13,558		109,700
Professional Fees	0	1,667	0	3,333	3,333		30,000
Other	15,463	12,477	39,781	34,955	(4,826)	4	159,729
	<u>101,384</u>	<u>119,189</u>	<u>245,459</u>	<u>284,672</u>	<u>39,213</u>		<u>1,586,085</u>

2020April14OPENSsessionFINAL_057

	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	319	1,667	1,348		10,000 G7
Civic Relations	0	167	0	333	333		2,000
Insurance	0	0	194,165	195,131	966		195,131
Donations	4,400	2,917	5,100	5,833	733		35,000
Cost of Assessment	0	0	0	0	0		258,027
Property Taxes - L.P.P.	0	0	0	0	0		15,000
Fox Farm Rental Expenses	0	333	(150)	667	816		4,000
	<u>4,400</u>	<u>4,250</u>	<u>199,434</u>	<u>203,631</u>	<u>4,197</u>		<u>519,158</u>
	<u>118,776</u>	<u>138,655</u>	<u>472,472</u>	<u>520,486</u>	<u>48,014</u>		<u>2,308,843</u>
Protective Services							
Police							
Police Protection	215,137	215,137	430,274	430,274	0		2,581,645
Crime Stoppers	0	0	0	0	0		2,800
	<u>215,137</u>	<u>215,137</u>	<u>430,274</u>	<u>430,274</u>	<u>0</u>		<u>2,584,445</u>
Fire							
Fire Protection	171,204	171,204	342,407	342,407	0		2,225,646
Water Costs Fire Protection	0	0	0	0	0		325,000
	<u>171,204</u>	<u>171,204</u>	<u>342,407</u>	<u>342,407</u>	<u>0</u>		<u>2,550,646</u>
Emergency Measures							
911 Communications Centre	13,063	13,063	26,126	26,126	0		156,755
EMO Director/Committee	0	1,667	80	3,333	3,253		20,000
	<u>13,063</u>	<u>14,730</u>	<u>26,206</u>	<u>29,459</u>	<u>3,253</u>		<u>176,755</u>
Other							
Animal & Pest Control	0	792	819	1,583	765		9,500
Other	0	833	0	1,667	1,667		10,000
	<u>0</u>	<u>1,625</u>	<u>819</u>	<u>3,250</u>	<u>2,431</u>		<u>19,500</u>
Total Protective Services	<u>399,404</u>	<u>402,695</u>	<u>799,706</u>	<u>805,390</u>	<u>5,685</u>		<u>5,331,346</u>

2020April14OPENSsessionFINAL_058

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Transportation Services							
Common Services							
Administration (Wages & Benefits)	123,676	141,682	315,060	348,913	33,853		1,810,279
Workshops, Yards & Equipment	43,617	49,477	131,449	145,954	14,505		693,723
Engineering	0	625	2,861	1,250	(1,611)		7,500
	<u>167,293</u>	<u>191,784</u>	<u>449,370</u>	<u>496,116</u>	<u>46,747</u>		<u>2,511,502</u>
Street Cleaning & Flushing							
Roads & Streets	1,396	4,583	2,587	9,167	6,580		55,000
Crosswalks & Sidewalks	1,131	1,031	2,849	2,063	(786)		21,063
Culverts & Drainage Ditches	0	5,625	954	11,250	10,296		67,500
Snow & Ice Removal	117,821	126,600	241,533	253,200	11,667		602,000
	<u>120,348</u>	<u>138,840</u>	<u>247,923</u>	<u>277,679</u>	<u>29,756</u>		<u>785,563</u>
Street Lighting							
	13,136	10,833	24,917	21,667	(3,251)	5	130,000
Traffic Services							
Street Signs	43	667	410	1,333	924		8,000
Traffic Lanemarking	637	0	637	0	(637)		30,000
Traffic Signals	846	3,333	2,697	6,667	3,969		40,000
Railway Crossing	1,184	2,000	2,785	4,000	1,215		24,000
	<u>2,709</u>	<u>6,000</u>	<u>6,529</u>	<u>12,000</u>	<u>5,471</u>		<u>102,000</u>
Public Transit							
Public Transit - Comex Service	0	0	0	0	0		71,201
KV Committee for the Disabled	4,000	4,000	4,000	4,000	0		4,000
Public Transit - Other	146	208	292	417	125		2,500
	<u>4,146</u>	<u>4,208</u>	<u>4,292</u>	<u>4,417</u>	<u>125</u>		<u>77,701</u>
Total Transportation Services	<u>307,633</u>	<u>351,665</u>	<u>733,031</u>	<u>811,879</u>	<u>78,848</u>		<u>3,606,766</u>
Environmental Health Services							
Solid Waste Disposal Land Fill	13,281	16,250	33,434	32,500	(934)		195,000
Solid Waste Disposal Compost	1,163	3,000	2,651	6,000	3,349		36,000
Solid Waste Collection	23,217	24,167	46,435	48,333	1,899		290,000
Solid Waste Collection Curbside Recycling	10,864	8,083	18,891	16,167	(2,725)	6	97,000
Clean Up Campaign	0	0	521	1,000	479		40,000
	<u>48,525</u>	<u>51,500</u>	<u>101,932</u>	<u>104,000</u>	<u>2,068</u>		<u>658,000</u>
Environmental Development Services							
Planning & Zoning							
Administration	58,436	52,952	101,915	102,442	528		456,460
Planning Projects	0	3,750	0	7,500	7,500		45,000
Heritage Committee	0	208	0	417	417		2,500
	<u>58,436</u>	<u>56,910</u>	<u>101,915</u>	<u>110,359</u>	<u>8,444</u>		<u>503,960</u>
Economic Development Comm.							
Tourism	8,232	8,232	16,463	16,463	0		98,780
	0	0	3,129	3,200	71		3,200
	<u>8,232</u>	<u>8,232</u>	<u>19,592</u>	<u>19,663</u>	<u>72</u>		<u>101,980</u>
	<u>66,667</u>	<u>65,142</u>	<u>121,506</u>	<u>130,022</u>	<u>8,516</u>		<u>605,940</u>

2020April14OPENSsessionFINAL_059

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Recreation & Cultural Services							
Administration	16,114	18,872	47,295	46,492	(802)	7	263,960
Beaches	0	0	1,356	0	(1,356)		45,500
Rothesay Arena	34,014	32,434	60,336	71,068	10,732		335,434
Memorial Centre	5,815	4,417	9,601	8,833	(768)		61,000
Summer Programs	252	0	912	0	(912)		62,000
Parks & Gardens	24,967	37,479	75,819	89,601	13,783		586,554
Rothesay Common Rink	9,130	7,639	20,538	19,279	(1,260)		57,672
Playgrounds and Fields	209	6,167	2,753	12,333	9,580		115,000
Regional Facilities Commission	0	0	112,923	112,923	0		451,692
Kennebecasis Public Library	7,179	7,179	14,357	14,357	0		86,144
Special Events	3,745	4,500	5,225	5,500	275		39,500
PRO Kids	0	0	0	0	0		7,500
Rothesay Living Museum	0	86	0	173	173		1,035
	<u>101,424</u>	<u>118,772</u>	<u>351,115</u>	<u>380,560</u>	<u>29,445</u>		
Fiscal Services							
Debt Charges							
Interest	237	333	558	667	108		173,113
Debenture Payments	0	0	0	0	0		778,000
	<u>237</u>	<u>333</u>	<u>558</u>	<u>667</u>	<u>108</u>		<u>951,113</u>
Transfers To:							
Capital Fund for Capital Expenditures	0	0	0	0	0		2,750,000
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>2,750,000</u>
	<u>237</u>	<u>333</u>	<u>558</u>	<u>667</u>	<u>108</u>		<u>3,701,113</u>

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Town of Rothesay

Variance Report - General Fund

2 months ending February 29, 2020

Note #	Actual	Budget	Better/(Worse)	Description of Variance
Revenue				
1	\$ 68,588	\$ 52,383	16,205	Deposit for spring (to be refunded)
2	6,250	7,543	(1,293)	Slow start - likely for the year
3	(897)	-	(897)	SEED grant overpayment
Expenses				
General Government				
4	39,781	34,955	[4,826]	WHSCC timing (3 pays in Feb)
Protective Services				
Transportation				
5	24,917	21,667	[3,250]	Budget may be low
Environmental Health				
6	\$ 18,891	\$ 16,167	[2,724]	purchase additional containers
Environmental Development				
Recreation & Cultural Services				
7	\$ 1,356	\$ -	[1,356]	repairs to chairs
Fiscal Services				
Total \$ (12,156)				
Variance per Statement \$ 172,684				
Explained -7.04%				

Town of Rothesay

Capital Projects 2020
General Fund
2 Months Ended 2/29/20

	Original BUDGET	CURRENT Y-T-D	Remaining Budget	Budget	Actual
General Government					
12010560 Town Hall Equipment Purchases G-2019-005	170,000	0	170,000		
12010660 IT 2020 G-2020-008	45,000	0	45,000		
Total General Government	215,000	0	215,000		
Protective Services					
12011560 Protective Serv. Equipment Purchases P-2020-010	480,000	11,653	468,347		
Total Protective Services	480,000	11,653	468,347		
Transportation					
12021360 Transportation Equipment Purchases T-2020-003	615,000	0	615,000		
12027260 Asphalt Microseal 2020 T-2020-005	1,200,000	25,712	1,174,288		
12027360 Sandbagging T-2020-006	0	0	0		
Unassigned:					
Designated Highway	\$ 1,130,000			Roller	45,000
Curb & Sidewalk	\$ 305,500			Tandem Dump	300,000
2021 Asphalt Design	\$ 60,000			5500 1 ton	100,000
Stormwater Master Plan	\$ 300,000			F250 3/4 ton	60,000
Traffic Study	\$ 40,000			F150 1/2 ton 4x4	50,000
				1500 1/2 ton	60,000
Total Transportation	3,650,500	25,712	1,789,288		615,000
Recreation					
12020860 Recreation Equipment Purchases R-2020-004	110,000	0	110,000		
12027160 Scribner Field Replacement R-2020-002	550,000	4,901	545,099		
12020760 Trail Development R-2020-007	50,000	0	50,000	Truck	60,000
12012060 Arena Renovation R-2020-011	1,020,000	0	1,020,000	Equipment	50,000
Total Recreation	1,730,000	4,901	1,725,099		110,000
Carryovers					
12026860 Church Avenue Reconstruction T-2019-002	0	103,423	103,423		
12026960 Cameron Rd/Mulberry Lane T-2019-006	0	12,698	12,698		
12025160 Designated Highway 2019	0	-11,838	11,838		
12026660 Asphalt/Microseal 2019 T-2019-001	0	1,352	1,352		
	0	105,635	105,635		
Total	\$ 6,075,500	\$ 147,902	\$ 4,092,098		
Funding					
General Government	215,000	Operating	Borrow	Gas Tax	Grant
Protective Services	480,000	215,000			
Transportation	3,650,500	112,500	367,500	560,500	847,500
Recreation	1,730,000	2,242,500	1,550,000		
	1,730,000	180,000	1,917,500	560,500	847,500
Total	\$ 6,075,500	\$ 2,750,000	\$ 1,917,500	\$ 560,500	\$ 847,500

Town of Rothesay

Capital Projects 2020
General Fund
3 Months Ended 3/31/20

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	Original BUDGET	CURRENT Y-T-D	Remaining Budget	Budget	Actual
General Government					
12010560 Town Hall Equipment Purchases G-2019-005	170,000	0	170,000		
12010660 IT 2020 G-2020-008	45,000	17,924	27,076		
Total General Government	215,000	17,924	197,076		
Protective Services					
12011560 Protective Serv. Equipment Purchases P-2020-010	480,000	11,653	468,347		
Total Protective Services	480,000	11,653	468,347		
Transportation					
12021360 Transportation Equipment Purchases T-2020-003	615,000	56,825	558,175		
12027260 Asphalt Microseal 2020 T-2020-005	1,200,000	63,677	1,136,323		
12027360 Sandbagging T-2020-006	0	0	0		
Unassigned:					
Designated Highway	1,130,000	0	0		
Curb & Sidewalk	305,500	0	0		
2021 Asphalt Design	60,000	0	0		
Stormwater Master Plan	300,000	0	0		
Traffic Study	40,000	0	0		
Total Transportation	3,650,500	120,502	1,694,498		
Recreation					
12020860 Recreation Equipment Purchases R-2020-004	110,000	0	110,000		
12027160 Scribner Field Replacement R-2020-002	550,000	11,250	538,750		
12020760 Trail Development R-2020-007	50,000	0	50,000		
12012060 Arena Renovation R-2020-011	1,020,000	0	1,020,000		
Total Recreation	1,730,000	11,250	1,718,750		
Carryovers					
12026860 Church Avenue Reconstruction T-2019-002	0	114,170	-114,170		
12026960 Cameron Rd/Mulberry Lane T-2019-006	0	12,698	-12,698		
12025160 Designated Highway 2019	0	-11,838	11,838		
12026660 Asphalt/Microseal 2019 T-2019-001	0	4,422	-4,422		
Total	6,075,500	280,782	3,959,218		
Funding					
General Government	215,000	215,000			
Protective Services	480,000	112,500	367,500		
Transportation	3,650,500	2,242,500	560,500		
Recreation	1,730,000	180,000	1,550,000		
Total	6,075,500	2,750,000	560,500		
			560,500		
			847,500		
			1,917,500		
			560,500		
			847,500		

Town of Rothesay

Utility Fund Financial Statements

February 29, 2020

Attached Reports:

Capital Balance Sheet

U1

Reserve Balance Sheet

U2

Operating Balance Sheet

U3

Operating Income Statement

U4

Variance Report

U5

Project Listing - February

U6

Project Listing - March - Draft

U7

Town of Rothesay

Capital Balance Sheet

As at 2/29/20

ASSETS

Assets:

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

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

TOTAL ASSETS	37,665,852
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LIABILITIES

Current:

Util Capital due to/from Util Operating	(400,000)
Total Current Liabilities	(400,000)

Long-Term:

Long-Term Debt	8,733,589
Total Liabilities	8,333,589

EQUITY

Investments:

Investment in Fixed Assets	29,332,262
Total Equity	29,332,262
TOTAL LIABILITIES & EQUITY	37,665,851

Town of Rothesay

Utility Reserve Balance Sheet

As at 2/29/20

ASSETS

Assets:

Bank - Utility Reserve	1,326,134
Due from Utility Operating	93
TOTAL ASSETS	<u>\$ 1,326,227</u>

EQUITY

Investments:

Invest. in Utility Capital Reserve	961,343
Invest. in Utility Operating Reserve	105,005
Invest. in Sewage Outfall Reserve	259,879
TOTAL EQUITY	<u>\$ 1,326,228</u>

Town of Rothesay
 Utilities Fund Operating Balance Sheet
 As at 2/29/20

ASSETS

Current assets:	
Accounts Receivable Net of Allowance	648,180
Accounts Receivable - Projects	150,000
Total Current Assets	<u>798,180</u>
Other Assets:	
Projects	15,404
	<u>15,404</u>
 TOTAL ASSETS	 <u>\$ 813,584</u>

LIABILITIES

Accrued Payables	43,514
Due from General Fund	308,932
Due from (to) Capital Fund	400,000
Due to (from) Utility Reserve	93
Deferred Revenue	16,016
Total Liabilities	<u>768,555</u>

EQUITY

Surplus:	
Opening Retained Earnings	25,641
Profit (Loss) to Date	19,388
	<u>45,029</u>
 TOTAL LIABILITIES & EQUITY	 <u>\$ 813,584</u>

Town of Rothesay
Utilities Operating Income Statement
2 Months Ended 2/29/20

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	0	0	0	0	0		1,100,000
Meter and non-hookup fees	0	0	0	0	0		47,200
Water Supply for Fire Prot.	0	0	0	0	0		325,000
Local Improvement Levy	0	0	0	0	0		62,000
Sewerage Services	0	0	0	0	0		1,650,000
Connection Fees	0	5,833	4,400	11,667	(7,267)	1	70,000
Interest Earned	8,128	5,417	16,881	10,833	6,047		65,000
Misc. Revenue	300	49	525	98	427		589
Surplus - Previous Years	0	0	80,211	80,211	0		80,211
TOTAL RECEIPTS	8,428	11,299	102,017	102,809	(793)		3,400,000
WATER SUPPLY							
Share of Overhead Expenses	0	0	0	0	0		400,000
Audit/Legal/Training	49	708	217	1,417	1,199		11,500
Purification & Treatment	26,963	28,333	39,482	56,667	17,185		360,000
Transmission & Distribution	2,190	6,667	4,294	13,333	9,040		112,000
Power & Pumping	4,375	4,167	7,941	8,333	393		50,000
Billing/Collections	98	250	195	500	305		3,000
Water Purchased	112	63	112	125	13		750
Misc. Expenses	0	1,500	3,197	3,000	(197)		18,000
TOTAL WATER SUPPLY	33,787	41,688	55,438	83,375	27,937		955,250
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	0	0	0	0	0		600,000
Audit/Legal/Training	0	500	497	1,000	503		13,000
Collection System Maintenance	3,751	2,667	3,751	5,333	1,582		64,000
Sewer Claims	0	0	4,682	5,000	318		20,000
Lift Stations	3,891	5,417	5,848	10,833	4,986		65,000
Treatment/Disposal	5,923	6,417	11,167	12,833	1,666		92,000
Misc. Expenses	47	1,167	1,246	2,333	1,087		14,000
TOTAL SWGE COLLECTION & DISPOSAL	13,613	16,167	27,191	37,333	10,142		868,000
FISCAL SERVICES							
Interest on Long-Term Debt	0	0	0	0	0		299,377
Principal Repayment	0	0	0	0	0		507,373
Transfer to Reserve Accounts	0	0	0	0	0		70,000
Capital Fund Through Operating	0	0	0	0	0		700,000
TOTAL FISCAL SERVICES	0	0	0	0	0		1,576,750
TOTAL EXPENSES	47,399	57,854	82,629	120,708	38,079		3,400,000
NET INCOME (LOSS) FOR THE PERIOD	(38,971)	(46,555)	19,388	(17,899)	37,287		1

Town of Rothesay

Variance Report - Utility Operating
2 Months Ended February 29 2020

Note #	Account Name	Actual YTD	Budget YTD	Variance	
				Better(worse)	Description of Variance
Revenue					
1	Connection Fees	4,400	11,667	(7,267)	Slow start
Expenditures					
Water					
2	Purification and treatment	39,482	56,667	17,185	timing, all budget will be used
Sewer					
3	Lift stations	5,848	10,833	4,985	timing, all budget will be used
Fiscal Services					
-					

Town of Rothesay

Capital Projects 2020
Utility Fund
2 Months Ended 2/29/20

	Original BUDGET	CURRENT Y-T-D	Remaining Budget
WATER			
12045330 Station Road Water Line Replacement W-2020-003	250,000	0	250,000
12044330 Shadow Hill Watermain W-2020-002	400,000	0	400,000
12043430 Well Development - Quality W-2020-004	250,000	445	249,555
	<u>\$ 900,000</u>	<u>\$ 445</u>	<u>\$ 899,555</u>
SEWER			
12045030 Turnbull Court Design S-2020-001	1,110,000	11,207	1,098,793
12044830 Sewer Costs in Asphalt Contract T-2020-005	100,000	0	100,000
12045430 Conversion to Digital Radio S-2020-006	65,000	0	65,000
12044130 WWTP Design Phase 2 S-2017-001	1,500,000	0	1,500,000
	<u>2,775,000</u>	<u>11,207</u>	<u>2,763,793</u>
Total Approved	<u>3,675,000</u>	<u>11,651</u>	<u>3,663,349</u>
Carryovers			
Funded from Reserves			
12045230 SCADA Changeover		3,752	-3,752
	<u>0</u>	<u>3,752</u>	<u>-3,752</u>
	<u>3,675,000</u>	<u>15,404</u>	<u>3,659,596</u>

Funding:

	Total	Reserves	Gas Tax	Grants	Borrow	Operating
Water	900,000	200,000	250,000		200,000	250,000
Sewer	2,775,000		325,000	1,000,000	1,000,000	450,000
\$	3,675,000	\$ 200,000	\$ 575,000	\$ 1,000,000	\$ 1,200,000	\$ 700,000

Town of Rothesay

Capital Projects 2020
Utility Fund
3 Months Ended 3/31/20

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WATER

12045330 Station Road Water Line Replacement W-2020-003
12044330 Shadow Hill Watermain W-2020-002
12043430 Well Development - Quality W-2020-004

Original BUDGET	CURRENT Y-T-D	Remaining Budget
250,000	0	250,000
400,000	0	400,000
250,000	5,837	244,163
\$ 900,000	\$ 5,837	\$ 894,163

SEWER

12045030 Turnbull Court Design S-2020-001
12044830 Sewer Costs in Asphalt Contract T-2020-005
12045430 Conversion to Digital Radio S-2020-006
12044130 WWTP Design Phase 2 S-2017-001

1,110,000	11,848	1,098,152
100,000	0	100,000
65,000	0	65,000
1,500,000	0	1,500,000
2,775,000	11,848	2,763,152

Total Approved

3,675,000	17,685	3,657,315
------------------	---------------	------------------

Carryovers

Funded from Reserves

12045230 SCADA Changeover

	3,752	-3,752
0	3,752	-3,752
3,675,000	21,437	3,653,563

Funding:

	Total	Reserves	Gas Tax	Grants	Borrow	Operating
Water	900,000	200,000	250,000		200,000	250,000
Sewer	2,775,000		325,000	1,000,000	1,000,000	450,000
\$	3,675,000	\$ 200,000	\$ 575,000	\$ 1,000,000	\$ 1,200,000	\$ 700,000



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BUILDING PERMIT REPORT

3/1/2020 to 3/31/2020

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
03/06/2020	BP2020-00006	3 HIBISCUS CT	SINGLE FAMILY	\$275,000.00	\$1,993.75
03/06/2020	BP2020-00017	33 STATION RD	ELECTRICAL UPGRADE	\$1,600.00	\$20.00
03/04/2020	BP2020-00018	130 HAMPTON RD	INTERIOR RENOVATIONS - COMMERCIAL	\$7,000.00	\$50.75
03/13/2020	BP2020-00021	10 TROOP ST	ELECTRICAL UPGRADE	\$2,000.00	\$20.00
03/12/2020	BP2020-00022	58 MARR RD	INTERIOR RENOVATIONS - COMMERCIAL	\$85,000.00	\$616.25
Totals:				\$370,600.00	\$2,700.75
Summary for 2020 to Date:				\$1,804,500.00	\$13,141.00

2019 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$228,000.00	\$2,178.50
Summary to Date:	\$593,807.00	\$4,877.50



ROTHESAY

Emergency Measures Committee
Friday, March 20, 2020 at 9 a.m.
COMMON ROOM ROTHESAY TOWN HALL



PRESENT: MAYOR NANCY GRANT
COUNCILLOR PETER LEWIS
COUNCILLOR BILL McGUIRE via TELEPHONE

TOWN MANAGER JOHN JARVIE
DIRECTOR OF PLANNING/DEVELOPMENT, BRIAN WHITE
KVFD DEPUTY CHIEF, DAN MCCOY, via TELEPHONE
REGIONAL EMO COORDINATOR, LES WEBER

Counc. Lewis called the meeting to order at 9:00 a.m. noting the meeting was being held in the Common in order to adhere to social distancing guidelines.

1. APPROVAL OF AGENDA

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

CARRIED.

2. APPROVAL OF MINUTES

2.1 Regular meeting of February 10, 2020

MOVED by Counc. McGuire and seconded by Mayor Grant the minutes of February 10, 2020 be approved as circulated.

CARRIED.

3. DELEGATIONS

N/A

4. REPORTS

N/A

5. NEW BUSINESS

5.1 Les Weber provided an overview of the State of Emergency Order declared on March 19, 2020 by the Province and the details of the Mandatory Order for the Covid-19 Pandemic. There was a general discussion regarding essential services and business continuity as well as closure of non-essential business and the of police in the enforcement of the order.

6. OLD BUSINESS

6.1 Spring Freshet Preparation

20 March 2020 Draft Letter to Waterfront Property Owners

Town Manager Jarvie circulated a draft of the letter to go out to the waterfront property owners next week (March 23-27, 2020). The paragraphs headed by the street names would be included in the letters to the addresses in that particular neighbourhood. Staff will also attempt to identify those property owners who have

done significant flood proofing and acknowledge that in the letter.

MOVED by Mayor Grant and seconded by Counc. McGuire the Emergency Measures Committee approves the letters to be circulated to waterfront property owners in advance of the spring freshet as directed by Council.

CARRIED.

There was a brief discussion with respect to the cancellation of spring freshet preparation open house. Town Manager Jarvie discussed the option of having Provincial EMO representatives prepare a short YouTube video regarding flood level forecasting and process of sand bagging during a pandemic period.

7. CORRESPONDENCE FOR INFORMATION
N/A

8. DATE OF NEXT MEETING
The date of the next meeting is to be determined.

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

CARRIED.

The meeting adjourned at 9:45 a.m.

CHAIRPERSON

RECORDING SECRETARY

**ROTHESAY****INTEROFFICE MEMORANDUM**

TO : Mayor Grant & Council
 FROM : John Jarvie
 DATE : 8 April 2020
 RE : Capital Project – Status Report

The following is a list of 2020 capital projects, the 2019 capital projects and the status of each along with continuing projects from 2016.

	PROJECT	BUDGET	\$ TO 31/03/20*	COMMENTS
2016	Secondary Plan – Hillside area	52,000	70%	Draft completed/ approved for insert in new Municipal Plan
	General Specification for Contracts	40,000	40%	Draft document under review by staff
2019 Projects	WWTP Phase II	\$22M	-	Funding Application resubmitted
	Trail & sidewalk connector Wells	\$1.62M	-	Subject to grants; estimate revised to current
	Trails	40,000	65%	Wells & Link to Quispamsis
	2020 Resurfacing design	60,000	-	Survey complete, design underway, tender award on April agenda
	Secondary Plan road design	50,000	-	Wiljac – decision tabled
	Shadow Hill Court water	450,000	1%	Preliminary design and cost estimates complete
	Water quantity	300,000	25%	Well drilling done, testing/model development underway.
	Turnbull Ct sewer replacement	\$1.11M	1%	Detailed design and tender preparation underway
	Production Wells	250,000	-	Will follow completion of the model development being created under “water quantity” section
	Station Rd cast iron replacement	250,000	-	To be included with Turnbull Court Phase I project
	Digital Radio	65,000	-	Hardware ordered
	Town Hall (elevator)	120,000	-	
	IT equipment & software	45,000	40%	
	Fire Department	480,000	-	
	2020 Street Resurfacing	\$1.2M	5%	Contract award on April agenda
	Curb & Sidewalk	305,500	-	Contract award on April agenda
	2020 Designated Highways	1.13M	-	Detailed design underway
	Fleet Renewal	675,000	8%	Vehicle for Utility on agenda for award
	Scribner Field replacement	550,000	2%	Clearing & grubbing work delayed, due mid-May
	Parks Equipment	50,000	-	
Trails	50,000	-		
Arena renovations	1.2M	-		

* Funds paid to this date.



KENNEBECASIS REGIONAL POLICE ANNUAL REPORT 2019



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FROM THE CHIEF'S DESK

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I am pleased to present the 2019 Kennebecasis Regional Police Force Annual Report. Every employee at the KRPF remains committed to providing the highest quality of police services to the citizens of Quispamsis and Rothesay. In 2019, Quispamsis and Rothesay were once again recognized by Statistics Canada as being one of the safest places to live in Canada. This is a community accomplishment and reflects well upon the community-based approach that the KRPF takes in providing our policing services. We have a multi-year strategic plan with identified priorities developed in consultation with citizens, and our employees. Our strategic priorities of Youth, Traffic Safety, Employee Wellness, Excellence in Investigations and Crime Prevention, and Value for Service provide sharp focus to our efforts and serve to ensure we are providing a high return on investment and accountability to our communities for the money invested in their policing services.

Policing continues to increase in complexity in terms of trends in mental health, evolution of jurisprudence, technological crime, and the tools and equipment required to maintain a modern police service. Policing continues to evolve and change in response to these trends and the KRPF is committed to ensuring we continue to have all of the tools and resources responsive to our citizens who are most vulnerable and in need of assistance in our communities. In 2019, our officers regularly went above and beyond and I am so proud of their efforts to ensure we are proactive with our community policing efforts, solving crime, reducing victimization, and helping those in our community at their times of need. We have been active with numerous initiatives and efforts in our community schools, traffic safety, intimate partner violence, sexual assault victimization, food drives, focus on our priority neighbourhoods, youth engagement, seniors' police academy, and many more efforts that are too numerous to name, but are all worthy of recognition in terms of their contribution to maintaining safe and healthy communities.

Finally in 2019, as is often the case in policing, our officers were faced with many difficult calls that presented challenges to their own physical well-being and long-term psychological health. The KRPF has established a number of proactive programs for fostering and maintaining strong physical, psychological, and spiritual health. We have been proactive with health care professionals in developing strategies, programs, and responses that ensure the wellness of our employees remains a top priority. We also welcomed RoSa, New Brunswick Policing's first Assisted Therapy Facility Dog to help employees during those times when calls are difficult and simply just bringing a smile to people's faces at times when it might otherwise be difficult to do so. We remain committed to supporting our employees so they can continue to be well as they protect our communities.

I hope you enjoy reviewing our 2019 Annual Report and I look forward to building on the progress we have made in 2020.

WAYNE GALLANT

Kennebecasis Regional Police Force
CHIEF



MESSAGE FROM CHAIR

On behalf of the Kennebecasis Joint Board of Police Commissioners I am pleased to offer comments for the 2019 Kennebecasis Regional Police Force annual report.

The Joint Board provides municipal governance and oversight for a police force of 39 uniformed members and 6 Civilian staff who provide policing services to the citizens of Quispamsis and Rothesay. We are exceptionally proud of the continued positive results and overall value that our police force provides to our communities. Once again in 2019, our communities were deemed by Statistics Canada to be the “Safest in Canada” because of our low crime rates and high criminal code clearance rates. The efforts of our police force and our dedicated police officers are critical to ensuring that the citizens of Quispamsis and Rothesay enjoy a high quality of life in safe and secure communities. These results continue to be achieved with a taxpayers investment that is the lowest per capita of any community in New Brunswick served by a municipal or regional police service. The combination of such overall safety numbers and low taxpayer investment means that the KRPF continues to provides a high return on investment to citizens and taxpayers of our Region. We thank our officers for working so hard to ensure that our communities remain great places to live, work, and raise a family.

In support of our police force, the nine volunteer members of our board attend monthly board meetings, many sub-committee meetings, and other police-community events, to help ensure all matters concerning the police force are provided the appropriate level of governance and support. I want to thank all of our 2019 board members for their many volunteer hours in 2019.

Finally, I want to thank our police officers, civilian employees of the KRPF, and KRPF volunteers, who work tirelessly in support of the shared mission, vision, core values, and strategic priorities of our organization. The results they continue to achieve are impressive. I am proud to be associated with such an organization.

BOB McLAUGHLIN

*Kennebecasis Regional Police Force
CHAIRMAN*

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MESSAGE FROM DEPUTY CHIEF

As Deputy Chief of the KRPF I am proud of our police force and the policing we provide to our residents.

We are dedicated to providing a high level of public safety, effective crime prevention strategies, ensuring that victims of crime and tragedy are treated with dignity and respect and enforcing laws and holding offenders accountable.

We continue to invest strongly in the concept of community-based, intelligence-led and problem-orientated models of policing.

Policing is a partnership between the police and the community and we work collaboratively with community partners to ensure public trust and confidence in our ability to deliver quality policing.

The KRPF endeavours to uphold our core values that we cherish; honesty, integrity, professionalism, compassion, respect, pursuit of excellence and accountability. These values not only serve as a guide to do the right thing but ensure we provide a high level of service to the communities we serve.

JEFF GIGGEY

Kennebecasis Regional Police Force
DEPUTY CHIEF



OPERATIONS



The fundamentals of policing are changing and evolving daily. Everyday we read about new technologies being used by police departments; everything from body-worn cameras, in-car dash cameras, Remotely Piloted Aircraft System, automated license plate readers, e-ticketing, electronic court disclosure and far beyond.

Ask any one of our veteran officers and they will tell you that policing in the 21st century changes more in one year than it changed in a decade a generation ago. Technology has advanced by leaps and bounds, and it has changed the way police officers do just about everything.

Today's communities demand more accountability and transparency from their police. Because of this, police services are finding new ways to use these technologies to perform their jobs better.

These changes are not just about finding new ways to reduce crime; they go deeper, to evaluating the inherent operations of the police, and what people want and expect from the police.

The Kennebecasis Regional Police Force is committed to providing excellent service to the towns of Rothesay and Quispamsis. By deploying cutting edge technology, we not only provide accountability and transparency but also provide a greater means of crime prevention and solving crimes while simultaneously providing efficiency and safety to our officers.

MARY HENDERSON

Kennebecasis Regional Police Force

Inspector

ADMINISTRATION

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On-line Police Record Checks

Whether you require a police record check for employment, student admission or for volunteer work, the administrative staff at KRPF has you covered. KRPF offers a convenient new way to apply for a police record check from the comfort of your own home! This process allows you to apply for a record check 24 hours a day.

KNOW THE FACTS:

- You cannot apply on behalf of another person.
- Authentication questions will be based on the applicant's personal credit file, and the questions are timed to ensure a prompt response and to further enhance security and privacy.
- Police Record Checks conducted by KRPF are STRICTLY for applicants residing in Quispamsis and Rothesay, New Brunswick.
- This process is intended for persons living and working in Canada. If you are living/working outside Canada, you should obtain a police check from the RCMP through the submission of fingerprints.
- There is a \$35 Fee for non- volunteer applications and a \$15 fee for volunteer applications.
- If fingerprints are required for a Police Record Check you will be contacted to schedule fingerprinting. An additional \$40 must be paid at time of fingerprinting for non-volunteer.
- Fingerprints are required for employment, pardon, immigration, adoption, foster parents etc;

BY APPOINTMENT ONLY: Call 847-6282 between 08:30 AM-4:00 PM to schedule. \$40.00 Fee

ANIKA BECKER

Kennebecasis Regional Police Force

Inspector



CORE VALUES



2020April14OPENSessionFINAL_083

INTEGRITY



HONESTY



PROFESSIONALISM



RESPECT



ACCOUNTABILITY



COMPASSION



PURSUIT OF EXCELLENCE



OUR COMMUNITY. OUR COMMITMENT.



STRATEGIC PRIORITIES

Youth

Traffic Safety

Employee Wellness

Excellence and Innovation in Investigations

Crime Reduction and Crime Prevention

Value for Service

KENNEBECASIS REGIONAL POLICE CORE VALUES



MEMBERS

2020 April 14 OPEN Session FINAL_085

Chief Wayne Gallant

Deputy Chief Jeff Giggey

Insp. Mary Henderson

Insp. Anika Becker

Sgt. Evan Scott

Sgt. Michael Dickson

Sgt. Craig MacDougall

Sgt. Derrick Forret

Sgt. Joe Cantelo

Sgt. Colin Flynn

Cpl. Terry Middleton

Cpl. Sharon Woods

Cpl. Kim Bennett

Cpl. Vernon Saunders

Cpl. Tom White

Cpl. Jason Murray

Cpl. Eugene Belliveau

Cpl. Mark Ivey

Cpl. Mitchell Mercer

Cpl. Lindsey Mott

Cpl. Aaron Haines

Cpl. Krystal Daley

Cpl. Kelley McIntyre

Cpl. Mark Roberts

Cst. Matthew Marsh

Cst. James McKay

Cst. Robert Moore

Cst. Marc Leblanc

Cst. Drew Palmer

Cst. Shawn Toner

Cst. Nathan McIntyre

Cst. Dylan Lisson

Cst. Jonathan MacEachern

Cst. Christopher McLeod

Cst. Sebastien Lee

Cst. Todd Carr

Cst. Ryan Walker

Cst. Nick Dupuis

2019 Term Employees

Cst. Jackie Curren

Cst. Connor MacPherson

Cst. Lynn Saulnier





OUR MISSION

To work in partnership with the communities we serve to improve the quality of life by ensuring the order, security, peace and safety of the citizens of the towns of Quispamsis and Rothesay, NB



OUR VISION

Excellence in policing services achieved through community commitment, partnerships, innovation and leadership

KENNEBECASIS REGIONAL POLICE CORE VALUES



TRAFFIC SERVICES DIVISION

TRAFFIC SAFETY

On the Road to being the Safest Municipality in New Brunswick.

Beginning in 2019, the Traffic Services Strategic Plan was developed to establish our foundation to have the safest roadways of any municipality of comparable size in New Brunswick.

A number of measures were identified as priorities in keeping our roadways safe and targets established. In all identified measures the targets were greatly surpassed which contributed to safer roadways.

Measure: Number of Impaired Driving Charges (all categories in 2019)

Target: 20% increase over 2018.

Impaired driving related increased by 100%

Measure: Number of Distracted Driving charges

Target: 25% increase over 2018.

Distracted driving charges increased by 241%

Measure: Number of check-stops conducted at strategic locations designed to address our traffic safety priorities.

Target: 40

The total number of traffic check-stops were 85, an increase of 118% over 2018.

Measure: Number of fatal, injury, and property damage collisions.

Target: a 5% reduction in fatal and injury collisions.

Fatal collisions showed no changes, one in 2018 and one in 2019. Injury collisions decreased by 27.9% as well as our property damage collisions decreased by 8.1%

The over-all number of tickets written in 2019 increased by 12.6% over 2018.

Traffic law enforcement is a necessary component of reducing roadway accidents, injuries and fatalities. Studies suggested that there is a correlation between enforcement actions and the number of accidents, injuries and fatalities that result from traffic accidents. Our own stats from 2019 support this.

**Remember... We all have a role in making our roads safer.
Let's work together!**

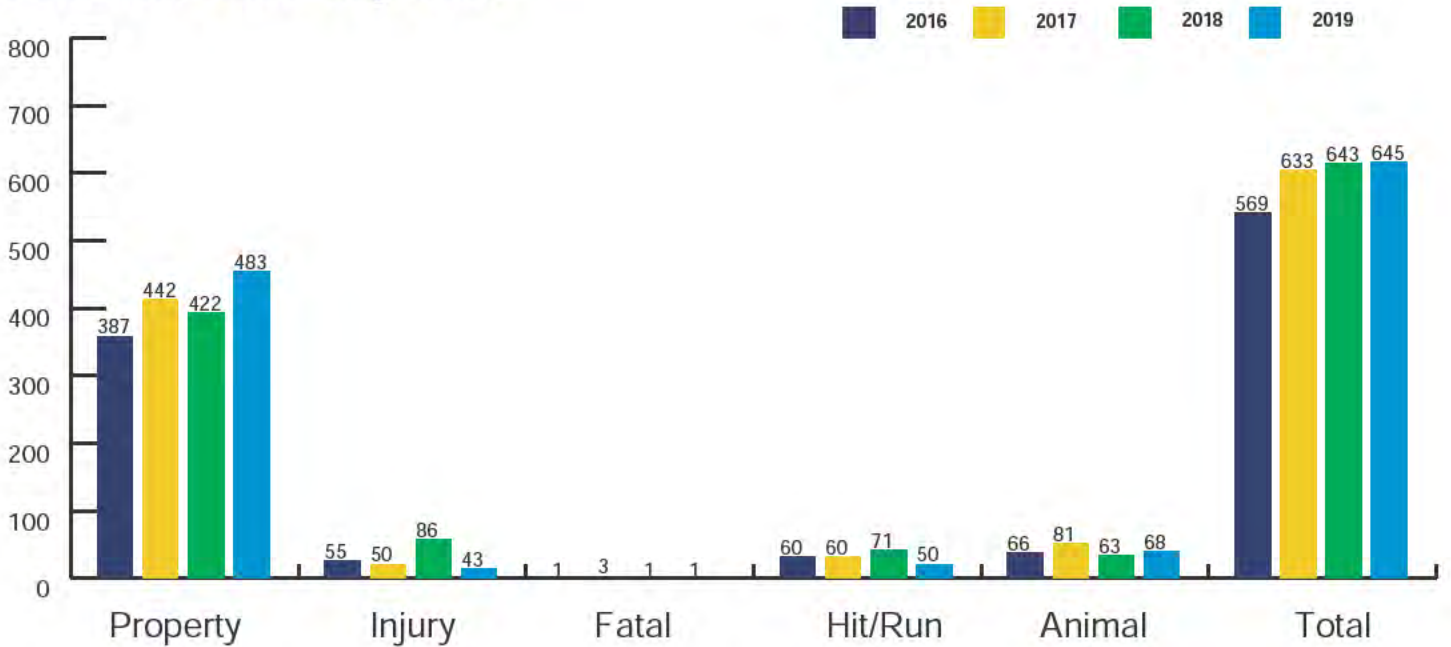
SGT. EVAN SCOTT

Kennebecasis Regional Police Force
TRAFFIC SERVICES DIVISION

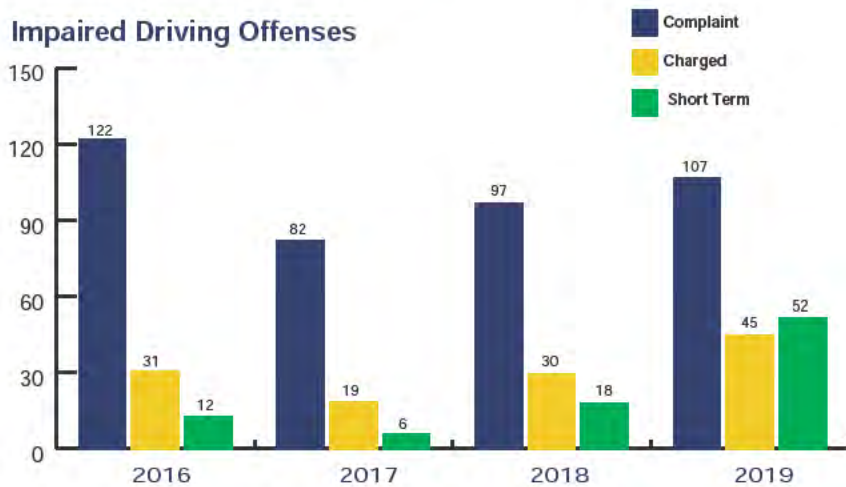
Traffic Tickets



Collision Totals by Year



Impaired Driving Offenses





CRIMINAL INVESTIGATION DIVISION

The Criminal Investigation Division (CID) is an integral part of the investigative process at the Kennebecasis Regional Police Force.

The unit was created in early 2019, and is a merger of the former Major Crime Unit, Street Crime Unit and Intelligence Unit. The unit provides the community and front-line police officers with the resources of a team of trained and experienced full-time Investigators, whose primary duties are criminal investigations, Controlled Drugs and Substances Act (CDSA) Investigations and Criminal intelligence collection and dissemination.

The members receive specialized training in areas of interview and interrogation, warrant writing and major crime investigative techniques.

In 2019, members of the CID were actively involved several joint investigations with the Saint John Police Force, that resulted in numerous search warrants and seizures of Marijuana, Cocaine, Crack Cocaine, Methamphetamines, large sums of cash, and motor vehicles. The unit also were the lead investigative agency in the joint force CDSA investigation, Project "Roll-Up".

One member of the Division was also seconded to the Internet Child Exploitation Unit (ICE), which is an integrated investigative unit comprised of the members from the Kennebecasis Regional Police, Saint John Police Force and the RCMP, who investigate child pornography and child luring offences.

SGT. CRAIG MACDOUGALL

*Kennebecasis Regional Police Force
CRIMINAL INVESTIGATION DIVISION*

AUXILIARY VOLUNTEER UNIT

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Auxiliary Constables are citizens appointed as peace officers pursuant to the New-Brunswick Police Act for the purpose of enhancing the Kennebecasis Regional Police Force regular members.

In 2019, Auxiliary Officers volunteered 1865.5 hours

The auxiliary program complements community-based policing by training to a level of proficiency that will enable them to provide assistance to members during the performance of their duties. Auxiliary Constables may perform the following duties: assist with crime prevention programs, assist with crowd and traffic control at various community events, and other duties as authorized by the management or Duty Sergeant. In 2019, we had four Auxiliary members. Pictured above left: Rick Cleveland, Debbie Breau, Geoff McCabe and Bob MacFarlane. We also appointed 4 new Auxiliary members in 2019. Pictured above right: Jason Maynard, Andrew Savoy, Kyle Hetherington and Michael Willis.

TRAINING



Police training encompasses instruction to all members in both operational and administrative areas; and can include use of force, learning on policy procedure and updated laws and legislation. This includes new training as well as annual refresher training for items requiring this. This ensures that training standards are maintained in compliance with the NB Policing Standards. It also serves as professional development and provides strategies to improve police and public safety. Training complements our Health and Wellness Program efforts by promoting a healthy lifestyle and continuous learning environment.





COMMUNITY RELATIONS

The KRPF Community Relations Unit is committed to crime prevention and improving the life and safety of youth and seniors in the community. The unit is led by Inspector Anika Becker and Corporal Eugene Belliveau.

In 2019, KRPF trained officers on the Youth Level of Service /Case Management Assessment Tool (YLS/CMI 2.0) with grant assistance from the Crime Prevention Association of New Brunswick. The results of this inventory can be helpful in formulating a case plan for at-risk youth. The goal is to identify the needs of vulnerable youth and to work with them to deviate them from the justice system. Police will partner with the regional Integrated Service Delivery team to jointly devise the best plan for meeting the needs of each individual at-risk youth. The areas of assessment are: offenses and disposition, family /parenting, education /employment, peer relations, substance abuse, leisure/recreation, personality/behaviour, attitudes/orientation. Intervention planning may involve a sports program, drug rehabilitation, anger management or more creative solutions. The goal is for the officers and other agencies to be on the same page with the youths' individually tailored plan. It is about helping youth reach success one step at a time despite the enormous challenges they face.

The KRPF also has officers trained on Violent Threat Risk Assessment (VTRA). VTRA trained officers consult and participate in school conferences to assess the threat level of identified youth towards the school or student community. Public safety is always paramount in managing these cases.

The KRPF has been actively recruiting youth for the Youth Advisory Committee (YAC) and seeking direct input into what the youth want or need in the community. The initial YAC meeting held at the KRPF office with youth and police showed how grateful and proud the youth were in being consulted and taking ownership of this committee. The group discussed pressing issues like cyber bullying, cannabis edibles, vaping dangers, mental health and stress as well as distracted and dangerous driving.

The KRPF continues to deliver the Drug Awareness Resistance Education (DARE) program at the grade 5 level. Students participate in scenarios that involve interacting under peer pressure and making choices relating to alcohol, drugs, bullying, and other risky situations. The officers teach students to communicate confidently and to develop resistance strategies such as: avoiding the situation, strength in numbers, walking away, saying no while giving a reason or changing the subject. The KRPF continues to deliver the WITS (walk away, ignore, talk it out and seek help) program, partnering with elementary schools on anti-bully presentations.

The school resource officer (SRO) program involves assigning one officer as the main contact for school administration, while patrol officers take turns doing walk throughs and maintaining regular contact with students and staff. Several officers partnered with Crown Prosecutors to deliver cyber safety lectures to parents and youth.

The KRPF partnered with a law firm who donated 50 bicycle helmets. The

program called "Put a Lid on It" involved patrol officers giving out helmets rather than issuing a ticket.

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The goal of the Community Relations Unit is to build strong partnerships with area youth, and to put systems in place to help them succeed in every way possible.

Corporal Eugene Belliveau

Kennebecasis Regional Police Force



2019 CALL OVERVIEW

2020 April 14 OPEN Session FINAL_093

TOTAL CALLS FOR SERVICE	10153
TOTAL FILES CREATED	2585
911 Hang-up CAD	308
Alarm CAD	463
Animal Complaint	125
Impaired Driving Complaint CAD	140
Parking/Driving Complaints CAD	634
Police Medical Call	120
Police Fire Call	104
Trespass Complaint	0
Vehicle Stops	2059
POPA TICKETS	1187
Bylaw Tickets	24
MOTOR VEHICLE	
ATV/Snowmobile Complaint	1
Dangerous Operation of MV	3
Driving to Left of Roadway	1
Fail to Stop or Remain	44
Fatal MVA	1
Inspection Sticker, Etc.	15
MVA	592
No Drivers Licence	2
No Insurance	2
Other Provincial Statutes	8
Pass Scholl Bus Illegally	10
Traffic Check Stop	66
Traffic/Parking Complaint	84
Vehicle Not Registered	1
COMMON POLICE ACTIVITIES	
Animal Call	17
Assist General Public	236
Assist Other Agency	90
Attempt Suicide	7
Community Policing Projects	6
Disturbance	40
Domestic Call	71
Lost/Found Property	84
Fight in Progress	2
Internet Complaint	2
Medical Call	15
Missing Person	28
Non Criminal Domestic	4
Public Relations	66
Sudden Death	19
Suspicious Person	19
Suspicious Vehicle	6
Unwanted Person	8
Weapon Complaint	7

CRIMINAL CODE	
Ammo/flare Disposal & Found	19
Arson	3
Assault	85
Breach Recognizance	16
Break & Enter	28
Child Pornography	2
Counterfeiting	4
Harassment	8
Disturbing the Peace	1
Drug Complaint	3
Extortion	1
Fail/Refuse Breath Sample	7
Found Drugs	5
Fraud	42
Impaired Operation of MV	49
Indecent Act	7
Mischief	84
Murder	2
Obstruct Police Officer	1
Other Criminal Code	6
Possess CDSA	6
Possession of Weapons	1
Breach of Probation	30
Sex Material to Child	1
Sexual Assault	16
Sexual Interference	1
Shoplifting	30
Take MV without consent	1
Theft Bicycle	5
Theft Credit Card	1
Theft of Automobile	5
Theft Under \$5000	108
Theft Over \$5000	12
Traffic Cocaine	5
Trespass at Night	8
Unlawfully in Dwelling	1
Uttering Threats	1
Warrants/Execution of Warrant	10
MUNICIPAL	
Bylaws	7
PROVINCIAL	
Abandoned Vehicle	2
Intoxicated Person	18
Mental Health Call	121
Provincial Cannabis Act	6
Trespass Act	7



The Patrol Section is the backbone of any Police Service. This section provides 24/7 active patrol and emergency response throughout the towns of Rothesay and Quispamsis. Members assigned on patrol conduct general investigations and provide assistance to the public as required.

BUDGET INFORMATION

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USE OF FORCE STATISTICS

In 2019, 18 Use Of Force reports were submitted to the Province of New Brunswick

A Use of Force Incident Report, (Form P114) is required whenever while on duty a member uses force that meets a pre-determined criteria as prescribed by the New Brunswick Policing Standards.

PUBLIC COMPLAINTS 2019

MONTH	COMPLAINTS	ACTIVE INVESTIGATIONS	MEMBER COMPLAINTS	POLICE ACT CONDUCT	POLICE ACT SERVICE	CONCLUDED FILES
JANUARY	1	0	1	0	0	1
FEBRUARY	1	0	1	0	0	1
MARCH	2	0	2	0	0	2
APRIL	3	1	1	2	0	2
MAY	1	0	1	0	0	1
JUNE	1	0	0	0	1	1
JULY	1	0	1	0	0	1
AUGUST	0	0	0	0	0	0
SEPTEMBER	3	0	1	1	1	3
OCTOBER	1	1	1	0	0	0
NOVEMBER	1	0	1	0	0	1
DECEMBER	0	0	0	0	0	0
TOTAL	15	2	10	3	2	13



NEW HIRES & PROMOTIONS



Chief Gallant, Ryan Walker (Patrol), Nick Dupuis (Patrol), Laurie Young (HR), Hayley Kaufmann (Admin), Bob McLaughlin (Chair of the Joint Board of Police Commissioners)



Chief Gallant & Cst. Lyn. Saulnier - Term Hire 2019



Kelly McIntyre and Mark Roberts promoted to Corporal

AWARDS



Certificate of Appreciation from Leanne Fitch.



Fredericton Police Chief Leanne Fitch (pictured left) presented more than two dozen members of the Kennebecasis Regional Police Force with certificates thanking them for their assistance after the murders of Cst. Burns and Cst. Costello on August 10, 2018. The KRPF, under the leadership of Chief Wayne Gallant, was one of the first policing agencies to offer its help. Mayor Gary Clark and Rothesay Mayor Nancy Grant also took part in the moving ceremony at Quispamsis Town Hall.

Certificate Recipients: Wayne Gallant, Anika Becker, Danielle Bordage, Todd Carr, Jackie Curren, Krystal Daley, Colin Flynn, Mary Henderson, Mark Ivey, Marc LeBlanc, Sebastien Lee, Patrick Lennon, Dylan Lisson, Jonathan MacEachern, Craig MacDougall, Corey McAllister, Nathan McIntyre, James McKay, Chris McLeod, Mitch Mercer, Jason Murray, Mark Roberts, Evan Scott, Shawn Toner, Tom White, Sharon Woods

Eight New Brunswick police officers have received leadership awards from the New Brunswick Association of Chiefs of Police (NBACP). The annual awards are given in two categories – Excellence in Criminal Investigations and Excellence in Police Leadership and/or Organizational Innovation.

Excellence in Police Leadership

Awards in this category were granted in recognition of commitment and professionalism in the days following the tragic shooting death of two officers in Fredericton on August 10, 2018. Recipients showed leadership in coordinating resources from around New Brunswick to maintain exceptions policing services in Fredericton to ensure ongoing public safety

- Inspector Mary Henderson, Kennebecasis Regional Police Force
- Sergeant Robert Bruce, Miramichi Police Force
- Chief Superintendent Ross White, RCMP 'J' Division
- Inspector Tony Hayes, Saint John Police Force
- Sergeant Eric MacLeod, Fredericton Police Force
- Staff Sergeant Paul Battiste, Fredericton Police Force



Deputy Chief Jeff Giggey



Cpl. Kim Bennett



Cpl. Vernon Saunders



Sgt. Derrick Forret



Cst. Shawn Toner



Insp. Mary Henderson

Deputy Chief Jeff Giggey and Sergeant Derrick Forret received the 25 Year Service Award for completing 25 years of service with the Kennebecasis Regional Police Force.

Corporal Vernon Saunders and Inspector Mary Henderson received the Police Exemplary Service Medal, which recognizes police officers who have completed 20 years of full time service with one or more Canadian police forces in an exemplary manner, characterized by good conduct, industry and efficiency.

Corporal Kim Bennett received a Chief's Commendation.

Constable Shawn Toner was awarded a Crime Prevention Association of New Brunswick Certificate of Recognition for his commitment and dedication to our community and crime prevention activities.

COMMITTEE MEMBERS

2020 April 4 OPEN Session FINAL_097



From Top Left to Right
Bob McLaughlin
Chairman Town of Quispamsis
Peter Bourque
Representative Town of Rothesay
Sean Luck
Councillor Town of Quispamsis
Tiffany Mackay French
Councillor Town of Rothesay
Tanya Cyr
Administration
Richard Arbeau
Representative Town of Quispamsis
Linda Sherbo
NB Representative
Cherie Madill
Treasurer appointed by the board
Matt Alexander
Deputy Mayor Town of Rothesay
Libby OHara
Deputy Mayor Town of Quispamsis
Mr. Richard MacPhee
Vice Chairman Town of Rothesay

The Kennebecasis Regional Joint Board of Police Commissioners provide governance and oversight to the force to help maintain a competent and reliable police service. The Board consists of 10 members, 8 of whom are appointed by the Mayor of their respective town councils. One member is appointed by the Department of Public Safety and the Chief of Police as an ex-officio, non voting member of the Board.

GOVERNING AUTHORITY

2020 April 14 OPEN Session FINAL_098

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS COMMITTEE MEMBERS 2019

PERSONNEL

Matt Alexander - Chair
Chief Gallant
Rick MacPhee
Bob McLaughlin
Tiffany Mackay French

INSURANCE/RISK MANAGEMENT

Peter Bourque – Chair
Libby O’Hara
Rick MacPhee
Bob McLaughlin
Chief Gallant

FINANCE

Rick MacPhee – Chair
Matt Alexander
Bob McLaughlin
Cherie Madill
Chief Gallant

BUILDING & GROUNDS/ TRANSPORTATION

Richard Arbeau
Peter Bourque
Sean Luck
Linda Sherbo
Bob McLaughlin
Chief Gallant

COMMUNICATIONS/POLICY GOVERNANCE

Libby O’Hara – Chair
Linda Sherbo
Tiffany Mackay French
Bob McLaughlin
Chief Gallant
Matt Alexander

SICK PAY/RETIREMENT AD HOC

Linda Sherbo – Chair
Bob McLaughlin
Peter Bourque

Throughout the year, Board Members attended the following meetings:

Type of Meeting	Number of Meetings Attended
Monthly Board Meetings	9
Special Meeting	1
Sub-Committee Meetings	
Building & Grounds/Transportation Committee	4 (3 Building & 1 Transportation)
Insurance/Risk Management Committee	2 (Insurance)
Communications/Policy Governance	2 (Policy)
Finance Committee	1
Ad-Hoc Committee Meetings	
Negotiations Committee	15

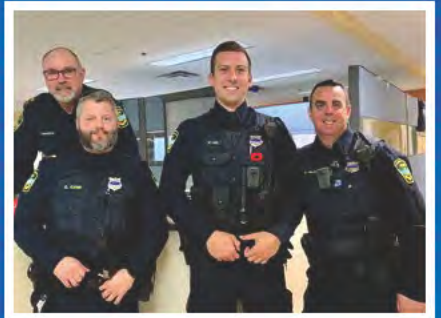
There are five (5) civilian member positions within the board who can receive remuneration for their attendance at meetings. There was a total of \$2,250.00 paid to these members.

COMMUNITY

2020April14OPENSessionFINAL_099

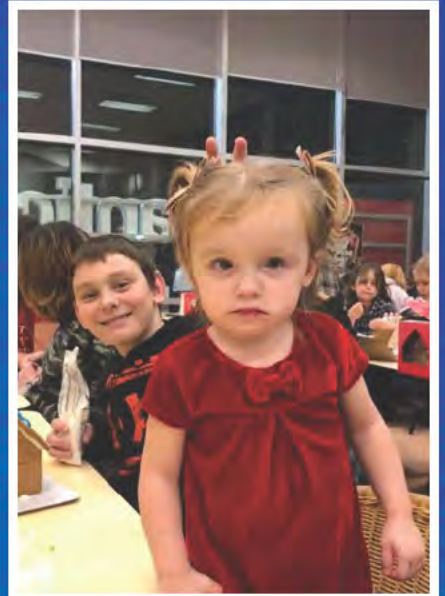


2020 April 14 OPEN Session FINAL 100





The KRPF members had a great Christmas celebration with over 30 local families. The KRPF officers donated funds to purchase gifts for the kids. Superstore donated the community room, many gingerbread houses and a beautiful cake. Vitos gifted all the pizzas and nobody went home hungry.



WELCOMING ROSA

2020 April 14 OPEN Session FINAL_182

In May of 2019, the Kennebecasis Regional Police (KRPf) received a new addition to the force to assist with stressful incidents and be a companion for the officers and civilian members of the KRPf.

The new addition, named RoSa, is a female chocolate Labrador. RoSa is named after two fallen Fredericton police officers Cst. Rob Costello and Cst Sara Burns. RoSa has been settling in nicely at KRPf and with handlers Cpl. Aaron Haines and Cpl. Lindsey Mott.

In the year 2019, KRPf officers attended numerous difficult calls and feedback from the officers indicated that RoSa welcoming them at the door after returning from a "bad call", helped to improve their mood. Officers explained RoSa would make them smile or laugh and for a brief moment they forgot the call they just finished attending.

RoSa has completed the first part of her basic training and is currently enrolled in "Canine Basics" class at Confident Canine. RoSa's new course will teach her skills such as loose leash walking, sit, down, stay and come, and RoSa will learn how to use those skills in REAL WORLD scenarios. The course is taught by the owner of Confident Canines, certified trainer and behavior consultant, Bev Wells CBCC. - KA. Bev Wells also trains RoSa privately once a week.

In 2020, RoSa will continue her training with a goal of eventually attending Franklin County Sheriff's office in Ohio to complete a one-week canine therapy program. We are excited to see what RoSa accomplishes over the next year and thank Canine Therapy for First Responders for donating a welcomed addition to KRPf.



Follow RoSa on Twitter @rosakrpfk9



D.A.R.E.®

207 April ENSessionFINAL_103

By: Lily Irving

E? What is that? What does that stand for and why would it matter? These are some of the questions I had, just seeing the word D.A.R.E. at the start of the classes. Now, almost having done all of our D.A.R.E. classes I understand so much. I am going to try to share all the information that I learned, with you in this report.

I learned so much during those classes. I think all of the information was important but personally I think how to resist drugs and alcohol was the most helpful. When I say resist I just mean how to act in those situations and how to avoid them. We learned about all different topics such as, the health effects of drugs and alcohol or even how to handle stress. Some health effects of drugs are upper respiratory problems, memory loss, yellow teeth, slow reflexes and bad breath. I think everything we learned will come in handy. I plan to use the D.A.R.E. Decision Making Model in many different cases. "D" stands for Define- I will think of the problem and not get stressed out, I'll think of the situation that I am in. "A" is for Assess- I'll think of my choices and assess my choices. For example, should I should get mad for something someone did or just let it slide. "R" stands for Respond- I will react by letting it go. "E" is for Evaluate- Lastly, I will go back and think about if I did the right thing to let it slide or was it a bad decision.

I will try to use everything I learned to make the best choices. I think I am going to especially use my skills on peer pressure and how to get out of it in older grades. If I am offered drugs, I will just use an excuse like "Oh sorry, but if my parents found out I would be grounded for LIFE". I think the strategies we learned to handle stress such as take 5 deep breaths, do a sport or activity to take your mind off of it or doing yoga will come in handy when I have a lot of work or if I am just overwhelmed.

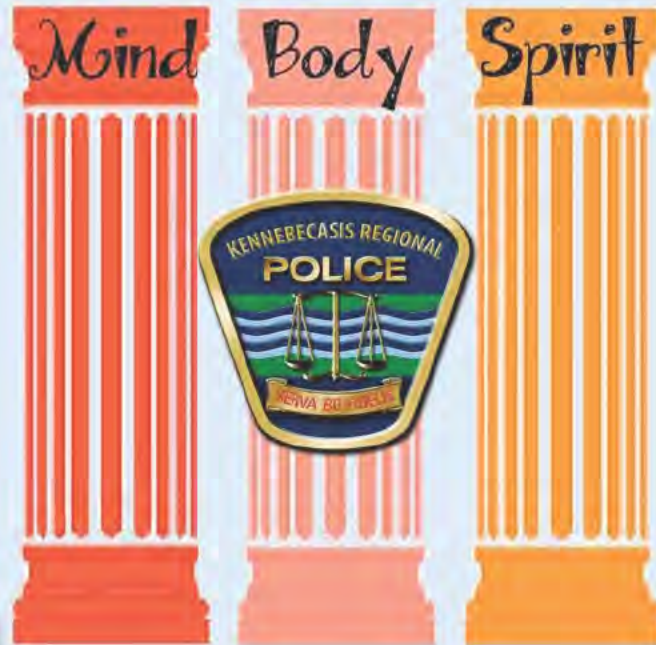
I loved D.A.R.E. classes because I never felt bored, tired or wanted to leave. I also learned very valuable life lessons. I definitely never want to do drugs when I am older. I believe that D.A.R.E. will pay off in so many different ways.

Also a big thank you to Corporal Belliveau for teaching me all this important information.



Health & Wellness Pillars

2020 April 14 OPEN Session FINAL_104



47%
participation
rate in the
inaugural
year – 2019

Consistent with our organizational Mission, Vision, Values and Strategic Priorities, one of which is Employee Wellness, the Kennebecasis Regional Police Force seeks to promote, encourage, and provide opportunities for employees of the KRPF to focus on optimizing their overall health and wellness. As such, the Employee Health and Wellness program includes incentives for employees to participate in activities which have proven helpful in maintaining overall health and emotional well-being. Our goal is to put employees in the optimal position of health and wellness to deliver the most effective services to the citizens served by the KRPF.

The program focuses on three key pillars of health and wellness:

PILLAR - The Body: Focus will be on maintaining a high level of physical fitness.

PILLAR - The Mind: Focus will be on activities that foster and promote emotional and physical health, psychological resilience, and overall well-being.

PILLAR - The Spirit: Focus will be on fostering a sense of pride and connectedness to the KRPF and to the communities we serve, as well as encouraging employee contributions to making KRPF and our communities great places to work and live.

Participation in any aspect of this program is strongly encouraged but remains voluntary.

QUISPAMISIS AND ROTHESAY RANKED AS THE **SAFEST** **COMMUNITY** IN CANADA AGAIN IN 2019



Rothesay and Quispamsis, with a population of 29,904 have a crime severity index of 17.43, the lowest of the 309 Canadian urban areas ranked and is 57 points lower than Canada's overall CSI of 75.01. The crime severity index is a measure used by Statistics Canada that accounts for both the number and seriousness of crimes. Rothesay and Quispamsis have seen a 7% decrease in CSI in the last 5 years.

The Kennebecasis Regional Police Force's Clearance Rate of the 309 jurisdictions surveyed, for all populations, is the 15th highest at 73%.

The Kennebecasis Regional Police Force cost per capita is \$193 per citizen, which is the lowest among municipal agencies in New Brunswick.

KENNEBECASIS REGIONAL
POLICE



ROTHESAY MEMORANDUM



TO : Mayor and Council
FROM : Doug MacDonald
DATE : April 7, 2020
RE : Audited Financial Statements

The draft audited consolidated financial statements for the year-ended December 31, 2019 are enclosed for your consideration.

Staff and auditor comments are included via presentation to Council.

I recommend Council adopt the following motions:

Council approves Rothesay's 2019 audited financial statements and authorizes the Mayor and Treasurer to sign the financial statements.

Council authorize the Mayor and Treasurer to sign the audit communication letter from Teed Saunders Doyle & Co.

Council appoints Teed Saunders Doyle & Co to complete the audit of Rothesay's 2020 financial statements at a fee to be negotiated.

ROTHESAY
CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2019

ROTHERSAY
2020April14OPENSessionFINAL_108
DECEMBER 31, 2019

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INDEPENDENT AUDITORS' REPORT

To Her Worship The Mayor and Members of Council
Rothesay, New Brunswick

Opinion

We have audited the consolidated financial statements of Rothesay, which comprise the consolidated statement of financial position as at December 31, 2019, and the consolidated statements of operations, changes in net debt and cash flows for the year then ended and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, these consolidated financial statements present fairly, in all material respects, the financial position of the Town as at December 31, 2019, and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

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

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

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

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

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

Auditors' Responsibilities for the Audit of the Consolidated Financial Statements

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

(continues)

Auditors' Responsibilities for the Audit of the Consolidated Financial Statements (cont'd)

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

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

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

CHARTERED PROFESSIONAL ACCOUNTANTS

Saint John, NB
April 14, 2020

ROTHESAY
2020April14OPENSessionFINAL_111
CONSOLIDATED STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2019

	2019 Budget (Note 28)	2019 Actual	2018 Actual
REVENUE			
Property tax warrant	\$ 16,043,021	\$ 16,043,022	\$ 15,513,249
Unconditional grant	122,190	122,190	188,558
Conditional government transfers (Note 29)	1,326,500	1,940,058	2,646,730
Services other governments	60,000	83,288	83,085
Sale of services (Note 29)	403,043	451,280	400,727
Other own source (Note 29)	179,240	544,801	703,015
Water and sewer user fees	2,800,287	2,954,811	2,926,116
Sundry income	<u>189,050</u>	<u>495,135</u>	<u>477,223</u>
	<u>21,123,331</u>	<u>22,634,585</u>	<u>22,938,703</u>
EXPENDITURE (Note 29)			
General government services	2,027,813	2,061,090	2,008,253
Protective services	4,942,674	5,057,638	4,741,811
Transportation services	5,263,088	5,811,118	6,201,748
Environmental health services	645,000	633,909	603,013
Environmental development services	649,680	580,575	557,799
Recreation and cultural services	2,795,824	3,011,998	2,793,212
Water and sewer services	<u>3,189,231</u>	<u>3,435,557</u>	<u>3,171,918</u>
	<u>19,513,310</u>	<u>20,591,885</u>	<u>20,077,754</u>
ANNUAL SURPLUS FOR THE YEAR	\$ <u>1,610,021</u>	2,042,700	2,860,949
ACCUMULATED SURPLUS - BEGINNING OF YEAR		77,036,706	74,241,051
CHANGE IN OWNERSHIP OF CONTROLLED ENTITIES (Note 2)		<u>(1,363)</u>	<u>(65,294)</u>
ACCUMULATED SURPLUS - END OF YEAR		\$ <u>79,078,043</u>	\$ <u>77,036,706</u>

ROTHESAY
2020April14OPENSessionFINAL_112
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2019

	<u>2019</u>	<u>2018</u>
FINANCIAL ASSETS		
Cash and cash equivalents (Note 4)	\$ 8,012,036	\$ 9,150,146
Accounts receivable (Note 5)	2,109,326	2,022,882
Investments (Note 10)	<u>356,807</u>	<u>324,150</u>
	<u>\$ 10,478,169</u>	<u>\$ 11,497,178</u>
LIABILITIES		
Accounts payable and accrued liabilities (Note 9)	2,186,557	1,853,762
Deferred revenue (Note 8)	4,420,471	4,010,399
Long term debt (Note 11)	15,011,162	16,565,346
Accrued pension obligation (Note 16)	440,730	455,934
Accrued sick leave (Note 15)	305,268	346,688
Accrued retirement allowance (Note 16)	<u>914,763</u>	<u>850,699</u>
	<u>23,278,951</u>	<u>24,082,828</u>
NET DEBT	<u>(12,800,782)</u>	<u>(12,585,650)</u>
NON-FINANCIAL ASSETS		
Tangible capital assets (Note 22)	149,179,306	143,577,772
Accumulated amortization (Note 22)	<u>(57,340,509)</u>	<u>(54,042,881)</u>
	91,838,797	89,534,891
Inventory	21,683	29,642
Prepaid expenses	15,693	54,698
Unamortized debenture costs	<u>2,652</u>	<u>3,125</u>
	<u>91,878,825</u>	<u>89,622,356</u>
ACCUMULATED SURPLUS	<u>\$ 79,078,043</u>	<u>\$ 77,036,706</u>
CONTINGENT LIABILITY (Note 17)		
COMMITMENT (Note 18)		

APPROVED BY:

_____ Mayor

_____ Town Treasurer

ROTHESAY
2020April14OPENSessionFINAL_113
CONSOLIDATED STATEMENT OF CHANGES IN NET DEBT
AS AT DECEMBER 31, 2019

	<u>2019</u>	<u>2018</u>
Annual surplus	\$ 2,042,700	\$ 2,860,949
Acquisition of tangible capital assets	(6,882,556)	(5,975,930)
Proceeds on disposal of tangible capital assets	3,111	402
Amortization of tangible capital assets	4,379,961	4,467,247
Change in percentage ownership of tangible capital assets	2,787	79,840
Loss on disposal of tangible capital assets	<u>192,791</u>	<u>187,735</u>
	(261,206)	1,620,243
Acquisition of inventories	(21,683)	(29,642)
Acquisition of prepaid assets	(15,693)	(54,698)
Acquisition of unamortized debenture costs	(2,652)	(3,125)
Consumption of inventories	29,642	27,524
Use of prepaid assets	54,698	16,604
Consumption of unamortized debenture costs	<u>3,125</u>	<u>3,651</u>
	(213,769)	1,580,557
Change in percentage ownership	<u>(1,363)</u>	<u>(65,294)</u>
Increase (decrease) in net debt	(215,132)	1,515,263
Net debt - beginning of year	<u>(12,585,650)</u>	<u>(14,100,913)</u>
Net debt - end of year	<u>\$ (12,800,782)</u>	<u>\$ (12,585,650)</u>

APPROVED BY:

_____ Mayor

_____ Town Treasurer

ROTHERSAY
2020April14OPENSessionFINAL_114
CONSOLIDATED STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2019

	<u>2019</u>	<u>2018</u>
INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS		
OPERATING TRANSACTIONS		
Annual surplus	\$ 2,042,700	\$ 2,860,949
Loss on disposal of tangible capital assets	192,791	187,735
Amortization of tangible capital assets	4,379,961	4,467,247
Accounts receivable	(86,444)	(362,021)
Accounts payable and accrued liabilities	332,795	(579,092)
Deferred revenue	410,072	(200,599)
Accrued sick leave	(41,420)	21,099
Change in accrued pension obligation	(15,204)	(118,636)
Change in accrued retirement allowance	64,064	28,663
Change in inventory/prepaid expenses/unamortized debenture costs	<u>47,437</u>	<u>(39,686)</u>
	<u>7,326,752</u>	<u>6,265,659</u>
CAPITAL TRANSACTIONS		
Acquisition of tangible capital assets	(6,882,556)	(5,975,930)
Change in percentage ownership of capital assets	2,787	79,840
Proceeds on disposal of tangible capital assets	<u>3,111</u>	<u>402</u>
	<u>(6,876,658)</u>	<u>(5,895,688)</u>
FINANCING TRANSACTION		
Long term debt (net)	<u>(1,554,184)</u>	<u>(397,621)</u>
	<u>(1,554,184)</u>	<u>(397,621)</u>
INVESTING TRANSACTION		
Increase (decrease) in investments	<u>(32,657)</u>	<u>13,347</u>
CHANGE IN PERCENTAGE OWNERSHIP	<u>(1,363)</u>	<u>(65,294)</u>
NET DECREASE IN CASH AND CASH EQUIVALENTS	(1,138,110)	(79,597)
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	<u>9,150,146</u>	<u>9,229,743</u>
CASH AND CASH EQUIVALENTS - END OF YEAR	<u>\$ 8,012,036</u>	<u>\$ 9,150,146</u>

ROTHESAY

2020April14OPENSessionFINAL_115

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2019

1. PURPOSE OF THE ORGANIZATION

Rothesay ("the Town") was incorporated as a town by the Province of New Brunswick Municipalities Act on January 1, 1998 and was approved for status as a Municipality effective January 1, 1998 by an amendment of New Brunswick Regulation 85-6 under the Municipalities Act. As a municipality, Rothesay is exempt from income tax under section 149(1)(c) of the Canadian Income Tax Act.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

The focus of Public Sector Accounting Standards ('PSAS') financial statements is on the financial position of the Town and the changes thereto. The consolidated statement of financial position includes all of the assets and liabilities of the Town and its jointly controlled entities.

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

Reporting Entity

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

The entities included in the consolidated financial statements are as follows:

- Rothesay
- Kennebecasis Regional Joint Board of Police Commissioners (KRJPC)
- Kennebecasis Valley Fire Department Inc. (KVFD)
- Kennebecasis Public Library

Interdepartmental and organizational transactions and balances are eliminated.

The jointly controlled entities have been proportionately consolidated at the following rates:

	<u>2019</u>	<u>2018</u>
Kennebecasis Regional Joint Board of Police Commissioners	40.19%	40.21%
Kennebecasis Valley Fire Department Inc.	40.76%	40.85%
Kennebecasis Public Library	38.99%	38.99%

Changes in ownership percentages have been accounted for as an adjustment to accumulated surplus (deficit).

Ownership percentages on any dissolution of the controlled entity may vary from the above depending upon the terms of the agreements.

ROTHESAY

2020April14OPENSsessionFINAL_116

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2019

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

Budget

The budget figures contained in these consolidated financial statements were approved by Council on December 10, 2018 and the Director of Community Finances on January 18, 2019.

Financial Instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, equity instruments with actively traded markets are reported at fair value, with any unrealized gains losses reported in annual surplus. All other financial instruments are reported at amortized costs, and tested for impairment at each reporting date. Transactions costs on the acquisition, sale or issue of financial instruments are expensed when incurred.

Cash and Cash Equivalents

Cash and cash equivalents include cash on hand and balances with banks and short term deposits with original maturities of three months or less.

Revenue Recognition

Unrestricted revenue is recorded on an accrual basis and is recognized when collection is reasonably assured. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred.

Other revenue is recorded when it is earned.

Expenditure Recognition

Expenditures are recorded on an accrual basis.

Measurement Uncertainty

The preparation of the consolidated financial statements in conformity with Canadian public sector accounting standards requires management to make estimates that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenues and expenses during the reporting period. These estimates are reviewed periodically, and as adjustments become necessary, they are reported in earnings in the period in which they become known. Actual results may differ from those estimates.

Examples of significant estimates include:

- the allowance for doubtful accounts;
- providing for amortization of tangible capital assets;
- the estimated useful lives of tangible capital assets;
- the recoverability of tangible capital assets; and
- post employment benefits liability.

Inventories

Inventories are valued at the lower of cost and net realizable value with cost being determined on the first in, first out basis.

ROTHESAY

2020April14OPENSsessionFINAL_117

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2019

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

Capital Reserves

The use of the Capital Reserve Funds is restricted to capital acquisitions. The intention is to use these funds for future capital acquisitions and reduce future borrowing requirements.

Operating Reserves

The use of these funds is restricted to payment of operating expenses.

Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost of the tangible capital asset, less any residual value when applicable, is amortized on a straight-line basis over the estimated useful lives as follows:

<u>Asset Type</u>	<u>Estimated Useful Life</u>
Land improvements	10-75 years
Buildings and leasehold improvements	20-40 years
Vehicles	3-25 years
Machinery and equipment	3-20 years
Roads and streets	5-75 years
Storm sewer	25-60 years
Water and wastewater networks	30-60 years

Assets under construction are not amortized until the asset is available for productive use.

Segmented Information

The Town is a diversified municipal unit that provides a wide range of services to its residents. For management reporting purposes, the Town's operations and activities are organized and reported by function. This presentation was created for the purpose of recording specific activities to attain certain objectives in accordance with special regulations, restrictions or limitations. Municipal services are provided by departments as follows:

General Government Services

This department is responsible for the overall governance and financial administration of the Town. This includes council functions, general and financial management, legal matters and compliance with legislation, as well as civic relations.

Protective Services

This department is responsible for the provision of policing services, fire protection, emergency measures, animal control and other protective measures.

Transportation Services

This department is responsible for common services, roads and streets maintenance, street lighting, traffic services, parking and other transportation related functions.

Environmental Health Services

This department is responsible for the provision of waste collection and disposal.

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2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

Segmented Information (cont'd)

Environmental Development Services

This department is responsible for planning and zoning, community development, tourism and other municipal development and promotion services.

Recreation and Cultural Services

This department is responsible for the maintenance and operation of recreational and cultural facilities including arena, parks and playgrounds and other recreational and cultural facilities.

Water and Sewer Services

This department is responsible for the provision of water and sewer services including the maintenance and operation of the underground networks, treatment plants, reservoirs and lagoons.

The Town has documented a schedule of segmented disclosure in Note 24.

Post Employment Benefits

The Town recognizes its obligations under post employment benefit plans and the related costs, net of plan assets. The Town has a sick leave benefit as documented in Note 15 and a pension plan and retirement allowance as documented in Note 16.

3. FINANCIAL INSTRUMENTS

The Town is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Town's risk exposure and concentration as of December 31, 2019:

Credit Risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Town is exposed to credit risk from its accounts receivable. The Town minimizes credit risk through ongoing credit management.

Liquidity Risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Town is exposed to this risk mainly in respect of its receipt of funds from its customers and other related sources, long term debt, accounts payable and accrued liabilities and other obligations.

Currency Risk

Currency risk is the risk to the company's earnings that arise from fluctuations of foreign exchange rates and the degree of volatility of these rates. The Town is not exposed to foreign currency risk as it does not hold foreign currencies.

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**DECEMBER 31, 2019****3. FINANCIAL INSTRUMENTS (cont'd)**Interest Rate Risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Town manages exposure through its normal operating and financing activities. The Town is not exposed to interest rate risk as its long term debt does not have a variable interest rate.

4. CASH

	<u>2019</u>	<u>2018</u>
Unrestricted	\$ 511,561	\$ 1,842,633
Restricted - reserve funds (Note 26)	7,325,779	7,157,625
Restricted - controlled entities	<u>174,696</u>	<u>149,888</u>
	<u>\$ 8,012,036</u>	<u>\$ 9,150,146</u>

5. ACCOUNTS RECEIVABLE

	<u>2019</u>	<u>2018</u>
Due from the Federal Government and its agencies (Note 6)	\$ 458,006	\$ 524,614
Due from the Province of New Brunswick (Note 7)	520,188	218,715
Water and sewer	897,561	822,653
Arena	69,598	72,026
Other	<u>163,973</u>	<u>384,874</u>
	<u>\$ 2,109,326</u>	<u>\$ 2,022,882</u>

6. DUE FROM FEDERAL GOVERNMENT AND ITS AGENCIES

	<u>2019</u>	<u>2018</u>
Canada Revenue Agency (HST refund)	\$ 360,860	\$ 305,899
RCMP Secondments	22,146	-
Small Communities Fund	<u>75,000</u>	<u>218,715</u>
	<u>\$ 458,006</u>	<u>\$ 524,614</u>

7. DUE FROM PROVINCE OF NEW BRUNSWICK

	<u>2019</u>	<u>2018</u>
NB EMO - Disaster Financial Assistance	\$ 167,188	\$ -
Department of Transportation	278,000	-
Small Communities Fund	<u>75,000</u>	<u>218,715</u>
	<u>\$ 520,188</u>	<u>\$ 218,715</u>

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8. DEFERRED REVENUE

	<u>2019</u>	<u>2018</u>
Government transfers - Gas Tax	\$ 4,366,824	\$ 3,973,327
Deferred revenue - Quispamsis	37,631	18,387
Deferred revenue - K-Park Levy (Note 14)	<u>16,016</u>	<u>18,685</u>
	<u>\$ 4,420,471</u>	<u>\$ 4,010,399</u>

9. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	<u>2019</u>	<u>2018</u>
Accounts payable - trade	\$ 1,695,319	\$ 1,370,485
Bid deposits	160,822	110,000
Accrued interest	45,247	45,380
Accrued liabilities	254,884	255,855
Accounts payable - other	<u>30,285</u>	<u>72,042</u>
	<u>\$ 2,186,557</u>	<u>\$ 1,853,762</u>

10. INVESTMENTS

The investments represent the Town's proportionate share of the investments of the KRJPC. The investments consist of short term notes, Canadian equities and foreign equities and are recorded at fair market value. The unrealized gain (loss) on the investments at December 31, 2019 was \$23,088 (2018 - (\$15,817)). The investments are restricted for future payment of retirement benefits.

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**DECEMBER 31, 2019****11. LONG TERM DEBT**(a) General Capital Fund

	Balance January 1, <u>2019</u>	Issued during year	Redeemed during year	Balance December 31, <u>2019</u>
New Brunswick Municipal Financing Corporation				
Debentures:				
BA17 0.95% - 5.00%, due 2019, OIC # 08-03, 08-63	\$ 114,000	\$ -	\$ 114,000	\$ -
BB26 1.00% - 4.50%, due 2019, OIC # 08-63, 08-82	155,000	-	155,000	-
BG18 1.65% - 3.80%, due 2027, OIC # 10-12, 11-71, 99-77	532,000	-	124,000	408,000
BL26 1.2% - 3.7%, due 2034, OIC # 03-88, 11-71, 13-08	2,754,000	-	183,000	2,571,000
BN17 1.05% - 3.15%, due 2025, OIC # 10-12, 13-08	1,454,000	-	239,000	1,215,000
B019 1.45% - 3.50%, due 2031, OIC # 13-08	<u>1,974,000</u>	<u>-</u>	<u>218,000</u>	<u>1,756,000</u>
	<u>\$ 6,983,000</u>	<u>\$ -</u>	<u>\$ 1,033,000</u>	<u>\$ 5,950,000</u>

Principal payments required during the next five years for the General Capital Fund are as follows:

2020 - \$778,000; 2021 - \$735,000; 2022 - \$715,000; 2023 - \$597,000; 2024 - \$612,000

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2019

11. LONG TERM DEBT (cont'd)

(b) Water and Sewer Capital Fund

	Balance January 1, <u>2019</u>	Issued during <u>year</u>	Redeemed during <u>year</u>	Balance December 31, <u>2019</u>
New Brunswick Municipal Financing Corporation				
Debtures:				
BF23 1.35% - 3.45%, due 2021, OIC # 00-18	\$ 1,206,000	\$ -	\$ 81,000	\$ 1,125,000
BG19 1.65 - 3.80%, due 2027, OIC # 11-0045	431,000	-	12,000	419,000
BH23 1.35 - 3.80%, due 2032, OIC # 00-0018	539,000	-	31,000	508,000
BL27 1.2% - 3.7%, due 2034, OIC # 11-0045	910,000	-	24,000	886,000
BN18 1.05% - 3.15%, due 2025, OIC # 15-38	252,000	-	33,000	219,000
BP21 1.20% - 3.80%, due 2036, OIC # 18-0020	812,000	-	19,000	793,000
BR22 1.65% - 3.30%, due 2037, OIC # 15-0069	1,269,000	-	29,000	1,240,000
BU21 2.55% - 3.7%, due 2038, OIC # 15-0069, 96-006, 96-0072	<u>1,387,000</u>	<u>-</u>	<u>76,000</u>	<u>1,311,000</u>
	<u>6,806,000</u>	<u>-</u>	<u>305,000</u>	<u>6,501,000</u>
Canada Mortgage and Housing Corporation				
CMHC 3.70%, due 2030 OIC # 09-119, 09-139, 10-012	<u>2,394,726</u>	<u>-</u>	<u>162,137</u>	<u>2,232,589</u>
	<u>\$ 9,200,726</u>	<u>\$ -</u>	<u>\$ 467,137</u>	<u>\$ 8,733,589</u>

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

The Water and Sewer Capital Fund contains long term debt of \$508,555 (2018 - \$537,683) issued to fund local improvement projects. The debt will be repaid over a period of time through the collection of local improvement levies.

Principal payments required during the next five years for the Water and Sewer Capital Fund are as follows:

2020 - \$483,136; 2021 - \$1,454,357; 2022 - \$426,808; 2023 - \$438,498; 2024 - \$454,435

In 2021, debenture BF23 will mature with a final amount due of \$1,042,000, however it is expected that \$956,000 of this payment will be refinanced during that year for an additional ten years.

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2019

11. LONG TERM DEBT (cont'd)

(c) Jointly Controlled Entity - KRJPC (proportionate share)

	Balance January 1, <u>2019</u>	Issued during year	Redeemed during year	Balance December 31, <u>2019</u>
New Brunswick Municipal Financing Corporation				
Debentures:				
BL45 1.2% - 3.1%, due 2024, OIC # 02-66, 03-53	\$ 125,440	\$ -	\$ 19,293	\$ 106,147
BN35 1.05% - 3.15%, due 2025, OIC# 03-53	<u>256,180</u>	<u>-</u>	<u>34,754</u>	<u>221,426</u>
	<u>\$ 381,620</u>	<u>\$ -</u>	<u>\$ 54,047</u>	<u>\$ 327,573</u>

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

2020 - \$54,662; 2021 - \$56,270; 2022 - \$57,476; 2023 - \$58,682; 2024 - \$60,691

Total Long term debt:

	<u>2019</u>	<u>2018</u>
General Capital Fund	\$ 5,950,000	\$ 6,983,000
Water and Sewer Capital Fund	8,733,589	9,200,726
Jointly Controlled Entity - KRJPC	<u>327,573</u>	<u>381,620</u>
	<u>\$ 15,011,162</u>	<u>\$ 16,565,346</u>

12. LAND FOR PUBLIC PURPOSES

In accordance with the Community Planning Act, the Town has the authority to set aside up to 10% of any land subdivided, or up to 8% of the monetary value of such land, as a reserve. As well, any proceeds on the sale of public lands must be reserved. These funds can only be used for the purchase or development of public lands and are included in the Reserve Funds (Note 26).

13. SEWER OUTFALL RESERVE

In accordance with an agreement with the Municipality of Quispamsis, Rothesay and the Municipality of Quispamsis are required to fund, on an annual basis, an amount to cover the operating and maintenance costs associated with the shared sewer effluent line and outfall pipe. The contributions are made on a per unit basis, with Rothesay contributing \$1 per unit and the Municipality of Quispamsis contributing \$2 per unit. Any accumulated amounts are transferred to the Water and Sewer Capital Reserve Fund for future capital expenditures. At December 31, 2019, the balance in this reserve was \$259,062 (2018 - \$237,702).

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2019

14. DEFERRED REVENUE

In 2002, the Town issued a special warrant of assessment to the residents of Kennebecasis Park for local improvements made to the area. The assessment will be invoiced annually over a period of 30 years. A number of residents paid the entire levy amount in the first year, and as a result, the prepayment has been recorded as deferred revenue to be amortized over 29 years.

15. ACCRUED SICK LEAVE

Rothestay provides sick leave that accumulates at a rate of 18 hours per month. All employees can accumulate to a maximum of 2,400 hours and can take leave with pay for an amount of time equal to the accumulated sick leave.

KVFD provides sick leave that accumulates at a rate of 18 hours per month while the employees sick bank is below 1,000 hours, and at 13.5 hours per month while the sick bank is above 1,000 hours. All employees can accumulate to a maximum of 2,184 sick leave hours and can take leave with pay for an amount of time equal to the accumulated sick leave.

An actuarial valuation in accordance with PSA 3255, was performed for each plan, the 43 employee plan for Rothestay and the 37 employee plan for KVFD. The actuarial method used was the Projected Unit Credit pro-rated on service to expected usage. The valuation was based on a number of assumptions about future events, such as interest rates, wage and salary increases and employee turnover and retirement. The assumptions used reflect the Town's and KVFD's best estimates.

The following summarizes the major assumptions in the valuation:

- annual salary increase is 3%;
- the discount rate used to determine the accrued benefit obligations is 3.07% for Rothestay and 3.07% for KVFD;
- retirement age is 60; and
- estimated net excess utilization of rate of sick leave varies with age.

The sick leave is an unfunded benefit and as such, there are no applicable assets. Benefits are paid out of general revenue as they come due.

The consolidated unfunded liability consist of:

	Estimated 2019	2018
Rothestay	\$ -	\$ 18,700
KRJPC	6,149	6,152
KVFD	<u>299,119</u>	<u>321,836</u>
	<u>\$ 305,268</u>	<u>\$ 346,688</u>

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

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16. POST EMPLOYMENT BENEFITS PAYABLE

Retirement Allowance Program

Rothestay's retiring employees are entitled to four weeks' regular salary for every five years of employment to a maximum of 26 weeks. The employee must be 55 years of age to receive the benefit.

The accrued liability is based on an actuarial valuation as at December 31, 2017, which used a discount rate of 3.07% and an annual salary increase rate of 3%. The liability was determined using the projected unit credit method pro-rated on service to the date the maximum benefit is earned.

KVFD's retiring employees are entitled to four weeks' regular salary for every five years of employment to a maximum of 24 weeks based on a minimum of ten years service. The employee must be of retirement age of 60.

The accrued liability is based on an actuarial valuation as at December 31, 2016, which used a discount rate of 3.3% and an annual salary increase rate of 3%.

KRJPC's retiring employees are entitled to accumulate the greater of fifty percent of unused sick leave credits or one month's standard salary for every five years, or any part thereof, of service to a maximum of 6 months.

The accrued liability is based on an actuarial valuation as at July 31, 2019, which used a discount rate of 2.69% and an annual salary increase rate of 3% for four years and 2% thereafter.

The consolidated unfunded liability consist of:

	<u>2019</u>	<u>2018</u>
Rothestay	\$ 408,322	\$ 395,220
KVFD	178,879	158,015
KRJPC	<u>327,562</u>	<u>297,464</u>
Balance at end of year	<u>\$ 914,763</u>	<u>\$ 850,699</u>

KVFD and KRJPC have internally restricted funds for their liabilities.

Pension Obligation

Employees of Rothestay, KVFD and KRJPC participate in the New Brunswick Municipal Employees Pension Plan (NBMEPP). The NBMEPP is a multiple-employer defined benefit pension plan administered by a board elected by the members under the provisions of the Municipalities Act of New Brunswick. The NBMEPP provides pensions based on length of service and best average earnings.

Actuarial valuations for funding purposes are performed either annually or triennially depending on the financial position of the NBMEPP (currently annually). In turn, the actuarial valuations for accounting purposes are based on these figures (with adjustments). The most recent actuarial valuation was prepared as at December 31, 2017 and resulted in an overall NBMEPP accrued benefit obligation of \$122,959,100 based on the accounting basis.

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

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16. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

The actuarial valuation for accounting purposes was based on a number of assumptions about future events, such as inflation rates, interest rates, wage and salary increases and employee turnover and mortality. The assumptions used reflect management's best estimates. The following summarizes the major assumptions in the valuation as at December 31, 2018:

- the expected inflation rate is 2.25% (prior 2.25%);
- the discount rate used to determine the accrued benefit obligation is 5.50% (prior 5.50%);
- the expected rate of return on assets is 5.50% (prior 5.50%);
- retirement age varies by age and employment category; and
- estimated average remaining service life (EARSL) is 13.0 years (prior 14.0 years).

The actuarial valuation prepared as at December 31, 2017 indicated that the present value of the accumulated plan benefits exceeded the market value of the net assets available for these benefits. The pension plan has been granted a solvency deficiency exemption by the Province of New Brunswick. On a going concern valuation basis, the actuarial valuation indicated a plan surplus of \$43,100, a change of \$297,900 from the December 31, 2016 deficit of \$254,800. Based on the assumptions as at December 31, 2017, the actuary expected the level of employer and employee contributions to be sufficient to fund the deficit in less than fifteen years, as allowed by the Pensions Benefits Act.

As at December 31, 2017, the NBMEPP provides benefits for 236 retirees. Total benefits payments to retirees and terminating employees during 2019 are estimated to be approximately \$3,932,100 (actual 2018, \$5,502,500) in totality for the NBMEPP.

Employees make contributions using rates that vary by earnings level and employment category, with an overall average contribution rate of approximately 7.99%. Each municipality contributes an amount that equals their employees contributions amounts. Pension fund assets are invested in short term securities, bonds, Canadian equities and foreign equities. Combined employees and municipalities contributions for 2019 are estimated to be approximately \$6,713,200 (actual 2018, \$6,532,500) in totality for the NBMEPP.

The following summarizes the NBMEPP data as it relates to Rothesay:

- The average age of the 46 active employees covered by the NBMEPP is 47.1 (as at Dec 31, 2017);
- benefit payments were \$266,600 in 2018 and were estimated to be \$90,300 in 2019; and
- combined contributions were \$431,600 in 2018 and were estimated to be \$441,600 in 2019.

The following summarizes the NBMEPP data as it relates to KVFD:

- The average age of the 42 active employees covered by the NBMEPP is 42.1 (2018 - 42.6);
- benefit payments were \$520,400 in 2018 and were estimated to be \$511,600 in 2019; and
- combined contributions were \$594,600 in 2018 and were estimated to be \$612,400 in 2019.

The following summarizes the NBMEPP data as it relates to KRJPC:

- The average age of the 44 active employees covered by the NBMEPP is 42.6 (2018 - 43.2);
- benefit payments were \$632,300 in 2018 and were estimated to be \$353,500 in 2019; and
- combined contributions were \$710,800 in 2018 and were estimated to be \$731,400 in 2019.

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16. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

In addition to determining the position of the NBMEPP as it relates to Rothesay and the other controlled entities as at December 31, 2017 and December 31, 2018, NBMEPP's actuary performed an extrapolation of the December 31, 2018 accounting valuation to determine the estimated position as at December 31, 2019. The extrapolation assumes assumptions used as at December 31, 2019 remain unchanged from December 31, 2018. The extrapolation also assumes assets return 5.50%, net of all fees and expenses. If experience is different than assumed, amounts will be adjusted to reflect actual experience. Results of the extrapolation are as follows:

	Estimated	
	Jan 1, 2019 to	Jan 1, 2018 to
	<u>Dec 31, 2019</u>	<u>Dec 31, 2018</u>
Accrued Benefit Liability		
Accrued benefit liability at beginning of period	\$ 455,934	\$ 595,970
Change in ownership percentage	(531)	(7,075)
Adjustment to actual	(33,729)	33,071
Pension expense for the year	511,651	304,684
Employer contributions	<u>(492,595)</u>	<u>(470,716)</u>
Accrued benefit liability at end of period	<u>\$ 440,730</u>	<u>\$ 455,934</u>

In summary, the consolidated accrued benefit liability is estimated to be \$440,730 as at December 31, 2019. The December 31, 2018 liability was estimated in the prior year. The actual liability was calculated to be \$422,205. The difference of \$33,729 has been recorded in the current year. This amount is included in the post employment benefits payable on the consolidated statement of financial position.

	Estimated	
	Jan 1, 2019 to	Jan 1, 2018 to
	<u>Dec 31, 2019</u>	<u>Dec 31, 2018</u>
Rothesay	\$ 78,100	\$ 44,500
KVFD	193,980	228,626
KRJPC	<u>168,650</u>	<u>182,808</u>
	<u>\$ 440,730</u>	<u>\$ 455,934</u>

The financial position as it relates to the accrued benefit liability is shown as follows and illustrates the unamortized amounts being recognized in pension expense over time:

	Estimated	
	Jan 1, 2019 to	Jan 1, 2018 to
	<u>Dec 31, 2019</u>	<u>Dec 31, 2018</u>
Reconciliation of Funded Status at End of Period		
Accrued benefit obligation	\$ 18,557,467	\$ 17,270,912
Plan assets	<u>(16,688,280)</u>	<u>(15,300,307)</u>
Plan deficit	1,869,187	1,970,605
Unamortized experience losses	<u>(1,428,457)</u>	<u>(1,548,400)</u>
Accrued benefit liability at end of period	<u>\$ 440,730</u>	<u>\$ 422,205</u>

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16. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

The following illustrates the reconciliation of accrued benefit obligation from the beginning of period to the end of period:

	Estimated Jan 1, 2019 to Dec 31, 2019	Jan 1, 2018 to Dec 31, 2018
Reconciliation of Accrued Benefit Obligation		
Accrued benefit obligation at beginning of period	\$ 17,270,912	\$ 16,303,455
Change in ownership percentage	(13,572)	(146,681)
Current service cost	782,472	737,117
Benefits payments	(440,913)	(733,440)
Interest for period	958,568	888,782
Experience loss during period	<u>-</u>	<u>221,679</u>
Accrued benefit obligation at end of period	<u>\$ 18,557,467</u>	<u>\$ 17,270,912</u>

The following illustrates the reconciliation of plan assets from the beginning of period to the end of period:

	Estimated Jan 1, 2019 to Dec 31, 2019	Jan 1, 2018 to Dec 31, 2018
Reconciliation of Plan Assets		
Plan assets at beginning of period	\$ 15,300,307	\$ 15,583,899
Change in ownership percentage	(12,126)	(141,385)
Employer contributions	492,595	478,919
Employee contributions	492,595	481,397
Benefit payments	(440,913)	(733,440)
Return on plan assets during period	<u>855,822</u>	<u>(369,083)</u>
Plan assets at end of period	<u>\$ 16,688,280</u>	<u>\$ 15,300,307</u>

Total expense related to pensions include the following components:

	Estimated Jan 1, 2019 to Dec 31, 2019	Actual Jan 1, 2018 to Dec 31, 2018
Pension Expense		
Employer current service cost	\$ 289,877	\$ 255,720
Interest on accrued benefit obligation	958,568	888,782
Expected return on assets	(855,822)	(855,622)
Amortization of unrecognized balances		
Experience loss	<u>119,028</u>	<u>10,335</u>
Pension expense	<u>\$ 511,651</u>	<u>\$ 299,215</u>

The pension expense is included in the statement of operations.

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2019

17. CONTINGENT LIABILITY

In the normal course of operations, the Town becomes involved in various claims and legal proceedings. While the final outcome with respect to claims and legal proceedings pending at December 31, 2019 cannot be predicted with certainty, it is the opinion of management and council that resolution of these matters will not have a material adverse effect.

18. COMMITMENT

Solid Waste Collection, Transportation and Recycling Services

In 2014, the Town entered into a contract for solid waste collection, transportation and recycling services from January 2015 to December 2018. During the year, the Town renewed the contract for two years, of which the minimum annual payment over the next year is \$385,000.

19. SHORT TERM BORROWING

Operating Borrowing

As prescribed in the Municipalities Act, borrowing to finance General Operating Fund operations is limited to 4% of the Municipality's budget. Borrowing to finance Water and Sewer Fund operations is limited to 50% of the operating budget for the year. In 2019, the Town has complied with these restrictions.

Capital Funds

At December 31, 2019, there were short-term funds totaling \$210,000 (2018 - \$660,000) borrowed from other funds and no short-term funds (2018 - nil) borrowed from a financial institution to provide interim funding for capital projects in the General Capital Fund.

At December 31, 2019, there were short-term funds totaling \$400,000 (2018 - \$700,000) borrowed from other funds and no short-term funds (2018 - nil) borrowed from a financial institution to provide interim funding for capital projects in the Water and Sewer Capital Fund.

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

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19. SHORT TERM BORROWING (cont'd)

Inter-fund Borrowing

The Municipal Financing Reporting Manual requires that short term inter-fund borrowings be repaid in the next year unless the borrowing is for a capital project. The amounts payable between Funds are in compliance with the requirements.

Amounts outstanding at year end are inter fund regular payables or in some cases, a short term loan may exist from the reserve account. Where a loan is in place, interest is paid to the reserve account at a rate that equates what the account would have earned had it been in the bank. These loan amounts are paid off within the following year and council is given a summary at year end to be fully informed of these transactions.

20. UTILITY FUND SURPLUS

The Municipalities Act requires Utility Fund surplus amounts to be absorbed into one or more of four Operating Budgets commencing with the second next ensuing year; the balance of the surplus at the end of the year consists of:

	<u>2019</u>	<u>2018</u>
2019 Surplus	\$ 34,573	\$ -
2018 Surplus	80,211	80,211
2017 Surplus	<u>-</u>	<u>11,713</u>
	<u>\$ 114,784</u>	<u>\$ 91,924</u>

21. SUBSEQUENT EVENT

On March 11, 2020 the World Health Organization characterized the outbreak of a strain of the novel coronavirus ("COVID-19") as a pandemic which has resulted in a series of public health and emergency measures that have been put into place to combat the spread of the virus. The duration and impact of COVID-19 is unknown at this time and it is not possible to reliably estimate the impact that the length and severity of these developments will have on the financial assets and condition of the Town in future periods.

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

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22. SCHEDULE OF TANGIBLE CAPITAL ASSETS

	Land	Land Improvements	Buildings and Leasehold Improvements	Vehicles	Machinery and Equipment	Infrastructure				Subtotal	Assets Under Construction	2019 Total	2018 Total
						Roads and Streets	Storm Sewer	Water	Sewer				
COST													
Balance - beginning of year	\$ 4,819,842	\$ 8,117,477	\$ 11,187,617	\$ 4,950,511	\$ 4,487,628	\$ 40,132,234	\$ 19,172,746	\$ 27,057,089	\$ 23,652,628	\$ 143,577,772	\$ -	\$ 143,577,772	\$ 138,915,304
Change in ownership	(91)	(11)	(2,581)	(2,560)	(664)	-	-	-	-	(5,907)	-	(5,907)	(118,600)
Add: Net additions during the year	50,000	419,183	122,876	755,787	80,182	3,195,804	1,171,935	668,000	418,789	6,882,556	-	6,882,556	5,975,930
Less: Disposals during the year	-	-	-	(41,185)	(15,687)	(1,089,859)	(97,360)	(12,128)	(18,896)	(1,275,115)	-	(1,275,115)	(1,194,862)
Balance - end of year	<u>4,869,751</u>	<u>8,536,649</u>	<u>11,307,912</u>	<u>5,662,553</u>	<u>4,551,459</u>	<u>42,238,179</u>	<u>20,247,321</u>	<u>27,712,961</u>	<u>24,052,521</u>	<u>149,179,306</u>	<u>-</u>	<u>149,179,306</u>	<u>143,577,772</u>
ACCUMULATED AMORTIZATION													
Balance - beginning of year	-	3,436,157	4,132,695	2,473,598	1,695,904	20,154,801	6,831,640	7,145,519	8,172,567	54,042,881	-	54,042,881	50,621,119
Change in ownership	-	(8)	(1,320)	(1,478)	(314)	-	-	-	-	(3,120)	-	(3,120)	(38,760)
Add: Amortization during the year	-	439,159	337,382	483,436	333,245	1,505,880	345,636	537,254	397,969	4,379,961	-	4,379,961	4,467,247
Less: Accumulated amortization on disposals	-	-	-	(38,774)	(15,687)	(938,462)	(61,761)	(10,851)	(13,678)	(1,079,213)	-	(1,079,213)	(1,006,725)
Balance - end of year	<u>-</u>	<u>3,875,308</u>	<u>4,468,757</u>	<u>2,916,782</u>	<u>2,013,148</u>	<u>20,722,219</u>	<u>7,115,515</u>	<u>7,671,922</u>	<u>8,556,858</u>	<u>57,340,509</u>	<u>-</u>	<u>57,340,509</u>	<u>54,042,881</u>
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS													
	<u>\$ 4,869,751</u>	<u>\$ 4,661,341</u>	<u>\$ 6,839,155</u>	<u>\$ 2,745,771</u>	<u>\$ 2,538,311</u>	<u>\$ 21,515,960</u>	<u>\$ 13,131,806</u>	<u>\$ 20,041,039</u>	<u>\$ 15,495,663</u>	<u>\$ 91,838,797</u>	<u>\$ -</u>	<u>\$ 91,838,797</u>	<u>\$ 89,534,891</u>
Consists of:													
General Fund Assets	\$ 4,515,621	\$ 4,600,164	\$ 3,076,937	\$ 1,862,343	\$ 1,852,784	\$ 21,312,084	\$ 13,131,806	\$ -	\$ -	\$ 50,351,739	\$ -	\$ 50,351,739	\$ 48,131,284
Utility Fund Assets	119,971	-	1,314,869	89,767	425,675	203,876	-	20,041,039	15,495,663	37,690,860	-	37,690,860	37,665,854
Controlled Entities	<u>234,159</u>	<u>61,177</u>	<u>2,447,349</u>	<u>793,661</u>	<u>259,852</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,796,198</u>	<u>-</u>	<u>3,796,198</u>	<u>3,737,753</u>
	<u>\$ 4,869,751</u>	<u>\$ 4,661,341</u>	<u>\$ 6,839,155</u>	<u>\$ 2,745,771</u>	<u>\$ 2,538,311</u>	<u>\$ 21,515,960</u>	<u>\$ 13,131,806</u>	<u>\$ 20,041,039</u>	<u>\$ 15,495,663</u>	<u>\$ 91,838,797</u>	<u>\$ -</u>	<u>\$ 91,838,797</u>	<u>\$ 89,534,891</u>

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23. SCHEDULE OF TANGIBLE CAPITAL ASSETS FOR JOINTLY CONTROLLED ENTITIES

	<u>Land</u>	<u>Land Improvements</u>	<u>Buildings</u>	<u>Vehicles</u>	<u>Machinery and Equipment</u>	<u>Assets Under Construction</u>	<u>2019 Total</u>	<u>2018 Total</u>
COST								
Balance - beginning of year	\$ 234,250	\$ 120,164	\$ 3,852,886	\$ 1,426,318	\$ 718,028	\$ -	\$ 6,351,646	\$ 6,357,822
Change in percentage ownership	(91)	(11)	(2,581)	(2,560)	(664)	-	(5,907)	(118,600)
Add: Net additions during the year	-	-	11,341	293,406	64,310	-	369,057	125,523
Less: Disposals during the year	-	-	-	(41,185)	(15,687)	-	(56,872)	(13,099)
Balance - end of year	<u>234,159</u>	<u>120,153</u>	<u>3,861,646</u>	<u>1,675,979</u>	<u>765,987</u>	<u>-</u>	<u>6,657,924</u>	<u>6,351,646</u>
ACCUMULATED AMORTIZATION								
Balance - beginning of year	-	51,414	1,278,991	820,088	463,400	-	2,613,893	2,352,256
Change in percentage ownership	-	(8)	(1,320)	(1,478)	(314)	-	(3,120)	(38,760)
Add: Amortization during the year	-	7,570	136,626	102,482	58,736	-	305,414	310,233
Less: Accumulated amortization on disposals	-	-	-	(38,774)	(15,687)	-	(54,461)	(9,836)
Balance - end of year	<u>-</u>	<u>58,976</u>	<u>1,414,297</u>	<u>882,318</u>	<u>506,135</u>	<u>-</u>	<u>2,861,726</u>	<u>2,613,893</u>
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	<u>\$ 234,159</u>	<u>\$ 61,177</u>	<u>\$ 2,447,349</u>	<u>\$ 793,661</u>	<u>\$ 259,852</u>	<u>\$ -</u>	<u>\$ 3,796,198</u>	<u>\$ 3,737,753</u>

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24. SCHEDULE OF SEGMENT DISCLOSURE

	<u>General</u>	<u>Protective</u>	<u>Transportation</u>	<u>Environmental Health</u>	<u>Environmental Development</u>	<u>Recreation and Culture</u>	<u>Water and Sewer</u>	<u>2019 Consolidated</u>	<u>2018 Consolidated</u>
REVENUE									
Property tax warrant	\$ 2,573,301	\$ 5,738,589	\$ 3,922,519	\$ 734,770	\$ 739,583	\$ 2,334,260	\$ -	\$ 16,043,022	\$ 15,513,249
Sale of service	95,021	-	-	-	-	356,259	-	451,280	400,727
Services provided to other governments	-	-	83,288	-	-	-	-	83,288	83,085
Other own source	19,177	60	418,439	-	107,125	-	-	544,801	703,015
Unconditional grant	19,135	43,231	30,608	5,511	5,731	17,974	-	122,190	188,558
Conditional government transfers	-	-	1,200,000	-	-	321,374	418,684	1,940,058	2,646,730
Water and sewer user fees	-	-	-	-	-	-	2,954,811	2,954,811	2,926,116
Sundry and interest	<u>216,984</u>	<u>156,521</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>11,060</u>	<u>110,570</u>	<u>495,135</u>	<u>477,223</u>
	<u>2,923,618</u>	<u>5,938,401</u>	<u>5,654,854</u>	<u>740,281</u>	<u>852,439</u>	<u>3,040,927</u>	<u>3,484,065</u>	<u>22,634,585</u>	<u>22,938,703</u>
EXPENDITURE									
Salaries and benefits	995,433	4,270,775	984,529	-	288,379	366,856	513,658	7,419,630	7,282,051
Goods and services	950,034	560,788	2,205,578	633,909	292,196	1,877,465	1,519,669	8,039,639	7,578,254
Interest	6,632	11,119	59,880	-	-	123,858	312,820	514,309	524,950
Other	44,597	259	186,995	-	-	-	6,495	238,346	225,255
Amortization	<u>64,394</u>	<u>214,697</u>	<u>2,374,136</u>	<u>-</u>	<u>-</u>	<u>643,819</u>	<u>1,082,915</u>	<u>4,379,961</u>	<u>4,467,244</u>
	<u>2,061,090</u>	<u>5,057,638</u>	<u>5,811,118</u>	<u>633,909</u>	<u>580,575</u>	<u>3,011,998</u>	<u>3,435,557</u>	<u>20,591,885</u>	<u>20,077,754</u>
Surplus for the year	<u>\$ 862,528</u>	<u>\$ 880,763</u>	<u>\$ (156,264)</u>	<u>\$ 106,372</u>	<u>\$ 271,864</u>	<u>\$ 28,929</u>	<u>\$ 48,508</u>	<u>\$ 2,042,700</u>	<u>\$ 2,860,949</u>

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25. RECONCILIATION OF ANNUAL SURPLUS

	<u>General Operating Fund</u>	<u>General Capital Fund</u>	<u>Utility Operating Fund</u>	<u>Utility Capital Fund</u>	<u>General Operating Reserve Fund</u>	<u>General Capital Reserve Fund</u>	<u>Utility Operating Reserve Fund</u>	<u>Utility Capital Reserve Fund</u>	<u>Jointly Controlled Entities</u>	<u>Total</u>
2019 annual surplus (deficit)	\$ <u>3,393,223</u>	\$ <u>(1,910,651)</u>	\$ <u>1,500,712</u>	\$ <u>(1,283,622)</u>	\$ <u>15,958</u>	\$ <u>131,711</u>	\$ <u>2,035</u>	\$ <u>19,785</u>	\$ <u>173,549</u>	\$ <u>2,042,700</u>
Adjustments to annual surplus (deficit) for funding requirements										
Second previous year's surplus	1,006	-	11,713	-	-	-	-	-	95,809	108,528
Transfers between funds										
Transfer elimination	(1,693,497)	-	-	-	-	1,693,497	-	-	-	-
Transfer elimination	1,200,000	-	100,000	-	-	(1,300,000)	-	-	-	-
Transfer elimination	120,000	-	-	-	(120,000)	-	-	-	-	-
Transfer elimination	368,000	-	-	-	-	(368,000)	-	-	-	-
Transfer elimination	(8,345)	-	-	-	8,345	-	-	-	-	-
Transfer elimination	-	-	(115,600)	-	-	-	-	115,600	-	-
Transfer elimination	-	-	(5,686)	-	-	-	-	5,686	-	-
Transfer elimination	-	-	(10,802)	-	-	-	-	10,802	-	-
Transfer elimination	-	-	(70,000)	-	-	-	-	70,000	-	-
Transfer elimination	(2,742,336)	2,742,336	(908,627)	908,627	-	-	-	-	-	-
Long term debt principal repayment	(1,033,000)	1,033,000	(467,137)	467,137	-	-	-	-	-	-
Provision for retirement allowance	-	-	-	-	-	-	-	-	(3,401)	(3,401)
Provision for pension liability	33,600	-	-	-	-	-	-	-	(48,225)	(14,625)
Provision for sick leave accrual	-	-	-	-	-	-	-	-	(22,028)	(22,028)
Accumulated amortization on disposal of capital assets	-	(1,000,223)	-	(24,529)	-	-	-	-	(54,461)	(1,079,213)
Deferred Gas tax revenue	393,497	-	-	-	-	-	-	-	-	393,497
Unrealized gain on investments	-	-	-	-	-	-	-	-	(23,088)	(23,088)
Amortization expense	-	<u>2,991,632</u>	-	<u>1,082,915</u>	-	-	-	-	<u>305,414</u>	<u>4,379,961</u>
Total adjustments to 2019 annual surplus (deficit)	<u>(3,361,075)</u>	<u>5,766,745</u>	<u>(1,466,139)</u>	<u>2,434,150</u>	<u>(111,655)</u>	<u>25,497</u>	<u>-</u>	<u>202,088</u>	<u>250,020</u>	<u>3,739,631</u>
2019 annual surplus (deficit) for funding requirements	<u>\$ 32,148</u>	<u>\$ 3,856,094</u>	<u>\$ 34,573</u>	<u>\$ 1,150,528</u>	<u>\$ (95,697)</u>	<u>\$ 157,208</u>	<u>\$ 2,035</u>	<u>\$ 221,873</u>	<u>\$ 423,569</u>	<u>\$ 5,782,331</u>

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2019

26. STATEMENT OF RESERVES

	<u>General Operating Reserve</u>	<u>General Capital Reserve</u>	<u>Utility Operating Reserve</u>	<u>Utility Capital Reserve</u>	<u>Land for Public Purpose</u>	<u>2019 Total</u>	<u>2018 Total</u>
ASSETS							
Cash and short term investments	\$ 554,681	\$ 5,449,134	\$ -	\$ 1,321,964	\$ -	\$ 7,325,779	\$ 8,053,485
Accounts receivable from other funds	-	-	-	93	-	93	-
Due from (to) other funds	<u>7,646</u>	<u>(28,070)</u>	<u>104,675</u>	<u>(104,675)</u>	<u>137,596</u>	<u>117,172</u>	<u>(895,860)</u>
	<u>\$ 562,327</u>	<u>\$ 5,421,064</u>	<u>\$ 104,675</u>	<u>\$ 1,217,382</u>	<u>\$ 137,596</u>	<u>\$ 7,443,044</u>	<u>\$ 7,157,625</u>
ACCUMULATED SURPLUS							
	<u>\$ 562,327</u>	<u>\$ 5,421,064</u>	<u>\$ 104,675</u>	<u>\$ 1,217,382</u>	<u>\$ 137,596</u>	<u>\$ 7,443,044</u>	<u>\$ 7,157,625</u>
REVENUE							
Other government transfers	\$ -	\$ 1,693,497	\$ -	\$ -	\$ -	\$ 1,693,497	\$ 881,014
Transfers from Operating Funds	-	-	-	202,088	8,345	210,433	494,166
Interest	<u>12,880</u>	<u>131,711</u>	<u>2,035</u>	<u>19,785</u>	<u>3,078</u>	<u>169,489</u>	<u>86,965</u>
	<u>12,880</u>	<u>1,825,208</u>	<u>2,035</u>	<u>221,873</u>	<u>11,423</u>	<u>2,073,419</u>	<u>1,462,145</u>
EXPENDITURES							
Transfers to General Operating Fund	120,000	368,000	-	-	-	488,000	1,575,000
Transfer to General Capital Fund	-	1,300,000	-	-	-	1,300,000	-
Transfers to Water and Sewer Operating Fund	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>413,000</u>
	<u>120,000</u>	<u>1,668,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,788,000</u>	<u>1,988,000</u>
ANNUAL SURPLUS (DEFICIT)	<u>\$ (107,120)</u>	<u>\$ 157,208</u>	<u>\$ 2,035</u>	<u>\$ 221,873</u>	<u>\$ 11,423</u>	<u>\$ 285,419</u>	<u>\$ (525,855)</u>

Included in the General Capital Reserve Fund is \$4,701,486 of gas tax funds to be used for capital projects that meet the criteria of the Agreement on the Gas Tax Fund with Local Governments.

<u>Name of Investment</u>	<u>Principal Amount</u>	<u>Interest Rate</u>	<u>Date of Maturity</u>
Cashable GIC	3,658,099	2.50%	June 27, 2020
Cashable GIC	382,275	1.930%	December 17, 2020
Cashable GIC	340,700	2.50%	June 29, 2020
Cashable GIC	114,056	2.50%	June 27, 2020
Cashable GIC	100,034	2.50%	June 27, 2020

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2019

26. STATEMENT OF RESERVES (cont'd)

Council Resolutions regarding transfers to and from reserves:

MOVED by Council. Brenan and seconded by Council. Shea the sum of \$120,000.00 be transferred from the General Operating Reserve Fund to the General Operating Fund to cover operating expenses.
CARRIED.

MOVED by Council. Brenan and seconded by Council. Shea the sum of \$368,000.00 be transferred from the General Capital Reserve Fund to the General Operating Fund to cover the costs of Capital projects.
CARRIED.

MOVED by Council. Brenan and seconded by Council. Shea Gas Tax Funding in the amount of \$1,693,497.00 for the year 2019, be transferred to the General Capital Reserve Fund (Gas Tax).
CARRIED.

MOVED by Council. Brenan and seconded by Council. Shea the sum of \$1,200,000.00 be transferred from the General Capital Reserve (Gas Tax) to the General Operating Fund to cover the costs of Capital projects.
CARRIED.

MOVED by Council. Brenan and seconded by Council. Shea the sum of \$8,345.16 be transferred from the General Operating Fund to the Land for Public Purposes Reserve Fund for external contributions.
CARRIED.

MOVED by Council. Brenan and seconded by Council. Shea \$115,600.00 be transferred from the Utility Operating Fund to the Utility Capital Reserve Fund for water and sewer connection fees.
CARRIED.

MOVED by Council. Brenan and seconded by Council. Shea the sum of \$100,000.00 be transferred from the General Capital Reserve (Gas Tax) to the Utility Operating Fund to cover the costs of Capital projects.
CARRIED.

MOVED by Council. Brenan and seconded by Council. Shea \$5,686.00 be transferred from the Utility Operating Fund to the Utility Sewage Outfall Reserve Fund for Rothesay's contribution to the Sewage Outfall Reserve.
CARRIED.

MOVED by Council. Brenan and seconded by Council. Shea \$10,802.00 received from Quispamsis for Sewage Outfall be transferred from the Utility Operating Fund to the Utility Sewage Outfall Reserve Fund.
CARRIED.

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26. STATEMENT OF RESERVES (cont'd)

MOVED by Council. Brenan and seconded by Council. Shea \$70,000.00 be transferred from the Utility Operating Fund to the Utility Capital Reserve Fund for future capital projects.

CARRIED.

I hereby certify that the above are true and exact copies of resolutions adopted at the regular meeting of Council on December 9, 2019.

Clerk,
Rothesay

Date

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**DECEMBER 31, 2019****27. STATEMENT OF JOINTLY CONTROLLED ENTITIES OPERATIONS**

	<u>KV Fire</u>	<u>Police</u>	<u>Library</u>	<u>2019 Total</u>	<u>2018 Total</u>
ASSETS	\$ <u>1,524,366</u>	\$ <u>1,344,537</u>	\$ <u>1,708,067</u>	\$ <u>4,576,970</u>	\$ <u>4,606,833</u>
LIABILITIES	\$ <u>719,241</u>	\$ <u>1,005,407</u>	\$ <u>11,375</u>	\$ <u>1,736,023</u>	\$ <u>1,899,304</u>
ACCUMULATED SURPLUS	\$ <u>817,125</u>	\$ <u>339,131</u>	\$ <u>1,696,692</u>	\$ <u>2,852,948</u>	\$ <u>2,707,532</u>
REVENUE	\$ 2,368,561	\$ 2,731,370	\$ 96,126	\$ 5,196,057	\$ 4,697,490
EXPENDITURES	<u>2,100,319</u>	<u>2,765,300</u>	<u>183,658</u>	<u>5,049,277</u>	<u>4,887,507</u>
	268,242	(33,930)	(87,532)	146,780	(190,017)
CHANGE IN PERCENTAGE OWNERSHIP	<u>(1,177)</u>	<u>(186)</u>	<u>-</u>	<u>(1,363)</u>	<u>(65,294)</u>
ANNUAL SURPLUS (DEFICIT)	\$ <u>267,065</u>	\$ <u>(34,116)</u>	\$ <u>(87,532)</u>	\$ <u>145,417</u>	\$ <u>(255,311)</u>

The above noted entities are included in the consolidated financial statements. The above figures do not include the eliminating adjustments and represent Rothesay's proportionate share.

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

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28. OPERATING BUDGET TO PSA BUDGET

	Operating Budget General	Operating Budget Water and Sewer	Amortization TCA	Controlled Entities	Transfers	Total
REVENUE						
Property tax warrant	\$ 16,043,021	\$ -	\$ -	\$ -	\$ -	\$ 16,043,021
Unconditional transfers from other governments	122,190	-	-	-	-	122,190
Conditional transfers from Federal or Provincial governments	26,500	-	-	-	1,300,000	1,326,500
Services other governments	60,000	-	-	-	-	60,000
Other own source	179,240	-	-	-	-	179,240
Sale of services	403,043	-	-	-	-	403,043
Other transfers	1,000,000	-	-	-	(1,000,000)	-
Water and sewer user fees	-	3,158,287	-	-	(358,000)	2,800,287
Sundry income	5,000	50,000	-	134,050	-	189,050
Surplus (deficit) of second previous year	<u>1,006</u>	<u>11,713</u>	<u>-</u>	<u>-</u>	<u>(12,719)</u>	<u>-</u>
	<u>17,840,000</u>	<u>3,220,000</u>	<u>-</u>	<u>134,050</u>	<u>(70,719)</u>	<u>21,123,331</u>
EXPENDITURES						
General government services	2,260,215	-	65,000	-	(297,402)	2,027,813
Protective services	5,038,809	-	214,697	3,944	(314,776)	4,942,674
Transportation services	3,444,029	-	2,475,000	-	(655,941)	5,263,088
Environmental health services	645,000	-	-	-	-	645,000
Environmental development services	649,680	-	-	-	-	649,680
Recreation and cultural services	2,049,910	-	640,717	9,710	95,487	2,795,824
Fiscal services						
Long term debt repayments	1,033,000	436,137	-	-	(1,469,137)	-
Interest	198,857	307,452	-	-	(506,309)	-
Transfer from General Operating Fund to						
General Capital Reserve Fund	10,000	-	-	-	(10,000)	-
General Operating Reserve Fund	120,000	-	-	-	(120,000)	-
Transfer from General Operating Fund to						
General Capital Fund	2,390,500	-	-	-	(2,390,500)	-
Transfer from Water and Sewer Operating Fund to Water						
and Sewer Capital Reserve Fund	-	70,000	-	-	(70,000)	-
Transfer from Water and Sewer Operating Fund to Water						
and Sewer Operating Capital Fund	-	600,000	-	-	(600,000)	-
Water and Sewer	<u>-</u>	<u>1,806,411</u>	<u>1,070,000</u>	<u>-</u>	<u>312,820</u>	<u>3,189,231</u>
	<u>17,840,000</u>	<u>3,220,000</u>	<u>4,465,414</u>	<u>13,654</u>	<u>(6,025,758)</u>	<u>19,513,310</u>
Surplus (deficit)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (4,465,414)</u>	<u>\$ 120,396</u>	<u>\$ 5,955,039</u>	<u>\$ 1,610,021</u>

ROTHESAY

2020April14OPENSsessionFINAL_140

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2019

29. REVENUE AND EXPENDITURES SUPPORT

	<u>2019</u> Budget	<u>2019</u> Actual	<u>2018</u> Actual
REVENUE			
Sale of services			
Community Centre	\$ 30,000	\$ 27,990	\$ 32,859
Rental revenue	58,565	67,851	61,605
Recreational programs	<u>314,478</u>	<u>355,439</u>	<u>306,263</u>
	<u>\$ 403,043</u>	<u>\$ 451,280</u>	<u>\$ 400,727</u>
Other own source			
Permits and fines	\$ 95,000	\$ 107,215	\$ 143,220
Transfer from operating reserve	75,700	-	-
Developers contributions	-	8,345	28,141
Miscellaneous	<u>8,540</u>	<u>429,241</u>	<u>531,654</u>
	<u>\$ 179,240</u>	<u>\$ 544,801</u>	<u>\$ 703,015</u>
Conditional government transfers			
Government of Canada	\$ -	\$ 191,542	\$ 762,025
Province of New Brunswick	-	446,516	783,455
Gas Tax revenue	1,300,000	1,300,000	1,100,000
Canada Day grants	1,500	2,000	1,250
Other government grants	<u>25,000</u>	<u>-</u>	<u>-</u>
	<u>\$ 1,326,500</u>	<u>\$ 1,940,058</u>	<u>\$ 2,646,730</u>
EXPENDITURE			
General government services			
Legislative			
Mayor	\$ 42,500	\$ 41,959	\$ 32,350
Councilors	121,100	120,749	104,325
Fundy Regional Service Commission	7,000	6,683	5,995
Other	<u>8,500</u>	<u>4,473</u>	<u>3,499</u>
	<u>179,100</u>	<u>173,864</u>	<u>146,169</u>
Administrative			
Administration	759,800	718,394	705,336
Office building	136,500	242,800	261,696
Solicitor	50,000	16,005	27,004
Supplies	36,000	43,400	30,178
Other	<u>237,319</u>	<u>259,679</u>	<u>183,939</u>
	<u>1,219,619</u>	<u>1,280,278</u>	<u>1,208,153</u>
Financial management			
Professional fees	<u>55,000</u>	<u>11,698</u>	<u>103,561</u>

ROTHESAY

2020April14OPENSsessionFINAL_141

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**DECEMBER 31, 2019****29. REVENUE AND EXPENDITURE SUPPORT (cont'd)**

	<u>2019</u> Budget	<u>2019</u> Actual	<u>2018</u> Actual
General government services (cont'd)			
Other			
Civic relations	4,000	226	388
Community communications	10,000	8,817	15,945
Insurance	190,000	185,839	176,440
Property tax - land for public purposes	8,000	11,791	7,654
Grants to organizations	40,000	39,486	38,208
Fox Farm Road rental expenses	-	27,070	-
Cost of assessment	250,996	250,996	242,707
Interest	6,098	6,632	4,001
Amortization	<u>65,000</u>	<u>64,393</u>	<u>65,027</u>
	<u>574,094</u>	<u>595,250</u>	<u>550,370</u>
	<u>\$ 2,027,813</u>	<u>\$ 2,061,090</u>	<u>\$ 2,008,253</u>
Protective services			
Fire			
Administration	\$ 307,470	\$ 317,196	\$ 273,510
Firefighting force	1,518,517	1,491,881	1,511,981
Telecommunications	3,261	1,612	2,907
Insurance	13,502	13,498	13,266
Prevention and training	20,584	15,101	12,256
Facilities	88,355	90,545	90,260
Fleet	43,940	43,655	56,036
Operations	23,030	20,071	21,584
Water costs	12,478	12,478	12,142
Retirement allowance	20,974	20,978	21,935
Other	1,223	727	742
Gain on disposal of tangible capital assets	-	(958)	-
Amortization	<u>116,607</u>	<u>116,607</u>	<u>109,462</u>
	<u>2,169,941</u>	<u>2,143,391</u>	<u>2,126,081</u>
Crimestoppers	<u>2,800</u>	<u>2,800</u>	<u>2,800</u>
Police			
Crime Control	1,872,535	1,958,396	1,702,776
Vehicle Fleet	89,782	72,311	76,548
Property	86,025	85,010	85,989
Administration	418,565	503,302	421,067
Retirement allowance	33,577	30,246	26,584
Communications	5,939	5,833	4,650
Other	(23,088)	(23,088)	15,817
Loss on disposal of tangible capital assets	259	259	2,861
Amortization	<u>98,090</u>	<u>98,090</u>	<u>94,203</u>
	<u>2,581,684</u>	<u>2,730,359</u>	<u>2,430,495</u>

ROTHESAY

2020April14OPENSsessionFINAL_142

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**DECEMBER 31, 2019****29. REVENUE AND EXPENDITURE SUPPORT (cont'd)**

	<u>2019</u> Budget	<u>2019</u> Actual	<u>2018</u> Actual
Protective services (cont'd)			
Other			
Emergency measures	158,525	149,486	142,869
Animal control	9,500	7,074	9,047
Interest	10,224	11,119	15,544
Other	<u>10,000</u>	<u>13,409</u>	<u>14,975</u>
	<u>188,249</u>	<u>181,088</u>	<u>182,435</u>
	<u>\$ 4,942,674</u>	<u>\$ 5,057,638</u>	<u>\$ 4,741,811</u>
Transportation services			
Common			
Wages and benefits	\$ 1,065,862	\$ 984,529	\$ 1,012,002
Workshop, yard and equipment maintenance	594,104	750,554	775,783
Engineering	<u>7,500</u>	<u>29,675</u>	<u>24,416</u>
	<u>1,667,466</u>	<u>1,764,758</u>	<u>1,812,201</u>
Roads and Streets			
Roadway surfaces	65,000	139,694	98,637
Crosswalks and sidewalks	20,563	18,706	18,123
Culverts and drainage ditches	25,000	25,530	29,934
Storm sewers	40,000	35,080	42,288
Street cleaning	40,000	33,577	31,932
Snow and ice removal	554,000	642,843	543,367
Street lighting	145,000	146,895	138,805
Street signs	12,000	7,464	10,571
Traffic lane marking	30,000	25,654	22,872
Traffic signals and signs	40,000	38,340	16,357
Railway crossing signals	20,000	19,451	21,842
Public transit - Comex Service	68,500	71,901	68,401
KV committee for the disabled	5,500	5,500	7,000
Flood costs	-	214,714	628,434
Interest	55,059	59,880	65,333
Loss on disposal of tangible capital assets	-	186,995	172,830
Amortization	<u>2,475,000</u>	<u>2,374,136</u>	<u>2,472,821</u>
	<u>3,595,622</u>	<u>4,046,360</u>	<u>4,389,547</u>
	<u>\$ 5,263,088</u>	<u>\$ 5,811,118</u>	<u>\$ 6,201,748</u>

ROTHESAY

2020April14OPENSsessionFINAL_143

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**DECEMBER 31, 2019****29. REVENUE AND EXPENDITURE SUPPORT (cont'd)**

	<u>2019</u> Budget	<u>2019</u> Actual	<u>2018</u> Actual
Environmental health services			
Solid waste disposal	\$ 195,000	\$ 196,445	\$ 191,792
Solid waste compost	25,000	26,612	25,515
Solid waste collection	290,000	278,233	262,183
Curbside recycling	95,000	96,328	91,077
Clean up campaign	<u>40,000</u>	<u>36,291</u>	<u>32,446</u>
	<u>\$ 645,000</u>	<u>\$ 633,909</u>	<u>\$ 603,013</u>
Environmental development services			
Environmental planning and zoning	\$ 547,700	\$ 478,666	\$ 468,248
Greater Saint John Economic Development Agency, Inc.	98,780	98,780	86,422
Tourism	<u>3,200</u>	<u>3,129</u>	<u>3,129</u>
	<u>\$ 649,680</u>	<u>\$ 580,575</u>	<u>\$ 557,799</u>
Recreation and cultural services			
Administration	\$ 241,100	\$ 292,962	\$ 251,908
Beaches	39,000	47,678	28,864
Rothesay Arena	332,680	302,302	288,272
Memorial Centre	57,000	218,570	61,535
Summer programs	61,000	63,947	57,078
Rothesay Common	48,335	50,618	60,285
Parks and gardens	585,700	605,930	583,607
Regional Facilities Commission	427,095	427,095	418,973
Kennebecasis Public Library Inc	94,310	92,019	83,732
Special events	36,000	30,730	27,124
Playgrounds and fields	110,000	104,613	127,506
Living museum	1,500	357	331
PRO Kids	7,500	7,500	7,500
Interest	113,887	123,858	139,726
Amortization	<u>640,717</u>	<u>643,819</u>	<u>656,771</u>
	<u>\$ 2,795,824</u>	<u>\$ 3,011,998</u>	<u>\$ 2,793,212</u>
Water and sewer services			
Water System			
Administration	\$ 446,309	\$ 418,376	\$ 387,811
Purification maintenance and treatment	357,000	512,156	427,870
Source of supply - purchase of water	600	780	758
Transmission and distribution	112,000	100,151	95,253
Power and pumping	42,000	47,798	44,077
Billing and collecting	<u>4,000</u>	<u>2,914</u>	<u>1,335</u>
	<u>961,909</u>	<u>1,082,175</u>	<u>957,104</u>

ROTHESAY

2020April14OPENSsessionFINAL_144

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**DECEMBER 31, 2019****29. REVENUE AND EXPENDITURE SUPPORT (cont'd)**

	<u>2019</u> Budget	<u>2019</u> Actual	<u>2018</u> Actual
Sewer System			
Administration	649,502	624,504	581,050
Sewer collection system	84,000	186,007	44,030
Sewer lift stations	19,000	60,566	36,649
Treatment and disposal	92,000	76,574	83,105
Infiltration study	-	3,501	88,629
Loss on disposal of tangible capital asset	<u>-</u>	<u>6,495</u>	<u>12,044</u>
	<u>844,502</u>	<u>957,647</u>	<u>845,507</u>
Interest	312,820	312,820	300,346
Amortization	<u>1,070,000</u>	<u>1,082,915</u>	<u>1,068,961</u>
	<u>1,382,820</u>	<u>1,395,735</u>	<u>1,369,307</u>
	<u>\$ 3,189,231</u>	<u>\$ 3,435,557</u>	<u>\$ 3,171,918</u>



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
April 14, 2020

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY: _____
John Jarvie, Town Manager

DATE: April 9, 2020

SUBJECT: Emergency Water Storage Reservoir Repairs

RECOMMENDATION

It is recommended that Council authorize staff to issue a purchase order to Greatario Services in the amount of \$163,645.00 to replace the roof system on the Hillside Water Storage Reservoir.

ORIGIN

The aluminum roof system on the Hillside Water Storage Reservoir was severely damaged by ice during the 2020 winter season.

BACKGROUND

The Hillside Water Storage Reservoir is located at a remote site off Route 1. Staff attend the site weekly throughout the summer and, unless there is a specific need to attend more often, monthly during the winter. Visible damage to the roof was noticed (from the ground) by an operator during one of these routine monthly visits. Staff contacted Greatario Services, the firm that originally supplied the reservoir, to assess and repair the damage. Greatario was able to respond quickly and complete a temporary repair, however the damage was so extensive that they advised replacement of the entire roof system as soon as possible.

DISCUSSION

The Rothesay Purchasing Policy, Section 3, outlines the procedure for emergency purchases as follows:

Emergency Purchases:

3. Emergencies which pose a threat to public safety resulting from a fire, flood, water main breaks, storms, environmental emergencies, or equipment failure may require emergency expenditures, notwithstanding the authorities outlined elsewhere in this policy. The Department Heads are authorized to make emergency expenditures necessary to maintain Town services. Department Heads will ensure that the Town Manager is kept advised of emergency expenditures. These emergency expenditures shall be reported to Council at the next regular meeting after which the expenditures are known.

The cost of the roof replacement is significant and unbudgeted. The Town does maintain a Utility Capital Reserve Fund to cover such unforeseen costs, however staff are actively pursuing a claim with our insurance carrier as the first source of funding.

The temporary repair will protect the quality of the water in the reservoir for the present time, however the nature of the repair is such that it could put the reservoir itself in jeopardy in a high wind situation. It is recommended that steps to complete the permanent repair be put in place immediately.

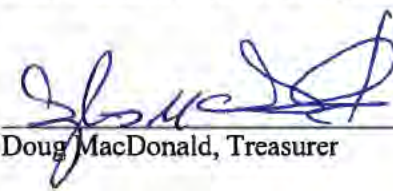
FINANCIAL IMPLICATIONS

The cost to replace the roof system is as follows.

Project Cost	Net HST	Total
\$163,645.00	7,013.82	\$170,658.82

Staff will report to Council with a financial update as the claim process with our insurance carrier proceeds.

Report Prepared by: 
Brett McLean, Director of Operations

Report Reviewed by: 
Doug MacDonald, Treasurer

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



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
April 14, 2020

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY: _____
John Jarvie, Town Manager

DATE: April 7, 2020

SUBJECT: Contract T-2020-001
Asphalt Resurfacing and Microseal Placement

RECOMMENDATION

It is recommended that Rothesay Mayor and Council award Contract T-2020-001: Asphalt Resurfacing and Microseal Placement to the low tenderer, Galbraith Construction Ltd., at the tendered price of \$2,078,383.50 (including HST), as calculated based on estimated quantities, and further that the Mayor and Town Clerk be authorized to execute the necessary contract documents.

ORIGIN

The 2020 General Fund Capital Budget includes funding for the resurfacing of asphalt and chip seal streets in Rothesay as follows:

Asphalt:

- Highland Avenue – Kingswood to Grove
- Eydie Drive
- College Hill Road
- Wharf Road
- French Village Road
- Jordan Lane
- Elizabeth Parkway – raise sections related to flooding
- Park Drive – raise sections related to flooding

Microseal

- Donald Road
- Dykeman Crescent
- McKinney Court
- Ryan Drive
- Terri Street

BACKGROUND

The 2020 General Fund Capital budget included funding for asphalt resurfacing and microseal placement on the streets listed above as well as replacement of the existing sidewalk on Highland Avenue and the addition of the concrete curb and sidewalk along portions of French Village Road.

TENDER RESULTS

The tender closed on April 8, 2020 and four bids were submitted. All four bids were deemed compliant by the Tender Opening Committee. The results were as follows:

1. Galbraith Construction Ltd., Saint John, NB	\$ 2,078,383.50
2. Debly Enterprises Ltd., Saint John, NB	\$ 2,080,071.70
3. NRB Construction Company, Saint John, NB	\$ 2,112,895.00
4. Classic Construction Ltd, Saint John, NB	\$ 2,281,657.50

The tenders were reviewed by staff and all tenders were found to be formal in all respects. Staff is of the opinion that the low tenderer has the necessary resources and expertise to perform the work, and recommend acceptance of their tender.

FINANCIAL IMPLICATIONS

The combined 2020 General and Utility Fund Capital Budgets included a total amount of \$1,905,00 to complete this project. The funding was allocated as follows:

General Fund	Street resurfacing	\$1,200,000
General Fund	Curb & Sidewalk	\$ 305,500
General Fund	Arena Parking Lot	\$ 300,000
Utility Fund	Pipework associated with paving	\$ 100,000
Total		\$1,905,500

The anticipated completion cost of the tendered project is:

	Total HST	incl. HST rebate	Subtotal	Diff from \$1,905,500.00 Budget
Consulting Fees	127,949.75	11,920.46	116,029.29	
Construction costs	2,078,383.50	193,633.05	1,884,750.45	
Subtotal	2,206,333.25	205,553.51	2,000,779.74	95,279.74

The higher than budgeted cost is attributable to two major components:

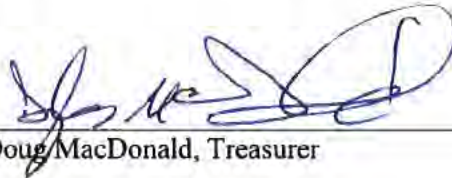
- 1) The cost of rehabilitating the Arena Parking Lot is much higher than was anticipated during budget preparation which occurred prior to the completion of detailed design, and
- 2) the project total includes a contingency amount which may or may not be expended during the course of the project.

It is recommended that the contract be awarded at the tendered price with the overage being funded as follows:

General Fund	Street resurfacing	\$1,200,000
General Fund	Curb & sidewalk	\$ 305,500
Utility Fund	Pipework associated with paving	\$ 100,000
General Fund	Arena parking lot	\$ 300,000
Gas Tax Reserve Fund *	Addition Allocation to fund overage	\$ 100,000
Total		\$2,005,500



Report Prepared by: Brett McLean, Director of Operations



Report Reviewed by: Doug MacDonald, Treasurer

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



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
April 14, 2020

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY: _____
John Jarvie, Town Manager

DATE: April 7, 2020

SUBJECT: Contract T-2020-003-B: Tandem Dump Truck

RECOMMENDATION

It is recommended that:

- 1) Equipment Supply Tender T-2020-003-B: Tandem Dump Truck, be awarded to the low tenderer, Universal Truck and Trailer, at the tendered price of \$169,640.00 plus HST and further that the Director of Operations be authorized to issue a purchase order in that regard; and
- 2) The supply of Tenco plow rigging be awarded to Parts for Trucks Inc., in the amount of \$113,235.00 plus HST and further that the Director of Operations be authorized to issue a purchase order in that regard.

ORIGIN

The 2020 General Fund Capital Budget included funds to purchase and rig (as required for winter maintenance) a Tandem Dump Truck to serve the Rothesay Public Works Department.

BACKGROUND

The 2020 General Fund Capital Budget included funding for the purchase of a Tandem Dump Truck to replace a resource that is currently 16 years old. A tender call for the supply of this truck was issued through the New Brunswick Opportunities Network on March 30, 2020.

All plow trucks owned by the Town are equipped with Tenco plows and rigging. The Town's mechanic is familiar with the installation and repair of this type of equipment and the Town's entire parts inventory is for this type of equipment. For these reasons it is being recommended that the Town purchase Tenco equipment for the new plow truck. Parts for Trucks Inc. is the local distributor for Tenco equipment and have submitted a written quotation for supply of the necessary parts. The Town's Treasurer will be asked to submit an exemption notification to the province to outline why the Town would "sole source" these items from Parts for Trucks Inc. instead of issuing a public tender call.

TENDER RESULTS

Tenders for the Tandem Dump Truck closed on April 8, 2020 with the following results:

- | | |
|--|--------------|
| 1. Universal Truck and Trailer, Quispamsis, NB | \$169,640.00 |
| 2. East Coast International, Moncton, NB | \$169,989.00 |

ANALYSIS

The tenders were reviewed by staff and found to be formal in all respects, however there were a number of items within the truck specification that the tender from East Coast International did not satisfy. Staff is of the opinion that the low tenderer has met all of the requirements and specifications outlined in the tender call and recommend acceptance of their tender.

FINANCIAL IMPLICATIONS

The tender includes the supply of equipment that will be charged against the 2020 General Fund Capital Budget. Assuming award of the contract to the low tenderer, a budget analysis has been completed.

The analysis concludes that a total amount of \$300,000 was provided in the General Fund Capital Budget for the purchase a tandem plow truck and associated plow equipment. The delivered cost of the 2020 Freightliner plow truck package will be \$176,910.77, factoring in the Town's eligible HST rebate.

Equipment	Tender price	Net Hst	Cost to Town	Budget	Difference
Tandem Dump Truck	169,940.00	7,270.77	176,910.77		
Plow rigging	113,235.00	4,853.25	118,089.02		
Total	282,875.00	12,124.79	294,999.79	300,000	5,000.21



Report Prepared by: Brett McLean, Director of Operations



Report Reviewed by: Doug MacDonald, Treasurer

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



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
April 14, 2020

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY: _____
John Jarvie, Town Manager

DATE: April 7, 2020

SUBJECT: Fleet Vehicle Purchase – Utility Department

RECOMMENDATION

It is recommended that Council accept the submission from Brett Chevrolet Cadillac Buick GMC at a base price of \$32,230.00 plus applicable taxes and further that the Director of Operations be authorized to issue a purchase order in that regard.

ORIGIN

The 2020 General Fund Capital Budget included an amount of \$60,000 to purchase a Fleet Vehicle to serve the Rothesay Utility Department.

BACKGROUND

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

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

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

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

DISCUSSION

The 2020 Capital Budget included \$60,000 for the purchase of a half ton service vehicle to replace an existing unit. Staff investigated the online platforms for each manufacturer of half ton trucks and determined that five (5) local dealerships represent manufacturers that could supply a vehicle to meet the required specifications. Requests for firm pricing were sent to all five (5) of the identified dealers and four (4) of those Dealers responded by submitting bids.

Requests for pricing closed on April 8, 2020 with the following results:

1. Chev	Brett Chevrolet Cadillac Buick GMC	\$32,230.00 plus HST
2. Ford	Downey Ford Sales	\$44,180.50 plus HST
3. Dodge	Dobson Chrysler	\$53,181.00 plus HST
4. Toyota	Saint John Toyota	\$54,325.00 plus HST

FINANCIAL IMPLICATIONS

The analysis concludes that a total amount of \$60,000 was provided in the General Fund Capital Budget. The delivered cost of the 2020 half ton will be \$33,611.38 including the Town's eligible HST rebate. It is important to note that the vehicle will require additional up-fitting such as tool boxes, flashing lights, radio equipment and wrapping/decals. There will be surplus funds remaining from this \$60,000 budget allocation, however the surplus will be less than the difference between the budget and the delivered cost of the base vehicle shown above.

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).



2020April14OPENSesstionFINAL_155

Brett Chevrolet Cadillac Buick GMC

Doug Lockhart | 506-634-5555 | doug@brettgm.com

Town of Rothesay

Vehicle: [Fleet] 2020 Chevrolet Silverado 1500 (CK10753) 4WD Double Cab 147" Work Truck



**Brett Chevrolet Cadillac Buick GMC**

Doug Lockhart | 506-634-5555 | doug@brettgm.com

Vehicle: [Fleet] 2020 Chevrolet Silverado 1500 (CK10753) 4WD Double Cab 147" Work Truck (Complete)

Selected Model and Options**MODEL**

CODE	MODEL	Invoice	MSRP
CK10753	2020 Chevrolet Silverado 1500 4WD Double Cab 147" Work Truck		

COLOURS

CODE	DESCRIPTION	Invoice	MSRP
GAZ	Summit White		\$0.00

AIR CONDITIONING EXCISE TAX

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	Invoice	MSRP
—	Federal air conditioning excise tax	0.00 lbs	0.00 lbs		\$100.00

PREFERRED EQUIPMENT GROUP

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	Invoice	MSRP
1WT	Work Truck Preferred Equipment Group includes standard equipment	0.00 lbs	0.00 lbs		\$0.00

ENGINE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	Invoice	MSRP
L82	Engine, 5.3L EcoTec3 V8 with Active Fuel Management, (355 hp [265 kW] @ 5600 rpm, 383 lb-ft of torque [518 Nm] @ 4100 rpm)	75.00 lbs	0.00 lbs		\$1,845.00

TRANSMISSION

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	Invoice	MSRP
MYC	Transmission, 6-speed automatic, electronically controlled with overdrive and tow/haul mode. Includes Cruise Grade Braking and Powertrain Grade Braking (STD)	0.00 lbs	0.00 lbs		\$0.00

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Data Version: 12122. Data Updated: 7-Apr-2020 11:12:00 PDT PM.



Brett Chevrolet Cadillac Buick GMC

Doug Lockhart | 506-634-5555 | doug@brettgm.com

Vehicle: [Fleet] 2020 Chevrolet Silverado 1500 (CK10753) 4WD Double Cab 147" Work Truck (Complete)

GVWR

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	Invoice	MSRP
C5W	GVWR, 7000 lbs. (3175 kg) (STD) (Requires Crew Cab or Double Cab 4WD model and (LV3) 4.3L EcoTec3 V6 engine or (L3B) 2.7L Turbo engine. Requires Double Cab 4WD model and (L82) 5.3L EcoTec3 V8 engine.)	0.00 lbs	0.00 lbs		\$0.00

AXLE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	Invoice	MSRP
GU6	Rear axle, 3.42 ratio	0.00 lbs	-7.00 lbs		\$0.00

WHEELS

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	Invoice	MSRP
RD6	Wheels, 17" x 8" (43.2 cm x 20.3 cm) Ultra Silver painted steel (STD)	0.00 lbs	0.00 lbs		\$0.00

TIRES

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	Invoice	MSRP
RC5	Tires, LT265/70R17C all-terrain, blackwall	18.00 lbs	18.00 lbs		\$450.00

SPARE TIRE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	Invoice	MSRP
RHM	Tire, spare, LT265/70R17, all-terrain, blackwall (Included and only available with (RC5) LT265/70R17C all-terrain, blackwall tires.)	0.00 lbs	9.00 lbs		Inc.

PAINT

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	Invoice	MSRP
GAZ	Summit White	0.00 lbs	0.00 lbs		\$0.00

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Vehicle: [Fleet] 2020 Chevrolet Silverado 1500 (CK10753) 4WD Double Cab 147" Work Truck (Complete)

SEAT TYPE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	Invoice	MSRP
A52	Seats, front 40/20/40 split-bench (STD)	0.00 lbs	0.00 lbs		\$0.00

SEAT TRIM

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	Invoice	MSRP
H2G	Jet Black, Vinyl seat trim	0.00 lbs	0.00 lbs		\$0.00

RADIO

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	Invoice	MSRP
IOR	Audio System, Chevrolet Infotainment 3 System, 7" diagonal colour touchscreen, AM/FM stereo Additional features for compatible phones include: Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Apple CarPlay and Android Auto capable (STD)	0.00 lbs	0.00 lbs		\$0.00

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Vehicle: [Fleet] 2020 Chevrolet Silverado 1500 (CK10753) 4WD Double Cab 147" Work Truck (Complete)

ADDITIONAL EQUIPMENT - PACKAGE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	Invoice	MSRP
PCV	WT Convenience Package includes (AQQ) Remote Keyless Entry, (QT5) EZ Lift power lock and release tailgate, (AKO) tinted windows, (C49) rear-window defogger, (K34) cruise control, (DLF) power mirrors (When ordered with (PQA) WT Safety Package, (DLF) power mirrors include (UKC) Lane Change Alert with Side Blind Zone Alert and (DP6) high-gloss mirror caps. Not available with (ZLQ) WT Fleet Convenience Package. (DLF) mirrors are upgradeable to (DPO) trailer mirrors.)	0.00 lbs	0.00 lbs		\$1,395.00
PQA	WT Safety Package includes (UD5) Front and Rear Park Assist, (UKC) Lane Change Alert with Side Blind Zone Alert, (UFG) Rear Cross Traffic Alert, (V46) Chrome front bumper, (VJH) Chrome rear bumper and (DP6) high gloss Black mirror caps (Includes Perimeter Lighting. Requires (PCV) WT Convenience Package, (ZLQ) WT Fleet Convenience Package or (PEB) WT Value Package and (KI4) 120-volt power outlet. Not available with (UD7) Rear Park Assist, (DPO) trailer mirrors or (ZW9) pickup bed delete.)	0.00 lbs	0.00 lbs		\$1,325.00

ADDITIONAL EQUIPMENT - MECHANICAL

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	Invoice	MSRP
---	Battery, heavy-duty 720 cold-cranking amps/80 Amp-hr, maintenance-free with rundown protection and retained accessory power (Included and only available with (L82) 5.3L EcoTec3 V8 engine.)	0.00 lbs	0.00 lbs		Inc.
KNP	Cooling, auxiliary external transmission oil cooler (Included and only available with V8 engines.)	0.00 lbs	0.00 lbs		Inc.

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Brett Chevrolet Cadillac Buick GMC

Doug Lockhart | 506-634-5555 | doug@brettgm.com

Vehicle: [Fleet] 2020 Chevrolet Silverado 1500 (CK10753) 4WD Double Cab 147" Work Truck (Complete)

ADDITIONAL EQUIPMENT - EXTERIOR

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	Invoice	MSRP
AKO	Glass, deep-tinted (Included with (PCV) WT Convenience Package.)	0.00 lbs	0.00 lbs		Inc.
DLF	Mirrors, outside heated power-adjustable (Included and only available with (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package. When (PQA) WT Safety Package is ordered, includes (DP6) high gloss Black mirror caps.)	1.00 lbs	0.00 lbs		Inc.
DP6	Mirror caps, painted (High gloss Black. Included and only available with (PQA) WT Safety Package. Not available with (DPO) trailering mirrors.)	0.00 lbs	0.00 lbs		Inc.
QT5	Tailgate, gate function manual with EZ Lift includes power lock and release (Included and only available with (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package.)	0.00 lbs	4.00 lbs		Inc.
V46	Bumper, front chrome (Requires (VJH) Chrome rear bumper and (E63) Durabed, pickup bed. Included with (PQA) WT Safety Package.)	0.00 lbs	0.00 lbs		Inc.
VJH	Bumper, rear chrome (Requires (V46) Chrome front bumper. Included with (PQA) WT Safety Package.)	0.00 lbs	0.00 lbs		Inc.

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Brett Chevrolet Cadillac Buick GMC

Doug Lockhart | 506-634-5555 | doug@brettgm.com

Vehicle: [Fleet] 2020 Chevrolet Silverado 1500 (CK10753) 4WD Double Cab 147" Work Truck (Complete)

ADDITIONAL EQUIPMENT - INTERIOR

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	Invoice	MSRP
AQQ	Remote Keyless Entry, with 2 transmitters (Included and only available with (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package.)	0.00 lbs	1.00 lbs		Inc.
C49	Defogger, rear-window electric (Included with (PCV) WT Convenience Package.)	0.00 lbs	0.00 lbs		Inc.
K34	Cruise control, electronic with set and resume speed, steering wheel-mounted (Included with (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package.)	0.00 lbs	0.00 lbs		Inc.
KC9	Power outlet, bed mounted, 120-volt (400 watts shared with (K14) instrument panel mounted power outlet) (Included and only available with (K14) Power outlet.)	0.00 lbs	2.00 lbs		Inc.
K14	Power outlet, instrument panel, 120-volt (400 watts shared with (KC9) bed mounted power outlet) (Requires (ZLQ) WT Fleet Convenience Package, (PCV) WT Convenience Package or (5W4) Special Services Package. Included with (PEF) Work Truck 2.7L Fleet Package.)	2.00 lbs	1.00 lbs		\$275.00

ADDITIONAL EQUIPMENT - SAFETY-INTERIOR

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	Invoice	MSRP
UD5	Front and Rear Park Assist, Ultrasonic (Included and only available with (PQA) WT Safety Package.)	0.00 lbs	0.00 lbs		Inc.
UFG	Rear Cross Traffic Alert (Included and only available with (PQA) WT Safety Package.)	0.00 lbs	0.00 lbs		Inc.
UKC	Lane Change Alert with Side Blind Zone Alert (Included and only available with (PQA) WT Safety Package.)	0.00 lbs	1.00 lbs		Inc.
Options Total		96.00 lbs	29.00 lbs		\$5,290.00

PLEASE NOTE: ALL 2020 CHEVROLETS HAVE A =
 " 5 YEAR - 160000 KM "
 POWERTRAIN WARRANTY
FLEET CUSTOMERS ONLY \$0.00 DEDUCTIBLE

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Vehicle: [Fleet] 2020 Chevrolet Silverado 1500 (CK10753) 4WD Double Cab 147" Work Truck (Complete)

Window Sticker

SUMMARY

[Fleet] 2020 Chevrolet Silverado 1500 (CK10753) 4WD Double Cab 147" Work Truck MSRP:\$39,598.00

Interior:Jet Black, Vinyl seat trim

Exterior 1:Summit White

Exterior 2:No colour has been selected.

Engine, 5.3L EcoTec3 V8

Transmission, 6-speed automatic, electronically controlled

OPTIONS

CODE	MODEL	MSRP
CK10753	[Fleet] 2020 Chevrolet Silverado 1500 (CK10753) 4WD Double Cab 147" Work Truck	\$39,598.00
OPTIONS		
1WT	Work Truck Preferred Equipment Group	\$0.00
A52	Seats, front 40/20/40 split-bench	\$0.00
AKO	Glass, deep-tinted	Inc.
AQQ	Remote Keyless Entry, with 2 transmitters	Inc.
C49	Defogger, rear-window electric	Inc.
C5W	GVWR, 7000 lbs. (3175 kg)	\$0.00
DLF	Mirrors, outside heated power-adjustable	Inc.
DP6	Mirror caps, painted	Inc.
GAZ	Summit White	\$0.00
GU6	Rear axle, 3.42 ratio	\$0.00
H2G	Jet Black, Vinyl seat trim	\$0.00
IOR	Audio System, Chevrolet Infotainment 3 System, 7" diagonal colour touchscreen, AM/FM stereo	\$0.00
K34	Cruise control, electronic	Inc.
KC9	Power outlet, bed mounted, 120-volt	Inc.
KI4	Power outlet, instrument panel, 120-volt	\$275.00
KNP	Cooling, auxiliary external transmission oil cooler	Inc.

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Vehicle: [Fleet] 2020 Chevrolet Silverado 1500 (CK10753) 4WD Double Cab 147" Work Truck (Complete)

L82	Engine, 5.3L EcoTec3 V8		\$1,845.00
MYC	Transmission, 6-speed automatic, electronically controlled		\$0.00
PCV	WT Convenience Package		\$1,395.00
PQA	WT Safety Package		\$1,325.00
QT5	Tailgate, gate function manual with EZ Lift	Inc.	
RC5	Tires, LT265/70R17C all-terrain, blackwall		\$450.00
RD6	Wheels, 17" x 8" (43.2 cm x 20.3 cm) Ultra Silver painted steel		\$0.00
RHM	Tire, spare, LT265/70R17, all-terrain, blackwall	Inc.	
UD5	Front and Rear Park Assist, Ultrasonic	Inc.	
UFG	Rear Cross Traffic Alert	Inc.	
UKC	Lane Change Alert with Side Blind Zone Alert	Inc.	
V46	Bumper, front chrome	Inc.	
VJH	Bumper, rear chrome	Inc.	
—	Federal air conditioning excise tax		\$100.00
—	Battery, heavy-duty 720 cold-cranking amps/80 Amp-hr. maintenance-free	Inc.	

SUBTOTAL	\$44,888.00
Adjustments Total	\$0.00
Total Tax	\$100.00
Destination Charge	\$1,900.00
TOTAL PRICE	\$46,888.00

FUEL ECONOMY

Est City:15.9 L/100 km
 Est Highway:11.8 L/100 km
 Est Highway Cruising Range:770.76 km

*FLEET SELLING PRICE \$32230.00
 + TAX
 + LICENSE*

BRETT CHEVROLET CADILLAC BUICK GMC LTD
P.O. BOX 2117, 183 ROTHESAY AVE.
SAINT JOHN, NB E2L 3T5

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ROTHESAY

INTEROFFICE MEMORANDUM



TO	:	Mayor Grant and Council
FROM	:	John Jarvie
DATE	:	7 April 2020
RE	:	Financial Implications of Pandemic

Recommendation:

It is recommended this memorandum be received and filed.

Background:

Conditions are changing frequently with respect to the Town's response to the Covid 19 situation. Because the Province has instituted a Provincial state of emergency, staff are monitoring Provincial directives and adjusting operations in keeping with these orders. For example, the decision to allow municipal parks to remain open as long as there is no gathering followed quickly on an order to close. Staff have adjusted the means of signing and rearranged barricades, etc.

Town staff have been organized to maintain business continuity while keeping working conditions as safe as possible. Shifts and working from home protocols have been instituted as part of the response. Staff health is being monitored with daily checks. This will become more challenging as we get into the spring routines of flooding and cleanup.

Attached is an assessment of the financial cost attributable to the pandemic. Council will recognize these are changing and somewhat difficult to predict and this represents a perspective from a particular point in time. However, it provides what can be identified.

Financial impact of COVID-19 / Impacts financiers de la COVID-19

The information requested by DELG and the associations of municipalities is as follows: /
Les renseignements demandés par le MEGL et les associations municipales sont les suivants :

**1. Current impacts of the COVID-19 to non-property tax revenues /
Impacts actuels de la COVID-19 sur les recettes fiscales non foncières**

a) Additional Costs / Coûts supplémentaires

(Ex.: Overtime by employees/temps supplémentaires des employés, equipment purchase/achat d'équipement, etc.)

Current incremental costs to date are primarily personal protective equipment, sanitizers and disinfectants, signs and hazard tape and lost productivity due to staff being sent home. The cost of these expenditures to date (March 31st)

b) Lost of revenues / Pertes de revenus

(Ex.: Deferral of payments for water and (or) sewer services and interest charges/ Report des paiements pour les services d'eau et (ou) d'égout et frais d'intérêts, Loss of rental or operating income / Pertes de revenus de location ou d'exploitation, etc.)

As of March 31 we have experienced loss of revenue as follows :

1. loss of rental revenue in Rothesay arena (±\$18,000)
2. loss of rental revenue at the Bill McGuire Memorial Centre (±\$2,000)
3. indirect loss of revenue from memberships in our age friendly Centre

c) Savings / Économies

(Ex.: Employees laid off / Employés mis au chômage, Lower heating costs of certain facilities / Diminution des coût de chauffage de certaines installations, etc.)

Identifiable savings to this point are limited to power costs in the arena and McGuire centre. As of March 31st these would not be significant as we advanced the closing process. No permanent employees have been laid off to date. There is a small saving in labour costs for casual staff such as crossing guards. Saving to March 31st is \$400.

Deferred orientation costs for Council members postelection.

Miscellaneous staff travel costs including the return of fees for conferences in the amount of \$1,000 (these may be spent at a later date once rescheduled).

Donations to fundraising events subsequently canceled represents a saving to March 31 of another \$1,000. Again, these events may be rescheduled.

2. Projections of COVID-19 impact per month, for the next 4 (four) months / Projections des impacts de la COVID-19 pour chacun des quatre (4) prochains mois

a) Additional Costs / Coûts supplémentaires

(Ex.: Overtime by employees/temps supplémentaires des employés, equipment purchase/achat d'équipement, etc.)

Closure of the recycling facility at the Fundy Regional Service Commission is expected to mean an increase in garbage tonnage with the associated costs (\$108/tonne vs \$0/tonne 7 \$40/tonne).

Ongoing costs for personal protective equipment, hand sanitizer and disinfectant are expected for the duration of this event.

Loss of productivity due to business continuity measures (isolation and social distancing) and use of personal protective equipment as well as the general unrest radiated by the pandemic.

b) Lost of revenues / Pertes de revenus

(Ex. : Deferral of payments for water and (or) sewer services and interest charges/ Report des paiements pour les services d'eau et (ou) d'égout et frais d'intérêts, Loss of rental or operating income / Pertes de revenus de location ou d'exploitation, etc.)

Over the next four months we expect to see the following reductions in revenue:

- 1 - loss of rental revenue in Rothesay arena for April, May and June (\$58,000)
- 2 - loss of rental revenue at soccer, football and softball fields (annual budget is \$55,000)
- 3 - loss of rental revenue at the Bill McGuire Memorial Centre throughout the period \$20,000
- 4 - loss of revenue from playground and lifeguard programs \$28,000 (offset by reduction in staffing)
- 5 - indirectly loss of revenue for the benefit of the Rothesay Hive age friendly centre

At this point there is no plan to allow deferred payments for utility services in Rothesay.

c) Savings / Économies

(Ex. : Employees laid off / Employés mis au chômage, Lower heating costs of certain facilities / Diminution des coût de chauffage de certaines installations, etc.)

Substantial savings going forward are not expected. Staff continue to be on payroll and road and park maintenance will be required.

From this vantage point it is unclear whether Summer playground daycamp programs will be operational. If not, there will be savings although mitigated by the loss of revenue for these programs and the lack of summer grant programs from the other orders of government. Cost savings could include lifeguards (\$40,000), parks and playground staff (\$60,000)

Some saving on the cost of entertainment for summer concert series and special events such as Canada Day. (approximately \$20,000)

We expect to carry on with capital programs involving tendering to the private sector providing firms have the capacity to execute the work. (At present we are told that the capacity exists.)

At this point we think that any savings from reduced workload will be offset by additional processes for disinfection and general business continuity.



2020 April 14 OPEN Session FINAL_167

ROTHESAY MEMORANDUM



TO : Mayor and Council
FROM : Town Clerk Mary Jane Banks
DATE : 7 April 2020
RE : Town communications and R Insider newsletter

RECOMMENDATION:
Receive for information

Background:

The Town typically publishes a newsletter in early spring and late fall (usually Easter and Thanksgiving). However, in a municipal election year, it has been the practice to publish the R Insider newsletter following the confirmed election results, that contains information about Council members (typically in June).

In light of the postponement of the municipal election, and the rapidly evolving situation surrounding the COVID-19 pandemic, there will NOT be a Spring/Summer edition printed for 2020.

There is a lead time of about 10 days to design, edit and print the newsletter, with an additional week or two weeks to deliver it to residents. In light of the rapidly changing environment, any information in the newsletter would likely be outdated by the time it is distributed.

Staff will continue to publish current information about the pandemic and Town operations to the Town website, with regular social media messaging.

A separate page will be set up on the website with respect to the Spring Freshet following the Council meeting.

Council members and staff can share the posts on their own social media channels and also refer residents to www.rothesay.ca to stay current on Town activities.

Mary Jane Banks



ROTHESAY MEMORANDUM



TO : Mayor and Council
FROM : Town Clerk Mary Jane Banks
DATE : 7 April 2020
RE : Council meetings during Pandemic (COVID-19)

RECOMMENDATION:

- Rothesay Council shall hold its regular monthly Council meetings via teleconferencing or videoconferencing (as permitted under the *Local Governance Act*, SNB, c-17) until such time as the Province of New Brunswick and/or the federal government of Canada determine physical distancing is no longer required to address the COVID-19 pandemic.
- Under authority of Section 16 of the Rothesay Procedural By-law 2-14, Rothesay Council will hold its regular monthly meeting on the second Monday of every month, at **4:00 p.m. in the afternoon***, until such time as the Province of New Brunswick and/or the federal government of Canada determine physical distancing is no longer required to address the COVID-19 pandemic.

***(or some other mutually agreeable time for members of Council)**

- Presentations during Council meetings will be restricted to members of Town Administration or other levels of government, other external organizations or external consultants/service providers retained on behalf of the Town, until such time as other technology is employed that will facilitate external participation OR the Province of New Brunswick and/or the federal government of Canada determine physical distancing is no longer required to address the COVID-19 pandemic

Procedural By-law 2-14, Sections 16 & 17

16. *The Council shall hold its regular meetings on the second Monday of every month in the Rothesay Common Room, at 7:00 p.m. in the evening, unless otherwise determined by motion passed by a two-thirds (2/3) vote of Councillors present at the meeting to which the motion is put, and the regular meeting schedule for Council shall be posted to the Town website. Agendas and supporting documentation shall be posted no later than 4 p.m on the day of the meeting.*

17. *Notwithstanding Section 16, when the day for a regular meeting of Council is on a statutory or civic holiday, the Council shall, unless decided otherwise by two-thirds (2/3) vote of Councillors present, meet at the same hour on the next following day which is not a statutory or civic holiday.*

Mary Jane Banks



2020April14OPENSessionFINAL_169

ROTHESAY 2019 ANNUAL REPORT

**This is the Annual Report of the corporation of the town of
Rothesay for the 2019 fiscal year (January 1 to December 31).**

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2020April14OPENSsessionFINAL_171

ROTHESAY



April 9th, 2020

Mayor Nancy Grant & Council
The town of Rothesay

70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothesay@rothesay.ca
www.rothesay.ca

Dear Mayor Grant:

Re: 2019 Annual Report

I am pleased to present the Annual Report of the business of the Town for 2019 prepared in accordance with New Brunswick Regulation 2018-54 under the Local Governance Act. Attached to this report are the audited financial statements that again show that the Town has operated with a small surplus in both the general and utilities funds.

This year saw success with the opening of the Rothesay Hive and resolution of a second fire station location. The installation of a large diameter storm sewer and renewed infrastructure on Church Avenue was a major success but with attendant inconvenience felt by residents due to its duration.

The amenity value of the Kennebecasis is unsurpassed, for owners of waterfront properties in particular, but once again, vulnerable properties were subject to significant flooding during the spring freshet. With the help of the military and community volunteers, a response was mounted including an emergency raising of the lower part of Cameron Road.

Less successful were protracted discussions on regional cooperation including an ice strategy, regional cost sharing and changes to the Greater Saint John Regional Facilities Act all remaining unresolved at year-end.

Grants from the other orders of government were not forthcoming again delaying the commencement of the wastewater treatment project.

Staff is appreciative of Council support throughout the year and we will meet the challenges coming forward in 2020. We rely on the leadership of Council and working together, I believe Rothesay is in a solid position to cope with changing circumstances in the year ahead.

Yours respectfully,

John Jarvie, MCIP, RPP
Town Manager

Enc. : Annual Report
: Annual Audit

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

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

Rothesay

2019 Annual Report

ANNUAL REPORT

1. INTRODUCTION

January 1, 2018, Regulation 2018 – 54 came into effect. The Province of New Brunswick established the *Annual Report Regulation – Local Governance Act* to provide information to property taxpayers regarding their local government. Rothesay has published an annual report in the past but this report differs in that it is designed to be in conformance with this legislation. A copy of the new regulation is found in the appendices to this Report.

2. THE COMMUNITY

Rothesay is a long established residential community in southern New Brunswick and celebrated its 150th anniversary in 2010. In 1997, the Provincial Government amalgamated a portion of the Local Service District of Wells with the Town of Rothesay and the villages of Fairvale, Renforth and East Riverside-Kingshurst to form the new town of Rothesay with a population of about 11,500.

The town motto, “*Quinque iuncta In Uno (Five United In One)*”, represents the strength and unity of our municipality and the joining together of the five founding communities. The Municipal Flag for Rothesay represents the first of its kind in Canada. By permission of the New Brunswick government, the provincial flag, adopted in 1965 on the authority of Queen Victoria’s Warrant of 1868, occupies the topmost part (the hoist) of the municipal flag. The Coat of Arms occupies the fly.

Rothesay’s current population, based on the 2016 Statistics Canada Census, is 11,659 a small reduction from the 2011 count. This population was distributed amongst 4,635 households 74% of which occupied single detached housing with an average size of 2.2 person.

Rothesay is part of the Fundy Regional Service District, which is composed of nearby municipalities and local service districts centered on the mouth of the St. John River.

In 2018, Council commissioned a survey of Rothesay residents regarding satisfaction with the services provided by the town and other related matters. A copy of the survey results can be found on the Rothesay website.

3. GOVERNANCE

An eight person Council with Dr. Nancy Grant as Mayor provides for the governance of the Town. The attendance of Councillors and monies they received from the Town are set out in appendices c & d.

COUNCIL MEMBERS



Nancy Tiffany Miriam Grant Peter Don Matt Bill

The Rothesay Council includes:

- Mayor, **Dr. Nancy Grant***
- Deputy Mayor, **Dr. Matthew Alexander, Ph.D.**

and Councillors:

- **Miriam Wells**
- **Tiffany Mackay French**
- **Bill McGuire**
- **Peter Lewis**
- **Grant Brenan**
- **Don Shea**

* Elected Mayor after serving as Deputy Mayor

COUNCIL MEETINGS

Rothesay Council meetings are typically held the second Monday of the month at 7:00 p.m. in the Common Room, Rothesay Town Hall, 70 Hampton Road, Rothesay, NB. Regular and special Council meetings are open to the public. Council agendas and agenda packages are posted to the website prior to each meeting. Approved Council minutes are available for review in the Clerk's office and also online:

<https://www.rothesay.ca/council-minutes/>

Closed session meetings are held in accordance with the Local Governance Act, SNB 17, c. 18 (s. 68) when the subject matter generally relates to the following: confidential and/or personal information protected by law; contract negotiations; land disposition or acquisition; litigation or potential litigation and legal opinions or advice; matters of security; information gathered by police; information that could violate confidentiality from the federal or provincial government; and labour and employment matters

COMMITTEES OF COUNCIL (2019)

Council receives advice from ten committees several of which include volunteers from the community.

- Age Friendly Committee
- EMO Committee
- Finance Committee
- Parks and Recreation Committee
- Rothesay Hive Advisory Committee
- Personnel Committee
- Planning Advisory Committee
- Nominating Committee
- Rothesay Heritage Preservation Review Board
- Works and Utilities Committee

COUNCIL PRIORITIES

Following its election in 2016, Council adopted a set of priorities that were outlined in the Rothesay's 2018 Annual Report. See Appendix b.



4. ADMINISTRATION

The Rothesay Town office is open Monday through Friday from 8:00 am to 4:30 pm, except civic holidays. The main telephone line (848-6600) is answered 7/24 for service requests and urgent matters.

Town records are filed in a computerized database with searching capacity in accordance with the guidelines of the Municipal Records Authority. In 2019, there were two requests for information under the Right to Information and Protection of Privacy Act. Rothesay has implemented a system to record customer service requests and to track the nature of requests and the time required to respond. There were 260 service requests responded to in 2019 with the most frequent (34%) being related to water issues.

Rothesay has a diverse workforce with both unionized and non-unionized employees. Unionized employees in the Parks, Recreation and Works sections are represented by the Canadian Union of Public Employees (C.U.P.E). At the end of 2019, Rothesay had 45 employees including 17 members of the bargaining unit.

In 2019, the members of the bargaining unit worked under a collective agreement for the first time. Human Resources is responsible for ensuring the collective agreement is applied fairly and consistently and is committed to resolving workplace grievances in a timely manner. During the first year of the contract, there were two staff grievances, both resolved at Step 1 of the grievance procedure.



In 2019, Rothesay hired 23 students, 1 full time staff and 1 casual employee. The pace of recruitment activity remains steady, with two retirements in 2019. A typical Rothesay staff member has been employed with the Town for 12.06 years and is 49.7 years old. With an aging workforce, a top priority for Human Resources in 2020 will be on succession planning in an effort to identify and

develop new leaders for future roles within the organization. The Town maintains a social media presence with 3,590 Facebook 'likes' and 3,237 followers on Twitter. This is an increase in 830 likes and 338 new followers compared to 2018. Households are also encouraged to subscribe to the Sentinel system for notification in emergencies. Current registration is 1345 with 225 new registrants in 2019.

Mary Jane Banks is the Director of Administrative Services and the Town Clerk.

5. PROTECTIVE SERVICES



A. FIRE

The Kennebecasis Valley Fire Department Inc. (KVFD) is a corporation jointly owned with Quispamsis to provide fire suppression and some fire prevention and education services throughout the two Towns. Located on Campbell Drive in Rothesay, the Department responds to many medical emergencies in cooperation with Ambulance New Brunswick. In 2019, there were 581 calls for service in Rothesay including 294 medical response calls and 19 involving fire or explosion resulting in financial losses to the property owner. The Department consists of forty firefighters, including 12 company officers, including senior firefighters, lieutenants and captains. The management team consists of one Fire Chief and one Deputy Chief, two Division Chiefs and an Executive Assistant to the Chief and a Finance Administrator. A Board with equal representation from each Council and volunteer appointments from each Town governs the KVFD. Rothesay paid \$2.1M or 40.76% of the Department's operating costs in 2019. Details about the Fire Department are on its website:

<http://www.kvfire.ca>

The Fire Chief is Bill Ireland.

B. POLICE

The Kennebecasis Regional Police Force (KRPf), an organization jointly owned and funded with Quispamsis, carries out policing in Rothesay. The Force has an approved strength of 40 officers and employs four civilian staff. In 2019, Rothesay had 3,837 calls for service. Rothesay's share (40.2%) of the annual budget for policing was \$2.4M in 2019 with \$120,000 from an operating reserve allocated to extraneous costs in 2019. The City of Saint John Public Safety Answering Point (PSAP) answers emergency (911) calls in Rothesay under an agreement with the KRPf. The share of this service paid by Rothesay was \$148,525.



Oversight of the KRPf is charged to a Board of Commissioners appointed by the two Towns and one Commissioner appointed by the Provincial Minister of Public Safety. More information regarding the nature and operations of the Regional Police Force is on its website:

<http://www.kennebecasisregionalpolice.com/>

Wayne Gallant is the Police Chief.

C. EMERGENCY PREPAREDNESS

During 2019, Rothesay continued to work on its emergency preparedness. The spring freshet again brought substantial flooding and the Town responded with the help of many volunteers from local corporations, community groups and the military. Sandbags in the thousands were filled and property owners on the waterfront worked night and day to hold back the floodwaters. Once the water had receded, a major cleanup effort collected sandbags, flood-borne debris and damaged materials



from basements. The provincial and federal governments provided funding for disaster cleanup and a provincial Disaster Recovery Fund was established.

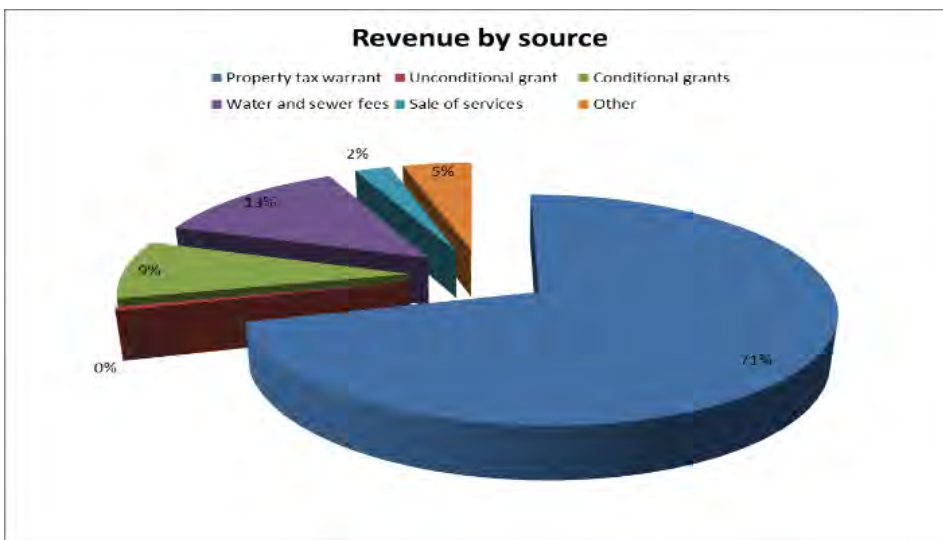


A key action during the flood was to raise the road base at the foot of Cameron Road to permit the residents to continue to access their homes during the event. Subsequently, as part of the capital works program a contracted project permanently raise the road to the higher elevation. Backflow prevention devices were installed on two storm sewer outlets on Cameron Road and a third on Elizabeth Parkway in Hastings Cove. Rothesay Park Road was also raised at the north end. This will help with access in that neighborhood in flood conditions.



6. FINANCE

The Town finished the 2019 fiscal year with a general fund surplus of \$32,148 and in the utility account \$34,573. These will be brought into budgets in 2021. During the year, the Town retired \$1.835M of debt. No new debt was incurred during 2019 however a debenture in the amount of \$1 million will be obtained in 2020 to fund 2019 capital expenditures. The Town's current debt is approximately \$1,228 per capita and debt service costs are 6.6% of the annual budget supported by property taxes. The legislated limit for debt service is 20% of a municipality's annual expenditures in its general fund. The borrowing limits for utilities are larger and the Town is currently well within provincial guidelines with utility debt service costs of 21%. That debt is repaid through utility charges.



The Town donated \$57,786 to various groups and good causes in 2019; none of these were for economic development purposes. A list of donations are found in Appendix A.

The total tax base of the municipality for the purposes of setting the tax rate was \$1.294B.

The tax rate for 2019 was \$1.24 per hundred dollars of assessment. Assessments are carried out by Service New Brunswick on behalf of all municipalities in the province at a cost of slightly less than two cents per hundred to the property owner and an equal amount paid by the Town. Six percent of the tax base is made up of non-residential properties that were taxed at a rate of \$1.815 + the \$2.27 Provincial rate.

Utility rates were unchanged in 2019. Water cost was \$1.15/m³ plus a fixed cost of \$50 per quarter. The annual sewer charge remained at \$370 for single family houses. Business and multi-family buildings pay by size of the connection to the Town system.

The total operating expenditures and debt service costs of the Town were \$18.2M. Rothesay paid \$151,752 in Provincial property tax in 2019 as well as HST to the Province of approximately \$550,000. The Provincial Government transferred \$122,190, which represents 16¢ of the \$2.27 provincial tax rate paid by non-residential property in the town (\$9.96/capita). On average, municipalities with populations of more than 10,000 received \$101 per person in equalization; Rothesay received none. The audited financial statements of the Town are found in Appendix A.

Doug MacDonald is the Town Treasurer.

7. PARKS & RECREATION

A. RECREATION

The Rothesay Recreation Department provides several program opportunities for its citizens throughout the year. Facilities include the Rothesay Arena, Bill McGuire Centre, Rothesay Common and the Wells Recreation Building. Through the summer months, the department collaborates with local schools to offer summer programs from various locations within the community.

Highlights for Rothesay Recreation in 2019 included hosting four successful skating events at the Rothesay Common in January (Glow in the Dark Skate, Skate with the Sea Dogs, Jersey Night and Music with Mike and Mel.) Winterfest in Rothesay was again a success with a curling event on Friday and a Family Day on Saturday at the Rothesay Common. The grand opening of the Rothesay Hive in May 2019 was a great success. Access to this facility allowed the Town to partner with “Go Ahead Seniors” to expand the Winter Speaker Series and the Hive hosted sessions every Thursday in February and March. The Town also collaborated with the KV Walkers to offer water and healthy snacks for eight of their scheduled Rothesay walks in June. Summer was a busy season, especially since adding lunchtime supervision sessions to the summer Playground Program. This helped to increase registration numbers and revenue, and two-hundred seventy-two kids were registered for the program this summer.

With increased pay, the Town was able to hire enough qualified lifeguards to supervise both Renforth and KPark beaches and offer swimming lessons again. It was a successful community garden season as all 48 plots were rented and for the second year in a row, the Sunset Yoga program was thriving hosting sessions once a month in June, July and August. The year tapered off with the Halloween Spook Trail event with David Goss at the Bill McGuire Centre and over 200 attendees. The 21st annual KV Santa Claus Parade ended the year in conjunction with a successful Mayor’s Tree Lighting Event.



B. PARKS

Rothesay maintains a network of parks and green spaces with major highlights such as the Rothesay Common, East Riverside-Kingshurst Park, Steele-Kennedy Nature Park, Wells Recreation Park, Renforth Wharf Park and smaller gems such as Dobbin Park and 150 Anniversary Park. The Town also maintains many outdoor recreation facilities including five ball fields, two synthetic turf surfaces at the Arthur Miller Fields, two irrigated soccer pitches and approximately 20 kilometres of walking, hiking and cross country ski trails.

The replacement of Arthur Miller Lower Field synthetic surface after eight years of service was a major expenditure in 2019. Parks continued to establish additional trails for walking, running and cross-country skiing at the Wells Recreation Park. Eight university students were hired from May-August and such duties included mowing, ball field maintenance, greenhouse and gardening, and various other parks-related jobs. The Eastern Canadian U14 Girls Softball Championships were hosted at Wells Field and four area schools participated in the Marigolds Project in 2019.



Parks	Rothesay Parks & Trails	Trails
The Rothesay Common		Well's Trail
East Riverside-Kingshurst Park		Hillside Trail
Steele-Kennedy Nature Park		Bicentennial Trail
Wells Recreation Park		Bishop's KPark Trail
Renforth Wharf Park		
Jordan Miller Park		
Stuart Dobbin Park		

Charles Jensen is the Director of Recreation and Parks.

C. LIBRARY

Library services for Rothesay residents are provided in partnership with the town of Quispamsis and the Province of New Brunswick. The building at 1 Landing Court in Quispamsis is maintained by the two towns cost-shared on a per capita basis. Permanent staff working in the library are employees of the Public Library Service of New Brunswick. The original library opened its doors in 1984 and was enlarged and renovated in 2103 at a total project cost of just under \$6M. Rothesay's share of the capital cost was \$2.6M. Rothesay's share of the 2019 operating cost of the building was \$84,500. (39% of total cost). More information on the **Kennebecasis Public Library** is found by liking Facebook at:

<https://www.facebook.com/kennebpl>



The Library Director is Laura Corscadden.

D. LIVING MUSEUM

The Rothesay Living Museum is a partnership with the Rothesay High School designed to protect and maintain memorabilia and artifacts from the five founding communities of the Town. It is operated by a volunteer committee that has collected stories of a number of prominent citizens in written and audio forms. It has also sponsored the publication of a book and several special events. The past year was a relatively quiet one for the Living Museum but it remains a repository for Town history and an opportunity for youth in the community to gain an appreciation for how we came to be.



8. PLANNING AND DEVELOPMENT

A. BUILDING PERMITS

In 2019, Rothesay issued 56 Development Permits and 220 Building Permits.

The total 2019 Value of Construction was \$12,880,561.99 being a 47% decrease over the previous year. Rothesay generated \$96,026.50 in permit fees resulting from all issued development and building permits.

B. BY-LAW ENFORCEMENT

The table below represents categorized resident complaints that were investigated by Staff.

	Zoning Bylaw	Unightly Premises	Building By-Law	Town Owned Lands	Commercial Signage	Animal Control	Civic Complaint	Noise Complaint
2019	6	6	7	4	1	6	-	2

In 2019, it was necessary to enforce an Order to Comply through the Court of Queen's Bench in respect of an illegal commercial business. The Court agreed to inspections of the property to ensure compliance. In September 2019, the final inspection was completed and the property was brought into compliance with the by-law.

In May 2019, staff conducted an inspection of an active gravel pit off the French Village Road and found several by-law violations including the dumping of household garbage, construction debris, and other refuse on the site. NB Environment and the property owner were notified and cleanup was ordered. Staff monitored the cleanup of the property closely and the gravel pit was returned to compliance with Town By-laws.

C. PLANNING

The Rothesay Planning Advisory Committee met nine times in 2019. There were no major re-zoning applications. The most significant item was Council adoption in principle of the April 2019 Hillside Secondary Plan Final Report as amended, prepared by Crandall Engineering Ltd. and UPLAND Planning + Design. In fulfillment of the 2010 Municipal Plan, the secondary planning requirement directed that staff be guided by the principles described in the plan in preparation of a new Municipal Plan and Zoning By-law.

D. HERITAGE PRESERVATION BOARD

The Rothesay Heritage Preservation Review Board only met once in 2019. The only major application approved was to issue a Heritage Permit (Certificate of Appropriateness) for the replacement of asphalt shingles with embossed "slate" aluminum shingles at 31 Gondola Point Road (Our Lady of Perpetual Help Catholic Church).

Brian White is the Director of Planning & Development.

9. PUBLIC WORKS

In 2019, the Public Works Department recorded 87,081.3 litres of diesel fuel through the fueling station. The Department saw a busy year where 53 culverts repaired and a major culvert replacement for the Common drainage system on the Bellvue Townhouse property completed. This helped to alleviate a long-term maintenance issue with the previous installation.

Works staff also completed a storm sewer diversion to alleviate a long-standing issue with the public drainage system running through private property at 42 Gondola Point Road.

Works staff also repaired three waterman breaks in conjunction with the Utility Department.

The Town amalgamated five plow routes into four in 2019, and with no discernable decrease in service.

Staff responded to 260 Service Requests in 2019 and broken down in the table below.

Catch basins	25
Culverts	89
Ditches	60
Drainage	10
General Drainage	11
General Transportation	18
Potholes	35
Signs	3
Plow Damage	6
Street Cleaning	1
Street Light	1

In 2019, the following infrastructure work was completed:

- 479 m of sanitary sewer was replaced
- 727 m of water main was replaced
- 635 m of storm sewer was replaced
- 3778 m of concrete curb was replaced
- 1606 m of concrete sidewalk was replaced
- 9,050 tonne of asphalt was placed
- 18,426 m² of micro-surfacing was placed
- 3 large diameter valves were installed on storm sewer outlets to prevent back flooding of storm system
- the McGuire Road Utility Compound fencing was completely replaced
- 1 new single axle plow truck was purchased
- 1 new SUV for Utility operations was purchased
- 2 aging one-ton service vehicles were replaced
- the flood-damaged Renforth Boardwalk was completely replaced



10. UTILITIES

A. WATER

In 2019, the Rothesay treatment plant at Carpenter Pond withdrew 633,118 m³ of raw water from the well network to produce 601,840 m³ of drinking water for distribution. With a 3.5% production increase from 2018, 1,550 kg of sludge was removed and there was no Ecoli in the water produced.

B. WASTEWATER

The following are the performance results for the three Town wastewater treatment lagoons for 2018.

Lagoon	Treated Volumes (m ³)	Mg/litre Oxygen Demand (CBOD)	Mg/litre Suspended Solids (TSS)
KPARK	126,618	19	20
RENFORTH	115,595	7.75	12
FAIRVALE	2,538,257	13.6	18.2

Operations staff reported 59 overflow event days due to flooding 2018. There were also 75 days of overflows at wastewater pumping stations due to rain and four days due to operational issues.

The Director of Operations including both Works and Utilities is Brett McLean.



II. APPENDICES

A. DONATIONS

RECEPIENT	TYPE	AMOUNT(2019)	AMOUNT(2018)	PURPOSE
KV3C	Grant (in Kind)	\$2,500	\$2,500	To offset operating costs
NB Medical Education Trust	Grant	\$5,000	\$5,000	To support Medical Education
Saint John Regional Hospital	Grant	\$2,500	\$2,500	To support medial services
KV Food Bank	Grant	\$6,588	\$5,442	To offset operating costs
YMCA	Grant	-	\$2,500	Camp Glenburn capital campaign
YMCA	Grant	\$10,000	\$10,000	Regional Y capital campaign
Rothesay High School	Grant	\$1,000	\$1,000	Student Scholarship
KV Oasis Youth Centre	Grant	\$2,500	\$2,500	To offset operating costs
Saint John Theatre Company	Grant	\$1,000	\$1,000	To offset operating costs
Symphony New Brunswick	Grant	-	\$500	To offset operating costs
KV Players	Grant	-	\$500	To offset operating costs
CVRC Inc.	Grant	-	\$500	Support to SJ Five Priority Neighborhoods
Vocational Training Centre for Adults	Grant	\$8,500	\$2,000	To offset operating costs
Imperial Theatre	Grant	\$500	-	IATA Theatre Association
St. Joseph's Hospital	Grant	\$1,000	-	To offset operating costs
Riverside Country Club	Grant	\$1,000	-	Curling Championship
Touchstone Academy	Grant	\$600	-	Amazatorium
Kennebecasis Crimestoppers	Grant	-	\$2,800	To offset operating costs
KV Committee for the Disabled	Grant	-	\$7,000	To offset operating costs
Pro-Kids Saint John	Grant	-	\$7,500	To offset operating costs
		Total 2019	Total 2018	
		\$42,688	\$53,242	

B. COUNCIL PRIORITIES

Rothesay Council believes that its decisions and initiatives will be most effective and the resources of the municipality most productive if carried out within a framework of goals that clearly articulate the direction of the organization during its term in office. The Term Priorities adopted by Council are:

To adopt a long term, sustainable fiscal strategy based on sound principles

- To establish financial management principles specific to Rothesay's circumstances
- To develop a five year financial plan
- To consider the economic implications of all new development proposals
- To actively seek an improved position on Provincial transfers

To plan & execute capital projects on time and budget

- To establish a five year plan for road resurfacing /improvements & renewing other capital assets
- Completion of WWTP project on budget; with operational costs identified and costed
- To complete 'Wells link' on budget
- To develop a comprehensive policy on storm drainage

To revisit the Recreation Master Plan

- To review the Rothesay Recreation Master Plan
- To ensure Rothesay recreation and park facilities and programs meet the needs of a wide range of residents.
- To ensure Rothesay trails are well-maintained and expanded as resources and opportunities permit
- To explore opportunities for partnerships associated with Town-owned facilities
- To determine any parking improvements required at the Rothesay Common

To adopt a comprehensive Municipal Plan

- To ensure policies and actions on all long-term Town initiatives are considered for inclusion in the municipal plan
- To maintain clear channels of communication with the public regarding the design of the municipal plan and development proposals within Rothesay
- To ensure Rothesay's property condition bylaws are as effective as possible
- To identify at least 3 key policies that could contribute to greater affordability in the Rothesay housing market
- To encourage greater understanding regarding reasons and methods for barrier-free access

To develop an 'age-friendly community' strategy

- To establish the Town position on its role in addressing seniors' issues
- To review Town policy and procedures for "age friendliness"
- To advocate for Rothesay seniors with the provincial and federal governments

To develop more effective communication channels with its citizens, neighbours and other governments

To develop an effective communications plan based on recommendations from the Transparency Committee

- To develop quantitative and qualitative feedback metrics on effectiveness of Town communication channels
- To optimize benefits from participation in all inter-municipal and regional arrangements
- To maximize the benefits from revised municipal legislation

The Priorities were adopted at the November Council meeting so progress in 2016 was somewhat limited. At the close of the year action plans were being developed, committees struck and resources allocated through the budget process to advance the priorities.

C. COUNCIL ATTENDANCE

Legend		Open	Closed Mtg/ Working Session	Mayor Nancy Grant	DM Matt Alexander	Counc. Grant Brenan	Counc. Peter Lewis	Counc. Tiffany	Counc. Bill McGuire	Counc. Don Shea	Counc. Miriam Wells
Present	Absent										
Jan 14	√										
Jan 28 (Special)	√										
Feb 11	√										
Mar 11	√										
Apr 8	√										
May 13	√										
Jun 10	√										
Jul 8	√										
Aug 12	√										
Sep 9	√										
Oct 15	√										
Nov 12	√										
Nov 26 Budget	√										
Dec 9	√										
COMMITTEE											
Jan 14			√								
Feb 11			√								
Mar 11			√								
Apr 8			√								
May 13			√								
Jun 10			√								
Jul 8			√								
Aug 12			√								
Sep 9			√								
Oct 15			√								
Nov 12			√								
Nov 18 Budget			√								
Dec 9			√								
Jan 21 Arena Project			√								
Jul 2 Water By-law			√								
Oct 31 EDGSJ/SJ			√								

D. COUNCIL REMUNERATION

CATEGORY	Mayor Grant	D/Mayor Alexander	Councillor Brennan	Councillor Shea	Councillor Lewis	Councillor McGuire	Councillor Mackay French	Councillor Wells
Salary	\$35,000	\$18,900	\$16,200	\$16,200	\$16,200	\$16,200	\$16,200	\$16,200
Tax-Free Allowance	-	-	-	-	-	-	-	-
Sub-total	\$35,000	\$18,900	\$16,200	\$16,200	\$16,200	\$16,200	\$16,200	\$16,200
Cell Phone	\$271.16	\$250.29	\$250.29	\$328.53	\$250.29	\$265.93	\$250.29	\$307.94
Travel	\$283.81							
Development	\$785.34							
Miscellaneous	\$1,434.30							
TOTAL	\$37,774.61	\$20,159.64	\$16,450.29	\$17,729.22	\$16,450.29	\$16,465.93	\$16,985.46	\$16,507.94

CATEGORY	Mayor	Deputy Mayor	Councillor
Salary(2019)	35,000	18,900	16,200
Salary (Incoming Council 2020)	37,000	20,100	18,000

SENIOR STAFF SALARY RANGES

POSITION	SALARY RANGE
Director Administrative Service/Clerk	95,000 - 110,000
Director Parks & Recreation	95,000 - 110,000
Director of Planning & Development	95,000 - 110,000
Director of Operations	95,000 - 110,000
Treasurer	95,000 - 110,000
Town Manager	140,000 - 160,000

E. 2019 EVENTS ATTENDED BY THE MAYOR

The following are a list of some of the events and activities attended by Mayor Grant or Council Members on her behalf in 2019.

Dec 10, 2018 – Jan 14, 2019

- | | |
|-----------|---------------------------|
| 1. Dec 11 | Joshua's Bare Necessities |
| 2. Dec 12 | Port SJ Reception |
| 3. Dec 12 | Mayor's Tree lighting |
| 4. Dec 14 | Crimestoppers Dinner |
| 5. Dec 19 | RPMS Santa Fun Run |

Jan 14 – Feb 11

- | | |
|------------|-------------------------------------|
| 1. Jan 9 | Glow in the Dark Skating |
| 2. Jan 16 | Mike & Mel at the Common |
| 3. Jan 19 | RPMS Pancake Breakfast |
| 4. Jan 23 | SJ Executives Luncheon |
| 5. Jan 25 | St. Andrews Society Burns
Supper |
| 6. Jan 27 | Warm up to Winterfest |
| 7. Jan 27 | Chinese New Year Gala |
| 8. Jan 28 | RHS Hockey Orange in the
Rink |
| 9. Jan 29 | EDGSJ Public Launch |
| 10. Feb 2 | KV Devils at the Common photo |
| 11. Feb 9 | Sea Cadets Breakfast at Legion |
| 12. Feb 9 | Winterfest at the Common |
| 13. Feb 9 | KV Devils Puck drop |
| 14. Feb 10 | Curwin Business opening |



Feb 11 – Mar 11

- | | |
|-----------|--|
| 1. Mar 8 | International Women's Day |
| 2. Feb 15 | Order of New Brunswick (ONB) Promotional Video |

Mar 11 – Apr 8

- | | |
|-----------|--|
| 1. Mar 13 | Fundy Regional Service Commission Video promoting composting |
| 2. Mar 14 | World Kidney Day Breakfast |
| 3. Mar 17 | Vets and Friends Branch 58 Legion |
| 4. Mar 19 | Junior Achievers Futures Unlimited |
| 5. Mar 30 | Sea Cadets Fundraiser |
| 6. Apr 3 | RHS Musical "The Little Mermaid" |
| 7. Apr 5 | Chamber of Commerce AGM/Luncheon |

Apr 9 – May 13

- | | |
|-----------|--|
| 1. Apr 10 | SJ Newcomers Volunteer Appreciation/Awards |
| 2. Apr 11 | Red Triangle Gala |

- | | | |
|----|--------|--|
| 3. | Apr 17 | ESIS at request of UMN (Provincial Economic Social Inclusion Strategy) |
| 4. | Apr 26 | Legion Dinner |
| 5. | May 2 | Meeting with CEO of Horizon Health |
| 6. | May 5 | Battle of the Atlantic Commemoration |
| 7. | May 5 | Steps for Life Week |
| 8. | May 7 | Fredericton Police Appreciation Event |
| 9. | May 8 | McHappy Day Shift |

May 13 – Jun 10

- | | | |
|-----|--------|--|
| 1. | May 15 | HMMS Cheerleaders Celebration |
| 2. | May 16 | Power of Determination Dinner (KV Oasis) |
| 3. | May 18 | Loyalist Day Ceremony |
| 4. | May 23 | Rothesay Hive Grand Opening |
| 5. | May 24 | Imperial Theatre 25 th Anniversary |
| 6. | May 25 | Sea Cadets Ceremonial Review and Banquet |
| 7. | May 26 | M.S. Walk (RHS/Common) |
| 8. | May 28 | Kennebecasis Girl Guides Year End Awards |
| 9. | May 31 | Hilton 100 th Anniversary Celebration |
| 10. | Jun 1 | Rothesay Participaction Challenge |
| 11. | Jun 5 | Touchstone Curiosity Fair |
| 12. | Jun 5 | Moltex Energy Update |
| 13. | Jun 8 | KRPD Bicycle Rodeo |

Jun 10 – Jul 8

- | | | |
|----|--------|------------------------------------|
| 1. | Jun 12 | East Coast Games Kickoff |
| 2. | Jun 13 | Marigold Planting at three schools |
| 3. | Jun 13 | Opportunities NB Export Awards |
| 4. | Jun 14 | RNS Graduation |
| 5. | Jun 14 | “Sam Chante” |
| 6. | Jun 20 | RHS Graduation |
| 7. | Jun 22 | Over the Edge (KV Oasis) |
| 8. | Jun 22 | Legion Lobster Supper |
| 9. | Jul 1 | Canada Day |

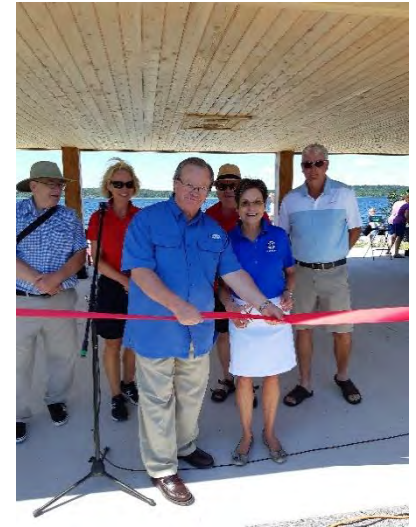
**Jul 9 – Aug 11**

- | | | |
|----|--------|--------------------------------------|
| 1. | Jul 9 | NEWSIES photo for KV Players |
| 2. | Jul 19 | Police BBQ |
| 3. | Jul 20 | Rotary Pig Roast |
| 4. | Jul 20 | Chapel Hill Block Party |
| 5. | Jul 22 | KV Walkers |
| 6. | Jul 24 | Sierra Avenue BBQs, Ice Cream Social |
| 7. | Jul 26 | NB Power Breakfast Briefing |
| 8. | Jul 26 | Heather Peterson Retirement |

- 9. Jul 28 Celebration for Fr. Mike LeBlanc (Our Lady)
- 10. Jul 30 Rothesay Hive Afternoon Tea
- 11. Jul 31 KVFD Retirement for Corrine Carpenter
- 12. Aug 1 St. Mary's Band on the Common
- 13. Aug 5 Picnic in the Park East Riverside-Kingshurst Park

Aug 12 – Sep 9

- 1. Aug 14 Harbour Station Naming
Announcement
- 2. Aug 15 NB Medical Education Trust
Celebration
- 3. Aug 20 NB Public Library Engagement Session
- 4. Aug 27 Rothesay Hive Blueberry Social
- 5. Aug 28 International Amateur Theatre Association (IATA) Opening Reception
- 6. Aug 31 IATA Closing Reception



Sep 9 – Oct 15

- 1. Sep 13 SJ Astronomy Club Stargazing
- 2. Sep 14 Opening for Rothesay Pharma Choice
- 3. Sep 15 Concert on the Common for the Rothesay Hive
- 4. Sep 15 Branch 58 Legion Brunch
- 5. Sep 23 Photo with Kennebecasis Drugs – Epipens
- 6. Sep 27 Branch 58 Legion Potluck
- 7. Sep 29 Salvation Army Auxiliary Purse Auction
- 8. Oct 4-6 UMN Annual Meeting

Oct 15 – Nov 12

- 1. Oct 16 Harry Miller Middle School Classes
- 2. Oct 17 Recording messages for YSJ
- 3. Oct 18 UNBSJ Fall Convocation
- 4. Oct 19 Late Night with the Foundation
- 5. Oct 22 Saint John Regional Hospital “the Give” thank you dinner
- 6. Oct 25 Received 1st Poppy at Legion
- 7. Nov 1 YSJ Grand Reopening
- 8. Nov 2 Greater Saint John Sports Hall of Fame Induction
- 9. Nov 6 Sobey's Veterans Luncheon
- 10. Nov 7 HMMS Remembrance Day Ceremony
- 11. Nov 9 “Standing Ready” Army Memorial Dedication
- 12. Nov 10 RUSI pre-Remembrance Day Dinner
- 13. Nov 11 Remembrance Day Ceremony
- 14. Nov 12 NB Association of Police Chief's Leadership Conference

Nov 13 – Dec 9

1. Nov 13 Operation Red Nose Kickoff
2. Nov 14 KRPF Commendation Ceremony
3. Nov 15 Fundraising Dinner for Syrian Family
4. Nov 16 Kennebecasis Lions 60th Anniversary
5. Nov 19 Unveiling of KRPF/KVDVO Soft Interview Rooms
6. Nov 23 Empty Stocking Fund Broadcast
7. Nov 23 KV Santa Claus Parade
8. Nov 24 Kennebecasis Lions Breakfast
9. Nov 29 RNS Lego Robotics Tournament
10. Nov 30 St. Andrews Society of Saint John Dinner
11. Dec 1 Rothesay Yule
12. Dec 8 Ecumenical Carols/Lessons at Our Lady of Perpetual Help

Dec 10, 2019 – Jan 13, 2020

1. Dec 13 Crimestoppers Christmas Dinner
2. Dec 18 Mayor's Tree Lighting
3. Dec 20 Vocational Training Centre Christmas Party
4. Jan 1 New Year's Skate at the Common
5. Jan 1 Branch 58 Legion Levee
6. Jan 10 Vigil for the victims of the Ukrainian Airlines crash

Rothesay Hive Grand Opening



F. AUDITED FINANCIAL STATEMENTS

G. EXCERPT - REGULATION 2018 – 54

Justice and Office of the Attorney General
2020 April 4 OPEN Session FINAL_196

Enabling Act: [Local Governance](#)

NEW BRUNSWICK
REGULATION 2018-54

under the
Local Governance Act
(O.C. 2018-189)

Filed June 25, 2018

Under subsection 191(1) of the *Local Governance Act*, the Lieutenant-Governor in Council makes the following Regulation:

Citation

1 This Regulation may be cited as the *Annual Report Regulation – Local Governance Act*.

Definitions

2 The following definitions apply in this Regulation.

“Act” means the *Local Governance Act*. (*Loi*)

“corporation” means a corporation referred to in subsection 8(1) of the Act or a corporation continued under the Act. (*personne morale*)

Time to prepare annual report

3(1) On or before June 30 in each year, a local government shall prepare an annual report referred to in subsection 105(1) of the Act for the preceding fiscal year.

3(2) On or before June 30 in each year, a corporation shall prepare an annual report referred to in subsection 105(2) of the Act for the preceding fiscal year.

Information included in an annual report under subsection 105(1) of the Act

4(1) An annual report under subsection 105(1) of the Act prepared by a local government shall contain:

- (a) the audited financial statements of the local government;
- (a.1) the following information with respect to grants totalling \$500 or more that are made under section 101.3 of the Act by a local government:
 - (i) the recipient of the grant,
 - (ii) the type of the grant,
 - (iii) the amount of the grant,
 - (iv) the terms and conditions imposed on the grant, and
 - (v) the purpose of the grant and the benefit to the local government in making the grant;

(b) the following information with respect to grants totalling \$500 or more made by the local government for social or environmental purposes:

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- (i) the recipient of the grant,
- (ii) the type of grant,
- (iii) the amount of the grant and whether it is a grant of money or an in-kind grant,
- (iv) the terms and conditions imposed on the grant; and
- (v) the purpose of the grant and the benefit to the local government in making the grant;

(c) the following information with respect to economic development assistance or grants totalling \$500 or more made by the local government:

- (i) the recipient of the economic development assistance or grant,
- (ii) the amount of economic development assistance or grant and whether it is a grant or assistance of money or in-kind,
- (iii) the terms and conditions imposed on the economic development assistance or grant, and
- (iv) the purpose of the economic development assistance or grant and the benefit to the local government in providing the assistance or making the grant;

(d) the following information with respect to activities and programs relating to economic development:

- (i) the types of activities and programs, and
- (ii) the purpose of the activities or programs and the benefit to the local government in providing the activities and programs;

(e) the following information with respect to a corporation established by the local government:

- (i) the name of the corporation,
- (ii) the purpose of the corporation,
- (iii) the manner of consolidating the corporation within the financial statements of the local government, and
- (iv) how to access the financial statements and annual reports of the corporation;

(f) the following information with respect to the council:

- (i) the members of council and their committee and other responsibilities,
- (ii) the number of regular meetings held by the council and the names of the members of council in attendance at the meetings,
- (iii) the number of special meetings held by the council, the types of matters discussed and the names of the members of council in attendance at the meetings,

- (iv) the date of the council meetings or committee of council meetings closed to the public and the types of matters discussed at the meetings,
- (v) if electronic means of communication is used at a meeting of council, the names of the members of council participating by electronic means,
- (vi) the salary range and other remuneration or benefits of members of council, and
- (vii) the amounts paid as allowances to the members of council for expenses resulting from the discharge of their duties; and
- (g) information with respect to the provision of services by or through the local government, including the nature of the service provided and the cost of the services and related infrastructure, under the following headings:
- (i) general government services,
 - (ii) protective services,
 - (iii) transportation services,
 - (iv) environmental health services – general fund,
 - (v) environmental health services – utility fund,
 - (vi) environmental development services,
 - (vii) recreation and cultural services,
 - (viii) fiscal services,
 - (ix) public health services, and
 - (x) other services.

4(2) An annual report under subsection 105(1) of the Act prepared by a local government may include the following information:

- (a) general information regarding the local government, including the population, tax rates, tax base and user charges;
- (b) information on capital projects undertaken within the year and information on multiyear capital planning;
- (c) performance measures established by the local government and the progress made with respect to those measures; and
- (d) information respecting employee classification, salary ranges, benefits and travel expenses.

2019, c.5, s.4

Information included in an annual report under subsection 105(2) of the Act

5(1) An annual report under subsection 105(2) of the Act prepared by a corporation shall contain:

- (a) the audited financial statement of the corporation;

(b) the following information with respect to grants totalling \$500 or more for social or environmental purposes made by the corporation:

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- (i) the recipient of the grant,
- (ii) the type of grant,
- (iii) the amount of the grant and whether it is a grant of money or an in-kind grant,
- (iv) the terms and conditions imposed on the grant, and
- (v) the purpose of the grant and the benefit to the local government in making the grant;

(c) the following information with respect to economic development assistance or grants totalling \$500 or more provided by the corporation:

- (i) the recipient of the economic development assistance or grant,
- (ii) the amount of the economic development assistance or grant and whether it is a grant or assistance of money or in-kind,
- (iii) the terms and conditions imposed on any economic development assistance or grant provided, and
- (iv) the purpose of the economic assistance or grant and the benefit to the local government in making the grant or providing the benefit;

(d) the following information with respect to activities and programs of the corporation relating to economic development:

- (i) the types of activities and programs, and
- (ii) the purposes of the activities and programs or the benefit to the local government in providing the activities and programs;

(e) the following information respecting the board of directors of the corporation:

- (i) the names of the members of the board of directors and their responsibilities,
- (ii) the number of meetings held by the board of directors and the names of the members of the board in attendance at the meetings, and
- (iii) if electronic means of communication is used at a meeting, the names of the members of the board of the corporation participating by electronic means; and

(f) information with respect to the provision of services provided by or through the corporation, including the nature of the services and the cost of the services and related infrastructure.

5(2) An annual report under subsection 105(2) of the Act prepared by a corporation may include the following information:

- (a) information on capital projects undertaken within the year and on multiyear capital planning; and
- (b) performance measures established by the corporation and the progress made with respect to those measures.

Local governments and corporations shall comply with requirements under subsection 105(3) of the Act

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6 Local governments and corporations shall comply with the posting requirements of an annual report and make the annual report available for examination in accordance with subsection 105(3) of the Act.

Commencement

7 *This Regulation comes into force on January 1, 2019.*

N.B. This Regulation is consolidated to June 14, 2019.



ROTHESAY



INTEROFFICE MEMORANDUM

TO	:	Mayor Grant & Council
FROM	:	John Jarvie
DATE	:	8 April 2020
RE	:	Engineering Design – Alexander Avenue & Rothesay Park Road

Recommendation:

It is recommended Dillon Consulting be engaged to provide Design and Tendering Phase Services for raising Alexander Avenue and Rothesay Park Road and associated appurtenances for an amount of \$50,000 plus HST with funding from the capital reserve.

Background:

Several neighbourhoods near the shoreline experienced flooding in 2018 and 2019. A number of projects were undertaken to mitigate the conditions associated with the flooding including:

- Raising the portion of Park Drive at the entrance to KPark/Hastings Cove
- Raising the lower part of Cameron Road and installing backflow prevention devices on the storm sewer
- Raising the north end of Rothesay Park Road
- Installing a backflow prevention device on the storm sewer outlet near Post Road

There is public Infrastructure at several additional locations where flooding has occurred. Mitigation at these locations includes raising:

1. two sections of Park Drive near Broadway
2. most of Alexander Avenue
3. a section at the south end of Rothesay Park Road
4. a section of Maliseet Drive
5. part of Pickett Lane
6. a small section Rothesay Road near the East Riverside Kingshurst Park

Item #1, along with a short stretch of Elizabeth Parkway where the river has been close to breaching, is included in the 2020 asphalt program. Items #2 and #3 are the subject of this memorandum. Items #4 and #5 are included in the 2021 asphalt design program. Item #6 will be addressed when the Provincial Government provides funding under the designated Highways program.

A preliminary estimate of the cost of the work involved in items #2 and #3 ranges between \$680,000 and \$835,000. This estimate for design for the road reconstructions is based on the following assumptions:

- Approximately 390m of road reconstruction
- Both roads are to be raised at or above the 6m elevation (using the 1928 vertical datum)
- Maintain existing road configuration
- Stormwater improvement due to raising the road will consist of drainage swale into existing infrastructure/ditches
- Site restoration

The design for the lift station is based on the following assumptions:

- Add sections to the lift station
- Raise the electrical components
- Add rails to the station
- Raise the generator
- Site restoration

Preparation of a detailed, pre-tender, Engineer's Estimate of the construction cost and Public Consultation and Engagement are also included.

Dillon Consulting was asked to quote the cost of this work since they are responsible for the 2020 resurfacing program, have done some preliminary work in scoping the project and are in the best position to get the work done this year through the 2020 asphalt program. The quote provided for the fees is \$110,000 plus HST for the design work, tendering and construction supervision of this work (14-17% of the estimated project construction cost).

