



ROTHESAY

COUNCIL MEETING

By WebEx Videoconference

Monday, December 14, 2020

4:00 p.m.



PUBLIC NOTICE:

Rothsay 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 November 2020
	Public Budget Presentation	16 November 2020
	Public Budget Approval	30 November 2020

➤ Business Arising from Minutes

3. OPENING REMARKS OF COUNCIL

3.1 Declaration of Conflict of Interest

4. DELEGATIONS

N/A

5. CORRESPONDENCE FOR ACTION

- 5.1 16 November 2020 Letter from the Retail Council of Canada RE: Single use plastic checkout bag ban by-law

Refer to staff

- 5.2 26 November 2020 Sponsorship request from the New Brunswick Environmental Network for the Great Minds Think Outside (GMTO) teacher training program

Refer to the Finance Committee

- 5.3 4 December 2020 Email from the Asian Heritage Society of New Brunswick – Saint John Chapter RE: Request for letter of support for Asian Heritage Month May 2021
- 4 December 2019 Letter to the Asian Heritage Society of New Brunswick – Saint John RE: Asian Heritage Month (May 2020)

Provide letter of support

6. CORRESPONDENCE - FOR INFORMATION

- 6.1 5 November 2020 Letter from Minister Green RE: Administration and control of highways inside municipalities
- 6.2 6 November 2020 Donation request from the Saint John Theatre Company
(approved in 2021 budget)
- 6.3 16 November 2020 Letter to Mulberry Lane residents RE: Local Improvement Charges

- 6.4.1 1 December 2020 Letter from Quispamsis to the Kennebecasis Public Library RE: 2021 Budget
- 6.4.2 1 December 2020 Letter from Quispamsis to the Kennebecasis Valley Fire Department RE: 2021 Budget
- 6.4.3 1 December 2020 Letter from Quispamsis to the Kennebecasis Regional Police Force RE: 2021 Budget
- 6.5.1 4 December 2020 Letter to the Kennebecasis Public Library RE: 2021 Budget
- 6.5.2 4 December 2020 Letter to the Kennebecasis Valley Fire Department RE: 2021 Budget
- 6.5.3 4 December 2020 Letter to the Kennebecasis Regional Police Force RE: 2021 Budget
- 6.6 8 December 2020 Letter from the Department of Environment and Local Government RE: 2021 Operating Fund Budgets

7. REPORTS

- 7.0 **December 2020** **Report from Closed Session**
- 7.1 26 October 2020 Fundy Regional Service Commission (FRSC) Meeting Minutes
- 7.2 24 June 2020 Kennebecasis Public Library (KPL) Board Meeting Minutes
 - June 2020 KPL Librarian's Report
 - 31 May 2020 KPL Comparative Income Statement
 - 19 August 2020 KPL Board Meeting Minutes
 - August 2020 KPL Librarian's Report
 - 31 July 2020 KPL Comparative Income Statement
 - 23 September 2020 KPL Board Meeting Minutes
 - 2021 KPL Proposed Operating Budget Overview vs. 2020
 - 21 October 2020 KPL Board Meeting Minutes
 - October 2020 KPL Librarian's Report
 - 31 August 2020 KPL Comparative Income Statement
- 7.3 9 September 2020 Kennebecasis Valley Fire Department Inc. (KVFD) Board Meeting Minutes
 - 30 September 2020 KVFD Statement of Expense
 - 2020 KVFD Capital Budget
 - 10 November 2020 KVFD Chief's Report
 - 31 October 2020 KVFD Response Report
- 7.4 31 October 2020 Draft unaudited Rothesay General Fund Financial Statements
 - 31 October 2020 Draft unaudited Rothesay Utility Fund Financial Statements
 - 31 October 2020 Donation Summary
 - 26 November 2020 Draft Finance Committee Meeting Minutes
 - Safe Restart Funding
 - Climate Change public meeting request (*see Item 8.2*)
- 7.5 17 November 2020 Draft Rothesay Hive Advisory Committee Meeting Minutes
- 7.6 17 November 2020 Draft Parks and Recreation Committee Meeting Minutes
- 7.7 7 December 2020 Draft Planning Advisory Committee Meeting Minutes
- 7.8 9 December 2020 Information Report prepared by DPDS White
 - REVISED October 2020 Monthly Building Permit Report
 - November 2020 Monthly Building Permit Report
- 7.9 10 December 2020 Capital Projects Summary

8. UNFINISHED BUSINESS

TABLED ITEMS**8.1 Wiljac Street Reconstruction and Extension – Design** (Tabled March 2019)*No action at this time*

8.2 Mayor’s Round Table on Climate Change (Tabled October 2019) **Remove from table**

7 December 2020	Memorandum from Finance Committee
9 October 2019	Memorandum from Deputy Mayor Alexander

8.3 Sagamore Heights – 55 Lot Subdivision (Tabled November 2020) **Remove from table**
(PIDs 00241240, 00246603, 30128680, 00062737, 00246595, 00223453, 00224147, 30145890, 30147318)

11 December 2020	Memorandum from Town Manager Jarvie
11 December 2020	Information Report prepared by DPDS White
6 November 2020	Letter from resident RE: Proposed Subdivision (Sagamore Heights)
8 November 2020	Email from resident RE: Sagamore Heights
Various	Correspondence (9) from resident RE: Sagamore Heights

8.4 Draft Fire Prevention and Protection By-law 3-20

8.4.1 4 December 2020	Memorandum from Town Clerk Banks
30 November 2020	Public Notice
DRAFT	Fire Prevention and Protection By-law 3-20

8.4.2 By-law 3-20 Schedule “A”

4 December 2020	Memorandum from Town Clerk Banks
DRAFT	Schedule “A” of the Fire Prevention and Protection By-law 3-20

8.4.3 Appointment of By-law Enforcement Officers

10 December 2020	Memorandum from Town Clerk Banks
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9. NEW BUSINESS**ADMINISTRATION****9.1 Committee Appointments**

4 December 2020	Memorandum from Nominating Committee
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FINANCE**9.2 Reserve Motions 2020****9.2.1 General Fund**

7 December 2020	Memorandum from Treasurer MacDonald
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9.2.2 Utility Fund

7 December 2020	Memorandum from Treasurer MacDonald
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ROTHESAY

2020December14OpenSessionFINAL_004

Regular Council Meeting

Agenda

-4-

14 December 2020

OPERATIONS

9.3 Water Treatment Plant Pipe Replacement

9 December 2020

Report prepared by DO McLean

9.4 Clean Water and Wastewater Fund Treatment Plant Application Requirements

10 December 2020

Report prepared by DO McLean

9.5 Fleet Vehicle Purchase – Utility Department

11 December 2020

Report prepared by DO McLean

10. NEXT MEETING

Public meeting (Sagamore Heights)

Tuesday, December 15, 2020 at 6:00 p.m.

Regular meeting

Monday, January 11, 2021 at 4:00 p.m.

11. ADJOURNMENT

November 16, 2020

Mayor Nancy Grant
Town of Rothesay, New Brunswick
e-mail: nancygrant@rothesay.ca

Mayor Grant,

On behalf of retailers in your community and throughout New Brunswick, I am asking your Town Council to ensure that any proposed bylaw related to single use plastic checkout bags is harmonized with existing best practices from within the Atlantic Region. The current proposal from the Fundy Regional Service Commission is not harmonized with legislation / bylaws in the rest of Atlantic Canada and thus, there are aspects of the proposal that are not supported by Retail Council of Canada (RCC).

RCC calls on the Fundy Regional Service Commission's municipal members to consider the consultative efforts that have occurred between RCC and various levels of government in Atlantic Canada. This inclusive and constructive process has led to a standardized approach in banning single use plastic checkout bags. The result has been almost identical provincial legislation in Newfoundland and Labrador, Prince Edward Island and Nova Scotia; as well as municipal bylaws in Moncton, Dieppe and Riverview, New Brunswick. This collaboration and recognition of the benefits of harmonized legislative initiatives have allowed governments and businesses to achieve environmental objectives, without needlessly creating administrative red tape and frustrating customers.

Regrettably, such consultation has not occurred with the Fundy Regional Service Commission. Last week, Retail Council of Canada discovered that the Service Commission had already voted to have its members return to their respective Municipal Councils and pass bylaws to ban single use plastic checkout bags as of June 30, 2021. This is a disturbing trend with the Service Commission as it also did not inform important stakeholders of its decision in late 2019 to stop collecting single use plastic checkout bags. The Service Commission has stated that retailers in the area were made aware of the following actions:

- The Service Commission's 2019 decision also tasked its municipal members with passing municipal bylaws to ban single use plastic checkout bags
- The Saint John Region Chamber of Commerce conducted a survey of its members where a high percentage of retailers stated that they were in favour of a single use plastic checkout bag ban.

RCC has a great deal of respect for the staff and members of the Saint John Region Chamber of Commerce. However, the Chamber does not represent all retailers. In speaking with the Canadian Federation of Independent Business and Restaurants Canada, it is clear that they were also unaware of the Service Commission's actions. Therefore, a significant percentage of the business community was not consulted and is likely not aware of the Service Commission's initiative. Furthermore, RCC believes that the retail support shown in the Chamber survey would have been lessened if retailers were told that there would only be a six month timeline (approx.) between the passage and enforcement of a bag ban bylaw.

Retailers work long hours to ensure that their business remains viable. They need to make operational decisions based on actual rules and regulations as opposed to musings about future dates for bylaws that may or may not come into effect. If the Service Commission had consulted with industry

associations like RCC, a greater percentage of the business sector could have been informed of this pending action. Given that the retail, small business and restaurant sectors are the ones most associated with the public distribution of single use plastic checkout bags, it is disappointing that none of these associations were consulted.

If RCC had been consulted, the Service Commission would have discovered that our members are generally supportive of the Service Commission's proposed action on single use plastic checkout bags. Retailers that conduct business in multiple provinces are often appreciative when governments take action in a harmonized manner. For these retailers, legislative action at the provincial level is often preferable to municipal action as it creates a harmonized approach across a larger geographic area. Nevertheless, if municipal units can work together to create harmonized bylaws that impact a large economic area, retailers will often be supportive of such a unified position. Regardless of municipal or provincial action, the key is to harmonize initiatives so as to reduce customer confusion and administrative red tape for businesses. The Fundy Regional Service Commission's proposed approach is generally harmonized with existing best practices across Atlantic Canada. However, the Service Commission's proposal fails to understand that one of the key conditions to implementing successful single use plastic checkout bag bans in other parts of Atlantic Canada is in providing adequate time for retailers to exhaust their existing supply of single use plastic checkout bags.

The municipal and provincial governments in the rest of Atlantic Canada acted harmoniously in giving businesses approximately one year from the passage of each government's respective bag ban legislation / bylaw until the enforcement date. The one-year period is necessary as virtually all retailers - regardless of their size - receive a better price by making bulk purchases of a year's supply of single use plastic checkout bags. Given that many retailers are finally experiencing an increase in business with the beginning of the important holiday shopping season, many have recently made bulk orders of single use plastic checkout bags in order to serve the customer.

Under the current mandate from the Fundy Regional Service Commission, municipal members have been tasked with passing bylaws that would ban single use plastic checkout bags as of June 30, 2021. Even if member Councils are able to quickly pass such bylaws, this deadline would only give retail businesses approximately 6 months to exhaust up to a year's supply of single use plastic checkout bags. Many retailers will not be able to meet this tight deadline and would thus, be faced with the additional costs and frustration of trying to deal with a stockpile of unusable single use plastic checkout bags. To be fair, a stockpile of plastic bags is not going to put a retailer out of business. However, as the struggles of 2020 lead into the municipal elections of 2021, RCC feels that municipal governments should avoid such non-consultative actions and at least allow adequate time for retailers to exhaust their supply of single use plastic checkout bags.

In the interest of harmonization, Town Council should also be aware that the bylaws passed in Moncton, Dieppe and Riverview are not completely identical with the provincial legislation in the rest of Atlantic Canada. The divergence in these legislative initiatives relates to the use of paper checkout bags as an alternative to single use plastic checkout bags. For instance, Newfoundland and Labrador and Nova Scotia's legislation did not force retailers to charge fees on paper checkout bags. In PEI however, the provincial legislation mandated that a fee be charged on paper checkout bags. Despite this mandate, PEI recognized the specific challenges for restaurants - with drive through pickup windows - in maintaining food safety by keeping food orders separated. With this recognition, PEI

exempted paper bags of a certain size – that are used for drive through take out - from being subject to the fee. This exemption has allowed food to be served quickly, efficiently and safely (eg: food separation) through drive through windows without increasing the customer's cost through multiple paper bag fees.

The municipal governments in Greater Moncton did not follow PEI's example and only exempted small paper bags from the fee. The refusal of Moncton, Dieppe and Riverview to harmonize completely with the legislation in PEI has created confusion for customers and businesses in Greater Moncton's drive through restaurants. At most drive through restaurants, the customer at a fast-food take-out window has to pay for their food order before receiving the food. The employee taking food orders and payment is often in a different part of the restaurant (eg: different take out window) from the employee preparing the food order. Given this reality, Greater Moncton's refusal to exempt paper bags at drive through take-out windows means that the employee taking the food order and payment has to input fees on some - but not all - paper bags without knowing the number and type of bags that need to be used to fulfil the food order in a safe and satisfactory manner (eg: bags are placed inside of larger bags so as to keep food orders separate).

Retail Council of Canada's Recommendation: Despite the lack of consultation, Retail Council of Canada is not opposed to much of the Fundy Regional Service Commission's plan to push its members to enact single use plastic checkout bag ban bylaws that would be harmonized with existing bans across Atlantic Canada. In order for harmonization to occur, RCC requests that your Council:

- allow one year between the passage of a single use plastic checkout bag ban bylaw and the bylaw enforcement date so as to allow most retailers the opportunity to exhaust their existing supply of single use plastic checkout bags.
- harmonize with the existing bag bans in Newfoundland and Labrador and Nova Scotia by not mandating that retailers charge a fee on paper checkout bags.

Should Council feel it necessary to force a charge on paper checkout bags, it should at least recognize the administrative challenges caused by the mandated system in Moncton, Dieppe and Riverview. In the interest of business efficiency and food separation / safety, RCC recommends that if your Council choose this approach, it should harmonize its bylaw with the paper checkout bag rules in PEI.

Thank you again for taking the opinions of the retail sector into consideration on this issue. Should you have any questions or comments regarding the information provided in this letter, please feel free to contact me at (902) 422-4144.

Sincerely,



Jim Cormier
Director (Atlantic)
Retail Council of Canada

cc: Town Councillors and RCC members who conduct business & employ people in Rothesay

NEW BRUNSWICK ENVIRONMENTAL NETWORK



RÉSEAU ENVIRONNEMENTAL DU NOUVEAU-BRUNSWICK

RECEIVED

NOV 30 2020

TOWN OF ROTHESAY
70 HAMPTON ROAD
ROTHESAY NB E2E 5L5

Nov 26th, 2020

Dear TOWN OF ROTHESAY,

This year more than ever has highlighted the need for students to have safe outdoor spaces to learn while navigating through new circumstances. The Great Minds Think Outside (GMTO) teacher training program equips school staff with the skills they need to incorporate outdoor settings into their regular planning to combat the spread of COVID-19, increase children's activity, and increase students' exposure to nature. After a Great Minds session, school staff will be equipped and ready to take their classes outdoors whenever they want, without having to rely on hiring outside help or waiting only for special occasions. We are asking for your help in making schools safe in way of sponsorship towards Great Minds sessions at New Brunswick schools.

Sponsorship amounts are very flexible and we are happy to work with your organization to build engagement opportunities on an individual basis. Any amount helps! All money received will go towards a professional learning session at a school in New Brunswick. We are also very willing to work with a school of your choice if you would like to keep your contribution within your community. Sponsors can choose to be recognized at Great Minds sessions for their contribution.

Taking classes outside is an affordable, accessible, and valuable teaching tool that offers a world of benefit. Outdoor spaces are shown to have a much lower transmission risk for COVID-19 due to dispersal and sunlight which greatly reduces viral loads. The fresh air and exercise also benefits student and teacher health. Study after study has affirmed that students learn better outdoors, and the Great Minds program has been developed specifically with NB curriculum targets in mind. Outdoor learning is an effective and affordable way to provide the best education to our youth!

Are you ready to support this initiative and be featured at our school sessions? Please contact us today for half-day and full-day rates, or to build your personalized sponsorship package.

Thank you for your consideration,

Tzomi Burkhart

Sustainability Education Alliance Coordinator / Coordinatrice de l'Alliance pour l'éducation à la viabilité
New Brunswick Environmental Network / Réseau environnemental du Nouveau Brunswick
nben@nben.ca
nben.ca
(506)855-4144

Great Minds Think Outside is a part of the collaborative group Sustainability Education Alliance (SEA) under the New Brunswick Environmental Network (NBEN).



GREAT MINDS THINK OUTSIDE

Bilingual & Hands-on

Great Minds Think Outside is innovative hands-on outdoor learning program available in English or French.



Curriculum-linked

Our team of dynamic, dedicated and highly experienced trainers can help you teach any subject outside!



Book a session today!

www.nben.ca/greatminds
nben@nben.ca
506.855.4144

Great Minds Think Outside



Great Minds Think Outside is an outdoor professional development program that gives educators the skills and resources they need to teach their students outside, whatever the subject matter! *Great Minds Think Outside* stimulates different learning styles, feeds creativity, and improves well-being.



Discover the teaching possibilities in your own schoolyard.

Liz Pomeroy

From: Sarah Villafuerte
Sent: December 4, 2020 3:21 PM
To: Liz Pomeroy
Cc: Somaditya Das; AHSNB Saint John Chapter
Subject: re: Asian Heritage Month - Asian Heritage Society of New Brunswick SJ
Attachments: 4. Letter of Support - Town of Rothesay.pdf

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello Liz,

My name is Sarah and I'm with the Asian Heritage Society of New Brunswick - Saint John Chapter.

The AHSNB has recently started to prepare for Asian Heritage Month 2021. As I'm sure you know, we are a non for profit that organizes and supports activities aimed at supporting Asian Canadian history, culture and art. This year's celebration may not have gone according to plan but we hope we can make Asian Heritage Month 2021 just as special and unique!

In order to put on these events, we apply for grants and funding from the government and they ask that we include letters of support from organizations, businesses, or people we have collaborated with in the past. The AHSNB-SJ would greatly appreciate it if you would help us by writing us a letter of support on behalf of the Rothesay Council. If you have any questions, please ask either myself or Som whom I have cced in this e-mail and we will gladly assist you.

I have attached your letter from last year as a reference.

Thank you for your continued support,

Sarah and the AHSNB-SJ team



70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothsay@rothesay.ca
www.rothesay.ca

4 December 2019

Ophelia Maestrado
Asian Heritage Society of New Brunswick
Saint John Chapter
Fredericton Intercultural Centre (FIC)
28 Saunders Street
Fredericton, New Brunswick
E3B 1N1

Dear Ms. Maestrado,

RE: Asian Heritage Month (May 2020) – IRCC Application for Inter-Action Multiculturalism Grants and Contributions Program

I am pleased to offer a letter of support to the Asian Heritage Society of New Brunswick Saint John Chapter for the IRCC – application under the Inter-Action Multiculturalism Grants and Contributions Program for the May 2020 Asian Heritage celebrations in the Greater Saint John and neighbouring cities.

Rothsay embraces diversity, and agrees that education and cultural interchange is vital to achieving intercultural acceptance, integration, and unity. The importance of heritage is evident in the numerous submissions of photographs and other historical documents by Rothesay residents to the Rothesay Living Museum. I am positive your festivities during Asian Heritage month in May of 2020 will be well attended by many Greater Saint John residents as well as Rothesay residents.

On behalf of Rothesay Council, I wish you all the success with your May 2020 Asian Heritage celebration in the Greater Saint John area.

Sincerely,

Dr. Nancy Grant
Mayor



File No. 32-93

November 5, 2020

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



Dear Mayor Grant:

The Department of Transportation and Infrastructure (DTI) frequently receives requests from municipalities in relation to traffic-related issues on provincially designated roads under the administration and control of municipalities.

To help address any ambiguity and confusion regarding who is responsible for traffic operations in such cases, DTI has developed a table identifying the major traffic operation activities and the relationship (i.e., responsible, accountable, consultative, or informative) each authority (municipality or DTI) has with each activity. Providing this information will result in greater consistency and reduced overlap between DTI and municipalities.

Given municipalities' access to engineering resources, it is practical for them to exercise more decision-making over traffic operations for roads under their administration and control. These decisions, however, will need to be consistent with DTI guidelines, sound engineering judgement and Transportation Association of Canada standards and guidelines. DTI will remain available to assist municipalities in these matters. Please note that existing road maintenance agreements and the Municipal Designated Highway Program will not be impacted.

DTI plans to include the attached table as part of an appendix in the "Municipal Manual" for summer 2021. Please reach out to the district engineer in your respective district should you have any questions or feedback.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jill Green".

Jill Green, P.Eng.
Minister

c.c. David Thompson, Acting District Engineer – Saint John
Hon. Hugh J. (Ted) Flemming, Minister of Justice and Public Safety

Enc.



Administration and Control of Highways Inside Municipalities

As reference: R = Responsible (do the actual work); A = Accountable (decision maker); S = Support (can provide support); C = Consulted (must be consulted); I = Informed (must be informed)

Activity	Description (applies only to roads over which the municipality has admin and control)	Mun	NBDT
Access Permits	Issuing access permits (level 1 & 2 controlled access)	I	R, A
Access Permits	Issuing access permits (other then level 1 & 2 controlled access)	R, A	S
No trucking	Restricting trucking	C, I	R, A
Weight Restriction	Issuing and enforcing (DPS) weight restrictions	C, I	R, A
Speed Limits	Setting of speed limits	R, A	S, I
School Zones	Setting up of school zones/areas and associated speed limits	R, A	S, I
Crosswalks	Establishing, maintaining, signing of crosswalks	R, A	S, I
Traffic Lights	Establishing, maintaining traffic lights	R, A	S, I
Directional signage	Guide Signage and Tourist Oriented Directional signage	C, I	R, A
Regulatory signage	As it relates to traffic control	R, A	C, I
Flashing Beacons	Establishing, maintaining Flashing beacons lights	R, A	C, I
Right of way management	Establishing, enforcing what is allowed inside the ROW (ex: patios, structures...)	R, A	S, I
Traffic calming measures	Develop and implement traffic calming measures	R, A	C, I
Active transportation	Establish, maintain bike/walking lanes	R, A	S
Offroad vehicles	Establish, maintain offroad vehicles routing (ATV's, Snowmobiles)	R, A	C, I
Road closures, events with detours	Approving parades, special events with detours in place	R, A	I
Road closures, events without detours	Approving parades, special events without detours in place	R	A
Luminaire		R, A	-
Striping		R, A	I
Commercial Signs	Commercial signs permit and enforcement within regulated areas	R, A ⁽¹⁾	R, A ⁽²⁾

⁽¹⁾ = Cities and Towns

⁽²⁾ = all other municipal entities

SAINT JOHN THEATRE COMPANY

RECEIVED

NOV 13 2020

Nancy Grant
Town of Rothesay
70 Hampton Rd
Rothesay NB
E2E 5L5

November 6, 2020

Dear Nancy,

For more than 30 years the Saint John Theatre Company (SJTC) has served as an artistic catalyst and creative outlet for more than 2500 performers, stage technicians, set designers and playwrights. The COVID-19 experience has shown us that all that can turn on a dime overnight. Never has it been more important than now to have long term investments that protect our programs during such unpredictable times.

In the initial stages of the pandemic we were challenged to postpone the majority of our planned programming. Once we were able to re-open, we led the way in adapting our live events and community outreach to our new "social distanced" normal.

Early on our Board of Directors, staff and volunteers made a bold commitment to keep innovating forward, rather than freeze. We launched the Live at the BMO Virtual Studio page, and embarked on streaming productions into your home and even into classrooms! We also forged ahead, mounting our annual Fundy Fringe Festival, Live @ The BMO Music Series, the annual Loyalist City Shakespeare production and the Atlantic Repertory Company's production of *The Turn of the Screw*.

"The SJTC has a way of growing people, fostering their talents, not just on stage, but also behind the scenes."
Kizzy Kaye

The key reason why we are able to do this is having access to resources beyond what is generated solely from live performances. With this in mind, we are turning to you, our alumni, patrons, volunteers and past contributors, to help us continue to lead the way, by growing our Staging the Future Endowment Fund.

Launched with a generous bequest from the late Helene Ovesen, the Staging the Future Endowment Fund has become a key component of our sustainability plan.

Hi Nancy
As we move forward with
Courthouse planning, it is
important that we secure the
future of SJTC.
I hope you might consider helping.
Stephen

*"If the Saint John Theatre Company
wasn't around, I think there'd be a huge
part of our community's heart missing."*
Caroline Bell

2020December14OpenSessionFINAL_037

SAINT JOHN THEATRE COMPANY

Held in trust by The Saint John Community Foundation, each year the Endowment provides a reliable income stream that enables SJTC to continue to provide world-class theatre productions that inspire our community and foster the next generation of theatre artists.

DONATE BY NOVEMBER 30 AND YOUR GIFT WILL BE MATCHED!

"The arts are so important for fostering a sense of community in a city. The SJTC feeds the soul of Saint John."
Kennedy McGeachy

Every dollar contributed is instrumental in helping us ensure we will be able to continue to delight, inspire and awe our audiences - long into the future. Plus, every donation received by November 30 will be matched by the Canadian Heritage Cultural Investment Program!

Please help us secure another 30 years of extraordinary live theatre, vital community outreach and diverse talent showcasing. To donate please visit <https://saintjohntheatrecompany.com/endowment> or complete and return the enclosed donation form by November 30.

Thank you for continuing to help us Stage the Future!

Sincerely,



Stephen Tobias
Executive Director
Saint John Theatre Company

"The SJTC raises the bar for theatre makers in New Brunswick. We are so fortunate to have it!"
Dr. Sandra Bell

"The SJTC just makes the city a better place to live! The diverse shows. The beautiful venue. The outreach programs. It makes me very proud to live here. Plus, everyone has the opportunity to get involved!"
Brian Dobbelsteyn

SAINT JOHN
THEATRE COMPANY

112 Princess Street • Saint John • New Brunswick • E2L 1K4

Telephone: (506) 652-7582 • Fax: (506) 652-7585 • www.saintjohntheatrecompany.com

SAINT JOHN THEATRE COMPANY STAGING THE FUTURE FUND

2020 December 14 Open Session FINAL_038

Thank you for securing the future of the arts in our community!

Name: _____ Email: _____

Address: _____ Phone: _____

Your Email is to receive your official tax receipt and will not be used for any other purpose.

☐ **Yes! I would like to learn more about making a legacy gift to SJTC.**

Payment method: ☐ Cash ☐ Cheque ☐ Visa ☐ Mastercard ☐ American Express

Cheque can be sent to: Saint John Theatre Company, 112 Princess Street, Saint John, NB, E2L 1K4.

Please make cheques payable to Saint John Theatre Company, noting 'SJTC Endowment Fund' in the memo portion of your cheque.

Credit card information: ☐ I hereby authorize the Saint John Theatre Company to process my credit card information to donate to the SJTC Staging the Future Fund.

Card# _____ Expiry _____ CVV# _____ Signature _____

THE COMMUNITY FOUNDATION

The Community Foundation, a public foundation, has been serving Greater Saint John since 1976. The Foundation acts as a trustee of gifts, supports charitable organizations and is a leader in community development. The Community Foundation works to ensure a sustainable future and improve the quality of life in our region.



THE COMMUNITY FOUNDATION
building a greater saint john

SAINT JOHN THEATRE COMPANY

Scott Thomas as Jay Gatsby, *The Great Gatsby*

ENDOWMENT FUND
SAINT JOHN THEATRE COMPANY

STAGING THE FUTURE



SETTING THE STAGE

For more than 30 years, the Saint John Theatre Company (SJTC) has set the stage by becoming one of the most prolific creators of theatre arts in Atlantic Canada.

Averaging over 180 performances of more than 40 creative works annually, the SJTC is a vibrant community of professional artists, technical staff and community-based theatre makers. We provide extraordinary experiences for audiences, that include:

- The annual Fundy Fringe Festival and Loyalist City Shakespeare production;
- The Imperial Series featuring community-based and professional theatre makers;
- The BMO Studio Music and Theatre Series;
- Education and community outreach to high schools and non-profit groups;
- The Atlantic Repertory Company (ARC), a residency program for young theatre professionals from across Atlantic Canada.

Working with more than 2500 artists onstage and backstage, the SJTC has focussed on three key goals:

- Developing, promoting and showcasing local talent;
- Cultivating and growing the development of the professional theatre industry in Southern New Brunswick;
- Ensuring our creative projects make a positive impact on our community.

2020December14OpenSessionFINAL_039 SECURING OUR FUTURE

Recent global events have shown us the importance of having long-term investments that protect our operations and programs during unpredictable times. The SJTC's Staging the Future Endowment Fund, launched with a generous bequest from the late Helene Ovesen, is a key component in SJTC's sustainability plan.

Held in trust by The Community Foundation, each year the Endowment provides a reliable income stream that enables SJTC to continue to provide world-class theatre productions that inspire our community and foster the next generation of theatre artists.

YOUR GIFT WILL BE MATCHED

Your gift to the endowment today means you will be supporting the SJTC long into the future. Plus, every donation received for the Endowment Fund is matched by the Canadian Heritage Cultural Investment Program!

PLAY A LEADING ROLE

In addition to receiving annual donations, the SJTC welcomes planned gifts in the form of:

- Bequests
- Listed appreciated securities
- Life insurance
- Retirement assets (RRSP, RRIF)
- Charitable remainder trusts
- Gifts of residual interest

Please visit our website or complete and return the attached pledge form, to show your support.

THANK YOU FOR PLAYING A
LEADING ROLE IN STAGING OUR FUTURE!

www.saintjohntheatrecompany.com/support



Chad Humphries as the Cowardly Lion, The Wizard of Oz

16 November 2020

Form Letter

Dear

Re: Local Improvement Charges – By-law No. 1-19-01

The project to have the Town assume ownership of Mulberry Lane and bring it to municipal standards was completed late in 2019. The costs have been incorporated into a local improvement bylaw.

Regrettably, the cost of the project exceeded the estimates provided to property owners effected. Subsequently several residents raised concerns over the increased cost and the matter was referred to the Works and Utilities Committee of the Town. That Committee met several times and heard a presentation from _____ on behalf of the property owners. Staff were asked to provide additional information regarding the alignment of the road and the design of the turning circle.

Council met on November 9th and based on the recommendation of the Committee, a decision was made to reduce the Local Improvement Levy for Mulberry Lane by half of the cost overrun. Accordingly, a new local improvement tax roll will be created and revised invoices issued in 2021. For those whose account is current, a credit will be applied.

Unfortunately, the pandemic has contributed to an extended duration in dealing with this matter. We appreciate your patience.

Yours truly,



John Jarvie, MCIP, RPP
Town Manager

Cc : Rothesay Council



Office of the Mayor Town of Quispamsis

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

December 1, 2020

Laura Corscadden, Acting Library Director
Kennebecasis Public Library
1 Landing Court
Quispamsis, NB E2E 4R2

RE: KENNEBECASIS PUBLIC LIBRARY'S 2021 BUDGET

Thank you for your budget submission dated September 15, 2020, and your further presentation to the Joint Finance Committee on September 24, 2020.

I am pleased to confirm the Council of the town of Quispamsis, at its November 17, 2020 Regular Meeting, approved Quispamsis' portion of the Kennebecasis Public Library's 2021 Budget for an amount of \$139,030 (our 61.01% share of the total \$227,873 budget). This amount will be paid in monthly installments of \$11,586.

Trusting the above responds favourably to your budget presentation, and wishing you and the Library Board Members and Staff at the Kennebecasis Public Library all the very Best of the Season!

Yours truly,

Gary Clark
Mayor

cc: Mayor & Council, Town of Rothesay



Office of the Mayor Town of Quispamsis

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

December 1, 2020

Councillor Grant Brennan, Chairman
Kennebecasis Valley Fire Department Inc.
Board of Directors
7 Campbell Drive
Rothesay, NB E2E 5B6

Dear Chairman Brennan:

RE: KENNEBECASIS VALLEY FIRE DEPARTMENT INC.'s 2021 BUDGET

Thank you for your budget submission dated September 11, 2020, and Chief Bill Ireland's further presentation to the Joint Finance Committee on September 24, 2020.

I am pleased to confirm the Council of the town of Quispamsis, at its November 17, 2020 Regular Meeting, approved Quispamsis' portion of the Kennebecasis Valley Fire Department Inc.'s 2021 Budget, as presented, specifically –

- \$3,209,625 Operating Portion (will be paid over 13 monthly payments with the additional payment in the middle of May);
- \$197,230 Capital Portion. (will be paid out as it is spent and requested); and,
- \$5,651 estimated Fire Station 2 property tax, (will be adjusted as required once amount is confirmed).

Trusting the above responds favourably to your budget presentation, and wishing you and the Kennebecasis Valley Fire Department Inc. Members all the very Best of the Season!

Yours truly,

Gary Clark
Mayor

cc: Fire Chief Bill Ireland
Mayor & Council, Town of Rothesay



Office of the Mayor Town of Quispamsis

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

December 1, 2020

Mr. Bob McLaughlin, Chair
Kennebecasis Regional Joint Board of Police Commissioners
126 Millennium Drive
Quispamsis, NB E2E 6E6

Dear Chair McLaughlin:

RE: KENNEBECASIS REGIONAL POLICE FORCE'S 2021 BUDGET

Thank you for your budget submission dated September 14, 2020, and Chief Wayne Gallant's further presentation to the Joint Finance Committee on September 24, 2020.

I am pleased to confirm the Council of the town of Quispamsis, at its November 17, 2020 Regular Meeting, approved Quispamsis' portion of the Kennebecasis Regional Police Force's 2021 Budget, as amended, for a total budget of \$4,280,435; and includes –

- \$4,189,786 for the operating budget component,
- \$46,306 for our municipal tax portion; and,
- \$44,343 for the extraneous budget.

Trusting the above responds favourably to your budget presentation, and wishing you and the Kennebecasis Regional Police Force Members all the very Best of the Season!

Yours truly,

Gary Clark
Mayor

cc: Police Chief Wayne Gallant
Mayor & Council, Town of Rothesay



ROTHESAY



70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothesay@rothesay.ca
www.rothesay.ca

December 4, 2020

Kennebecasis Public Library
1 Landing Court
Quispamsis, NB
E2E 4R2

RE: 2021 Budget – Kennebecasis Public Library.

On behalf of Mayor Grant and members of Rothesay Council, please be advised Rothesay Council approved its General Operating Budget at its Council meeting on November 30, 2020.

I am pleased to advise you Rothesay Council approved the Kennebecasis Public Library budget request for 2021, more specifically Rothesay's share in the amount of \$88,843.

Should you require further information please contact me at your convenience.

Sincerely,

Douglas A. MacDonald, CPA CA
Treasurer



ROTHESAY



70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothesay@rothesay.ca
www.rothesay.ca

December 4, 2020

Kennebecasis Valley Fire Department Joint Board of Commissioners
7 Campbell Drive
Rothesay, NB
E2E 5B6

RE: 2021 Budget – Kennebecasis Valley Fire Department Inc.

On behalf of Mayor Grant and members of Rothesay Council, please be advised Rothesay Council approved its General Operating Budget at its Council meeting on November 30, 2020.

Rothesay Council approved the Kennebecasis Valley Fire Department Inc. operating budget request for 2021, more specifically Rothesay's share in the amount of \$2,262,703.

Rothesay Council approved the 2021 Capital Budget request, more specifically Rothesay's share in the amount of \$136,031.

Should you require further information please contact me at your convenience.

Sincerely,

Douglas A. MacDonald, CPA CA
Treasurer



ROTHESAY



70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothesay@rothesay.ca
www.rothesay.ca

December 4, 2020

Kennebecasis Regional Joint Board of Police Commissioners
126 Millennium Drive
Quispamsis, NB
E2E 6E6

RE: 2021 Budget – Kennebecasis Regional Police.

On behalf of Mayor Grant and members of Rothesay Council, please be advised Rothesay Council approved its General Operating Budget at its Council meeting on November 30, 2020.

Rothesay Council approved the Kennebecasis Regional Police Department budget for 2021, more specifically Rothesay's share in the amount of \$2,802,204.

Rothesay Council also approved an increase in the 2020 budgeted expenditures in the amount of \$100,000 to address extraneous costs.

Rothesay Council did not approve the 2021 budgeted expenditures related to future extraneous costs. Any such expenditures may be approved at a later date once the final amounts have been determined. Should additional funds be required for cash flow purposes please submit a request.

Should you require further information please contact me at your convenience.

Sincerely,

Douglas A. MacDonald, CPA CA
Treasurer



December 8, 2020

Mr. Doug MacDonald, Treasurer
Town of Rothesay
70 Hampton Road
Rothesay, N.B. E2E 5L5

Dear Mr. MacDonald:

Enclosed are the approved copies of your 2021 Operating Fund budgets.

I would like to take this opportunity to thank you, as well as Municipal Council, for your continued cooperation.

The Community Finances Branch wishes you a successful year and we look forward to working with you.

Sincerely,

A handwritten signature in blue ink that reads "Grace Lee Cutler".

Grace Lee Cutler, CPA, CGA
Director of Community Finances

Attachment





LOCAL GOVERNMENT BUDGETS

2021 CALENDAR YEAR

Local Government

of

Rothsay

Department of Environment and Local Government
Community Finance Branch
P.O. Box 6000, 2nd Floor, Marysville Place
Fredericton, NB E3B 5H1

BUDGET VERIFICATION CHECKLIST

Please note: This checklist is part of the Budget Form

and must be completed, signed and returned with your budget.

Community Finances
Environment & Local Government
20 McGloin Street
Fredericton, NB
E3A 5T8



2 COMPLETE ORIGINAL BUDGETS (2 copies of general fund and 2 copies of utility fund)

documents with original signatures have been prepared for submission to the Minister of Environment and Local Government

General Operating Fund Budget



ORIGINALS - Page 1 and 1A are filled, signed and sealed (2 original copies)



Municipal Tax Base for Rate has been used to calculate the tax rate



Tax Rate is rounded to the 4th decimal place

For Example

\$1.096350 = \$1.0964

\$1.096348 = \$1.0963

\$1.09 = \$1.0900



Resolution adopted by Council contains total budget, warrant and tax rate(s) as per paragraph 99 (2) of the Local Governance Act



Community funding and equalization grant is as per the information provided



Audited 2019 fund surplus is included on line 1.9.1.1.0.



Audited 2019 fund deficit is included on line 2.8.2.4.0.

Contained in the notes to the financial statements - reconciliation of annual



Federal PILT Adjustment - Positive figure on line 1.9.9.1.0.



Federal PILT Adjustment - Negative figure on line 2.8.9.1.0.



Summer and/or Winter Maintenance expenses provided by the Department of Transportation and Infrastructure (DTI) are included on lines 2.3.2.3.2.2. and/or 2.3.2.3.8.2.



Amount received from DTI for Summer and/or Winter Maintenance is included on line 1.3.2.3.3.



Cost of assessment is included on line 2.1.2.6.0.



Interest and Principal payments on long term debt are correct (line 2.8.1.2.0. and 2.8.1.3.0.)



If a debenture application is scheduled, debenture and discount issue fees are included in the budget if not part of the long-term funding application (Section 2.8.1.9.0)
Issue Fees = 0.15% and Discounts ~ 0.7% of the total debenture amount requested



All capital expenditures from operating, including capital leases, are included under the Fiscal Services

Water and Wastewater Disposal Operating Fund Budget



ORIGINALS -Page U1 is filled, dated, signed and sealed (2 original copies)



Resolution is adopted by Council as per subsection 117(4) of the *Local Governance Act*



Surplus/Deficit is brought forward in accordance with the subsection 117(5) or (6) of the *Local Governance Act* (contained in the notes to the financial statements - reconciliation of annual surplus)



Equivalent Number of Residential Users is Total Revenues from user charges divided by the average annual cost per household



Interest and Principal payments on long term debt are correct
(line 2.8.1.2.0., 2.8.1.3.0., 2.8.2.2.0., and 2.8.2.3.1)



Water Cost transfer amount is in accordance with Regulation 81-195

Confirmed by:

Date:

Dec 3/2020

2021 General Operating Fund Budget

1. Total Budget - Total Page 15	\$18,883,000
2. Less: Non-Tax Revenue - Total Page 7	\$1,749,508
3. Net Budget	\$17,133,492
4. Less: Community Funding and Equalization Grant	\$131,193
5. Warrant to be Raised by a Local Rate	\$17,002,299

Taxing Authorities (#)	Warrant	Tax Base	Rate
400	\$17,002,299	1,371,153,150	1.2400
	\$17,002,299	\$1,371,153,150	

THIS IS TO CERTIFY that on the 30 day of November, 2020 the Council
of the local government of Rothsay RESOLVED that the sum of
\$18,883,000 be the total operating budget of the local government, that the sum of \$17,002,299 be the Warrant of
the local government for the ensuing year, and that the tax rate(s) for the local government be:
1.2400

The Council orders and directs the levying by the Minister of Environment and Local Government of said amount on real property liable to taxation under the *Assessment Act* within the local government of: **Rothesay**

Adopted this 30 day of November, 2020 by the Council of
the local government of Rothesay.

Executed this 3 day of December, 2020 by the Clerk of the
local government of **Rothsay** under the corporate seal of said local government

(Corporate Seal)

Mayor

Clerk

Approved this 8th day of December 2020

Director of Community Finances

Local government of _____ 0 _____

2021 BUSINESS IMPROVEMENT LEVY

Conditional Transfer from Provincial Government to Business Improvement Corporation _____

Taxing Authority / Sub-Unit & Area	Business Improvement Levy	Business or Property Assessment	Rate
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

THIS IS TO CERTIFY that on the _____ day of _____, _____ the Council of the local government of _____ **Rothsay** _____ enacted by by-law that a business improvement levy be imposed on all non-residential property within the Business Improvement Area of the local government that is liable to taxation under the Assessment Act. The levy shall be in the amount of _____ at the rate(s) of _____
_____ and the Council hereby directs and orders the Minister of Environment and Local Government to levy the said amount pursuant to provisions of the Business Improvement Area Act.

Adopted this _____ day of _____ by the Council of local government of _____ **Rothsay** _____ under the corporate seal of said local government

Executed this _____ day of _____ by the Clerk of the local government of _____ **Rothsay** _____ under the corporate seal of said local government



Mayor

Clerk

Approved this _____ day of _____

Director of Community Finances

1.3.0.0.0	SERVICES PROVIDED TO OTHER GOVERNMENTS		
1.3.1.0.0	<u>Local Governments</u>		
1.3.1.2.0	Protective Services		
1.3.1.2.1	Police		
1.3.1.2.4	Fire		
1.3.1.2.5	Emergency Measures		
1.3.1.2.6	Dispatch		
1.3.1.2.9	Other		
1.3.1.3.0	Transportation Services		
1.3.1.3.1	Transit		
1.3.1.3.9	Other		
1.3.1.4.0	Environmental Health		
1.3.1.4.8	Specify...		
1.3.1.5.0	Planning & Development Services		
1.3.1.5.1	Planning		
1.3.1.5.9	Other		
1.3.1.7.0	Recreation & Cultural		
1.3.1.7.4	Specify...		
1.3.1.8.0	Other Services		
1.3.1.8.8	Specify...		
1.3.2.0.0	<u>Province of New Brunswick</u>		
1.3.2.2.0	Protective Services		
1.3.2.2.3	Corrections (Jails, etc.)		
1.3.2.2.4	Fire (To Local Service Districts)		
1.3.2.2.5	Emergency Measures		
1.3.2.2.6	Dispatch service		
1.3.2.2.8	Other		
1.3.2.3.0	Transportation Services		
1.3.2.3.3	Roads & Streets (____ lane km)	\$60,000	\$60,000

		Additional Information	2020 BUDGET	2021 BUDGET
1.3.2.3.5	Street light	
1.3.2.3.6	Traffic Services			
1.3.2.3.6.1	Signs	
1.3.2.3.6.2	Lane Marking	
1.3.2.3.6.3	Signals	
1.3.2.3.6.4	Other	
1.3.2.3.9	Other Transportation	
1.3.2.4.0	Environmental Health Services			
1.3.2.4.1	Solid Waste Collection	
1.3.2.4.2	Solid Waste Disposal	
1.3.2.4.9	Other	
1.3.2.5.0	Recreation & Cultural			
1.3.2.5.1	To Local Service District	
1.3.3.0.0	<u>Federal Government</u>			
1.3.3.1.0	Protective Services			
1.3.3.1.1	Police	
1.3.3.1.2	Fire	
1.3.3.1.3	Emergency Measures	
1.3.3.1.4	Dispatch	
1.3.3.1.0	Other	
1.3.3.9.0	Other Services			
1.3.3.9.8	Specify...	
1.3.T.T.T	TOTAL SERVICES PROVIDED TO OTHER GOVERNMENTS		\$60,000	\$60,000

1.4.0.0.0	SALES OF SERVICES			
1.4.1.0.0	<u>General Government Services</u>			
1.4.1.2.2	Accounting Services	
1.4.2.0.0	<u>Protective Services</u>			
1.4.2.1.0	Police Services			
1.4.2.1.3	Escort & Private Fees	
1.4.2.1.9	Sale of Unclaimed Goods	
1.4.2.4.0	Fire Services			
1.4.2.4.3	Fire Alarm System	
1.4.2.4.9	Other	Fire Department Admin.	\$12,000	\$12,000
1.4.3.0.0	<u>Transportation services</u>			
1.4.3.2.0	Road Transport			
1.4.3.2.5	Street Lighting	
1.4.3.2.7	Parking Meters, Lot, Garage	

	Additional Information	2020 BUDGET	2021 BUDGET
1.4.3.2.9 Other	
1.4.3.5.0 Public Transit			
1.4.3.5.1 Fares	
1.4.3.5.9 Other	
1.4.4.0.0 Environmental Health Services			
1.4.4.3.0 Solid Waste			
1.4.4.3.2 Solid Waste Collection	
1.4.4.3.9 Recycling Products	
1.4.6.0.0 Planning & Development Services			
1.4.6.2.0 Specify...	
1.4.7.0.0 Recreation & Cultural Services			
1.4.7.1.0 Recreation Services			
1.4.7.1.2 Community Centre (Hall)		\$20,000	\$20,000
1.4.7.1.3 Swimming Pools, Beaches, Marinas	
1.4.7.1.4 Golf Course	
1.4.7.1.5 Skating Rink & Arena		\$220,800	\$265,200
1.4.7.1.6 Amusement Park	
1.4.7.1.8 Parks & Playgrounds		\$73,300	\$74,000
1.4.7.1.9 Other	Soccer, Gardens, Boat Club	\$96,200	\$106,400
1.4.7.2.0 Cultural Services			
1.4.7.2.1 Cultural Buildings & Facilities	
1.4.7.2.9 Other	
1.4.T.T.T TOTAL SALES OF SERVICES		\$422,300	\$477,600

1.5.0.0.0 OTHER REVENUE FROM OWN SOURCES			
1.5.1.0.0 Licenses and Permits			
1.5.1.1.0 Professional		\$5,000	\$5,000
1.5.1.2.0 Business	
1.5.1.3.0 Amusement	
1.5.1.4.0 Taxi	
1.5.1.5.0 Delivery Vehicle	
1.5.1.6.0 Animal	
1.5.1.7.0 Building permits			
1.5.1.7.1 Plumbing	
1.5.1.7.2 Breaking Pavement	
1.5.1.7.3 Construction (Including RSC)		\$70,000	\$70,000
1.5.1.7.4 Other	
1.5.1.8.0 Construction & Demolition	
1.5.1.9.0 Other (Bicycle, etc.)	

	Additional Information	2020 BUDGET	2021 BUDGET
1.5.2.0.0 <u>Fines</u>			
1.5.2.1.1 Parking Meter	
1.5.2.1.3 By-law Enforcement	
1.5.2.1.4 Dangerous or unsightly premises ***	
1.5.2.1.9 Other	
1.5.3.0.0 <u>Rentals</u>			
1.5.3.1.0 Engineering Structures	
1.5.3.1.9 Others	
1.5.3.2.0 <u>Buildings</u>			
1.5.3.2.1 Market	
1.5.3.2.8 Other	
1.5.3.4.0 Machinery & Equipment	
1.5.3.5.0 <u>Land</u>			
1.5.3.5.1 Trailer Park Rental	
1.5.3.5.9 Other	
1.5.3.9.0 Other Rentals	
1.5.4.0.0 <u>Franchises, etc.</u>			
1.5.4.0.7 Specify...	
1.5.5.0.0 <u>Return on Investments</u>			
1.5.5.1.0 Interest on Investments		\$10,000	\$14,000
1.5.5.3.0 Profit on Sale of Investment	
1.5.5.4.0 Premium & Exchange	
1.5.5.9.0 Other	
1.5.6.0.0 <u>Levies</u>			
1.5.6.1.0 Tourism Accommodation Levy	
1.5.8.0.0 <u>User Fees</u>			
1.5.8.1.0 Solid Waste Collection & Disposal (a.1)***	
1.5.9.0.0 <u>Miscellaneous</u>			
1.5.9.1.0 Commissions	
1.5.9.2.0 Contributions (Gifts,Donations,etc.)	
1.5.9.9.0 Other	Misc.	\$11,150	\$14,260
1.5.T.T.T TOTAL OTHER REVENUE FROM OWN SOURCES		<u>\$96,150</u>	<u>\$103,260</u>

1.6.0.0.0 UNCONDITIONAL TRANSFERS			
1.6.1.0.0 Federal Government	
1.6.2.0.0 Provincial Governments (Other than the Community Funding and Equalization Grant to be reported on page 1)	
1.6.2.3.0 Other	
1.6.T.T.T TOTAL UNCONDITIONAL TRANSFERS		<u> </u>	<u> </u>

	Additional Information	2020 BUDGET	2021 BUDGET
1.7.0.0.0 CONDITIONAL TRANSFERS			
1.7.1.0.0 <u>Federal Government</u>			
1.7.1.8.0 Canada Day		\$1,500	\$1,500
1.7.2.0.0 <u>Federal Government Agencies</u>			
1.7.2.8.0 Summer Student Grants		\$25,000	\$25,000
1.7.5.0.0 <u>Provincial Government</u>			
1.7.5.2.0 <u>Protective Services</u>			
1.7.5.2.1 Police			
1.7.5.2.4 Fire			
1.7.5.2.5 <u>Emergency Measures</u>			
1.7.5.2.5.2 Flood Control			
1.7.5.2.5.3 Disaster Control			
1.7.5.2.9 Other			
1.7.5.3.0 <u>Transportation Services</u>			
1.7.5.3.2 Highways			
1.7.5.3.9 Other			
1.7.5.6.0 <u>Planning & Development Services</u>			
1.7.5.6.2 <u>Tourism</u>			
1.7.5.6.5 Specify...			
1.7.5.7.0 <u>Recreation & Culture</u>			
1.7.5.7.1 Specify...			
1.7.5.9.0 <u>Other</u>			
1.7.5.9.1 Specify...			
1.7.6.0.0 <u>Provincial Government Agencies, etc.</u>			
1.7.6.1.0 Specify...			
1.7.T.T.T TOTAL CONDITIONAL TRANSFERS		\$26,500	\$26,500
1.8.0.0.0 CONDITIONAL TRANSFERS FROM LOCAL GOVERNMENTS			
1.8.8.0.0 Other			
1.8.9.0.0 Other			
1.8.T.T.T TOTAL CONDITIONAL TRANSFERS FROM LOCAL GOVERNMENTS			
1.9.0.0.0 OTHER TRANSFERS			
1.9.1.0.0 <u>Transfers from Own Reserves and Allowances</u>			
1.9.1.1.0 Second Previous Year Surplus (b)		\$99,251	\$32,148
1.9.1.2.0 Operating Reserve Fund			

	Additional Information	2020 BUDGET	2021 BUDGET
1.9.1.4.0 Other	
1.9.2.0.0 <u>Transfers from Other Funds</u>			
1.9.2.1.0 Sinking Fund	
1.9.2.2.0 Utility Fund		\$1,000,000	\$1,050,000
1.9.2.9.0 Other	
1.9.3.0.0 <u>Own Agencies, Authorities, etc.</u>			
1.9.3.1.0 Other	
1.9.3.2.0 Other	
1.9.9.0.0 <u>Other</u>			
1.9.9.1.0 Adjustment for payment in lieu of taxes - PILT	
1.9.9.2.0 Other	
1.9.T.T.T TOTAL OTHER TRANSFERS		<u>\$1,099,251</u>	<u>\$1,082,148</u>
1.T.T.T.T TOTAL NON-TAX REVENUE (TRANSFER TO ITEM 2 - P1)		<u>\$1,704,201</u>	<u>\$1,749,508</u>

Expenditure	General Fund	8
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		Additional Information	2020 BUDGET	2021 BUDGET
2.1.9.5.2	Cultural			
2.1.9.5.3	Education			
2.1.9.5.4	Environment			
2.1.9.5.9	Other			
2.1.9.9.0	Other General Services	Misc.	\$4,729	\$1,498
2.1.T.T.T TOTAL GENERAL GOVERNMENT SERVICES			\$2,308,843	\$2,416,762

2.2.0.0.0	PROTECTIVE SERVICES			
2.2.1.0.0	<u>Police Protection</u>			
2.2.1.2.0	Administration: Personnel		\$2,581,645	\$2,802,204
2.2.1.2.9	Administration: Other			
2.2.1.3.0	Crime Control: Personnel			
2.2.1.3.9	Crime Control: Other		\$2,800	\$2,800
2.2.1.4.0	Traffic Activities: Personnel			
2.2.1.4.9	Traffic Activities: Other			
2.2.1.5.0	Training & Development: Personnel			
2.2.1.5.9	Training & Development: Other			
2.2.1.6.0	Station & Building			
2.2.1.7.0	Automotive Equipment			
2.2.1.8.0	Detention & Custody of Prisoners			
2.2.1.9.0	<u>Contractual Agreement</u>			
2.2.1.9.1	R.C.M.P.			
2.2.1.9.2	With Other Local Government			
2.2.1.9.3	Province of N.B.			
2.2.1.9.9	Other			
2.2.1.S.T	Subtotal (Police Protection)		\$2,584,445	\$2,805,004
2.2.4.0.0	<u>Fire Protection</u>			
2.2.4.1.0	Administration: Personnel		\$2,225,646	\$2,262,703
2.2.4.1.9	Administration: Other			
2.2.4.2.0	Firefighting Force: Personnel			
2.2.4.2.9	Firefighting Force: Other			
2.2.4.3.0	Fire Alarm Systems			
2.2.4.4.0	Fire Investigation & Prevention			
2.2.4.5.0	Water Cost (Reg. 81-195)		\$325,000	\$330,000
2.2.4.6.0	Training & Development: Personnel			
2.2.4.6.9	Training & Development: Other			
2.2.4.7.0	Station & Building			
2.2.4.8.0	Fighting Equipment			
2.2.4.9.0	<u>Other</u>			
2.2.4.9.1	<u>Other: Contractual Agreement</u>			
2.2.4.9.1.1	With Other Local Government			
2.2.4.9.1.2	With Prov. Of N.B.			
2.2.4.9.9	Other Fire Services			
2.2.4.S.T	Subtotal (Fire Protection)		\$2,550,646	\$2,592,703

		Additional Information	2020 BUDGET	2021 BUDGET
2.2.5.0.0	<u>Emergency Measures</u>			
2.2.5.2.0	Flood Control			\$40,000
2.2.5.3.0	Disaster Control			
2.2.5.4.0	Dispatch Services		\$156,755	
2.2.5.5.0	Training and Development			
2.2.5.9.0	Other	EMO	\$20,000	\$20,000
2.2.5.S.T	Subtotal (Emergency Measures)		\$176,755	\$60,000
2.2.9.0.0	<u>Other Protection</u>			
2.2.9.1.0	By-law enforcement: personnel			
2.2.9.1.9	By-law enforcement: other			
2.2.9.2.1	Building Inspection: Personnel			
2.2.9.2.1.1	Building Inspection: Other			
2.2.9.2.3	Plumbing Inspection: Personnel			
2.2.9.2.3.1	Plumbing Inspection: Other			
2.2.9.3.0	Animal & Pest Control: Personnel		\$9,500	\$9,500
2.2.9.3.9	Animal & Pest Control: Other			
2.2.9.5.0	Training & Development			
2.2.9.6.0	Non-Fire Related Rescue			
2.2.9.9.0	Other Inspection	Hydrants	\$10,000	\$12,000
2.2.9.S.T	Subtotal (Other Protection)		\$19,500	\$21,500
2.2.T.T.T	TOTAL PROTECTIVE SERVICES		\$5,331,346	\$5,479,207

2.3.0.0.0	TRANSPORTATION SERVICES			
2.3.1.0.0	<u>Common Services</u>			
2.3.1.1.0	Administration: Personnel			
2.3.1.1.0.1	Administration: Other			
2.3.1.1.2	Training & Development		\$5,500	\$5,000
2.3.1.2.0	Engineering Services: Personnel		\$7,500	\$7,500
2.3.1.2.9	Engineering Services: Other			
2.3.1.3.0	General Equipment		\$364,000	\$369,000
2.3.1.5.0	Workshops, Yards & Other Buildings: Personnel			
2.3.1.5.9	Workshops, Yards & Other Buildings: Other		\$329,723	\$285,000
2.3.1.6.0	Research, Planning & Design: Personnel			
2.3.1.6.9	Research, Planning & Design: Other			
2.3.1.9.0	Other			
2.3.2.0.0	<u>Road Transport</u>			
2.3.2.1.0	Administration: Personnel		\$1,799,279	\$1,825,000
2.3.2.1.9	Administration: Other		\$5,500	\$5,500
2.3.2.2.0	Engineering, Planning, Supervision: Personnel			
2.3.2.2.9	Engineering, Planning, Supervision: Other			
2.3.2.3.0	<u>Roads & Streets</u>			
2.3.2.3.1	Summer Maintenance: Personnel		\$53,299	\$48,452
2.3.2.3.2	Summer Maintenance: Other			
2.3.2.3.2.1	Summer Maintenance: Private Contract			
2.3.2.3.2.2	Summer Maintenance: DTI: Specify lane Km's _____		\$399	\$363

		Additional Information	2020 BUDGET	2021 BUDGET
2.3.2.3.3	Sidewalks		\$10,000	\$10,000
2.3.2.3.4	Culverts & Drainage Ditches		\$27,500	\$25,000
2.3.2.3.5	Storm Sewers		\$40,000	\$40,000
2.3.2.3.6	Street Cleaning & Flushing		\$40,000	\$44,000
2.3.2.3.7	Snow & Ice Removal: Personnel		\$602,000	\$651,500
2.3.2.3.8	Snow & Ice Removal: Other			
2.3.2.3.8.1	Snow & Ice Removal: Private Contract			
2.3.2.3.8.2	Snow & Ice Removal: DTI: Specify lane KMs _____		\$1,303	\$1,185
2.3.2.3.9	Other			
2.3.2.4.0	Bridges, Viaduct, Causeway and Grade Separations: Personnel			
2.3.2.4.9	Bridges, Viaduct, Causeway and Grade Separations: Other			
2.3.2.5.0	Street Lights		\$130,000	\$130,000
2.3.2.6.0	Traffic Services			
2.3.2.6.1	Street Signs		\$8,000	\$12,000
2.3.2.6.2	Traffic Lane marking		\$30,000	\$30,000
2.3.2.6.3	House Numbering			
2.3.2.6.4	Traffic Signals		\$40,000	\$40,000
2.3.2.6.5	Railway Crossing Signals		\$24,000	\$22,000
2.3.2.6.6	Crosswalks		\$11,063	\$9,992
2.3.2.6.9	Other			
2.3.2.7.0	Parking			
2.3.2.7.1	Parking Meters			
2.3.2.7.2	Off Street Parking			
2.3.2.7.9	Other			
2.3.3.0.0	<u>Air Transport (airport)</u>			
2.3.3.1.0	Maintenance			
2.3.3.2.0	Contribution to RSC or Other Org.			
2.3.3.9.0	Other			
2.3.5.0.0	<u>Public Transit</u>			
2.3.5.1.0	Administration: personnel		\$77,701	\$86,000
2.3.5.2.0	Administration: other			
2.3.5.3.0	Contribution to RSC or Other Org.			
2.3.5.4.0	Operation & Maintenance			
2.3.5.9.0	Other			
2.3.9.0.0	<u>Other Transportation</u>			
2.3.9.8.0	Specify...			
2.3.T.T.T	TOTAL TRANSPORTATION SERVICES		\$3,606,767	\$3,647,492

2.4.0.0.0	ENVIRONMENTAL HEALTH SERVICES			
2.4.3.0.0	<u>Solid Waste Collection & Disposal</u>			
2.4.3.1.0	Administration: Personnel			
2.4.3.1.9	Administration: Other			
2.4.3.2.0	Collection: Personnel / contract		\$290,000	\$608,000
2.4.3.2.5	Collection: Supported by User Fees			
2.4.3.2.9	Collection: Regional Service Commission			

		Additional Information	2020 BUDGET	2021 BUDGET
2.4.3.3.0	Disposal: Personnel			
2.4.3.3.9	Disposal: Tipping Fees (RSC)		\$271,000	\$234,000
2.4.3.5.0	Training & Development			
2.4.3.9.0	Recycling		\$97,000	
2.4.3.9.5	Recycling - Supported by User Fees			
2.4.9.0.0	<u>Other Environmental Health</u>			
2.4.9.8.0	Specify...			
2.4.T.T.T	TOTAL ENVIRONMENTAL HEALTH SERVICES		\$658,000	\$842,000

2.5.0.0.0	PUBLIC HEALTH SERVICES			
2.5.1.0.0	<u>Public Health</u>			
2.5.1.6.0	Cemeteries			
2.5.1.9.0	Other			
2.5.T.T.T	TOTAL PUBLIC HEALTH SERVICES			

2.6.0.0.0	ENVIRONMENTAL DEVELOPMENT SERVICES			
2.6.1.0.0	<u>Environmental Planning & Zoning</u>			
2.6.1.1.0	Planning (RSC or Other Local Government)			
2.6.1.2.0	Administration: Personnel		\$300,000	\$307,500
2.6.1.2.9	Administration: Other		\$187,460	\$170,000
2.6.1.3.0	Research & Planning (studies, etc.)			
2.6.1.9.0	Other	Heritage Committee	\$2,500	\$2,500
2.6.2.0.0	<u>Community Development</u>			
2.6.2.2.0	General Land Assembly			
2.6.2.3.0	Urban Rehabilitation			
2.6.2.4.0	Beautification & Rehabilitation of Lands			
2.6.2.9.0	Other			
2.6.3.0.0	<u>Housing</u>			
1.6.3.8.0	Specify...			
2.6.4.0.0	<u>Natural Resources Development</u>			
2.6.4.5.0	Tree Removal and Planting			
2.6.4.9.0	Other			
2.6.5.0.0	<u>Regional Development Commissions</u>			
2.6.5.0.5	Regional Facilities Commission			
2.6.6.0.0	Industrial Parks & Commissions			
2.6.7.0.0	<u>Economic Development</u>			
2.6.7.1.1	Administration: Personnel			
2.6.7.1.5	Administration: Contribution to RSC / Other Local Government		\$98,780	\$152,000
2.6.7.1.9	Administration: Other			
2.6.7.2.0	Grants			
2.6.7.9.0	Other			

	Additional Information	2020 BUDGET	2021 BUDGET
2.6.9.0.0 <u>Other Development Services</u>			
2.6.9.1.0 <u>Tourism</u>			
2.6.9.1.1 Tourist Bureau		\$3,200	\$3,200
2.6.9.1.2 Tourist Camps, Parks, Etc.			
2.6.9.1.3 Promotion of Tourist Attraction			
2.6.9.1.8 Contribution to RSC / Other Local Government			
2.6.9.1.9 Other Tourism			
2.6.9.2.0 Public Receptions (convention centre, etc.)			
2.6.9.3.0 Markets			
2.6.9.4.0 Training and Development		\$14,000	\$14,000
2.6.9.9.0 Other (decorative lighting, etc.)			
2.6.T.T.T TOTAL ENVIRONMENTAL DEVELOPMENT SERVICES		\$605,940	\$649,200

2.7.0.0.0 RECREATION & CULTURAL SERVICE			
2.7.1.0.0 <u>Recreation</u>			
2.7.1.1.0 Administration: Personnel		\$227,460	\$295,800
2.7.1.1.9 Administration: Other			
2.7.1.2.0 Community Centres & Halls: Personnel			
2.7.1.2.9 Community Centres & Halls: Other		\$61,000	\$76,000
2.7.1.3.0 Swimming Pools, Beaches, Marinas: Personnel		\$42,500	\$47,636
2.7.1.3.9 Swimming Pools, Beaches, Marinas: Other		\$3,000	\$3,000
2.7.1.4.0 Golf Course: Personnel			
2.7.1.4.9 Golf Course: Other			
2.7.1.5.0 Skating Rinks & Arenas: Personnel		\$140,434	\$120,000
2.7.1.5.9 Skating Rinks & Arenas: Other		\$195,000	\$195,000
2.7.1.6.0 Amusement Parks, Exhibitions & Fairs: Personnel			
2.7.1.6.9 Amusement Parks, Exhibitions & Fairs: Other		\$39,500	\$39,500
2.7.1.7.0 Training & Development			
2.7.1.8.0 Parks & Playgrounds: Personnel		\$426,054	\$480,000
2.7.1.8.9 Parks & Playgrounds: Other		\$333,172	\$301,476
2.7.1.9.0 Other Recreation Facilities: Personnel	Daycamps	\$62,000	\$62,825
2.7.1.9.9 Other Recreation Facilities: Other			
2.7.1.S.T Subtotal (Recreation)		\$1,530,120	\$1,621,237
2.7.2.0.0 <u>Cultural</u>			
2.7.2.1.0 Administration: Personnel			
2.7.2.1.9 Administration: Other			
2.7.2.2.0 Cultural Buildings & Facilities: Personnel			
2.7.2.2.9 Cultural Buildings & Facilities: Other			
2.7.2.3.0 Historic Sites: Personnel			
2.7.2.3.9 Historic Sites: Other			
2.7.2.4.0 Museums: Personnel			
2.7.2.4.9 Museums: Other			
2.7.2.5.0 Libraries: Personnel			

		Additional Information	2020 BUDGET	2021 BUDGET
2.7.2.5.9	Libraries: Other		\$86,144	\$88,843
2.7.2.6.0	Place of Assembly: Personnel			
2.7.2.6.9	Place of Assembly: Other			
2.7.2.7.0	Training and Development		\$4,000	\$4,000
2.7.2.9.0	Other	property tax	\$20,000	\$20,000
2.7.2.S.T	Subtotal (Cultural)		\$110,144	\$112,843
2.7.5.0.0	Other Recreation & Cultural Services			
2.7.5.7.0	Contribution to RSC / Other Local Government	Regional Facilities Commission	\$451,692	\$393,125
2.7.5.9.0	Other	Rothsay Living Museum, Pro KIDS	\$21,035	\$20,000
2.7.T.T.T	TOTAL RECREATION & CULTURAL SERVICE		\$2,112,991	\$2,147,205

2.8.0.0.0	FISCAL SERVICES			
2.8.1.0.0	Debt Charges			
2.8.1.1.0	Interest on Short Term Borrowing			
2.8.1.1.6	For Capital Projects			
2.8.1.1.7	Current Operations (line of credit)			
2.8.1.2.0	Interest on Long-Term Debt		\$169,113	\$178,134
2.8.1.3.0	Principal Installments or Sinking Fund Requirements		\$778,000	\$804,000
2.8.1.4.0	Capital Leasing Arrangements			
2.8.1.9.0	Other Debt Charges			
2.8.1.9.1	Debenture Discounts			
2.8.1.9.2	Cost of Issuing & Selling New Debentures			
2.8.1.9.3	Banking Service Charge		\$4,000	\$4,000
2.8.1.9.9	Other			
2.8.1.S.T	Subtotal (Debt Charges)		\$951,113	\$986,134
2.8.2.0.0	Transfers to Own Reserves, Funds & Agencies			
2.8.2.1.0	Reserves & Allowances			
2.8.2.1.1	Capital Reserve			
2.8.2.1.2	Operating Reserve			
2.8.2.2.0	Other Funds			
2.8.2.2.1	Water & Wastewater Disposal Fund			
2.8.2.2.2	Other Funds			
2.8.2.3.0	Own Agencies			
2.8.2.3.8	Specify...			
2.8.2.4.0	Second Previous Year Deficit (e)			
2.8.2.5.0	General Capital Fund			
	Purpose (List for current year only)			
2.8.2.5.2			\$2,750,000	
2.8.2.5.3	Street surfacing			\$1,100,000
2.8.2.5.4	Curb & Sidewalk			\$285,000
2.8.2.5.5	Fleet			\$600,000
2.8.2.5.6	Other Transportation			\$300,000
2.8.2.5.7	Recreation Equipment & Improvements			\$136,000
2.8.2.5.8	Protective Services			\$136,000
2.8.2.5.9	Town Hall & IT			\$158,000
2.8.2.5.T	Total transfer to General Capital Fund		\$2,750,000	\$2,715,000

		Additional Information	2020 BUDGET	2021 BUDGET
2.8.3.0.0	<u>Unconditional Transfers to Other Gov. and their Agencies</u>			
2.8.3.1.0	Specify...	
2.8.4.0.0	<u>Conditional Transfers to Other Gov. and their Agencies</u>			
2.8.4.1.0	Specify...	
2.8.9.0.0	<u>Other Fiscal Services</u>			
2.8.9.1.0	Adjustment for payment in lieu of taxes - PILT	
2.8.9.2.0	Funding previously unaccrued liability	
2.8.9.3.0	Specify...	
2.8.S.S.T	Subtotal		_____	_____
2.8.T.T.T	TOTAL FISCAL SERVICES		<u>\$3,701,113</u>	<u>\$3,701,134</u>
2.9.0.0.0	OTHER SERVICES			
2.9.9.0.0	Specify...	
2.9.T.T.T	TOTAL OTHER SERVICES		_____	_____
2.T.T.T.T	TOTAL BUDGET (TRANSFER TO ITEM 1 - PAGE 1)		<u>\$18,325,000</u>	<u>\$18,883,000</u>

2021	Water & Wastewater Disposal	Operating Fund Budget
1. Total Budget - Total Page U-5		\$3,558,000
2. Less: Revenue from own and other sources - Page U-2 & U-3		\$513,300
3. Less: Revenue 1.4.4.5.0 and 1.4.4.9.0		\$117,200
4. Net Budget to be raised from user charges		\$2,927,500

USER CHARGES:

Class	Water Service	Wastewater Disposal Service	Total User Charges
Residential (a)	\$ 938,500	\$ 1,570,000	\$ 2,508,500
Commercial	\$ 123,000	\$ 120,000	\$ 243,000
Institutional	\$ 26,000	\$ 110,000	\$ 136,000
Other	\$ 40,000		\$ 40,000

AVERAGE ANNUAL COST PER HOUSEHOLD:

Water Service	\$525
Wastewater Disposal Service	\$400
Total Water & Wastewater	\$925

EQUIVALENT # OF RESIDENTIAL USERS

Water	2150	Sewer	4,500
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THIS IS TO CERTIFY that on the 30 day of November, 2020 the Council of the local government of Rothsay RESOLVED that pursuant to subsection 117(4) of the *Local Governance Act*, the total budget for the Water & Wastewater Disposal utility for the ensuing year would consist of total revenues of \$3,558,000 and total expenditures of \$3,558,000

Adopted this 30 day of November, 2020 by the Council of the local government of Rothsay

Executed this 3 day of December, 2020 by the Clerk of the the local government of Rothsay under the corporate seal of said local government.



Ranceptant
Mayor

Mary Jane E. Butts
Clerk

Approved this 8th day of December, 2020

Grace Lee Antler
Director of Community Finances

Rothesay

2021 Water & Wastewater Disposal Operating Fund Budget

Revenue

	Additional Information	2020 BUDGET	2021 BUDGET
1.4.0.0.0 SALE OF SERVICES			
1.4.4.1.0 <u>Sale of Water</u>			
1.4.4.1.1 Residential (a)		\$915,000	\$938,500
1.4.4.1.2 Commercial		\$120,000	\$123,000
1.4.4.1.3 Industrial (b)			
1.4.4.1.4 Institutional		\$25,000	\$26,000
1.4.4.1.5 Own local government			
1.4.4.1.6 Other local governments			
1.4.4.1.7 Other	Sprinkler stand-by	\$40,000	\$40,000
1.4.4.1.T Sub Total		\$1,100,000	\$1,127,500
1.4.4.2.0 <u>Sale of Wastewater Disposal services</u>			
1.4.4.2.1 Residential (a)		\$1,440,000	\$1,570,000
1.4.4.2.2 Commercial		\$110,000	\$120,000
1.4.4.2.3 Industrial (b)			
1.4.4.2.4 Institutional		\$100,000	\$110,000
1.4.4.2.5 Own local government			
1.4.4.2.6 Other local governments			
1.4.4.2.7 Other			
1.4.4.2.T Sub Total		\$1,650,000	\$1,800,000
1.4.4.5.0 Connection & Service Charge		\$70,000	\$70,000
1.4.4.9.0 Other	Meter sales, non-hhok-up	\$47,200	\$47,200
1.4.4.9.1 Other			
1.4.4.9.T Sub Total		\$117,200	\$117,200
1.4.T.T.T TOTAL SALE OF SERVICES		\$2,867,200	\$3,044,700
1.5.0.0.0 OTHER REVENUE FROM OWN SOURCES			
1.5.3.0.0 <u>Rentals</u>			
1.5.3.1.0 Engineering Structures			
1.5.3.4.0 Machinery and Equipment			
1.5.3.9.0 Other			
1.5.5.0.0 <u>Return on Investments</u>			
1.5.5.1.0 Interest on Investments			
1.5.5.2.0 Interest on Loans & Advances			
1.5.5.4.0 Premiums and Exchange			
1.5.5.9.0 Other			
1.5.6.0.0 <u>Surcharge and Interest</u>			

	Additional Information	2020 BUDGET	2021 BUDGET
1.5.6.1.0 Surcharges			
1.5.6.2.0 Interest		\$65,000	\$80,000
1.5.7.0.0 <u>Own Funds</u>			
1.5.7.2.0 Water Supply (Fire) (c)		\$325,000	\$330,000
1.5.7.9.0 Other			
1.5.9.0.0 <u>Miscellaneous</u>			
1.5.9.3.0 Frontage Fees	Misc.	\$62,000	\$62,000
1.5.9.9.0 Other		\$589	\$6,727
1.5.T.T.T TOTAL OTHER REVENUE FROM OWN SOURCES		\$452,589	\$478,727
1.6.0.0.0 UNCONDITIONAL TRANSFERS			
1.6.1.0.0 Federal Government			
1.6.2.0.0 Provincial Government			
1.6.3.0.0 Other Governments			
1.6.T.T.T TOTAL UNCONDITIONAL TRANSFERS			
1.7.0.0.0 CONDITIONAL TRANSFERS			
1.7.1.0.0 Federal Government			
1.7.5.0.0 Provincial Government			
1.7.9.0.0 Other Governments			
1.7.T.T.T TOTAL CONDITIONAL TRANSFERS			
1.9.0.0.0 OTHER TRANSFERS			
1.9.1.0.0 <u>From own funds</u>			
**Do not put combined surplus if you already have allocated surplus in water and/or wastewater, vice-versa			
1.9.1.1.0 Surplus from previous year - Water			
1.9.1.1.1 Surplus from previous year - Wastewater			
1.9.1.1.2 Surplus from previous year - Combined		\$80,211	\$34,573
1.9.1.2.0 Operating Reserve Fund			
1.9.T.T.T TOTAL OTHER TRANSFERS		\$80,211	\$34,573
1.9.Z.Z.Z TOTAL REVENUE		\$3,400,000	\$3,558,000

Rothesay					
2021 Water & Wastewater Disposal Operating Fund Budget					
Expenditure					
	Additional Information	2020 BUDGET	Water Cost for Fire Protection	2021 BUDGET	Water Cost for Fire Protection
2.4.0.0.0 ENVIRONMENTAL HEALTH SERVICES					
2.4.1.0.0 Water Supply					
2.4.1.1.0 Administration and general: personnel		\$400,000	NIL	\$420,000	NIL
2.4.1.1.9 Administration and general: other			NIL		NIL
2.4.1.2.0 Purification and treatment: personnel		\$360,000	NIL	\$420,000 ⁸	NIL
2.4.1.2.9 Purification and treatment: other			NIL	420,000	NIL
2.4.1.3.0 Source of Supply: personnel					
2.4.1.3.9 Source of Supply: other					
2.4.1.4.0 Transmission and distribution: personnel		\$112,000	\$112,000	\$130,000	\$130,000
2.4.1.4.9 Transmission and distribution: other		\$50,000	\$50,000	\$42,000	\$42,000
2.4.1.5.0 Power and pumping: personnel					
2.4.1.5.9 Power and pumping: other					
2.4.1.6.0 Billing and collection: personnel			NIL		NIL
2.4.1.6.9 Billing and collection: other		\$3,000	NIL	\$0	NIL
2.4.1.7.0 Water purchased		\$750	\$750	\$750	\$750
2.4.1.9.0 Other	Training, Misc.	\$29,500	\$29,500	\$27,500	\$27,500
2.4.1.T.T Total Water		\$955,250	\$192,250	\$1,040,250	\$200,250
2.4.2.0.0 Wastewater Disposal					
2.4.2.1.0 Administration and general: personnel		\$600,000	NIL	\$630,000	NIL
2.4.2.1.9 Administration and general: other			NIL		NIL
2.4.2.2.0 Wastewater collection system: personnel			NIL		NIL
2.4.2.2.9 Wastewater collection system: other		\$84,000	NIL	\$84,000	NIL
2.4.2.3.0 Wastewater lift station(s): personnel			NIL		NIL
2.4.2.3.9 Wastewater lift station(s): other		\$65,000	NIL	\$70,000	NIL
2.4.2.4.0 Wastewater treatment and disposal: personnel			NIL		NIL
2.4.2.4.9 Wastewater treatment and disposal: other		\$92,000	NIL	\$92,000	NIL
2.4.2.5.0 Storm Sewers			NIL		NIL
2.4.2.6.0 Billing and collection: personnel			NIL		NIL
2.4.2.6.9 Billing and collection: other			NIL		NIL
2.4.2.9.0 Other	Training, Misc.	\$27,000	NIL	\$47,500	NIL
2.4.2.A.A Sub Total		\$868,000	NIL	\$923,500	NIL
2.4.2.L.L Less transfer from General Fund re: Storm Sewers			NIL		NIL
2.4.2.T.T Total Wastewater		\$868,000	NIL	\$923,500	NIL
TOTAL ENVIRONMENTAL HEALTH SERVICES		\$1,823,250	\$192,250	\$1,963,750	\$200,250

	Additional Information	2020 BUDGET	Water Cost for Fire Protection	2021 BUDGET	Water Cost for Fire Protection
2.8.0.0.0 FISCAL SERVICES					
2.8.1.0.0 Water System Debt Charges					
2.8.1.1.0 Interest on Temporary Borrowing					
2.8.1.2.0 Interest on Long-Term Debt		\$175,224	\$175,224	\$165,441	\$165,441
2.8.1.3.0 Principal Installments		\$304,060	\$304,060	313,584 \$312,924	\$312,324
2.8.1.4.0 Capital Leasing Arrangements					
2.8.1.9.0 Other					
2.8.1.S.S Total Water System Fiscal Services		\$479,284	\$479,284	479,025 \$477,765	\$477,765
2.8.2.0.0 Wastewater Debt Charges					
2.8.2.1.0 Interest on Temporary Borrowing			NIL		NIL
2.8.2.2.0 Interest on Long-Term Debt		\$124,152	NIL	\$135,176	NIL
2.8.2.3.0 Principal Installments		\$179,075	NIL	204,773 \$203,033	NIL
2.8.2.4.0 Capital Leasing Arrangements					
2.8.2.9.0 Other	New debenture	\$24,239	NIL	5,276 \$5,276	NIL
2.8.2.A.A Sub Total		\$327,466	NIL	345,225 \$346,485	NIL
2.8.2.L.L Less: Amount Transferred from General Fund re Storm Sewers			NIL		NIL
2.8.2.T.T Total Wastewater System Fiscal Services		\$327,466	NIL	345,225 \$346,485	NIL
2.8.3.0.0 Transfers to own Funds and Reserves					
2.8.3.1.0 Reserve Fund					
2.8.3.1.1 Capital Water		\$45,000	\$45,000	\$45,000	\$45,000
2.8.3.1.2 Operating Water					
2.8.3.1.3 Capital Wastewater System		\$25,000	NIL	\$25,000	NIL
2.8.3.1.4 Operating Wastewater System			NIL		NIL
2.8.3.2.0 Capital Fund					
2.8.3.2.0.1 Water		\$250,000	\$250,000	\$470,000	\$470,000
2.8.3.2.0.2 Wastewater		\$450,000	NIL	\$230,000	NIL
2.8.3.5.0 Deficit from previous years (e)					
2.8.3.5.0.0 Combined					
2.8.3.5.0.1 Water					
2.8.3.5.0.2 Wastewater Service			NIL		NIL
2.8.9.0.0 Other Fiscal Services					
2.8.9.1.0 Discounts			NIL		NIL
2.8.9.2.0 Provision for Loss on Accounts Receivable			NIL		NIL
2.8.9.3.0.0 Funding of previously unaccrued liability					
2.8.9.3.0.1 Water					
2.8.9.3.0.2 Wastewater			NIL		NIL
2.8.9.9.0 Other			NIL		NIL
2.8.T.T.T TOTAL FISCAL SERVICES		\$1,576,750	\$774,284	\$1,594,250	\$992,765
2.8.Z.A.0 TOTAL BUDGET / TOTAL EXPENDITURE		\$3,400,000	\$966,534	\$3,558,000	\$1,193,015
2.8.Z.B.0 Percentage * (XX.XX%)			33.63%		27.66%
To be transferred to item 2.2.4.5.0. General Fund Budget and treated as revenue under item 1.5.7.2.0. of this budget.					
2.8.Z.C.0		\$325,000	\$325,000	\$330,000	\$330,000


**Fundy Regional
Service Commission**

 Commission de Services
Régionaux de Fundy

Regular Monthly Meeting
October 26, 2020

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Monday, October 26, 2020, at 10 Crane Mountain Rd., Saint John NB.

1. Call to Order

The Board Chairperson, Nancy Grant, called the regular board meeting to order at 10:02 a.m. noting that all COVID-19 regulations have been followed including physical distancing and the use of masks.

2. Record of Attendance

Nancy Grant	Chairperson
Jim Bedford	Vice Chairperson
Bette Anne Chatterton	Mayor, St. Martins
Shirley McAlary	Deputy Mayor, Saint John
Grace Losier	Mayor, Grand Bay-Westfield
Gary Clark	Mayor, Quispamsis
Cindy MacCready	Local Service District Representative (Alternate)
Brenda Rathburn	Local Service District Representative
John Cairns	Local Service District Representative

Absent
OTHERS

Marc MacLeod, Executive Director, FRSC

Alicia Raynes, Recording Secretary, FRSC

Brenda MacCallum – Public Relations & Program Development Officer, FRSC

Ryan Donaghy – Assistant Deputy Minister, Department of Environment and Local Government

3. Approval of the Order of Business

The Chairperson asked for approval of the Order of Business

Motion: To approve the October 26, 2020 Agenda as presented.

Moved: Director Clark
 Seconded: Director McAlary
 Vote: *Motion Carried*

4. Disclosure of Conflict of Interest

None

5. Approval of the Minutes

Motion: To approve the September 28, 2020 minutes as presented.

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

6. Regionalization of Solid Waste Collection – Ryan Donaghy

Chairperson Grant introduced Ryan Donaghy, Assistant Deputy Minister, Department of Environment and Local Government. Mr. Donaghy provided a presentation regarding the regionalization of solid waste collection in the Fundy Region. It was explained that there appears to be opportunity for regionalization in the Fundy Region looking at the current collection routes and contracts. It was noted that there are less players in today's market, so there has been an increase in the cost of contracts. Currently, LSDs in the Fundy Region have two contracts.

Mr. Donaghy explained that some areas in the province have contracts going to their own equipment and others have optimized their contracts. It was suggested that a path forward would be to study the case for optimization of contracts versus having own service. Additionally, a cost sharing formula should be agreed upon based on principles before putting in numbers as there will be both winners and losers with this approach. It appears that the bulk of savings would be in the pickup and labor costs.

Mr. Donaghy also spoke about the status of the printed paper and packaging program in the province. It was explained that New Brunswick is progressing down the road to have a regulation brought in. Once the draft regulation is complete, it will be posted for feedback. Industry will then design a program in consultation with the RSCs. Once approved, industry would have a time period to implement the program. The timeline for implementation would be set out in the regulation. Industry will also be looking at such things as how they deal with packaging once it is collected.

Mr. Donaghy explained that from today to implementation, we would likely be looking at a couple of years.

Chairperson Grant thanked Mr. Donaghy for his presentation.

7. Finance

a. Q3 2020 Financial Statements

Chairperson Grant introduced the new format of the FRSC Financial Statements. The new format provides columns for percentage of annual budget, pro-rated annual budget and percentage of pro-rated annual budget, which provides year to date numbers for comparison.

Executive Director MacLeod provided a brief overview of the new format, explaining that the new columns show where we are expected to be at this point in time. It was decided to go with the percentage as it gives a quick snapshot of where we are today and clearly indicates if we are where we expected to be. Currently, the Q3 results show a surplus of over \$650,000.

Motion: To receive and file the Q3 2020 Financial Statements as presented.

Moved: Director Clark
Seconded: Director McAlary
Vote: *Motion Carried*

Executive Director MacLeod asked for feedback regarding the new format and whether board members would rather see the dollar value or the percentage. The current format using percentage was agreeable to everyone.

b. 2021 Budget

Chairperson Grant explained that the 2021 draft budget has been presented and circulated for approval as per the Legislation for the 45-day review. To date, no written comments have been received.

Executive Director MacLeod noted that there were some concerns about not increasing the tipping fees but nothing negative.

Motion: To approve the 2021 Budget as presented.

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

8. Security Access

Executive Director MacLeod provided a brief background of the security access system at the Crane Mountain Landfill. It was explained that the current security system was rendered inoperable due to a lightning strike on August 25, 2020. Because the system was obsolete, it will need to be replaced.

It was further explained that because the site is remote in nature and the FRSC has expanded operations to include evening and overnight operations, we would like to expand the current system to make the site more secure and control access to the site. This new system would allow electronic access for the gate as well as other facilities onsite for each employee. Three reputable companies were contacted and two of those companies have responded with quotes. Staff is proposing that the Security Access project be funded from the capital reserve fund due to the cost of the construction and 'tie-in' of the gas system for cell #5 and #6 coming in lower than anticipated. This would mean no budgetary concerns as we are still spending the amount that was agreed upon.

The level of security required at the facility was also discussed. It was explained that although the FRSC does not have a history of major thefts, it is better to be proactive rather than reactive. In addition, it was noted that improving employee safety was an important consideration as there have been increasing industry concerns and regulation about domestic violence and harassment in the workplace.

Motion: The Commission authorize the purchase of a new security access system for the Crane Mountain landfill site for up to \$37,000 plus HST to be funded from the capital reserve fund.

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

9. Update Plastic Checkout Bag Bylaw – Brenda MacCallum

Chairperson Grant introduced Brenda MacCallum, Public Relations & Program Development Officer, FRSC, who provided an update on the Plastic Checkout Bag Bylaw. In summary, the bylaw being considered would state that plastic checkout bags can no longer be handed out at retail locations. The retailer may choose to provide a paper bag; however, they would be required to charge a small fee, the amount of which can be decided by the retailer. It was explained the reason businesses have to charge for paper bags is because the goal is not to switch from plastic bags to paper bags, as paper has a larger carbon footprint. The goal is to encourage people to choose better options such as reusable bags. This bylaw is aligned with what is currently in place in PEI, and Nova Scotia, as well as in Moncton, Riverview and Dieppe.

It was explained that plastic bags have already been removed from the recycling stream, however, there are still lots of plastic bags showing up at the recycling depot locations in the region. In addition, the Federal Government has announced that they are planning to implement a ban on all single use plastics and would like to see it in place by 2021. The FRSC would like to keep things on track to align with the other Atlantic Provinces.

Ms. MacCallum explained that the FRSC and the Saint John Region Chamber of Commerce conducted a survey for local businesses to see how they would be affected if a plastic checkout bag bylaw was introduced. The survey found that 75% of respondents would support a plastic checkout bag ban, with only 10% strongly opposed and 8% somewhat opposed.

It was explained that the next step moving forward would be working with councils to have the bylaw implemented by the fall of 2021. This date was suggested by the retail council in order to allow businesses time to use up their current stock of plastic bags.

A discussion was had surrounding the timeline and a suggestion was made to lobby the provincial government to make this a province wide bylaw.

Motion: To ask municipalities to have the plastic checkout bag bylaw in place by June 30, 2021 and have the FRSC send a letter to municipalities about the new timeline.

Moved: Director Clark
Seconded: Director McAlary
Vote: *Motion Carried*

Motion: To have the Executive Director elevate the discussion to the Provincial level with the intent to get a provincial approach.

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

Chairperson Grant called for a motion to adjourn.

Motion: To adjourn the meeting at 11:25 am.

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

APPROVED (date) Nov. 23, 2020

Nancy Grant
Nancy Grant, Chairperson

Alicia Raynes
Alicia Raynes, Recording Secretary



Agenda

Kennebecasis Public Library Board

Wednesday, June 24th, 2020, 6:00 p.m.

- 1.) Call to Order
- 2.) Disposition of Minutes from Previous Meeting
- 3.) Communications
 - a. Town of Rothesay: Re: Rothesay Council Representative
- 4.) Presentation: Teed Saunders Doyle, Re: 2019 Financial Statement
- 5.) Report of the Librarian
 - a. Canada Summer Jobs Grant 2020
- 6.) Committee Reports
 - a. Financial
 - i. Review of Landscaping Contract Renewal
 - b. Facilities Management
- 7.) New and Unfinished Business



A meeting of the Board of Trustees, Kennebecasis Public Library was held on June 24, 2020 at 6:00pm at the Library.

In Attendance: Mrs. L. Hansen, Chair; Ms. L. Corscadden; Mr. Kevin Winchester; Ms. E. Greer, Vice-Chair; Councilor Mr. D. Shea; Councilor Mr. P. Rioux; Mr. Allison Maxwell; Mrs. Amy Watling, Treasurer; Mrs. Susan Webber; Peter Logan, Teed Saunders Doyle

Regrets: N/A

Absences: N/A

Call to Order: Mrs. Hansen called the meeting to order at 6:01 pm.

Approval of Agenda

It was moved by Mr. Maxwell to approve the agenda. Mr. Shea seconded, and the motion carried.

Disposition of Minutes

It was moved by Mrs. Webber to approve the minutes of the February regular meeting. Mr. Maxwell seconded, and the motion carried.

Presentation of 2019 Financial Statement from Teed Saunders Doyle

Teed Saunders Doyle came in early February to review the library's internal financial statements. Mr. Logan reviewed the Draft 2019 financial statements with the board. Discussion ensued. Mr. Logan mentioned that there is a statement about COVID 19 included in the financial statement. Discussion ensued.

Mr. Shea made a motion to accept the financial statement as presented by Teed Saunders Doyle. Mrs. Watling seconded, and the motion carried.

Communications

Ms. Corscadden presented a letter from the Town of Rothesay, extending the term of Councillor Don Shea on the Kennebecasis Public Library Board of Trustees.

Ms. Corscadden presented a letter from the Town of Quispamsis, explaining changes to the 2020 municipal budget timeline

Ms. Corscadden presented communications from Cherie Madill to the board.

Report of the Librarian

Ms. Corscadden presented her report to the board of trustees, beginning with the results of the library's 2020 Canada Summer Jobs grant application. The library was successful in obtaining funding for three summer students this year. Discussion ensued.

Ms. Corscadden related to the library board that she has accepted a new position as the Saint John Free Public Library City Librarian. She will continue in her role as the Acting Library Director for the Kennebecasis Public Library until her replacement is found. As Ms. Corscadden is still working in the Fundy Library Region, she will be heavily involved in the training of her replacement. Discussion Ensued.

Ms. Corscadden expressed what a sincere pleasure it has been working at the Kennebecasis Public Library for the last (almost) three years. Discussion ensued.

Ms. Corscadden provided the board with a programming update: the library's in person programming is still suspended due to COVID-19. Many of the library's programs are being offered in an online format. Discussion ensued.

Ms. Corscadden relayed the library's new schedule to the board; the library is currently operating on a reduced schedule temporarily. This is the case for all libraries in the province; it allows for staff to ensure that standards outlined by Public Health are being adhered to. Discussion ensued.

Mr. Maxwell moved to accept the Librarian's Report. Mr. Winchester seconded, and the motion carried.

Financial Statement

Mrs. Watling presented the financial statement dated May 2020 to the board. Discussion ensued. It was suggested to keep an inventory of all costs related to COVID. Discussion ensued.

On April 27th, 2020, Mrs. Watling put forward a motion via email to accept the bid by Homestar Inc. for the library's landscaping contract. Also by email, Mr. Winchester seconded the motion, and the motion carried.

Mr. Shea moved to ratify the April 2020 Homestar email vote. Mr. Rioux seconded, and the motion carried.

Facilities Management

Mr. Maxwell presented Mr. Shedd's report to the board as written. Discussion ensued. Mr. Shea moved to accept all committee reports as presented. Ms. Greer seconded, and the motion carried.

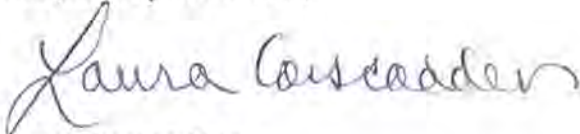
New and Unfinished Business

There was no new or unfinished business to discuss at this time.

Adjournment: As there was no other business, Mr. Shea moved that the meeting be adjourned at 6:57pm.

Next Meeting: The next meeting is scheduled for July 15, 2020 at 6:00pm at the Library.

Respectfully submitted,

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

Laura Corscadden

Library Director and Secretary to the Board



Librarian's Report June 2020

Staffing and Volunteers

We received a grant for three summer students through the Canada Summer Jobs program. These include a library co-ordinator (program coordinator), a literacy tutor, and a library clerk. These are all 8 week positions, and we have received funding for \$11.70 per hour. As per the library's 2020 budget, we are topping up their salaries to \$13.00 per hour.

Jocelyne Cormier, a full time employee at the Kennebecasis Public Library, is retiring at the end of August. The process has begun to fill her position.

Laura Corscadden, the Library Director, has accepted a new position as the City Librarian for the Saint John Free Public Library. Laura will continue at Kennebecasis as Acting Library Director until her replacement is found. The process has begun to fill her position.

Programs

There are currently no in-person programs being offered at the library until further notice.

Our summer literacy tutoring program with Elementary Literacy Friends is moving forward, however tutoring sessions are being offered in an online format. ELF has hired two literacy tutors, so there will be a total of three literacy tutors at our library this summer.

Our other two CSJ summer employees will be working to help offer online programs. A regional online programming strategy is being developed; all libraries in the Fundy region will be helping to offer a wide variety of programs in an online format.

COVID-19 Update

The Kennebecasis Public Library, as with all libraries in New Brunswick, are operating on a reduced schedule temporarily. Library staff are in the building Tuesday to Saturday, 8:45am–5:00pm. Those are their hours everyday except for Thursdays, when they work from 11:45am–8:00pm.

These are the hours the library is open to the public:

Tuesday: 11:00am – 1:00pm & 2:30pm – 4:00pm

Wednesday: 11:00am – 1:00pm & 2:30pm – 4:00pm

Thursday: 2:00pm – 4:00pm & 5:30pm – 7:30pm

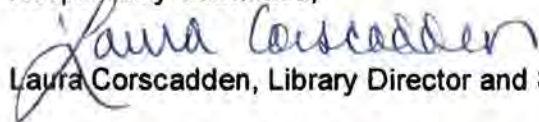
Friday: 11:00am – 1:00pm & 2:30pm – 4:00pm

Saturday: 11:00am – 1:00pm & 2:30pm – 4:00pm

The library is open reduced hours to the public, in order for staff to ensure the library is cleaned thoroughly three times daily. It also gives the staff time to properly process quarantined library materials.

There are provincial guidelines in place for all libraries in New Brunswick during the COVID-19 pandemic. Many of these guidelines can be found on the NBPLS website at: https://www2.gnb.ca/content/gnb/en/departments/nbpl/covid-19_faqs.html

Respectfully Submitted,



Laura Corscadden, Library Director and Secretary to the Board

Kennebecasis Public Library Inc.						
Comparative Income Statement (DRAFT)						
Period ending May 31, 2020	a	b	c	b - c	d	b - d
	<u>Restricted Fund</u>	<u>Operating YTD Actual</u>	<u>Year To Date Budget</u>	<u>Year To Date Variance Better (Worse)</u>	<u>Annual Budget</u>	<u>Annual Budget Variance</u>
REVENUE						
Library service - Rothesay		35,893	35,893	0	86,144	(50,251)
Library service - Quispamsis		56,170	56,170	0	134,808	(78,638)
Room Rentals, Printer and copies		1,443	1,875	(432)	4,500	(3,057)
Grants		0	0	0	15,038	(15,038)
Donations	760	0	0			0
Donation from Friends of KPL	312	0	0			
Interest Income (Savings)		6	0	6	0	6
Previous Year's Surplus		4,252	4,252	(0)	10,204	(5,952)
TOTAL REVENUE	1,072	97,764	98,190	(426)	250,694	(152,930)
EXPENSE						
<u>Operations Expenditures</u>						
Other Expenditures - Restricted Fund	150					0
Books, restricted fund	640					0
Small Equipment and Furniture		99	2,444	2,345	8,300	8,201
Total Capital Expenditures	791	99	2,444	2,345	8,300	8,201
<u>Wages</u>						
Total Wages & Casual Labour		4,770	5,640	870	40,379	35,609
<u>General & Administration Expenses</u>						
Building Maintenance		35,379	31,114	(4,264)	74,674	39,296
Grounds Maintenance		7,020	10,722	3,702	20,260	13,240
Office		2,486	3,950	1,464	9,480	6,994
Utilities		24,432	27,500	3,068	58,981	34,549
Accounting, audit and legal		5,477	6,455	978	10,755	5,278
Professional Development		0	833	833	2,000	2,000
Insurance		3,246	3,250	4	7,800	4,554
Public Relations		0	1,250	1,250	3,000	3,000
Communications		2,397	3,827	1,430	9,185	6,788
Miscellaneous Expense		690	575	(115)	1,380	690
Program Exp		87	1,875	1,788	4,500	4,413
Total General & Admin Expenses		81,213	91,352	10,139	202,015	120,802
TOTAL EXPENSE	791	86,082	99,435	13,353	250,694	164,612
NET INCOME (Deficit)	\$ 281	\$ 11,682	(1,245)	12,927	0	11,682



Agenda

Kennebecasis Public Library Board

Wednesday, August 19th, 2020, 6:30 p.m.

- 1.) Call to Order
- 2.) Disposition of Minutes from Previous Meeting
- 3.) Communications
- 4.) Report of the Librarian
- 5.) Committee Reports
 - a. Financial
 - i. 2021 Proposed Budget
 - b. Facilities Management
- 6.) New and Unfinished Business



A meeting of the Board of Trustees, Kennebecasis Public Library was held on August 18, 2020 at 6:30pm at the Library.

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

Regrets: Mr. Allison Maxwell

Absences: N/A

Call to Order: Mrs. Hansen called the meeting to order at 6:37 pm.

Approval of Agenda

It was moved by Ms. Greer to approve the agenda. Mr. Winchester seconded, and the motion carried.

Disposition of Minutes

It was moved by Mr. Shea to approve the minutes of the June regular meeting. Mr. Winchester seconded, and the motion carried.

Communications

Ms. Corscadden had no communications to report.

Report of the Librarian

Ms. Corscadden presented her report to the board of trustees. This included an update of the services and procedures that have been put in place, for reopening after the COVID closure. Discussion ensued. Ms. Corscadden outlined the online programming that was offered over the summer, and how public access computers have been reintroduced into the library. Discussion ensued.

Mrs. Webber moved to accept the Librarian's Report. Mrs. Watling seconded, and the motion carried.

Financial Statement

Mrs. Watling presented the financial statement dated July 2020 to the board. Discussion ensued.

Ms. Corscadden presented her proposed 2021 annual library budget to the board. Discussion ensued. Ms. Corscadden outlined how many of the estimates she created using both 2019 and 2020 numbers, due to the COVID closure during early 2020. Discussion ensued.

Mr. Rioux moved to accept the proposed 2021 budget. Ms. Greer seconded, and the motion carried.

Facilities Management

Ms. Corscadden outlined the work completed by Mr. Shedd at the library. This included organizing the replacement of a glass panel on the multipurpose room wall, which was broken. Discussion ensued.

Ms. Greer moved to accept committee reports as presented. Mr. Rioux seconded, and the motion carried.

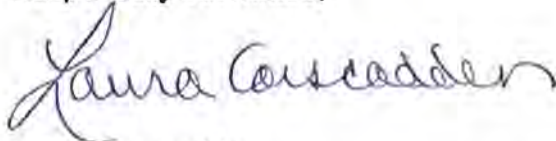
New and Unfinished Business

Mrs. Hansen outlined updates from the New Brunswick Public Libraries Board. Discussion ensued. Mrs. Hansen spoke of development of a new strategic plan for the New Brunswick Public Library Service this fall. Library stakeholders and partners will have input during this process. Discussion ensued.

Adjournment: As there was no other business, Mr. Rioux moved that the meeting be adjourned at 7:34pm.

Next Meeting: The next meeting is scheduled for October 21, 2020 at 6:00pm at the Library.

Respectfully submitted,



Laura Corscadden
Library Director and Secretary to the Board



Librarian's Report August 2020

Staffing and Volunteers

Our three Canada Summer Jobs students are finishing up their time at the library this week. We are now in the process of recruiting for our two part-time student assistants (September-June).

The recruitment process has begun to fill two staff vacancies at the library; a full time library clerk, and for the library director.

Programs

There are currently no in-person programs being offered at the library until further notice.

Our summer literacy tutoring program with Elementary Literacy Friends (ELF) has gone very well this year. Through this partnership the library was able to offer online literacy tutoring to children in our community.

The New Brunswick Public Library Service has started to offer a wide variety of online programs over the summer. Provincial guidelines have now been released to help support libraries to create content locally. Our summer students have been working hard to create online content – this will be released very soon!

COVID-19 Update

The Kennebecasis Public Library, as with all libraries in New Brunswick, are operating on a reduced schedule temporarily. Library staff are in the building Tuesday to Saturday, 8:45am–5:00pm. Those are their hours everyday except for Thursdays, when they work from 11:45am–8:00pm.

These are the hours the library is open to the public:

Tuesday: 11:00am – 1:00pm & 2:30pm – 4:00pm
Wednesday: 11:00am – 1:00pm & 2:30pm – 4:00pm
Thursday: 2:00pm – 4:00pm & 5:30pm – 7:30pm
Friday: 11:00am – 1:00pm & 2:30pm – 4:00pm
Saturday: 11:00am – 1:00pm & 2:30pm – 4:00pm

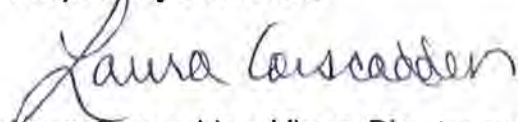
The library is open reduced hours to the public, in order for staff to ensure the library is cleaned thoroughly three times daily. It also gives the staff time to properly process quarantined library materials.

There are provincial guidelines in place for all libraries in New Brunswick related to COVID 19. These guidelines can be found on the NBPLS website at:
https://www2.qnb.ca/content/qnb/en/departments/nbpl/covid-19_faqs.html

This past week the library has reintroduced public access computers in the library. We are thrilled to reintroduce this service! Contact tracing is required when using the public computers, and procedures have been put in place to ensure we are adhering to Public Safety guidelines.

Over the next few weeks, we will be exploring adding additional computers to our services; and we will also be exploring expanding library hours.

Respectfully Submitted,

A handwritten signature in dark ink, reading "Laura Corscadden". The signature is fluid and cursive, with the first name "Laura" being more prominent than the last name "Corscadden".

Laura Corscadden, Library Director and Secretary to the Board

Kennebecasis Public Library Inc.					
Comparative Income Statement (DRAFT)					
Period ending July 31, 2020					
	a	b	c	b - c	
	<u>Restricted Fund</u>	<u>Operating YTD Actual</u>	<u>Year To Date Budget</u>	<u>Year To Date Variance Better (Worse)</u>	
REVENUE					
Library service - Rothesay		50,251	50,251	0	86,144 (35,893)
Library service - Quispamsis		78,638	78,638	0	134,808 (56,170)
Room Rentals, Printer and copies		1,443	2,625	(1,182)	4,500 (3,057)
Grants		0	0	0	15,038 (15,038)
Donations	1,760	0	0		0
Donation from Friends of KPL	359	0	0		
Interest Income (Savings)		7	0	7	0 7
Previous Year's Surplus		5,952	5,952	(0)	10,204 (4,252)
TOTAL REVENUE	2,119	136,291	137,466	(1,175)	250,694 (114,403)
EXPENSE					
<u>Operations Expenditures</u>					
Other Expenditures - Restricted Fund	150				0
Books, restricted fund	1,946				0
Small Equipment and Furniture		670	3,821	3,151	8,300 7,630
Total Capital Expenditures	2,096	670	3,821	3,151	8,300 7,630
<u>Wages</u>					
Total Wages & Casual Labour		6,173	10,188	4,015	40,379 34,206
<u>General & Administration Expenses</u>					
Building Maintenance		50,610	43,560	(7,050)	74,674 24,064
Grounds Maintenance		9,957	13,047	3,090	20,260 10,303
Office		3,495	5,530	2,035	9,480 5,985
Utilities		31,842	35,500	3,658	58,981 27,139
Accounting, audit and legal		6,654	7,655	1,001	10,755 4,101
Professional Development		0	1,167	1,167	2,000 2,000
Insurance		4,545	4,550	5	7,800 3,255
Public Relations		0	1,750	1,750	3,000 3,000
Communications		3,356	5,358	2,002	9,185 5,829
Miscellaneous Expense		915	805	(110)	1,380 465
Program Exp		866	2,625	1,759	4,500 3,634
Total General & Admin Expenses		112,240	121,546	9,306	202,015 89,775
TOTAL EXPENSE	2,096	119,083	135,556	16,472	250,694 131,611
NET INCOME (Deficit)	\$ 22	\$ 17,208	1,910	15,297	0 17,208

Agenda

Kennebecasis Public Library Board

Wednesday, September 23th, 2020, 6:30 p.m.

- 1.) Call to Order
- 2.) Disposition of Minutes from Previous Meeting
- 3.) Communications
- 4.) Report of the Librarian
- 5.) Committee Reports
 - a. Financial
 - b. Facilities Management
- 6.) New and Unfinished Business



A meeting of the Board of Trustees, Kennebecasis Public Library was held on September 23, 2020 at 6:30pm at the Library.

In Attendance: Mrs. L. Hansen, Chair; Ms. L. Corscadden; Mr. Kevin Winchester; Ms. E. Greer, Vice-Chair; Councilor Mr. D. Shea; Councilor Mr. P. Rioux; Mrs. Amy Watling, Treasurer; Mrs. Susan Webber; Mr. Allison Maxwell

Regrets: N/A

Absences: N/A

Call to Order: Mrs. Hansen called the meeting to order at 6:27 pm.

Approval of Agenda

It was moved by Mr. Shea to approve the agenda. Mr. Maxwell seconded, and the motion carried.

Disposition of Minutes

It was moved by Ms. Greer to approve the minutes of the August 18th regular meeting. Mrs. Webber seconded, and the motion carried.

Communications

Ms. Corscadden presented a letter from the town of Quispamsis, reappointing Linda Hansen to the library board until September 1st, 2022.

Report of the Librarian

Ms. Corscadden presented her report to the board of trustees. This primarily included an update in regard to COVID health and safety procedures at the library. The library's maximum capacity was increased, and seating was reintroduced. We have also implemented contact tracing at the library – all patrons entering the building must provide their name, and phone number or email address. Discussion ensued.

Mr. Shea moved to accept the Librarian's Report. Mr. Maxwell seconded, and the motion carried.

Financial Statement

Mrs. Watling outlined the proposed 2021 operating budget to the board. Discussion ensued. Ms. Corscadden, Mrs. Watling, and Mrs. Hansen will be going to Quispamsis

town hall tomorrow morning at 9:30 to present the proposed budget to the Joint Financial Committee. Discussion ensued.

Facilities Management

Ms. Corscadden spoke of the work Mr. Phil Shedd has been completing at the library. Discussion ensued. Ms. Corscadden showed the library board a window that had been broken in the multipurpose room. Discussion ensued. Mr. Maxwell asked whether the HVAC system had heap filters. Ms. Corscadden will ask. Discussion ensued.

Mrs. Watling moved to accept the committee reports as presented. Mr. Winchester seconded, and the motion carried.

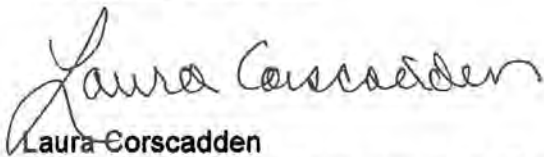
New and Unfinished Business

There was no new or unfinished business to discuss.

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

Next Meeting: The next meeting is scheduled for October 21, 2020 at 6:30pm at the Library.

Respectfully submitted,

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

Laura Corscadden
Library Director and Secretary to the Board



KENNEBECASIS PUBLIC LIBRARY

2021 Proposed Operating Budget Overview vs. 2020

Description	2021 Proposed Budget	2020 Budget	Change vs 2020 %	Change vs. 2020 \$	Note
Building Maintenance	76,794	74,674	3%	2,120	Increase in Janitorial Contract
Communications	9,366	9,185	2%	181	
Grounds & Roads Mtce.	18,093	20,260	-11%	-2,167	Decrease in Summer Lawn Maintenance
Insurance	7,791	7,791	0%	0	
Miscellaneous Expense	1,380	1,380	0%	0	
Office Expenses	9,420	9,480	-1%	-60	
Professional Development	2,000	2,000	0%	0	
Professional Services	10,755	10,755	0%	0	
Programs	4,000	4,500	-11%	-500	
Public Relations	2,500	3,000	-17%	-500	
Small Equipment and Furniture	6,300	8,300	-24%	-2,000	
Utilities	58,981	58,981	0%	0	Based on 2018/2019 actuals, with 2% increase
Wages	25,000	25,348	-1%	-348	
Total Operating Expenses	232,380	235,654	-1%	-3,274	
Revenue	-\$4,500	-\$4,500			
Deficit (Surplus) 2nd Previous Year	-\$7	-\$10,204			
Municipal Fundings - Operations	227,872	220,950	3%	6,922	

THANK YOU FOR YOUR SUPPORT!

Agenda

Kennebecasis Public Library Board

Wednesday, October 21st, 2020, 6:30 p.m.

- 1.) Call to Order
- 2.) Disposition of Minutes from Previous Meeting
- 3.) Communications
- 4.) Report of the Librarian
- 5.) Committee Reports
 - a. Financial
 - b. Facilities Management
- 6.) New and Unfinished Business



A meeting of the Board of Trustees, Kennebecasis Public Library was held on October 21, 2020 at 6:30pm at the Library.

In Attendance: Mrs. L. Hansen, Chair; Ms. L. Corscadden; Mr. Kevin Winchester; Ms. E. Greer, Vice-Chair; Councilor Mr. D. Shea; Councilor Mr. P. Rioux; Mrs. Amy Watling, Treasurer; Mrs. Susan Webber; Mr. Allison Maxwell

Regrets: N/A

Absences: N/A

Call to Order: Mrs. Hansen called the meeting to order at 6:31 pm.

Approval of Agenda

It was moved by Mr. Rioux to approve the agenda. Mr. Maxwell seconded, and the motion carried.

Disposition of Minutes

The minutes of the September regular meeting will be approved at the November meeting.

Communications

Ms. Corscadden presented communications from the town of Quispamsis regarding a donation to the library from CN Rail. The town received notification from CN Rail that \$10,000 would be donated to a local library. Ms. Corscadden will notify the board once she receives correspondence from CN Rail. Discussion ensued.

Report of the Librarian

Ms. Corscadden presented her report to the board of trustees. The recruitment process is underway for a full time library clerk, and for a new library director. Ms. Corscadden remains acting director, and Keith MacKinnon from the Fundy Regional Office is assisting as well. Discussion ensued.

Ms. Corscadden outlined COVID health and safety protocols, and spoke of how guidelines for offering in-person programming has been released by the NBPLS provincial office. Discussion ensued.

Mr. Rioux moved to accept the Librarian's Report. Mr. Maxwell seconded, and the motion carried.

Financial Statement

Mrs. Watling presented the financial statement ending in August. Discussion ensued. The board discussed the purchase of more outdoor furniture at the library, to promote social distancing outside. Discussion ensued.

Facilities Management

The glass in the multipurpose room has been fixed, and Mr. Shedd continues regular maintenance of the building. Mr. Maxwell reminded Ms. Corscadden to check whether the library has heap filters. Discussion ensued.

Ms. Greer moved to accept the committee reports as presented. Mr. Winchester seconded, and the motion carried.

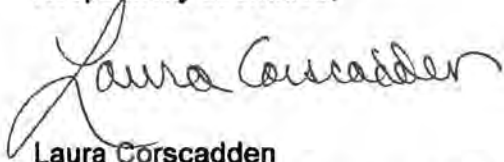
New and Unfinished Business

There was no new or unfinished business to discuss.

Adjournment: As there was no other business, Mr. Rioux moved that the meeting be adjourned at 7:25pm.

Next Meeting: The next meeting is scheduled for November 18, 2020 at 6:30pm at the Library.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Laura Corscadden', written in a cursive style.

Laura Corscadden
Library Director and Secretary to the Board



Librarian's Report October 2020

Staffing and Volunteers

The recruitment process is still underway to fill two staff vacancies at the library; a full time library clerk, and for the library director. Laura Corscadden remains acting library director, and Keith MacKinnon from the Fundy Regional Office is helping to manage the library on a day to day basis.

Ms. Corscadden has started the process to recruit an employee through the federal Youth Employment Fund grant. Mr. MacKinnon interviewed a promising candidate recently.

Programs

The New Brunswick Public Library Service has released guidelines to help guide libraries to offer in person programming in accordance with public health and safety. The Kennebecasis Public Library recently offered our first in person program (a book club) at the library, and it was met with great success.

COVID-19 Update

The Kennebecasis Public Library, as with all libraries in New Brunswick, are operating on a reduced schedule temporarily. Library staff are in the building Tuesday to Saturday, 8:45am–5:00pm. Those are their hours everyday except for Thursdays, when they work from 11:45am–8:00pm.

These are the hours the library is open to the public:

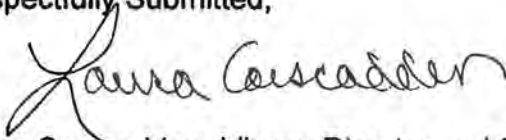
Tuesday: 11:00am – 1:00pm & 2:30pm – 4:00pm
Wednesday: 11:00am – 1:00pm & 2:30pm – 4:00pm
Thursday: 2:00pm – 4:00pm & 5:30pm – 7:30pm
Friday: 11:00am – 1:00pm & 2:30pm – 4:00pm
Saturday: 11:00am – 1:00pm & 2:30pm – 4:00pm

Starting on Tuesday, October 21st, the library will be open another hour in the mornings (10am Tues, Wed, Fri & Sat, 1pm on Thurs).

We have started doing contact tracing as soon as patrons come into the building. This allows us to provide study space and seating within our libraries.

There are provincial guidelines in place for all libraries in New Brunswick related to COVID 19. These guidelines can be found on the NBPLS website at:
https://www2.gnb.ca/content/gnb/en/departments/nbpl/covid-19_faqs.html

Respectfully Submitted,

A handwritten signature in black ink that reads "Laura Corcadden". The signature is fluid and cursive, with the first name "Laura" being more prominent than the last name "Corcadden".

Laura Corcadden, Library Director and Secretary to the Board

Kennebecasis Public Library Inc.		OPERATING FUND				
Comparative Income Statement (DRAFT)						
Period ending August 31, 2020		a	b	c	b - c	
	Restricted Fund	Operating YTD Actual	Year To Date Budget	Year To Date Variance Better (Worse)	Annual Budget	Annual Budget Variance
REVENUE						
Library service - Rothesay		57,429	57,429	0	86,144	(28,715)
Library service - Quispamsis		89,872	89,872	0	134,808	(44,936)
Room Rentals, Printer and copies		1,443	3,000	(1,557)	4,500	(3,057)
Grants		0	0	0	15,038	(15,038)
Donations	5,402	0	0			0
Donation from Friends of KPL	359	0	0			
Interest Income (Savings)		8	0	8	0	8
Previous Year's Surplus		6,803	6,803	(0)	10,204	(3,401)
TOTAL REVENUE	5,760	155,555	157,104	(1,549)	250,694	(95,139)
EXPENSE						
<u>Operations Expenditures</u>						
Other Expenditures - Restricted Fund	150					0
Books, restricted fund	2,082					0
Small Equipment and Furniture		1,557	4,510	2,953	8,300	6,743
Total Capital Expenditures	2,233	1,557	4,510	2,953	8,300	6,743
<u>Wages</u>						
Total Wages & Casual Labour		9,424	15,908	6,484	40,379	30,955
<u>General & Administration Expenses</u>						
Building Maintenance		48,895	49,783	888	74,674	25,779
Grounds Maintenance		9,957	13,847	3,890	20,260	10,303
Office		3,843	6,320	2,477	9,480	5,637
Utilities		34,962	39,600	4,638	58,981	24,019
Accounting, audit and legal		7,515	8,155	640	10,755	3,240
Professional Development		0	1,333	1,333	2,000	2,000
Insurance		5,194	5,200	6	7,800	2,606
Public Relations		0	2,000	2,000	3,000	3,000
Communications		3,830	6,123	2,294	9,185	5,355
Miscellaneous Expense		995	920	(75)	1,380	385
Program Exp		1,728	3,000	1,272	4,500	2,772
Total General & Admin Expenses		116,919	136,281	19,362	202,015	85,096
TOTAL EXPENSE	2,233	127,901	156,699	28,798	250,694	122,793
NET INCOME (Deficit)	\$ 3,528	\$ 27,654	405	27,249	0	27,654

**KENNEBECASIS VALLEY FIRE DEPARTMENT INC BOARD MEETING
FIRE STATION ONE, CAMPBELL DRIVE, ROTHESAY, NB
SEPTEMBER 9, 2020**

Present: Chair Grant Brenan
Treasurer Kirk Miller
Commissioner Peter Lewis
Commissioner Pierre Rioux
Commissioner Derrick Stanford

Chief Bill Ireland
Carlene MacBean, Executive Assistant
Ron Catchick, Finance Administrator

Absent: Vice Chair Norah Soobratee
Commissioner Derrick Stanford
John Jarvie, Administrator

1.0 Call to Order

Chair Brenan called the meeting to order at 6:55 pm.

2.0 Chair's Remarks

None

3.0 Approval of Agenda

Moved by P. Rioux and seconded by P. Lewis, to approve as presented.

CARRIED

4.0 Conflict of Interest

None

5.0 Approval of Previous Minutes

5.1 May 13, 2020

Moved by P. Lewis and seconded by K. Miller, that the minutes of May 13, 2020 be approved as presented.

CARRIED

6.0 Unfinished Business

6.1 Fire Prevention & Protection By-Law - Update

The two towns and Chief Ireland have met. Both councils will have on their agendas soon and then an update to the Fire Board.

6.2 Strategic Plan - Update

At the February 12, 2020 meeting the Fire Board moved to hold presenting the strategic plan to the Quispamsis and Rothesay town councils until after the municipal elections. With the current pandemic those elections have been postponed. Upon discussion the Fire Board agreed to continue to leave on the agenda and re-evaluate at each meeting.

6.3 Recladding of Station One

6.3.1 Letter from Murdock & Boyd of July 8, 2020

6.3.2 Stipulated Price Contract – Siding Tender Award

6.3.3 Letter to Murdock & Boyd of July 14, 2020

6.3.4 Memo from Chief Ireland re: Ratification of Siding Tender Award

Due to COVID restrictions, an email poll was conducted in order to award the siding replacement project to the low bidder (Bonney Construction) consistent with the recommendation of the Architect.

All Commissioners responded to the poll in the affirmative.

Moved by P. Rioux and seconded by K. Miller to ratify the results of the email poll to confirm the awarding of the siding replacement project to the low bidder, Bonney Construction.

CARRIED

7.0 Correspondence

7.1 Letter to both Towns re: 2019 Kennebecasis Valley Fire Department Annual Report

Moved by P. Lewis and seconded by P. Rioux to receive and file.

CARRIED

7.2 Letter from Rothesay re: Reappointment of Grant Brenan and Peter Lewis

Moved by P. Rioux and seconded by K. Miller to receive and file.

CARRIED

7.3 Email from Quispamsis re: Changes to 2021 Budget Timelines with Attachments

Moved by P. Rioux and seconded by K. Miller to receive and file.

CARRIED

7.4 Letter from Quispamsis re: Reappointment of Kirk Miller and Pierre Rioux

Moved by P. Lewis and seconded by G. Brenan to receive and file.

CARRIED

8.0 New Business

8.1 Low-Rise Apartment Developments

Chief Ireland stated this information is being provided to assist the Fire Board with its mandate to "maintain projections of equipment and manpower requirements to meet the future needs of fire response in the areas served, including projected changes in types of service delivery." It was not his intention to be alarmist but to ensure both Towns are aware they need to start looking at alternatives to their current fire protection model. Chief Ireland pointed out that his proposed 2021 operating and capital budgets included equipment and training items that would help address some of the identified needs. Further updates and recommendations will be provided to the Fire Board once a pre-incident planning project is completed.

The working relationship between the department and both Town's building officials was also discussed.

Moved by K. Miller and P. Rioux to receive and file.

CARRIED

9.0 Financial

9.1 Draft Financial Statements for the Month Ended July 31, 2020

Moved by K. Rioux and seconded by K. Miller to receive and file.

CARRIED

9.2 Memo from Chief Ireland re: 2020 Capital Budget Update

Chief Ireland provided an update on the status of the 2020 Capital Budget.

Fleet		Approved
1	Replace 2000 Freightliner 1250 gallon Tanker	\$ 375,000
2	Replace 2010 Toyota Sienna - Deputy Chief/Fire Investigation unit - (158,000 km)	\$ 45,000
3	Repaint body of Engine 1 to prevent further corrosion issues	\$ 15,000
		\$ 435,000
Equipment		
4	Bunker gear (11 suits) - Year 4 of 4 year replacement cycle	\$ 32,200
5	Firefighter helmets - replace 44 helmets (10-year expiration)	\$ 22,000
6	Fitness - update and/or replace existing equipment (Year 5 of 5 year plan)	\$ 10,000
7	Replace Smart Board	\$ 11,000
		\$ 75,200
Facilities		
8	Removal and replacement of siding at 7 Campbell Drive	\$ 110,000
9	Station #1 lighting retrofit	\$ 30,000
		\$ 140,000
10	12 Civic Drive Purchase	\$ 525,000
TOTAL CAPITAL BUDGET (including Civic Drive)		\$1,175,200

1. The new tanker is nearly complete and delivery is expected by the first week of October.
2. The 2010 Toyota Sienna has been replaced with a 2020 Dodge Durango which is now in service. The 2010 Toyota Sienna was sold through a public tendering process.
3. The repairs to Engine 1 were completed using funds from the 2019 operating budget.
4. The bunker gear replacement plan is now complete.
5. The firefighter helmet replacement program is complete.
6. Competitive bids have been received and are under review to complete the fitness equipment upgrade plan.
7. Competitive bids have been received and are under review to complete the Smart Board upgrade plan.

8. The siding replacement is approximately 40% complete and is expected to be finished by the end of September.
9. The lighting retrofit project is 95% complete with only the exterior lighting outstanding. Final completion is aligned with the siding project currently underway.
10. Appraisals were completed and an updated sale price was agreed with a closing date in December.

Moved by K. Miller and P. Lewis to receive and file.

CARRIED

9.3 Audited Financial Statements for the Year Ended December 31, 2019

Moved by P. Lewis and seconded by K. Miller to receive and file.

CARRIED

9.4 Actuarial Valuation of the Retirement Allowance Program for the Year Ended December 31, 2019

Moved by K. Miller and seconded by P. Rioux to receive and file.

CARRIED

10.0 Business Arising from Committee of the Whole

10.1 Approval of 2021 Operating Budget

Moved by P. Rioux and seconded by K. Miller that the 2021 Operating Budget be approved as presented and submitted to the Joint Finance Committee by the September 11, 2020 deadline.

CARRIED

10.2 Approval of 2021 Capital Budget

Moved by P. Rioux and seconded by P. Lewis that the 2021 Capital Budget be approved as presented and submitted to the Joint Finance Committee by the September 11, 2020 deadline.

CARRIED

11.0 Reports

11.1 Chief's Report

Chief Ireland reported that Division Chief Shawn White recently completed the Executive Chief Fire Officer professional designation process and will be awarded his ECFO designation later this month at the virtual Canadian Association of Fire Chiefs annual conference.

The Executive Chief Fire Officer (ECFO) is a professional designation that acknowledges the professional conduct, training, education and skills in a number of competencies required as a leader in today's fire service. There are currently 115 credentialed Chief Officers in Canada and only 1,456 in North America.

Division Chief White now joins the other KVFD Chief Officers who all hold this professional designation. To the best of my knowledge, the KVFD is one of three fire services in Canada that have their entire management team credentialed. This helps to further support our vision to be recognized as a first class fire service.

Moved by P. Rioux and seconded by K. Miller to receive and file.

CARRIED

11.2 Response Summary

Moved by P. Rioux and seconded by P. Lewis to receive and file.


CARRIED

12.0 Adjournment

Moved by K. Miller that the meeting be adjourned at 7:15 pm.

Date of next meeting – October 14, 2020

Respectfully submitted,



CHAIR



SECRETARY / TREASURER

Statement of Expense with Budget Variance

2020 December 14 Open Session FINAL_105

For the 9 months ending: September 30, 2020

		BUDGET YEAR TO DATE	ACTUAL YEAR to DATE	VARIANCES YEAR TO DATE (Under Budget)	BUDGET 2020
REVENUE:					
1	Members Contributions	\$4,112,968	\$4,118,070	\$5,103	\$5,346,858
2	Rebate of Property Tax (Miscellaneous Rev)	\$47,593	\$46,755	(\$838)	\$47,593
3	Local Service Districts	\$0	\$0	\$0	\$0
4	Revenue Fee Structure	\$0	\$0	\$0	\$0
5	Misc. Revenue	\$750	\$18,014	\$17,264	\$1,000
6	Interest Income C/A	\$5,738	\$4,784	(\$954)	\$7,650
7	Deficit 2nd previous year	(\$79,278)	(\$79,278)	\$0	(\$79,278)
8		<u>\$4,087,770</u>	<u>\$4,108,345</u>	<u>\$20,575</u>	<u>\$5,323,823</u>
EXPENSES:					
ADMINISTRATION:					
9	Admin. Wages and Benefits	\$474,728	\$458,863	(\$15,866)	\$644,400
10	Convention/dues/training	\$13,500	\$9,858	(\$3,642)	\$18,000
11	Administrative Agreement	\$9,000	\$9,000	\$0	\$12,000
12	Professional Services	\$16,000	\$30,044	\$14,044	\$40,000
13	Office supplies/Copy Machine/ S/C	\$5,587	\$6,357	\$770	\$7,450
14	Computer hardware/software/IT	\$11,175	\$5,649	(\$5,526)	\$32,900
15	Telephone/ Internet	\$10,350	\$10,161	(\$189)	\$13,800
16		<u>\$540,341</u>	<u>\$529,932</u>	<u>(\$10,409)</u>	<u>\$768,551</u>
FIREFIGHTING FORCE:					
17	Salaries Basic	\$1,996,827	\$1,867,251	(\$129,576)	\$2,732,500
18	Overtime	\$42,500	\$45,572	\$3,072	\$60,000
19	Vacation Pay on Retirement	\$0	\$0	\$0	\$0
19	Force Benefits	\$507,051	\$482,133	(\$24,919)	\$646,800
20	Career Uniforms and maintenance	\$21,000	\$15,696	(\$5,304)	\$28,000
21	Medical and Fitness Testing	\$15,000	\$11,613	(\$3,387)	\$20,000
22	Career Recognition	\$2,500	\$85	(\$2,415)	\$2,500
23	Holiday Relief Wages and overtime	\$239,400	\$241,610	\$2,210	\$327,600
24	Holiday Relief Benefits	\$85,281	\$67,882	(\$17,399)	\$116,700
25		<u>\$2,909,559</u>	<u>\$2,731,840</u>	<u>(\$177,719)</u>	<u>\$3,934,100</u>
TELECOMMUNICATIONS:					
26	Cellular Telephones	\$4,500	\$2,791	(\$1,709)	\$6,000
27	Communication Equipment	\$500	\$943	\$443	\$1,000
28	Maintenance / Repairs	\$350	\$0	(\$350)	\$700
29		<u>\$5,350</u>	<u>\$3,734</u>	<u>(\$1,616)</u>	<u>\$7,700</u>
INSURANCE:					
30	Insurance	\$34,000	\$36,971	\$2,971	\$34,000
31		<u>\$34,000</u>	<u>\$36,971</u>	<u>\$2,971</u>	<u>\$34,000</u>

2020December14OpenSessionFINAL_106

	BUDGET	ACTUAL	VARIANCES	BUDGET	
	YEAR TO DATE	YEAR TO DATE	YEAR TO DATE	2020	
PREVENTION AND TRAINING:					
32	Firefighter / Co. Officer Training	\$27,000	\$8,328	(\$18,672)	\$36,000
33	Fire Prevention	\$6,000	\$6,248	\$248	\$8,000
34	Public Education	\$3,375	\$0	(\$3,375)	\$4,500
35	Training Supplies	\$1,500	\$128	(\$1,372)	\$2,000
36		\$37,875	\$14,703	(\$23,172)	\$50,500
FACILITIES:					
37	Station 1 Operating	\$163,259	\$152,820	(\$10,439)	\$185,120
38	Station 2 Operating	\$15,000	\$14,359	(\$641)	\$20,000
39	Station 2 Rent - Quispamsis	\$38,918	\$38,916	(\$1)	\$51,890
40	Station Supplies	\$9,000	\$8,195	(\$805)	\$12,000
41		\$226,176	\$214,292	(\$11,885)	\$269,090
FLEET:					
42	Fuel Vehicle	\$15,000	\$9,917	(\$5,083)	\$20,000
43	Registration Vehicle	\$400	\$304	(\$96)	\$550
44	Vehicle Maint. & Repairs	\$65,250	\$47,307	(\$17,943)	\$87,000
45		\$80,650	\$57,528	(\$23,122)	\$107,550
OPERATIONS:					
46	New Equipment	\$13,500	\$8,423	(\$5,078)	\$18,000
47	Maint. & Repairs Equip.	\$18,278	\$20,643	\$2,365	\$23,000
48	Maint. & Repairs Bunker Gear	\$1,250	\$0	(\$1,250)	\$5,000
49	Medical Supplies	\$5,250	\$7,834	\$2,584	\$7,000
50	Fire Fighting Supplies	\$2,625	\$7,399	\$4,774	\$3,500
51	H&S/Cause determination	\$1,500	\$1,832	\$332	\$1,500
52		\$42,403	\$46,130	\$3,728	\$58,000
WATER COSTS:					
53	Water Costs - Quispamsis	\$3,816	\$3,816	\$0	\$5,088
54	Water Costs - Rothesay	\$19,833	\$19,833	\$0	\$26,444
55		\$23,649	\$23,649	\$0	\$31,532
OTHER:					
56	Miscellaneous	\$2,250	\$1,300	(\$950)	\$3,000
57	Retirement Allowance	\$44,850	\$44,856	\$6	\$59,800
58	Deficit 2nd Previous Year	\$0			
58		\$47,100	\$46,156	(\$944)	\$62,800
59		\$3,947,103	\$3,704,936	(\$242,168)	\$5,323,823
60	(DEFICIT) SURPLUS FOR THE PERIOD		\$403,409	\$262,742	\$0

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Kennebecasis Valley Fire Department Inc.

Budget Variances Analysis greater than \$5,000

For the 9 months ending September 30, 2020

Line #	Description	Budget YTD	Actual YTD	Variance	Details
(Under Budget)					
17	Salaries Basic	\$1,996,827	\$1,867,251	(\$129,576)	Two members on LTD
9	Admin. Wages and Benefits	\$474,728	\$458,863	(\$15,866)	Finance billed 1/2 normal amount due to COVID/seasonal slowdown
12	Professional Services	\$16,000	\$30,044	\$14,044	Lawson Creamer/Dr. Pishe/Montana HR
14	Computer hardware/software/IT	\$11,175	\$5,649	(\$5,526)	
19	Force Benefits	\$507,051	\$482,133	(\$24,919)	No pension contributions for members on LTD
20	Career Uniforms and maintenance	\$21,000	\$15,696	(\$5,304)	As required
37	Station 1 Operating	\$163,259	\$152,820	(\$10,439)	Lower propane and electricity costs
24	Holiday Relief Benefits	\$85,281	\$67,882	(\$17,399)	New HRRF's with no benefits
42	Fuel Vehicle	\$15,000	\$9,917	(\$5,083)	Lower fuel prices
44	Vehicle Maint. & Repairs	\$65,250	\$47,307	(\$17,943)	As required
46	New Equipment	\$13,500	\$8,423	(\$5,078)	As required
32	Firefighter/Co. Officer Training	\$27,000	\$8,328	(\$18,672)	COVID cancellations/will be made up by year-end
Material Variances		\$3,396,071	\$3,154,311	(\$241,761)	

Kennebecasis Valley Fire Department Inc.

Invoices over \$5,000

For the month of September 2020 (since last board meeting)

Non-Recurring Monthly Invoices	Amount	Description
09-22-20 Fitworks	\$9,977.29	Capital item - New Exercise equipment
09-25-20 Security Electrical	\$5,750	Capital item - Lighting retrofit

Kennebecasis Valley Fire Department - 2020 Capital Budget				
Fleet	Approved	Year to Date Nov 2/20	2020 Year End Estimate	Notes
Replace 2000 Freightliner 1250 gallon Tanker	\$ 375,000	\$430,627	\$ 430,627	Could be further reduced with allocation of misc. revenue from operating budget (+/- \$18,000)
Replace 2010 Toyota Sienna - Deputy Chief/Fire Investigation unit - (158,000 km)	\$ 45,000	\$47,259	\$ 47,259	
Repaint body of Engine 1 to prevent further corrosion issues	\$ 15,000	\$0	\$ -	
	\$ 435,000	\$477,886	\$477,886	
Equipment				
Bunker gear (11 suits) - Year 4 of 4 year replacement cycle	\$ 32,200	\$28,607	\$ 28,607	estimate
Firefighter helmets - replace 44 helmets (10-year expiration)	\$ 22,000	\$18,587	\$ 18,587	
Fitness - update and/or replace exisiting equipment (Year 5 of 5 year plan)	\$ 10,000	\$9,048	\$ 9,048	
Replace Smart Board	\$ 11,000	\$0	\$ 9,600	
	\$ 75,200	\$56,242	\$65,842	
Facilities				
Removal and replacement of siding at 7 Campbell Drive	\$ 110,000	\$31,181	\$ 42,521	Bid price minus warranty rebate from Hardy Plank Includes \$5K rebate from NB Power
Station #1 lighting retrofit	\$ 30,000	\$27,825	\$ 22,825	
	\$ 140,000	\$59,006	\$65,346	
12 Civic Drive Purchase	\$ 525,000	\$0	\$ 485,000	
TOTAL CAPITAL BUDGET (including Civic Drive)	\$1,175,200	\$593,134	\$1,028,232	

\$146,968 Under (Over) Budget



Kennebecasis Valley Fire Department

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

November 10, 2020

Significant Incidents

10 Rafferty Court, Quispamsis – October 25, 2020

A neighbour called 911 to report a fire at the residence across the street from him around dinner time. When crews arrived, they found heavy smoke conditions with fire coming from multiple windows of this 1 ½ story home. The fire which had started in the main floor kitchen had extended through the walls into the attic space eventually burning a hole through the roof. A second alarm was requested and additional personnel were sent to the scene to assist with the physically demanding task of pulling down lath and plaster ceilings to access and extinguish the fire.

The home suffered extensive damage and fortunately there were no civilian or department injuries reported. The fire was caused by an unattended pot left on the stove.

24 Hibbard Lane, Rothesay – October 29, 2020

Originally reported as a chimney fire, arriving crews found dense black smoke and zero visibility when they first entered the single story dwelling. Crews were able to find the fire in the living room and quickly extinguished it before ventilating the smoke from the home. An ember from the fireplace sparked the blaze which caused limited structural damage but extensive smoke damage throughout the home.

58 Roberts Lane, Quispamsis – November 1, 2020

The third, mid-afternoon structure fire in a calendar week also generated the third consecutive second alarm of the week. Heavy smoke and flames were reported by Division Chief White who was first on scene, with flames engulfing the exterior of the home with fire extension into the roof. All residents of the home were outside but their three dogs were still trapped inside. As the fire was being attacked

from the exterior, a second crew made entry to rescue the missing pets. Fortunately, all three dogs were rescued and safely returned to their caregivers.

The majority of the damage to this residence was on the exterior and the roof structure. Crews spent considerable time covering furniture and appliances with tarps to prevent further damage while also removing irreplaceable personal items for the occupants.

The fire investigation determined that the fire started on the exterior of the building as the result of the improper disposal of smoker's materials.

6 Rosedale Avenue, Rothesay – November 2, 2020

An early morning passerby reported smoke and flames in the vicinity which turned out to be a fully engulfed storage shed located in close proximity to the residence. Crews were able to get the fire quickly under control before it spread to the house and caused further damage. The shed and its contents were destroyed by the fire. A charcoal fueled meat smoker that had been used recently was determined to be the cause of the blaze.

Senior Firefighter Karen Trecartin Earns ECFO *Aspire* Bursary

I am pleased to advise that Senior Firefighter Karen Trecartin has been awarded a bursary by the Canadian Association of Fire Chiefs to offset the costs of her enrollment in the newly created Executive Chief Fire Officer *Aspire* program.

The ECFO *Aspire* program is designed for those not yet eligible for the ECFO designation. It serves as a pathway for aspiring leaders to identify their key competencies and serves as a succession planning tool for the department. The heart of the program consists of training and development in a number of competencies within seven important themes related to management within the fire service. I am proud to support the continuing professional development of our future fire service leaders and SFF Trecartin is a worthy recipient of this award.

Virtual Fire Prevention Week – 2020

Like many things impacted by the ongoing pandemic, our annual fall open-house had to be cancelled this year. We are disappointed that we were not able to welcome all of the families that have made a visit to the fire station part of their October routine.

Cooking is one of the leading causes of home fires and injuries so this year's theme for Fire Prevention Week was "Serve Up Fire Safety in the Kitchen!" During the week of October 4-10th, the department used its social media platforms to promote a series of fire safety messages.

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Response Types Kennebecasis Valley Fire Department	Jan 2020	Historical Average	Feb 2020	Historical Average	Mar 2020	Historical Average	April 2020	Historical Average	May 2020	Historical Average	June 2020	Historical Average	July 2020	Historical Average	Aug 2020	Historical Average	Sept 2020	Historical Average	Oct 2020	Historical Average	2020 YTD	Historical Average
Fire/explosion - dollar loss	5	3	1	4	4	2	4	3	2	3	4	3	6	3	1	4	3	3	2	4	32	32
Rubbish/grass fire - no dollar loss	1	2	2	1	3	2	9	7	15	12	5	8	4	9	15	7	5	6	0	4	59	59
Chimney Fire	2	2	0	1	0	2	0	1	0	0	0	0	0	0	0	0	0	0	0	0	2	6
Total Fire	8	7	3	6	7	6	13	10	17	16	9	10	10	13	16	11	8	8	2	8	93	96
Rescue - Miscellaneous	1	1	2	1	1	0	1	0	2	0	1	1	0	1	2	1	1	0	1	1	12	6
Vehicle Accident	10	10	7	8	2	7	4	6	9	8	7	8	8	9	7	9	8	9	6	9	68	84
Total Rescue	11	10	9	9	3	8	5	6	11	8	8	9	8	10	9	10	9	9	7	10	80	90
Public Hazard - gasoline or fuel spill	1	1	1	0	0	0	0	1	0	1	0	1	0	1	0	1	0	1	0	1	2	6
Public Hazard - power line down / utility pole hazard	1	5	1	2	2	1	7	2	2	2	2	1	0	7	1	2	4	2	0	3	20	28
Public Hazard - miscellaneous	1	2	1	1	0	1	1	1	3	2	1	1	0	2	2	1	2	1	1	1	12	13
Total Public hazard	3	7	3	4	2	2	8	3	5	4	3	3	0	9	3	4	6	3	1	5	34	45
Gas Leak - propane	1	1	1	1	0	0	0	0	0	1	0	0	0	0	1	0	0	0	1	0	4	5
Gas Leak - response to carbon monoxide detector alarm	5	2	6	1	5	1	5	1	0	0	0	0	2	1	0	0	0	1	1	1	24	9
Total Gas leak	6	2	7	2	5	1	5	1	0	1	0	1	2	1	1	1	0	1	2	1	28	13
Public Service - first aid	49	49	51	51	42	56	30	52	37	49	37	50	43	52	45	48	46	43	49	52	429	501
Public Service - assist police or other agency	2	2	2	1	0	1	0	1	0	0	2	0	1	1	2	1	0	1	1	1	10	8
Public Service - mutual aid	1	1	1	1	1	1	1	1	1	0	0	1	0	1	0	1	0	1	0	1	5	10
Public Service - animal rescue	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Public Service - flooding	0	5	0	1	0	2	1	0	0	1	0	0	0	1	0	0	0	2	0	1	1	13
Public Service- miscellaneous	0	3	0	1	0	1	0	1	3	1	2	1	0	2	1	2	1	2	3	2	10	16
Total Public services	52	60	54	54	43	61	32	53	41	52	41	53	44	56	48	51	47	49	53	57	455	545
Alarm No Fire - accidental miscellaneous	4	3	5	3	1	4	3	2	7	3	0	3	2	2	3	4	3	4	6	4	34	33
Alarm No Fire - smoke or steam mistaken	0	1	0	1	1	1	0	0	1	2	0	2	0	1	2	1	0	1	0	2	4	11
Alarm No Fire - sprinkler surge or discharge	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
Alarm No Fire - detector activated	6	4	4	4	4	5	4	2	7	3	3	6	6	7	0	7	4	8	3	8	41	55
Alarm No Fire - unknown odours	1	0	1	1	0	1	0	1	0	1	0	0	0	0	0	0	0	1	1	1	3	5
Alarm No Fire - miscellaneous	2	2	1	1	0	2	0	2	0	2	0	2	5	3	4	3	1	2	2	2	15	21
Total Alarm no fire - No malicious intent	13	12	11	10	6	13	7	6	15	11	3	13	13	14	9	15	8	16	12	17	97	126
False Alarm (Mischief) - miscellaneous	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	1	0	0	0	5
Total False alarm - Mischief	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	1	0	1	0	1	0	5
Total Response Types Kennebecasis Valley Fire Department	93	99	87	85	66	91	70	86	89	93	64	88	77	105	86	94	78	89	77	99	787	929

Town of Rothesay

General Fund Financial Statements

October 31, 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 - October	G11
Project Funding -November - draft to Oct. 20/2020	G12

Town of Rothesay

Balance Sheet - Capital General Fund 10/31/20

ASSETS

Capital Assets - General Land	4,515,620
Capital Assets - General Fund Land Improvements	8,374,468
Capital Assets - General Fund Buildings	5,492,528
Capital Assets - General Fund Vehicles	3,873,565
Capital Assets - General Fund Equipment	3,219,720
Capital Assets - General Fund Roads & Streets	42,018,169
Capital Assets - General Fund Drainage Network	20,247,324
Capital Assets - Under Construction - General	-
	<u>87,741,394</u>

Accumulated Amortization - General Fund Land Improvements	(3,774,301)
Accumulated Amortization - General Fund Buildings	(2,415,589)
Accumulated Amortization - General Fund Vehicles	(2,011,229)
Accumulated Amortization - General Fund Equipment	(1,366,936)
Accumulated Amortization - General Fund Roads & Streets	(20,706,080)
Accumulated Amortization - General Fund Drainage Network	(7,115,515)
	<u>(37,389,648)</u>

\$ 50,351,745

LIABILITIES AND EQUITY

Gen Capital due to/from Gen Operating	(210,000)
Total Long Term Debt	6,601,000

Total Liabilities \$ 6,391,000

Investment in General Fund Fixed Assets 43,960,745

\$ 50,351,745

Town of Rothesay

Balance Sheet - General Fund Reserves

10/31/20

ASSETS

BNS Gas Tax Interest Account	5,182,519
BNS General Operating Reserve #214-15	57,848
BNS - Gen Operating Reserve GIC	500,000
BNS General Capital Reserves #2261-14	56,625
BNS - Gen Capital Reserve GIC	800,000
BNS - Gas Tax Reserves - GIC	359,316
Gen Reserves due to/from Gen Operating	16,625
	<u>\$ 6,972,933</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	5,170,246
Invest. in General Capital Reserve	667,691
General Gas Tax Funding	371,468
Invest. in General Operating Reserve	565,519
Invest. in Land for Public Purposes Reserve	144,254
Invest. in Town Hall Reserve	53,755
	<u>\$ 6,972,934</u>

Town of Rothesay
Balance Sheet - General Operating Fund
10/31/20

CURRENT ASSETS

Cash	1,118,424
BNS - General - REDA BANK	169,394
Receivables	193,817
HST Receivable	417,583
Payroll Clearing	(233)
Inventory	21,681
Gen Operating due to/from Util Operating	(543,749)
Total Current Assets	<u>1,376,917</u>
Other Assets:	
Projects	<u>3,865,153</u>
	<u>3,865,153</u>
TOTAL ASSETS	<u><u>5,242,070</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	801,779
Other Payables	539,439
Gen Operating due to/from Gen Reserves	16,625
Gen Operating due to/from Gen Capital	210,000
Accrued Pension Obligation	78,100
Accrued Retirement Allowance	408,322
REDA Payable	165,017
Def. Rev-Quispamsis/Library Share	37,631
TOTAL LIABILITIES	<u><u>2,256,913</u></u>

EQUITY

Retained Earnings - General	(13,238)
Surplus/(Deficit) for the Period	<u>2,998,395</u>
	<u>2,985,157</u>
	<u><u>5,242,070</u></u>

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Town of Rothesay

Statement of Revenue & Expenditure
10 Months Ended 10/31/20

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Warrant of Assessment	1,374,375	1,374,372	13,743,726	13,743,720	6		16,492,464
Sale of Services	46,196	48,325	246,199	339,383	(93,184)		410,300
Services to Province of New Brunswick	5,000	5,000	50,000	50,000	0		60,000
Other Revenue from Own Sources	6,354	8,013	304,684	89,125	215,559		108,150
Unconditional Grant	10,692	10,695	106,939	106,946	(7)		128,335
Conditional Transfers	48,812	0	65,915	26,500	39,415		26,500
Other Transfers	0	0	849,251	849,251	0		1,099,251
	<u>\$1,491,428</u>	<u>\$1,446,404</u>	<u>\$15,366,714</u>	<u>\$15,204,925</u>	<u>\$161,789</u>		<u>\$18,325,000</u>
EXPENSES							
General Government Services	148,154	143,105	1,927,127	1,986,832	59,705		2,308,843
Protective Services	395,483	398,195	4,535,168	4,534,956	(212)		5,331,346
Transportation Services	202,734	242,440	2,705,456	2,936,561	231,105		3,606,766
Environmental Health Services	53,232	51,500	556,957	547,000	(9,957)		658,000
Environmental Development	40,250	46,438	445,468	513,064	67,596		605,940
Recreation & Cultural Services	231,498	238,492	1,751,220	1,877,169	125,948		2,112,991
Fiscal Services	247	333	446,923	436,890	(10,033)		3,701,113
	<u>\$1,071,598</u>	<u>\$1,120,504</u>	<u>\$12,368,320</u>	<u>\$12,832,471</u>	<u>\$464,152</u>		<u>\$18,324,999</u>
Surplus (Deficit) for the Year	<u>\$419,831</u>	<u>\$325,900</u>	<u>\$2,998,395</u>	<u>\$2,372,454</u>	<u>\$625,941</u>		<u>\$ 1</u>

Recreation & Cultural Services

Administration	18,956	18,872	242,797	226,216	(16,581)	263,960
Beaches	0	0	36,384	45,500	9,116	45,500
Rothsday Arena	19,572	35,101	185,370	267,789	82,419	335,434
Memorial Centre	1,994	4,417	46,569	52,167	5,597	61,000
Summer Programs	976	1,000	60,185	61,500	1,315	62,000
Parks & Gardens	46,741	46,859	509,089	511,596	2,507	586,554
Rothsday Common Rink	1,052	2,889	39,185	48,893	9,708	57,672
Playgrounds and Fields	22,013	8,167	101,154	102,667	1,512	115,000
Regional Facilities Commission	112,923	112,923	451,692	451,692	0	451,692
Kennebecasis Public Library	7,179	7,179	71,787	71,787	0	86,144
Special Events	93	1,000	7,008	36,500	29,492	39,500
PRO Kids	0	0	0	0	0	7,500
Rothsday Living Museum	0	86	0	863	863	1,035
	<u>231,498</u>	<u>238,492</u>	<u>1,751,220</u>	<u>1,877,169</u>	<u>125,948</u>	<u>2,112,991</u>

Fiscal Services**Debt Charges**

Interest	247	333	97,923	87,890	(10,033)	173,113
Debt Payments	0	0	349,000	349,000	0	778,000
	<u>247</u>	<u>333</u>	<u>446,923</u>	<u>436,890</u>	<u>(10,033)</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>247</u>	<u>333</u>	<u>446,923</u>	<u>436,890</u>	<u>(10,033)</u>	<u>3,701,113</u>

Town of Rothesay

Statement of Revenue & Expenditure
10 Months Ended 10/31/20

	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	1,200	1,667	3,524	16,667	(13,143)	1	20,000
Town Hall Rent	891	6,083	52,755	60,833	(8,078)		73,000
Arena Revenue	34,963	34,892	115,072	168,417	(53,345)	2	220,800
Community Garden	0	0	840	1,000	(160)		1,000
Fox Farm Rental	4,028	850	12,528	8,500	4,028		10,200
Recreation Programs	5,114	4,833	61,480	83,967	(22,487)	3	85,300
	<u>46,196</u>	<u>48,325</u>	<u>246,199</u>	<u>339,383</u>	<u>(93,184)</u>		<u>410,300</u>
Other Revenue from Own Sources							
Licenses & Permits	4,377	6,250	153,089	62,500	90,589	4	75,000
Recycling Dillies & Lids	26	83	574	833	(260)		1,000
Interest & Sundry	688	833	9,938	8,333	1,605		10,000
Miscellaneous	1,248	846	126,735	8,458	118,277		10,150
Fire Dept. Administration	0	0	9,000	9,000	0		12,000
History Book Sales	15	0	15	0	15		0
Local Improvement Levy Mulberry Lane	0	0	5,333	0	5,333		0
	<u>6,354</u>	<u>8,013</u>	<u>304,684</u>	<u>89,125</u>	<u>215,559</u>		<u>108,150</u>
Conditional Transfers							
Canada Day Grant	0	0	2,000	1,500	500		1,500
Grant - Other	48,812	0	63,915	25,000	38,915		25,000
	<u>48,812</u>	<u>0</u>	<u>65,915</u>	<u>26,500</u>	<u>39,415</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	750,000	750,000	0		1,000,000
	<u>0</u>	<u>0</u>	<u>849,251</u>	<u>849,251</u>	<u>0</u>		<u>1,099,251</u>
EXPENSES							
General Government Services							
Legislative							
Mayor	2,238	4,036	29,893	38,929	9,036		47,000
Councillors	9,938	12,056	98,918	111,988	13,070		136,100
Regional Service Commission 9	899	1,750	3,597	7,000	3,403		7,000
Other	100	1,125	1,825	11,250	9,425		13,500
	<u>13,175</u>	<u>18,967</u>	<u>134,233</u>	<u>169,167</u>	<u>34,933</u>		<u>203,600</u>
Administrative							
Office Building							
	5,373	9,117	131,099	137,467	6,368		155,000
Solicitor	0	4,167	1,874	41,667	39,793		50,000
Administration - Wages & Benefits	72,287	83,320	830,295	875,017	44,721		1,081,656
Covid-19 Expenses	21,964	0	87,015	0	(87,015)	6	0
Supplies	7,038	9,142	80,176	91,417	11,240		109,700
Professional Fees	396	1,667	28,814	26,667	(2,148)		30,000
Other	15,523	12,477	128,690	134,774	6,084		159,729
	<u>122,581</u>	<u>119,889</u>	<u>1,287,963</u>	<u>1,307,007</u>	<u>19,044</u>		<u>1,586,085</u>

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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET	
Other General Government Services								G7
Community Communications	0	833	835	8,333	7,498		10,000	
Civic Relations	0	167	13	1,667	1,654		2,000	
Insurance	0	0	194,165	195,131	966		195,131	
Donations	5,148	2,917	19,748	29,167	9,418		35,000	
Cost of Assessment	0	0	258,027	258,027	0		258,027	
Property Taxes - L.P.P.	0	0	16,469	15,000	(1,469)		15,000	
Fox Farm Rental Expenses	7,250	333	15,674	3,333	(12,340)	7	4,000	
	12,399	4,250	504,931	510,658	5,727		519,158	
	148,154	143,105	1,927,127	1,986,832	59,705		2,308,843	
Protective Services								
Police								
Police Protection	215,137	215,137	2,168,371	2,151,371	(17,000)	8	2,581,645	
Crime Stoppers	0	0	2,800	2,800	0		2,800	
	215,137	215,137	2,171,171	2,154,171	(17,000)		2,584,445	
Fire								
Fire Protection	166,704	166,704	1,893,994	1,892,239	(1,755)		2,225,646	
Water Costs Fire Protection	0	0	325,000	325,000	0		325,000	
	166,704	166,704	2,218,994	2,217,239	(1,755)		2,550,646	
Emergency Measures								
911 Communications Centre	13,063	13,063	130,629	130,629	0		156,755	
EMO Director/Committee	80	1,667	719	16,667	15,948		20,000	
	13,143	14,730	131,348	147,296	15,948		176,755	
Other								
Animal & Pest Control	500	792	5,834	7,917	2,083		9,500	
Other	0	833	7,821	8,333	512		10,000	
	500	1,625	13,655	16,250	2,595		19,500	
Total Protective Services	395,483	398,195	4,535,168	4,534,956	(212)		5,331,346	

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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Transportation Services							G8
Common Services							
Administration (Wages & Benefits)	128,165	139,057	1,410,625	1,529,541	118,916	9	1,810,279
Workshops, Yards & Equipment	40,467	49,477	497,120	594,769	97,649	10	693,723
Engineering	313	625	4,738	6,250	1,512		7,500
	<u>168,946</u>	<u>189,159</u>	<u>1,912,483</u>	<u>2,130,560</u>	<u>218,077</u>		<u>2,511,502</u>
Street Cleaning & Flushing	0	10,000	16,070	32,000	15,930		40,000
Roads & Streets	3,813	4,583	50,776	45,833	(4,942)		55,000
Crosswalks & Sidewalks	1,882	3,031	10,968	19,000	8,032		21,063
Culverts & Drainage Ditches	12,800	5,625	57,707	56,250	(1,457)		67,500
Snow & Ice Removal	0	12,000	370,902	395,100	24,198		602,000
2018 Flood Costs	(335)	0	0	0	0		0
Flood Costs	315	0	32,217	0	(32,217)	11	0
	<u>18,494</u>	<u>35,240</u>	<u>538,641</u>	<u>548,184</u>	<u>9,543</u>		<u>785,563</u>
Street Lighting	13,027	10,833	125,309	108,333	(16,976)	12	130,000
Traffic Services							
Street Signs	0	667	9,078	6,667	(2,412)		8,000
Traffic Lanemarking	187	1,000	27,513	30,000	2,487		30,000
Traffic Signals	751	3,333	17,285	33,333	16,048		40,000
Railway Crossing	1,184	2,000	16,286	20,000	3,714		24,000
	<u>2,121</u>	<u>7,000</u>	<u>70,163</u>	<u>90,000</u>	<u>19,837</u>		<u>102,000</u>
Public Transit							
Public Transit - Comex Service	0	0	53,401	53,401	(0)		71,201
KV Committee for the Disabled	0	0	4,000	4,000	0		4,000
Public Transit - Other	146	208	1,460	2,083	623		2,500
	<u>146</u>	<u>208</u>	<u>58,861</u>	<u>59,484</u>	<u>623</u>		<u>77,701</u>
Total Transportation Services	<u>202,734</u>	<u>242,440</u>	<u>2,705,456</u>	<u>2,936,561</u>	<u>231,105</u>		<u>3,606,766</u>
Environmental Health Services							
Solid Waste Disposal Land Fill	17,677	16,250	170,107	162,500	(7,607)		195,000
Solid Waste Disposal Compost	12,322	3,000	56,011	30,000	(26,011)		36,000
Solid Waste Collection	23,233	24,167	232,205	241,667	9,462		290,000
Solid Waste Collection Curbside Recycling	0	8,083	59,028	80,833	21,806		97,000
Clean Up Campaign	0	0	39,606	32,000	(7,606)		40,000
	<u>53,232</u>	<u>51,500</u>	<u>556,957</u>	<u>547,000</u>	<u>(9,957)</u>		<u>658,000</u>
Environmental Development Services							
Planning & Zoning							
Administration	23,786	34,248	360,023	387,964	27,941		456,460
Planning Projects	0	3,750	0	37,500	37,500		45,000
Heritage Committee	0	208	0	2,083	2,083		2,500
	<u>23,786</u>	<u>38,206</u>	<u>360,023</u>	<u>427,547</u>	<u>67,524</u>		<u>503,960</u>
Economic Development Comm.	16,463	8,232	82,316	82,317	0		98,780
Tourism	0	0	3,129	3,200	71		3,200
	<u>16,463</u>	<u>8,232</u>	<u>85,445</u>	<u>85,517</u>	<u>72</u>		<u>101,980</u>
	<u>40,250</u>	<u>46,438</u>	<u>445,468</u>	<u>513,064</u>	<u>67,596</u>		<u>605,940</u>

2020December14OpenSessionFINAL_121

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Recreation & Cultural Services							
Administration	18,956	18,872	242,797	226,216	(16,581)	13	263,960
Beaches	0	0	36,384	45,500	9,116		45,500
Rothsay Arena	19,572	35,101	185,370	267,789	82,419	14	335,434
Memorial Centre	1,994	4,417	46,569	52,167	5,597		61,000
Summer Programs	976	1,000	60,185	61,500	1,315		62,000
Parks & Gardens	46,741	46,859	509,089	511,596	2,507		586,554
Rothsay Common Rink	1,052	2,889	39,185	48,893	9,708		57,672
Playgrounds and Fields	22,013	8,167	101,154	102,667	1,512		115,000
Regional Facilities Commission	112,923	112,923	451,692	451,692	0		451,692
Kennebecasis Public Library	7,179	7,179	71,787	71,787	0		86,144
Special Events	93	1,000	7,008	36,500	29,492		39,500
PRO Kids	0	0	0	0	0		7,500
Rothsay Living Museum	0	86	0	863	863		1,035
	<u>231,498</u>	<u>238,492</u>	<u>1,751,220</u>	<u>1,877,169</u>	<u>125,948</u>		<u>2,112,991</u>
Fiscal Services							
Debt Charges							
Interest	247	333	97,923	87,890	(10,033)	15	173,113
Debt Payments	0	0	349,000	349,000	0		778,000
	<u>247</u>	<u>333</u>	<u>446,923</u>	<u>436,890</u>	<u>(10,033)</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>247</u>	<u>333</u>	<u>446,923</u>	<u>436,890</u>	<u>(10,033)</u>		<u>3,701,113</u>

10 months ending October 31, 2020

Note #		Actual	Budget	Better/(Worse)	Description of Variance
Revenue					
1	Bill McGuire Memorial Centre	\$ 3,524	\$ 16,667	\$ (13,143)	Closed
2	Arena Revenue	\$ 115,072	\$ 168,417	\$ (53,345)	Loss of spring, September rentals
3	Recreation Programs	\$ 61,480	\$ 83,967	\$ (22,487)	Loss of spring, early summer soccer rentals
4	Licenses & Permits	\$ 153,089	\$ 62,500	\$ 90,589	New building
5	Miscellaneous	\$ 126,735	\$ 8,458	\$ 118,277	Insurance proceeds, sale of used equipment \$61,977
			Total	\$ 119,891	
			Variance per Statement	\$ 161,789	
			Explained	74.10%	
Expenses					
General Government					
6	Covid Expenses	\$ -	\$ 87,015	\$ (87,015)	Unbudgeted
7	Fox Farm Expenses	\$ 15,674	\$ 3,333	\$ (12,341)	Repairs and renovations
Protective Services					
8	Police Protection	\$ 2,168,371	\$ 2,151,371	\$ (17,000)	Extraneous costs
Transportation					
9	Administration - Wages & Benefits	\$ 1,410,625	\$ 1,529,541	\$ 118,916	Wages \$80,000 under, Overtime \$19,000 under
10	Workshops, Yards & Equipment	\$ 497,120	\$ 594,769	\$ 97,649	Fuel \$33,000 under, Trees \$15,500 under, Radios & Cells \$16,000 under, Vehicle Maint. \$39,000 over budget
11	Flood Costs	\$ 32,217	\$ -	\$ (32,217)	Unbudgeted
12	Street Lighting	\$ 125,309	\$ 108,333	\$ (16,976)	Budget low
Environmental Health					
			\$ -		
Environmental Development					
			\$ -		
Recreation & Cultural Services					
13	Administration - Wages & Benefits	\$ 242,797	\$ 226,216	\$ (16,581)	Salary allocation - wages costs under budgeted
14	Rothesay Arena	\$ 185,370	\$ 267,789	\$ 82,419	Lower operating costs due to closure
15	Special Events	\$ 7,008	\$ 36,500	\$ 29,492	Limited events
Fiscal Services					
16	Interest	\$ 97,923	\$ 87,890	\$ (10,033)	New debenture costs
			Total	\$ 136,313	
			Variance per Statement	\$ 464,152	
			Explained	29.37%	

Town of Rothesay

Capital Projects 2020
General Fund
10 Months Ended 10/31/20

	Original BUDGET		CURRENT Y-T-D	Remaining Budget		Budget	Actual
General Government							
12010560 Town Hall Improvements G-2020-009	170,000		27,552	142,448			
12010660 IT 2020 G-2020-008	45,000		17,924	27,076			
Total General Government	215,000		45,476	169,524			
Protective Services							
12011560 Protective Serv. Equipment Purchases P-2020-010	480,000		34,590	445,410			
Total Protective Services	480,000		34,590	445,410			
Transportation							
12021360 Transportation Equipment Purchases T-2020-003	615,000		233,736	381,264	Roller	45,000	
12027260 Asphalt Microseal 2020 T-2020-005	1,505,500	1,690,000	1,906,182	-216,182	Storm Pump		56,825
12027360 Sandbagging T-2020-006	0		0	0	Tandem Dump	300,000	176,911
12027460 Fox Farm Designated Highway T-2020-012	545,000		632,862	-87,862	5500 1 ton	100,000	
12027660 Traffic Study T-2020-014	40,000		3,155	36,845	F250 3/4 ton	60,000	
12010060 Alexander Avenue Design	0		59,362	-59,362	F150 1/2 ton 4x4	50,000	
12027760 2021 Asphalt Engineering T-2021-001	60,000		11,969	48,031	1500 1/2 ton	60,000	
Unassigned:						615,000	233,736
Designated Highway	585,000	0		0			
Stormwater Master Plan	300,000			300,000			
Total Transportation	3,650,500	1,690,000	2,847,265	402,735			
Recreation							
12020860 Recreation Equipment Purchases R-2020-004	110,000		17,685	92,315	Truck	60,000	17,685
12027160 Wells Field Replacement R-2020-002	550,000		281,727	268,273	Equipment	50,000	
12020760 Trail Development R-2020-007	50,000		493	49,507		110,000	17,685
12012060 Arena Renovation R-2020-011	1,020,000		434,154	585,846			
Total Recreation	1,730,000		734,059	995,941			
Carryovers							
12026860 Church Avenue Reconstruction T-2019-002	0		189,708	-189,708			
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		13,195	-13,195			
	0		203,763	-203,763			
Total	\$ 6,075,500	\$ 1,690,000	\$ 3,865,153	\$ 1,809,847			
Funding							
General Government	215,000		215,000		Gas Tax		
Protective Services	480,000		112,500	367,500			
Transportation	3,650,500		2,242,500		560,500	847,500	
Recreation	1,730,000		180,000	1,550,000			
	\$ 6,075,500	\$ -	\$ 2,750,000	\$ 1,917,500	\$ 560,500	\$ 847,500	

Town of Rothesay

Capital Projects 2020
General Fund
11 Months Ended 11/30/20

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	Original BUDGET		CURRENT Y-T-D	Remaining Budget		Budget	Actual
General Government							
12010560 Town Hall Improvements G-2020-009	170,000		27,552	142,448			
12010660 IT 2020 G-2020-008	45,000		17,924	27,076			
Total General Government	215,000		45,476	169,524			
Protective Services							
12011560 Protective Serv. Equipment Purchases P-2020-010	480,000		228,912	251,088			
Total Protective Services	480,000		228,912	251,088			
Transportation							
12021360 Transportation Equipment Purchases T-2020-003	615,000		308,952	306,048	Roller	45,000	
12027260 Asphalt Microseal 2020 T-2020-005	1,505,500	1,690,000	1,906,182	216,182	Storm Pump		56,825
12027360 Sandbagging T-2020-006	0		0	0	Tandem Dump	300,000	252,127
12027460 Fox Farm Designated Highway T-2020-012	545,000		632,862	87,862	SS00 1 ton	100,000	
12027660 Traffic Study T-2020-014	40,000		3,155	36,845	F250 3/4 ton	60,000	
12010060 Alexander Avenue Design	0		60,635	60,635	F150 1/2 ton 4x4	50,000	
12027760 2021 Asphalt Engineering T-2021-001	60,000		25,384	34,616	1500 1/2 ton	60,000	
Unassigned:						615,000	308,952
Designated Highway	585,000	0		0			
Stormwater Master Plan	300,000			300,000			
Total Transportation	3,650,500	1,690,000	2,937,169	312,831			
Recreation							
12020860 Recreation Equipment Purchases R-2020-004	110,000		76,247	33,753	Truck	60,000	58,562
12027160 Wells Field Replacement R-2020-002	550,000		283,344	266,656	Equipment	50,000	17,685
12020760 Trail Development R-2020-007	50,000		493	49,507		110,000	76,247
12012060 Arena Renovation R-2020-011	1,020,000		434,154	585,846			
Total Recreation	1,730,000		794,237	935,763			
Carryovers							
12026860 Church Avenue Reconstruction T-2019-002	0		189,708	189,708			
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		13,195	13,195			
	0		203,763	203,763			
Total	\$ 6,075,500	\$ 1,690,000	\$ 4,209,558	\$ 1,465,442			
Funding							
General Government	215,000		215,000		Gas Tax		
Protective Services	480,000		112,500	367,500			
Transportation	3,650,500		2,242,500		560,500	847,500	
Recreation	1,730,000		180,000	1,550,000			
Total	\$ 6,075,500	\$ -	\$ 2,750,000	\$ 1,917,500	\$ 560,500	\$ 847,500	

Town of Rothesay

Utility Fund Financial Statements

October 31, 2020

Attached Reports:

Capital Balance Sheet	U1
Reserve Balance Sheet	U2
Operating Balance Sheet	U3
Operating Income Statement	U4
Variance Report	U5
Project Listing - October	U6
Project Listing - November - Draft to 11/20/2020	U7

Town of Rothesay

Capital Balance Sheet

As at 10/31/20

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	27,712,960
Capital Assets Utilities Sewer System	24,052,521
Capital Assets Utilities Land Improvements	42,031
Capital Assets Utilities Roads & Streets	220,011
Capital Assets Utilities Vehicles	113,001
	<u>54,779,988</u>

Accumulated Amortization Utilites Buildings	(638,871)
Accumulated Amortization Utilites Water System	(7,671,922)
Accumulated Amortization Utilites Sewer System	(8,556,857)
Accumulated Amortization Utilites Land Improvements	(42,031)
Accumulated Amortization Utilites Vehicles	(23,235)
Accumulated Amortization Utilites Equipment	(140,077)
Accumulated Amortization Utilites Roads & Streets	(16,135)
	<u>(17,089,128)</u>

TOTAL ASSETS

37,690,859

LIABILITIES

Current:

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

Long-Term:

Long-Term Debt	8,565,454
Total Liabilities	<u>8,165,454</u>

EQUITY

Investments:

Investment in Fixed Assets	29,525,405
Total Equity	<u>29,525,405</u>
TOTAL LIABILITIES & EQUITY	<u>37,690,858</u>

Town of Rothesay
Balance Sheet - Utilities Fund Reserves
10/31/20

ASSETS

BNS Utility Capital Reserve # 00241 12	29,295
BNS - Util Capital Reserve GIC	1,300,000
Util Reserves due to/from Util Oper	11,069
	<u>\$ 1,340,365</u>

LIABILITIES AND EQUITY

Invest. in Utility Capital Reserve	963,676
Invest. in Utility Operating Reserve	105,260
Invest. in Sewerage Outfall Reserve	271,428
	<u>\$ 1,340,365</u>

Town of Rothesay
 Utilities Fund Operating Balance Sheet
 As at 10/31/20

ASSETS

Current assets:	
Accounts Receivable Net of Allowance	728,338
Total Current Assets	<u>728,338</u>
Other Assets:	
Projects	540,949
	<u>540,949</u>
 TOTAL ASSETS	 \$ <u><u>1,269,287</u></u>

LIABILITIES

Accrued Payables	43,514
Due from General Fund	(543,749)
Due from (to) Capital Fund	400,000
Due to (from) Utility Reserve	11,069
Deferred Revenue	<u>14,681</u>
Total Liabilities	<u>(74,484)</u>

EQUITY

Surplus:	
Opening Retained Earnings	25,641
Profit (Loss) to Date	<u>1,318,130</u>
	<u>1,343,771</u>
 TOTAL LIABILITIES & EQUITY	 \$ <u><u>1,269,287</u></u>

Town of Rothesay
Utilities Operating Income Statement
10 Months Ended 10/31/20

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	0	0	813,591	829,375	(15,784)	1	1,100,000
Meter and non-hookup fees	0	0	40,237	35,400	4,837		47,200
Water Supply for Fire Prot.	0	0	325,000	325,000	0		325,000
Local Improvement Levy	0	0	60,408	62,000	(1,592)		62,000
Sewerage Services	(740)	0	1,657,087	1,650,000	7,087		1,650,000
Connection Fees	0	5,833	97,725	58,333	39,392	2	70,000
Interest Earned	8,697	5,417	88,850	54,167	34,683	3	65,000
Misc. Revenue	300	49	4,750	491	4,259		589
Infrastructure Grants	0	0	48,079	0	48,079	4	0
Surplus - Previous Years	0	0	80,211	80,211	0		80,211
TOTAL RECEIPTS	8,257	11,299	3,215,938	3,094,977	120,961		3,400,000
WATER SUPPLY							
Share of Overhead Expenses	0	0	300,000	300,000	0		400,000
Audit/Legal/Training	690	708	7,701	10,083	2,382		11,500
Purification & Treatment	85,296	28,333	341,386	303,333	(38,052)	5	360,000
Transmission & Distribution	11,955	6,667	167,021	98,667	(68,355)	6	112,000
Power & Pumping	3,374	4,167	40,728	41,667	938		50,000
Billing/Collections	97	250	1,846	2,500	654		3,000
Water Purchased	0	63	1,176	625	(551)		750
Misc. Expenses	6,396	1,500	13,835	15,000	1,165		18,000
TOTAL WATER SUPPLY	107,809	41,688	873,693	771,875	(101,818)		955,250
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	0	0	450,000	450,000	0		600,000
Audit/Legal/Training	0	500	6,363	12,000	5,637		13,000
Collection System Maintenance	1,266	2,667	44,032	58,667	14,635		64,000
Sewer Claims	4,631	5,000	19,555	20,000	445		20,000
Lift Stations	2,615	5,417	33,130	54,167	21,037		65,000
Treatment/Disposal	10,269	6,417	82,808	79,167	(3,641)		92,000
Infiltration Study	0	0	5,872	0	(5,872)		0
Misc. Expenses	162	1,167	10,128	11,667	1,538		14,000
TOTAL SWGE COLLECTION & DISPOSAL	18,944	21,167	651,888	685,667	33,779		868,000
FISCAL SERVICES							
Interest on Long-Term Debt	0	0	191,092	191,092	(0)		299,377
Principal Repayment	0	0	181,136	181,136	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	372,227	372,227	(0)		1,576,750
TOTAL EXPENSES	126,752	62,854	1,897,808	1,829,769	(68,038)		3,400,000
NET INCOME (LOSS) FOR THE PERIOD	(118,496)	(51,555)	1,318,130	1,265,208	52,923		1

Town of Rothesay

Variance Report - Utility Operating
10 months ending October 31, 2020

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Sale of Water	813,591	829,375	\$ (15,784)	Commercial sales down
2	Connection Fees	97,725	58,333	\$ 39,392	Apartment building
3	Interest Earned	88,850	54,167	\$ 34,683	Interest on receivables
4	Infrastructure Grants	48,079	-	\$ 48,079	Balance of Small Communities Fund
Water System Expenses					
5	Purification & Treatment	\$ 341,386	\$ 303,333	\$ (38,053)	Rehab of Well 6
6	Transmission & Distribution	\$ 167,021	\$ 98,667	\$ (68,354)	Taylor Brook Bridge repairs
Sewerage Collection and Disposal					
				\$	
Fiscal Services					
				\$	

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Town of Rothesay

Capital Projects 2020

Utility Fund

10 Months Ended 10/31/20

	Original BUDGET	Revisions	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		82,440	167,560		
12045530 Water Tower Repairs W-2020-007	-		189,571	-189,571		
	<u>\$ 900,000</u>	<u>\$ -</u>	<u>\$ 272,011</u>	<u>\$ 627,989</u>		
SEWER						
12045030 Turnbull Court Design S-2020-001	1,110,000		85,930	1,024,070		
12044830 Sewer Costs in Asphalt Contract T-2020-005	100,000		23,257	76,743		
12045430 Conversion to Digital Radio S-2020-006	65,000		10,662	54,338		
12044130 WWTP Design Phase 2 S-2017-001	1,500,000		0	1,500,000		
12045630 Brock Court/Goldie Court Service Renewal W-2020-008	-	100,000	126,665	-26,665		
	<u>2,775,000</u>	<u>100,000</u>	<u>246,514</u>	<u>2,628,486</u>		
Total Approved	<u>3,675,000</u>	<u>100,000</u>	<u>518,525</u>	<u>3,256,475</u>		
Carryovers						
Funded from Reserves						
12042330 Wastewater Treatment Plant - S-2014-016-A	-		22,424	-22,424		
	<u>0</u>	<u>0</u>	<u>22,424</u>	<u>-22,424</u>		
	<u>3,675,000</u>	<u>100,000</u>	<u>540,949</u>	<u>3,234,051</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
	<u>\$ 3,675,000</u>	<u>\$ 200,000</u>	<u>\$ 575,000</u>	<u>\$ 1,000,000</u>	<u>\$ 1,200,000</u>	<u>\$ 700,000</u>

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Town of Rothesay

Capital Projects 2020

Utility Fund

11 Months Ended 11/30/20

DRAFT!

	Original BUDGET	Revisions	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		93,868	156,132		
12045530 Water Tower Repairs W-2020-007	-		189,571	-189,571		
	<u>\$ 900,000</u>	<u>\$ -</u>	<u>\$ 283,439</u>	<u>\$ 616,561</u>		
SEWER						
12045030 Turnbull Court Design S-2020-001	1,110,000		95,264	1,014,736		
12044830 Sewer Costs in Asphalt Contract T-2020-005	100,000		23,257	76,743		
12045430 Conversion to Digital Radio S-2020-006	65,000		10,662	54,338		
12044130 WWTP Design Phase 2 S-2017-001	1,500,000		0	1,500,000		
12045630 Brock Court/Goldie Court Service Renewal W-2020-008	-	100,000	126,665	-26,665		
	<u>2,775,000</u>	<u>100,000</u>	<u>255,848</u>	<u>2,619,152</u>		
Total Approved	<u>3,675,000</u>	<u>100,000</u>	<u>539,287</u>	<u>3,235,713</u>		
Carryovers						
Funded from Reserves						
12042330 Wastewater Treatment Plant - S-2014-016-A	-		22,424	-22,424		
	<u>0</u>	<u>0</u>	<u>22,424</u>	<u>-22,424</u>		
	<u>3,675,000</u>	<u>100,000</u>	<u>561,711</u>	<u>3,213,289</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
	<u>\$ 3,675,000</u>	<u>\$ 200,000</u>	<u>\$ 575,000</u>	<u>\$ 1,000,000</u>	<u>\$ 1,200,000</u>	<u>\$ 700,000</u>

Town of Rothesay

2020-10-31 219500-60

Donations/Cultural Support	Budget 2020	Paid to date
KV3C	2,500.00	
NB Medical Education Trust	5,000.00	5,000.00
SJRH	2,500.00	
KV Food Basket	6,000.00	5,148.39
Fairweather Scholarship	1,000.00	1,000.00
KV Oasis	2,500.00	2,500.00
Saint John Theatre Company	1,000.00	1,000.00
Vocational Training Centre	6,000.00	
sub	26,500.00	14,648.39
Other:	8,500.00	
Imperial Theatre		250.00
Youth for Youth concert		100.00
NB Competitive Festival		100.00
Forum for Young Canadians		250.00
WE Believe SJ		200.00
Muscular Dystrophy		200.00
Arts Atlantic Symposium		1,500.00
KV Food Basket		1,000.00
St. Joseph's Hospital Foundation		1,000.00
Make a Wish		500.00
sub	8,500.00	5,100.00
	<u>35,000.00</u>	<u>19,748.39</u>

Other:			
Kennebecasis Crimestoppers	2,800.00	2,800.00	Protective Services
KV Committee for the Disabled	5,500.00	4,000.00	Transportation
PRO Kids	7,500.00		Recreation

TOWN OF ROTHESAY

FINANCE COMMITTEE
HELD VIA WEBEX

November 26, 2020

Open Session

In attendance:

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

The meeting was called to order at 8:32.

The agenda was accepted as presented (DS/NG).

The minutes of October 21 were accepted as presented. (NG/DS)

October Financial Statements

General Fund – Treasurer MacDonald reviewed the financial statements and variance report noting there were no significant changes from prior months. Covid expenditures to date were reviewed as the Provincial Government has requested a summary for possible reimbursement. The details of the reimbursement are still vague, however a motion is to be submitted by Council prior to December 31, 2020. The committee agreed to the recommendation that a revised summary of costs will be submitted at the next regular Council meeting. The Treasurer is still anticipating a small operating fund surplus as there are some additional revenues over budget from insurance refunds and sale of used assets. The statements were accepted as presented (NG/DS).

Utilities Fund – Treasurer MacDonald reviewed the financial statements and variance report noting there were no significant changes from prior months. Treasurer MacDonald explained that no current user fees were collected to fund the water treatment plant. When necessary the project will be financed with borrowed funds. The statements were accepted as presented (DS/NG)

Donations

The summary was received and filed with the following comments; the Vocational Training Centre has not asked for their funds for 2020; and Mayor Grant has authorized \$500 to the Empty Stocking Fund.

Curent requests were reviewed with the following recommendations:

Symphony New Brunswick – After a brief discussion it was agreed to recommend a grant of \$2,500. (NG/MA)

NBMEF Inc. – We have been giving \$5,000 for a number of years, and the recipient is usually from Rothesay. It was agreed to recommend a grant of \$5,000. (NG/DS)

KV Oasis – They have recently restructured their board and have a new Executive Director. They are open during COVID. After a brief discussion, it was agreed to recommend a grant of \$2,500. (MA/NG)

Crimestoppers – Police rely on them. Their standard request is \$2,800. It was agreed to recommend a grant of \$2,800. (NG/DS)

Saint John Theatre Company - After a brief discussion it was agreed to recommend a grant of \$1,000. (NG/MA)

KRJBPC Funding Request

This has been on the Council table and it was agreed to recommend an allocation of \$100,000 from the 2020 operating reserve. (NG/DS)

COVID Loss Report

As Treasurer MacDonald noted above, we expect a loss of approximately \$100,000. The Provincial Government has requested a summary of expected costs and has suggested there may be a reimbursement available. However, no details have been provided as to the funding formula. The committee recommended the Treasurer update the summary and present to Council at the next regular meeting for a motion to request funding.

Budget Review and Motions

Treasurer MacDonald noted that comments were solicited multiple times via social media since the budget presentation and no comments were received. Treasurer MacDonald reviewed the changes since our last meeting including the following;

- WHSCC costs decreased as a result of a reduction in the applicable rate;
- Insurance costs were increased to reflect the anticipated premium changes;
- Fiscal services costs were amended to reflect the receipt of actual 2020 debentures;
- Minor changes to payroll amounts to reflect a final review by senior staff.

As requested, there was a discussion regarding possible renovations required to return to public Council meetings. The committee recommended proceeding with upgrades utilizing funds from the 2020 fiscal period.(DS/NG).

The committee agreed to recommend Council approve all budgets as presented (DS/NG)

2020 Reserve Motions

These will be presented at the December Council meeting.

Climate Change Adaptation

The Treasurer noted the Town is currently in the process of reviewing our Climate Adaptation strategy which includes a public input component. Therefore, the Finance Committee recommends removing the request currently on the Council table for a public meeting process and receive and file the request.

Compliance Report

For information.

Next Meeting

January 21, 2021, or at the call of the Chairman. Meeting adjourned at 9:30.

Councillor Grant Brenan, Chairman

Ellen K. Steeves, Recording Secretary



ROTHESAY MEMORANDUM



TO	:	Mayor and Council
FROM	:	Finance Committee
DATE	:	December 7, 2020
RE	:	Safe Restart Funding

Recommendations

The Finance Committee recommends that Council approve the Rothesay Restart Funding Application based on the following net impact of Covid-19 in the year 2020:

Add: Total of additional COVID-19 specific costs = \$268,000

Add: Total of COVID – 19 specific losses = \$142,000

Less: Total of COVID-19 specific operational savings = \$85,000

= Net COVID impact = \$325,000

Background

On Friday October 30, 2020 the province of New Brunswick, collaborating with the Federal Government, announced financial support would be provided to local governments to cover COVID-19 related expenses through the Safe Restart Agreement.

On November 6, 2020 the Province of New Brunswick distributed a letter from the Minister of Local Government and Local Governance Reform Daniel Allain that indicated local governments must submit a resolution of Council which clearly outlines the net impact of COVID-19 in 2020 to access Safe restart funding. The letter indicated specifically the information required in the Council resolution with a deadline for submission of December 31, 2020.

Based on this formula, Rothesay is submitting a claim for \$325,000. This claim includes COVID-19 costs incurred such as materials and services including masks, sanitizer, additional cleaning services, signage, rental vehicles, payroll costs for non-productive employees and equipment to allow for the resumption of public meetings as well as an estimate of similar costs to be incurred through the end of 2020. Total COVID-19 specific losses include revenue lost from closure of public facilities such as the Rothesay Arena, sports fields and water revenue lost due to a reduction in commercial consumption. COVID-19 specific operating savings includes operating costs associated with closed facilities (ie the Rothesay Arena) and costs of special events (ie concerts on the Common) that were cancelled. The Rothesay claim also includes the town's share of costs incurred by the Kennebecasis Fire and Police departments.



November 6, 2020

Mayors:

As announced on Friday, October 30, 2020, the Province of New Brunswick is pleased to partner with the Federal Government to provide financial support through the Safe Restart Agreement to cover COVID-19 related expenses incurred by local governments.

To access this portion of the Safe Restart funding, local governments are required to submit a resolution of council which clearly outlines the net impact of COVID-19 in 2020. Specifically, the following information is required:

	Total of additional COVID-19 specific costs
+	Total of COVID-19 specific losses
-	Total of COVID-19 specific operational savings
=	Net COVID-19 impact

Payments will be processed once resolutions of council have been received and reviewed for compliance. The deadline to submit information is December 31, 2020 and can either be emailed to CF.FC@gnb.ca or mailed to the following address:

Department of Environment and Local Government
Attention: Scott Lloy
20 McGloin St.
Fredericton, NB
E3A 5T8

If you have any questions or concerns regarding this payment, please communicate with Scott Lloy, Director of Community Funding, at your earliest convenience.

Please note this payment will be subject to potential future audits to ensure adherence to the spirit and intent of the funding.

Thank you,

A handwritten signature in blue ink, appearing to read "D. Allain".

Daniel Allain
Minister of Local Government and Local Governance Reform





ROTHESAY

DRAFT



2020 December 14 Open Session FINAL 139
ROTHESAY HIVE ADVISORY COMMITTEE MEETING
BY WEBEX VIDEOCONFERENCE

Pursuant to the *Local Governance Act* and the Province of New Brunswick State of Emergency (declared 19 March 2020)

Tuesday, November 17, 2020 at 10:00 a.m.

PRESENT: MAYOR NANCY GRANT, *ex-officio member (joined the videoconference at 10:30 a.m.)*
COUNC. MIRIAM WELLS, CHAIRPERSON
JULIE ATKINSON
ANGELA CAMPBELL (*joined the videoconference at 10:05 a.m. and left at 10:25 a.m.*)
JILL JENNINGS
DR. SHAWN JENNINGS
DIANE O'CONNOR, VICE-CHAIRPERSON
NEA STEPHENSON
ROBERT TAYLOR

TOWN MANAGER JOHN JARVIE (*joined the videoconference at 10:30 a.m.*)
INTERIM RECREATION COORDINATOR KIRSTIN DUFFLEY
RECORDING SECRETARY LIZ POMEROY

ABSENT: CHRISTINA BARRINGTON
JEAN PORTER MOWATT

Chairperson Wells called the videoconference to order at 10:00 a.m.

1. APPROVAL OF AGENDA

MOVED by R. Taylor and seconded by S. Jennings the agenda be approved as circulated.

CARRIED.

2. APPROVAL OF MINUTES

2.1 Rothesay Hive Advisory Committee meeting of October 20, 2020.

MOVED by R. Taylor and seconded by S. Jennings the minutes of October 20, 2020 be adopted as circulated.

CARRIED.

3. RE-OPENING OF THE ROTHESAY HIVE UPDATE:

K. Duffley reported the following: the Rothesay Hive officially reopened on November 2, 2020; to date there are 37 members (new and returning); November programming includes Older Adult Fitness, Flex & Flow, Sittercise, Chair Yoga, Beginners Latin Line Dancing, and a Book Club meeting; staff are pleased with the turnout and positive feedback was received from members; and staff have not had to turn away participants due to limited capacity. She added the Book Club meeting is postponed to November 27th due to minimal initial interest. Staff will monitor registration but if it does not increase a Book Club meeting will not be scheduled in December.

A. Campbell joined the videoconference.

K. Duffley reported she spoke with Anita Punamiya of the Art4Life program to determine if there is interest in providing similar activities at the Rothsay Hive. She noted Ms. Punamiya indicated this is a busy time for the Art4Life program but suggested the idea could be explored in the new year. When questioned, K. Duffley advised the cost for each Art4Life activity varies (drawing, painting, clay, theatre, etc.). Hosting a drawing class at the Rothsay Hive 2 hours per week over a 4 week period for 10 participants would calculate to a cost of \$65 per person (without materials) or \$85 per person (with materials). D. O'Connor and J. Jennings noted they participated in an art class provided by another instructor with a lower cost. D. O'Connor and K. Duffley agreed to contact the instructor and see if there is interest in offering a class at the Rothsay Hive. She added classes provided by this instructor are also available on the BellAliant Lifestyles television channel which could be explored as another option to provide the class to members. Counc. Wells suggested Rothsay Hive members be polled to determine if there is interest in participating in an art class of some sort. K. Duffley agreed to conduct the poll. Counc. Wells added individuals have expressed interest to her in either participating or instructing a program to play Bridge. In response to an inquiry, K. Duffley advised the facility can be set up so each participant will have their own table for an art class. She added she will continue discussions with Ms. Punamiya early in the new year. Counc. Wells added a partnership may encourage Art4Life participants to join the Rothsay Hive.

K. Duffley advised she spoke with the YMCA fitness coach that conducted the Rothsay Hive Membership Questionnaire. She reported the fitness coach expressed interest in instructing a class and will provide her availability once her work schedule is confirmed.

J. Jennings inquired if more volunteers are needed. K. Duffley advised at this time there is no need for additional volunteers aside from the two students from Rothsay High School. She added it is expected more volunteers will be needed once the facility returns to regular hours and normal capacity. In response to an inquiry, K. Duffley confirmed the two students are scheduled to volunteer until the end of the school year. She added the students have expressed interest in offering assistance in roles other than the welcome desk as they become available (ex. computer program instructor).

There was a lengthy discussion regarding the Speaker Series. D. O'Connor noted she and K. Duffley are discussing options to host the program while adhering to COVID-19 protocols. She reassured the Committee the speakers are eager to return but are awaiting details regarding logistics. When questioned, D. O'Connor noted attendance for the program varies depending on the topic; however past attendance ranged from 10-35 individuals. She added it is likely the matter will be revisited early in the new year following the holidays. She further noted the Oldies 96 radio station has expressed interest in promoting senior's health initiatives which could include announcements for the Rothsay Hive.

J. Jennings questioned if the new operational hours will impact the availability of speakers. She noted the program was previously hosted in the evenings. D. O'Connor noted she does not anticipate this will be a problem as long as the speakers are scheduled well in advance. J. Jennings suggested some individuals that work during the day also would not be able to attend the program. D. O'Connor noted the matter will be discussed further in the new year.

A. Campbell left the videoconference.

Counc. Wells explained due to busy holiday schedules committee meetings are typically cancelled in December. She questioned if the Committee is amenable to cancelling the December meeting. The Committee agreed to cancel the December meeting. R. Taylor suggested the Committee be informed of any updates by email if necessary before the scheduled meeting in January.

Mayor Grant and Town Manager Jarvie joined the videoconference.

K. Duffley advised she does not anticipate any pressing matters as the December program schedule for the Rothesay Hive will be similar to the November schedule. Counc. Wells commended K. Duffley on the work done to reopen the Rothesay Hive. R. Taylor suggested a note be included on the December schedule identifying the intent to expand programming once the pandemic subsides. K. Duffley added members have also expressed their appreciation that the facility was reopened.

4. ROTHESAY HIVE SPONSORS

- Points to Discuss: Recognition of sponsors, past sponsors, possible new sponsors, and uses for donations.

After a lengthy discussion it was agreed:

- Go Ahead Seniors Sponsorship
 - D. O'Connor will confirm details regarding the invoice(s) for the sponsorship of \$100 per month
 - A thank you letter be sent to the organization
 - The Go Ahead Seniors banner (no logo, only "healthy active living for 50+") will be put up in the vicinity of the Rothesay Hive
- K. Duffley will design a digital poster for online recognition of sponsors on the webpage and Facebook page (for all sponsors as past sponsorship benefits were cut short by closure of the facility)
- N. Stephenson will follow up with Rothesay Kings Rotary as interest was expressed prior to the pandemic. She will request a logo for the digital poster if interest is confirmed.
- K. Duffley will share logo requirements for potential sponsors
- A Sponsorship Sub-Committee videoconference will be scheduled to revisit sponsorship levels and benefits
- D. O'Connor will follow up with potential lead for another sponsorship
- K. Duffley will comprise a list of items (with cost) required in the facility to determine the total amount of donations needed

D. O'Connor commented on a Regional Development Corporation Community Investment grant for COVID-19 expenses. She questioned if this is something the Rothesay Hive should pursue. Town Manager Jarvie advised there is intent to submit an application for the Town. He noted he will investigate if funding can be secured for the Rothesay Hive as well.

5. WIFI IN THE ROTHESAY HIVE

K. Duffley reported the Rothesay Hive no longer has access to WIFI as this service was provided by the YMCA. She added due to security precautions public access to Town WIFI is not permitted. She questioned if the Committee is interested in restoring the service at a cost of roughly \$1000 for equipment and installation. D. O'Connor asked if there will be a monthly fee required following installation. It was noted sponsorship could be obtained to cover the cost of the amenity. K. Duffley advised she will investigate and report back to the Committee. The Committee agreed to revisit the matter in January as there is no immediate need for the service at this time.

D. O'Connor listed local businesses in the area to approach for potential sponsorship. She acknowledged the hard times organizations are facing during the pandemic but noted some may be willing to provide small donations. Counc. Wells advised the Sponsorship Sub-Committee will discuss the matter and report back to the Committee in January.

There was discussion regarding the deadline to renew the Town's Age-Friendly designation. It was noted the deadline is either in the spring of 2021 or 2022. Town Manager Jarvie advised he will confirm the date and report back.

When questioned, K. Duffley advised she will design a template for new letterhead for the Rothesay Hive as the previous one was designed with the YMCA logo.

6. DATE OF NEXT MEETING

The next meeting will be a WebEx videoconference on Tuesday, January 19, 2021 at 10:00 a.m.

7. ADJOURNMENT

MOVED by D. O'Connor and seconded by S. Jennings the meeting be adjourned.

CARRIED.

The meeting adjourned at 11:00 a.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY

2020December14OpenSessionFINAL_143
PARKS AND RECREATION COMMITTEE MEETING

WEBEX VIDEOCONFERENCE

Pursuant to the *Local Governance Act* and the Province of New Brunswick State of Emergency (declared 19 March 2020)

Tuesday, November 17, 2020 at 6:30 p.m.



DRAFT

PRESENT: MARY ANN GALLAGHER, CHAIRPERSON
COUNC. PETER LEWIS
MAUREEN DESMOND (*joined the videoconference at 6:40 p.m.*)
DR. SHAWN JENNINGS
ALLYSON MURRAY
GARY MYLES, VICE CHAIRPERSON
COUNC. MIRIAM WELLS

TOWN MANAGER JOHN JARVIE
DIRECTOR OF PARKS AND RECREATION CHARLES JENSEN
INTERIM RECREATION COORDINATOR KIRSTIN DUFFLEY
RECORDING SECRETARY LIZ POMEROY

ABSENT: RAHA MOSCA
JON McEACHERN
HOLLY YOUNG
FACILITIES COORDINATOR RYAN KINCADE

Chairperson Gallagher called the videoconference to order at 6:30 p.m. noting she and DRP Jensen are in the office at the Rothesay Arena observing physical distancing requirements, and wearing masks. She thanked M. Desmond, R. Mosca, and A. Murray for their service on the Committee noting their terms are expiring in December.

1. APPROVAL OF AGENDA

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

ON THE QUESTION:

Counc. Wells requested clarification regarding an item in the budget to purchase equipment for grooming trails. She noted she understood a similar piece of equipment is already owned by the Town. DRP Jensen advised the Town owns equipment to groom ball fields. The intent was to use this equipment to groom trails and crusher dust pathways, however this proved unsuccessful, so another piece of equipment is required.

CARRIED.

2. APPROVAL OF MINUTES

2.1 Regular Parks and Recreation Committee meeting of September 22, 2020.

MOVED by G. Myles and seconded by S. Jennings the minutes of September 22, 2020 be adopted as circulated.

CARRIED.

3. DELEGATIONS

N/A

4. REPORTS & PRESENTATIONS

N/A

5. UNFINISHED BUSINESS:**5.1 Wells Ball Field update**

DRP Jensen reported the project is moving along despite a drainage issue. He advised Council approved additional funds for the project to install a pipe to resolve the issue. Work is currently underway, and it is anticipated the drainage concerns will be resolved by next week. Staff are optimistic the project will be completed by next summer as scheduled. DRP Jensen explained the field will sit idle in 2021 to allow the grass to mature properly, and the field will be playable in 2022. In response to an inquiry, DRP Jensen advised the contractor reassured staff the installation of the pipe will resolve the drainage problem. Counc. Wells questioned if a decision was made regarding future use of the Scribner Crescent ball field. DRP Jensen advised the matter has not been discussed further at this time. Town Manager Jarvie added he does not anticipate a decision for a few years.

M. Desmond joined the videoconference.

5.2 2021 Draft Parks and Recreation Budgets

- Operating Budget
- Capital Budget

DRP Jensen reported a Public Budget Presentation videoconference was held yesterday (November 16, 2020) to review the municipal budget. Residents are encouraged to submit written comments before noon on November 24, 2020 to rothesay@rothesay.ca to be reviewed by the Finance Committee, and subsequently Council. He advised there were minimal changes to the proposed Parks and Recreation budgets discussed at the last Committee meeting.

Counc. Lewis requested a status update on his email to DRP Jensen suggesting solar lights be installed at the Wells Dog Park. DRP Jensen confirmed three solar lights were installed late in the day yesterday. He noted the lights were not as bright as expected but this could be due to the time of installation which may not have given the lights enough time to charge. He will revisit the area to inspect further. In response to an inquiry, DRP Jensen estimated the cost of each light was roughly \$250. He added the lights are not intended to act as floodlights but will provide adequate light.

S. Jennings inquired about the difference between revenue and expenses compared to prior years. DRP Jensen advised the pandemic caused a loss of revenue related to closure of the Arena and the Bill McGuire Centre; however bookings for the arena and fields also experienced a significant increase over prior years. Chairperson Gallagher added rates for Town facilities have also increased.

Counc. Wells questioned if the allotment for the Rothesay Hive will be shown in the Parks and Recreation budget. Town Manager Jarvie clarified the item is included in the municipal budget under Personnel (Parks and Recreation). Counc. Wells questioned if the item for Trails pertains to the Wells Recreation Park. DRP Jensen advised it does, and also includes the Rothesay/Quispamsis trail connection. He reported it is expected trail work in the Wells Park will conclude next year and then return to regular maintenance. Funds are included as a placeholder for the Rothesay/Quispamsis trail until the project can move forward. When questioned, DRP Jensen advised staff are working to advance the project but must acquire land in the area before it can progress to the design phase.

Chairperson Gallagher requested clarification on the \$350,000 allocated to Arena Renovations. DRP Jensen explained the funds are intended to complete a design for the renovations. Chairperson Gallagher requested a status update on the Wells Building sub-committee. DRP Jensen advised the group is confirmed, and an electronic meeting will be scheduled to begin discussions.

6. CORRESPONDENCE FOR ACTION

6.1 9 October 2020 Letter from Rothesay High School students RE: Request for a skate park Counc. Wells commented it is positive to see students becoming involved in their community. She questioned if constructing a skate park is a possibility for the Town. DRP Jensen advised an investigation is required to determine if the proposal is feasible in terms of cost, and proposed location. S. Jennings commented on the popularity of the skate park in Saint John and noted he would support the initiative. When questioned, A. Murray agreed it is likely the amenity would be well received by students. DRP Jensen agreed to investigate the idea and report back to the Committee. Counc. Wells suggested a response be sent to the students noting their letter was reviewed by Council, and the Committee, and the feasibility of the idea is being explored. DRP Jensen noted this can be done.

Counc. Wells requested a status update on the Kennebecasis Park volleyball court. Chairperson Gallagher noted the proposal was under review by the School District prior to the onset of the pandemic. She noted the matter will be revisited in the spring. When questioned, DRP Jensen advised an expenditure was not required in the 2020 Capital Budget due to the inexpensive cost. He noted staff will assist with the installation and community members have offered to donate materials. Chairperson Gallagher added the Kennebecasis Park Ratepayers Association also expressed interest in contributing \$1500 towards the project.

7. NEW BUSINESS

7.1 Parks and Recreation Update

➤ Parks

DRP Jensen reported the following: fields are now closed but were used steadily during the season; work on the trails in Wells Park remains ongoing and preparations are underway to provide roughly 7 kilometers of groomed ski trails for winter; work on the Wells Park ball field continues; and staff are putting up Christmas decorations around Town.

DRP Jensen advised while the intent is to open the Rothesay Common ice surface as early as possible this year, it all depends on the weather. It has become evident that individuals prefer the facility be available earlier in the season. Staff are investigating the potential benefits of closing the facility earlier as use typically dwindles during March Break as most people travel during this time. However, this trend may differ with the continuation of the pandemic. DRP Jensen reviewed proposed changes to operations in response to the pandemic such as: use of a signal visible on the public webcam stream to inform residents the facility is at maximum capacity (50 person limit), washrooms will be limited to one individual at a time, dressing rooms are to be used as washrooms only, and benches will be available so individuals can put on their skates outside. Chairperson Gallagher noted it is expected the facility will be well used as individuals look for winter activities to keep busy and active while the pandemic continues.

Counc. Wells inquired about grooming trails for winter. DRP Jensen advised some trails in Wells Park will be groomed for cross country skiing, and the Hillside trail will be groomed for walking.

DRP Jensen advised individuals are adhering to the new pandemic protocols in place for the arena. He added the stands were removed as part of the renovations but individuals are practicing proper social distancing and are limiting spectators to one per player.

S. Jennings inquired about the outdoor exercise equipment. DRP Jensen advised Council voted against the purchase of the equipment. Counc. Wells explained she voted against the purchase due to the significant cost and likelihood that the equipment would not be well used. She noted despite a warmer climate she has not seen significant use of similar equipment in Florida.

➤ Recreation

K. Duffley reported the Rothesay Hive reopened on November 2, 2020 with reduced hours and limited capacity. Pandemic protocols are in place and the facility offers programs such as: Older Adult Fitness, Flex & Flow, Sittercise, Chair Yoga, Beginners Latin Line Dancing, and a Book Club. Staff are pleased with the initial turnout, and positive feedback was received from members. She encouraged Committee members to inform interested individuals that information is available on the Town website, the Rothesay Hive Facebook page, or by contacting Town staff.

K. Duffley relayed cancellations as a result of the pandemic including: special skating events at the Rothesay Common, the Mayor's Tree Lighting ceremony, and the Kennebecasis Valley Santa Claus Parade. DRP Jensen added the events were cancelled as large gatherings are not encouraged during the pandemic.

Counc. Wells commended K. Duffley on her hard work to reopen the Rothesay Hive. In response to an inquiry, K. Duffley advised individuals can register for Rothesay Hive programs by either phone or email.

G. Myles referenced a comment made by Counc. Brennan at the August 10, 2020 Council meeting regarding available Provincial or Federal funding for the arena renovations. He noted he does not fully support the decision to renovate the facility but noted he would favour the idea more if external funding was secured. He questioned if an application was submitted for the funding. Town Manager Jarvie advised an application was submitted and staff are awaiting a response. When questioned, he explained through the Bilateral Agreement for Infrastructure there is an opportunity to cost share projects (80% federal and provincial funds and 20% municipal contribution). In response to an inquiry, he noted it is unclear when a response is to be expected.

Counc. Wells, as Chair of the Nominating Committee, once again thanked M. Desmond (as she joined the videoconference late) for her service as she concludes her six year term on the Committee.

8. CORRESPONDENCE FOR INFORMATION

N/A

9. DATE OF NEXT MEETING

DRP Jensen advised typically committee meetings in December are cancelled due to busy holiday schedules. He noted unless pressing matters arise it is likely the next Parks and Recreation Committee meeting will be held in January.

The next meeting is tentatively scheduled for Tuesday, December 22, 2020.

10. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 7:10 p.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY
2020 December 14 Open Session FINAL - 148
PLANNING ADVISORY COMMITTEE MEETING
BY TELECONFERENCE



Pursuant to the *Local Governance Act* and the Province of New Brunswick State of Emergency (declared 19 March 2020)

Monday, December 7, 2020 at 5:30 p.m.

DRAFT

PRESENT: COLIN BOYNE, CHAIRPERSON
COUNCILLOR BILL MCGUIRE
COUNCILLOR DON SHEA
TRACIE BRITTAIN
JOHN BUCHANAN (*joined the teleconference at 5:35 p.m.*)
ANDREW MCMACKIN
CRAIG PINHEY, VICE-CHAIRPERSON

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

ABSENT: ELIZABETH GILLIS
TOWN MANAGER JOHN JARVIE

Chairperson Boyne called the teleconference to order at 5:30 p.m. noting he, Director of Planning Brian White, Town Clerk Mary Jane Banks, and Ms. Maritess Flores of 19 Chapel Road are in the Common Room at Rothesay Town Hall wearing masks, and observing physical distancing requirements. He added Mr. Tim Webber, co-owner of Long Bay Brewery (82 Marr Road), along with the remaining Committee members and Town staff were connected remotely.

1. APPROVAL OF THE AGENDA

MOVED by Counc. Shea and seconded by Counc. McGuire the agenda be approved as circulated.
CARRIED.

2. ADOPTION OF MINUTES

2.1 Regular Meeting of November 2, 2020

MOVED by T. Brittain and seconded by C. Pinhey the minutes of November 2, 2020 be adopted as circulated.

CARRIED.

3. NEW BUSINESS

3.1	82 Marr Road OWNER: PID: PROPOSAL:	Tim Webber & Jon Chouinard Trevor Marr 30209167 Conditional Use
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DPDS White advised the application is from the new owners of Long Bay Brewery, a microbrewery at 82 Marr Road, to increase seating at the facility from 25 to 44 persons. He provided background noting, in August of 2016 the Planning Advisory Committee passed a motion permitting a microbrewery with required provincial licensing for a facility not exceeding 25 persons as a conditional use at 82 Marr Road. Since approval was granted the facility has grown and expanded with the construction of a dedicated taproom (tasting room).

Staff calculate the by-law parking requirement for the proposed 44 person tasting room at 15 parking spaces (1 for every 3 seats). The property, inclusive of a mix of other businesses, currently has 38 parking spots (40% is required for the microbrewery's proposal). Since the other businesses (pet grooming, pool services, and auto parts) have peak parking requirements at different times from the brewery (primarily evenings and weekends) the property can efficiently share parking among the businesses.

J. Buchanan joined the teleconference.

Counc. Shea expressed appreciation for the report from the Fire Marshal. He noted a portion of his copy of the report was cut off, and asked if there is any information under the Violations/orders/comments section that is noteworthy. DPDS White explained the Fire Marshal's report is intended to provide the applicants with a list of required actions. He noted there are no items that give staff pause or concern. He added the space cannot be occupied until the items are properly addressed.

Counc. McGuire asked what would happen if a new business, a restaurant for example, opened on the property and required spaces during the brewery's peak times. DPDS White advised a letter was submitted by the property owner indicating, if necessary, more spaces could be constructed. He added if further spaces are required the arrangement would need to be re-evaluated. C. Pinhey inquired about seasonal outdoor seating. Mr. Webber noted the current application is solely for interior seating but there is interest in exploring the possibility of providing seasonal outdoor seating in the future. He added in that case another application would be submitted. DPDS White advised such an application would be reviewed by the Fire Marshal as well as the Town's Building Inspector.

Chairperson Boyne asked if Mr. Webber would like to add any additional comments. Mr. Webber noted he has nothing further to add.

MOVED by C. Pinhey and seconded by Counc. McGuire the Planning Advisory Committee hereby permits a microbrewery with a liquor establishment special facility license not exceeding 44 persons as a conditional use at 82 Marr Road (PID 30209167).

CARRIED.

Mr. Webber left the teleconference.

3.2	19 Chapel Road	Maritess Flores
	OWNER:	Maritess Flores
	PID:	00064725
	PROPOSAL:	Assisted Living Facility

DPDS White summarized the report, highlighting: Ms. Flores is requesting approval to operate a six person assisted living facility at 19 Chapel Road; the Committee granted a Conditional Use approval to operate an assisted living facility not exceeding three persons on August 6, 2019 subject to the facility being licensed in accordance with Provincial requirements for such facilities; following approval Ms. Flores was informed by the Department of Social Development of a requirement for a sprinkler system when there are four or more residents; the estimated cost to install the sprinkler system is in the range of \$60,000 – 70,000; Ms. Flores is prepared to make this significant investment however she has indicated the investment for a three resident facility does not justify the expense.

DPDS White advised no concerns were raised by either the Kennebecasis Valley Fire Department or the Town Engineer regarding installation of a proposed sprinkler system. It was noted Ms. Flores informed staff before the meeting that she does not anticipate parking will be an issue as some occupants of assisted living facilities have vehicles, however it is not very common. DPDS White added there is considerable space for parking on the property. He further noted in the last decade residential care facilities have been permitted in Rothesay however, if approved, this would be the first facility of its kind in the Town. He explained it would be a positive learning experience to observe its integration.

When questioned, DPDS White clarified the letter of opposition was received, and reviewed by the Committee, prior to granting approval in August 2019. He explained the August 2019 staff report (with the attached letter) was included to provide as much information as possible. In response to an inquiry, DPDS White advised polling was not conducted following the request for a six person facility.

Counc. Shea questioned why polling was not conducted following the second application. DPDS White explained additional polling is not expected to produce further information due to the short timeframe between the first and second application – 2019 and 2020, respectively. Counc. Shea suggested residents may be amenable to a three person facility, but not a six person facility. DPDS White advised the Committee can decide to table the application until additional polling is conducted.

Counc. Shea inquired about wheelchair accessibility, additional plans, and if the Fire Marshal has inspected the property. Ms. Flores noted: the property is not wheelchair accessible; if a resident's level of care increases to require a wheelchair, a social worker will be contacted for an assessment to determine if the individual should be transferred to another care facility; there are no plans to modify the property aside from what was submitted in both applications; and an inspection by a Fire Marshal was not completed. Counc. Shea commented he found the Fire Marshal's report, submitted with the Long Bay Brewery application, informative. DPDS White clarified a fire inspection will occur following the installation of the sprinkler system. He commented on the thoroughness of the licensing requirements in the Community Placement Residential Facilities Regulation of the Family Services Act.

Counc. McGuire asked if any complaints were received since the facility was opened. DPDS White clarified the facility was never opened, and cannot be operated until the sprinkler system is installed. Counc. McGuire noted residents of assisted living facilities can still take care of themselves, to an extent, thus it is not anticipated the facility will cause major disturbances to surrounding properties.

Chairperson Boyne clarified the reason Ms. Flores is before the Committee again is because of a discrepancy in the requirements to operate an Adult Residential Facility, more specifically regarding the need for a sprinkler system. DPDS White advised this was correct.

Chairperson Boyne asked if Ms. Flores has any additional comments. Ms. Flores indicated she hopes the Committee will grant her the opportunity to help community members and seniors by operating an assisted living facility in Rothesay.

DPDS White added inspections are completed by the Department of Social Development annually for assisted living facilities. He noted the reports are available online, and the link was provided in the staff report.

When questioned, DPDS White advised, if requested, additional polling would be conducted immediately and reviewed at the next Committee meeting in January. Counc. Shea expressed interest in conducting additional polling.

MOVED by Counc. McGuire and seconded by T. Brittain the Planning Advisory Committee grant a variance and Conditional Use approval to operate an Assisted Living Facility not exceeding six (6) persons, from the residential dwelling located at 19 Chapel Road (PID 00064725) subject to the following conditions:

1. The facility be licensed and inspected in accordance with the Community Placement Residential Facilities Regulation of the Family Services Act.
2. The facility complies with fire prevention standards and building standards as authorized by the Office of the Fire Marshal.

ON THE QUESTION:

In response to an inquiry, DPDS White confirmed, if the motion is defeated, the proposal would not advance.

NAY vote recorded from Counc. Shea.

CARRIED.

Chairperson Boyne thanked Ms. Flores, and she left the meeting.

4. OLD BUSINESS

TABLED ITEMS

Tabled February 5, 2018 – no action at this time

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

Tabled September 8, 2020 – no action at this time

4.2 Removal of PAC conditions and variance – 59 Dolan Road (PID 00094938)

5. CORRESPONDENCE FOR INFORMATION

N/A

6. DATE OF NEXT MEETING(S)

The next meeting will be held on **Monday, January 4, 2021.**

DPDS White, on behalf of the Town, thanked Chairperson Boyne and C. Pinhey for their service as they conclude their maximum six year term on the Committee. Counc. McGuire, on behalf of the Nominating Committee and Council, echoed DPDS White's appreciation for their service on the Committee. Chairperson Boyne and C. Pinhey thanked the Committee.

ROTHESAY

Planning Advisory Committee (via teleconference) 2020 December 14 Open Session FINAL_152
Minutes

-5-

7 December 2020

DRAFT

7. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 6:05 p.m.

CHAIRPERSON

RECORDING SECRETARY



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
December 14th, 2020

TO: Mary Jane Banks, Town Clerk

SUBMITTED BY:

Brian White, Director of Planning & Development Services

DATE: 9 December 2020

SUBJECT: REVISION OCTOBER 2020 BUILDING REPORT

INFORMATION REPORT

BACKGROUND

Staff have identified an error in the tabulation of the October building report. The "Summary for 2020 to Date:" incorrectly lists \$19,991,649.00 as the total value of construction. The error has been corrected in the attached revised report for October. The yearly totals for October and November are now correctly reported as follows:

- | | | |
|-------------------------------------|---------------------|--------------|
| 1. Oct 2020 Summary \$19,364,649.00 | Building Permit Fee | \$143,241.75 |
| 2. Nov 2020 Summary \$19,662,249.00 | Building Permit Fee | \$145,943.75 |

BUILDING PERMIT REPORT		
10/1/2020 to 10/31/2020		
Nature of Construction	Value of Construction	Building Permit Fee
ELECTRICAL UPGRADE	\$600.00	\$20.00
STORAGE SHED	\$2,700.00	\$21.75
ACCESSORY BUILDING	\$3,500.00	\$29.00
Totals:	\$397,700.00	\$3,576.75
Summary for 2020 to Date:	\$19,991,649.00	\$147,787.00

Figure 1 - Identified Error in the October 2020 Building Report



ROTHESAY

2020December14OpenSessionFINAL_154

BUILDING PERMIT REPORT

10/1/2020 to 10/31/2020

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
10/01/2020	BP2020-00013	7 HIGHLAND AVE	ADDITION	\$25,000.00	\$181.25
10/26/2020	BP2020-00069	19 BROADWAY ST	FENCE	\$8,000.00	\$58.00
10/16/2020	BP2020-00138	3 BENJAMIN	FENCE	\$10,000.00	\$72.50
10/01/2020	BP2020-00143	2056 ROTHESAY ROAD	STORAGE SHED	\$1,000.00	\$20.00
10/05/2020	BP2020-00152	19 RIVER RD	RENOVATION	\$5,000.00	\$36.25
10/30/2020	BP2020-00170	15 HUTSON ST	STORAGE SHED	\$2,500.00	\$21.75
10/22/2020	BP2020-00177	76 LONGWOOD DR.	IN GROUND POOL	\$20,000.00	\$145.00
10/16/2020	BP2020-00200	172 GONDOLA POINT RD	DETACHED GARAGE	\$35,000.00	\$253.75
10/01/2020	BP2020-00202	32 ISAAC ST	FENCE	\$4,600.00	\$36.25
10/23/2020	BP2020-00203	5 MAPLE CRES	STORAGE SHED	\$1,200.00	\$20.00
10/05/2020	BP2020-00204	93 APPLEBY DR	ELECTRICAL UPGRADE	\$1,000.00	\$20.00
10/19/2020	BP2020-00205	2432 ROTHESAY RD	ACCESSORY STRUCTURE	\$3,500.00	\$29.00
10/01/2020	BP2020-00206	2160 ROTHESAY RD	WINDOWS	\$3,200.00	\$29.00



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BUILDING PERMIT REPORT

10/1/2020 to 10/31/2020

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
10/05/2020	BP2020-00207	1 DEVONAYER CT	WINDOWS	\$600.00	\$20.00
10/01/2020	BP2020-00208	3 WOODLAND AVE	DECK	\$1,200.00	\$20.00
10/01/2020	BP2020-00209	3 WOODLAND AVE	SIDING AND WINDOWS	\$4,000.00	\$29.00
10/06/2020	BP2020-00211	24 ISLAY DR	ELECTRICAL UPGRADE	\$2,000.00	\$20.00
10/14/2020	BP2020-00212	39 CHATWIN ST	DETACHED GARAGE	\$30,000.00	\$652.00
10/07/2020	BP2020-00213	18 WANDA CRES	ELECTRICAL UPGRADE	\$1,500.00	\$20.00
10/13/2020	BP2020-00214	149 JAMES RENFORTH DR	TEMPORARY ELECTRICAL	\$300.00	\$20.00
10/20/2020	BP2020-00216	106 FRENCH VILLAGE RD	DETACHED GARAGE	\$26,500.00	\$195.75
10/30/2020	BP2020-00217	30 CHAPEL RD	ELECTRICAL UPGRADE	\$1,000.00	\$20.00
10/14/2020	BP2020-00218	62 RIVER RD	ELECTRICAL UPGRADE	\$1,200.00	\$20.00
10/14/2020	BP2020-00219	98 WILJAC ST	ELECTRICAL UPGRADE	\$800.00	\$20.00
10/23/2020	BP2020-00220	44 BURPEE AVE	DETACHED GARAGE	\$15,000.00	\$108.75
10/14/2020	BP2020-00221	22 MAPLECREST DR	ELECTRICAL UPGRADE	\$1,000.00	\$20.00



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BUILDING PERMIT REPORT

10/1/2020 to 10/31/2020

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
10/22/2020	BP2020-00222	2240 ROTHESAY RD	ADDITION	\$30,000.00	\$217.50
10/22/2020	BP2020-00223	21 SHIPYARD RD	STORAGE SHED	\$1,000.00	\$20.00
10/23/2020	BP2020-00224	22 CHARLES CRES	SIDING AND WINDOWS	\$20,000.00	\$145.00
10/15/2020	BP2020-00225	105 GARDEN ST	ELECTRICAL UPGRADE	\$1,500.00	\$20.00
10/30/2020	BP2020-00226	1 NORTH ST	ELECTRICAL UPGRADE	\$1,500.00	\$20.00
10/19/2020	BP2020-00227	3 HIBISCUS CT	STORAGE SHED	\$1,500.00	\$20.00
10/19/2020	BP2020-00228	9 DOBBIN ST	SIDING	\$20,000.00	\$145.00
10/20/2020	BP2020-00229	6 DOBSON LN	ELECTRICAL UPGRADE	\$1,500.00	\$20.00
10/23/2020	BP2020-00230	291 GONDOLA POINT RD	DECK	\$500.00	\$20.00
10/22/2020	BP2020-00231	15 SILVERTON CRES	WINDOWS	\$3,300.00	\$29.00
10/30/2020	BP2020-00232	9 DOBBIN ST	IN GROUND POOL	\$60,000.00	\$435.00
10/26/2020	BP2020-00233	1954 ROTHESAY RD	WINDOWS	\$10,000.00	\$72.50
10/30/2020	BP2020-00234	141 HAMPTON RD	ADDITION	\$35,000.00	\$253.75



ROTHESAY

2020 December 14 Open Session FINAL 157

BUILDING PERMIT REPORT

10/1/2020 to 10/31/2020

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
10/30/2020	BP2020-00235	3 SIMONE ST	ELECTRICAL UPGRADE	\$600.00	\$20.00
10/27/2020	BP2020-00236	9 SILVERTON CRES	STORAGE SHED	\$2,700.00	\$21.75
10/30/2020	BP2020-00238	31 CHAPEL RD	ACCESSORY BUILDING	\$3,500.00	\$29.00
Totals:				\$397,700.00	\$3,576.75
Summary for 2020 to Date:				\$19,364,649.00	\$143,241.25

2019 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$960,750.00	\$7,507.25
Summary to Date:	\$9,243,745.99	\$69,605.00



ROTHESAY

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BUILDING PERMIT REPORT

11/1/2020 to 11/30/2020

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
11/25/2020	BP2020-00237	2747 ROTHESAY RD	RENOVATION	\$15,000.00	\$108.75
11/09/2020	BP2020-00239	17 NIOMI ST	WINDOWS	\$7,800.00	\$58.00
11/09/2020	BP2020-00241	29 CRESCENT DR.	SIDING	\$18,000.00	\$130.50
11/17/2020	BP2020-00242	20 DUNEDIN RD	FENCE	\$7,500.00	\$58.00
11/17/2020	BP2020-00243	18 COVE CRES	FENCE	\$5,000.00	\$36.25
11/17/2020	BP2020-00244	7 CROSSWIND CRES	DETACHED GARAGE	\$10,000.00	\$72.50
11/19/2020	BP2020-00246	66 GREEN RD	ELECTRICAL UPGRADE	\$2,500.00	\$21.75
11/19/2020	BP2020-00247	5 CHANTALE ST	ELECTRICAL UPGRADE	\$1,500.00	\$20.00
11/19/2020	BP2020-00249	2927 ROTHESAY RD	STORAGE SHED	\$5,000.00	\$36.25
11/24/2020	BP2020-00251	2716 ROUTE 1	ELECTRICAL UPGRADE	\$2,000.00	\$20.00
11/23/2020	BP2020-00252	88 RIVERSIDE DR	ELECTRICAL UPGRADE	\$1,900.00	\$20.00
11/24/2020	BP2020-00253	86 HAMPTON RD	WINDOWS	\$1,500.00	\$20.00
11/24/2020	BP2020-00254	75 ELIZABETH PKWY	DEMOLITION	\$0.00	\$500.00



ROTHESAY

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BUILDING PERMIT REPORT

11/1/2020 to 11/30/2020

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
11/26/2020	BP2020-00255	6 JONES AVE	FENCE	\$8,000.00	\$58.00
11/25/2020	BP2020-00256	120 APPLEBY DR	ELECTRICAL UPGRADE	\$1,900.00	\$20.00
11/25/2020	BP2020-00257	9 DOBBIN ST	ACCESSORY BUILDING	\$10,000.00	\$72.50
11/30/2020	BP2020-00259	566 MILLENNIUM	SELF STORAGE BUILDING	\$200,000.00	\$1,450.00
Totals:				\$297,600.00	\$2,702.50
Summary for 2020 to Date:				\$19,662,249.00	\$145,943.75

2019 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$472,566.00	\$3,462.50
Summary to Date:	\$9,716,311.99	\$73,067.50



ROTHESAY

INTEROFFICE MEMORANDUM



TO : Mayor Grant & Council
 FROM : John Jarvie
 DATE : 10 December 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 31/10/20*	COMMENTS
General Specification for Contracts	40,000	40%	Draft document under review by staff
WWTP Phase II	\$22M	-	Funding Application resubmitted
Trail & sidewalk connector Wells	\$1.62M	-	Subject to grants; estimate revised to current – land acquisition discussions with Province underway
Secondary Plan road design	50,000	-	Wiljac – decision tabled
Shadow Hill Court water	450,000	1%	Preliminary design and cost estimates complete
Turnbull Ct sewer replacement	\$1.11M	56%	Pipework complete, pump station under construction
Production Wells	250,000	46%	Will follow completion of the model development being created under “water quantity” section
Station Rd cast iron replacement	250,000	-	Deferred until 2021
Digital Radio	65,000	5%	Hardware ordered
Town Hall (elevator)	120,000	25%	
IT equipment & software	45,000	40%	
Fire Department	480,000	50%	
2020 Street Resurfacing	\$1.3M	100%	Substantially complete
Curb & Sidewalk	305,500	100%	Substantially complete
2020 Designated Highways	525,000	100%	Work complete
Fleet Renewal	675,000	60%	1 Ton truck to be purchased; one truck to be delivered
Scribner Field replacement (Wells)	550,000	60%	Work underway
Parks Equipment	50,000	26%	
Trails	50,000	-	
Arena renovations	1.02M	45%	Structural improvements underway, seating removed; work to be completed in spring 2021
2021 Resurfacing Design	60,000	20%	Estimated complete; design underway
Brock/Goldie service renewals	125,000	100%	Completed
Water Tower repairs	175,000	100%	Completed

* Funds paid to this date.



ROTHESAY MEMORANDUM



TO	:	Mayor and Council
FROM	:	Finance Committee
DATE	:	December 7, 2020
RE	:	Climate Change public meeting request

Recommendations

Council remove from the table the request from Deputy Mayor Alexander relating to a Mayor's Roundtable on Climate Change.

Council receive and file the correspondence.

Background

Correspondence was received in October 2019 regarding the establishment of a mayor's Roundtable on climate change to ensure public input on proposed Rothesay climate change initiatives. The request was tabled by Council pending additional information. Subsequently, Rothesay has agreed to participate in a Climate Adaptation study initiative organized by ACAP which includes public participation and input. The process will result in recommendations most likely including additional public engagement. Therefore, the Finance Committee recommends the request from 2019 be received and filed.

TO: Mayor and Council
FROM: Deputy Mayor Alexander
DATE: 9 October 2019
RE: Mayor's Roundtable on Climate Change

Our climate is changing and will continue to change. More frequent, heavy, and intense precipitation events and warmer temperatures are our new normal. Under a changing climate, southern New Brunswick is experiencing more extreme and variable weather patterns; from flooded homes to ice storms to damaged infrastructure.

On Friday 27 September 2019, a strong contingent of Rothesay youth participated in a Global Climate Strike for the Global Week for Future at Rothesay Town Hall. The week of action was spurred in part by Sweden's Greta Thunberg's address at the UN Climate Action Summit. All told, 7.6 million people from 185 countries at 4 500 locations participated in the strike. The movement focuses on: 100% clean energy; keeping fossil fuels in the ground; and helping climate refugees. One of the primary goals is to reduce GreenHouse Gas (GHG) emissions.

The 2018 report by the Intergovernmental Panel on Climate Change (IPCC) notes that human activities are estimated to have caused approximately 1.0°C of global warming above pre-industrial levels, with a likely range of 0.8°C to 1.2°C. Global warming due to GHG emissions is likely to reach 1.5°C between 2030 and 2052 if it continues to increase at the current rate. The IPCC's recommended course of action is for GHG emissions to reach net zero by 2050.

Mayor Grant addressed Rothesay's youth who took part in the event on 27 September 2019 and noted that the municipality has set a target of reducing corporate GHG emissions by 15% from 2015 levels by 2023. Rothesay has also established targets for reducing community GHG emissions: by 7% from 2015 levels by 2025; and by 14% from 2015 levels by 2035. The municipality is making strides at combating climate change, but there is always more that can be done.

Each of us must continue to take action individually, but we also must work together socially, economically, and politically for collective change if we are to reach net zero emissions by 2050. Rothesay's youth are demanding action and it is time for municipal leaders to work with them. Rothesay Council should form a roundtable on climate change with Rothesay's youth who can provide advice and guidance on climate change initiatives through a climate lens as part of the town's annual budgeting process starting in 2021.

The Town of Sackville, New Brunswick recently developed a Mayor's Roundtable on Climate Change and Edmunston and Moncton have both passed climate emergency motions. The motion below recognizes the importance of addressing climate change locally and allows youth to participate in developing strategies at the local level to combat GHG emissions.

WHEREAS recent reports from the Intergovernmental Panel on Climate Change and Environment and Climate Change Canada make it abundantly clear that the world faces a climate crisis;

WHEREAS young Rothesay citizens made it clear on 27 September 2019, as part of the global climate strike, that our collective actions to deal with this crisis have been inadequate and are demanding further action;

WHEREAS adequately dealing with the crisis will require coordinated action on a global level;

WHEREAS appropriate action will not happen without significant public pressure;

AND WHEREAS public pressure will only happen if the public is aware of the facts and engaged in combating this crisis;

BE IT RESOLVED that Rothesay Council acknowledges that the world faces a climate crisis and to help locally will establish a Mayor's roundtable on climate change, comprised of various community stakeholders, with a mandate to provide advice and guidance on climate change initiatives as part of the town's annual budgeting process starting in 2021.



ROTHESAY

INTEROFFICE MEMORANDUM



TO	:	Mayor & Council
FROM	:	John Jarvie
DATE	:	11 December 2020
RE	:	Comments of Residents re Sagamore Heights Subdivision Plan

Recommendation:

It is recommended:

1. Council raise the Matter from the Table,
2. Receive the attached report for Information, and
3. Table decisions on the acceptance of the lands for public purposes and adoption of the agreement with the Developer until the January 11th, 2020 Council meeting.

Background:

Town staff have received many questions and comments regarding the proposed Sagamore Heights subdivision plan. Attached is a list of over 60 of these and the best efforts of staff to provide responses. These responses have been prepared in consultation with the Developers and more fulsome answers will be available at a later stage in the project when more engineering work has been completed.

As Council will note, the proposed development meets the Town zoning and subdivision bylaws with no variances and as such can be said to meet the intentions of the Town respecting residential land development. The ongoing process will be subject to the requirements of Town bylaws and the detailed requirements of the development agreement. Some questions or comments are related to various regulations at the Provincial level.

Several of the comments relate to existing conditions on Maliseet Drive or River Road. While these would not normally be expected to be answered by the Developers, the approval process has identified some issues that could involve improvements to infrastructure in the established neighbourhoods. For example, there is a depressed portion of Maliseet Drive that is susceptible to flooding during the freshet and it will be raised during the 2021 Town resurfacing program. Issues with substandard internet have been identified to the provider. Staff will work with the neighbourhoods on these issues irrespective of the subdivision development but there may be same opportunities to resolve some of these issues due to the new subdivision.

Following the Tuesday evening video session when residents can voice concerns directly to Council, staff will assemble a report with recommendations regarding any changes to the proposed development agreement or other aspects for presentation to Council at its January meeting.



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
December 14th, 2020

TO: John Jarvie, Town Manager

SUBMITTED BY:

Brian L. White, Director of Planning and Development Services

DATE: Friday, December-11-20

SUBJECT: Sagamore Heights Subdivision Application – Supplemental Report

INFORMATION REPORT

ORIGIN:

At the November 9 2020 regular Open Session meeting of Council the following Motion was passed:

MOVED by Deputy Mayor Alexander and seconded by Counc. Brennan the application pertaining to Sagamore Heights – 55 Lot Subdivision be tabled until at least next month, December 14, 2020 or until such time as a summary document can be prepared answering the residents' and Councillors' questions and perhaps identifying a process whereby residents can give a presentation on their questions or designate someone to speak on their behalf.

CARRIED.

BACKGROUND:

At their November 2, 2020, regular meeting of the Rothesay Planning Advisory Committee (PAC) considered an application from Mr. Edward Harley and Mr. Patrick Shea, Directors of 619699 N.B. Inc. (developer) to subdivide 31.3 acres of vacant land in Sagamore Point. The subdivision includes the following facts:

1. The proposed subdivision is for fifty-five (55) single-family home lots. More than half of the lots are larger than 2000m² (½ acre), more comparable in size to abutting Maliseet Drive lots and generally larger than the River Road lots next to them.
2. The proposed lots average over 1800m² and all lots meet the Town's by-law requirement of 1350m³ for the low-density single-family zone.
3. The subdivision agreement includes LED streetlights at public street intersections and mandatory driveway lights for every new home;
4. The subdivision plan includes a ¼-acre neighbourhood playground park and an asphalt trail along the main public streets, Sage and Greenbrier.

5. No wells will be drilled and no septic fields will be permitted; all homes will be connected to Town water and sewer.
6. The Developers have been asked to have a traffic study prepared by a qualified traffic consultant.
7. A professional engineering firm will prepare a stormwater management plan to address runoff from the new homes as well as existing stormwater concerns from the surrounding topography. These plans are subject to review and approval by Town staff.
8. All municipal services (water, sewer and storm) will be connected at Maliseet Drive. Public utilities (electricity, phone, internet, cable) will enter from River Road. There are no planned service interruptions, impacts or improvements anticipated for existing residents because of the proposed development.
9. Town staff have confirmed that the existing sewage treatment facility can accommodate the additional sewage flows from the proposed 55 new homes. Announcement of a major upgrade to the wastewater treatment facility is pending.
10. The subdivision process requires that Council enter into a subdivision agreement with the developer for the municipal services and dedication of property for public purposes. No variances from Town bylaws are requested and this application is not a 'rezoning' as the land is zoned for this type of development.

At the November 2, 2020 meeting, Planning Advisory Committee made several recommendations, which were then forwarded, to Rothesay Council. Subsequently at the November 9 2020 regular Open Session meeting of Council considered the PAC recommendations were are as follows:

1. Council authorize the Mayor and Clerk to enter into a subdivision development agreement with 619699 N.B. Inc. to subdivide vacant land accessed off Maliseet Drive to allow for 55 single-family home building lots with new public road connections to Maliseet Drive and River Road.
2. Council assent, as per Section 88(2) of the Act, to the creation of public streets Sage Street, Greenbrier Street, Juneberry Court, and Goldenrod Lane with connections to Maliseet Drive and a future street connection to River Road and as shown on the Sagamore Heights Subdivision tentative plan Drawing No. T-0758-R1 for the subdivision of land (PIDs 00241240, 00246603, 30128680, 00062737, 00246595, 00223453, 00224147, 30145890, 30147318).
3. Council assent, as per Section 88(3) of the Act, to setting aside of land for public purposes as shown on the Sagamore Heights Subdivision tentative plan Drawing No. T-0758-R1 for the subdivision of land (PIDs 00241240, 00246603, 30128680, 00062737, 00246595, 00223453, 00224147, 30145890, 30147318).
4. Council assent, as per Section 88(7) of the Act, to the creation of a Local Government Service Easement as shown on the Sagamore Heights Subdivision tentative plan Drawing No. T-0758-R1 for the subdivision of land (PIDs 00241240, 00246603, 30128680, 00062737, 00246595, 00223453, 00224147, 30145890, 30147318).

Council deliberated on the PAC recommendations and then as noted in the ORIGIN section of this report decided to TABLE the application pending a summary report, which provides Council with answers to residents' questions.

Staff reviewed the emails and documents sent to the Town regarding the subdivision and selected all questions as submitted (quoted verbatim). Staff then prepared a summary table of those questions and provided that table to the developer. The answers provided in the table as follows represent responses from the Developer including comments from Town Staff (see below).

RESIDENT QUESTION	RESPONSE
1. Besides Harley and Shea who are the others within 619699 NB Inc. in case there is a conflict of interest?	Mr. Harley and Mr. Shea are the only registered owners of the holding company 619699 NB Inc. (see attached company registration form)
2. Will people think about leaving Rothesay in 20 years because the way of life that originally attracted people is now lost due to overpopulation and congestion thanks to tax greedy council?	<p>The question is rhetorical, and presents a false dilemma where by Council's decision on this application turns Rothesay into an overpopulated and congested community, that results in the alienation of long standing residents. The argument however offers no evidence. Staff believe the baseline for "overpopulation and congestion" in Rothesay can be benchmarked against other residential single-family neighbourhoods in Rothesay.</p> <p>For example, the proposed subdivision would add 55 homes to the existing 48 homes in Sagamore Point thereby creating a neighbourhood of 104 homes. The land area of Sagamore Point is 95.8 acres therefore the overall density is 1.08 dwellings per acre. For comparison, Kennebecasis Park has 333 Single Family Dwellings and 309.8 acres of land for an overall density of 1.07 dwellings per acre.</p> <p>Staff have confidence based on this comparison (Sagamore Point versus Kennebecasis Park) that the proposed subdivision will continue and reinforce the low-density residential pattern of development that reflects our "Rothesay lifestyle" that makes our community attractive.</p>

RESIDENT QUESTION	RESPONSE
STORMWATER	
3. How will flooding on the 75ft of road frontage (ditch & front lawn) on River Rd. be alleviated if the proposed future street from Sagamore Heights to River Rd. goes through? It already floods now in the winter due to ditch drainage?	Stormwater is always a major matter for any subdivision development; accordingly, Rothesay requires that stormwater management systems be designed by a Professional licensed engineering firm to address the new development and existing stormwater concerns from the surrounding topography as it relates to the new subdivision. The plans prepared for the new subdivision are also reviewed, revised and approved by the Town's engineer. Also existing drainage issues along existing public streets should be reported to the Town as a service request for regular maintenance.
4. Our major concern is potential flooding of our property when the developers build up the land. What will be the elevation of the land?	It is the Developer's responsibility to develop properties in a manner such that drainage does not become a nuisance for neighbouring properties. Property specific drainage questions related to existing problems or very specific issues on individual properties cannot be addressed until the project engineering is completed and in many cases, the details are specific to the actual house design proposed for individual lots.
5. The proposed subdivision lands have a significant water retention capacity absorbing both regular precipitation and melt water. How is the loss of this capacity going to be offset and how will the increased runoff (especially given the possibility of increased heavy rain events due to climate change) be managed?	It is the Developer's responsibility, which is spelled out in the subdivision agreement, to hire a Professional Engineer to design and certify that the storm water system is constructed in accordance with Rothesay specifications. It is the Developer's responsibility to address drainage concerns that are related to existing problems or very specific issues on individual properties through the detailed project-engineering phase.
6. We are concerned that development of these lots may lead to increased water flow during rain events. Can you assure us that this will not be the case?	The Developer would be bound by contract (subdivision agreement) to adhere to Rothesay's by-laws at the issuance of a building permit, to include swales, dry wells and other stormwater controls as required, to control surface runoff and direct it away from neighbouring properties.

RESIDENT QUESTION	RESPONSE
7. What will be put in the area called "municipal services", behind Lots 10-14?	This is drainage easement for the Town of Rothesay to accommodate drainage originating from River Road.
8. Are we now going to have flooded ditches and yards as a result of runoff and storm drains?	It is the Developer's responsibility to prepare a stormwater management plan that utilizes net zero strategies that have a stormwater-neutral effect and where the amount of stormwater generated is equal to the existing pre-development total stormwater. It is the Developer's responsibility to present to the Town a stormwater system in accordance with Rothesay specifications.
9. Can the stream handle the storm drain activity of all the paved areas that no longer have soil to gather moisture?	It is the Developer's responsibility to ensure all stormwater infrastructure will be properly designed and sized according to engineering specifications to handle future runoff.
10. What prevents a new homeowner from trenching his property the way they like only to have their runoff end up following gravity in my ditch or front yard or backyard?	Rothesay by-laws regulate how homeowners grade their properties and require techniques such as swales, dry wells and other stormwater controls to control surface runoff and direct it away from neighbouring properties.
11. Can the town of Rothesay ensure that my yard will not become the path of runoff from higher ground?	Property at a lower elevation from the surrounding land, already receives runoff from that land. While neighbours owe a duty not to cause nuisance to one another, it is beyond the scope of the Zoning By-Law to enforce non-development related drainage between adjoining landowners. Rothesay does have the authority to enforce development related drainage from new homes, driveways and garages.
12. Removing trees and building roads and houses will affect rainfall and snowmelt runoff. What are the town's and developer's plans to protect the environment from these adverse effects during the period of construction and into the future?	The Developer or new homeowner must adhere to the Town by-law that requires a site-grading plan including an erosion and sediment control plan to be submitted and approved before a development or building permit is issued. Rothesay also requires that the entire development have stormwater management plan designed by a Professional licensed engineering firm to address the existing and future stormwater concerns as it relates to the proposed subdivision.

RESIDENT QUESTION	RESPONSE
13. Has an environmental impact assessment been completed for the proposed subdivision?	<p>Rothsay has no by-law requirement for an environmental assessment of development projects. Only major residential subdivisions located outside incorporated areas are required to be registered under the Provincial Environmental Impact Assessment Regulation.</p>
PROPERTY VALUES	
14. Can anyone reviewing this proposal tell me seriously that looking out my backyard and seeing two homes to my one is going to maintain or increase my property value?	<p>One of the most frequently used indicators of residential home value are recent sale prices of comparable homes in your neighbourhood. If the value of new housing exceeds the average value of homes presently in the neighbourhood, the overall effect on the neighbourhood could be an increase in home value.</p> <p>However, the value of any home is associated with specific property details, age and condition of the home, style of home, home size and usable space, modern upgrades and updates.</p>
15. Can the town of Rothsay ensure my property value remains the same or increases with a proposed 55 homes?	<p>Municipalities do not offer any insurance regarding property values. Furthermore, the basic economic principle of supply and demand is a major factor of home value. When more houses are listed for sale than there are buyers willing to buy those houses, prices will go down. The opposite is also true. Housing inventory is in a constant state of adjustment, which in turn creates an unpredictable real-estate market.</p> <p>As previously stated the value of an individual property is related to market value and as long as demand keeps pace with supply, the value of local properties will not fall. In fact, they will probably rise, particularly if the new development boosts the desirability of a home in the up and coming Sagamore Point neighbourhood.</p>
16. In reviewing the current proposal however, it appears the current developers have decided to plan for more smaller lots. We are concerned how this will affect our property value. Can the developers comment on this?	<p>The Developers estimate their investment value of the subdivision development at ~\$35 million, and further believe that through this investment the neighbourhood will become both more desirable and valuable.</p>

RESIDENT QUESTION	RESPONSE
GROUNDWATER - WELLS	
17. What studies have been done, or will be done, to be sure of Water Quality and Quantity for the future of River Rd. residents?	The Developer has not conducted any groundwater studies. However, the Developer is required to connect all proposed homes to Town water and sewer. No wells will be drilled into the existing groundwater resource in the area and no septic fields will be permitted.
18. For those of us on wells, who do we contact if there is an unforeseen deterioration in our water quality/supply?	The New Brunswick Department of Environment and Local Government establishes regulations regarding groundwater exploitation under the Clean Water Act and aquifer protection is addressed in Regulation 90-79 under the Clean Water Act. Provincial aquifer protections do not apply to a private well not on same property.
19. As we are all on wells, how does the developer plan on dealing with run-off during expansion? Have there been studies done as to whether the water table can actually support such expansion?	No wells will be drilled into the existing groundwater resource in the area and no septic fields will be permitted, and for that reason, the proposed development is not expected to affect the groundwater in the area.
20. Can the town of Rothesay ensure our wells will remain clean and deliver the current volume?	The Town cannot offer any such assurance.
21. Has the effect on groundwater and water table been assessed by a civil engineering company?	The Developer has not conducted any groundwater studies.
TRAFFIC	
22. It is also a concern with all the extra traffic to feel safe walking on the side of the road. Is it possible that we can get sidewalks as well?	The need for sidewalks along public streets is a competitive priority among many Rothesay neighbourhoods that is managed through recommendations from Town Staff vetted through Committee process and brought forward to Council's annual capital budgeting process.

RESIDENT QUESTION	RESPONSE
23. How does the Town of Rothesay and/or the developer plan to not only improve these current issues (traffic and lack of sidewalks on Maliseet) but help to prevent them in the future if expansion takes place?	Observations regarding the lack of amenities or state of existing municipal infrastructure along existing streets has been noted by Staff and will be assessed by Council in annual budget considerations to focus financial and staff resources where they are most needed throughout Rothesay.
24. Are there any plans for a sidewalk on any of the street sections that will see a significant increase in traffic?	The subdivision plan requires sidewalks along Greenbrier Street to Sage Street. There are no other planned sidewalks in the subdivision.
25. Lot 77 on River Road appears to be owned by the development company requesting this proposal. Does the plan include turning this lot into a roadway? It is in line with "Future Street" coming off Fern Street?	This Lot will become a public street "Sage Street" as it connects to River Road down through the subdivision to Maliseet Drive.
26. What plan does the town have in place prior to the start of construction to deal with possibly 110 additional cars trying to access Gondola Point Road in the morning from River Rd.	Staff do not anticipate the need for signalization at the Gondola Point / River Road intersection. However, Staff will continue to monitor the level of service (LOS) for this intersection and recommend improvements if required.
27. Has a traffic assessment been done taking into consideration the new subdivision / River Road and Maliseet Drive access to the Gondola Point Road at peak hours?	No study has been done and Staff do not anticipate the need for signalization at the Gondola Point / River Road intersection.
28. Being that the River Rd is a long and narrow road, with what we consider to already have a traffic problem we ask what plan or considerations (if any) may be offered to address these particular concerns?	The Developer states that they are not required to address existing traffic problems on River Road.
29. Also, being that the new sub-division will have 3 access roads off of Maliseet Dr, we question as to why another access road even needs to be connected to the River Rd at all? If not, can it be omitted from the plan?	Town Staff note that Maliseet Drive is the only entrance and exit to Sagamore Point. The safety of the entire Sagamore Point subdivision will benefit from a secondary public road access therefore the River Road connection cannot be omitted.

RESIDENT QUESTION	RESPONSE
30. When do we slow development to address infrastructure? When traffic comes to a standstill? When pedestrians are at risk and vehicle accidents increase?	Staff have evaluated the proposal with due consideration for traffic safety and are recommending approval.
31. Can the town of Rothesay ensure that the increase in traffic will not put our residents at risk while walking on their narrow sidewalk less street?	Rothesay offers no such insurance. However Staff point to the Kennebecasis Park subdivision of 333 homes and ~10 kilometres of public streets without sidewalks as an example of a safe and desirable neighbourhood.
32. Fifty- five new homes will increase the traffic exiting onto Gondola Point Road at River Rd, especially in the mornings. What plans are being made to deal with this and avoid backups? One car turning left could cause major delays.	Staff do not anticipate the need for signalization at the Gondola Point / River Road intersection. However, Staff will continue to monitor the level of service (LOS) for this intersection and recommend improvements if required.
33. Dead-end streets – Why would Fern Street not be a through street to Maliseet Drive?	Maliseet Drive does not connect to the proposed Greenbrier Street (Fern Street) as the existing Maliseet cul-de-sac road right of way would not allow for a public street geometric design that could meet the standards for a safe intersection. Furthermore, Staff are concerned about speeding along Maliseet and the potential for speeding on Greenbrier.
CONSTRUCTION PROCESS	
34. Will the land be clear-cut immediately or will roads and infrastructure be installed, and properties cleared as sold?	It is the Developer's responsibility to cut only those trees that are specifically required to facilitate development. The trees on the proposed roads will be cut out and roughed in (grubbing and rough grading). Municipal services and completed public streets will be installed in Phases. Individual building lots will be cleared as they are sold.
35. What time of day will construction be allowed to start and have to end by, each work day?	It is the Developer's responsibility to not start construction noise before 7:00 a.m. and to stop construction by 9:00 p.m. (Refer to By-law 4-03 – Rothesay Nuisance By-law)

RESIDENT QUESTION	RESPONSE
36. Will construction be allowed on weekends?	Yes, construction is permitted on weekends.
37. How will services (water, sewer, storm runoff, electricity, cable/internet/phone and others) be brought into the proposed subdivision? Will the construction process bring service interruptions to existing residents? Will the end result bring worse or improved services to existing residents?	The Developer intends to bring municipal services (water, sewer and storm) to approved connections at Maliseet Drive. Public utilities (electricity, phone, internet, cable) will enter from River Road. The Developer intends to have limited or no service interruptions for existing residents because of the proposed development. The Developers are prepared to work with public utilities to facilitate service improvements to the degree that they are not absorbing any additional construction costs.
38. How will flooding and land debris be alleviated during, and after construction of the 300ft of property border?	It is the Developer's responsibility to see that construction adheres to best practices for erosion and sedimentation control. Town Staff and the developer's onsite construction management will routinely inspect construction.
39. Can the town of Rothesay ensure that the developer leaves a tree line between our lots and any new ones?	It is the Developer's responsibility to encourage all new homeowners to retain natural vegetation, mature trees and natural topography wherever possible. However, new homeowners are not required to maintain or retain tree lines.
40. We are greatly concerned with rampant clear cutting that most likely will need to happen to support these lots. How is this going to protect the existing tree lines on already developed lots?	It is the Developer's responsibility to only remove trees in order to clear out stumps and remove the top soils to build roads and install services. The Developers are further restricted from widespread "clear cutting" on the entire property. Individual home lots will be sold and developed to the new resident's specifications. Homeowners are also encouraged to only clear and grade that portion of their land, which they intend to build on.

RESIDENT QUESTION	RESPONSE
41. Construction process – with simply an announcement of the proposed subdivision and a map of its proposed final appearance, current residents have no idea how the significant construction process involved with such a development will impact them. When will it start? Will it be done all at once or be done in phases over a decade?	The Developer would begin construction through the winter of 2020/21 with development proceeding in six phases with an anticipated buildout time of 6-8 years depending on market conditions.
SEWAGE/WATER	
42. Has an assessment been completed with adding 55 new single family homes on new sewer system and can the Town of Rothesay accommodate with the current (sewer) septic field system?	Rothesay currently has an aerated lagoon, not a septic field. The Director of Operations for the town of Rothesay has confirmed that the existing lagoon system can accommodate the additional sewage flows from the proposed 55 new homes.
43. Is the new sewer system capable of handling all these new houses along with all the possible new development as proposed in the new Town Municipal Plan 2020?	The “new” treatment system is the planned upgrade of the Sagamore Point Lagoon to a mechanical treatment plant. The preliminary design is for a plant that can service the projected 2035 population with a contingency factor built in for greater than expected growth. The plant will also be designed to be scalable past 2035.
44. What effect will 55 new homes have on the sewer lagoon?	The addition of 55 new homes will have negligible effect on the Town’s treatment system.
45. During the floods of 2018 and 2019 the sewer was flooded and portable toilets had to be brought in. Has the wastewater planning taken this into account?	The development of the proposed subdivision will have no effect on the existing situation with sewage collection infrastructure in low-lying flood prone parts of the Rothesay.
46. Can the current sewage treatment pond handle 55 more homes?	Yes, the Town’s treatment system can handle the addition of 55 new homes.

RESIDENT QUESTION	RESPONSE
<p>47. The infrastructure pipe was layed 2 years ago to divert the pond from K-Park, the pump house has been constructed, when does the rest of the upgrade take place?</p>	<p>With the financial assistance of the Federal and Provincial government, the Town was able to complete Phase 1 of the new sewage treatment project. Phase 2 will see the development of a new modern wastewater treatment plant that will cost upwards of \$20 million. The project cost requires funding from Federal and Provincial partners. Rothesay is prepared to begin Phase 2 of the project as soon as funding is announced.</p>
<p>MISCELLANEOUS</p>	
<p>48. The new proposed plan, how does it compare to the original proposed plan?</p>	<p>In 1973, the Village of Fairvale approved the Sagamore Point a subdivision plan that vested Maliseet Drive as a public street. That 1973 plan also showed a future conceptual phase for Sagamore Point with 41 building lots and new public streets. The developer's application for that future conceptual phase, now known as "Sagamore Heights", includes 55 building lots and new public streets that follow the same general configuration as the 1973 concept plan.</p>
<p>49. Wasn't the plan originally for far fewer houses?</p>	<p>The 1973 conceptual subdivision plan showed 41 building lots. The current proposal is for 55 building lots.</p>
<p>50. Why was the original plan not considered by the Town of Rothesay on receipt of the application?</p>	<p>The 1973 conceptual subdivision plan has no legal standing and was never submitted to the Town for approval. The Town is obligated to review a subdivision plan submitted by a landowner in compliance with Town By-laws.</p>
<p>51. Why does the new proposal have to be 55 houses ?</p>	<p>The subdivision does not have to be 55 homes; however, the subdivision does meet the Town by-law requirements.</p>
<p>52. Is there any consideration being given to a requirement for lot sizes to be consistent with the other 'Sagamore' Point properties ie: Maliseet and Malabeam lots?</p>	<p>The Developer is proposing a subdivision that meets all requirements of the Town By-law furthermore more than half of 55 total lots are ~2000m2 (½ acre) sized lots which is more consistent with Maliseet properties.</p>

RESIDENT QUESTION	RESPONSE
53. Since municipal water is being put on the properties, will this service be offered to River Road residents?	The Developer is not responsible for extending municipal services onto River Road, as it not directly connected to the servicing of the development proposal.
54. Will there be an on- going mechanism and recourse put in place for residents to voice concerns and resolve issues as the project develops? If so, what will it be?	The Developer intends to maintain and provide community contact for onsite construction issues and concerns. Residents can report a concern or issue to the attention of the Town's Bylaw Enforcement Officer by calling Town Hall.
55. Why are the names of the owners of River Road published on the plans, but the owners of Maliseet Drive are not?	<p>The use of homeowner names on some lots is not within the control of the developer.</p> <p>The tentative plan of subdivision was prepared by licensed surveyors to meet the legal requirements of referencing the proposed subdivision in context for the Provincial Land Registry Office.</p>
56. Has an environmental assessment been completed for the new proposed sub-division?	No. Rothesay has no by-law requirement for an environmental assessment of development projects. Furthermore, only major residential subdivisions located outside incorporated areas are required to be registered under the provincial Environmental Impact Assessment Regulation.
57. Who now owns the deeded access to the water on Maliseet Drive? Will the new subdivision residents have access to this area?	The Developers' own the waterfront lot on Maliseet Drive and are planning to grant access to future homeowners in the subdivision.
58. Services for Existing Neighborhood: As alluded to above, there are currently many modern services missing within the current Sagamore Point subdivision. Is there a plan to modernize the current neighbourhood in addition to the planned expansions?	<p>It is not the Developer's responsibility to maintain or upgrade existing public utilities (electricity, telecom, and internet) this infrastructure is owned by NB Power that is regulated by the NB Energy and Utilities Board, which in turn has the responsibility to enforce Reliability Standards. Complaints can be made online http://www.nbeub.ca/complaint-form.</p>

RESIDENT QUESTION	RESPONSE
59. Current residents of Maliseet Drive and Malabeam Lane have access to a shared beach lot via deeded beach rights. If deeded beach rights for the same shared beach lot (which is small) extend to new residents within the expanded community, we feel this would dilute the worth and usage of these rights for the current residents. What is the plan for deeded beach rights for new residents?	<p>The Developer notes that the only thing that is changed with the private beach property is ownership. The new owners have the same rights as the previous owners and any existing Deeded beach rights have not changed in any way.</p> <p>The new residents will be extended those same privileges however the beach will not be a public beach.</p>
60. Is there an opportunity to have an upgrade of the internet service as part of the new infrastructure being put in for the new subdivision?	The Developer is prepared to work with public utilities to facilitate service improvements to the degree that they are not absorbing any additional construction costs.
61. Currently there is no fire system fighting infrastructure (hydrants) on Maliseet Drive except at the entrance of the road; assuming hydrants will be placed at new traffic access points and cul-du sac?	It is the Developer's responsibility to build new municipal fire protection hydrants in the development, the plan for services has not been finalized by the engineering firm.
62. Deer are already a big problem in Rothesay, we are concerned that once construction starts and continues, the deer on that land will be forced out (displaced) and onto roads and other properties and will add to our deer problem. So we ask what, if any plan there may be to address this concern?	There is no specific plan to address displaced deer or loss of deer habitat. Deer management is the responsibility of the Department of Natural Resources and the Town of Rothesay participates in the annual Kennebecasis Valley Deer Management Plan.
63. How high of an elevation will the proposed Fern St. be to the 300ft of property border?	Engineering is not yet complete; however, it is the Developer's responsibility to ensure stormwater water issues are addressed.

RESIDENT QUESTION	RESPONSE
<p>64. What studies if any have or will take place on the possible Air Quality changes due to more possible wood stove smoke?</p>	<p>No studies have been completed and none are required. Staff recognize that burning wood, whether in a wood stove or a fireplace, releases a variety of pollutants into the air.</p> <p>The New Brunswick Department of Environment and Local Government administers the provincial Clean Air Act. However, there are currently no regulations in place under that Act specific to residential wood smoke emissions.</p> <p>The New Brunswick Department of Energy administers the provincial Energy Efficiency Act. Regulation 95-70 under that act requires all solid fuel burning heating appliances manufactured and sold (retail) in New Brunswick to comply with CSA standard B415.1-00.</p>
<p>65. Is it possible to limit or not have any Wood Burning appliances in this new subdivision?</p>	<p>Municipalities do not have the authority to regulate wood burning devices inside a home.</p>
<p>66. What rights do we have as a property owner?</p>	<p>Property rights will not change; homeowners will retain their existing property rights. Property owners should expect that the proposed development follow all Town by-laws and that there be little or no impact of the development on their personal property.</p>
<p>67. How will our rights as a property owner or developer be protected by the Town?</p>	<p>There will be no changes to your property rights resulting from this proposed development. Rothesay will investigate complaints and enforce Town By-laws.</p>
<p>68. Which side will the new Paved Pathway on Fern St. be located?</p>	<p>The preliminary plan indicates that the paved pathway will be located on the left or inside portion opposite side from the river of the proposed public street.</p>
<p>69. What will happen with the ditch /brook that runs between the two properties at 51,49 when they put the road through connecting River Road and Fern Street? Because the water that runs through the ditch runs across my property at 55 River Road ?</p>	<p>This is the location of the future street connection of Sage Street to River Road. Detailed engineering has not determined the exact manner of stormwater management however a drainage easement is proposed to accommodate stormwater infrastructure.</p>

RESIDENT QUESTION	RESPONSE
70. What was the NB Department of transportation and Infrastructure doing with the lot that runs beside the proposed future street to River Road or has the town in talks to purchase it?	The property was acquired by the Province through tax sale on July 20, 2015. Rothesay has made a request to acquire the property for the purpose of a public road and drainage infrastructure.
71. The forest on Sagamore Point would be expected to absorb about 80 tonnes of CO2 every year. What is the town's plan to offset and mitigate this?	The Developer has no responsibility to prepare a detailed technical analysis of GHG impacts. However, according to the community inventory, more than 38.6% of the community's Greenhouse Gas emissions come from the residential sector. Improving energy efficiency in new home construction is key means of reducing overall community emissions. In addition, NB Power has developed a series of financial incentive programs such as replacement of home heating systems for existing homes. The average implementation rate of these measures is set at 50%.
72. Can the town assure residents that these street lights will use a shade or other mechanism to light downwards only, reducing glare, increasing pedestrian and driver safety, benefitting migrating wildlife and continuing to allow residents who wish to see the dark night sky the chance to do so?	NB Power will install and maintain the streetlights, issues and concerns can be directed to NB Power at 1-800-663-6272.
73. Why was there not a public consultation process with residents, the developer and the Town? Why only allow questions to be submitted? How do we know concerns will be taken into consideration?	<p>No public consultation process is required, as the subdivision for 55 single-family homes does not require a rezoning and no variances are required. In situations where a homeowner or a developer fully complies with the Town's by-laws a public hearing is not required.</p> <p>All written comments submitted to PAC were reviewed and considered before their recommendation to Council was made, likewise Council has asked for additional clarification regarding questions presented by the public.</p>
74. Are we only to see the results of discussion with the Town of Rothesay (Planning Advisory Committee) and Developer?	Minutes from PAC and Town Council are available for public review.

RESIDENT QUESTION	RESPONSE
<p>75. STAFF NOTE that we received several comments (not questions) regarding the water lot allocation as land for public purpose that demand why Rothesay would accept "14.68 acres of absolutely useless water covered, inaccessible, sewage runoff, so called "green space" for our use."</p>	<p>The "water lot" was offered to the Town in response to Rothesay's request. This "water lot" parcel is deemed essential to the current and future upgraded sewage treatment plant facility including the effluent pipeline infrastructure that runs through that water lot parcel.</p> <p>Staff agree that the water lot is not "green space" however Staff believe that there is recreational value especially recreational boating. Staff also note that this water lot connects to surrounding Town owned land along Maliseet Drive. Furthermore, the water lot has a very important public use other than recreational, which is associated with future improvements to the Town's sewage treatment facility.</p>

Mary Jane Banks

From: Nancy Grant
Sent: November 6, 2020 3:12 PM
To: Mary Jane Banks
Subject: Fwd: Nov 9 Council Meeting - Proposed Sagamore Heights Subdivision
Attachments: letter to town council re sagamore heights.pdf

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:
Sent: Friday, November 6, 2020 2:52:16 PM
To: nancygrant@rothesay.ca <nancygrant@rothesay.ca>; mattalexander@rothesay.ca <mattalexander@rothesay.ca>; miriamwells@rothesay.ca <miriamwells@rothesay.ca>; tiffanymackayfrench@rothesay.ca <tiffanymackayfrench@rothesay.ca>; billmcguire@rothesay.ca <billmcguire@rothesay.ca>; peterlewis@rothesay.ca <peterlewis@rothesay.ca>; donshea@rothesay.ca <donshea@rothesay.ca>; grantbrenan@rothesay.ca <grantbrenan@rothesay.ca>
Subject: Nov 9 Council Meeting - Proposed Sagamore Heights Subdivision

Please see attached letter. I hope you will consider the issues it raises in an effort to establish the proposed subdivision as a well-implemented model for the region.

**54 Maliseet Drive
Rothsay NB E2E 2E9**

November 6, 2020

Mayor and Council Members
Town of Rothsay
70 Hampton Road
Rothsay NB E2E 5L5

Re: Proposed Subdivision (Sagamore Heights)

First, the development timeline from the perspective of Sagamore Point residents on both River Road and Maliseet Drive:

- October 19 [approximately, depending on mail service] - residents receive notice of proposed subdivision
- October 28 – date for residents to submit written questions or comments; as per notice received approximately October 19
- November 2 - Rothsay Planning Advisory Committee meets to discuss proposed subdivision including consideration of “ample correspondence from neighbouring residents” with “concerns regarding the proposed subdivision [being] many” according to the PAC Report of October 30. PAC meeting is essentially closed to the public but addresses all 40 pages of residents’ concerns and makes various motions to approve the subdivision. Meeting adjourned in about 40 minutes.
- November 9 - Town Council to meet to [presumably] approve the recommendation of PAC and enter into a Subdivision Agreement with the developer.

We only wish that answers to Maliseet Drive’s residents on questions related to street flooding or the sewage lagoon were as quick, clear, consistent and concrete. Nevertheless, we strongly recommend Rothsay Town Council consider several long-term quality-of-life aspects of this proposed subdivision before entering into the proposed Subdivision Agreement including:

Meaningful green space – As proposed, the sole green space within the 31.4-acre subdivision would be a 1/4 acre “tot park”. At less than 1% of the urban area, this is well below the norm for new developments in even the downtown core of many large cities. It is much less than found in progressive modern suburbs which are often centred around large parks, forested areas, lakes or even wetlands. The 14.68 underwater acres of “green space” that is being touted as part of this development is meaningless land to either existing River Road or Maliseet Drive residents or to future residents of the proposed subdivision. It is now and will continue to be underwater. [It may make perfect sense for Rothsay to acquire this water lease so as to control the lands around the routing of the effluent pipe from the current sewage lagoon, but that is another issue.] These “lands” should in no way be considered as green space for the proposed subdivision. Without this underwater acreage, the subdivision’s green space is not compliant with by-law requirements [as indicated in the PAC Report].

Water runoff - This issue has been raised by a number of residents and is purportedly being addressed by the developer who must prepare a plan that meets Rothesay's engineering standards. Given the low elevation of the proposed subdivision, the potential for heavier storms due to climate change and the fact that the 30-acre forest presently retains a significant volume of water, this issue should be addressed first and foremost before any construction starts. Using an Environment Canada figure of 1-1.5 metres of annual precipitation for the area, the 30+ acre subdivision will receive, and have to handle, 150 million litres of rainfall per year. This is a not insubstantial volume of water for a relatively flat, low-lying and currently forested area. The downside to getting this part of the development wrong is enormous and potentially much more costly than getting it right in the first place.

The development process – The draft Subdivision Agreement goes into significant detail on components of the proposed subdivision that will end up being owned by Rothesay – sewer pipes, watermain, road surfaces and sub-surfaces etc. This makes sense. If these are to be transferred to the Town, they should be of top quality. The subdivision agreement also goes into details about what would seem to be minor issues at present - street names as well as specifics on driveway lights [without specifying that they should be non-glare, shaded, modern style, safe lighting fixtures] – and requires a mere \$2 million of liability insurance from the developer – equivalent to what many householders carry. The Subdivision Agreement says very little about how the developer must proceed with the project or what its finished form must be. Even with strict guidelines, current residents of River Road and Maliseet Drive are likely to have to live with a decade of heavy construction activity. We should feel comfortable that such activity will proceed in a logical, prudent and minimalist way. How are we going to be assured that the proposed subdivision will not end up looking for decades as though it is half built, with a few well-built, nicely manicured homes on the edge of a clear cut, gravelly area strewn with building debris, streams that have been semi-diverted and the project basically stalled? Examples of such developments abound in the area already.

Environmental impact assessment - Apparently it is completely within both municipal and provincial regulations to cut a 30-acre mature forest in an urban setting without an Environmental Impact Assessment. It is simply embarrassing to know this... The cost and time required to do a focussed EIA is not significant compared to the potential benefit it can bring to the eventual development. Not doing one just because none is required is not always the best solution.

While existing residents of River Road and Maliseet Drive get zero benefit and significant long-term negative impact from this project, these comments are not designed to try to stop it. The decision that such a subdivision is both needed and of benefit to Rothesay residents has apparently already been made. These comments are designed, instead, to encourage Town Council to carefully consider how this proposed subdivision is implemented. It is a large subdivision in a mature forested area; there is the opportunity to make it into a real showcase housing development. We hope you take the time to ensure that that is the way it is implemented.

Yours Truly,

SIGNED

Liz Pomeroy

From: Liz Pomeroy
Sent: November 9, 2020 11:00 AM
To: Liz Pomeroy
Subject: FW: Sagamore Heights
Attachments: IMG_8310.jpg

From:
Sent: Sunday, November 8, 2020 7:49 PM
To: nancygrant@rothesay.ca
Subject: Fwd: Sagamore Heights

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

From:
Date: Sun, Nov 8, 2020 at 4:39 PM
Subject: Sagamore Heights
To:

Dear Mayor Grant,

I am writing with regard to the proposed development of Sagamore Heights. My main concern is the so called Land for Public Purposes. Mr Harley and his group plan to leave 14.68 acres of absolutely useless water covered, inaccessible, sewage runoff, so called "green space" for our use. Really! Has Mr Harley informed the owners of water front properties along that so called green space that their lawns are no longer theirs? I believe they would be very interested in knowing this. Pre Confederation water lot? Not green space.

I feel this development needs to be put on hold until the public has an opportunity for discussion. These Covid times require patience. Mr Harley should allow us the chance to speak and for him to explain his plan.

Sincerely,



Mary Jane Banks

From:
Sent: November 24, 2020 12:09 PM
To: Mary Jane Banks
Subject: FW: Sagamore point

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Sent: Saturday, November 14, 2020 6:07 PM
To: 'brianwhite@rothesay.ca' <brianwhite@rothesay.ca>
Cc: 'mattalexander@rothesay.ca' <mattalexander@rothesay.ca>; 'tiffanymackayfrench@rothesay.ca' <tiffanymackayfrench@rothesay.ca>; 'billmcguire@rothesay.ca' <billmcguire@rothesay.ca>; 'miriamwells@rothesay.ca' <miriamwells@rothesay.ca>
Subject: Sagamore point

Hi Brian,

I have finally gone through the minutes from the council meeting regarding proposed development in Sagamore Point. Although many on the street are not very happy about this venture, many realize that we cannot stop projects on a whim. Having said that there are a few things that just puzzle me to some degree.....; Brian it is clear that the project checks ALL the boxes as you stated to me during a phone conversation. Councilors this may challenge your opinion as well, but if we simply have a list of checks and balances, why is a council even relevant in these instances? If the PAC determines it meets the requirements that the town likely determined, then why even have council waste their time hearing about any proposed developments? I mean it does check ALL the boxes. This is what concerns me.....A proposal on Maliseet Drive faces different challenges than a proposal on Highland Avenue, or one off Gondola Point road. I sincerely hope that I am wrong in thinking that ALL subdivision proposals in Rothesay use the exact same checklist? That would be very naïve on the part of an elected council, put in place to consider ALL impacts to ALL residents of ANY proposal.

My other concern is the suggestion that a "water lot" is considered green space?? Really? This is a lot from PRE-CONFEDERATION!! 1800's I am talking about, just to be clear. I find it interesting that the recommendation from PAC is to accept as is the subdivision plan using a water lot from the 1800's as a green space, but we can't consider a subdivision plan from 1973!! Almost laughable really, actually it is laughable, I mean come on guys. Is anyone going to tell their kids to go ride their bikes on the water? Or I see the swing set out there in the river, you will have to swim to get there. The "green space" should be part of the LAND and if the developer needs to give up 10% oh well. Accepting

the water lot could mean a developer in the future could own separate parcels and deed them together and name a woodlot a green space, outside of a proposed development.....not that unrealistic. The notion in the reply from you Brian that the developer will address the water lot in the future?? Is he going to fill it in and put in some pick nick tables, really a joke. This extra space on the river is being sold as some kind of windfall that we are getting, above and beyond the requirement. Seriously, I and many others find it somewhat insulting, we are not drinking that kool-aid and sincerely hope you are not as well. It vexes me to think that a developer could apply for a permit and say "I don't have the 10% space, but I will give you much more that is unusable later." Most developers I think would not have such ignorance to even suggest something so out of touch, I would hope a developer would understand the importance of maintaining a standard and accept the 10% requirement that is realistic and propose a plan as such, unless of course our one brush paints all checklist has the boxes covered.

As council members looking out for all the residents of our community I feel each case needs to be looked upon separately. I get the checklist as a starting point, I get that we need to move forward and grow our community in a meaningful way both to attract new and preserve the old. However we in Sagamore Point have no sidewalks, poor underground wiring infrastructure, a road that is low as you round the bend past Malabeam, the still ongoing smell of the treatment pond.....let's make sound decisions to grow responsibly and reduce the number of lots, adhering to a(not 1800's) modern requirement of a LAND based greenspace, add a through street at the cul-de-sac, ideally raise the lower section of Maliseet by a couple feet so residents at least are not stranded during floods, and finally upgrade the treatment pond that is an environmentally unfriendly design, years out of date, and well past its effectiveness. Fecal counts in the river are becoming a problem from all sources above and in Rothesay on the river system ,but I find it concerning that a responsible community like Rothesay is content to approve another 55 homes dumping sewage into an outdated and barely adequate treatment system. The effort to update the treatment pond should be a town priority, and the approval of any development relying on the pond as is should be a major consideration for any construction approvals. RESPONSIBLE development is my point, I am not opposed to this subdivision, I am opposed to it as presented.

Regards,

Mary Jane Banks

From:
Sent: November 24, 2020 12:09 PM
To: Mary Jane Banks
Subject: FW: Sagamore point

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Sent: Monday, November 16, 2020 5:59 PM
To: 'NancyGrant@rothesay.ca' <NancyGrant@rothesay.ca>
Subject: Sagamore point

Mayor and Council,

I have finally gone through the minutes from the council meeting regarding proposed development in Sagamore Point. Although many on the street are not very happy about this venture, many realize that we cannot stop projects on a whim. Having said that there are a few things that just puzzle me to some degree.....; Brian it is clear that the project checks ALL the boxes as you stated to me during a phone conversation. Councilors this may challenge your opinion as well, but if we simply have a list of checks and balances, why is a council even relevant in these instances? If the PAC determines it meets the requirements that the town likely determined, then why even have council waste their time hearing about any proposed developments? I mean it does check ALL the boxes. This is what concerns me.....A proposal on Maliseet Drive faces different challenges than a proposal on Highland Avenue, or one off Gondola Point road. I sincerely hope that I am wrong in thinking that ALL subdivision proposals in Rothesay use the exact same checklist? That would be very naïve on the part of an elected council, put in place to consider ALL impacts to ALL residents of ANY proposal.

My other concern is the suggestion that a "water lot" is considered green space?? Really? This is a lot from PRE-CONFEDERATION!! 1800's I am talking about, just to be clear. I find it interesting that the recommendation from PAC is to accept as is the subdivision plan using a water lot from the 1800's as a green space, but we can't consider a subdivision plan from 1973!! Almost laughable really, actually it is laughable, I mean come on guys. Is anyone going to tell their kids to go ride their bikes on the water? Or I see the swing set out there in the river, you will have to swim to get there. The "green space" should be part of the LAND and if the developer needs to give up 10% oh well. Accepting the water lot could mean a developer in the future could own separate parcels and deed them together and name a woodlot a green space, outside of a proposed development.....not that unrealistic. The notion in the reply from you Brian that the developer will address the water lot in the future?? Is he going to fill it in and put in some pick nick tables,

really a joke. This extra space on the river is being sold as some kind of windfall that we are getting, above and beyond the requirement. Seriously, I and many others find it somewhat insulting, we are not drinking that kool-aid and sincerely hope you are not as well. It vexes me to think that a developer could apply for a permit and say "I don't have the 10% space, but I will give you much more that is unusable later." Most developers I think would not have such ignorance to even suggest something so out of touch, I would hope a developer would understand the importance of maintaining a standard and accept the 10% requirement that is realistic and propose a plan as such, unless of course our one brush paints all checklist has the boxes covered.

As council members looking out for all the residents of our community I feel each case needs to be looked upon separately. I get the checklist as a starting point, I get that we need to move forward and grow our community in a meaningful way both to attract new and preserve the old. However we in Sagamore Point have no sidewalks, poor underground wiring infrastructure, a road that is low as you round the bend past Malabeam, the still ongoing smell of the treatment pond.....let's make sound decisions to grow responsibly and reduce the number of lots, adhering to a(not 1800's) modern requirement of a LAND based greenspace, add a through street at the cul-de-sac, ideally raise the lower section of Maliseet by a couple feet so residents at least are not stranded during floods, and finally upgrade the treatment pond that is an environmentally unfriendly design, years out of date, and well past its effectiveness. Fecal counts in the river are becoming a problem from all sources above and in Rothesay on the river system ,but I find it concerning that a responsible community like Rothesay is content to approve another 55 homes dumping sewage into an outdated and barely adequate treatment system. The effort to update the treatment pond should be a town priority, and the approval of any development relying on the pond as is should be a major consideration for any construction approvals. RESPONSIBLE development is my point, I am not opposed to this subdivision, I am opposed to it as presented.

Regards,

Mary Jane Banks

From:
Sent: November 24, 2020 12:09 PM
To: Mary Jane Banks
Subject: FW: Maliseet Drive

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Sent: Sunday, November 22, 2020 3:09 PM
To: 'NancyGrant@rothesay.ca' <NancyGrant@rothesay.ca>
Cc: 'mattalexander@rothesay.ca' <mattalexander@rothesay.ca>; 'miriamwells@rothesay.ca' <miriamwells@rothesay.ca>
Subject: Maliseet Drive

Mayor and Council,

As a concerned citizen on Maliseet drive regarding the proposed Sagamore point subdivision, I am kindly requesting the approvals by the province to operate the present treatment pond. These should be easily obtained by the town and just as easily sent to me electronically to this address. Also when the town finished the piping infrastructure to divert ALL sewerage to the Maliseet Drive treatment pond from the K-Park pond, there should have been an independent OR town engineering study completed to determine the effectiveness and capacity threshold of the current Maliseet treatment system. I would like to see the results of that study also.

To summarize:

- provincial approval documents to operate current Maliseet Drive facility.
- engineering study documents to support the transfer of all sewerage from the old K-Park pond to Maliseet pond.....threshold capacity, effectiveness.

Regards,

Mary Jane Banks

From:
Sent: November 24, 2020 12:09 PM
To: Mary Jane Banks
Subject: FW: Maliseet Drive

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Sent: Sunday, November 22, 2020 3:38 PM
To: 'brianwhite@rothesay.ca' <brianwhite@rothesay.ca>
Subject: FW: Maliseet Drive

Sent: Sunday, November 22, 2020 3:09 PM
To: 'NancyGrant@rothesay.ca' <NancyGrant@rothesay.ca>
Cc: 'mattalexander@rothesay.ca' <mattalexander@rothesay.ca>; 'miriamwells@rothesay.ca' <miriamwells@rothesay.ca>
Subject: Maliseet Drive

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To summarize:

- provincial approval documents to operate current Maliseet Drive facility.
- engineering study documents to support the transfer of all sewerage from the old K-Park pond to Maliseet pond.....threshold capacity, effectiveness.

Regards,

Mary Jane Banks

From:
Sent: November 24, 2020 12:09 PM
To: Mary Jane Banks
Subject: FW: Sagamore Point
Attachments: IMG_2512.jpg; IMG_2511.jpg; IMG_2510.jpg; IMG_2509.jpg; IMG_2508.jpg; IMG_2507.jpg; IMG_2506.jpg; IMG_2505.jpg; IMG_2504.jpg; IMG_2503.jpg; IMG_2502.jpg; IMG_2501.jpg; IMG_2500.jpg

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Sent: Sunday, November 22, 2020 4:10 PM
To: 'brianwhite@rothesay.ca' <brianwhite@rothesay.ca>
Subject: Sagamore Point

Brian,

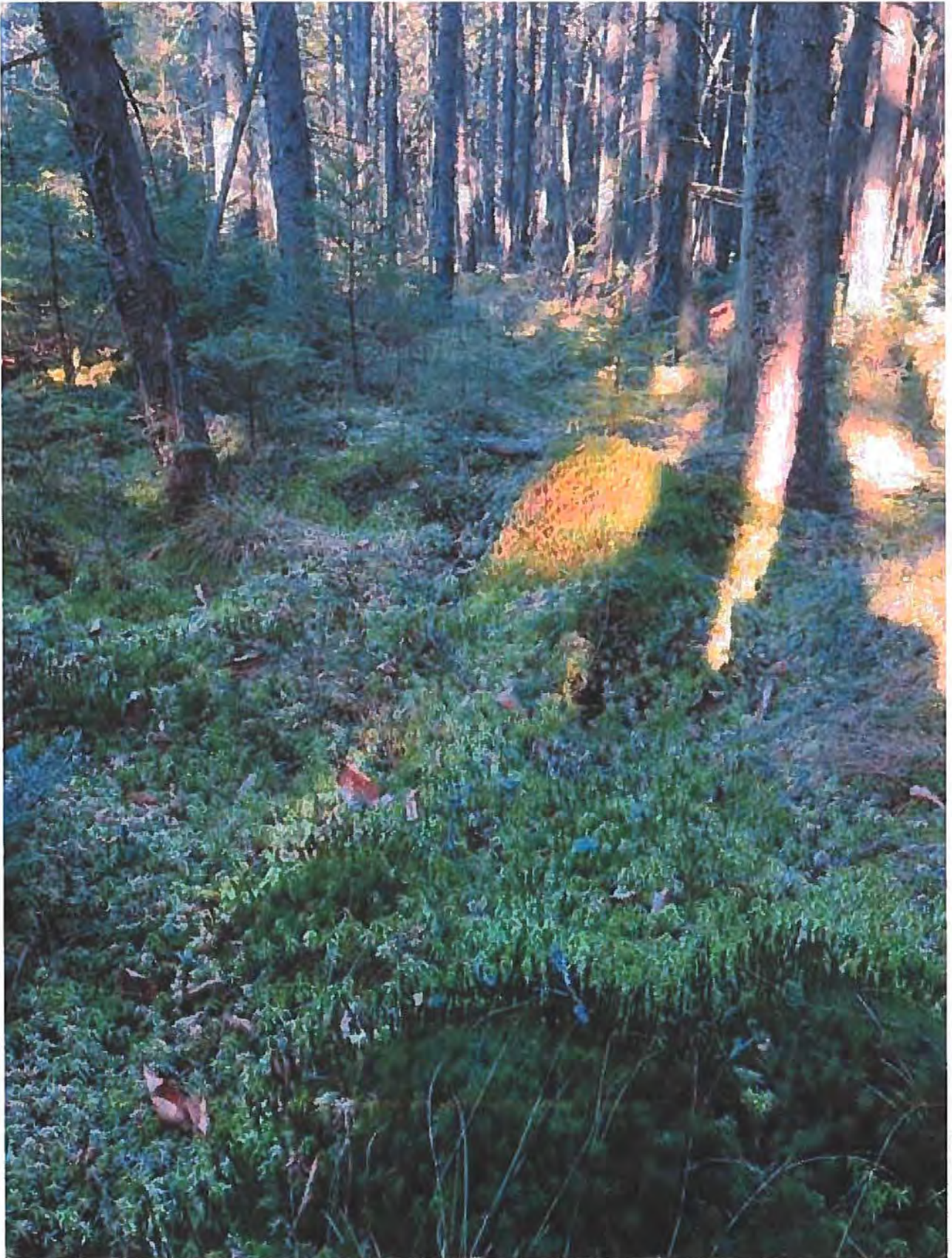
Please see the attached photos of a wetland bog behind my house on Maliseet Drive. Under the description found on the NB department of environment website, this area seems to warrant a "Wetland delineation." I also consulted and shared these photos with a friend of mine that has the qualifications to make a determination on this subject.

This area stays wet and boggy year round, the ground is essentially an extremely thick carpet like moss that has only peat under it, I think the perimeter and size needs to be defined.

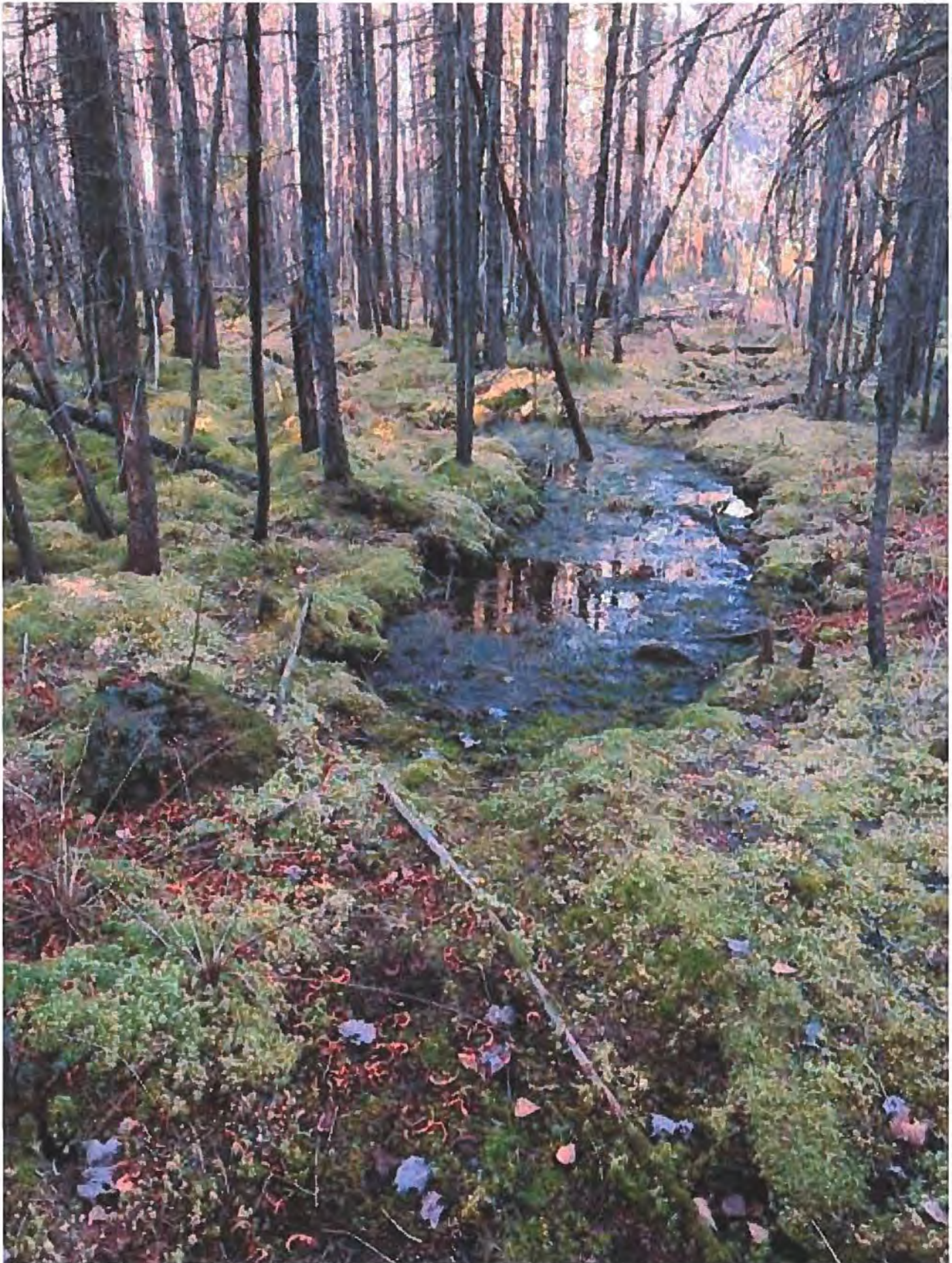
Your thoughts are most welcome.

Regards,





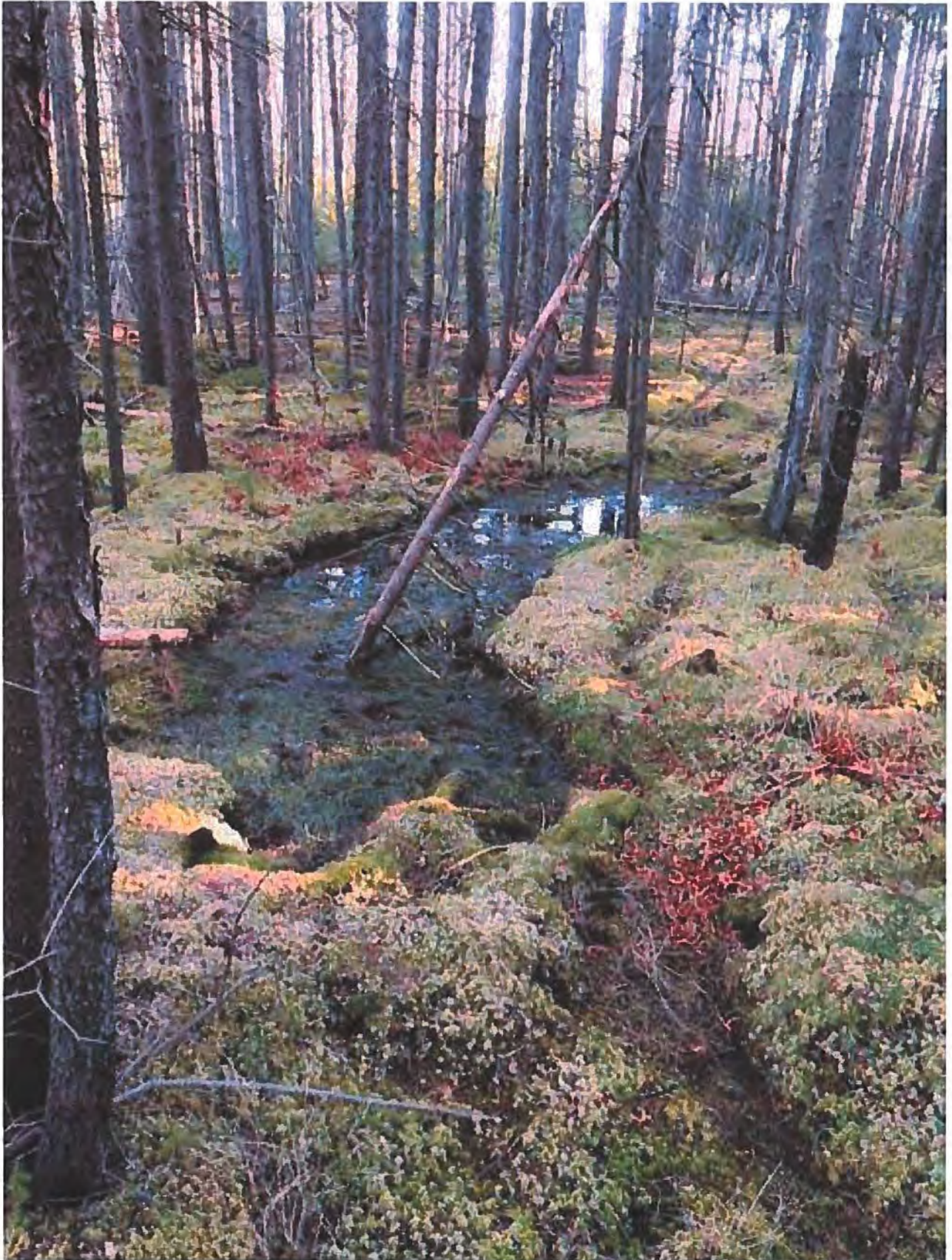




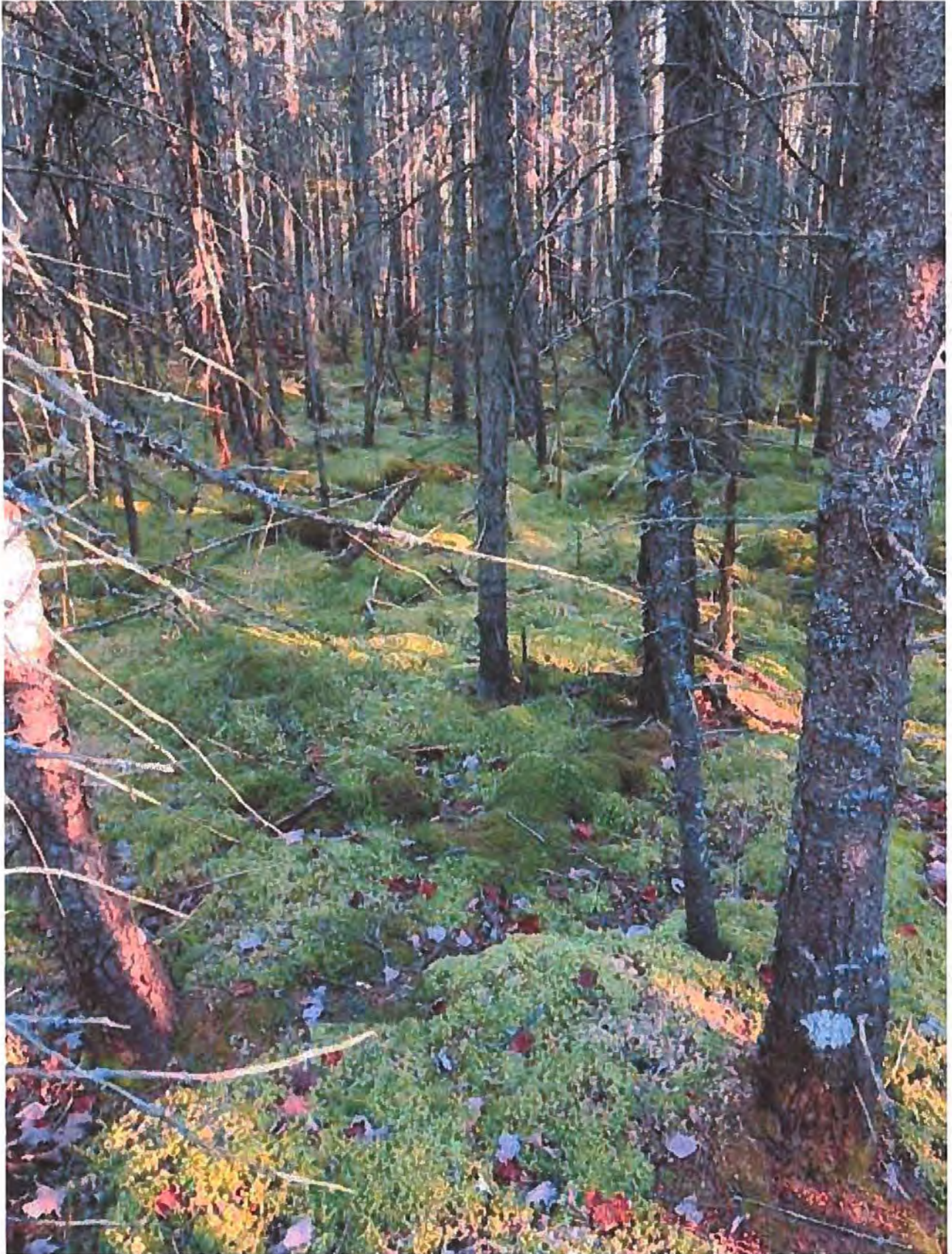


















Mary Jane Banks

From:
Sent: November 24, 2020 12:08 PM
To: Mary Jane Banks
Subject: FW: Sagamore Point

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Sent: Monday, November 23, 2020 11:24 AM
To: 'Brian White' <BrianWhite@rothesay.ca>
Subject: RE: Sagamore Point

Brian,

This is an "unmapped" wetland feature, clearly stated on the provincial website, and a delineation is required to determine if it is larger than 1 hectare in which case permitting and a measured approach is required.

At the very least a WAWA permit would be required as there will be cutting of trees and disturbance of soil.....actually trees have already been cut as is clearly laid out in my pics.....you can see the tree markers and the bog and fresh cut trees.....

Regards,

From: Brian White [<mailto:BrianWhite@rothesay.ca>]
Sent: Monday, November 23, 2020 10:01 AM
To:
Subject: RE: Sagamore Point

I had a look at the Provincial wetland mapping when this application came in and it does not confirm the presence of a wetland in the Sagamore Point area.

<https://geonb.snb.ca/wawa/index.html>

Notwithstanding the map any activity, involving disturbance of the soil or cutting of trees, in or within 30 meters of a wetland boundary will require a WAWA permit.

Brian

From:
Sent: November 22, 2020 4:11 PM
To: Brian White <BrianWhite@rothesay.ca>
Subject: Sagamore Point

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Brian,

Please see the attached photos of a wetland bog behind my house on Maliseet Drive. Under the description found on the NB department of environment website, this area seems to warrant a "Wetland delineation." I also consulted and shared these photos with a friend of mine that has the qualifications to make a determination on this subject.

This area stays wet and boggy year round, the ground is essentially an extremely thick carpet like moss that has only peat under it, I think the perimeter and size needs to be defined.

Your thoughts are most welcome.

Regards,

Mary Jane Banks

From:
Sent: November 24, 2020 12:08 PM
To: Mary Jane Banks
Subject: FW: wetland Sagamore point

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Sent: Monday, November 23, 2020 11:46 AM
To: 'Brian White' <BrianWhite@rothesay.ca>
Subject: wetland

Tab for "Protocol for wetland delineation in NB" under the "guidelines and facts" heading.

Clearly states that the "Mapping" is only a guideline and there can be wetland features not mapped on the ground. All verification is to be done in the field.

<https://www2.gnb.ca/content/dam/gnb/Departments/env/pdf/Wetlands-TerreHumides/ProtocolForWetlandDelineation.pdf>

regards.

18 Maliseet Drive.

Town of Rothesay,

As a landowner and taxpayer in the town of Rothesay, I am conveying my concerns regarding the planned expansion of the Sagamore Point subdivision.

My wife and I purchased our property in 2006, we were well aware of the possible future plans to expand Sagamore point and develop the wooded section behind our home. At that time we asked some of the long term residents on the street if they were aware of the plans, and what the expansion may look like. It was common knowledge through the Streeters that the lot size would be similar to what we enjoy and beach rights as stated in each and everyone's deed would not be compromised. As you can see by the attachment included, the lot size as planned ALL along is significantly larger and equaling 28 lots in total! Much different from the current proposal of 55 lots.

My concerns are as follows:

-There are NO sidewalks on our street, and the street is narrow with blind rises and sharp turns. Combine this with an active and elderly population on the street, the risk of being struck by a vehicle increases tremendously with another 75 vehicles travelling in and out daily. There are also many younger families on this street and kids ride bicycles to and from the deeded beach. Their safety will be compromised with the added traffic on an already narrow street. Please do not suggest a few street lights will remedy this, many of us walk during the day, not the evening. Further to the point of lighting, many on the street do not want lighting anyway, as the dark, quiet, low traffic is what attracted many to the street. I have spoken to the majority of the homeowners on the street, and this rings true for most.

-The added traffic trying to merge onto Gondola Point road will add strain to an already busy and at times seemingly impossible merge between 7:30 and 8:30 A.M. There is simply no other way, all traffic needs to get on gondola point road, whether through river road, or Ballpark or Maliseet. Traffic lights are the only option and they will back up Gondola point road and drastically slow everything to a crawl. Simply look at the Clarke road stop sign and the Marr road lights at the intersection of Hampton road during rush hour.....the lights will slow

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things down and back traffic up. Just as all traffic has slowed and backed up in Rothesay in just the 15 years since I moved here. The town of Rothesay at some point need to consider what their future will look like?? Traffic is becoming an issue all across KV.....the arterial, ramps to the throughways, the McKay is arguably dangerous during peak times! All a result of blind expansion on the part of the town. Traffic and infrastructure need to be addressed on all fronts, without subdivision after subdivision.

-Lot size all along was slated around 30 lots, NOT 55. The residents of Sagamore point have a municipal right to have property value protected by municipal planning committees and town council. Can anyone reviewing this proposal tell me seriously that looking out my backyard and seeing two homes to my one is going to maintain or increase my property value?? If there is ANY possibility of a decrease in value than it cannot be built as planned!! Read any municipal planning laws across Canada (I have) and maintaining OR increasing property value is the driving force of town and subdivision planning. The citizens that built Rothesay and have been paying taxes for 20, 30, 40 years deserve this guarantee at the very least. Will people think about leaving Rothesay in 20 years because the way of life that originally attracted people is now lost due to overpopulation and congestion thanks to tax greedy council? To that point the tax rate has been stable for a very long time so tax money seems unlikely to be the driving force of CONSTANT expansion??

-The proposed lots at the beginning of Maliseet Drive are all above the current properties. We have already had drainage ditch and culvert issues with some properties. Are we now going to have flooded ditches and yards as a result of runoff and storm drains? Can the stream handle the storm drain activity of all the paved areas that no longer have soil to gather moisture? What prevents a new homeowner from trenching his property the way they like only to have their runoff end up following gravity in my ditch or front yard or backyard?

-Has an environmental impact assessment been completed for the proposed subdivision? I would like to see it, you may send me a copy please.

-Has the effect on groundwater and water table been assessed by a civil engineering company? ALL of Sagamore Point are on wells!! A single issue with a well as a result of soil activity will lead to legal battles. We have a long history of good quality AND quantity of water in Sagamore point, any deviations as a result of soil activity will be difficult to dismiss as coincidence. If an assessment has been done I would also like to see it, please forward to my email.

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-Can the current sewage treatment pond handle 55 more homes? It is NO secret that the current pond struggles when there is little rain, too much rain.....The infrastructure pipe was layed 2 years ago to divert the pond from K-Park, the pump house has been constructed, when does the rest of the upgrade take place? I would expect that if a subdivision is proposed to add 55 homes that these things need to be considered? I have a call and email to the NB Department of Environment, at this time I am awaiting a response. If you have this information, then please forward to my email.

In Closing,

I am not opposed to improving the Town of Rothesay, I question if development is the only way to this? Rothesay needs to look at traffic flow across the entire valley in order to sustain growth. When do we slow development to address infrastructure? When traffic comes to a standstill? When pedestrians are at risk and vehicle accidents increase? There is nothing wrong with adding a proposed subdivision in Sagamore point.....but 55 homes is not what the residents signed up for, 28 was the plan. Even with 28, there is no way to merge the traffic effectively? Can the town of Rothesay ensure my property value remains the same or increases with a proposed 55 homes? Can the town of Rothesay ensure that my yard will not become the path of runoff from higher ground? Can the town of Rothesay ensure our wells will remain clean and deliver the current volume? Can the town of Rothesay ensure that the increase in traffic will not put our residents at risk while walking on their narrow sidewalkless street? Can the town of Rothesay ensure that the developer leaves a tree line between our lots and any new ones?

-I would like the town to send me the details of the application for this plan. The developer needs to produce the findings of many impact assessments to the town for an approval of a project of this size. As a taxpayer this information should be readily available. I will gladly attend a council meeting before this is approved to ask for this information, however with covid, I suspect the town will need to send these documents to me via email.

I look forward to your correspondence.

Regards,

-T



ROTHESAY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Town Clerk Banks
DATE	:	4 December 2020
RE	:	Draft Fire Prevention & Protection By-law 3-20 Enactment

RECOMMENDATION:

- Council authorize Reading by Summary of By-law 3-20, "A By-law of the Municipality of Rothesay Respecting Fire Prevention and Protection" *{requires unanimous consent}*
- Council give 3rd Reading by Title and Enactment, to By-law 3-20, "A By-law of the Municipality of Rothesay Respecting Fire Prevention and Protection"

BACKGROUND:

Rothesay and Quispamsis began a review of their respective Fire Prevention By-laws in April 2019, at the request of the Joint Board of Fire Commissioners.

Discussions and meetings were held with KVFD Fire Chief Ireland and representatives from both Towns. In September 2019, a delay was requested to allow for a more thorough review of the collection of fees for service and administrative penalties processes.

The process was further delayed in the spring of 2020 with the onset of the COVID-19 pandemic.

A subsequent virtual meeting was held in mid-October with KVFD Fire Chief Ireland and representatives from both Towns and the final proposed draft of By-law 3-20 is presented for Council review and adoption. Quispamsis Council enacted its By-law at its December 1, 2020 Council meeting.

Reading by Summary:

In accordance with Section 15 of the *Local Governance Act*, SNB 2017 c18, a summary of a by-law may be read (rather than reading in its entirety) if proper notice has been given and no member of Council objects.

Attachment: Public Notice 30 November 2020

Mary Jane



PUBLIC NOTICE

30 November 2020, Rothesay, NB

Public notice, in accordance with Section 70 of the *Local Governance Act*, SNB 2017, c18 is hereby given that Rothesay Council intends to consider adoption of By-law 3-20, "A By-law of the Municipality of Rothesay Respecting Fire Prevention and Protection" at its December 14, 2020 Council meeting.

The Fire Prevention and Protection By-law provides for adoption of standards, appointment of Fire Prevention Officers, and General Provisions as related to the following: open air burning, burn bans, fire protection systems, construction fire safety plans, the use of fireworks (consumer and display), fees and cost recovery and administrative penalties for failure to comply with the provisions of the Fire Prevention and Protection By-law.

The By-law can be reviewed online or in the Clerk's Office, 70 Hampton Road, Rothesay, NB during regular business hours – Monday to Friday 8:00 am to 12 noon, 1:00 pm to 4:30 pm (closed between 12 noon and 1 pm).

Comments can be forwarded to Rothesay@rothesay.ca before Noon on Wednesday, December 9, 2020.

*Please note – email attachments must be in .pdf format.

Mary Jane Banks, BComm
Town Clerk

**A BY-LAW OF THE MUNICIPALITY OF ROTHESAY
Respecting Fire Prevention and Protection**

Rothesay Council, under authority vested in it by Section 10 and Section 186 of the *Local Governance Act*, SNB 2017, c 18 and regulations thereunder, hereby enacts as follows:

TITLE

1. This By-law may be cited as the “Fire Prevention & Protection By-law”.

DEFINITIONS

2. In this By-law:

- a) **“Automatic alarm system”** includes an automatic fire sprinkler system, a fire alarm system and a carbon monoxide alarm system;
- b) **“Council”** means the elected Council of Rothesay;
- c) **“Department”** or **“Fire Department”** means the Kennebecasis Valley Fire Department Inc.;
- d) **“Order”** means an order made under authority of this By-law by the Fire Chief, his designate, or a Fire Prevention Officer;
- e) **“Municipality”** means Rothesay;
- f) **“Fire Chief”** means the Fire Chief, or his designate, of the Kennebecasis Valley Fire Department;
- g) **“Fire Prevention Officer”** means the Fire Chief and those persons appointed pursuant to the *Fire Prevention Act* and Section 5 of this By-law;
- h) **“Officer in Charge”** means the senior officer of the Kennebecasis Valley Fire Department on scene;
- i) **“Consumer Firework”** means an outdoor, low hazard, recreational firework that is dealt with in Part 16, Sections 354 to 359 of the Explosive Regulations, 2013 (SOR/2013-211) of the Federal Explosives Act, and includes but is not limited to fireworks showers, fountains, golden rain, lawn lights, pin wheels, Roman candles, volcanoes and sprinklers;
- j) **“Display Firework”** means an outdoor, high hazard, recreational firework that is dealt with in Part 18, Sections 410 to 449 of the Explosive Regulations, 2013 (SOR/2013-211) of the Federal Explosives Act, and includes but is not limited to rockets, serpents, shells, bombshells, tourbillions, maroons, large wheels, bouquets, bombardos, waterfalls, fountains, batteries, illumination, set pieces and pigeons;

- k) **“Owner”** means the registered owner of property and includes any person, firm or corporation having control over or possession of the property or any portion thereof.
- l) **“Recreational Fire”** means a small, controlled, outdoor fire that is contained in a fire pit or outdoor burning appliance and is normally used for cooking, warmth, or personal enjoyment.

ADOPTION OF CODES/STANDARDS

- 3. Except as modified by this By-law, it is declared that the most recent edition of The National Fire Code, plus any codes/standards referenced therein, is in force in the Municipality.
- 4. The *Fire Prevention Act*, RSNB, 1973, c. F-13, amendments thereto and regulations thereunder, is deemed to be part of this By-Law in like manner as if it were set out herein.

APPOINTMENT OF FIRE PREVENTION OFFICERS

- 5. a) Any person appointed by the Fire Marshal for the Province of New Brunswick as a Fire Prevention Officer shall be a Fire Prevention Officer for purposes of this By-law.
b) Council may appoint any person as a municipal By-law Enforcement Officer for the specific purposes of enforcement under this By-law.
- 6. A Fire Prevention Officer is authorized to enforce the National Fire Code, the *Fire Prevention Act*, amendments thereto and regulations thereunder, together with any other laws of the Province of New Brunswick and the town of Rothesay relating to the prevention and extinguishment of fires.
- 7. Without limiting the generality of the foregoing, a Fire Prevention Officer shall have the same powers under the same conditions as are conferred upon the Fire Marshal by Sections 11, 12, 16, 19(3), 21(1) and 23 of the *Fire Prevention Act*.
- 8. The Fire Chief may establish, revise and maintain a regular system of property fire inspections of buildings and premises. The frequency of such inspections shall be at the discretion of the Fire Chief.

GENERAL PROVISIONS

- 9. Whenever the Fire Chief or Officer in Charge at the scene of a fire deems it advisable to guard the locality of such fire from the crowding of persons or vehicles, they may place or cause to be placed a barrier across any street or public place to indicate the area from which persons or vehicles are prohibited.
- 10. No person, except a member of the Kennebecasis Valley Fire Department, a member of the Kennebecasis Regional Police Force, or persons authorized by the Fire Chief or Officer in Charge shall enter or be within an area marked off by barriers to indicate an area from which persons or vehicles are prohibited.

11. No person shall disobey the orders or directions of the Fire Chief or Officer in Charge while in the performance of their duties at a fire nor shall any person interfere with or obstruct any such officer or any fire fighter while in the performance of any duty at a fire.
12. Every person attending a fire shall, upon the request of the Fire Chief or Officer in Charge, assist any firefighter engaged at such a fire and shall obey all orders and directions given to them by the Fire Chief or Officer in Charge in connection with such fire.

OPEN-AIR BURNING

13. Except as permitted in Section 14, no person shall burn or cause to burn any material out of doors on public or private property within the limits of the Municipality.
14. Recreational fires are permitted within the Municipality provided the following conditions are complied with and subject to any provincial laws or regulations to the contrary:
 - a) The fire is to be in a contained area using only dry, seasoned wood as a fuel and being no larger than one (1) square metre in area; (notwithstanding the foregoing, the use of CSA approved outdoor burning appliances that may use an alternative fuel source are permitted);
 - b) The owner of the property where the recreational fire is located has given consent for the fire;
 - c) Not more than one recreational fire is located on a private lot at any one time;
 - d) The recreational fire is attended at all times;
 - e) A means of extinguishment of the recreational fire is readily available;
 - f) The fire is completely extinguished prior to the recreational fire area being vacated;
 - g) Recreational fires shall not be set in windy conditions conducive to creating a running fire or when the wind is in such a direction or intensity so that the fire or smoke causes discomfort or safety risk to any person or causes loss of enjoyment of normal use of the property in the immediate area as determined by the Fire Chief;
 - h) If smoke from a recreational fire causes an unreasonable interference with the use and enjoyment of another person's property, the fire shall be extinguished immediately;
 - i) No person shall fail to immediately extinguish a recreational fire upon the request of the Fire Chief or Officer in Charge.

BURN BAN

15. Recreational fires are not permitted during periods when the Province has restricted or prohibited open-air burning.
16. Notwithstanding the provisions of this By-law, the Fire Chief may institute a burn ban at any time, as may be deemed necessary in the opinion of the Fire Chief to be in the interests of public safety.
17. No person shall open air burn or allow open air burning at any time during a burn ban.

FIRE PROTECTION SYSTEMS

18. Following the activation, or during a shut-down for any reason, of an automatic alarm system, and where the Fire Department has been unable to make contact with the owner, contact person or occupier, or that person fails to attend and reset the system within forty-five (45) minutes after being contacted, the Fire Chief may contact a qualified service person to restore the automatic alarm system to normal operating conditions. The total cost of restoration of the equipment and related costs of hiring the qualified service person, shall be the responsibility of the owner or occupier.
19. Whereas an inoperable automatic alarm system constitutes an emergency, the Fire Chief may take whatever actions or measures are necessary to meet the emergency, including, but not limited to, evacuating the building or requiring the posting of a fire watch.
20. An owner of property containing an automatic alarm system, where there has been more than one (1) false alarm within a 30 day period, is guilty of an offence.
21. Every owner or occupier of premises having an automatic alarm system, monitored or non-monitored, shall submit, on a form prescribed by the Fire Department, the names and telephone numbers of 3 persons who are available to attend, enter and secure the premises ("Contact Person"). The prescribed form may be obtained from the Fire Department and shall be submitted yearly and upon any change in Contact Person. The form must contain the written consent of each person named to act as a Contact Person.
22. At least one of the Contact Persons established in Section 21 must attend at the premises within 45 minutes when requested by the Fire Department and must secure the premises and when appropriate, release the Fire Department from the incident. When the Fire Department responds to an alarm where the owner has failed to provide a Contact Person or where a Contact Person fails to attend within 45 minutes, the owner or occupier shall pay the applicable standby fee prescribed in Schedule "A".
23. When an owner or occupier fails to provide proper Contact Person information they are guilty of an offence.
24. Upon attending a fire incident, a Contact Person must identify him/herself to the Officer in Charge on scene.

25. A Contact Person must have full access to the building and or occupancy of which they have responsibility and be able to take control of the building or occupancy from the Officer in Charge on completion of the incident.

CONSTRUCTION FIRE SAFETY PLANS

26. Fire safety at construction or demolition sites must be in compliance with Section 5.6 of the National Fire Code and Part 8 of the National Building Code.
27. The owner of a building under construction or renovation which requires the issuance of a building permit under Part 3 or Part 9 (excluding single family dwellings and associated accessory buildings) of the Building Code must submit a Construction Fire Safety Plan for review and approval by the Fire Chief. A Construction Fire Safety Plan template is available from the Fire Department.
28. Subject to Section 27, every building owner undertaking a construction or demolition project which requires a Construction Fire Safety Plan must appoint a responsible person as the Construction Fire Safety Director and submit the name and contact information to the Fire Chief prior to the commencement of the construction or demolition work.

FIREWORKS

29. No person shall set off fireworks when there is a burning ban issued by the Fire Chief or the Province of New Brunswick.

Consumer Fireworks

30. Every person who sets off consumer fireworks shall:
- a) provide and maintain fully operational fire extinguishing equipment ready for immediate use and present at all times for a reasonable period thereafter, at the location or site of the setting off of the consumer fireworks. This includes having knowledge of the operational procedures associated with said fire extinguisher equipment;
 - b) Follow the manufacturer's requirements for the discharge of the fireworks;
 - c) Permit the inspection of any site where consumer fireworks may be stored, set off or displayed, and the consumer fireworks themselves, together with all associated equipment, by anyone authorized to enforce this By-law, forthwith upon demand; and
 - d) comply with the Municipality's Noise By-law.
31. No person shall store, handle or set off Consumer fireworks in an unsafe manner or in a manner that creates a nuisance, taking into account the noise, danger from fire and explosion, and risk of death, injury and damage to property inherent in the storage, handling or use of fireworks.

Display Fireworks

32. No person shall hold a public fireworks display using Display fireworks without first obtaining a permit from the Fire Chief and paying the fee as set out in Schedule "A".
33. A public fireworks display using Display fireworks shall be conducted under the direct supervision of a person who is a licensed fireworks operator.
34. The person holding the display shall be responsible to ensure that the display is conducted in conformance with the current Fireworks Display Manual prepared by Natural Resources Canada.
35. The handling, storage and use of Display fireworks shall be in conformance with the Explosives Act and its Regulations, the National Fire Code and the *Fire Prevention Act*.

FEES AND COST RECOVERY

36. Fees for services provided by the Fire Department are set out in Schedule "A" attached hereto.
37. A person who receives a service listed in Schedule "A" shall pay to the Fire Department the corresponding fee, which is also set out in Schedule "A".
38. Schedule "A" may be amended from time to time by resolution of Council, on consultation with the Fire Chief.

OFFENCES

39. A person who breaches or fails to comply with a provision of this By-law or fails to comply with an order of the Fire Chief, an Officer in Charge or a Fire Prevention Officer commits an offence punishable under Part II of the *Provincial Offences Procedure Act*, SNB1987 c-22.1 as a category E offence, with a maximum fine of five thousand, two hundred dollars (\$5,200.00).
40. No person shall refuse or neglect to carry out any direction of the Fire Chief or Officer in Charge or a Fire Prevention Officer, made pursuant to this By-Law.

ADMINISTRATIVE PENALTIES

41. a) All contraventions of this By-law are designated By-law contraventions that may be dealt with by a notice of penalty pursuant to the provisions of the *Local Governance Act*.
- b) The Administrative penalty for each applicable contravention of this By-law shall be as set out in Schedule "A", failing which the penalty shall be two hundred fifty dollars (\$250.00).
- c) A person to whom a penalty notice is delivered may pay the administrative penalty within 30 days of receipt of the penalty notice at the Municipality's Office.

- d) A person who pays the administrative penalty shall be deemed to have contravened the provision of the by-law in respect of which the payment was made and shall not be charged with an offence in respect of the same incident that gave rise to the administrative penalty.
- e) If the administrative penalty is not paid in accordance with Section 41.c), the person may be charged with an offence pursuant to Section 39 and is liable on conviction to a minimum fine of one thousand, five hundred dollars (\$1,500.00).
- f) Payment of an administrative penalty or a fine does not alleviate the responsibility for compliance with the By-law.

SEVERABILITY

42. If any part of this By-law shall be held invalid, such part shall be deemed severable and the invalidity thereof shall not affect the remaining parts of this By-law.

REPEAL and ENACTMENT

43. By-law 3-98, "A BY-LAW OF THE TOWN OF ROTHESAY RESPECTING THE PREVENTION AND SUPPRESSION OF FIRES AND THE REMOVAL, DEMOLITION OF BUILDINGS, STRUCTURES OR OTHER MATERIAL LIABLE TO FIRE" is hereby repealed.
44. The repeal of By-law 3-98 shall not affect any By-law infraction, penalty, forfeiture or liability, incurred before such repeal or any proceeding for enforcing the same completed or pending at the time of repeal.

EFFECTIVE DATE

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

FIRST READING BY TITLE: 9 November 2020

SECOND READING BY TITLE: 9 November 2020

(Advertised as to content on the Rothesay website in accordance with Section 15 of the Local Governance Act (S.N.B. 2017, c.18) 30 November 2020

READ IN SUMMARY: _____

THIRD READING BY TITLE
AND ENACTMENT _____

Nancy Grant
MAYOR

Mary Jane E. Banks
CLERK



ROTHESAY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Town Clerk Banks
DATE	:	4 December 2020
RE	:	Draft Fire Prevention & Protection By-law 3-20

RECOMMENDATION:

- Council adopt Schedule A to By-law 3-20, "A By-law of the Municipality of Rothesay Respecting Fire Prevention and Protection" with Fire Fees and Charges to take effect January 1, 2022 and Administrative Penalties to take effect January 1, 2021

BACKGROUND:

Quispamsis Council enacted its Fire Prevention and Protection By-law at its December 1, 2020 Council meeting. It should be noted the Fire Fees and Charges will NOT take effect in Quispamsis until January 1, **2022**, while Administrative Penalties will take effect January 1, 2021. To provide consistent enforcement for the Kennebecasis Valley Fire Department, staff are recommending the same effective dates implemented in Quispamsis.

Mary Goss

QUINQUE JUNCTA IN UNO

SCHEDULE "A"

ATTACHED TO AND FORMING PART OF BY-LAW 3-20

FIRE SERVICES FEES AND CHARGES

Type	Description	FEE (incl. HST) – Effective 1 January 2022
Admin	Reports (fire incident, fire investigation, etc.)	\$50 per report
	File search	\$35 per address
	Fire Code compliance letter	\$50 per address
Prevention	Liquor License Inspection	\$100
	Special Occasion permit inspection	\$100
	Annual re-license inspections (non-liquor)	\$75
	Display Fireworks permit	\$100
	Requested Inspection (owner initiated)	\$50/hour
	Apparatus Standby	\$200/hour
Administrative Penalties		FEE (incl. HST) – Effective 1 January 2021
For an offence under Sections 13, 14, 15, 16 and 17	Response to non-compliant open-air burning 1 st time	Penalty N/C
	2 nd response to same address within 30 days	Penalty \$50
	3 rd and subsequent response to same address within 30 days	Penalty \$175
For an offence under Section 20	False alarm – automatic alarm system 1 st time	Penalty N/C
	2 nd response within 30 day period	Penalty \$175
	3 rd and subsequent response within 30 day period	Penalty \$350
For an offence under Section 22	Standby Fees – Section 22	Penalty \$200/hr



ROTHESAY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Town Clerk Banks
DATE	:	10 December 2020
RE	:	Appointment of By-law Enforcement Officers (Fire By-law 3-20)

RECOMMENDATION:

- In accordance with Section 5(b) of By-law 3-20, "Fire Prevention and Protection By-law", the following named members of the Kennebecasis Valley Fire Department Inc. are hereby appointed By-law Enforcement Officers for the purposes of enforcing By-law 3-20, "Fire Prevention and Protection By-law" and further that said appointments may be revoked or amended at any time by resolution of Rothesay Council:

- Chief Bill Ireland
- Deputy Chief Dan McCoy
- Division Chief Mike Boyle
- Division Chief Shawn White
- Captain Doug Barrett
- Captain Jim LeBlanc
- Lieutenant Bob MacLeod
- Senior Firefighter Karen Trecartin
- Firefighter Dan Richard
- Firefighter Harry Ludford
- Firefighter Joel Armstrong



ROTHESAY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Nominating Committee
DATE	:	4 December 2020
RE	:	Committee Appointments

RECOMMENDATION: Council approve the following Committee/Board appointments and terms.

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS

John Bujold

December 31, 2022

KENNEBECASIS VALLEY FIRE DEPARTMENT INC. BOARD OF FIRE COMMISSIONERS

Stephane Bolduc

December 31, 2022

PLANNING ADVISORY COMMITTEE

Matt Graham

December 31, 2022

Kelly Adams

December 31, 2022

Andrew McMackin

December 31, 2022

**reappointment*

Tracie Brittain

December 31, 2022

**reappointment*

WORKS AND UTILITIES COMMITTEE

Cynthia VanBuskirk

December 31, 2022

Peter Graham

December 31, 2022

**reappointment*

Shawn Carter

December 31, 2022

**reappointment*

HERITAGE PRESERVATION REVIEW BOARD

Howard Pearn

December 31, 2022

Raha Mosca

December 31, 2022

**reappointment*

Sarah MacKinnon

December 31, 2022

**reappointment*

PARKS AND RECREATION COMMITTEE

Annika Bagnell (*RHS student rep*)

December 31, 2022

Holly Young

December 31, 2022

**reappointment*

Gary Myles

December 31, 2022

**reappointment*

Dr. Shawn Jennings

December 31, 2022

**reappointment*

KV PUBLIC LIBRARY

D.J. Allison Maxwell

December 31, 2022

**reappointment*

Susan Webber

December 31, 2022

**reappointment*

TRADE AND CONVENTION CENTRE

Ronalda Higgins

December 31, 2022

**reappointment*

ROTHESAY

TO: Mayor and Council
FROM: Nominating Committee
RE: Committee Appointments

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-2-

4 December 2020

AQUATIC CENTRE

Lloyd Foote

December 31, 2021

**reappointment*

ROTHESAY HIVE ADVISORY COMMITTEE

Nancy Haslett

December 31, 2022

Willa Mavis

December 31, 2022

Julie Atkinson

December 31, 2022

**reappointment*

Diane O'Connor

December 31, 2022

**reappointment*

Jean Porter Mowatt

December 31, 2022

**reappointment*

Jill Jennings

December 31, 2022

**reappointment*

Dr. Shawn Jennings

December 31, 2022

**reappointment*

Robert Taylor

December 31, 2022

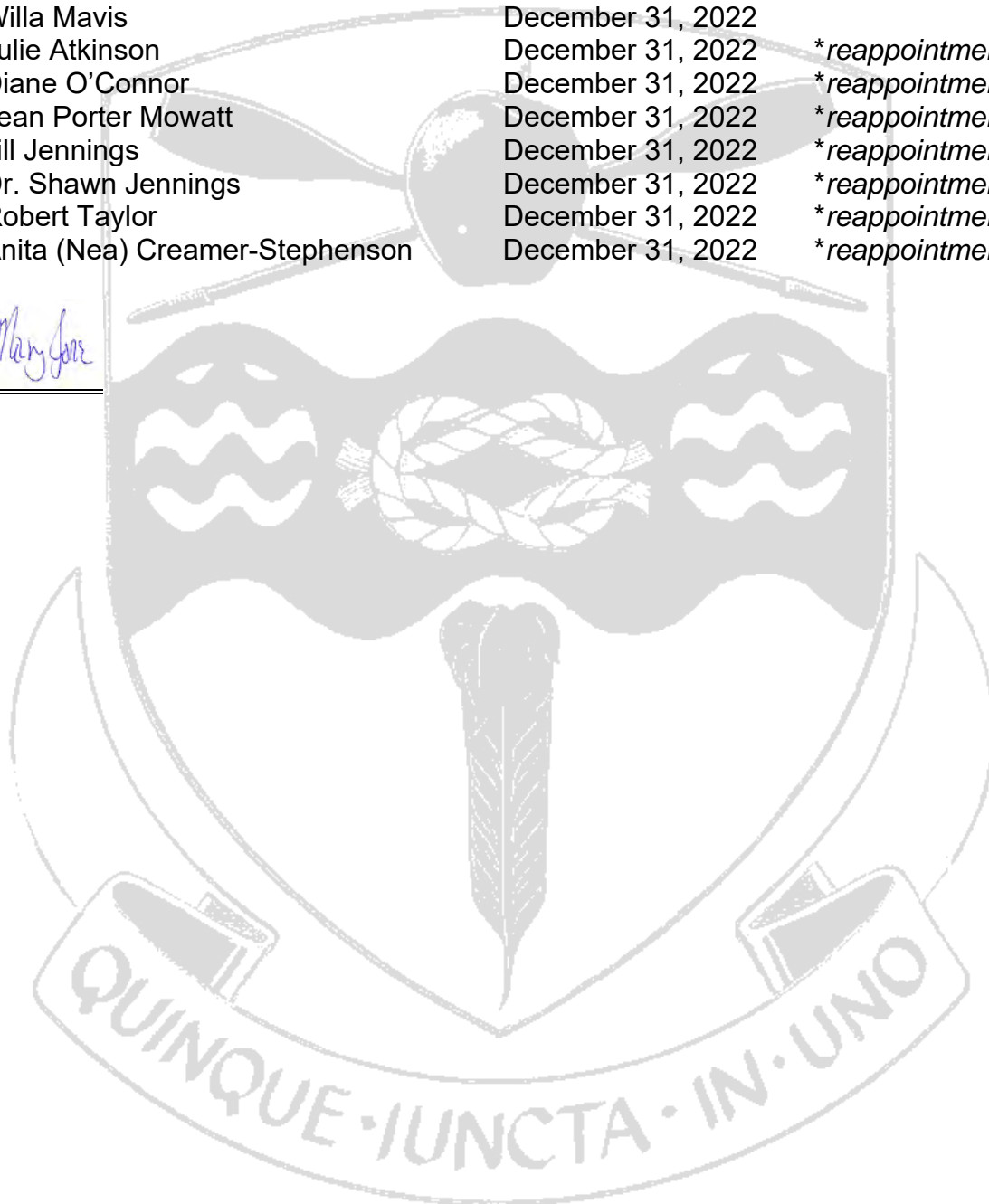
**reappointment*

Anita (Nea) Creamer-Stephenson

December 31, 2022


**reappointment*

Mary Jane





TO : Mayor and Council

Submitted By: 
Doug MacDonald, Treasurer

DATE : December 7, 2020

RE : General Fund Reserve Motions 2020

Recommendation:

It is recommended that Rothesay Mayor and Council approve the following motions:

RESOLVED that the sum of \$117,000.00 be transferred from the General Operating Reserve Fund to the General Operating Fund to cover operating costs.

RESOLVED that the sum of \$35,000 be transferred from the General Capital Reserve Fund (Town Hall) to the General Operating Fund to cover the costs of Capital projects.

RESOLVED that the sum of \$189,708.18 be transferred from the General Capital Reserve Fund to the General Operating Fund to cover the costs of Capital projects.

RESOLVED that Gas Tax Funding in the amount of \$803,422 for the year 2020, be transferred to the General Capital Reserve Fund (Gas Tax).

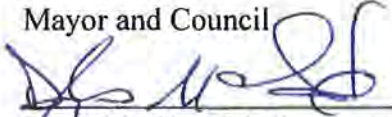
RESOLVED that the sum of \$ 1,350,000 be transferred from the General Capital Reserve Fund (Gas Tax) to the General Operating Fund to cover the costs of Capital projects.

RESOLVED that the sum of \$ 6,217.56 be transferred from the General Operating Fund to the Land for Public Purposes Reserve Fund for external contributions.

RESOLVED that the sum of \$225,000.00 be transferred from the General Operating Fund to the General Capital Reserve Fund to cover the costs of future Capital projects.



TO : Mayor and Council

Submitted By: 
Doug MacDonald, Treasurer

DATE : December 7, 2020

RE : Utility Fund Reserve Motions 2020

Recommendation:

It is recommended that Rothesay Mayor and Council approve the following motions:

RESOLVED that \$97,725.00 be transferred from the Utility Operating Fund to the Utility Capital Reserve Fund for water and sewer connection fees.

RESOLVED that the sum of \$560,000.00 be transferred from the General Capital Reserve Fund (Gas Tax) to the Utility Operating Fund to cover the costs of Capital projects.

RESOLVED that \$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.

RESOLVED that \$10,918.00 received from Quispamsis for Sewage Outfall be transferred from the Utility Operating Fund to the Utility Sewage Outfall Reserve Fund.

RESOLVED that \$189,570.78 be transferred from the Utility Capital Reserve Fund to the Utility Operating Fund to cover the cost of capital projects.



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
December 14, 2020

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:

John Jarvie, Town Manager

DATE: December 9, 2020

SUBJECT: Water Treatment Plant Pipe Replacement

RECOMMENDATION

It is recommended that Rothesay Mayor and Council authorize the Director of Operations to issue a Purchase order in the amount of \$47,822.00 plus HST to Select Mechanical Inc. to upsize inflow piping at the McGuire Road Water Treatment Facility.

ORIGIN

The Water Treatment Plant currently includes a single 250mm diameter raw water feed line from the Carpenter Pond Wellfield.

BACKGROUND

The Water Treatment Plant at McGuire Road draws raw, untreated water from the wells around Carpenter Pond. Raw water is delivered to the plant through a single 250mm diameter water line. This line extends through the interior of the plant and through the treatment process.

The wellfield consists of nine groundwater wells and one infiltration gallery. The daily withdrawal limit for the groundwater wells is strictly regulated by the province. There is no daily withdrawal limit for the infiltration gallery and as such, the infiltration gallery is the source for user demand that exceeds the daily withdrawal limit of the groundwater wells. Throughout summer 2020 higher-than-normal usage by Rothesay Water Customers necessitated pumping from the infiltration gallery almost every day.

Water from the infiltration gallery and water from the groundwater wells is delivered to the plant through a common pipe. The combined flow is directed through the treatment process in another common 250mm diameter pipe inside the plant. The groundwater wells, augmented by the infiltration gallery, can adequately feed the treatment process and meet demand; however, the size of the common pipe is a limiting factor.

DISCUSSION

The Utility has enough water available to meet (current) peak demand. The plant has the capacity to treat the volumes required to meet (current) peak demand. However, under some circumstances the limiting size of the raw water feed piping means that water is not delivered (from the wellfield) in sufficient quantity to supply the treatment process. Therefore, staff propose to separate the (raw) water from the groundwater wells and the (raw) water from the infiltration gallery by installing a second raw water feeder line. Minor modifications already completed in the wellfield allow this separation to happen outside the plant and the final piece of the puzzle is to re-pipe the feeder lines inside the plant.

Select Mechanical was the contractor responsible for the 2014 treatment plant upgrade and have been a reliable source of maintenance support ever since. The firm is very familiar with the protocols of our treatment system and there is a comfort level with having them work in and around our live potable system. It is for this reason that staff propose to engage Select Mechanical directly as opposed to soliciting quotes from contractors unfamiliar with the plant layout and operation. It is important to note that the plant cannot shut down during this work and the Utility must continue to treat and distribute potable drinking water during construction.

FINANCIAL IMPLICATIONS

The 2020 Utility Fund Capital Budget includes an amount of \$250,000 for water quantity (not quality) enhancement. The raw water piping work forms part of this enhancement initiative. There is adequate funding in the 2020 utility capital budget envelope to cover the final cost of this piping project which will be \$49,871.65 including the Town's eligible HST rebate.

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
December 14, 2020

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:

John Jarvie, Town Manager

DATE: December 10, 2020

SUBJECT: Clean Water and Wastewater Fund
Treatment Plant Application Requirements

RECOMMENDATION

It is recommended that Mayor and Council Authorize the Director of Operations to issue a purchase order in the amount of \$30,000.00 plus HST to Englobe Corp. to complete a *Climate Lens Report* to accompany the application for Wastewater Treatment Plant funding.

ORIGIN

A detailed funding application has been submitted to RDC with respect to the construction of a new Wastewater Treatment Plant in Rothesay.

BACKGROUND

The Town has received feedback from RDC regarding the Wastewater Treatment Plant funding application. RDC has requested a *Climate Lens Report* as additional information to the funding application and RDC has provided a *guidelines document* for the creation of such a report.

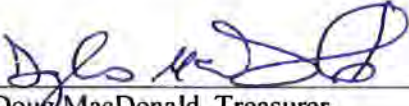
FINANCIAL IMPLICATIONS

The cost of the *Climate Lens Report* is \$30,000 plus HST.

This report is a necessary component of the funding application. Staff is of the understanding that the cost of the report is a claimable project expense if the funding application is approved and the project moves ahead.

This work will be funded from the 2021 Utility Fund Capital Budget as part of the *Wastewater Treatment Phase II* line item.

Report Prepared by: 
Brett McLean, Director of Operations

Report Reviewed by: 
Doug MacDonald, Treasurer

October 22, 2020

Brett McLean, P. Eng.
Director of Operations
Town of Rothesay
70 Hampton Road
Rothesay, N.B. E2L 5I5
506-848-0685
BrettMcLean@rothesay.ca

SUBJECT: Rothesay Wastewater Treatment Facility Upgrade - Climate Lens Assessment

Dear Mr. McLean,

Englobe Corp. (Englobe) is pleased to provide you with the following proposal to complete a Climate Lens for the Town of Rothesay's Wastewater Treatment Facility Upgrade.

It is our understanding that the Town's wastewater collection and treatment system currently has 3 lagoon-style wastewater treatment facilities which all require significant upgrades to meet current CCME and NB DELG requirements. To address these issues, and to help avoid spring flooding, the Town is planning to construct a new mechanical wastewater treatment facility at one of the sites (Fairvale). Once in operation, all wastewater will be diverted to the Fairvale site.

Construction of the new mechanical wastewater treatment facility is scheduled to be completed over a four-year period beginning in 2021-22 and ending in 2024-25 at a total project cost of approximately \$21.6 Million. The Town of Rothesay plans to submit the project for Federal funding under Infrastructure Canada's Investing in Canada Infrastructure Program (ICIP) – Green Infrastructure: Environmental Quality sub-stream. The scope of this assignment is to complete the Climate Lens that is required as part of the ICIP funding program. Our proposed scope of work, fee estimate, and schedule are presented below.

SCOPE OF WORK

The main goal of this assignment is to complete a Climate Lens that meets the requirements outlined in Infrastructure Canada's Climate Lens General Guidance document (Version 1.3 – updated September 4, 2020). Given that the total project costs will be greater than \$10 Million; the Climate Lens will require both a Greenhouse Gas (GHG) Mitigation assessment and a Climate Change Resilience (CCR) assessment. Both assessments are included in the scope of work outlined below.

1. **Background Review and Kick-Off Meeting** – Background information will be reviewed in more detail and the Study Team will participate in a project kick-off meeting with staff from the Town of Rothesay. Any additional information required for the Study will be identified and discussed with Town staff during the kick-off meeting.
2. **Complete Greenhouse Gas (GHG) Assessment** – The GHG assessment methodology will follow the standards set out in *ISO 14064-2: Specification with guidance at the Project Level for quantification, monitoring, and reporting of Greenhouse Gas emissions reductions or removal enhancements*. The GHG assessment will include the following:

- a. **Baseline GHG Emissions** - The baseline GHG emissions will be calculated for the existing infrastructure included in the project assessment area.
 - b. **Project GHG Emissions** - The asset's GHG emissions will be calculated. GHG emissions from both the construction and operations phases will be considered.
 - c. **Net GHG Emissions Calculation** - The net GHG emissions increase/reduction of the project will be determined by subtracting the baseline emissions from the asset's emissions. The emissions results will be reported cumulatively beginning with the first year of construction and ending in the final year of the projected service life of the asset. The cumulative results for year 2030 and for the final year of the service life will be reported.
3. **Complete Climate Change Resilience (CCR) Assessment** – The CCR assessment will follow the guidelines outlined in the Climate Lens General Guidance document (version 1.3) and will include the following:
- a. **Climate Data Research** - Relevant climate change data for the Rothesay area will be researched.
 - b. **Risk Evaluation** - The climate change data will be used to complete a climate change risk evaluation. The risk evaluation will include identifying climate change hazards (i.e. increased precipitation, flooding, etc.), identifying the impact(s) of these hazards on the project asset (i.e. reduced capacity of a wastewater system), and identifying the consequences of these impacts (i.e. increased risk to public health, etc.). The likelihood and consequence of each risk will be determined using the risk evaluation tables in the Climate Lens General Guidance document.
 - c. **Resilience Analysis** - Mitigation measures will be identified to address any of the climate change risks that are rated as moderate/high.
 - d. **Project Benefits and ROI** - The CCR assessment will also include a summary of the project benefits, including both quantifiable and non-quantifiable benefits. The quantifiable benefits are typically used to estimate the return on investment (ROI) of the project, if possible.

FEE ESTIMATE

Our lump sum fee for the above scope of work is \$30,000 plus HST. This fee is based on the following unit rates:

- Senior Municipal Engineer (Pierre Plourde) -
- Industrial Environmental Biologist (Jean-Luc Bugnon) -
- Project Engineer (Ryan Esligar) -
- Environmental Engineer (Catherine Guilbeault) -

SCHEDULE

We are available to begin work on the Climate Lens immediately. We can have the Climate Lens completed within 2 months following approval to proceed.

Please do not hesitate to contact us should you require any clarifications or further information on this proposal. As always, we look forward to working with the Town of Rothesay.

Yours truly,



Ryan Esligar, M.Sc.E., P.Eng.
Project Engineer



1. CLIENT IDENTIFICATION ("Client")				2. AGREEMENT INFORMATION	
Name:	Town of Rothesay			Project number:	1900701
Address:	70 Hampton Road, Rothesay NB E2L 5I5			Territory:	NB
Telephone:	506 848-0685	Fax:		Service Offer N°:	
Email (for invoicing purposes):	BrettMcLean@rothesay.ca			Department N°:	
Representative:	Brett McLean			Project Manager:	Ryan Esrigar
Client Reference:				Client reference N°:	

3. DESCRIPTION OF THE PROJECT ("Project")
<p>The Project consists in:</p> <ul style="list-style-type: none"> ▶ Type of mandate: A Climate Lens will be completed for the Rothesay Wastewater Treatment Facility Upgrade Project. The Climate Lens will include a Greenhouse Gas (GHG) Assessment and a Climate Change Resilience (CCR) Assessment. Both assessments will be completed as per the requirements of Infrastructure Canada's Climate Lens General Guidance (Version 1.3). ▶ Address where the work is to be done: 1077 St. George Boulevard, Suite 400, Moncton NB E1E 4C9

4. DESCRIPTION OF THE SERVICES AND DELIVERABLES ("Services")
<p>The scope of Services to be provided by Englobe is the following:</p> <ul style="list-style-type: none"> ▶ A detailed description of Services is presented in the attached Schedule. <p>I wish to receive a hard copy of the deliverables. <input type="checkbox"/></p> <p>Deliverables produced by Englobe Corp. are supplied on an electronic medium (via email) by default. If you wish to receive a hard copy of your deliverables, we invite you to let us know by ticking the above box.</p>

5. EXCLUDED SERVICES
<p>All services which have not been specifically described above are excluded from the scope of the Services included under this Agreement:</p> <p>Namely but not limited to:</p> <ul style="list-style-type: none"> ▶ All other excluded services specified in the attached Schedule.

6. PRODUCTS AND SERVICES PROVIDED BY THE CLIENT OR A THIRD PARTY
<ul style="list-style-type: none"> ▶ See attached Schedule for more detail.

7. SCHEDULES OF SERVICES AND DELIVERABLES ("Deliverables")						
<table> <tr> <td>Delivery date of the Deliverables:</td> <td>January 19, 2020</td> <td>Estimated start date:</td> <td>November 19, 2020</td> <td>Estimated date of completion:</td> <td>January 19, 2020</td> </tr> </table>	Delivery date of the Deliverables:	January 19, 2020	Estimated start date:	November 19, 2020	Estimated date of completion:	January 19, 2020
Delivery date of the Deliverables:	January 19, 2020	Estimated start date:	November 19, 2020	Estimated date of completion:	January 19, 2020	

8. FEE PROPOSAL ("Fees")													
<table> <tr> <td rowspan="3">TOTAL: Fees and expenses</td> <td rowspan="3"> <div style="border: 1px solid black; width: 80px; height: 40px; display: flex; align-items: center; justify-content: center;">30,000</div> </td> <td>Fees:</td> <td>30,000</td> <td>Deposit:</td> <td></td> </tr> <tr> <td>Expenses:</td> <td></td> <td>Balance due at delivery of the report:</td> <td></td> </tr> <tr> <td colspan="3"></td> </tr> </table> <p>All amounts exclude applicable taxes.</p> <p>A detailed estimate is attached as schedule hereto <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	TOTAL: Fees and expenses	<div style="border: 1px solid black; width: 80px; height: 40px; display: flex; align-items: center; justify-content: center;">30,000</div>	Fees:	30,000	Deposit:		Expenses:		Balance due at delivery of the report:				
TOTAL: Fees and expenses			<div style="border: 1px solid black; width: 80px; height: 40px; display: flex; align-items: center; justify-content: center;">30,000</div>	Fees:	30,000	Deposit:							
				Expenses:		Balance due at delivery of the report:							

9. VALIDITY OF THE PROPOSAL ("Validity Period")

This proposal shall be valid until December 1, 2020. The proposed rates shall be reviewed after such date if both parties fail to execute this Agreement within the Validity Period.

10. TRANSMISSION OF THE PROPOSAL

Englobe Corp.

Address : 1077 St. George Blvd., Suite 400
Moncton, NB E1E 4C9

 Signature Date

Name : _____
 Telephone : _____
 Email : _____

11. ACCEPTANCE

The undersigned, _____, a
 duly authorized representative of the Client, hereby
 acknowledges having read, understood and accepted the
 terms and conditions of this Agreement and the terms and
 conditions attached hereto, which shall form an integral
 part of this Agreement. Please send the signed Agreement
 and initialized terms and conditions to the Project
 manager.

 Signature

 Date

Attachment(s): Terms and conditions

Clause 1 Acceptance

- 1.1 The acceptance of this Agreement and/or the issuance of a purchase order by Client shall constitute Client's acceptance of these terms and conditions. These terms and conditions shall prevail over any additional or contradictory provision of a purchase order or other document submitted by Client. No amendment or waiver to these terms and conditions shall be valid unless evidenced in writing by a duly authorized representative of Englobe. The acceptance of a purchase order or other document by Englobe, or Englobe's omission to oppose to additional or contradictory provisions on any purchase order or other document emanating from Client, shall not be interpreted as an acceptance of such provisions or a waiver by Englobe of these terms and conditions.

Clause 2 Englobe Fees

Except if otherwise stated in the Agreement, payment terms for the Services shall be as follows:

- 2.1 Client shall pay Englobe within 30 days from receipt of an invoice. All payments are to be made in Canadian currency. Any outstanding balance from and after such 30-day period shall bear interest at a rate of 1.5%, compounded monthly (19.56% per annum).
- 2.2 Client agrees to receive electronic invoices in lieu of paper invoices. Such invoices shall be sent to the email address indicated by Client on the first page of the Agreement.
- 2.3 Fees and other charges payable by Client are determined in accordance with Englobe's rates in effect at the time the Services are performed, as described in the Agreement.
- 2.4 Fees and other charges shall be net of GST, HST, QST, Value Added Tax, Provincial Sales Tax or any other similar taxes (the "Applicable Taxes"). Applicable Taxes, if any, shall be levied in addition to any fees or other charges payable by Client under the Agreement and will be shown separately on each invoice. The parties shall not be responsible for income taxes and/or other taxes owed by the other party.
- 2.5 Englobe shall be entitled to recover all costs, interest and legal expenses it incurs in recovering any outstanding balance owed by Client, including any reasonable legal fees and disbursements, as well as an additional amount equal to 20 % of such outstanding balance, as liquidated damages (and not as a penalty).
- 2.6 Any request from Client following the issuance of a report or other Deliverable (meeting, court testimony, request for information, etc.) shall be invoiced at the rates determined by Englobe, acting in its sole discretion. Englobe's travel and other expenses, if any, shall also be invoiced to Client.

Clause 3 Changes

- 3.1 Client acknowledges that (i) changes to the Services; (ii) unforeseen circumstances or conditions; (iii) situations beyond a party's reasonable control; and (iv) changes to applicable laws or standards, may increase the costs incurred by Englobe to perform the Services (individually, a "Change").
- 3.2 Englobe undertakes to notify Client of any additional costs resulting from a Change that are necessary to complete the Project. Any Change shall result in a reasonable adjustment to Englobe's fees and to the schedule for the provision of the Services, where applicable.
- 3.3 Client acknowledges and agrees that any request made to change the name of the entity being invoiced (as indicated on the first page of the Agreement) will result in it being charged a \$250 administration fee.

Clause 4 Englobe Obligations

- 4.1 In performing the Services, Englobe shall act in a professional manner, using the same degree of care and skill ordinarily exercised by members of the same professional and consistent with professional standards applicable to the same or similar Services, performed in conditions similar or the same to those of the Project site (the "Site").
- 4.2 Prior to performing any intrusive work, Englobe undertakes to apply for an underground structure locate report with the appropriate service provider. Englobe shall not be liable for any loss or damage caused to the Site or to any underground structures not identified (or incorrectly identified) in the locate report and Client shall indemnify and hold Englobe and its directors, officers, employees, agents, successors and assigns harmless from and against any and all costs arising out of, or resulting from the presence of such underground structures.
- 4.3 Englobe shall make commercially reasonable efforts to minimize damages to the Site but does not guarantee that it will be returned to the same condition as it was prior to the work. All costs necessary to restore the Site to its original condition shall be borne by Client.

- 4.4 Englobe shall keep all records relevant to the Project for a period of 10 years following the provision of the Services. Such records shall be made available to Client upon written request.

Clause 5 Client Obligations

- 5.1 Client agrees to promptly provide Englobe with any information relevant to the provision of the Services, including such information as that which Englobe could not reasonably obtain pursuant to section 4.2, as well as any information which could have an impact on the safety of Englobe's personnel (the "Data"). Client hereby represents and warrants that the Data is accurate and understands that Englobe will be relying on such data to perform the Services.
- 5.2 Client shall provide Englobe with access to the Site and procure and maintain all permits and licences necessary for the performance of the Services.
- 5.3 Client shall take all necessary measures to ensure the safety of Englobe's employees and representatives on the Site. Where unpredictable conditions require Englobe to take exceptional measures for the safety of its employees and representatives or for the public in general, Englobe shall be entitled to act for and on behalf of Client with respect thereto and all costs resulting therefrom shall be borne by Client.
- 5.4 Client agrees to comment or accept within 10 days from their receipt any documents that Englobe may submit for its review, failing which such documents shall be deemed accepted by Client.

Clause 6 Liability and Indemnification

- 6.1 Client acknowledges that the Services entail certain risks which may lead to disruptions including, without limitation, the temporary suspension of Client's business operations. Englobe shall not be liable for any damages or costs arising out of, or relating to such temporary disruptions. Notwithstanding the foregoing, Englobe shall remain liable for Client's material losses, where such losses result from Englobe's gross negligence or willful misconduct.
- 6.2 Englobe shall not be liable for any claims, damages or costs arising from the discovery of the presence, spill, release, escape or effects of radiation, radioactive or nuclear reactions, or the presence of radioactive, toxic or explosive substances, or hazardous substances or conditions, the presence of solid, liquid or gaseous pollutants or other contaminants of any kind on the Site. Client acknowledges that it shall remain fully liable and bear all costs related thereto.
- 6.3 In addition to the foregoing, Englobe shall not be liable for (i) any defect or delay caused by Client or any third party (including, without limitation, delays in obtaining permits, licenses or authorizations); (ii) defects in any equipment supplied or designed by Client or a third party; (iii) any acts of Client, its employees and/or representatives; (iv) any inaccuracy or error in the information or data provided or designed by Client or a third party; (v) damages to hardware (equipment, computers, software, etc.) provided by Client or a third party; (vi) underground structures identified or installed (or not) by Client or a third party; (vii) delays caused by any event beyond Englobe's reasonable control; (viii) any Project decisions made by Client without Englobe's prior consent; (ix) the distribution of documents or reports prepared by or on behalf of Englobe for the exclusive use of Client (and Client undertakes to indemnify and hold Englobe harmless from any liability with respect thereto); and (x) an inaccurate estimate of costs and expenses, where such inaccuracy results from delays in transportation and/or financial difficulties of a major supplier or subcontractor retained by Englobe.
- 6.4 Englobe's maximum liability under this Agreement shall not exceed the total amount of fees paid by Client to Englobe hereunder. For the purposes of this paragraph 6.4, "Englobe" shall be deemed to include Englobe and its representatives, consultants, subcontractors, directors, officers, employees and affiliates.
- 6.5 To the extent permitted by applicable law, Englobe shall in no event be liable for any special, consequential, indirect, moral or punitive damages relating to this Agreement or the Services rendered in connection therewith, despite the fact that Englobe may have been informed of the possibility of such damages. This may include, but shall in no event be limited to, loss of use, income, or profits, increased construction costs, as well as any costs necessary for the reconstruction or repair.
- 6.6 Client undertakes to indemnify and hold Englobe harmless for any loss or damage arising out of Client's breach of this Agreement, or from the acts, omissions or negligence of Client, its employees, representatives, contractors or consultants.

Clause 7 Insurance

- 7.1 Englobe undertakes to procure and maintain adequate insurance coverage

(civil and professional liability) appropriate for the Services throughout the term of the Agreement. If all or part of the Services are to be performed on Client or a third party's property, Client shall indemnify and hold Englobe harmless against any claims relating to property damage, except where such damage results from Englobe's gross negligence or willful misconduct. Client shall also cause Englobe to be designated as an additional insured on its insurance policies and have its insurers waive their right of subrogation.

- 7.2 Englobe represents that it is an employer in good standing regarding the requirements of the relevant health and safety regulations.

Clause 8 Suspension / Termination

- 8.1 Either party may terminate this Agreement for convenience by giving the other party at least 30 days' prior written notice. If the Agreement is terminated by Client, Englobe shall be entitled to the payment of all the Services rendered up to the date of such termination, as well as any and all costs associated with this early termination of the Agreement, including, without limitation, reasonable demobilization costs and any third party penalties or charges.

- 8.2 If either party is in breach of any of its material obligations under this Agreement, the other party may give notice in writing of the breach to the defaulting party and request the latter to remedy it. If the defaulting party fails to remedy the breach within 10 days (or any longer period mutually agreed upon by the parties, such period not to exceed 30 days) after the date of delivery of such written notice, this Agreement shall be terminated upon the expiry of the cure period. If the Agreement is terminated as a result of Client's breach of its obligations, Englobe shall be entitled to the payment of any and all costs associated with this early termination of the Agreement, including, without limitation, reasonable demobilization costs and any third party penalties or charges, in addition to the payment of all the Services rendered up to the date of such termination.

Without limiting any of its other rights or remedies, Englobe shall be entitled to suspend the performance of the Services upon written notice to Client if the Client fails to make any payment due hereunder and has failed to cure such default within 10 days from its receipt of a non-payment notice. If the Agreement is suspended, Englobe shall have the right to immediately assign its personnel to other projects without further notice to Client. The impact of any such suspension and remobilization shall be reflected in a Change in accordance with section 3.2 and shall be borne entirely by Client.

Clause 9 Intellectual Property Rights

- 9.1 Provided that it has paid any fees due to Englobe hereunder, Client shall be entitled to a perpetual, non-exclusive and non-transferable (without sub-license rights) license in all plans, specifications, diagrams, reports and other documents (collectively referred to as the "Documentation") prepared by Englobe for its use in the Project. For greater clarity, Englobe is and shall remain the sole owner of the Documentation. Client may not modify, use, or otherwise permit the use of the Documentation for any other project, or for additional work related to the Project, without Englobe's prior written consent. Any such request made by Client shall be subject to Englobe being remunerated according to its rates in effect at the time of such request for consent.

Englobe is hereby released from any liability if the Documentation is used for purposes other than the Project, or if the Documentation is modified, in any way, or cited out of its context, without Englobe's prior written consent. Client undertakes to defend and hold Englobe harmless against any claims, damages or costs (including extrajudicial fees) resulting from the unauthorized use of said Documentation.

- 9.2 Englobe shall be the sole owner of any discovery, invention and/or design, whether or not patentable or subject to copyright, developed in the course or in connection with the Project (collectively, the "Intellectual Property Rights"). Client hereby waives and assigns in favor of Englobe all of its rights, including moral rights, if any, to which it may be entitled in or on the proceeds of the Services and further agrees to sign, or cause to be signed, all the documents required to enable Englobe to confirm its Intellectual Property Rights. Without limiting the generality of the foregoing, Client acknowledges and agrees that any tax credit or tax incentive available to it as a result of activities which constitute "scientific research and experimental development" shall be for the sole benefit and claimed exclusively by Englobe.

Clause 10 Confidentiality

- 10.1 All drawings, specifications, technical data, Documentation, Data and other information (including personal information, if any) provided by Englobe to Client in connection with the Project are confidential ("Confidential

Information"), shall remain the property of Englobe and may not be copied or otherwise reproduced or used in any way except in connection with the Project. Client shall comply with all applicable laws respecting the protection of personal information, including, without limitation, the *Personal Information Protection and Electronic Documents Act* (Canada).

Notwithstanding the foregoing, the following information shall not be considered Confidential Information for the purpose of the Agreement: (i) information known to the public other than through a breach of this Agreement by Client; (ii) information developed by Client irrespective of its obligations hereunder; and (iii) information acquired by Client from a third party, except through the breach of a confidentiality or other similar agreement entered into between said third party and Englobe.

Clause 11 Non-Solicitation

- 11.1 Throughout the term of this Agreement and for a period of twelve (12) months thereafter, Client undertakes not to solicit, incite, recruit or otherwise encourage an employee of Englobe to terminate its employment with Englobe, whether directly or indirectly, alone or through others and for its own benefit or that of another person or entity. Notwithstanding the foregoing, Client shall not be prohibited from recruiting an employee of Englobe who submits an application in response to a job posting that is not specifically directed to Englobe and its employees. Client acknowledges and agrees that its failure to comply with this covenant shall result in it having to pay Englobe an amount equal to twelve (12) months of full-time billing of this person at the rates in effect at the time of such illegal solicitation. In addition to the above, Englobe also reserves any other rights and remedies it may have under applicable law, including injunctive relief.

Clause 12 General Provisions

- 12.1 Englobe reserves the right to subcontract all or any portion of the Services. Englobe makes no representation or warranty, express or implied, with respect to the Services or the Deliverables other than as explicitly set forth herein.
- 12.2 Client shall not assign or transfer any of its interests or obligations under this Agreement without Englobe's prior written consent.
- 12.3 Englobe and Client are independent contractors and nothing herein shall be construed as creating an employee or agency relationship, franchise, joint venture or partnership of any nature whatsoever between Englobe and Client.
- 12.4 This Agreement shall be governed and interpreted in accordance with laws applicable in the jurisdiction where the Services are provided.
- 12.5 Englobe reserves the right to broadcast any promotional communications (press releases, traditional and web advertising, brochures, project sheets, social media, etc.) relating to the Services, unless Client has expressly stated its disagreement in writing.



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
December 14, 2020

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: December 11, 2020

SUBJECT: Fleet Vehicle Purchase – Utility Department

RECOMMENDATION

It is recommended that Council accept the submission from Downey Ford at a base price of \$44,180.50.00 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

Update: this vehicle was ordered from the low bidder, Brett Chevrolet Cadillac Buick in April 2020. Owing to Covid-19 issues, the manufacture of the truck was delayed several times. On December 10, 2020 staff were told that the order has been officially cancelled and that Brett's cannot supply the vehicle at the quoted price.

The next highest bidder, Downey Ford Sales, was approached and they have confirmed that they will honour their April 2020 bid price and that they do have the capacity to supply the vehicle as specified.

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 \$46,074.07 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).



2020December14OpenSessionFINAL_242

33 CONSUMER DR
DARTMOUTH, NS
Phone (506) 632-6000
Fax www.downeys.ca

TOWN OF ROTHESAY
Village Mayor
Sales Rep. Duane Brown
Date: 04/08/2020

Customer Information

Code: 12354
TOWN OF ROTHESAY
70 HAMPTON RD
ROTHESAY, NB, E2E 5L5
Home, Cell (506) 848-6600 (506) 849-1690
Email cathyjones@rothesay.ca
Sales Rep Duane Brown
Contract Date 04/08/2020
Payment Date 04/08/2020
Tax Code NB
Type Fleet Cash Purchase

Vehicle Information

Stock # LFB10993
Year Make 2020 FORD
Model Trim F-150, XLT
Model Number X1E
Serial # 1FTFX1E51LFB10993
Odometer 12
Trade Year Make N/A
Model N/A
Serial # N/A
Odometer N/A

Price

MSRP	57 419 00
Total Sales Price	44 113 00
Trade	0 00
MVI	45 00
Prov License Fee	250 00
Contract Registration Fee	175 00
Prov Tire Tax	22 50
Miscellaneous Fee	0 00
No Protections Selected	0 00

HST Taxable	44180 50
HST @ 15 0000 %	6627 08
Payout Lien Amount	0 00
Balance Due	51 232 58
Deposit	0 00
Total Balance	51,232.58

I / We have reviewed the above disclosure and agree to the vehicle price and payment information as declared.

TOWN OF ROTHESAY

Dealer Acceptance