



2020 July 13 Open Session FINAL_001

ROTHESAY

COUNCIL MEETING
By WebEx Videoconference
Monday, July 13, 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 8 June 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 11 June 2020 Email from resident RE: Traffic concerns on Rothesay Road

Refer to the Works and Utilities Committee

5.2 15 June 2020 Email from resident RE: Request to reduce speed limit on Grove Avenue

Refer to the Works and Utilities Committee

5.3 24 June 2020 Email from resident RE: Rothesay Road bike lanes

Refer to the Works and Utilities Committee

5.4 6 July 2020 Email from Counc. Lewis RE: Outdoor Exercise Equipment

Refer to the Parks and Recreation Committee

6. CORRESPONDENCE - FOR INFORMATION

6.1 1 June 2020 Letter from resident RE: Mulberry Lane improvement costs (*previously sent to the Works and Utilities Committee, see Item 7.6*)

6.2 4 June 2020 Thank you letter from the Imperial Theatre

6.3 9 June 2020 Letter from Premier RE: Sustainability Saint John

6.4 10 June 2020 Letter to Saint John RE: Greater Saint John Regional Facilities Commission

6.5 10 June 2020 Letter from Minister Carr RE: Federal Gas Tax Fund – 2020 Allocation

6.6 14 June 2020 Rothesay statement for Black Lives Matter event in Saint John

6.7 19 June 2020 Thank you card from Gail Samaan RE: 2020 Canadian Masters Curling Championships

6.8 22 June 2020 Thank you letter from Muscular Dystrophy Canada

6.9 2 July 2020 Letter to Quispamsis RE: Extraneous Police Costs

ROTHESAY

Regular Council Meeting

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7. REPORTS

- 7.0 July 2020 Report from Closed Session**
- 7.1 27 April 2020 Fundy Regional Service Commission (FRSC) Meeting Minutes
- 7.2 2019 Kennebecasis Public Library Audited Financial Statements
- 7.3 2019 KRJBPC Audited Financial Statements
- 7.4 31 May 2020 Draft unaudited Rothesay General Fund Financial Statements
- 31 May 2020 Draft unaudited Rothesay Utility Fund Financial Statements
- 31 May 2020 Donation Summary
- 25 June 2020 Draft Finance Committee Meeting Minutes
- Vocational Training Centre
- 7.5 10 June 2020 Draft Rothesay Hive Advisory Committee Meeting Minutes
- 7.6 17 June 2020 Draft Works and Utilities Committee Meeting Minutes
- Spruce Street and Clark Road crosswalk
- 7.7 June 2020 Monthly Building Permit Report
- 7.8 8 July 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)*No action at this time*

9. NEW BUSINESS**ADMINISTRATION****9.1 Committee and Commission Appointments**

7 July 2020 Memorandum from the Nominating Committee

9.2 Economic Development Prospectus

July 2020 Final Draft - Economic Prospectus
(Collaborating on economic development in Greater Saint John to ensure prosperity in the 2020s)

- 9.2.1 26 May 2020 Letter from Develop Saint John Inc.
- 24 June 2020 Letter from the Saint John Hotel Association
- 25 June 2020 Letter from Premier Higgs
- 25 June 2020 Letter from Aquila Tours Inc.
- 29 June 2020 Letter from Peter Stoddart
- 30 June 2020 Letter from the YMCA of Greater Saint John
- 3 July 2020 Letter from Elias Management Group
- 3 July 2020 Letter from Living SJ
- 3 July 2020 Letter from Innovatia Inc.
- 3 July 2020 Letter from Wayne Long, MP
- 4 July 2020 Letter from Martin Chiasson, Past Chairperson EDGSJ
- 4 July 2020 Letter from Dr. Shelley M. Rinehart

ROTHESAY

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Regular Council Meeting
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13 July 2020

5 July 2020	Letter from YSJ Saint John Airport
7 July 2020	Letter from ISpire & ConnexionWorks
7 July 2020	Letter from Area 506
7 July 2020	Letter from Cooke Aquaculture
7 July 2020	Email from resident
9 July 2020	Letter from Frank McKenna
10 July 2020	Letter from the Architects' Association of New Brunswick
10 July 2020	Letter from Rob Belliveau

OPERATIONS

9.3 Utility Pipe Bridge – Rothesay Road at College Hill Road

8 July 2020 Report prepared by DO McLean

9.4 Intersection Traffic Studies: Grove/Church/Hampton & Hampton/Rothesay/Gondola Point/Rothesay Park

8 July 2020 Report prepared by DO McLean

9.5 Engineering Design and Construction Management Services 2021 Asphalt Resurfacing and Microseal Placement Program

9 July 2020 Report prepared by DO McLean

RECREATION

9.6 R-2020-002-B Wells Park Ballfield

13 July 2020 Report prepared by DRP Jensen

9.7 Tender – Arena Structural Repairs

10 July 2020 Memorandum from Town Manager Jarvie

10. NEXT MEETING

Regular meeting Monday, August 10, 2020 at 4:00 p.m.

11. ADJOURNMENT

Liz Pomeroy

From: Liz Pomeroy
Sent: June 15, 2020 3:39 PM
To: Liz Pomeroy
Subject: FW: Traffic control

From:
Sent: June 11, 2020 11:48 AM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: Traffic control

Hi there,

I am a fairly new resident on Rothesay road. I noticed there has been a significant increase in dump trucks driving past at pretty high speeds. It has created such a disturbance that I have stopped walking on the sidewalk with my baby and toddler if I'm walking more than a few blocks. The gust of wind created by these trucks is foul smelling and strong enough to blow food/ toys out of my children's hands. Not to mention the debris blown in our faces/eyes. I find this appalling as it is a residential street and there are young children biking on the side of the road. I am not sure why these big trucks can't be restricted to the highway unless they are going to a house. If my email could be directed to someone who may be able to help me out that would be greatly appreciated.

Thank you,

Liz Pomeroy

From: Liz Pomeroy
Sent: June 15, 2020 3:32 PM
To: Liz Pomeroy
Subject: FW: Grove Avenue Speed Limit - Reduced Speed Zone

From:
Sent: June 15, 2020 10:30 AM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: Grove Avenue Speed Limit - Reduced Speed Zone

Hello,

I was wondering what the process was for providing either increased vehicle speed monitoring (i.e. local radar speed reminder), or preferably a reduced speed zone on Grove Avenue.

Towards the top of Grove Avenue there is a blind banked turn that vehicles often speed around. I am afraid a pedestrian or child will get hit.

In the five years I have lived here I have personally seen:

1. Numerous vehicles excessively speeding along this stretch of road.
2. Vehicle hit a telephone pole at high speed in front of my house in the summer (I understand they claim the sun was in their eyes and missed the turn).
3. Tire came off a trailer and hit my house due to high speed around turn.

What is the process to do a temporary reduction to 40 km/hr from approximately 32 Grove Avenue up to 48 Grove Avenue? Most cars slow down as they approach the top, and the danger is reduced on the straight below.

I am afraid someone could get seriously hurt if we do nothing and wanted to voice my concern. I see numerous cyclists, runners, and children which are at risk due to the carelessness of a few drivers.

Thanks,

34 Grove Ave

Liz Pomeroy

From: Liz Pomeroy
Sent: July 10, 2020 9:31 AM
To: Liz Pomeroy
Subject: FW: Cycling safety

From: Matthew Alexander <matthewalexander@rothesay.ca>
Sent: Wednesday, June 24, 2020 8:50 AM
To:
Cc: Nancy Grant; Miriam Wells
Subject: Re: Cycling safety

Hi

I think this is an excellent suggestion that can be brought forward. I agree that it likely wouldn't be much more of an effort to continue on sweeping to Brookville Lime.

Stay safe and stay healthy,

Matt

Matt Alexander
Deputy Mayor, Rothesay

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.

On Jun 24, 2020, at 8:31 AM,

wrote:

Hello folks,

Saint John is certainly in a bad way financially, a lot of which I believe to be self inflicted. I recall Dad telling me he paid a poll tax when we move here in 1960. I'm certainly not proposing any such thing but there are simple ways we, as a neighbour, can help without much fanfare or cost. In this case the benefit is largely for those in KV anyway.

Rothesay Road bike lanes are in need of another sweep so I'm proposing that we continue along to Brookville lime. The benefit to KV residents is obvious and you have to admit that it is out of the way for Saint John to get to the isolated area as the rest of the route is cleaned by road wash. We certainly spend time and tax dollars on the beautification of Saint John property at the entrance to K Park. Let's add a bit for safety!

Looking forward to your thoughts.

Sent from Ipad

Liz Pomeroy

From: Liz Pomeroy
Sent: July 6, 2020 8:53 AM
To: Liz Pomeroy
Subject: FW: Outdoor exercise equipment

From: Peter Lewis <PeterLewis@rothesay.ca>
Sent: July 6, 2020 6:48 AM
To: Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Subject: Outdoor exercise equipment

Good Morning Mary Jane.

I would like to have an item added to the agenda for discussion at our upcoming Council meeting.

The Parks and Rec committee has had some previous discussions regarding outdoor exercise equipment and the possibility of having some placed amongst our town trail system.

At that point in time we all agreed that they weren't really something that would get used for the cost attached to purchasing . With the recent life style changes and a lot of people not returning to their regular inside physical activities, I would like for the committee to revisit this option. With the amount of people now using our trail systems ,these exercise and stretching machines may be a welcome site for our town.

Thanks in advance: Councillor Lewis.

**11 Mulberry Lane
Rothesay, NB E2E 2B6**

June 1, 2020



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

Re: Customer No.

Attached is my cheque in the amount of \$484.83 which I am submitting reluctantly and under protest, simply because I do not wish to add interest charges for late payment.

To date, I have not received any explanation from Messrs. Jarvie and McLean for the 30% overrun in the planning and completion of the improvement to Mulberry Lane. It is my contention that any extra costs incurred due to "last minute" changes were the result of decisions made by Township staff, not the residents, and should be borne by the Township, not the residents.

For the record, your invoice which was postmarked April 7, 2020, arrived in my community mailbox sometime during the week of May 11th. The envelope was marked "wrong box", had been used as a scratch pad by parties unknown, and had been opened and resealed with tape.

Yours truly,



2020July13OpenSessionFINAL_018

June 4, 2020

Dr. Nancy Grant
Town of Rothesay
70 Hampton Road
Rothesay NB
E2E 5L5



Dear Nancy:

Thank you very much for your meaningful donation to Imperial Theatre—your generous support is greatly appreciated. At any time your contribution makes an impact as we provide community outreach, affordable tickets and rental rates, maintain our beautiful building and make Imperial Theatre accessible to all walks of life.

However, this donation is especially thoughtful in light of the circumstances and the necessary responses to COVID 19. Cancelling the Indian Dinner was one of these actions and while we didn't come together in an evening of celebrating food and enjoyment during this special event, you have given us an opportunity to connect through your thoughtful gift.

Your donation means that you are an official *friend* of Imperial Theatre. As a *valued Friend*, your donation will be listed as **Town of Rothesay** on Imperial Theatre's website for the next twelve months. If there are any changes required for your listing, please reach out to me at 674-4197 or 650-5617. Enclosed is your official receipt for income tax purposes and additional and ongoing opportunities for continued friendship.

On behalf of Imperial Theatre, please accept our gratitude for your support. Friendship needs to start somewhere and while we wait for our world to stabilize, it is comforting to know that some things will never change.

In appreciation,

A handwritten signature in blue ink that reads "Heather White Brittain".

Heather White Brittain
Director of Development
Imperial Theatre
heather@imperialtheatre.ca
506-674-4197 (O) (506) 650-5617 (M)

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. (AFP, A Donor Bill of Rights)

A NOTE FROM HEATHER WHITE BRITTAIN

Benefits of Membership

We have all experienced the early stages of a budding friendship. It is truly wonderful how it begins in the most unexpected ways.

As a friend of Imperial Theatre, we would like to extend our appreciation and an invitation to enjoy the many benefits that come with giving. Your name or memorial will be listed as you choose in Imperial playbills at the beginning of each Season.

Throughout our Season, you will receive opportunities to attend events and other special invitations. At times, there are opportunities to extend an invitation for you to be our guest at an Imperial show and for you to include a guest. If you would like to share your email - please let me know and I will be sure to include you.

Over time, friendship grows. Our sincere hope is that we will remain longstanding friends, that you will know we value your participation and support and that we truly value your commitment to helping us enrich, engage and inspire for all walks of life.

THANK YOU FOR BEING A FRIEND

IMPERIAL
THEATRE

Thank you for Being a Friend

How to Donate

Name: _____

Address: _____

_____☐ \$50 ☐ \$100 ☐ \$250☐ \$500 ☐ Other _____

Credit Card: _____

Exp: _____ CVV: _____

Payment Plan on donations of \$250 and more

Contact

Director of Development
Heather White Brittain
heather@imperialtheatre.ca
506.674.4197 | 506.650.5617

FRIENDS

Friendship needs to start somewhere
\$50 - \$499

Your donation can buy 2-4 tickets for seniors and youth to attend an Imperial Interger Show

Your gift enables you to be an Imperial Theatre Ambassador where you receive opportunities to invite new residents to a show.

Voting privileges with your membership at Imperial Theatre's AGM

BEST FRIENDS

Are there when we need them
\$1000+

Imperial Theatre is meant to be shared. It is our privilege to contribute to arts education for all walks of life and at every school age.

Your gift enables us to welcome school age children to our School Series for free.

Our aging population needs us Each Season, 200 seniors will see musicians in their own retirement homes.

GOOD FRIENDS

Friendship Grows
\$500 - \$1000

Each Season an estimated 1200 children attend our School Shows.

Last Season, 826 subsidized tickets were made available to our newest community members who made Saint John their home.

CAPITAL FRIENDS

Naming Friends
\$10,000+

Your gift can be celebrated through naming.*

Where your gift will celebrate someone or something special.

*Naming opportunities are available for 10 years.

REMEMBERING FRIENDS

Memorial Gifts
Seat Plaques \$1000

Naming a plaque on a seat can remember you, your loved one or a beloved pet.

FRIENDS FOR LIFE

Legacy Giving

We value our building and leaving a legacy for future generations. Legacy giving is a meaningful way to leave a lasting gift for something that you believe in. These are thoughtful gifts and we appreciate that they require reflection and consideration.

A well planned gift can provide you with attractive tax benefits which your financial advisor can help you choose.

Contact
Heather White Brittain | Director of Development
heather@imperialtheatre.ca | 506-674-4197 (O) | 506-650-5617 (C)



*All members of \$50+ receive benefits for one full year including invitations to special events along with an official tax receipt.
\$250+ Invitation to President's Back Stage Party*

June 9, 2020

Mr. Don Darling
Mayor, City of Saint John
PO Box 1971
Saint John, NB E2L 4L1

Mayor Darling:

Thank you for your letter dated May 7, 2020 in which you emphasized the importance of pursuing regionalization of services and regional cost sharing.

The provincial government recognizes the importance of regional collaboration and we remain committed to helping find a solution that will result in long-term stability and sustainability for the City and its neighbouring communities.

I look forward to seeing further progress the City makes in implementing needed changes. I am also hopeful that the Greater Saint John communities can jointly develop and agree on a plan that would improve regional collaboration, including cost sharing when the time comes.

Once again, thank you for sharing your thoughts on this important matter.

Sincerely,



Blaine M. Higgs

Don
I am looking forward to future meetings
mapping out our joint progress objectives
and actions
Blaine

- C. Hon. Jeff Carr, Minister of Environment and Local Government
Hon. Glen Savoie, Minister responsible for La Francophonie
Hon. Dorothy Shephard, Minister of Social Development
Hon. Bill Oliver, Minister of Transportation and Infrastructure
Hon. Andrea Anderson-Mason, Q.C., Minister of Justice, Attorney General
Hon. Hugh J. A. (Ted) Flemming, Q.C., Minister of Health
Hon. Trevor Holder, Minister of Post-Secondary Education, Training and Labour
Mr. Gerry Lowe, MLA, Saint John Harbour
Mr. Wayne Long, MP, Saint John-Rothesay
Mr. Gary Crossman, MLA, Hampton
Mr. Bruce Northrup, MLA, Sussex-Fundy-St. Martins
Mr. Gary Clark, Mayor, Quispamsis
Ms. Grace Losier, Mayor, Grand Bay-Westfield
Dr. Nancy Grant, Mayor, Rothesay
Mr. Ken Chorley, Mayor, Hampton
Ms. Bette Ann Chatterton, Mayor, St. Martins





10 June 2020

The City of Saint John
15 Market Square
P.O. Box 1971
Saint John, N.B.
E2L 4L1

Attention: Kevin Fudge, Commissioner of Finance

70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothesay@rothesay.ca
www.rothesay.ca

Dear Mr. Fudge:

Re: Greater Saint John Regional Facilities Commission

I am writing on behalf of Rothesay Mayor and Council. We understand you are responsible for administering the Greater Saint John Regional Facilities Commission (GSJRFC). This is about the process for adopting the annual budget.

As we know, the Province is currently considering an amendment to the Act governing the GSJRFC. If this amendment were passed, the towns would also be responsible for a share of any capital costs approved by the Commission. It has also been publically announced that the City has put several of the facilities up for sale or lease and are actively negotiating with an interested party in the case of TD Station. Part of the 2020 allocation for the Facilities Commission included a substantial rent increase for the Saint John Arts Centre. Then there is Covid 19 and the potential for unprecedented deficits. In summary, the situation regarding the Regional Facilities Commission budget is in considerable flux. Therefore, it seems particularly important for all municipalities to review the 2021 Regional Facilities budget process with extraordinary care.

In reviewing the Act, several points were noted:

9(1) The budget of each regional facility shall be submitted to the Commission on or before August 31 of each year.

9(3) The Commission shall provide a copy of the budget of each regional facility to the council of each participating municipality on or before September 15 of each year.

10(3) No later than October 15 of each year the Commission shall notify the Minister and the council of each participating municipality as to the total municipal contribution and the contribution of each participating municipality.

The practice over the years seems to have been to approve the budgets of the entities, revised if directed, at one meeting in early September. (It is understood there is an earlier meeting (June) with the entities to review the deficits they anticipate and provide some direction but this is before the adjusted budgets have been received.) It seems the intent of the drafters of the Act was to allow a month for the municipal representatives to consult with their councils regarding the proposed budgets before the Commission takes a final vote on the budget in mid-October. We believe the opportunity to have Councils consider and understand the implications of the proposed budget and the costs to their jurisdictions is important to the cohesive functioning of the Commission.

Therefore, Rothesay respectfully requests the deliberations of the Commission be organized such that the final vote on the budget be taken no less than three weeks after the budgets of the entities have been forwarded to the municipalities in accordance with section 9(3) of the Act. We hope these would include the adjustments required by the Commission, in order for Councils to be fully informed.

Thank you for taking this into account. I'm happy to elaborate if you would like. (848-6661)

Yours truly,



John Jarvie, MCIP, RPP
Town Manager

Cc : Rothesay Council
: Councillor Grant Brenan
: Sandra Gautreau, Grand Bay-Westfield
: Susan Deuville, Quispamsis

June 10, 2020

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

Your Worship:

**Subject: Federal Gas Tax Fund (GTF) – 2020 Allocation
Town of Rothesay – Reference No.**

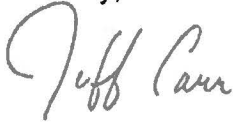
I am pleased to inform you that under the Federal Gas Tax Fund (GTF), the 2020 allocation of \$803,422 is available for the Town of Rothesay.

As a follow-up to the announcement made by the Prime Minister on June 1st, your 2020 GTF allocation will be transferred in the coming days.

These allocations are to be invested in municipal infrastructure or capacity building projects from your 2019-2023 CIP.

Please feel free to contact Mr. Luc Thériault, Programs Coordinator, at (506) 453-4021 if you have any questions.

Sincerely,



Hon. Jeff Carr
Minister

C. Scott Lloy, Director
Luc Thériault, Programs Coordinator





2020 July 13 Open Session FINAL_025

ROTHESAY



70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothesay@rothesay.ca
www.rothesay.ca

On behalf of Rothesay Council, thank you Matthew Martin for organizing the Black Lives Matter event in Saint John today. The issues raised at the Black Lives Matter movement deserve our understanding and response.

Racism in all its forms, whether overt or insidious, is intolerable and contrary to the basic human right to live free from discrimination. Rothesay Council stands united and committed to unbiased government institutions. Our Council condemns police violence against the Black community. We support police accountability and the elimination of racial profiling and applaud the commitment of the Kennebecasis Regional Police Force not to tolerate racism and serve our community in a manner that continues to earn your trust.

Systemic racism and discrimination flourishes only when we turn a blind eye to its existence. Racism does exist in our community. We are all potentially part of the problem and we can all become part of the solution. Rothesay Council is united in our commitment to meaningful, intentional actions to remove barriers and to help every member of our community feel safe, included and protected.

We are reminded that racism is deeply seeded over generations. We support actions such as the posthumous award of the Order of New Brunswick to Abraham Beverley Walker for his inspiring achievements as one of Canada's first black lawyers and for his commitment to civil rights in New Brunswick. When we encounter examples of prejudice, bias and racism today, we personally speak out against them. Doing so creates and reinforces a standard for ourselves and the people around us.

Rothesay is committed to growing our awareness and understanding of our personal prejudices and to needed and urgent changes in our institutions.

I cannot be with you today in person but I assure you I am with you in spirit.

Dr. Nancy Grant
Mayor of Rothesay, NB

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

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

sentimental studios

A  COMPANY

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DTU 400-0

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HALLMARK MARKETING COMPANY, LLC
KANSAS CITY, MO 64141
MADE IN U.S.A.

THANK
YOU

THANKS

THANK YOU

THANK
YOU

THANK
YOU SO
MUCH

thank you

June 19, 2020

2020July13OpenSessionFINAL_027

Your support during the planning of the event and then offsetting some of the costs incurred which could not be recovered were extremely appreciated.

We thank you for your continued support in our community and hope that when life becomes a little more normal we can bring this event back and showcase Rothesay and our wonderful East Coast Hospitality.

We hope that you and yours stay safe and healthy.

Saie Saman for.

2020 Canadian Masters Curling
Championships.

Dear Mayor Grant.

On behalf of the Host Committee for the 2020 Canadian Masters Curling Championships I would like to send you and the Town of Rothesay a sincere thank-you for your financial support towards this event.

Just two weeks prior to the start of the Championships we had to cancel due to the COVID-19 situation. With the support of you, our sponsors, our 130 volunteers and the hard work of the organizing committee we were ready, and it was to be an exciting Championship with lots of East Coast hospitality thrown in.

We had hoped to reschedule for November or possibly hold the 2021 event, but due to the continued uncertainty around the pandemic, reopening of borders and the age of our athletes, this will not happen.



2020July13OpenSessionFINAL_028

500-40 Eglinton Avenue
Toronto, Ontario
M4P 3A2

1-800-567-2873

www.muscle.ca

June 22, 2020



Rothesay
70 Hampton Road
Rothesay, NB E2E5L5

Dear Rothesay,

Your gift to Muscular Dystrophy Canada will impact the lives of Canadians living with a neuromuscular disorder. Thank you.

With your support, we have made great progress, and Canadians with a neuromuscular disorder are living longer – our challenge to ensure that they are living the best quality of life possible. This has meant we need to think differently about the programs, service and supports we deliver.

You, and others like you, are funding critical research right here in Canada, helping us deliver critical services in communities from coast to coast, and providing necessary equipment to ensure that people can live their lives on their own terms.

Because of you, we are serving more and more Canadians every year. Because of your support, we are, for the first time ever, seeing new clinical trials come into the market and showing great promise. We are busy working with pharmaceutical companies and Health Canada to bring these trials to our Canadian families.

Because you made this gift, we can ensure that we help one more Canadian on their journey through the realities of living with this disorder.

Again, thank you for your gift, you can trust that we will use it to ensure the greatest impact.
Yours sincerely,

Stacey Lintern
Chief Executive Officer



July 2, 2020

Quispamsis Mayor & Council
12 Landing Court
Quispamsis, NB
E2E 4R2

Attention: Cathy Snow, Town Clerk

70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothesay@rothesay.ca
www.rothesay.ca

Dear Mayor Clark & Quispamsis Council:

Re: Extraneous Police Costs

This is regarding the mounting 'extraneous costs' being incurred by the Kennebecasis Police Force and the inability of the Towns to control this expense, due to the provisions Police Act. At the Rothesay Council meeting in June the following motion was passed.

- Quispamsis be contacted to collaborate on a letter to Premier Higgs and Minister Urquhart (Public Safety) requesting reforms to the Police Act.

Accordingly we are requesting your cooperation in representations to the Provincial Government on changes to the Police Act and/or other means to expedite disciplinary proceedings in the case of alleged serious offences by sworn officers.

We look forward to your response and would be pleased to discuss this matter in detail.

Yours truly,

Dr. Nancy Grant
Mayor

Cc : Rothesay Council



**Fundy Regional
Service Commission**

Commission de Services
Régionaux de Fundy

Regular Monthly Meeting

April 27, 2020

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Monday, April 27, 2020, hosted at 10 Crane Mountain Rd., Saint John NB via teleconference.

1. Call to Order

The Board Chairperson, Gary Clark, called the regular board meeting to order at 11:08 a.m.

2. Record of Attendance – via teleconference

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

Absent

OTHERS

Marc MacLeod, Executive Director, FRSC

Alicia Raynes, Recording Secretary, FRSC

Brian Shannon, Building Inspector/Development Officer, FRSC

Les Weber, Regional Emergency Management Coordinator - Region 9 NBEMO

Andrew Logan, Teed Saunders Doyle

3. Approval of the Order of Business

The Chairperson asked for approval of the Order of Business

Motion: To approve the April 27, 2020 Agenda as presented with re-numbering of Community Projects to number thirteen (13) and the addition of Blue Bin Depots to number nine (9), YSJ Board Reappointment to number ten (10), Staff Annual Raises to number eleven (11), and Legal-Employee Pensions to number twelve (12)

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

4. Disclosure of Conflict of Interest

None

5. Approval of the Minutes

Motion: To approve the February 24, 2020 minutes.

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

6. Planning – Building Inspection – Q1 2020

Brian Shannon, Building Inspector/Development Officer, FRSC presented the 1st Quarter Report for Building, Development & Planning for the Village of St. Martins & FRSC Rural areas. The 2020 estimated cost of construction is \$9000 lower than 2019 year to date values.

Motion: To receive and file the report as provided.

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

7. Financial

a. 2019 Audited Financial Statements

Executive Director MacLeod presented the board with a brief overview of the 2019 Audited Financial Statements. He noted that the 2019 sales were higher in part due to increased public traffic and also the 2019 flood event. It was also mentioned that municipal waste saw an increase of 6%. In addition, there was a 40% increase in leachate treatment costs as there was higher rainfall last year and more open garbage cell space due to the wait for EIA decision on the pits and quarries application. The FRSC also saw an increase in costs due to closures in the Asian recycling markets.

Andrew Logan, Teed Saunders Doyle was invited to give a short summary of their findings. There were no adjusting entries made to the internal financial reports. The FRSC has strong internal controls and there have been no significant issues found during the audit.

It was asked whether the new Long-Term Debt was to refinance the demand loan for the construction of cell 8. Executive Director MacLeod responded yes, that was correct.

Motion: To receive and file the 2019 Audited Financial Statements as presented.

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

b. Q1 2020 Financial Statements

Executive Director MacLeod presented the Q1 2020 Financial Statements, providing a brief summary. There was an approximate \$70K deficit in solid waste, but it was a timing issue as the budget projections were straight-lined and not adjusted for seasonality at this time. It was asked whether or not it is anticipated that COVID-19 will have any financial impact on the FRSC. Executive Director MacLeod explained that typically two thirds of the waste comes from the ICI sector and only one third is residential. It's likely that there will be a spike in volume for a three to four-week period and then a sharp downturn, due to a drop in commercial waste.

Motion: To receive and file Q1 2020 Financial Statements as presented.

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

8. NBEMO – Les Weber

Les Weber, Regional Emergency Management Coordinator-Region 9 NBEMO provided an overall update on both COVID-19 and Spring Freshet 2020.

Mr. Weber confirmed that as of today, there are 112 recovered cases of COVID-19 in New Brunswick. EMO Managers have been meeting throughout Municipalities since January 27, 2020. There have been weekly EMO meetings providing updates on both COVID-19 and Spring Freshet, as well as weekly meetings with Dr Kim Barker. Mr. Weber also discussed the different programs in place to assist those in need with both food and shelter during the COVID-19 outbreak.

Riverwatch began on March 11, 2020. Municipalities have purchased pre-filled sand bags or sandbag machines to prepare in the event that flooding occurs. Mr. Weber also advised that the Canadian Red Cross will not have Reception Centres open in support of Spring Freshet, but that registration would be done virtually/online and anyone affected would be placed into hotels if they did not receive support from other family members.

Motion: To receive and file as presented.

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

9. Blue Bin Depots

Board members wanted to know when the Blue Bin Depot locations would be open to the public for recycling. Executive Director MacLeod explained the FRSC is currently waiting for WorkSafe NB and Public Health to publish guidelines as to what control measures need to be put in place before normal business can resume. The Blue Bin Depot locations are not manned on a regular basis and it needs to be determined how the social distancing rules can be applied to these locations.

A discussion was also had regarding the use of the Blue Bin Depots by the public, despite the closed signs that have been placed on the bins. The question was asked if blocking the bins off

would be an option. Executive Director MacLeod responded that it would likely be more cost effective and less liability to remove the bins but that was not being considered at this time. The FRSC is consulting with Legal to ensure that signs provide protection in terms of liability.

Motion: To receive and file as presented.

Moved: Director Darling

Seconded: Director Losier

Vote: *Motion carried*

10. YSJ Board Reappointment

Executive Director MacLeod noted that Shilo Boucher's seat on the Board of Directors of the Saint John Airport is up for renewal. Ms. Boucher is willing to extend for another 3-year term with the support of the FRSC Board of Directors.

Motion: To reappoint Shilo Boucher for a second three-year term on the Saint John Airport Board of Directors.

Moved: Director Losier

Seconded: Director Baxter

Vote: *Motion carried*

11. Staff Annual Pay Raises

Executive Director MacLeod discussed that the approved 2020 budget contains provisions for office staff salary increase of 2.0%. The CPI change for 2019 was 2.3%. However, a recommendation of an increase of 2.0 % was presented. This is in line with the increase to union staff of 2.0% and is consistent with the increase in 2018 where CPI was 0.6% and the FRSC approved an increase of 1.75% to match the union.

Director Darling explained that current directives from the City of Saint John for increases to staff of City Boards would not allow him to support the motion.

Motion: That the Commission authorize the Executive Director to adjust staff salaries to reflect an increase of 2.0% for 2020.

Moved: Director Grant

Seconded: Director Cairns

Nay: Director Darling

Vote: *Motion Carried*

12. Legal – Employee Pensions

Executive Director MacLeod provided a brief background on the error in employee pension contributions from 2004 to 2018. A "new" employee pension plan was implemented in 2004. The employer contribution portion of the pension was treated as income from 2004 to 2018. This was an error discovered in 2018 by the new accountant for the FRSC. The CRA has compensated for all years from 2008 to 2018. A preliminary legal opinion indicates that the FRSC is liable for the rest of the monies from 2004 to 2007. The FRSC insurance coverage has offered to cover the majority of the principle. Director MacLeod was asked to challenge for the full principle value. The future value was calculated by staff and would need to be covered separately.

Motion: That the Commission fund the future value of money from 2004 to 2007 plus the insurance deductible, from Operations.

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

13. Community Projects

Executive Director MacLeod stated that Order in Council 2005-112 requires the establishment of an annual fund for on-site amenities, off-site host community or a combination of both options. It allows for consultation with local groups to help determine recipients. The agreement with CMEI requires allocation of \$75000 annually adjusted for partial inflation to \$90199 in 2020. Under the agreement CMEI must fairly evaluate and recommend projects for funding and Fundy Region Solid Waste will review and consider the recommendations actively with CMEI. A new scorecard was developed in partnership with CMEI and the score has been recorded on the recommendation sheet resulting in a ranking for disbursement of funds.

Executive Director MacLeod explained that due to the community nature of the projects and the continued State of Emergency, there has been concern raised as to whether some of the projects can be executed during the required time frame. Even if the State of Emergency is lifted, there will be still a set of unknown restrictions which may impact project completion thereby causing projects to lose funding. Supporting the economy, by continuing with the projects was discussed. It was understood that if projects could not be completed, they would be discussed at the Commission for direction.

Motion: To approve the funding for host community projects as presented up to the amount of \$90199 in 2020.

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

A discussion was had regarding the next meeting date. Executive Director MacLeod stated that typically the Annual General Meeting is in May and during that meeting, elections take place for the Chairperson and Vice Chairperson. It was noted that Vice Chairperson Baxter would not be returning after June 1, 2020 as his term has ended. It was asked if the annual meeting would be deferred and if so, would the term for board members be extended? Executive Director MacLeod responded that an alternate would be used in the interim.

Motion: To delay the Annual General Meeting until June.

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

Chairperson Clark called for a motion to adjourn the meeting

Motion: To adjourn the meeting at 12:05 pm.

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

APPROVED (date) May 27, 2020


Gary Clark, Chairperson


Alicia Raynes, Recording Secretary

KENNEBECASIS PUBLIC LIBRARY INC.

FINANCIAL STATEMENTS

DECEMBER 31, 2019

RECEIVED

JUL - 8 2020

KENNEBECASIS PUBLIC LIBRARY INC.

2020July13OpenSessionFINAL_037

DECEMBER 31, 2019

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INDEPENDENT AUDITORS' REPORT

To the Directors of the Kennebecasis Public Library Inc.

Qualified Opinion

We have audited the financial statements of the Kennebecasis Public Library Inc., (the "Library") which comprise the statement of financial position as at December 31, 2019, and the statements of operations, changes in net assets and cash flows for the year then ended and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of the Library as at December 31, 2019, and the results of its operations changes in net assets and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Qualified Opinion

In common with many charitable organizations, the Library derives revenues from the general public in the form of donations, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of revenues from donations was limited to the amounts recorded in the records of the Library and we were not able to determine whether any adjustments might be necessary to these revenues, annual surplus (deficit), assets and net assets.

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

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

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

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

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

(continues)

Auditors' Responsibilities for the Audit of the Financial Statements

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

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

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



CHARTERED PROFESSIONAL ACCOUNTANTS

Saint John, New Brunswick
June 24, 2020

KENNEBECASIS PUBLIC LIBRARY INC.

2020 July 13 Open Session FINAL_040

STATEMENT OF FINANCIAL POSITION**AS AT DECEMBER 31, 2019**

	<u>2019</u>	<u>2018</u>
FINANCIAL ASSETS		
Cash and cash equivalents	\$ 38,103	\$ 40,044
Accounts receivable		
General	-	-
Federal Government and its agencies (Note 4)	9,884	10,445
Due from related party (Note 6)	<u>1,896</u>	<u>7,201</u>
	<u>\$ 49,883</u>	<u>\$ 57,690</u>
LIABILITIES		
Accounts payable and accrued liabilities	\$ 24,032	\$ 29,312
Deferred revenue (Note 5)	<u>5,142</u>	<u>4,552</u>
	<u>29,174</u>	<u>33,864</u>
NET ASSETS	<u>20,709</u>	<u>23,826</u>
NON-FINANCIAL ASSETS		
Tangible capital assets (Note 9)	6,059,426	6,078,370
Accumulated amortization (Note 9)	<u>(1,737,101)</u>	<u>(1,534,261)</u>
	4,322,325	4,544,109
Prepaid expenses	<u>8,574</u>	<u>8,172</u>
	<u>4,330,899</u>	<u>4,552,281</u>
ACCUMULATED SURPLUS	<u>\$ 4,351,608</u>	<u>\$ 4,576,107</u>
COMMITMENTS (Note 7)		

APPROVED BY:Rhoda Hansen DirectorAmey Wastling Treasurer

KENNEBECASIS PUBLIC LIBRARY INC.

2020 July 13 Open Session FINAL 041
STATEMENT OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2019

	<u>2019</u> <u>Budget</u> (Note 10)	<u>2019</u> <u>Actual</u>	<u>2018</u> <u>Actual</u>
REVENUE			
Contributions by Municipalities - operating (Note 6)	\$ 218,172	\$ 218,176	\$ 217,925
Interest and sundry income	4,500	6,060	5,043
Donations (Notes 5 and 6)	-	7,595	3,864
Grants (Note 6)	17,680	14,710	17,985
Miscellaneous Income	<u>-</u>	<u>-</u>	<u>827</u>
	<u>240,352</u>	<u>246,541</u>	<u>245,644</u>
EXPENDITURE			
Building and grounds maintenance	91,328	87,007	87,518
Insurance	7,587	7,621	7,425
Office	9,000	8,507	9,164
Wages	40,418	31,788	30,449
Professional development	2,000	1,144	55
Professional fees	10,600	11,357	12,109
Public relations	3,000	2,611	723
Program supplies	4,500	13,835	4,782
Utilities	54,711	51,980	48,937
Communications	9,786	9,149	8,083
Purchase of books and materials	-	7,595	3,864
Operating equipment and maintenance	8,265	4,830	1,650
Miscellaneous	1,880	948	1,181
Amortization	<u>232,668</u>	<u>232,668</u>	<u>273,321</u>
	<u>475,743</u>	<u>471,040</u>	<u>489,261</u>
ANNUAL DEFICIT			
FOR THE YEAR (Note 10)	<u>\$ (235,391)</u>	(224,499)	(243,617)
ACCUMULATED SURPLUS -			
BEGINNING OF YEAR		<u>4,576,107</u>	<u>4,819,724</u>
ACCUMULATED SURPLUS -			
END OF YEAR		<u>\$ 4,351,608</u>	<u>\$ 4,576,107</u>

KENNEBECASIS PUBLIC LIBRARY INC.**2020 July 13 Open Session FINAL 042**
STATEMENT OF CHANGES IN NET ASSETS**AS AT DECEMBER 31, 2019**

	2019	2018
Annual deficit	\$ (224,499)	\$ (243,617)
Acquisition of tangible capital assets	(10,884)	(19,705)
Amortization of tangible capital assets	<u>232,668</u>	<u>273,321</u>
	<u>(2,715)</u>	<u>9,999</u>
Acquisition of prepaid assets	(8,574)	(8,172)
Use of prepaid assets	<u>8,172</u>	<u>7,933</u>
	<u>(402)</u>	<u>(239)</u>
Increase (decrease) in net assets	(3,117)	9,760
Net assets - beginning of year	<u>23,826</u>	<u>14,066</u>
Net assets - end of year	<u>\$ 20,709</u>	<u>\$ 23,826</u>

KENNEBECASIS PUBLIC LIBRARY INC.

2020 July 13 Open Session FINAL 043
STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED DECEMBER 31, 2019

	<u>2019</u>	<u>2018</u>
INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS		
OPERATING TRANSACTIONS		
Annual deficit	\$ (224,499)	\$ (243,617)
Amortization of tangible capital assets	232,668	273,321
Accounts receivable - General	-	106
Accounts receivable - Federal Government and its agencies	561	401
Due from related party	5,305	(5,675)
Accounts payable and accrued liabilities	(5,280)	4,251
Deferred revenue	590	3,000
Change in prepaid expenses	<u>(402)</u>	<u>(239)</u>
	<u>8,943</u>	<u>31,548</u>
CAPITAL TRANSACTIONS		
Acquisition of tangible capital assets	<u>(10,884)</u>	<u>(19,705)</u>
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	(1,941)	11,843
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	<u>40,044</u>	<u>28,201</u>
CASH AND CASH EQUIVALENTS - END OF YEAR	<u><u>\$ 38,103</u></u>	<u><u>\$ 40,044</u></u>

KENNEBECASIS PUBLIC LIBRARY INC.

2020 July 13 Open Session FINAL_044 NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2019

1. PURPOSE OF THE ORGANIZATION

Kennebecasis Public Library Inc. (the "Library") was incorporated without share capital under the laws of the Province of New Brunswick to establish, maintain and operate a public library for the benefit of the members of the communities of Rothesay and Quispamsis. These municipalities have each agreed to pay a proportional share, based on population, of the net budgeted operating costs of the Library on a monthly basis. The Library qualifies as a charitable organization and, as such, is exempt from income taxes. Books, reading materials and employee salaries paid by the Province of New Brunswick are not included in these financial statements.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Library are the representations of management prepared in accordance with Canadian generally accepted accounting principles for New Brunswick municipalities by the Department of Local Government, as recommended by the Public Sector Accounting Board ("PSAB") of CPA Canada.

The focus of Public Sector Accounting Standards ("PSAS") financial statements is on the financial position of the Library and the changes thereto. The statement of financial position includes all of the assets and liabilities of the Library.

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

Reporting Entity

The financial statements reflect the assets, liabilities, revenues, expenditures and changes in net assets and cash flows of the reporting entity. The reporting entity is comprised of all organizations and enterprises accountable for the administration of their affairs and resources to the Library and which are owned or controlled by the Library. The operating results of the Friends of Kennebecasis Public Library (Note 6) are included in these financial statements.

Interdepartmental and organizational transactions and balances are eliminated.

Financial Instruments

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

KENNEBECASIS PUBLIC LIBRARY INC.

2020 July 13 Open Session FINAL 045 NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2019

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

Cash and Cash Equivalents

Cash and cash equivalents include cash balances on deposit with banks.

Revenue Recognition

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

The contributions from the member municipalities are recognized when the amount to be received can be reasonably estimated and collection is reasonably assured. Interest and other income are recorded on an accrual basis, when the amount to be received can be reasonably estimated and collection is reasonably assured.

Expenditure Recognition

Expenditures are recorded on an accrual basis.

Measurement Uncertainty

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

Examples of significant estimates include:

- providing for amortization of tangible capital assets;
- the estimated useful lives of tangible capital assets; and
- the recoverability of tangible capital assets.

Tangible Capital Assets

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

<u>Asset Type</u>	<u>Estimated Useful Life</u>
Land improvements	15 years
Building	20-40 years
Furniture and equipment	5 years

The Library regularly reviews its capital assets to eliminate obsolete items.

Economic Dependence

The Library receives funding from Quispamsis and Rothesay, which accounts for a significant portion of revenues.

KENNEBECASIS PUBLIC LIBRARY INC.

2020July13OpenSessionFINAL_046

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2019

3. FINANCIAL INSTRUMENTS

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

Credit Risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Library is exposed to credit risk from its accounts receivable. The risk is minimized as the majority of the amounts receivable are due from the Federal Government.

Liquidity Risk

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

Currency Risk

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

Interest Rate Risk

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

4. DUE FROM FEDERAL GOVERNMENT AND ITS AGENCIES

	<u>2019</u>	<u>2018</u>
Canada Revenue Agency (HST refund)	\$ <u>9,884</u>	\$ <u>10,445</u>

5. DEFERRED REVENUE

The Library receives restricted donations specific to the purchase of books, materials and related supplies.

KENNEBECASIS PUBLIC LIBRARY INC.

2020 July 13 Open Session FINAL_047 NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2019

6. RELATED PARTY TRANSACTIONS

The Library is related to Quispamsis and Rothesay, as the two Municipalities jointly control the Library. During the year, the Library recognized the following contributions from the Towns as revenue:

	<u>2019</u>	<u>2018</u>
Quispamsis	\$ 133,111	\$ 132,960
Rothesay	<u>85,065</u>	<u>84,965</u>
	<u>\$ 218,176</u>	<u>\$ 217,925</u>

In 2015, Friends of Kennebecasis Public Library was created to increase the Library's eligibility for grants. In 2014, the Library only received 50% funding because the Government classified the Board as being publicly funded due to the funds the Board received and administered on behalf of the municipalities. Friends of Kennebecasis Public Library's revenue gets administered through to the Library to grants or to donations. In 2019, \$14,710 (2018 - \$17,985) was received as Summer Student Grants while \$7,402 (2018 - \$3,248) was received as donations. At December 31, 2019 there is an outstanding receivable of \$1,896 (2018 - \$7,201) for booksale revenue and donations held by Friends of Kennebecasis Public library.

KENNEBECASIS PUBLIC LIBRARY INC.

2020 July 13 Open Session FINAL_048 NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2019

7. COMMITMENTS

Controls & Equipment Ltd. - Building Automation & HVAC Service Agreement

In 2016, the Library committed \$3,622 payable over 2 semi annual installments to Controls & Equipment Ltd. commencing on December, 2016. This agreement shall continue from year to year with an annual increase in costs no greater than the inflation index as published by Statistics Canada. In 2019, the amount of \$3,622 was committed for the next year.

KONE Inc. - Elevator Maintenance Agreement

In 2014, the Library committed \$190 each month payable annually each June for a period of fifteen years to KONE Inc. commencing on June 1, 2014. Each June, monthly payments are subject to annual escalation based on industry labour and process costs. In 2019, the monthly amount increased to \$295, with total payments of \$3,536 being made. The minimum annual payment due over the next year is \$3,536.

Xtra - Photocopier Lease Contract

In 2018, the Library committed \$229 per month payable for 66 months commencing on December 18, 2018. During the year, total payments of \$2,890 were made. The minimum annual payment due over the next year is \$2,746.

Ultra Alarm Services - Fire Alarm Contract

In 2016, the Library committed \$563 for one year commencing on November 27, 2016. The agreement will be automatically renewed each year unless terminated by either party. During the year, two payments were made for a total of \$1,127. The minimum annual payment due over the next year is \$563.

Jani-King - Cleaning and Refuse Disposal

In 2018, the Library committed \$31,395 per year for two years for janitorial and refuse services effective March 1, 2018. In February 2020, the Library committed \$35,535 per year for two years for janitorial and refuse services effective March 1, 2020. During the year, total payments of \$31,395 were made. The minimum annual payment due over the next year is \$34,845.

Homestar - Snow Removal Contract

During the year, the Library committed \$10,321 per year for three years commencing in the fall of 2019 for snow removal. During the year, total payments of \$2,580 were made. The minimum annual payment due over the next year is \$10,321.

8. SUBSEQUENT EVENT

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

KENNEBECASIS PUBLIC LIBRARY INC.

2020 July 13 Open Session FINAL_049

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2019

9. SCHEDULE OF TANGIBLE CAPITAL ASSETS

	<u>Land</u>	<u>Land Improvements</u>	<u>Building</u>	<u>Furniture and Equipment</u>	<u>2019 Total</u>	<u>2018 Total</u>
COST						
Balance - beginning of year	\$ 337,544	\$ 250,572	\$ 5,005,484	\$ 484,770	\$ 6,078,370	\$ 6,058,665
Add: net additions during the year	-	-	-	10,884	10,884	19,705
Less: disposals during the year	-	-	-	(29,828)	(29,828)	-
Balance - end of year	<u>337,544</u>	<u>250,572</u>	<u>5,005,484</u>	<u>465,826</u>	<u>6,059,426</u>	<u>6,078,370</u>
ACCUMULATED AMORTIZATION						
Balance - beginning of year	-	91,878	994,728	447,655	1,534,261	1,260,940
Add: amortization during the year	-	16,705	201,936	14,027	232,668	273,321
Less: accumulated amortization on disposals	-	-	-	(29,828)	(29,828)	-
Balance - end of year	-	<u>108,583</u>	<u>1,196,664</u>	<u>431,854</u>	<u>1,737,101</u>	<u>1,534,261</u>
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	<u>\$ 337,544</u>	<u>\$ 141,989</u>	<u>\$ 3,808,820</u>	<u>\$ 33,972</u>	<u>\$ 4,322,325</u>	<u>\$ 4,544,109</u>

KENNEBECASIS PUBLIC LIBRARY INC.

2020 July 13 Open Session FINAL_050

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2019

10. RECONCILIATION OF ANNUAL SURPLUS (DEFICIT)

	General Operating Fund	Capital Fund	Total
2019 annual surplus (deficit)	\$ 8,169	\$ (232,668)	\$ (224,499)
Adjustments to annual surplus for funding requirements			
Second previous year's surplus	2,723	-	2,723
Capital purchased through General Operating Fund	(10,884)	10,884	-
Amortization expense	-	232,668	232,668
Accumulated amortization on disposal of capital assets	-	(29,828)	(29,828)
Total adjustments to 2019 annual surplus (deficit)	(8,161)	213,724	205,563
2019 annual surplus for funding requirements	\$ 8	\$ (18,944)	\$ (18,936)

KENNEBECASIS PUBLIC LIBRARY INC.

2020 July 13 Open Session FINAL_051

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2019

11. OPERATING BUDGET TO PSAS BUDGET

	Operating Budget <u>General</u>	Amortization <u>TCA</u>	<u>Transfers</u>	<u>Total</u>
REVENUE				
Rothsay	\$ 85,061	\$ -	\$ -	\$ 85,061
Quispamsis	133,111	-	-	133,111
Surplus of second previous year	2,723	-	(2,723)	-
Interest and sundry income	<u>22,180</u>	<u>-</u>	<u>-</u>	<u>22,180</u>
	<u>243,075</u>	<u>-</u>	<u>(2,723)</u>	<u>240,352</u>
EXPENDITURE				
Building and grounds maintenance	91,328	-	-	91,328
Insurance	7,587	-	-	7,587
Office	9,000	-	-	9,000
Wages	40,418	-	-	40,418
Professional development	2,000	-	-	2,000
Professional fees	10,600	-	-	10,600
Public relations	3,000	-	-	3,000
Utilities	54,711	-	-	54,711
Communications	9,786	-	-	9,786
Program supplies	4,500	-	-	4,500
Operating equipment and maintenance	8,265	-	-	8,265
Miscellaneous	1,880	-	-	1,880
Amortization	<u>-</u>	<u>232,668</u>	<u>-</u>	<u>232,668</u>
	<u>243,075</u>	<u>232,668</u>	<u>-</u>	<u>475,743</u>
Surplus (Deficit)	\$ <u>-</u>	\$ <u>(232,668)</u>	\$ <u>(2,723)</u>	\$ <u>(235,391)</u>



2020July13OpenSessionFINAL_052

**KENNEBECASIS REGIONAL POLICE FORCE/
FORCE DE POLICE RÉGIONALE KENNEBECASIS**

ADDRESS ALL CORRESPONDENCE TO/
ADRESSER TOUTE CORRESPONDANCE À:
CHIEF OF POLICE/CHEF DE POLICE
126 Millennium Drive/126 rue Millennium
Quispamsis, NB E2E 6E6

WAYNE GALLANT, M.O.M.
CHIEF OF POLICE
CHEF DE POLICE

RECEIVED

JUN 05 2020

Tel: (506) 847-6300
Fax/Facsimile: (506) 847-6301
Admin: (506) 847-6313
E-mail/Courriel: krpfadmin@nbpolice.ca
www.kennebecasisregionalpolice.com

2020-05-29

Town of Rothesay
Attention: Mayor and Councillors
70 Hampton Rd.
Rothesay, NB E2E 5L5

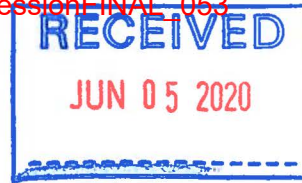
Dear Mayor and Councillors:

**Re: Kennebecasis Regional Joint Board of Police Commissioners
Audited Financial Statements as at December 31, 2019**

Attached please find one (1) copy of the signed financial statements for the above-noted matter. I trust this is satisfactory.

Respectfully,

Wayne Gallant
Chief of Police



**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE
COMMISSIONERS**

FINANCIAL STATEMENTS

DECEMBER 31, 2019

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE
COMMISSIONERS**

2020 July 13 Open Session FINAL_054

DECEMBER 31, 2019

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INDEPENDENT AUDITORS' REPORT

To the Members of the Kennebecasis Regional Joint Board of Police Commissioners

Opinion

We have audited the financial statements of the Kennebecasis Regional Joint Board of Police Commissioners (the "Commission"), which comprise the statement of financial position as at December 31, 2019, and the statements of operations, changes in net debt and cash flows for the year then ended and notes to the financial statements, including a summary of significant accounting policies.

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

Basis for Opinion

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

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

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

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

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

Auditors' Responsibilities for the Audit of the Financial Statements

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

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

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

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

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



CHARTERED PROFESSIONAL ACCOUNTANTS

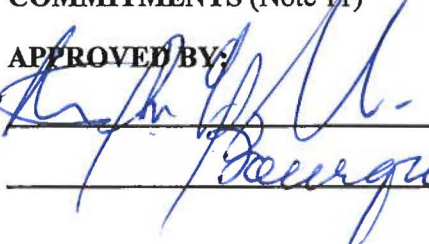
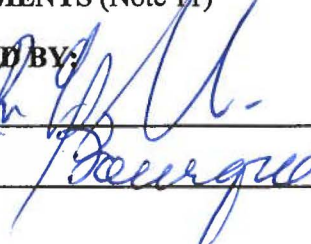
Saint John, NB
April 29, 2020

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE
COMMISSIONERS

2020 July 13 Open Session FINAL_057

STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2019

	<u>2019</u>	<u>2018</u>
FINANCIAL ASSETS		
Cash (Note 4)	\$ 227,204	\$ 122,209
Accounts receivable		
General	34,125	18,300
Due from Member Municipalities (Note 5)	101,797	194,991
Federal Government and its agencies (Note 6)	107,814	123,802
Investments (Notes 7 and 9)	<u>887,735</u>	<u>806,083</u>
	<u>\$ 1,358,675</u>	<u>\$ 1,265,385</u>
LIABILITIES		
Accounts payable and accrued liabilities	\$ 436,576	\$ 405,625
Long term debt (Note 8)	815,000	949,000
Accrued sick leave	15,299	15,299
Accrued liability for vested retirement benefits (Note 9)	814,972	739,721
Post employment benefits payable (Note 10)	<u>419,600</u>	<u>454,600</u>
	<u>2,501,447</u>	<u>2,564,245</u>
NET DEBT	<u>(1,142,772)</u>	<u>(1,298,860)</u>
NON-FINANCIAL ASSETS		
Tangible capital assets (Note 14)	4,018,116	3,959,406
Accumulated amortization (Note 14)	<u>(1,954,582)</u>	<u>(1,807,003)</u>
	2,063,534	2,152,403
Unamortized debenture costs	6,599	7,771
Prepaid expenses	<u>17,823</u>	<u>66,860</u>
	<u>2,087,956</u>	<u>2,227,034</u>
ACCUMULATED SURPLUS	<u>\$ 945,184</u>	<u>\$ 928,174</u>
COMMITMENTS (Note 11)		
APPROVED BY:		
	Commissioner	
	Commissioner	

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE**COMMISSIONERS**

2020 July 13 Open Session FINAL_058

STATEMENT OF OPERATIONS**FOR THE YEAR ENDED DECEMBER 31, 2019**

	2019 Budget (Note 16)	2019 Actual	2018 Actual
REVENUE			
Contributions by member municipalities	\$ 6,419,665	\$ 6,424,157	\$ 6,083,223
Other (Note 17)	<u>312,000</u>	<u>371,480</u>	<u>350,836</u>
	<u>6,731,665</u>	<u>6,795,637</u>	<u>6,434,059</u>
EXPENDITURE (Note 17)			
Crime control	4,726,046	4,657,076	4,312,753
Vehicle fleet	321,755	278,289	290,728
Property	293,157	290,631	292,404
Administration	1,124,927	1,226,035	1,113,201
Telecommunications	<u>384,306</u>	<u>384,040</u>	<u>364,255</u>
	<u>6,850,191</u>	<u>6,836,071</u>	<u>6,373,341</u>
ANNUAL SURPLUS (DEFICIT) FOR THE YEAR BEFORE UNREALIZED GAIN ON INVESTMENTS	(118,526)	(40,434)	60,718
UNREALIZED GAIN (LOSS) ON INVESTMENTS	<u>57,444</u>	<u>57,444</u>	<u>(39,333)</u>
ANNUAL SURPLUS (DEFICIT) FOR THE YEAR (Note 15)	<u>\$ (61,082)</u>	17,010	21,385
ACCUMULATED SURPLUS BEGINNING OF YEAR		<u>928,174</u>	<u>906,789</u>
ACCUMULATED SURPLUS - END OF YEAR		<u>\$ 945,184</u>	<u>\$ 928,174</u>

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE
COMMISSIONERS**

2020 July 13 Open Session FINAL_059

STATEMENT OF CHANGES IN NET DEBT

AS AT DECEMBER 31, 2019

	<u>2019</u>	<u>2018</u>
Annual surplus	\$ 17,010	\$ 21,385
Acquisition of tangible capital assets	(161,179)	(149,098)
Proceeds on disposal of tangible capital assets	5,355	1,000
Amortization of tangible capital assets	244,048	234,259
Loss on disposal of tangible capital assets	<u>645</u>	<u>7,115</u>
	<u>105,879</u>	<u>114,661</u>
Acquisition of prepaid assets	(17,823)	(66,860)
Use of unamortized debenture costs	1,172	1,172
Use of prepaid assets	<u>66,860</u>	<u>15,396</u>
	<u>50,209</u>	<u>(50,292)</u>
Decrease in net debt	156,088	64,369
Net debt - beginning of year	<u>(1,298,860)</u>	<u>(1,363,229)</u>
Net debt - end of year	<u><u>\$ (1,142,772)</u></u>	<u><u>\$ (1,298,860)</u></u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE**COMMISSIONERS**

2020 July 13 Open Session FINAL_060

STATEMENT OF CASH FLOWS**FOR THE YEAR ENDED DECEMBER 31, 2019**

	<u>2019</u>	<u>2018</u>
INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS		
OPERATING TRANSACTIONS		
Annual surplus	\$ 17,010	\$ 21,385
Loss on disposal of tangible capital assets	645	7,115
Unrealized loss (gain) on investments	(57,444)	39,333
Amortization of tangible capital assets	244,048	234,259
Receivable - General	(15,825)	(3,344)
Receivable - Member Municipalities	93,194	(192,922)
Receivable - Federal Government and its agencies	15,988	(47,215)
Accounts payable and accrued liabilities	30,951	644
Change in accrued sick leave	-	2,000
Change in accrued liability for vested retirement benefits	75,251	(33,831)
Change in post employment benefits payable	(35,000)	(100,100)
Change in unamortized debenture costs/prepaid expenses	<u>50,209</u>	<u>(50,292)</u>
	<u>419,027</u>	<u>(122,968)</u>
CAPITAL TRANSACTIONS		
Acquisition of tangible capital assets	(161,179)	(149,098)
Proceeds on disposal of tangible capital assets	<u>5,355</u>	<u>1,000</u>
	<u>(155,824)</u>	<u>(148,098)</u>
FINANCING TRANSACTION		
Change in long term debt	<u>(134,000)</u>	<u>(131,000)</u>
INVESTING TRANSACTION		
Purchases net of proceeds of investments	<u>(24,208)</u>	<u>(18,684)</u>
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	104,995	(420,750)
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	<u>122,209</u>	<u>542,959</u>
CASH AND CASH EQUIVALENTS - END OF YEAR	<u>\$ 227,204</u>	<u>\$ 122,209</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS

2020 July 13 Open Session FINAL_061

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2019

1. PURPOSE OF THE ORGANIZATION

The Kennebecasis Regional Joint Board of Police Commissioners (the "Commission") provides police services to the region consisting of the municipalities of Quispamsis and Rothesay.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

The focus of Public Sector Accounting Standards ("PSAS") financial statements is on the financial position of the Commission and the changes thereto. The statement of financial position includes all of the assets and liabilities of the Commission.

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

Budget

The budget figures contained in these financial statements were approved by the Board on September 28, 2018 and the Minister of Local Government on February 1, 2019.

Financial Instruments

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

The investments of the Commission are held in the custody of TD Waterhouse Canada Inc.

Cash and Cash Equivalents

Cash and cash equivalents include cash on hand and balances with banks.

Unamortized Debenture Costs

Bond discounts are amortized over the life of the respective serial debenture.

Revenue Recognition

The contributions from the member municipalities are recognized as they are earned for the police and 911 services provided to the region, when the amount to be received can be reasonably estimated and collection is reasonably assured. Interest and sundry income are recorded on an accrual basis, when the amount to be received can be reasonably estimated and collection is reasonably assured.

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE

COMMISSIONERS

2020 July 13 Open Session FINAL_062

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2019

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

Expenditure Recognition

Expenditures are recorded on an accrual basis.

Measurement Uncertainty

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

Examples of significant estimates include:

- providing for amortization of tangible capital assets;
- the estimated useful lives of tangible capital assets;
- the recoverability of tangible capital assets;
- accrued vested retirement benefits; and
- accrued post employment benefits.

Tangible Capital Assets

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

<u>Asset type</u>	<u>Years</u>
Land improvements	10-20 years
Buildings	20-40 years
Vehicles	5 years
Machinery and equipment	10 years
Information technology equipment	3-5 years
Furniture and fixtures	20 years

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

Post Employment Benefits

The Commission recognizes its obligations under post employment benefit plans and the related costs, net of plan assets. The Commission has a vested retirement benefit as documented in Note 9 and a pension plan as documented in Note 10.

3. FINANCIAL INSTRUMENTS

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

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE
COMMISSIONERS

2020 July 13 Open Session FINAL_063

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2019

3. FINANCIAL INSTRUMENTS (cont'd)

Credit Risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Commission is exposed to credit risk from its accounts receivable. The Commission's credit risk is mitigated by the fact that its accounts receivable consist primarily of funds due from the Federal Government and the contributing municipalities.

Liquidity Risk

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

Currency Risk

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

Interest Rate Risk

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

Other Price Risk

Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or currency risk), whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The Commission is exposed to other price risk through its investment in quoted shares.

4. CASH

	<u>2019</u>	<u>2018</u>
Cash - operating	\$ 220,530	\$ 116,833
Cash - investments (Note 9)	<u>6,674</u>	<u>5,376</u>
	<u>\$ 227,204</u>	<u>\$ 122,209</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE

COMMISSIONERS

2020 July 13 Open Session FINAL_064

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2019

5. DUE FROM MEMBER MUNICIPALITIES

	<u>2019</u>	<u>2018</u>
Town of Quispamsis	\$ 84,959	\$ 117,624
Town of Rothesay	<u>16,838</u>	<u>77,367</u>
	<u>\$ 101,797</u>	<u>\$ 194,991</u>

6. DUE FROM FEDERAL GOVERNMENT AND ITS AGENCIES

	<u>2019</u>	<u>2018</u>
Canada Revenue Agency - HST refund	\$ 52,715	\$ 68,341
RCMP secondments	<u>55,099</u>	<u>55,461</u>
	<u>\$ 107,814</u>	<u>\$ 123,802</u>

7. INVESTMENTS

	<u>2019</u>	<u>2018</u>
Canadian short term notes	\$ 381,047	\$ 353,208
Canadian equity	329,371	329,599
Foreign equity	94,404	97,807
Unrealized gain on investments	<u>82,913</u>	<u>25,469</u>
	<u>\$ 887,735</u>	<u>\$ 806,083</u>

The Commission has an investment policy in place to administer the governance of these investments. As at December 31, 2019, the investments were in compliance with the policy.

8. LONG TERM DEBT

	<u>Balance January 1, 2019</u>	<u>Issued during year</u>	<u>Redeemed during year</u>	<u>Balance December 31, 2019</u>
New Brunswick Municipal Financing Corporation				
Debentures:				
BL 45-2014 1.2% - 3.1%, due 2024, OIC# 02-66, 03-53	\$ 308,000	\$ -	\$ 48,000	\$ 260,000
BN 35-2015 1.05% - 3.15%, due 2025, OIC # 03-0053	<u>641,000</u>	<u>-</u>	<u>86,000</u>	<u>555,000</u>
	<u>\$ 949,000</u>	<u>\$ -</u>	<u>\$ 134,000</u>	<u>\$ 815,000</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE

COMMISSIONERS

2020 July 13 Open Session FINAL_065

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2019

8. LONG TERM DEBT (cont'd)

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

2020	\$ 136,000
2021	140,000
2022	143,000
2023	146,000
2024	151,000

9. ACCRUED LIABILITY FOR VESTED RETIREMENT BENEFITS

Police officers and administrative employees earn 1.5 days of sick leave for every month of service to a maximum of 250 days. In total, the maximum is 2,000 hours (based on an 8 hour day). At retirement, an employee is entitled to choose either 50% of his or her sick leave in salary to a maximum of 125 days (1,000 hours), or one month's salary for each five years of service (or fraction thereof) to a maximum of six month's salary. The Board has restricted the use of the investments (Notes 4 and 7) to cover the future obligations under this plan.

An actuarial valuation was performed as at July 31, 2019 on the plan for 41 police officers and administrative employees in accordance with PSA 3250 & 3255. The actuarial method used was the projected unit credit method. The following summarizes the major assumptions in the valuation:

- Discount rate used was 2.69% (prior 2.86%);
- salary increases 3% per annum for four years and 2% thereafter; and
- retirement age 60 years old for police officers and 62 years old for civilian members.

The activity for the year is as follows:

	<u>2019</u>	<u>2018</u>
Balance at beginning of year	\$ 739,721	\$ 773,552
Add: Vested retirement expense	75,251	66,109
Less: Retirement benefits paid	<u>-</u>	<u>(99,940)</u>
Balance at end of year	<u>\$ 814,972</u>	<u>\$ 739,721</u>

The actuarial valuation estimates the accrued benefit obligation to be \$743,550. The \$71,422 actuarial gain is being amortized over 15 years, which represents the expected average remaining service life of the related employees.

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE

COMMISSIONERS

2020 July 13 Open Session FINAL_066

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2019

10. POST EMPLOYMENT BENEFITS PAYABLE

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

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

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

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

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

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

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE
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NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2019

10. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

Employees make contributions using rates that vary by earnings level and employment category, with an overall average contribution rate of approximately 7.99%. Each municipality contributes an amount that equals their employees' contribution amounts. Pension Fund Assets are invested in Short Term Securities, Bonds, Canadian Equities and Foreign Equities. Combined employees and municipalities contributions for 2019 are estimated to be approximately \$6,713,200 (actual 2018 - \$6,532,500) in totality for the NBMEPP.

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

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

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

	Estimated Jan 1, 2019 to Dec 31, 2019	Jan 1, 2018 to Dec 31, 2018
Accrued Benefit Liability		
Accrued benefit liability at beginning of period	\$ 454,600	\$ 554,700
Adjustment to 2018/2017 actual	(40,200)	34,500
Pension expense for the year	370,900	200,800
Employer contributions	<u>(365,700)</u>	<u>(335,400)</u>
Accrued benefit liability at end of period	<u>\$ 419,600</u>	<u>\$ 454,600</u>

In summary, the Accrued Benefit Liability as it related to the Commission is estimated to be \$419,600 as at December 31, 2019. This compares to \$554,700 as at January 1, 2018 and \$454,600 as at December 31, 2018. The December 31, 2018 liability was estimated in the prior year. The actual liability was calculated to be \$414,400. The difference of \$40,200 has been recorded in the current year.

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE

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NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2019

10. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

The financial position as it relates to the Accrued Benefit Liability is shown as follows and illustrates the unamortized amounts being recognized in Pension Expense over time:

	Estimated Jan 1, 2019 to Dec 31, 2019	Jan 1, 2018 to Dec 31, 2018
Reconciliation of Funded Status at End of Period		
Accrued benefit obligation	\$ 15,805,900	\$ 14,777,300
Plan assets	<u>14,303,300</u>	<u>13,189,600</u>
Plan deficit	1,502,600	1,587,700
Adjustment to 2018 actual	-	40,200
Unamortized experience losses	<u>(1,083,000)</u>	<u>(1,173,300)</u>
Accrued benefit liability at end of period	<u>\$ 419,600</u>	<u>\$ 454,600</u>

The following illustrates the reconciliation of Accrued Benefit Obligation from the beginning of period to the end of period:

	Estimated Jan 1, 2019 to Dec 31, 2019	Jan 1, 2018 to Dec 31, 2018
Reconciliation of Accrued Benefit Obligation		
Accrued benefit obligation at beginning of period	\$ 14,777,300	\$ 13,712,000
Current service cost	563,600	519,800
Benefit payments	(353,500)	(632,300)
Interest for period	818,500	751,100
Experience loss during period	<u>-</u>	<u>426,700</u>
Accrued benefit obligation at end of period	<u>\$ 15,805,900</u>	<u>\$ 14,777,300</u>

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

	Estimated Jan 1, 2019 to Dec 31, 2019	Jan 1, 2018 to Dec 31, 2018
Reconciliation of Plan Assets		
Plan assets at beginning of period	\$ 13,189,600	\$ 13,209,600
Employer contributions	365,700	355,800
Employee contributions	365,700	355,000
Benefit payments	(353,500)	(632,300)
Return on plan assets during period	<u>735,800</u>	<u>(98,500)</u>
Plan assets at end of period	<u>\$ 14,303,300</u>	<u>\$ 13,189,600</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE

COMMISSIONERS

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NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2019

10. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

Total Expense related to pensions include the following components:

	Estimated Jan 1, 2019 to Dec 31, 2019	Jan 1, 2018 to Dec 31, 2018
Pension Expense		
Employer current service cost	\$ 197,900	\$ 164,800
Interest on Accrued Benefit Obligation	818,500	751,100
Expected return on assets	(735,800)	(728,700)
Amortization of unrecognized balances	-	-
Experience gain	<u>90,300</u>	<u>(6,200)</u>
Pension expense	<u>\$ 370,900</u>	<u>\$ 181,000</u>

The Pension Expense is included in the Statement of Operations. The 2018 pension expense was estimated to be \$200,800. The difference between the 2018 estimated and actual expense has been recorded as an expense recovery of the current period.

11. COMMITMENTS

Communications Services

The Board has entered into an agreement with the Saint John Police Commission to provide dispatch service to the Kennebecasis Valley and surrounding area for three years. The future minimum payment over the next year is \$393,950.

Detention Services

The Board has entered into an agreement with the Saint John Police Commission to provide detention services. The future minimum annual payment for the next two years is \$31,625.

Operating Lease

The Board leases office equipment which have been accounted for as operating leases. The future minimum lease payments over the next two years are:

2020	\$ 2,106
2021	991

Digital Evidence Management System

The Board has entered into an agreement with Axon Public Safety Canada Inc. to supply a digital evidence management system inclusive of operating equipment for a total cost of \$551,326 over ten years. The future annual minimum payments over the next five years are:

2020	\$ 56,333
2021	55,808
2022	55,808
2023	55,808
2024	55,808

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE
COMMISSIONERS**

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NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2019

12. SUBSEQUENT EVENT

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

13. PRIOR YEAR FIGURES

Certain of the prior year figures have been reclassified to conform with the presentation adopted in the current year.

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS

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NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2019

14. SCHEDULE OF TANGIBLE CAPITAL ASSETS

	<u>Land</u>	<u>Land Improvements</u>	<u>Buildings</u>	<u>Vehicles</u>	<u>Machinery and Equipment</u>	<u>Information Technology Equipment</u>	<u>Furniture and Fixtures</u>	<u>2019 Total</u>	<u>2018 Total</u>
COST									
Balance - beginning of year	\$ 194,248	\$ 55,869	\$ 2,251,485	\$ 743,958	\$ 88,300	\$ 427,159	\$ 198,387	\$ 3,959,406	\$ 3,842,883
Add: Net additions during the year	-	-	28,217	80,548	15,610	36,804	-	161,179	149,098
Less: Disposals during the year	-	-	-	(102,469)	-	-	-	(102,469)	(32,575)
Balance - end of year	<u>194,248</u>	<u>55,869</u>	<u>2,279,702</u>	<u>722,037</u>	<u>103,910</u>	<u>463,963</u>	<u>198,387</u>	<u>4,018,116</u>	<u>3,959,406</u>
ACCUMULATED AMORTIZATION									
Balance - beginning of year	-	38,773	888,162	419,004	58,634	280,101	122,329	1,807,003	1,597,204
Add: Amortization during the year	-	2,630	66,578	97,734	5,207	61,980	9,919	244,048	234,259
Less: Accumulated amortization on disposals	-	-	-	(96,469)	-	-	-	(96,469)	(24,460)
Balance - end of year	<u>-</u>	<u>41,403</u>	<u>954,740</u>	<u>420,269</u>	<u>63,841</u>	<u>342,081</u>	<u>132,248</u>	<u>1,954,582</u>	<u>1,807,003</u>
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	<u>\$ 194,248</u>	<u>\$ 14,466</u>	<u>\$ 1,324,962</u>	<u>\$ 301,768</u>	<u>\$ 40,069</u>	<u>\$ 121,882</u>	<u>\$ 66,139</u>	<u>\$ 2,063,534</u>	<u>\$ 2,152,403</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS

2020 July 13 Open Session FINAL_072

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2019

15. RECONCILIATION OF ANNUAL SURPLUS (DEFICIT)

	<u>Operating Fund</u>	<u>Capital Fund</u>	<u>Telecommunications Fund</u>	<u>Total</u>
2019 annual surplus (deficit) - PSAS	\$ <u>270,146</u>	\$ <u>(250,048)</u>	\$ <u>(3,088)</u>	\$ <u>17,010</u>
Adjustments to annual surplus for funding requirements				
Second previous year's surplus	117,477	-	3,356	120,833
Transfers between funds				
Transfer from operating fund to capital fund	(161,179)	161,179	-	-
Long term debt principal repayment	(134,000)	134,000	-	-
Accumulated amortization on disposal of tangible capital assets	-	(96,469)	-	(96,469)
Amortization expense	-	244,048	-	244,048
Unrealized gain on investments	(57,444)	-	-	(57,444)
Post employment benefits liability	<u>(35,000)</u>	<u>-</u>	<u>-</u>	<u>(35,000)</u>
Total adjustments to 2019 annual surplus (deficit)	<u>(270,146)</u>	<u>442,758</u>	<u>3,356</u>	<u>175,968</u>
2019 annual surplus for funding requirements	<u>\$ -</u>	<u>\$ 192,710</u>	<u>\$ 268</u>	<u>\$ 192,978</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS

2020 July 13 Open Session FINAL_073

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2019

16. OPERATING BUDGET TO PSAS BUDGET

	<u>Operating Budget General</u>	<u>Operating Budget Telecommunications</u>	<u>Amortization of Tangible Capital Assets</u>	<u>Other</u>	<u>Total</u>
REVENUE					
Contributions by member municipalities	\$ 6,038,715	\$ 380,950	\$ -	\$ -	\$ 6,419,665
Other	312,000	-	-	-	312,000
Unrealized gain on investments	<u>-</u>	<u>-</u>	<u>-</u>	<u>57,444</u>	<u>57,444</u>
	<u>6,350,715</u>	<u>380,950</u>	<u>-</u>	<u>57,444</u>	<u>6,789,109</u>
EXPENDITURE					
Crime control	4,687,239	-	67,187	(28,380)	4,726,046
Vehicle fleet	301,376	-	97,734	(77,355)	321,755
Property	188,204	-	79,127	25,826	293,157
Administration	1,014,070	-	-	110,857	1,124,927
Telecommunications	-	380,950	-	3,356	384,306
Fiscal services					
Long term debt repayments	134,000	-	-	(134,000)	-
Interest	<u>25,826</u>	<u>-</u>	<u>-</u>	<u>(25,826)</u>	<u>-</u>
	<u>6,350,715</u>	<u>380,950</u>	<u>244,048</u>	<u>(125,522)</u>	<u>6,850,191</u>
Surplus (deficit)	\$ <u>-</u>	\$ <u>-</u>	\$ <u>(244,048)</u>	\$ <u>182,966</u>	\$ <u>(61,082)</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE

COMMISSIONERS

2020 July 13 Open Session FINAL_074

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2019

17. REVENUE AND EXPENDITURE SUPPORT

	2019 Budget (Note 16)	2019 Actual	2018 Actual
OTHER REVENUE			
Secondments	\$ 217,000	\$ 219,864	\$ 200,243
Fees for public services	66,000	87,265	57,885
Investment income	24,000	35,689	31,010
Taxi and by-law	5,000	3,675	4,284
Other	<u>-</u>	<u>24,986</u>	<u>57,414</u>
	<u>\$ 312,000</u>	<u>\$ 371,479</u>	<u>\$ 350,836</u>
CRIME CONTROL			
Salaries	\$ 3,563,584	\$ 3,509,002	\$ 3,317,597
Employee benefits	715,056	627,353	520,888
Training	50,000	47,613	50,680
Telephone and mobile radios	82,200	77,855	61,802
Equipment	24,000	48,545	27,634
Office	16,000	13,836	15,954
Equipment leasing and repairs	16,200	22,971	20,541
General supplies	32,500	39,036	60,836
Insurance	14,977	15,504	14,537
Uniforms	38,500	66,592	61,478
Public relations	7,000	13,168	6,663
Detention of prisoners	28,700	28,688	26,091
Taxi and traffic by-law	1,200	1,239	579
Public safety	36,942	28,714	31,097
Special investigation	32,000	49,773	33,944
Amortization	<u>67,187</u>	<u>67,187</u>	<u>62,432</u>
	<u>\$ 4,726,046</u>	<u>\$ 4,657,076</u>	<u>\$ 4,312,753</u>
VEHICLE FLEET			
Fuel	\$ 108,000	\$ 88,070	\$ 99,965
Repairs and maintenance	85,000	62,363	62,716
Insurance	24,376	26,987	23,665
Equipment for vehicles	6,000	2,490	4,011
Amortization	97,734	97,734	93,256
Loss on disposal of tangible capital assets	<u>645</u>	<u>645</u>	<u>7,115</u>
	<u>\$ 321,755</u>	<u>\$ 278,289</u>	<u>\$ 290,728</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE

COMMISSIONERS

2020 July 13 Open Session FINAL_075

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2019

17. REVENUE AND EXPENDITURE SUPPORT (cont'd)

	2019 Budget (Note 16)	2019 Actual	2018 Actual
PROPERTY			
Taxes	\$ 47,157	\$ 49,059	\$ 46,232
Repairs and maintenance	77,000	76,163	68,875
Heat and power	47,000	44,841	41,520
Insurance	6,047	6,110	5,875
Grounds	11,000	9,505	23,290
Interest expense	24,654	24,654	26,869
Debenture cost amortization	1,172	1,172	1,172
Amortization	<u>79,127</u>	<u>79,127</u>	<u>78,571</u>
	<u>\$ 293,157</u>	<u>\$ 290,631</u>	<u>\$ 292,404</u>
ADMINISTRATION			
Salaries	\$ 741,091	\$ 772,306	\$ 745,985
Employee benefits	174,209	160,418	137,404
Commissionaires	44,800	22,643	18,168
Professional fees	47,000	90,972	55,278
Insurance	1,288	1,362	1,254
Travel and training	18,000	20,116	21,381
Board expenses	5,000	3,948	4,878
Labour relations	10,000	77,404	61,444
Bank service fees	-	1,615	1,300
Provision for vested retirement benefits	<u>83,539</u>	<u>75,251</u>	<u>66,109</u>
	<u>\$ 1,124,927</u>	<u>\$ 1,226,035</u>	<u>\$ 1,113,201</u>
TELECOMMUNICATIONS			
Communications fee to Saint John			
Police Commission (Note 11)	\$ 384,306	\$ 384,157	\$ 365,140
Employee benefits (recovery)	<u>-</u>	<u>(117)</u>	<u>(885)</u>
	<u>\$ 384,306</u>	<u>\$ 384,040</u>	<u>\$ 364,255</u>

Town of Rothesay

General Fund Financial Statements

May 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 - May	G11
Project Funding - June draft to 06/22/20	G12

Town of Rothesay

Balance Sheet - Capital General Fund 5/31/20

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	-
	<hr/> 87,741,394

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)
	<hr/> (37,389,648)

\$ 50,351,745

LIABILITIES AND EQUITY

Gen Capital due to/from Gen Operating	(210,000)
Total Long Term Debt	6,950,000
	<hr/>
Total Liabilities	\$ 6,740,000

Investment in General Fund Fixed Assets	43,611,745
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\$ 50,351,745

Town of Rothesay

Balance Sheet - General Fund Reserves

5/31/20

ASSETS

BNS Gas Tax Interest Account	106,780
BNS General Operating Reserve #214-15	57,739
BNS - Gen Operating Reserve GIC	500,000
BNS General Capital Reserves #2261-14	56,505
BNS - Gen Capital Reserve GIC	800,000
BNS - Gas Tax Reserves - GIC	4,623,252
Gen Reserves due to/from Gen Operating	16,683
	<u>\$ 6,160,959</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	4,366,824
Invest. in General Capital Reserve	667,569
General Gas Tax Funding	363,208
Invest. in General Operating Reserve	565,385
Invest. in Land for Public Purposes Reserve	144,228
Invest. in Town Hall Reserve	53,746
	<u>\$ 6,160,960</u>

Town of Rothesay
Balance Sheet - General Operating Fund
5/31/20

CURRENT ASSETS

Cash	3,065,153
Receivables	161,670
HST Receivable	98,594
Payroll Clearing	(117)
Inventory	21,681
Gen Operating due to/from Util Operating	(1,005,602)
Total Current Assets	<u>2,341,380</u>
Other Assets:	
Projects	<u>490,607</u>
	<u>490,607</u>
TOTAL ASSETS	<u>2,831,988</u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	439,874
Other Payables	508,149
Gen Operating due to/from Gen Reserves	16,683
Gen Operating due to/from Gen Capital	210,000
Accrued Pension Obligation	78,100
Accrued Retirement Allowance	408,322
Def. Rev-Quispamsis/Library Share	37,631
TOTAL LIABILITIES	<u>1,698,759</u>

EQUITY

Retained Earnings - General	(13,238)
Surplus/(Deficit) for the Period	<u>1,146,466</u>
	<u>1,133,229</u>
	<u>2,831,988</u>

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Town of Rothesay

Statement of Revenue & Expenditure
5 Months Ended 5/31/20

	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	6,871,869	6,871,860	9		16,492,464
Sale of Services	5,690	34,889	125,189	179,405	(54,217)		410,300
Services to Province of New Brunswick	5,000	5,000	25,000	25,000	0		60,000
Other Revenue from Own Sources	14,155	8,013	89,570	43,063	46,507		108,150
Unconditional Grant	10,692	10,695	53,461	53,473	(12)		128,335
Conditional Transfers	16,000	0	15,103	0	15,103		26,500
Other Transfers	0	0	349,251	349,251	0		1,099,251
	<u>\$1,425,912</u>	<u>\$1,432,968</u>	<u>\$7,529,443</u>	<u>\$7,522,052</u>	<u>\$7,391</u>		<u>\$18,325,000</u>
EXPENSES							
General Government Services	130,008	148,655	931,300	1,015,103	83,802		2,308,843
Protective Services	617,859	609,899	2,555,244	2,543,980	(11,264)		5,331,346
Transportation Services	228,875	240,440	1,542,157	1,700,524	158,367		3,606,766
Environmental Health Services	88,154	81,500	291,961	289,500	(2,461)		658,000
Environmental Development	37,732	46,438	247,190	269,336	22,146		605,940
Recreation & Cultural Services	115,533	125,868	804,925	903,796	98,871		2,112,991
Fiscal Services	9,119	333	10,200	1,667	(8,533)		3,701,113
	<u>\$1,227,280</u>	<u>\$1,253,133</u>	<u>\$6,382,977</u>	<u>\$6,723,905</u>	<u>\$340,928</u>		<u>\$18,324,999</u>
Surplus (Deficit) for the Year	<u>\$198,631</u>	<u>\$179,834</u>	<u>\$1,146,466</u>	<u>\$798,147</u>	<u>\$348,319</u>		<u>\$ 1</u>

Town of Rothesay

Statement of Revenue & Expenditure
5 Months Ended 2020-05-31

	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	(1,410)	1,667	5,714	8,333	(2,620)		20,000
Town Hall Rent	5,174	6,083	29,068	30,417	(1,348)		73,000
Arena Revenue	(945)	16,789	80,144	119,822	(39,678)	1	220,800
Community Garden	(80)	500	(120)	750	(870)		1,000
Fox Farm Rental	2,950	850	6,950	4,250	2,700		10,200
Recreation Programs	0	9,000	3,433	15,833	(12,401)	2	85,300
	5,690	34,889	125,189	179,405	(54,217)		410,300
Other Revenue from Own Sources							
Licenses & Permits	5,204	6,250	16,233	31,250	(15,017)	3	75,000
Recycling Dollies & Lids	0	83	73	417	(344)		1,000
Interest & Sundry	1,226	833	5,680	4,167	1,513		10,000
Miscellaneous	7,725	846	59,251	4,229	55,021	4	10,150
Fire Dept. Administration	0	0	3,000	3,000	0		12,000
Local Improvement Levy Mulberry Lane	0	0	5,333	0	5,333	5	0
	14,155	8,013	89,570	43,063	46,507		108,150
Conditional Transfers							
Canada Day Grant	0	0	0	0	0		1,500
Grant - Other	16,000	0	15,103	0	15,103	6	25,000
	16,000	0	15,103	0	15,103		26,500
Other Transfers							
Surplus of 2nd Previous Year	0	0	99,251	99,251	0		99,251
Utility Fund Transfer	0	0	250,000	250,000	0		1,000,000
	0	0	349,251	349,251	0		1,099,251
EXPENSES							
General Government Services							
Legislative							
Mayor	2,938	3,750	15,905	18,750	2,845		47,000
Councillors	9,821	10,342	49,478	51,708	2,231		136,100
Regional Service Commission 9	0	0	1,799	3,500	1,702		7,000
Other	0	1,125	950	5,625	4,675		13,500
	12,759	15,217	68,131	79,583	11,452		203,600
Administrative							
Office Building	15,984	8,417	92,141	93,983	1,843		155,000
Solicitor	0	4,167	1,669	20,833	19,164		50,000
Administration - Wages & Benefits	88,037	83,320	432,861	452,893	20,032		1,081,656
Supplies	2,040	9,142	16,111	45,708	29,597		109,700
Professional Fees	0	11,667	28,418	18,333	(10,085)	8	30,000
Other	11,152	12,477	68,693	72,387	3,694		159,729
	117,212	129,189	639,894	704,138	64,244		1,586,085

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Other General Government Services

Community Communications	0	833	835	4,167	3,332	10,000
Civic Relations	0	167	0	833	833	2,000
Insurance	0	0	194,165	195,131	966	195,131
Donations	0	2,917	11,100	14,583	3,483	35,000
Cost of Assessment	0	0	0	0	0	258,027
Property Taxes - L.P.P.	0	0	16,469	15,000	(1,469)	15,000
Fox Farm Rental Expenses	37	333	706	1,667	961	4,000
	37	4,250	223,275	231,381	8,106	519,158
	130,008	148,655	931,300	1,015,103	83,802	2,308,843

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Protective Services

Police						
Police Protection	215,137	215,137	1,092,685	1,075,685	(17,000)	2,581,645
Crime Stoppers	0	0	0	2,800	2,800	2,800
	215,137	215,137	1,092,685	1,078,485	(14,200)	2,584,445
Fire						
Fire Protection	380,162	378,407	1,060,476	1,058,721	(1,755)	2,225,646
Water Costs Fire Protection	0	0	325,000	325,000	0	325,000
	380,162	378,407	1,385,476	1,383,721	(1,755)	2,550,646
Emergency Measures						
911 Communications Centre	13,063	13,063	65,315	65,315	0	156,755
EMO Director/Committee	80	1,667	319	8,333	8,014	20,000
	13,143	14,730	65,634	73,648	8,014	176,755
Other						
Animal & Pest Control	1,596	792	3,627	3,958	331	9,500
Other	7,821	833	7,821	4,167	(3,655)	10,000
	9,417	1,625	11,448	8,125	(3,323)	19,500
Total Protective Services	617,859	609,899	2,555,244	2,543,980	(11,264)	5,331,346

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Transportation Services

Common Services

Administration (Wages & Benefits)	131,764	139,057	704,898	768,708	63,810	11	1,810,279
Workshops, Yards & Equipment	35,713	51,477	294,256	339,385	45,129	12	693,723
Engineering	0	625	2,861	3,125	264		7,500
	167,477	191,159	1,002,014	1,111,217	109,203		2,511,502

Street Cleaning & Flushing	2,135	1,000	7,504	18,000	10,496		40,000
Roads & Streets	5,853	4,583	10,022	22,917	12,895		55,000
Crosswalks & Sidewalks	0	1,031	2,998	5,157	2,158		21,063
Culverts & Drainage Ditches	1,792	5,625	9,611	28,125	18,514		67,500
Snow & Ice Removal	0	0	368,978	383,100	14,122		602,000
2020 Flood Costs	7,753	0	13,099	0	(13,099)	13	0
	17,532	12,240	412,213	457,298	45,086		785,563

Street Lighting	11,747	10,833	60,729	54,167	(6,562)		130,000
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Traffic Services

Street Signs	0	667	410	3,333	2,924		8,000
Traffic Lanemarking	25,644	20,000	26,557	25,000	(1,557)		30,000
Traffic Signals	2,089	3,333	8,082	16,667	8,584		40,000
Railway Crossing	4,240	2,000	9,621	10,000	379		24,000
	31,973	26,000	44,671	55,000	10,329		102,000

Public Transit

Public Transit - Comex Service	0	0	17,800	17,800	(0)		71,201
KV Committee for the Disabled	0	0	4,000	4,000	0		4,000
Public Transit - Other	146	208	730	1,042	312		2,500
	146	208	22,530	22,842	312		77,701

Total Transportation Services	228,875	240,440	1,542,157	1,700,524	158,367		3,606,766
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Environmental Health Services

Solid Waste Disposal Land Fill	13,054	16,250	79,745	81,250	1,505		195,000
Solid Waste Disposal Compost	4,770	3,000	13,534	15,000	1,466		36,000
Solid Waste Collection	23,217	24,167	116,102	120,833	4,731		290,000
Solid Waste Collection Curbside Recycling	8,027	8,083	42,973	40,417	(2,556)		97,000
Clean Up Campaign	39,085	30,000	39,606	32,000	(7,606)		40,000
	88,154	81,500	291,961	289,500	(2,461)		658,000

Environmental Development Services

Planning & Zoning

Administration	29,501	34,248	202,903	205,186	2,283		456,460
Planning Projects	0	3,750	0	18,750	18,750	14	45,000
Heritage Committee	0	208	0	1,042	1,042		2,500
	29,501	38,206	202,903	224,978	22,075		503,960

Economic Development Comm.

Tourism	8,232	8,232	41,158	41,158	0		98,780
	0	0	3,129	3,200	71		3,200
	8,232	8,232	44,287	44,358	72		101,980
	37,732	46,438	247,190	269,336	22,146		605,940

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Recreation & Cultural Services

Administration	21,075	18,872	132,901	123,108	(9,793)	15	263,960
Beaches	525	0	1,880	0	(1,880)	16	45,500
Rothsay Arena	20,398	19,866	129,477	160,788	31,311	17	335,434
Memorial Centre	2,125	4,417	26,781	30,083	3,302		61,000
Summer Programs	0	1,000	987	1,500	513		62,000
Parks & Gardens	43,786	55,393	185,344	236,866	51,522	18	586,554
Rothsay Common Rink	7,154	2,889	42,018	33,947	(8,072)	19	57,672
Playgrounds and Fields	13,292	15,167	18,203	46,833	28,630		115,000
Regional Facilities Commission	0	0	225,846	225,846	0		451,692
Kennebecasis Public Library	7,179	7,179	35,893	35,893	0		86,144
Special Events	0	1,000	5,593	8,500	2,907		39,500
PRO Kids	0	0	0	0	0		7,500
Rothsay Living Museum	0	86	0	431	431		1,035
	<u>115,533</u>	<u>125,868</u>	<u>804,925</u>	<u>903,796</u>	<u>98,871</u>		<u>2,112,991</u>

Fiscal Services

Debt Charges							
Interest	9,119	333	10,200	1,667	(8,533)	20	173,113
Debenture Payments	0	0	0	0	0		778,000
	<u>9,119</u>	<u>333</u>	<u>10,200</u>	<u>1,667</u>	<u>(8,533)</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>9,119</u>	<u>333</u>	<u>10,200</u>	<u>1,667</u>	<u>(8,533)</u>		<u>3,701,113</u>

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Town of Rothesay

Variance Report - General Fund

5 months ending May 31, 2020

Note #		Actual	Budget	Better/(Worse)	Description of Variance
Revenue					
1	Arena Revenue	\$ 80,144	\$ 119,822	\$ (39,678)	Arena closed early
2	Recreation Programs	\$ 3,433	\$ 15,833	\$ (12,400)	Soccer fields closed
3	Licenses & Permits	\$ 16,233	\$ 31,250	\$ (15,017)	Construction delayed - budget may be high
4	Miscellaneous	\$ 59,251	\$ 4,229	\$ 55,022	Insurance proceeds
5	Local Improvement Levy Mulberry Lane	\$ 5,333	\$ -	\$ 5,333	Unbudgeted
6	Grants - Other	\$ 15,103	\$ -	\$ 15,103	Environmental Trust Fund grant
Expenses					
7	General Government	\$ 931,300	\$ 1,015,103	\$ 83,803	Solicitor \$19,000 under; supplies \$30,000 under re timing
8	Professional Fees	\$ 28,418	\$ 18,333	\$ (10,085)	Climate Change Adaptation Plan (to be refunded by grants)
Protective Services					
9	Police Protection	\$ 1,092,685	\$ 1,075,685	\$ (17,000)	Extraneous costs
10	Protective Services - Other	\$ 7,821	\$ 4,167	\$ (3,654)	Fire hydrant replacement (refunded by property owner)
Transportation					
11	Wages and benefits	\$ 704,898	\$ 768,708	\$ 63,810	Budget appears to be high - possible timing
12	Workshops, Yards & Equipment	\$ 294,256	\$ 339,385	\$ 45,129	Fuel \$11,000 under, Building Maint. \$11,000 under, Trees \$12,500 under, Vehicle Maint. \$15,000 over budget
13	Flood 2020	\$ 13,099	\$ -	\$ (13,099)	Unbudgeted
Environmental Health					
					\$0
Environmental Development					
14	Planning projects	\$ -	\$ 18,750	\$ 18,750	Timing
Recreation & Cultural Services					
15	Recreation Administration	\$ 132,901	\$ 123,108	\$ (9,793)	Salary allocation - wages costs underbudgeted
16	Beaches	\$ 1,880	\$ -	\$ (1,880)	Guard chairs
17	Rothesay Arena	\$ 129,477	\$ 160,788	\$ 31,311	Wages \$18,000 under budget, Building Maint. \$6,400 under; Lower arena operating costs
18	Parks & Gardens	\$ 185,344	\$ 236,866	\$ 51,522	Wages, \$14,000 under budget, Fuel \$5,000 under; lower operating costs (timing)
19	Rothesay Common Rink	\$ 42,018	\$ 33,947	\$ (8,071)	Power was estimated very high by NBPower, and should be refunded
Fiscal Services					
20	Interest	\$ 10,200	\$ 1,667	\$ (8,533)	New debenture costs

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Town of Rothesay

Capital Projects 2020

General Fund

5 Months Ended 5/31/20

	Original BUDGET	CURRENT Y-T-D	Remaining Budget		Budget	Actual
General Government						
12010560 Town Hall Equipment Purchases G-2019-005	170,000	0	170,000			
12010660 IT 2020 G-2020-008	45,000	17,924	27,076			
Total General Government	215,000	17,924	197,076			
Protective Services						
12011560 Protective Serv. Equipment Purchases P-2020-010	480,000	11,653	468,347			
Total Protective Services	480,000	11,653	468,347			
Transportation						
12021360 Transportation Equipment Purchases T-2020-003	615,000	56,825	558,175			
12027260 Asphalt Microseal 2020 T-2020-005	1,200,000	246,994	953,006			
12027360 Sandbagging T-2020-006	0	0	0			
Unassigned:						
Designated Highway	\$ 1,130,000			Roller	45,000	
Curb & Sidewalk	\$ 305,500			Storm Pump		56,825
2021 Asphalt Design	\$ 60,000			Tandem Dump	300,000	
Stormwater Master Plan	\$ 300,000			5500 1 ton	100,000	
Traffic Study	\$ 40,000			F250 3/4 ton	60,000	
Total Transportation	3,650,500	303,820	1,511,180	F150 1/2 ton 4x4	50,000	
				1500 1/2 ton	60,000	
					615,000	56,825
Recreation						
12020860 Recreation Equipment Purchases R-2020-004	110,000	0	110,000			
12027160 Wells Field Replacement R-2020-002	550,000	29,889	520,111	Truck	60,000	
12020760 Trail Development R-2020-007	50,000	0	50,000	Equipment	50,000	
12012060 Arena Renovation R-2020-011	1,020,000	435	1,019,565		110,000	
Total Recreation	1,730,000	30,324	1,699,676			
Carryovers						
12026860 Church Avenue Reconstruction T-2019-002	0	117,756	-117,756			
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	8,270	-8,270			
	0	126,886	-126,886			
Total	\$ 6,075,500	\$ 490,607	\$ 3,749,393			
Funding						
General Government	215,000	Operating 215,000	Borrow	Gas Tax	Grant	
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	

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Town of Rothesay

Capital Projects 2020

General Fund

6 Months Ended 6/22/20

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	Original BUDGET	CURRENT Y-T-D	Remaining Budget		Budget	Actual
General Government						
12010560 Town Hall Equipment Purchases G-2019-005	170,000	0	170,000			
12010660 IT 2020 G-2020-008	45,000	17,924	27,076			
Total General Government	215,000	17,924	197,076			
Protective Services						
12011560 Protective Serv. Equipment Purchases P-2020-010	480,000	11,653	468,347			
Total Protective Services	480,000	11,653	468,347			
Transportation						
12021360 Transportation Equipment Purchases T-2020-003	615,000	56,825	558,175			
12027260 Asphalt Microseal 2020 T-2020-005	1,200,000	1,108,074	91,926			
12027460 Fox Farm Designated Highway T-2020-012	545,000	94,679	450,321			
Unassigned:						
Designated Highway	\$ 585,000			Relief	45,000	
Curb & Sidewalk	\$ 305,500			Storm Pump		56,825
2021 Asphalt Design	\$ 60,000			Tandem Dump	300,000	
Stormwater Master Plan	\$ 300,000			5500 1 ton	100,000	
Traffic Study	\$ 40,000			F250 3/4 ton	60,000	
				F150 1/2 ton 4x4	50,000	
				1500 1/2 ton	60,000	
					615,000	56,825
Total Transportation	3,650,500	1,259,578	1,100,422			
Recreation						
12020860 Recreation Equipment Purchases R-2020-004	110,000	0	110,000	Truck	60,000	
12027160 Wells Field Replacement R-2020-002	550,000	34,617	515,383	Equipment	50,000	
12020760 Trail Development R-2020-007	50,000	0	50,000		110,000	
12012060 Arena Renovation R-2020-011	1,020,000	435	1,019,565			
Total Recreation	1,730,000	35,052	1,694,948			
Carryovers						
12026860 Church Avenue Reconstruction T-2019-002	0	119,482	-119,482			
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	133,537	-133,537			
Total	\$ 6,075,500	\$ 1,457,744	\$ 3,327,256			
Funding						
General Government	215,000	215,000		Gas Tax		Grant
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

Utility Fund Financial Statements

May 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 - May	U6
Project Listing - June Draft to 06/22/2020	U7

Town of Rothesay

Capital Balance Sheet

As at 5/31/20

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
	<hr/>
	54,779,988

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)
	<hr/>
	(17,089,128)

TOTAL ASSETS	<hr/>	<hr/>	37,690,859
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LIABILITIES

Current:

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

Long-Term:

Long-Term Debt	8,733,589
Total Liabilities	<hr/>
	8,333,589

EQUITY

Investments:

Investment in Fixed Assets	29,357,269
Total Equity	<hr/>
	29,357,269
TOTAL LIABILITIES & EQUITY	<hr/>
	37,690,858

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Town of Rothesay
Balance Sheet - Utilities Fund Reserves
5/31/20

ASSETS

BNS Utility Capital Reserve # 00241 12	29,240
BNS - Util Capital Reserve GIC	1,300,000
Util Reserves due to/from Util Oper	11,011
	<u>\$ 1,340,251</u>

LIABILITIES AND EQUITY

Invest. in Utility Capital Reserve	963,594
Invest. in Utility Operating Reserve	105,251
Invest. in Sewerage Outfall Reserve	271,406
	<u>\$ 1,340,251</u>

Town of Rothesay

Utilities Fund Operating Balance Sheet

As at 5/31/20

ASSETS

Current assets:	
Accounts Receivable Net of Allowance	1,082,905
Accounts Receivable - Projects	<u>150,000</u>
Total Current Assets	<u>1,232,905</u>
Other Assets:	
Projects	<u>263,916</u>
	263,916
 TOTAL ASSETS	 <u><u>\$ 1,496,821</u></u>

LIABILITIES

Accrued Payables	43,514
Due from General Fund	(1,005,602)
Due from (to) Capital Fund	400,000
Due to (from) Utility Reserve	11,011
Deferred Revenue	<u>14,681</u>
Total Liabilities	<u>(536,395)</u>

EQUITY

Surplus:	
Opening Retained Earnings	25,641
Profit (Loss) to Date	<u>2,007,575</u>
	<u>2,033,216</u>
 TOTAL LIABILITIES & EQUITY	 <u><u>\$ 1,496,821</u></u>

Town of Rothesay
Utilities Operating Income Statement
5 Months Ended 5/31/20

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	0	0	279,141	288,125	(8,984)	1	1,100,000
Meter and non-hookup fees	0	0	13,156	11,800	1,356		47,200
Water Supply for Fire Prot.	0	0	325,000	325,000	0		325,000
Local Improvement Levy	1,335	0	60,408	62,000	(1,592)		62,000
Sewerage Services	0	0	1,652,297	1,650,000	2,297		1,650,000
Connection Fees	39,675	5,833	49,375	29,167	20,208	2	70,000
Interest Earned	14,770	5,417	48,244	27,083	21,161	3	65,000
Misc. Revenue	225	49	1,500	245	1,255		589
Surplus - Previous Years	0	0	80,211	80,211	0		80,211
TOTAL RECEIPTS	56,004	11,299	2,509,332	2,473,631	35,700		3,400,000
WATER SUPPLY							
Share of Overhead Expenses	0	0	100,000	100,000	0		400,000
Audit/Legal/Training	0	708	6,083	6,542	458		11,500
Purification & Treatment	9,837	28,333	107,030	161,667	54,636		360,000
Transmission & Distribution	1,582	38,667	10,890	65,333	54,443		112,000
Power & Pumping	4,166	4,167	20,140	20,833	693		50,000
Billing/Collections	96	250	1,360	1,250	(110)		3,000
Water Purchased	152	63	423	313	(110)		750
Misc. Expenses	147	1,500	5,570	7,500	1,930		18,000
TOTAL WATER SUPPLY	15,981	73,688	251,497	363,438	111,941		955,250
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	0	0	150,000	150,000	0		600,000
Audit/Legal/Training	0	500	6,363	9,500	3,137		13,000
Collection System Maintenance	3,704	2,667	8,427	13,333	4,907		64,000
Sewer Claims	0	0	9,318	10,000	682		20,000
Lift Stations	3,682	5,417	16,969	27,083	10,114		65,000
Treatment/Disposal	5,392	6,417	37,712	47,083	9,371		92,000
Infiltration Study	0	0	5,872	0	(5,872)	4	0
Misc. Expenses	750	1,167	6,835	5,833	(1,001)		14,000
TOTAL SWGE COLLECTION & DISPOSAL	13,528	16,167	241,495	262,833	21,338		868,000
FISCAL SERVICES							
Interest on Long-Term Debt	8,764	8,764	8,764	8,764	0		299,377
Principal Repayment	0	0	0	0	0		507,373
Transfer to Reserve Accounts	0	0	0	0	0		70,000
Capital Fund Through Operating	0	0	0	0	0		700,000
TOTAL FISCAL SERVICES	8,764	8,764	8,764	8,764	0		1,576,750
TOTAL EXPENSES	38,273	98,618	501,756	635,035	133,279		3,400,000
NET INCOME (LOSS) FOR THE PERIOD	17,731	(87,319)	2,007,575	1,838,597	168,979		1

Town of Rothesay

Variance Report - Utility Operating

5 Months Ended May 31, 2013

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Sale of Water	279,141	288,125	(8,984)	Commercial sales down
2	Connection Fees	49,375	29,167	20,208	Apartment building
3	Interest Earned	48,244	27,083	21,161	Interest on receivables
Expenditures					
Water					
				\$	-
Sewer					
4	Infiltration Study	\$ 5,872	\$ -	\$ (5,872)	Refunded by grants
Fiscal Services					
				\$	-

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Town of Rothesay

Capital Projects 2020

Utility Fund

5 Months Ended 5/31/20

	Original BUDGET	Revisions	CURRENT Y-T-D	Remaining Budget	
WATER					
12045330 Station Road Water Line Replacement W-2020-0	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		5,837	244,163	
12045530 Water Tower Repairs W-2020-007	-		104,241	-104,241	
	<u>\$ 900,000</u>	<u>\$ -</u>	<u>\$ 110,078</u>	<u>\$ 789,922</u>	
SEWER					
12045030 Turnbull Court Design S-2020-001	1,110,000		11,848	1,098,152	
12044830 Sewer Costs in Asphalt Contract T-2020-005	100,000		0	100,000	
12045430 Conversion to Digital Radio S-2020-006	65,000		3,752	61,248	
12044130 WWTP Design Phase 2 S-2017-001	1,500,000		0	1,500,000	
12045630 Brock Court/Goldie Court Service Renewal W-20:	-	100,000	123,996	-123,996	
	<u>2,775,000</u>	<u>100,000</u>	<u>139,596</u>	<u>2,635,404</u>	
Total Approved	<u>3,675,000</u>	<u>100,000</u>	<u>249,675</u>	<u>3,425,325</u>	
Carryovers					
Funded from Reserves					
12042330 Wastewater Treatment Plant - S-2014-016-A	-		14,242	-14,242	
	<u>0</u>	<u>0</u>	<u>14,242</u>	<u>-14,242</u>	
	<u>3,675,000</u>	<u>100,000</u>	<u>263,916</u>	<u>3,411,084</u>	
Funding:					
	Total	Reserves	Gas Tax	Grants	Borrow
Water	900,000	200,000	250,000		200,000
Sewer	2,775,000		325,000	1,000,000	1,000,000
	<u>\$ 3,675,000</u>	<u>\$ 200,000</u>	<u>\$ 575,000</u>	<u>\$ 1,000,000</u>	<u>\$ 1,200,000</u>

2020July13OpenSessionFINAL_095

Town of Rothesay

Capital Projects 2020

Utility Fund

6 Months Ended 6/22/20

DRAFT

	Original BUDGET	Revisions	CURRENT Y-T-D	Remaining Budget
WATER				
12045330 Station Road Water Line Replacement W-2020-0	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		5,837	244,163
12045530 Water Tower Repairs W-2020-007	-		104,241	-104,241
	<u>\$ 900,000</u>	<u>\$ -</u>	<u>\$ 110,078</u>	<u>\$ 789,922</u>

SEWER				
12045030 Turnbull Court Design S-2020-001	1,110,000		11,848	1,098,152
12044830 Sewer Costs in Asphalt Contract T-2020-005	100,000		0	100,000
12045430 Conversion to Digital Radio S-2020-006	65,000		3,752	61,248
12044130 WWTP Design Phase 2 S-2017-001	1,500,000		0	1,500,000
12045630 Brock Court/Goldie Court Service Renewal W-20:	-	100,000	123,996	-23,996
	<u>2,775,000</u>	<u>100,000</u>	<u>139,596</u>	<u>2,735,404</u>

Total Approved	<u>3,675,000</u>	<u>100,000</u>	<u>249,675</u>	<u>3,525,325</u>
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Carryovers

Funded from Reserves

12042330 Wastewater Treatment Plant - S-2014-016-A	-		14,242	-14,242
	<u>0</u>	<u>0</u>	<u>14,242</u>	<u>-14,242</u>
	<u>3,675,000</u>	<u>100,000</u>	<u>263,916</u>	<u>3,511,084</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>\$</u>	<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

2020-05-31 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	
Fairweather Scholarship	1,000.00	
KV Oasis	2,500.00	2,500.00
Saint John Theatre Company	1,000.00	
YMCA		
Vocational Training Centre	6,000.00	
sub	26,500.00	7,500.00
Other:	8,500.00	
Imperial Theatre		250.00
RNS		100.00
NB Competitive Festival		100.00
Kahlan Edwards		250.00
WE Believe SJ		200.00
Muscular Dystrophy		200.00
Arts Atlantic Symposium		1,500.00
KV Food Basket		1,000.00
sub	8,500.00	3,600.00
	35,000.00	11,100.00

Other:

Kennebecasis Crimestoppers	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 CONFERENCE CALL

June 25, 2020

In attendance:

Councillor Grant Brennan, Chairman

Mayor Nancy Grant

Councillor Don Shea

Town Manager John Jarvie

Treasurer Doug MacDonald

Financial Officer Ellen K. Steeves

Absent:

Deputy Mayor Matt Alexander

The meeting was called to order at 8:30. The agenda was approved with the addition of “Regional Facilities Discussion” as Item 6A. (DS/NG). The minutes of May 21, 2020 were approved as presented. (NG/DS)

May Financial Statements

General Fund – Treasurer MacDonald mentioned the Reserve balance sheet shows the new GIC's that were approved at the last meeting. These are for six months, and are cashable at any time. On the Operating statement, he reviewed some of the variances, and noted we are still on target for a small surplus, even with the loss of revenue, and reduced expenses due to Covid-19. On the capital report, Chairman Brennan questioned the Church Avenue carryover from 2019. Treasurer MacDonald noted there were some costs carried over on the project from 2019 that were not accrued at year-end. The project is still within the approved total expenditure plan. Treasurer MacDonald also noted the capital expenditure report will be modified to indicate the actual tender awards versus the original budget.

Utilities – Again, the Reserve balance sheet shows the addition of GIC's. Treasurer MacDonald noted additional efforts by the Finance department to collect utility accounts in arrears. On the Operating statement, there are a few surpluses for timing, but he is not anticipating any problems. The financial statements were accepted as presented. (NG/DS)

Donations

The report was accepted as presented. There were no new requests, the Fairweather scholarship was sent. There was a brief discussion on the Vocational Training Centre request and it was decided to write a letter to the town of Quispamsis asking them to contribute to the VTC. (NG/DS)

KRJBPC Funding Request

The request from the KRJBPC regarding funding of extraneous costs was reviewed. There was a lengthy discussion on this request. The Treasurer commented that the request appears to relate to the timing of revenue recognition by the KRJBPC. Rothesay has advanced a loan to the department in the amount of \$100,000 for cash flow purposes. The loan is expected to be converted to revenue at year-end depending upon the actual expenditures incurred. The KRJBPC would rather record the loan as revenue on a monthly basis. The issue is one of bookkeeping and will be referred back to Council for discussion.

2021 Budget Schedule

Documentation from the Department of Environment and Local Government was reviewed, specifically proposed changes to budget submission schedules. Treasurer MacDonald reviewed the new schedule from the Province, the result of which is all Municipal budgets are expected a month earlier than previous years. It was noted Quispamsis has already sent letters to the Fire Dept., Police Dept. and Library requesting their budgets earlier. A draft budget meeting schedule was briefly reviewed, subject to change depending upon the status of the Provincial legislative amendments. It was questioned if the joint meeting could be held in person at the McGuire Centre. The tentative budget schedule was received and filed. (NG/DS)

Compliance report

For information.

Regional Facilities

Chairman Brennan had been to a commission meeting and all facilities are to submit budgets by the end of July for the commission's meeting in August. He was disappointed at the "failure to curtail the facilities' expenses" due to Covid-19. He said the facilities, such as TD Station were never for sale, however discussions are ongoing related to an organization to manage the facility. It is unclear what effect, if any, that process will have on budget requests. The legislation requiring capital contributions to regional facilities is not likely to be approved by the Province for the 2021 budget year.

The meeting adjourned at 9:30. The next meeting will be at the call of the Chair.

Doug MacDonald

From: Ellen Steeves
Sent: June 19, 2020 11:35 AM
To: Doug MacDonald
Subject: sked

2021			
Finance Comm	September-24-20		
Joint	September-24-20		
Finance Comm	October-15-20		
Finance Comm	October-22-20		
Council	October-26-20		Working session &/or public
Finance Comm	November-03-20		If necessary
Council	November-09-20		

???

Ellen K. Steeves

Financial Officer – Rothesay

70 Hampton Road
 Rothesay, N. B.
 E2E 5L5
 (506)848-6665
 Fax (506)848-6677
www.rothesay.ca

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.



2020 July 13 Open Session FINAL_100

ROTHESAY

INTEROFFICE MEMORANDUM



TO	:	Mayor & Council
FROM	:	Treasurer Doug MacDonald
DATE	:	July 7, 2020
RE	:	Finance Committee Motion

The Finance Committee at its meeting of June 25, 2020 recommended the following motion.

Council authorize correspondence to the Town of Quispamsis requesting cost sharing of the 2020 rent subsidy to be provided to the Vocational Training Centre in a manner similar to the Rothesay cost sharing agreement related to the KV Food Bank.



ROTHESAY

2020 July 13 Open Session FINAL 101
Rothesay Hive Advisory Committee Meeting

Wednesday, June 10, 2020

Bill McGuire Centre

3:00 p.m.



DRAFT

PRESENT: MAYOR NANCY GRANT, *ex-officio member*
COUNC. MIRIAM WELLS, CHAIRPERSON
JULIE ATKINSON
GINA CHIARELLA
JILL JENNINGS
DR. SHAWN JENNINGS
JEAN PORTER MOWATT
DIANE O'CONNOR, VICE-CHAIRPERSON
ROBERT TAYLOR

TOWN MANAGER JOHN JARVIE
INTERIM RECREATION COORDINATOR KIRSTIN DUFFLEY
RECORDING SECRETARY LIZ POMEROY

ABSENT: STEPHANIE TOMILSON
NEA STEPHENSON
NATALIE REID, YMCA OF GREATER SAINT JOHN (GSJ)

1. CALL TO ORDER

Counc. Wells called the Open Session meeting to order at 3:00 p.m. and welcomed Committee members. She introduced K. Duffley noting she is the Interim Recreation Coordinator while K. Flood is on maternity leave. Counc. Wells reported if a meeting is not held in July, this meeting may be the last for G. Chiarella as she has decided to resign from the Committee. She extended appreciation on behalf of the Committee for G. Chiarella's hard work, and wished her all the best in her future endeavors.

2. APPROVAL OF MINUTES

➤ 18 February 2020

MOVED by J. Atkinson and seconded by D. O'Connor the minutes of February 18, 2020 be approved as circulated.

CARRIED.

3. FUTURE OF THE ROTHESAY HIVE

Counc. Wells reported the continuation of the COVID-19 pandemic has delayed the return of some YMCA staff, including N. Reid, who is unable to attend the meeting. She noted an invitation was extended to Cara Coes, YMCA General Manager of Health, Membership & Recreation however she is also unable to attend the meeting.

Town Manager Jarvie advised he spoke with Shiloh Boucher, CEO of the YMCA GSJ and discussed the following: members may be deterred from returning to the facility until the pandemic has subsided; the trend of low participation during the summer is anticipated so it may be beneficial to consider reopening in the fall; space in the facility is limited, and in order to maintain proper social distancing there will be a reduction in the maximum number of participants in each program; and the YMCA has offered to conduct a survey of members to determine what they liked and disliked about the facility to identify potential improvements, as well as the best timeline to reopen.

Town Manager Jarvie advised the agreement with the YMCA expires June 30, 2020 and a decision must be made to either renew, abandon, or revise the contract. He further noted Archstone Physiotherapy has offered to rent the facility on a trial basis to host fitness classes that adhere to social distancing requirements. In response to an inquiry, Town Manager Jarvie noted it is expected any rental revenue for the facility will be circulated back into the facility. Anita Punamiya also expressed interest in moving the Art4Life program to the facility temporarily while summer programs are underway at the Bill McGuire Centre.

The following comments were made: some or all of the furniture can be removed to increase space, however the maximum capacity of the facility under social distancing regulations has not been determined; space requirements vary for different activities; it may be beneficial to either temporarily extend the existing contract, request renewal of the contract starting in the fall, or temporarily suspend contract discussions until the pandemic has subsided; planning for the future of the facility is challenging when dealing with the uncertainty of the pandemic; there was a certain level of success when a dedicated Rothesay Hive Coordinator was present; and it may not be feasible or worthwhile to open the facility if there are repercussions from the pandemic such as insufficient interest, loss of revenue, and lack of fundraising opportunities.

It was suggested hosting online programs or webinars - possibly with the help of a Rothesay High school student, and/or events (celebrations, drive-in movies, or virtual travel tours) in the arena parking lot with proper social distancing and safety measures. These activities can help sustain interest if the reopening of the facility is delayed. When questioned, Town Manager Jarvie advised while several facilities were closed, the YMCA maintained communication with its members to keep them updated. It was noted it is unclear if Rothesay Hive members would be interested, or possess the equipment and skills necessary to access online offerings. The Committee expressed interest in requesting the YMCA share the demographic data of Rothesay Hive members to assist the planning process.

The Committee agreed the partnership with the YMCA is mutually beneficial; however the sustainability of operations was in question prior to the pandemic, and remains a concern as the pandemic continues. Options were discussed such as moving to a part-time operating model, or allowing the contract to expire and exploring other opportunities. Town Manager Jarvie suggested the Committee decide on a desired course of action and Town staff will work with the YMCA to try to implement the Committee's vision. There was consensus not to open the facility this summer, but establish a goal to reopen the facility eventually.

The Committee expressed interest in accepting the YMCA's offer to survey members, and inquiring about the YMCA's preference with respect to how to proceed regarding the future of the facility. Town Manager Jarvie noted Town staff will work with the YMCA to develop questions, and the survey will be circulated to Committee members for review. It was noted an operational plan is required to reopen the facility safely before the pandemic has ended. J. Atkinson offered to contact WorkSafe NB to help develop a plan. It was further noted since travel is restricted during the pandemic, community members may wish to spend their time volunteering at the Rothesay Hive instead.

Counc. Wells reported J. Atkinson has parted ways with Touchstone Academy but has decided to remain on the Committee. This has left a vacancy for the position of Elementary/Middle School Representative. She noted J. Atkinson indicated another member of Touchstone Academy staff may be interested, and questioned if this was amenable, or if the opportunity should be shared with other schools. Mayor Grant commented the close proximity of Touchstone Academy to the Rothesay Hive provides advantages to planning intergenerational activities. There were no objections to inviting another Touchstone Academy staff member to fill the position. She encouraged Committee members to invite other community members to join the Committee to fill another vacancy.

4. DATE OF NEXT MEETING:

The date of the next meeting is to be determined. It was suggested the next meeting be held in the Rothesay Hive to test social distancing measures in order to determine the capacity of the space.

5. ADJOURNMENT

MOVED by R. Taylor and seconded by J. Porter Mowatt the meeting be adjourned.

CARRIED.

The meeting adjourned at 4:20 p.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY

WORKS AND UTILITIES COMMITTEE MEETING BY TELECONFERENCE

Pursuant to the *Local Governance Act* and
the Province of New Brunswick
State of Emergency (declared 19 March 2020)
Wednesday, June 17, 2020 at 5:30 p.m.



DRAFT

PRESENT: DEPUTY MAYOR ALEXANDER, CHAIRPERSON
COUNCILLOR MIRIAM WELLS
PAUL BOUDREAU (*joined the teleconference at 5:32 p.m.*)
SHAWN CARTER
ANN McALLISTER
MARK McALOON

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

ABSENT: PETER GRAHAM, VICE CHAIRPERSON

Chairperson Alexander called the teleconference to order at 5:25 p.m.

1. APPROVAL OF AGENDA

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

CARRIED.

2. APPROVAL OF MINUTES

2.1 Regular Works and Utilities Committee meeting of February 19, 2020.

MOVED by Counc. Wells and seconded by S. Carter the minutes of February 19, 2020 be adopted as circulated.

CARRIED.

3. DELEGATIONS

N/A

4. REPORTS & PRESENTATIONS

N/A

5. UNFINISHED BUSINESS

5.1 Capital Projects Summary

A. McAllister questioned if the Town has considered a water conservation program as opposed to drilling more wells. It was noted before properties were equipped with water meters, residents were encouraged to reduce water consumption especially during summer months, but a formal program with incentives was never implemented. DO McLean clarified the increase in demand for water relates to growth in the town rather than the consumption habits of existing customers, for example newly constructed apartment buildings add multiple users to the system. He added conservation programs may need to be explored if the daily withdrawal rate cannot be increased sustainably. A. McAllister questioned if apartment building developers are required to incorporate water saving measures into their projects. DO McLean noted he is unsure of the exact requirements developers

must adhere to. However, since apartment building owners are charged for water consumption for the entire property, it is likely cost saving measures are used and encouraged of tenants.

5.2 Solid Waste Tonnage Report

A. McAllister questioned why the total tonnage of solid waste appears to be increasing while compost decreases, as the years progress. DO McLean noted it is unclear why solid waste has increased but the decline in compost is misleading. He explained curbside fiber and mixed items were often combined with compost before the curbside recycling program, therefore separating the items may have given the appearance of a decrease.

P. Boudreau joined the teleconference.

5.3 Discussion on Private Lanes Policy

DO McLean reported the completion of annual grading for private roads last week. After a brief discussion, the Committee agreed to defer the item to a future meeting in order to provide ample time to discuss and formulate a position.

6. CORRESPONDENCE FOR ACTION

- 6.1 12 March 2020 Letter to Mulberry Lane residents (11)
Various Letters from Mulberry Lane residents (8) RE: Cost increase for Local
Improvement Levy

Chairperson Alexander explained some Mulberry Lane residents have expressed displeasure regarding the total cost of the project. DO McLean explained property owners, in September 2019, were provided an estimate of roughly \$5,500 for their share of the total cost; however, in order to construct the turnaround subsequent legal, survey, land acquisition, and construction costs were required, increasing property owner contributions to roughly \$7,200, rather than \$5,500. He advised the additional cost incurred was unexpected, but necessary for completion of the project; and engineering fees of roughly \$3,000 were absorbed by the Town to lessen the burden on other property owners. Town Manager Jarvie advised prior to the COVID-19 pandemic, there was a plan to invite property owners to a Committee meeting to provide a cost breakdown, as well as a forum for direct two-way communication between property owners and the Committee. He advised the intent to provide the meeting remains but in order to adhere to proper social distancing the meeting must be held by teleconference, videoconference, or in-person at the Bill McGuire Centre. He asked which option the Committee prefers.

The Committee debated the options, and expressed interest in scheduling an in-person meeting at the Bill McGuire Centre. A. McAllister asked if it would be better to host the meeting at the Fairvale Outing Association due to its close proximity to Mulberry Lane. Since the facility is not owned by the Town, it was noted, it may be difficult to plan, more specifically regarding scheduling and implementing social distancing measures. To accommodate proper social distancing the Committee agreed attendance be limited to one representative from each household, and all attendees be required to wear a mask. Individuals that wish to attend the meeting but do not own a mask are encouraged to contact the Town as a mask may be provided to those in need.

Counc. Wells requested clarification regarding the payment schedule. Town Manager Jarvie advised property owners can pay in full, or in annual installments over the course of twenty years. Counc. Wells asked if the deadline could be extended beyond twenty years to further ease the burden. Town Manager Jarvie suggested options be discussed at the meeting with property owners. He added changes will require a by-law amendment. A. McAllister questioned if the Town has considered absorbing the additional cost as suggested by the residents. Town Manager Jarvie advised Council has discussed the concerns of property owners but has not made a final decision. He added the underlying concept of a local improvement levy is that the parties that benefit from the work, incur the cost.

There was discussion regarding the date and time of the meeting. The Committee agreed to move the regular Committee meeting of July 22nd at 5:30 p.m., to July 15th at 6:30 p.m. at the Bill McGuire Centre. This will provide ample time to notify property owners, ensure the matter is dealt with in a timely fashion, and set-up the facility to accommodate social distancing.

MOVED by Counc. Wells and seconded by P. Boudreau the next regular Works and Utilities Committee meeting of July 22, 2020 at 5:30 p.m. be changed to July 15, 2020 at 6:30 p.m. at the Bill McGuire Centre, and further one representative of each property on Mulberry Lane, and 40 Cameron Road be invited to attend the meeting.

CARRIED.

6.2 10 March 2020 Emails from residents (2) RE: Traffic concerns in Kennebecasis Park
The Committee acknowledged police presence has deterred speeding temporarily but has not eliminated the problem. Funds were allotted in the 2020 budget to acquire another pair of speed radar signs, however this may only offer another temporary solution. Speed bumps are another option but are known to impede snow plows in the winter. DO McLean advised narrowing roads by installing curb and sidewalk has proven successful, however it is a costly method that is typically completed during road reconstruction. The area is included in the Town's five year curb and sidewalk plan but is not scheduled for the near future. DO McLean suggested additional stop signs may be the best course of action in the meantime, and offered to bring a list of potential locations to the next meeting. There were no objections.

6.3 2 May 2020 Email from resident RE: Water Drainage Issue – Scribner Crescent
When questioned, DO McLean advised he communicated with the resident when the issue was raised roughly two years ago but the matter has not been discussed further. In the past two years a ditch and berm were constructed, and sod (with an underlay of rocks) was added; however these measures have proved ineffective against the natural flow of storm water in the area. He advised typically curbs are installed to redirect runoff, however extending the existing curb is not recommended as the absence of an underground storm sewer system in the area may result in other problems. He noted staff are continuing to monitor and maintain the area. In response to an inquiry, DO McLean advised it is standard practice to allocate funds in the budget for annual shoulder and ditch maintenance.

MOVED by Counc. Wells and seconded by A. McAllister a response be sent explaining the challenges, and the plan to continue to monitor and maintain the area in order to mitigate the concerns regarding a water drainage issue on Scribner Crescent.

CARRIED.

6.4 7 May 2020 Email from resident RE: Highland Avenue Infrastructure Upgrade

2 January 2020 Email from resident RE: Millennium Drive Apartment Development

DO McLean reported the developer has remitted the required funds for the installation of a sidewalk. He noted to prevent the creation of an isolated sidewalk, the project is pending completion of sidewalk expansion along Donlyn Drive, as indicated in the Town's five year Sidewalk Expansion Plan. He explained the project on Highland Avenue was intended to replace deteriorating sidewalk that was originally constructed in the 1970s - 1980s. Counc. Wells questioned why there was no response to the resident. DO McLean advised the reference may be regarding a formal written response as he did communicate back and forth with the resident through email.

MOVED by Counc. Wells and seconded by A. McAllister a written response be sent to the resident explaining the rationale behind the absence of sidewalk on Millennium Drive, and the purpose of the Highland Avenue sidewalk replacement project.

CARRIED.

6.5 20 May 2020 Email from resident RE: Speeding on Scribner Crescent

A. McAllister questioned if it may be beneficial to install stop signs. DO McLean clarified the purpose of a stop sign is to clearly assign right-of-way between vehicles approaching an intersection from different directions. As there are no intersecting streets along Scribner Crescent it would be difficult to enforce and penalize violations. At the Committee's request, DO McLean agreed to add Scribner Crescent to the list of streets for temporary placement of flashing speed radar signs.

MOVED by Counc. Wells and seconded by S. Carter the email from resident RE: Speeding on Scriber Crescent dated 20 May 2020 be forwarded to the Kennebecasis Regional Police Force (KRPF), and a response be sent notifying the resident of the addition of Scribner Crescent to the list of streets for temporary placement of flashing speed radar signs, and that the email will be sent to the KRPF.

CARRIED.

6.6 3 June 2020 Email from resident RE: Traffic concerns on James Renforth Drive with attached petition

Deputy Mayor Alexander suggested forwarding the email to the Kennebecasis Regional Police Force. The following comments were made: there are no viable locations for stop signs; the narrow width of James Renforth Drive is ideal for a one-way street however two-way access is likely required due to its close proximity to the train trestle; and a by-law amendment is required to reduce the speed limit. DO McLean suggested creating a "cobblestone effect" can provide the same benefits of speed bumps without the negative effects. DO McLean agreed to prepare a list of options for traffic calming measures on James Renforth Drive. To ensure there is sufficient time to discuss the matter it was suggested the item be deferred to the August meeting. DO McLean agreed to send a response to the resident explaining the item will be discussed further at the August meeting.

6.7 10 June 2020 Letter from resident RE: Request for crosswalk at Spruce St. and Clark Rd.

➤ Excerpts from past meetings (crosswalk request for Spruce St. & Clark Rd.)

The Committee acknowledged the need for a crosswalk at Spruce Street and Clark Road and discussed the pros and cons of different types of crosswalks. Due to the speed and volume of traffic on Clark Road DO McLean cautioned that an unlit crosswalk may not be sufficient. He explained the frequency of unlit crosswalks along Hampton Road improves their effectiveness because drivers anticipate them. The Committee discussed alternative options such as stop signs and additional speed limit signs but felt the potential for accidents and signage pollution may create a negative outcome.

MOVED by Counc. Wells and seconded by A. McAllister the Works and Utilities Committee recommend Council consider a signalized crosswalk at Spruce Street and Clark Road during 2021 budget deliberations.

CARRIED.

7. NEW BUSINESS

7.1 Future Committee meetings

Dealt with above (see item 6.1).

7.2 Photo Radar

➤ 21 May 2020 Letter from the Kennebecasis Regional Police Force to Quispamsis

RECEIVED FOR INFORMATION.

8. CORRESPONDENCE FOR INFORMATION

8.1 Wastewater Treatment Plant Application

2 March 2020 Letter from the Regional Development Corporation RE: Integrated
Bilateral Agreement

DO McLean reported reduced effluent limits come into effect soon. He noted the two lagoons in Kennebecasis Park were granted transitional authorization to continue regular operations until 2030 under close monitoring. The lagoon near Maliseet Drive must adhere to the new regulations, however two months can be omitted from the yearly average – likely July and August as these months typically yield unsatisfactory results. The Committee expressed disappointment that funding for the Wastewater Treatment Plant project was denied. Town Manager Jarvie advised Town staff are in contact with the Regional Development Corporation and the MP for Rothesay to determine the best course of action to ensure the project fits within the parameters of the funding program.

8.2 Fox Farm Road

➤ Designated Highway Funding (Fox Farm Road)

4 March 2020 Letter from Minister Oliver RE: 2020 Designated Highway Funding

➤ Tender for Fox Farm Road – Contract T-2020-012

7 May 2020 Report prepared by DO McLean

RECEIVED FOR INFORMATION.

8.3 Road Maintenance

- Award – 2020 Asphalt Resurfacing and Microseal Placement – Contract T-2020-001
7 April 2020 Report prepared by DO McLean
- Deferral of College Hill Road Resurfacing
7 May 2020 Report prepared by DO McLean

RECEIVED FOR INFORMATION.**8.4 Engineering Design – Alexander Avenue and Rothesay Park Road**

8 April 2020 Memorandum from Town Manager Jarvie

RECEIVED FOR INFORMATION.**8.5 Emergency Water Storage Reservoir Repairs**

9 April 2020 Report prepared by DO McLean

DO McLean reported the work was completed in the spring; and the insurance company has not yet confirmed if the Town will be reimbursed for the project, and if so, to what extent.

9. DATE OF NEXT MEETING

The next meeting will be Wednesday, July 15, 2020 at 6:30 p.m. at the Bill McGuire Centre.

10. ADJOURNMENT

MOVED by A. McAllister and seconded by S. Carter the meeting be adjourned.

CARRIED.

The meeting adjourned at 6:40 p.m.

CHAIRPERSON

RECORDING SECRETARY



2020 July 130 Open Session FINAL_110
ROTHESAY
MEMORANDUM



TO	:	Mayor and Council
FROM	:	Works & Utilities Committee
DATE	:	June 17, 2020
RE	:	Signalized crosswalk at Spruce Street and Clark Road

Recommendation:

It is recommended Council consider a signalized crosswalk at Spruce Street and Clark Road during 2021 budget deliberations.

Background:

Please be advised the Works & Utilities Committee passed the following motion at its regular meeting on Wednesday, June 17, 2020:

MOVED ... and seconded ... the Works and Utilities Committee recommend Council consider a signalized crosswalk at Spruce Street and Clark Road during 2021 budget deliberations.

CARRIED.



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BUILDING PERMIT REPORT

6/1/2020 to 6/30/2020

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
06/08/2020	BP2019-00035	BRADLEY LAKE ROAD	ACCESSORY STRUCTURE	\$1,500.00	\$20.00
06/25/2020	BP2019-00105	31 JOSHUA ST	DETACHED GARAGE	\$35,000.00	\$253.75
06/08/2020	BP2019-00113	6 MAPLEDAWN CRT	SIDING	\$4,500.00	\$36.25
06/08/2020	BP2019-00187	26 CAMERON RD	ACCESSORY STRUCTURE	\$2,000.00	\$20.00
06/08/2020	BP2019-00216	26 KILDARE CRT	WINDOWS	\$2,000.00	\$20.00
06/11/2020	BP2019-00223	44 MALISEET DR	ELECTRICAL UPGRADE	\$1,500.00	\$20.00
06/11/2020	BP2019-00224	5 BARTLETT RD	ELECTRICAL UPGRADE	\$1,000.00	\$20.00
06/08/2020	BP2020-00009	96 HIGHLAND AVE	ATTACHED GARAGE	\$17,250.00	\$130.50
06/08/2020	BP2020-00024	10 KINGSWOOD AVE	WINDOWS	\$5,800.00	\$43.50
06/11/2020	BP2020-00025	70 DUNEDIN RD	DEMOLITION	\$0.00	\$500.00
06/10/2020	BP2020-00028	12 ISAAC ST	ATTACHED GARAGE	\$44,500.00	\$326.25
06/10/2020	BP2020-00029	5 FERNWOOD	DETACHED GARAGE	\$22,500.00	\$166.75
06/10/2020	BP2020-00031	11 GOLDIE CRT	ATTACHED GARAGE	\$180,000.00	\$1,305.00



BUILDING PERMIT REPORT

6/1/2020 to 6/30/2020

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
06/10/2020	BP2020-00033	23 BEL-AIR AVE	ABOVE GROUND POOL/DECK	\$10,000.00	\$72.50
06/10/2020	BP2020-00035	29 CHANTALE ST	DETACHED GARAGE	\$30,000.00	\$217.50
06/10/2020	BP2020-00036	2590 ROTHESAY RD	DECK	\$4,500.00	\$36.25
06/10/2020	BP2020-00038	175 RENSHAW	FENCE	\$4,000.00	\$29.00
06/18/2020	BP2020-00042	8 SEVILLE ROW	ACCESSORY BUILDING	\$1,200.00	\$20.00
06/10/2020	BP2020-00043	4 SPRUCE ST	FENCE	\$6,500.00	\$50.75
06/10/2020	BP2020-00047	53 GONDOLA POINT RD	ABOVE GROUND POOL	\$10,000.00	\$72.50
06/16/2020	BP2020-00048	3 KIRKPATRICK RD	FENCE	\$700.00	\$20.00
06/10/2020	BP2020-00049	1 MCMACKIN LN	FENCE	\$6,000.00	\$43.50
06/03/2020	BP2020-00050	36 SPRUCEWOOD AVE	FENCE	\$700.00	\$20.00
06/10/2020	BP2020-00051	25 RIVER RD	SIDING	\$7,000.00	\$50.75
06/10/2020	BP2020-00054	41 GROVE AVE	IN GROUND POOL	\$30,000.00	\$217.50
06/08/2020	BP2020-00055	24 ELIZABETH PKWY	DECK	\$6,000.00	\$43.50



BUILDING PERMIT REPORT

6/1/2020 to 6/30/2020

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
06/03/2020	BP2020-00056	16 SCOTT AVE	ACCESSORY BUILDING	\$6,000.00	\$43.50
06/22/2020	BP2020-00057	70 DUNEDIN	SINGLE FAMILY	\$300,000.00	\$2,175.00
06/10/2020	BP2020-00058	138 RIDGEWAY ST	ADDITION	\$21,000.00	\$152.25
06/03/2020	BP2020-00059	30 MONACO DR	ABOVE GROUND POOL/DECK	\$7,000.00	\$50.75
06/10/2020	BP2020-00060	58 MARR RD	INTERIOR RENOVATIONS - COMMERCIAL	\$172,000.00	\$1,247.00
06/10/2020	BP2020-00061	29 FOREST RD	FENCE	\$650.00	\$20.00
06/03/2020	BP2020-00063	20 ANNA AVE	DETACHED GARAGE	\$58,300.00	\$427.75
06/17/2020	BP2020-00064	61 BURPEE AVE	FENCE	\$2,600.00	\$21.75
06/26/2020	BP2020-00066	6 WEDGEWOOD DR	DECK	\$1,600.00	\$20.00
06/26/2020	BP2020-00067	61 RIVERVIEW AVE	SINGLE FAMILY	\$300,000.00	\$2,175.00
06/17/2020	BP2020-00068	5 GROVE AVE	FENCE	\$6,000.00	\$43.50
06/17/2020	BP2020-00071	70 DONLYN DR	WINDOWS	\$4,400.00	\$36.25
06/17/2020	BP2020-00072	47 BALLPARK AVE	ACCESSORY BUILDING	\$2,000.00	\$20.00



BUILDING PERMIT REPORT

6/1/2020 to 6/30/2020

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
06/17/2020	BP2020-00073	12 CAMERON RD	FENCE	\$8,500.00	\$65.25
06/11/2020	BP2020-00075	1 CHANTALE ST	DECK	\$1,300.00	\$20.00
06/17/2020	BP2020-00080	21 RYAN DR	ELECTRICAL UPGRADE	\$600.00	\$20.00
06/30/2020	BP2020-00081	18 CHARLES CRES	WINDOWS	\$4,800.00	\$36.25
06/30/2020	BP2020-00084	43 BEL AIR	DECK	\$7,000.00	\$50.75
06/22/2020	BP2020-00085	8 ARTHUR AVE	FENCE	\$10,000.00	\$72.50
06/22/2020	BP2020-00088	15 HUTSON STREET	SINGLE FAMILY	\$200,000.00	\$1,450.00
06/18/2020	BP2020-00089	5 HARRY MILLER CRT	FENCE	\$4,000.00	\$29.00
06/26/2020	BP2020-00092	109 HAMPTON RD	RENOVATION	\$25,000.00	\$181.25
06/11/2020	BP2020-00093	24 BALLPARK AVE	ELECTRICAL UPGRADE	\$1,500.00	\$20.00
06/11/2020	BP2020-00094	40 MALISEET DR	ABOVE GROUND POOL	\$17,000.00	\$123.25
06/22/2020	BP2020-00095	12 CLARK RD	ACCESSORY BUILDING	\$10,000.00	\$72.50
06/22/2020	BP2020-00096	215 GONDOLA POINT RD	ELECTRICAL UPGRADE	\$2,200.00	\$21.75



BUILDING PERMIT REPORT

6/1/2020 to 6/30/2020

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
06/22/2020	BP2020-00097	25 HIGHLAND	DECK	\$1,350.00	\$20.00
06/26/2020	BP2020-00099	4 VINCENT	FENCE	\$2,500.00	\$21.75
06/26/2020	BP2020-00100	19 ANDREW	SIDING AND WINDOWS	\$30,830.00	\$224.75
06/26/2020	BP2020-00101	12 ALEXANDER	ELECTRICAL UPGRADE	\$1,000.00	\$20.00
06/29/2020	BP2020-00102	56 MONACO	DECK	\$13,000.00	\$94.25
06/29/2020	BP2020-00103	11 CAPRI	IN GROUND POOL	\$20,000.00	\$145.00
06/26/2020	BP2020-00104	157 GONDOLA POINT	DECK	\$2,500.00	\$21.75
06/30/2020	BP2020-00107	229 ERISKAY	ELECTRICAL UPGRADE	\$13,000.00	\$94.25
06/30/2020	BP2020-00109	26 CHAPEL	WINDOWS	\$3,400.00	\$29.00
06/30/2020	BP2020-00112	220 RENSHAW	ACCESSORY STRUCTURE	\$2,900.00	\$21.75



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BUILDING PERMIT REPORT

6/1/2020 to 6/30/2020

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
Totals:				\$1,698,080.00	\$13,043.50
Summary for 2020 to Date:				\$3,679,680.00	\$27,507.75

2019 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$958,747.00	\$7,060.25
Summary to Date:	\$2,424,486.00	\$18,872.50



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ROTHESAY

INTEROFFICE MEMORANDUM



TO : Mayor Grant & Council
 FROM : John Jarvie
 DATE : 8 July 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 30/06/20*	COMMENTS
Secondary Plan – Hillside area	52,000	70%	Draft completed/ approved for insert in new Municipal Plan
General Specification for Contracts	40,000	40%	Draft document under review by staff
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
Water quantity	300,000	25%	Well drilling done, testing/model development complete , negotiations with regulators underway.
Turnbull Ct sewer replacement	\$1.11M	1%	Detailed design and tender preparation underway
Production Wells	250,000	-	Will follow completion of the model development being created under “water quantity” section
Station Rd cast iron replacement	250,000	-	To be included with Turnbull Court Phase I project
Digital Radio	65,000	-	Hardware ordered
Town Hall (elevator)	120,000	-	
IT equipment & software	45,000	40%	
Fire Department	480,000	2%	
2020 Street Resurfacing	\$1.3M	40%	Resurfacing underway
Curb & Sidewalk	305,500	40%	Placement work underway, Highland 2020 complete
2020 Designated Highways	525,000	-	Work underway
Fleet Renewal	675,000	8%	1 Ton truck expected on August Agenda for award
Scribner Field replacement	550,000	10%	Clearing & grubbing work complete; tender award in Council package
Parks Equipment	50,000	-	
Trails	50,000	-	
Arena renovations	1.02M	25%	parking lot paved, hazardous materials report complete, structural tender on agenda
2021 Resurfacing Design	60,000		Consultant Award on July agenda
Brock/Goldie service renewals	125,000	100%	
Water Tower repairs	175,000	60%	Completed, insurance claim in process

* Funds paid to this date.

2016

2019 Projects



ROTHESAY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Nominating Committee
DATE	:	7 July 2020
RE	:	Committee and Commission Appointments

RECOMMENDATION:

- Bill Kean be appointed to the Kennebecasis Regional Joint Board of Police Commissioners for a term to expire December 31, 2022
- Angela Prosser be appointed to the Rothesay Hive Advisory Committee for a term to expire December 31, 2022

Background

Kennebecasis Regional Joint Board of Police Commissioners

Mr. MacPhee resigned as a member of the Joint Board in June 2020. His appointment was to expire December 31, 2020. The Nominating Committee is recommending Mr. William Kean, Q.C. be appointed to complete the term and further, for a two year term to expire on 31 December 2022.

The second Rothesay representative appointment will expire 31 December 2020.

Rothesay Hive Advisory Committee

The composition of the Committee is a minimum of ten (10) members, including an elementary/middle school representative and a Rothesay High School (RHS) representative. The current elementary/middle school representative has changed employers but wishes to remain as a Committee member. Angela Prosser (Principal, Touchstone Academy) has applied to fill the position.

The current RHS representative has also resigned and the Committee is currently seeking a replacement.

*Revised copy received July 13, 2020

Collaborating to ensure the municipalities in Greater Saint John will prosper in the 2020s

A new economic development model

Prospectus

Prepared for:

City of Saint John

Town of Quispamsis

Town of Rothesay

Town of Grand Bay-Westfield

Town of Hampton

Village of St. Martins

Submitted by:

Economic Development Advisory Council

July 2020

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1. Introduction/Mandate

Background

In the Spring 2019, the City of Saint John convened a group of business leaders and economic development stakeholders to advise the city on how to maximize the value of its investment in economic development (hereafter referred to as the Advisory Council). The City was concerned that despite spending a considerable amount on economic development each year, tax base growth has been anemic as has been organic growth in tax revenues. The city's goal is to bring annual tax base growth back to at least two percent per year.

After considerable research and deliberations, the Advisory Council recommended a new way forward. The Advisory Council proposed a brand-new, innovative approach and mindset that aligns the key players in the ecosystem focused on economic growth. This new regionally funded model will have a budget and the scale to compete with the other larger urban centres across Atlantic Canada and beyond.

The development of a new consolidated economic development model IS NOT about achieving cost efficiencies. The focus is GROWTH. This new economic development model will be funded equitably by all the municipalities in the Saint John Census Metropolitan Area (CMA) and will provide the impetus for a broad-based economic development program to increase the population to ensure there are enough workers to meet labour demand, expand strategic industries, foster new entrepreneurs and build economic development infrastructure that drives growth.

In August 2019, the Advisory Council prepared a report entitled "Economic Development Model and Framework for Growth in Greater Saint John" that detailed the approach to the new model, funding and governance.

David Campbell from Jupia Consultants and Cathy Simpson from The CASM Group were retained to undertake a process meant to conclude with agreement and support for the new, consolidated economic development model and single entity. David and Cathy have prepared this prospectus under the guidance of the Advisory Council.

This is an ideal time to be embarking on this new collaborative approach to economic development for Greater Saint John. The City of Saint John will continue to invest at the same level over the next five years and the new funding from the partner municipalities and LSDs will provide much needed incremental funding to support priorities such as people attraction which will be critical to move our region forward.

Economic Development Advisory Council

Paulette Hicks – Delta Saint John

Francis Power – Intangible Power

Dan Doiron - UNBSJ

Chris MacDonald – JD Irving

Andrew Carson – Irving Oil

Stephen Lund – GNB/ONB

Summary of the proposed regional economic development model



Objectives and scope (Section 2)

A brand-new, innovative approach to regional economic development that is equitably funded by all municipalities, aligns the key players in the ecosystem focused on economic growth, and has a budget and the scale to compete with the other larger urban centres across Atlantic Canada and beyond.



Functions of the new economic development organization (Section 3)

- Community marketing/promotion/branding
- People attraction
- Growth sector(s) development including tourism
- Entrepreneurship ecosystem growth and development
- Economic data/decision support
- Economic infrastructure development
- Stakeholder relations/ecosystem development/private sector collaboration



Funding the new economic development organization (Section 4)

Equitable funding from all municipalities (including LSDs) (evolving to per capita municipal funding over time). Over the five years, core municipal government funding will be amplified by an estimated \$7.6 million from the accommodation levy and \$10.3 million from provincial and federal government funding as well as the private sector. Specific municipal funding levels are:

- Saint John: \$1.7 million in 2021 and 2022 rising to \$1.9 million/year through 2025.
- Rothesay: \$148,000 in 2021 rising to \$283,000 by 2025.
- Quispamsis: \$168,000 in 2021 rising to \$454,000 by 2025.
- Grand Bay-Westfield: \$36,000 in 2021 rising to \$118,000 by 2025.
- Hampton: \$371,000 in 2021 rising to \$102,000 by 2025.
- St. Martins/others: TBD, initial commitment of \$500,000 made by GNB.



Board of directors and governance (Section 5)

The board will consist of Inside Municipal/Government Directors and Outside Private Sector Directors. The Chair will be an outside director. The inside directors will be appointed by the municipalities from senior staff members; primarily the city and/or town managers. No elected reps. will sit on the board.

- Municipalities (the shareholders) will have preferred shareholder status and will have to approve certain essential and material decision of the board such as: strategic goals and objectives; new funding arrangements of a material and/or directive nature; organization bylaws; and annual business plans that vary in a material way from the approved strategic plans.
- The board will be made up of 14-15 directors: 7-8 outside private sector directors, 6 inside municipal directors, and potentially 1 provincial government nominated director.
- Preferred shareholder representation will include: 2 from the City of Saint John – with four (4) board votes and one each from the four other municipalities – with one vote each.
- The board executive will consist of a Chair, 1 or 2 Vice Chairs and a Treasurer (all outside directors). The Saint John City Manager will sit on the executive committee *ex officio* (i.e. not voting).



Transition (Section 6)

- Early July 2020: New model voted on by municipal councils.
- July 2020: Transition committee of six community leaders to be set up as recommended by the five municipalities – to recruit the new board Chair/initial board of directors.
- August 2020: Firm to facilitate the process of Chief Economic Development Officer recruitment.
- Fall 2020: Transition activities take place including working with GNB on the funding formula for LSDs.
- October 2020: Municipal government priorities established.
- December 2020: KPIs developed and approved by councils.

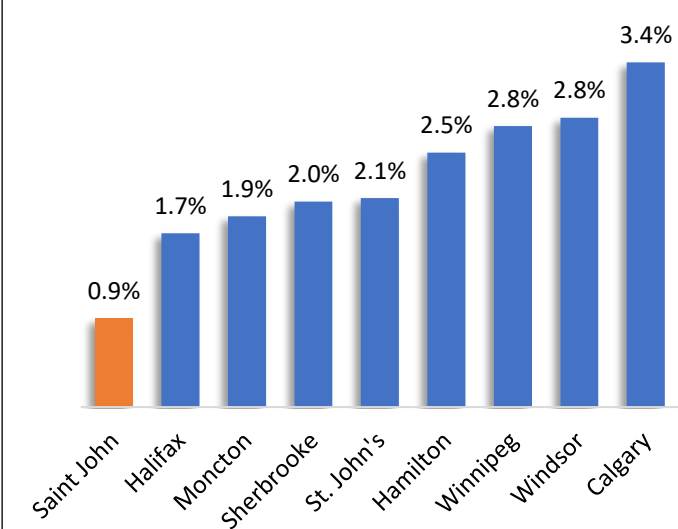
2. Why now?

2.1 Saint John is at a critical juncture

In 2020, at the start of a new decade, the Advisory Council believes the City of Saint John and surrounding municipalities are at a critical and exciting juncture. The previous decade has been a time of turbulence for the Saint John CMA economy. It ranked 33rd out of 35 CMAs across Canada for population growth between 2009 and 2019 and 31st for workforce growth (a 0.7% increase over the decade).

On the broadest measure of economic growth, the Saint John CMA real gross domestic product (GDP) expanded by an average of only 0.9% per year between 2009 and 2019 which was one of the worst GDP growth rates among Canada's 35 CMAs (Figure 1).

Figure 1: Average annual real GDP growth (2009-2019)*



*GDP at Basic Prices (Millions \$ 2012).
Source: Conference Board of Canada.

And there are currently a number of challenges that could impact the region's ability to grow in the years ahead. **First**, the Saint John CMA has a demographic challenge. Among the 35 CMAs, for every 100 deaths each year there are 150 births. In other words, the natural population growth rate is positive. By contrast, in the Saint John CMA there are only 85 births per 100 deaths or a negative natural birth rate. Further, there has been a 40% increase in the number of people in the Saint John workforce over the age of 55 in recent years and more than 15,000 will be heading towards retirement in the next decade or so. Over 40% of the region's entrepreneurs (self-employed) are over the age of 55. The region needs a new and ambitious population attraction strategy.

Second, the decline in economic activity in the Saint John region over the past decade is impacting municipal finances. As GDP growth has declined so has average annual municipal tax revenue growth – down 44% since 2009¹. The region needs to boost economic growth to help grow municipal tax revenues without the need to raise tax rates.

Third, the Saint John CMA is more exposed to global competition than many other urban centres in Canada. Upwards of 80% of the value of goods exports from New Brunswick either ships through Saint John or is controlled by Saint John-based companies. This exposure to global markets is very good for New Brunswick as it results in billions of dollars flowing into the province each year. But it means Saint John is particularly vulnerable to global market conditions and competition.

¹ Based on the average combined annual revenue growth among the five largest municipalities in the Saint John CMA between 2002-2008 compared to 2009-2019.

Fourth, the Saint John region historically has been reliant on large projects or big new industries to drive growth. From shipbuilding to energy, the regional economy has tended to grow in spurts. Now there is currently no large new industry or project on the horizon². This means if the economy is to grow it will need broad-based contribution from sectors such as manufacturing, ICT, finance, professional services, tourism, etc.

Fifth, there is some concern that Saint John has a brand problem. It needs to be positioned as a place where entrepreneurs thrive, and people can have great careers combined with a high quality of life. It needs to be known as a place where industries are supported and can succeed. We need more focus on all the things that are great about our region even as we work to address our challenges.

Sixth, new technology and business processes are set to have a profound impact on the global economy in the coming years. Saint John's local and export-focused industries need to embrace change and adapt for the new realities.

In short, the competition for new business investment, people attraction and the fostering of new entrepreneurs has never been more pronounced than it is today.

The Advisory Council does not believe that deploying a new, consolidated economic development model for the Saint John CMA will singlehandedly change the trajectory of the regional economy. The Council believes a reinvigorated economic development model with strong support from the private sector aligned with provincial and federal government economic development and people attraction efforts will ensure the region transforms and is set up for growth in the 2020s.

2.2 Reason for optimism

Despite the aforementioned challenges, there is much reason for optimism. Collectively, we see a new way forward. The region is home to a number of global companies that are leaders in their respective industries and are significant employers. A number of the region's important industries are poised for growth including ICT, insurance, energy, transportation, tourism and health care. The Saint John region has many institutions that could drive new economic growth including its post-secondary education sector, port and airport.

And on the crucial issue of people attraction, Saint John offers a strong value proposition. It offers reasonable housing costs, short commute times and relatively low crime rates. Residents benefit from a mix of urban and rural amenities.

But **optimism is not a strategy**. The region must focus its economic development efforts on incremental growth leveraging its unique assets, attributes and strengths.

² A notable exception could be nuclear energy. If this sector takes root in New Brunswick it could be very beneficial to the Saint John economy.

2.3 Why the Saint John CMA?

The Saint John Census Metropolitan Area (CMA) is comprised of the City of Saint John, the towns of Rothesay, Quispamsis, Grand Bay-Westfield and Hampton as well as the Village of St. Martins. There are also 19,000+ people living in Local Service Districts (LSDs) in the CMA area (Table 1). As defined by Statistics Canada, these communities are all part of an integrated regional economy. Labour markets are integrated. Shopping and services markets are integrated. In the longer run, the destinies of these communities are intertwined and therefore they ideally should be collaborating on efforts to foster economic development and people attraction.

Table 1: Estimated 2019 population, municipalities included in the Saint John CMA

<u>Municipality:</u>	<u>Population</u>	<u>Change since 2016</u>	<u>Local service districts:</u>	<u>Population</u>	<u>Change since 2016</u>
Saint John	70,817	+2.5%	Simonds	3,970	+0.9%
Quispamsis	18,970	+1.8%	Kingston	2,981	+0.4%
Rothesay	11,940	+0.3%	Hampton	2,877	+0.4%
Grand Bay-Westfield	4,968	-1.5%	Westfield	2,052	+2.5%
Hampton	4,333	-0.7%	Norton	1,328	+0.5%
St. Martins	<u>287</u>	<u>+2.1%</u>	Upham	1,299	+0.4%
Six municipalities	111,315	+1.8%	Musquash	1,229	+0.8%
			St. Martins	1,181	+2.3%
			Greenwich	1,082	+0.4%
			Lepreau	748	+4.0%
			Petersville	674	-3.0%
			<u>Rothesay</u>	<u>347</u>	<u>+4.8%</u>
			LSDs - Total	19,768	+0.9%

Source: Statistics Canada. Table 17-10-0142-01.

The total population in this economic zone is estimated to be 132,000 (2019). The Saint John CMA is the smallest metropolitan area by population east of Ontario and the fourth smallest across the country. This bolsters the case for greater regional collaboration. Even though the metropolitan area is small, by working together the regional municipalities will better be able to compete with larger urban centres.

Most municipalities small and large across Canada spend in the 1.0 to 2.0% of budget range on the economic development function. Some include tourism and other functions but very few across the country are not investing in economic development. The argument here is that by working together the communities within the Saint John CMA will maximize impact and be able to compete and win against other larger CMAs.

Not all of these LSDs may end up in the final decision about LSD participation in the regional economic development model. Some may be considered part of another region/zone. The determination of which LSDs are included will be decided during the negotiation process (See Section 6).

2.4 The Covid-19 pandemic

The Covid-19 pandemic has created a lot of uncertainty. It is not clear how long it will take for the regional economy and labour market to bounce back to pre-pandemic levels. As shown in Table 2, the negative impact on the employment situation was significant but actually the employment losses were less than in the average metropolitan area across the country buffered by government and large employers retaining staff and by the early exit from the lockdown which helped the employment figures in May.

Table 2: The impact of Covid-19 on the Saint John CMA labour market

<u>Labour force characteristics</u>	<u>May-19</u>	<u>May-20</u>	<u># change</u>	<u>% change</u>
Labour force	71,000	64,800	-6,200	-9%
Employment	66,700	57,600	-9,100	-14%
Unemployment	4,300	7,200	+2,900	+67%
Unemployment rate	6.1%	11.1%	+5.0	
Participation rate	66.6%	60.1%	-6.5	
Employment rate	62.6%	53.4%	-9.2	

Source: Statistics Canada Table: 14-10-0294-02.

Moving forward the pandemic effects could linger. Will local services return to pre-pandemic levels? How will the pandemic impact the region's critical export industries? There are concerns the toll on our exporters will continue to linger into 2021 and possibly well beyond. How will immigration and international student attraction be impacted? Tourism, which has been a bright spot in recent years, has a weak short- and medium-term outlook.

As a result of Covid-19, the Economic Development Advisory Council believes there *is even more impetus now* for the new Saint John economic development model. We will need to come out of this strong with a clear path forward. The new, integrated economic development approach will be an important part of this renewal.

3. What will the new organization do?

3.1 A new economic development direction for the Saint John CMA

In order to effectively compete in the 2020s, the consensus view of stakeholders is that the Saint John region requires a different model – a regional model that aligns and combines economic development, people attraction, infrastructure development, tourism development and related activities into a single organization with one board, one mandate, one leader (CEDO -Chief Economic Development Officer) and one budget. Fragmented spending and divergent municipal investment is holding back the potential to maximize returns on economic development investment in the region.

A recent paper published by the U.S.-based Brookings Institution concluded that industrial development and labour markets happen in economic regions (metro areas) and not just in individual cities or towns and therefore metropolitan areas are the “right scale for economic strategies and governance”. Based on numerous examples across the United States, Brookings concludes “regions benefit from having a backbone organization coordinating economic development activities and bringing actors together.”

This is exactly the proposed role for the new, consolidated economic development organization for the Saint John CMA. It will be a backbone organization concerned with all aspects of economic growth in the Saint John region – not just on the delivery of specific services. It will also play a coordinating role with its many local, provincial and federal government partners.

A symbiotic economic development relationship: The five municipalities and LSDs

The City of Saint John is the primary industrial and commercial economic engine for the regional economy. Growth in the city’s manufacturing, transportation, information technology and other sectors benefits the regional economy by boosting the population settling around the CMA and by increasing consumer spending in all of the communities. It also helps create secondary commercial development in the surrounding municipalities to meet the growing local demand for goods and services.

3.2 The functions of the new economic development organization

It will be the responsibility of the new private sector-led Board of Directors and the CEDO to establish specific activities and the budget associated with each activity, subject to alignment with municipal government shareholder priorities. As input to this new Board of Directors, the feedback from the municipalities, other stakeholders and the Advisory Council focused on a number of key functions that will be important. These are summarized in the table below.

It is very important to note that the incremental funding support from the regional municipalities and LSDs will ensure there is proper funding for activities such as people attraction, community promotion and analysis of the regional economy. These functions, and others, are not properly funded today relative to other competitor jurisdictions.

Function:	Description:
Community marketing/promotion / branding	Much discussion and education has occurred around embracing place branding and the benefits of this mindset and focus for the region. We need to market and sell the Saint John region to attract investment, entrepreneurs, people, students, R&D and visitors.
People attraction	The new entity will be engaged in a focused and increased effort to attract people to the region including immigrants, persons living elsewhere in Canada, national and international post-secondary education (PSE) students, etc. The primary focus will be on attracting people into specific jobs on offer and entrepreneurial opportunities. We will look to boost international student enrolment, again, with a focus on programs where there is a stronger likelihood of retention in the community after graduation. It is important to point out that other organizations are involved (e.g. UNB SJ, NBCC, etc.) – the new entity will lead on this initiative for the region and will ensure alignment with other entities. There must be an increased emphasis on this function.
Growth sector(s) development	We must develop the value proposition for specific growth sector opportunities and promote these opportunities to attract local, national and international investment. How do we leverage our health research assets, our strengths in ICT, finance and insurance, ocean-based shipping, energy, etc. Some of this work is currently being done but the new entity needs to increase this focus. The new entity will lead on this initiative for the region and will ensure alignment of effort with provincial and federal government strategies and private sector partners.
Tourism development	Tourism development will be a pillar of this new organization. Because of the accommodations levy and municipal commitment, a large portion of the budget will focus on this sector. The new entity will put even more focus on tourism asset development (i.e. investments that boost the tourism capacity in the region).
Entrepreneurial ecosystem growth and development	This is a core function of regional economic development agencies across Canada. It can involve startup incubation spaces, new company acceleration programming, support services, partnerships with public sector enterprises to incubate new research-based startups, attracting startup capital, small business loan funding programs, and more. The focus will be on innovation and growth sector opportunities with an increased emphasis on scaling up company opportunities.
Economic data/ decision support	The new entity must be the go-to organization for data, research and insight into the Saint John CMA economy and population. More emphasis on KPI's, results and accountability for financial success to the major investors is a must.

Function:	Description:
Economic infrastructure development	<p>The new entity will work on large economic infrastructure (e.g. Fundy Quay, Innovation District, etc.) in the City of Saint John and in the surrounding municipalities. It will support the development of the value proposition for investment in related projects and will foster strong relationships with real estate-related investors and developers both locally and nationally.</p> <p>The new economic development organization will focus on the region as a whole and will look broadly at land development and how to leverage existing assets in all municipalities.</p> <p>It will manage several key regional economic development assets including the three industrial parks and the barge terminal. There is no expectation the new economic development organization will own any buildings or land. The reason why the Saint John industrial parks and barge terminal were included in the responsibilities of the new organization was that they are important economic assets that will be promoted for economic development and new company investment in and will be beneficial to the whole region as workers, and in many cases owners, reside across the region.</p> <p>There will be commercial/industrial real estate developments across the region that will be supported by the regional economic development organization but any land sales, as one example, will accrue to the owner of the properties (public or private).</p>
Support for municipal economic development	<p>The organization will provide support for municipal-level economic development subject to the principle that regional economic development activities will benefit the entire region (new residents will be dispersed, new company investments will lead to spending across the region, etc.). At a high level, municipal support will include:</p> <ul style="list-style-type: none"> • Support for strategic economic development projects in each municipality. • Support for local entrepreneurs in each community (in conjunction with other provincial and federal service providers). • Support for tourism development in the municipalities. • Etc.
Stakeholder relations/ecosystem development/private sector collaboration	<p>This new entity will be at the centre of the economic development ecosystem in the Greater Saint John region. It will deliberately strengthen relationships with all key partners and ensure alignment of effort, the development of multi-organization projects and the ongoing sharing of information. This must include a renewed engagement with the private sector.</p>

3.3 Why a consolidated economic development organization?

The Advisory Council believes this new economic development entity for Greater Saint John will achieve greater results than the current model with multiple different organizations, leaders, and board of directors. In order to compete effectively in the 2020s, the new entity will be better positioned to:

What	Rationale:
Attract more municipal investment and leverage other funding sources	The new model will attract significant new funding from the various municipal governments in the region. As shown in Section 4 below, it is estimated \$4.7 million will be invested over the first five years of the new model from the other municipalities and LSDs, in addition to Saint John's contribution. It is anticipated that other government and private sector partners will be better engaged financially in the new model.
Drive success in key activity areas	The scale of the new entity will allow for increased investment in key focus areas. For example, currently the region is doing limited work to foster people attraction. The new model will have the capacity to significantly expand these efforts. The old, fragmented model had limited capacity to develop and analyze data to support decision making. The new model will have this capacity. Section 3.2 above provides a broad overview of the various focus areas of the new organization.
Optimize economic development spending and people attraction investment	In addition to being better positioned to attract funding from other government sources as well as the private sector, there will be cost savings as the disparate functions are consolidated into one organization (back office, management, overhead, aligned marketing and partner management to name a few).
Generate functional synergies	The new entity will benefit by bringing the various strengths from each function into one consolidated plan. The branding and expertise that has led to a significant boost in visitors in recent years will align with efforts to attract population. The expertise related to the development of larger economic infrastructure projects will align with efforts to attract investment to the region.
Focus on regional strengths, assets and attributes	In the Saint John CMA, the whole is greater than the sum of its parts. The new economic development entity will focus on leveraging the strengths, assets and attributes of the entire Greater Saint John region.
Align the economic development ecosystem	The new entity will be better positioned to align the activities of the other organizations involved in economic development and people attraction with provincial and federal partners.

What	Rationale:
Provide greater accountability for results	A single entity with a Chief Economic Development Officer (CEDO) and board of directors, aligning the work of local, provincial and national partners, will be better able to achieve results but also to be accountable for results. The challenge of a fragmented economic development model is the “that is not my responsibility” problem. The new entity will be able to identify and work on a wide range of activities that support economic growth and not be restricted to a few specific functions. Both the silo effect and work priority overlaps will be eliminated.

3.4 Staffing the new organization

The new organization will have in the range of 20-25 core staff supplemented by summer students and contract employees as needed. There are many talented staff working in EDGSJ, Discover SJ and Develop SJ and most will be integrated into the new organization. There will be some redundancies and staff efficiencies to be achieved through the amalgamation. The new board of directors and CEDO will be mandated to build the appropriate staffing and executive leadership model for the new organization.

4. Funding the new economic development model

The focus of this prospectus is on the core municipal funding of the new economic development entity and not on the other sources of funding. It is important to point out, however; that the new entity will be tasked with leveraging other sources of government funding where there is alignment with the goal of driving economic development and people attraction to the Saint John region. It will also be mandated to secure private sector funding support – to drive specific outcomes. As a result, securing core and stable municipal funding is critical to the ability to leverage other sources of funding and better ensure alignment of effort between the new entity and other partners in the region.

4.1 Fair and equitable funding

A fundamental principle of the new municipal government funding model is that all municipalities in the Saint John CMA are contributing equitably to the new entity.

The LSDs and economic development funding

The Local Service Districts (LSDs) located in the Saint John region are economically integrated into the regional economy in the same manner as the city and towns. **LSD funding support and participation in the governance of the new organization is considered to be crucial moving forward.** However, determining which LSDs should be included in the model and negotiating a separate funding agreement with each LSD would have been very problematic in the timeframe allotted.

The consulting team had ongoing discussions with the provincial government on the strategic importance of funding support for the new regional economic development model. The provincial government has committed \$500,000 over the first two years and has committed to work with the new entity on a funding formula for the LSDs that would see them financially support regional economic development out of their annual property taxes. The process of LSD integration into the funding and governance model will be a top priority of the new board of directors and leadership.

The Advisory Council realizes there are concurrent discussions in the region related to the funding and provision of other regional services. The Council recognizes the importance of these discussions and believes the negotiation and implementation of the new and innovative approach to economic development outlined in this document, supported by a fair and equitable funding formula, is a good example of how the area's municipalities can come together to develop and implement an important regional service.

4.2 The proposed municipal contributions

The City of Saint John

The City of Saint John has been investing a considerable amount into economic development in recent years. It is recommended this funding be allocated to the new, external economic development agency. The city's annual funding for the first two years of the five-year revenue forecast will be \$1.7 million. Starting in 2023 Saint John's contribution rises to \$1.9 million per year.

The city's continued commitment will ensure significantly more money will be invested into economic development so we can compete and win in the 2020s. Over the 2021 to 2025 period, the city's funding will leverage approximately \$4.7 million in other municipal funding and another \$18 million in other funding including the accommodation level, other levels of government and the private sector (Table 3).

Quispamsis, Rothesay, Grand Bay-Westfield and Hampton

Table 3 includes the proposed funding levels for the four towns from 2021 through 2025. The funding target by 2025 is the same as the original prospectus but the increases from 2021 through 2025 have been adjusted. The first year (2021) increase for the three municipalities that have been funding EDGSJ has been dropped to reflect uncertainty over municipal budgets post-Covid-19. Hampton's initial funding level in 2021 has also been proportionately reduced.

As was proposed in the original prospectus, the objective is to evolve to an equivalent per capita funding for the new entity within five budget years. The annual increases have been set to ensure the municipalities reach parity in the future.

Village of St. Martins

Once ratified by the core municipal partners of Saint John, Grand Bay-Westfield, Rothesay, Quispamsis, and Hampton, St. Martins will be engaged to get their buy-in and participation. The proposed funding levels are \$2,800 starting in 2021 rising to \$6,800 by 2025. These levels are consistent on a per capita basis with the other municipalities.

Why should municipalities make this level of investment into economic development?

- To transform the Greater Saint John region.
- To demonstrate municipal commitment to economic development and people attraction.
- To ensure the combined investment in economic development from all municipal partners rises significantly in the coming years.
- To ensure the new entity will have the capacity to invest more in key areas such as people attraction, community marketing/promotion/ branding and the development of stronger economic and demographic data for decision support.
- To boost population growth, business investment, visitors and new entrepreneurs in the city and region.
- In order to effectively compete with other urban centres, there needs to be a strong, regional economic development effort.

4.3 Other sources of funding

The new regional economic development organization will leverage other sources of funding to amplify the municipal investment. As detailed in Table 3, over the five-year forecast period the combined \$13.8 million municipal funding contribution is expected to leverage another \$17.9 million. For every municipal dollar contributed, a total of \$2.3 will be spent to support economic development across the Greater Saint John region. These other sources of funding can be grouped into three categories: the accommodations levy, other government funding and private sector funding.

Accommodations levy:

It is anticipated as a result of the pandemic that accommodation levy funds raised will drop to around only \$400,000 in 2020 with a modest rebound to \$700,000 in 2021. For this forecast model, it is assumed that the dollars raised from the levy will start to approach 'normal' by 2023 and increase through 2025. It is assumed the accommodation levy will be applied to other regional accommodations providers by 2022/2023 and these funds will be provided to the regional economic development organization to fund tourism development and promotion.

The projections are still well below the amount in the original prospectus and have been provided by Paulette Hicks in consultation with the Saint John Hotel Association. It is important to point out these funds are restricted by legislation and must be used for tourism development and promotion activities.

Provincial/federal government funding:

The provincial and federal governments already provide considerable funding to local agencies in support of economic development. This funding is tied to specific contracts and projects and is invested in areas such as workforce development, community promotion and people attraction. It is anticipated this funding will continue with the new regional organization. Opportunities New Brunswick and ACOA have been engaged during this process and have indicated a willingness to continue funding projects in the region moving forward and are very supportive and in favour of this new model.

Private sector funding:

As outlined in the original prospectus, it is expected the private sector will provide funding support for this new organization. This funding could be generic or tied to specific activities and initiatives of the organization. Because of the Covid-19 pandemic the ramp up period for this funding has been adjusted – starting at \$200,000 in 2021 and rising to \$450,000 by 2025. It will be imperative for the new organization to put a plan in place as soon as possible to engage the private sector in the support of regional economic development.

Table 2: Proposed Five-Year Revenue Forecast, New Economic Development Organization

Core municipal funding:	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
Saint John	\$1,700,000	\$1,700,000	\$1,900,000	\$1,900,000	\$1,900,000
Rothsay	\$148,000	\$192,000	\$250,000	\$266,000	\$283,000
Quispamsis	\$168,000	\$219,000	\$284,000	\$370,000	\$454,000
Grand Bay-Westfield	\$36,000	\$48,000	\$64,000	\$86,000	\$118,000
Hampton	\$31,000	\$41,000	\$56,000	\$74,000	\$102,000
St. Martins	2,800	3,600	4,700	6,000	6,800
<u>Other communities (LSDs)</u>	<u>250,000</u>	<u>250,000</u>	<u>275,000</u>	<u>300,000</u>	<u>330,000</u>
Core municipal funding:	\$2,335,800	\$2,453,600	\$2,833,700	\$3,002,000	\$3,193,800
Accommodation levy:	\$700,000	\$1,500,000	\$1,700,000	\$1,800,000	\$1,900,000
Other potential funding:					
Prov/federal government	\$1,700,000	\$1,700,000	\$1,700,000	\$1,700,000	\$1,700,000
Private sector	<u>200,000</u>	<u>300,000</u>	<u>400,000</u>	<u>450,000</u>	<u>450,000</u>
Total - other	\$1,900,000	\$2,000,000	\$2,100,000	\$2,150,000	\$2,150,000
Funding forecast (proforma):	\$4,935,800	\$5,953,600	\$6,633,700	\$6,952,000	\$7,243,800

4.4 Putting municipal funding into context

The original prospectus provided to each municipality included an assessment of municipal economic development funding compared to other similarly sized cities and towns across Atlantic Canada. The funding levels proposed in this model will bring the municipalities into a similar economic development funding range as others across the region.

4.5 Growing the core municipal funding

Moving forward, it will be the role of the Board of Directors and the Chief Economic Development Officer (CEDO) to propose a sustainable and growing funding model for the new economic development entity. From the original report prepared by the Advisory Council, the concept of linking municipal funding to growth (e.g. population, tax base, etc.) is a good guiding principle. For example, if one municipality's population grows faster than another, it would pay slightly more over time based on the differential. This future model will need to be negotiated between the new organization and its municipal government funding partners.

4.6 Spending the budget by function

The Advisory Council believes the new board, CEDO and leadership team should determine how the budget will be allocated by functional area subject to input from the municipal government shareholders to ensure alignment with their priorities. Section 3.2 above outlines the functional areas for the new entity.

The Advisory Council is of the view that the new entity can be fully in place by January 1, 2021 (subject to the timeline outlined in Section 6 below) but it is important to note there will be a necessary budgetary expenditure transition period as the current activities are transitioned into the new entity.

4.7 The need for a multiyear funding commitment

The Advisory Committee is asking each municipality to make a multiyear commitment to the new economic development entity. This will be critical to the success of the new organization. The research and consultations completed for this project confirmed the perceived instability of funding for economic development has negatively impacted the community's ability to develop and implement successful strategies.

The new entity, of course, will be subject to strong oversight and will work towards key performance indicators (KPIs) each year but the annual funding commitment should be in place for an extended period of time.

Upon agreement of participation in the new regional economic development model under the terms outlined in this prospectus, municipalities will be asked for a letter of commitment to support the organization for five years. However, municipalities will be offered an opt-out provision after Year 3 but this opt-out provision will require material underperformance relative to the goals set for the organization.

5. Governance and oversight

5.1 Overriding governance principles

The governance model was designed around the notion that strong governance will drive exceptional organizational performance. There is a growing body of evidence that would suggest this is in fact the case. The following core governance principles guided the design of the governance process:

1. The governance process will be modeled around state-of-the-art governance practices using the latest NPO board certification standards, like those found in the *Imagine Canada* board certification guidelines. The goal is to have this board certified.
2. The board will consist of *Inside* Municipal / Government Directors and *Outside* Private Sector Directors. The outside directors will consist of the majority of the board members, and thus control the board.
3. The Chair will be an outside director.
4. The CEDO will report directly to the board and will also be an ex-officio director of the board.
5. The inside directors will be appointed by the municipalities from senior staff members; primarily the city and/or town managers. No elected representatives will sit on this board.
6. We recognize that the municipalities will require a measure of control over the direction of the organization, thus we have designed a structure giving them *preferred shareholder* status, which in effect will require a majority of municipal director's approval surrounding certain key directional decisions of the board and, by extension, the organization.

5.2 Board and committee structure

Board Structure

The board will be made up of 14-15 directors, which by today's governance standards is a relatively big board; the average is 11. This is required to ensure proper representation across the various stakeholders. The board will have the opportunity to appoint up to 7 - 8 outside private sector directors and six inside municipal directors as well as 1 provincial government nominated director.

Inside Municipal Directors

Inside Municipal Directors will be appointed to the board on 4-year terms coinciding with municipal election cycles. These directors will be appointed by the municipalities and will have no term limit.

Representation is anticipated as follows:

- Two (2) from the City of Saint John, including the City Manager. Each city board member will have two votes. The City Manager will sit *ex officio* on the Executive Committee (in a non-voting role).
- Four (4), one from each of the other municipalities. Each board member will have one vote.

The municipal directors will be appointed from staff positions and are not meant for political appointees.

Inside Government Nominated Director

The provincial government will be asked to appoint a director on 4-year terms, which will coincide with municipal election cycles for continuity with the appointment of the inside municipal directors. This director will have full voting rights on the board but will not share the preferred privileges of the municipal directors.

Outside Private Sector Directors

Outside Directors will be appointed to the board on three-year terms, with the opportunity for one three-year extension based on performance. This will, among other things, ensure effective rotation of board members outside of the four-year municipal election cycle. Initially board representatives will serve staggered terms to ensure an orderly transition.

Outside Directors will be selected through a nominating committee of the board (see committee structure below) which will consist of 100% outside directors. The nomination process will be driven by a transparent skills matrix which will include requirements for directors surrounding 1. skills / experience, 2. gender balance, 3. diversity and 4. geographic representation.

NOTE: The initial board of directors will be selected by a transition committee of private sector/community leaders. This transition committee will be appointed by the five municipalities. See Section 6 below for details.

Committee Structure

The work of any board is through its committees. This board will have three required committees, plus the ability to appoint additional committees as its needs arise. The three required committees are as follows:

1. **Governance / Nominating Committee** – This committee will consist of 100% outside directors and be responsible for defining, setting and recommending any changes to the organization's bylaws and governance practices. They will monitor and manage the effectiveness of the governance processes and oversee the governance certification process. They will strike an annual *Nominating* sub-committee to recommend required changes to the board slate, any allowable extensions, along with replacement board member recommendations. Its mandate only relates to the outside directors. The governance committee will require at least one director who is deemed a legal expert.
2. **Finance / Audit Committee** – This committee will be responsible to work with the finance team in preparing the annual audit. They will hire and oversee the auditor in having this work completed. They are responsible to report to the board, at least quarterly, on the financial results of the organization. This committee will require at least one director who is deemed a financial expert.
3. **HR Committee** – This committee will consist of 100% outside directors and will oversee the selection and performance of the Chief Economic Development Officer and her/his senior executive team, including compensation packages and performance bonuses. This committee will also be responsible for setting the compensation plans for the organization.

Board Executive

The board executive will consist of a Chair, one to two Vice Chairs and a Treasurer along with the Saint John City Manager in an *ex officio* role. This will ensure a transparent and clear progression for board leadership. It is anticipated the Chair will have a two-year term with no opportunities for extension. The process to nominate and elect Vice Chairs and future Chairs will be managed by the Governance Committee yet will involve all directors of the board. The board executive will be made up of 100% outside directors with the exception of the City Manager. Note that directors who are elevated to the executive may end up spending slightly more than six years on the board.

Preferred Shareholder Status

Inside Municipal Directors, who are effectively representing their communities on the board, will be part of a block of directors with preferred voting rights against a number of key criteria. Essentially this block of six directors will have to approve certain essential material decisions of the board. Majority will rule in these instances, with a tie to be broken by a vote of the broader board. Once agreed, standard board majority rules governance practices will apply. The following items will require approval from a majority of the inside municipal directors and by extension, the municipal shareholders.

- **Four-year Strategic Goals and Objectives.** Pursuant with the municipal election cycles, the organization will prepare a set of four-year strategic goals and objectives for the organization, along with anticipated measurable outcomes and an associated budget. This will set the direction for the CEDO to build plans for the organization to achieve these goals.
- **New Funding Arrangements.** Any new funding arrangements, of a material and/or directive nature, will require approval of the inside directors. For example, taking on a material amount of new debt.
- **Bylaws.** Changes to the organization's bylaws and/or governance structure.
- **Annual Business Plans.** Annual business plans that vary in a material way from the approved strategic plans.

These rights will give the municipal shareholders a measure of control over the direction of the organization, while ceding day-to-day control to the outside private sector directors. Once these have been defined the municipal shareholders will have the opportunity to suggest any additions and/or changes to the strategic direction with a goal to build consensus on the organizations four-year strategic goals.

Additional Board Committees

It is anticipated there will be additional board committees, with oversight responsibilities, surrounding key functional areas of the organization: tourism, economic growth, real estate, place branding and people attraction. This will, among other things, allow the board to bring in outside expertise in these respective areas, building more community involvement in the economic growth of the Saint John region. These committees are not required under the governance structure but are anticipated to be an important way to engage community leaders with specific subject matter expertise. This is an attractive way to build volunteer expertise in critical growth areas to ensure the organization is benefiting from the top talent in the region.

6. Transition to the new economic development model

An effective transition process will ensure the new organization has the team, structure and support to hit the ground running in 2021 and be able to tackle the key challenges and opportunities coming out of the Covid-1- pandemic. The timeline for transition will be as follows:

- **End of June/early July 2020:** The municipal Councils vote and approve the new regional economic development model. Letters of commitment will be asked from each municipality after the vote.
- **July 2020:** After the Councils approve the proposal, a transition committee of six community leaders will be set up immediately as recommended by the five municipalities. For continuity, some members of the current Advisory Council could be appointed to the transition committee. The transition committee's mandate will be the recruitment of the new board Chair and initial board of directors for the new organization.
- **August 2020:** The new board of directors will hire an executive recruitment firm to facilitate the process of CEDO recruitment.
- **August 2020-December 2020:** The board and facilitator* will work on a number of transition issues in advance of and in parallel with the recruitment of the new CEDO including by-laws development, contract template between the new organization and the municipalities, merging of existing organizations, etc. Any material decisions related to the structure and strategy for the new organization will only be decided after the new CEDO is in place.
- **October 2020:** After the board and CEDO are in place, a municipal priorities planning process will be implemented to ensure the new organization reflects the priorities of the municipal funding partners.
- **Fall 2020:** Existing organizations wind down and merge into new entity.
- **Fall 2020:** The new board of directors and CEDO will start working with the province to determine the LSDs in the new economic development model and their funding participation.
- **December 2020:** A set of Key Performance Indicators (KPIs) will be developed and approved by councils.
- **January 2021:** New entity is fully operational.

**It is highly recommended a transition coordinator be hired full time for a one-year period to help guide and support the transition.*

Transition-related costs

Funding for transition-related costs could come from the initial GNB \$500,000 contribution. During the consultation phase of this process, no major liabilities/commitments associated with the existing economic development organizations has been identified. There may be costs (e.g. leases, employment contracts, etc.) will have during the transition phase. These costs are not expected to be material to the operating cost structure of the new organization.



May 26, 2020

Paulette Hicks
Economic Development Advisory Council

Dear Paulette,

Thank you very much for sharing your May 15th status update and taking the time to provide us with more detail on all of the work that is taking place to develop a new economic development framework for our region.

As we discussed, the Board of Directors and staff of Develop Saint John strongly endorse a new economic development model that would integrate and align the efforts to grow our region's population, jobs, visitors and tax base. In particular, we believe that this provides us a unique opportunity to fundamentally transform how we develop, manage and promote our region's Place Brand.

We understand and appreciate the challenges in bringing the region together under a new integrated model. We do, however, firmly believe that this is the only way that we will be able to compete to retain and attract the population required to drive the growth of our region. While we are formally made up of a number of separate municipalities and LSDs, we are really much stronger when we pull together as one community.

Thank you very much for all of the efforts of Advisory Council to bring this important initiative to where we are today. We remain optimistic that the final details will come together in the coming weeks. In the meantime, if Develop Saint John can be of any assistance, please let us know. Once finalized, we are committed to helping with the transition to this new model in the coming months.

Sincerely,

A handwritten signature in black ink that reads 'L. Magee'.

Leslie Magee
Chair
Develop Saint John Inc.

Liz Pomeroy

From: Liz Pomeroy
Sent: June 26, 2020 8:35 AM
To: Liz Pomeroy
Subject: FW: SJHA endorsement for Economic Development model

From: Danielle Timmons <info@sjhotelassociation.com>
Sent: Wednesday, June 24, 2020 12:13 PM
To: nancygrant@rothesay.ca; mattalexander@rothesay.ca; grantbrenan@rothesay.ca; peterlewis@rothesay.ca; tiffanymackayfrench@rothesay.ca; billmcguire@rothesay.ca; donshea@rothesay.ca; miriamwells@rothesay.ca; johnjarvie@rothesay.ca
Cc: 'Paulette Hicks'
Subject: SJHA endorsement for Economic Development model

Good morning Mayor & Council for the Town of Rothesay,

On behalf of the Saint John Hotel Association, please find attached a Letter of Support for the proposed regional Economic Development model.

If you have any questions or would like to discuss, please don't hesitate to reach out. Thank you!

Sincerely,

Danielle Timmons

Manager, Saint John Hotel Association

506.633.1224

info@sjhotelassociation.com

Please note the mailing address has changed to: 10 St. James Street, Saint John, NB E2L 1T9



*Growing our community
through tourism*



June 22, 2020

Attn: Mayor and Councils

Saint John, Hampton, Grand Bay-Westfield, Quispamsis, Rothesay, St. Martins

Re: New regional model for economic development in Greater Saint John

Cc: Advisory Council, CAO's

We are pleased to take this opportunity to comment on the proposed new regional model for economic development in Greater Saint John.

As you are no doubt aware, Saint John Hotel Association members, like many hospitality industry businesses, are experiencing an unprecedented downturn due to COVID-19.

A current snapshot of the Provincial tourism industry is as follows:

- Year-over-year revenue for hotels in New Brunswick will be down \$110M. We currently sit at 5% occupancy rates.
- Relaunch start-up costs for a restaurant that seats 80-100 is \$46,136.
- Outdoor adventure and tour operator cancellations are running at 75%.
- Spring was a total loss for outfitters and 50% believe they will not survive this pandemic.
- 95% of Meetings and Conventions have been cancelled for the remainder of 2020 and into Q1 2021.

These impacts are devastating. Over the next 12 to 24 months, tourism operators will not achieve pre-COVID booking volumes and revenues comparable to 2019. We expect a punishingly long and gradual recovery period well into 2022.

As we look at the financial picture at our municipal and provincial governments, they were already in financial distress prior to the pandemic, and now our governments expect deeper deficits and lower revenues in the short- to medium-term. We may face the potential of higher taxes.

If our community is to successfully weather this difficult new reality, we must be decisive, consistent, and collaborative. We **must** take this opportunity to coordinate our actions on the economic development front – not just to conserve precious financial resources, but to get the best possible return on investment in the shortest possible timeframe.

We have no more runway for fragmented investment, competing priorities, and siloed workplans.

It is time for our community to come together as a region and start pulling in the same direction. A single regional economic development agency will strengthen our sectors, including the local tourism industry – but moreover, it will build the foundation to achieve the community-wide results we have been striving after for so long.

Our visitor economy is directly linked to population growth, which is directly related to job creation, and to property development. We are an interconnected ecosystem and our current economic development model must reflect that reality.

This new model moves forward if all the six municipalities in our region come together, as the foundational investors for the Greater Saint John economic development entity. We need this model to drive better results, to leverage more private sector engagement/investment and for higher accountability.

We appreciate the leadership and determination on this file from all partners to bring our region together. We know, more than ever, that it is the only way forward.

Sincerely,

Members of the Saint John Hotel Association

Paulette Hicks, Delta Saint John by Marriott

Jasmine Mosher, Best Western Plus Saint John Hotel & Suites

Sue Palmer, Chateau Saint John

Glenda MacLean, Hilton Saint John

Brian Lawrence, Holiday Inn Express & Suites

Ankit Amin, Canada's Best Value Inn & Days Inn Saint John

Pam Mabee, Travelodge Suites

Nibu Thomas, Hampton Inn & Suites

Lokesh Kant, Hillside Motel

Wei (David) Wu, Homeport Historic Bed & Breakfast Inn

Ingrid Woodhouse, BaunkHaus Boutique Hostel



June 25, 2020

Mayor and Councils

Saint John, Grand Bay-Westfield, Rothesay, Quispamsis, and Hampton

Dear Mayor and Council Members,

For the past year, the Economic Development Advisory Council and consultants in dialogue with the regional Mayors, CAOs, and councillors have been building a new Greater Saint John economic development model designed to be governed and funded by all the municipalities in the region.

This letter is to confirm the support of my government for the new, consolidated economic development organization covering the Greater Saint John region. The Saint John region is an important economic zone in New Brunswick and holds significant potential for growth in the coming years. Having a single economic development organization funded by the region's municipalities and working with our government on crucial issues such as people attraction, entrepreneurship development, industry growth and tourism promotion will help the region achieve its potential.

A main guiding principle of the new economic development model is that it will be equitably funded by all municipalities in the region. Because all municipalities benefit from being part of the urban region and they all benefit from regional economic development activities, we believe this is an excellent example of a regional service that should be funded and governed by the municipalities.

The time for action is now. The Covid-19 pandemic amplifies the need for a new approach to economic development in the region that is focused on growing key industry clusters, attracting talent and boosting the number of visitors to the region each year.

For the past twelve months, you have been engaged and participated in this process to evaluate a regional approach to economic development. Now is the time to embrace change to build a strong path forward.

We look forward to working with the municipalities in the Greater Saint John region to help it grow and prosper in the years ahead.

Sincerely,

A handwritten signature in blue ink, appearing to read "Blaine Higgs".

Blaine M. Higgs

C.c. Honourable Jeff Carr, Minister, Environment and Local Government
Mr. Thomas MacFarlane, Deputy Minister, Environment and Local Government



Liz Pomeroy

From: Liz Pomeroy
Sent: June 26, 2020 8:35 AM
To: Liz Pomeroy
Subject: FW: Aquila Tours endorsement for Economic Development model
Attachments: Aquila Letter of Support - Economic Development Model June 2020.pdf

From: Danielle Timmons <danielle@aquilatours.com>
Sent: Thursday, June 25, 2020 12:57 PM
To: nancygrant@rothesay.ca; mattalexander@rothesay.ca; grantbrenan@rothesay.ca; peterlewis@rothesay.ca; tiffanymackayfrench@rothesay.ca; billmcguire@rothesay.ca; donshea@rothesay.ca; miriamwells@rothesay.ca; johnjarvie@rothesay.ca
Subject: Aquila Tours endorsement for Economic Development model

Good afternoon Mayor & Council for the Town of Rothesay,

As one of the owner/operators of Aquila Tours, please find attached a Letter of Support for the proposed regional Economic Development model.

If you have any questions or would like to discuss, please let me know. Thank you!

Warm regards,
... Danielle

Danielle Timmons
AQUILA * Defining Excellence *
Office : 506.633.1224
Cell : 506.639.0168
www.aquilatours.com & www.tourguideexcellence.com



The Center for Cruise Excellence^{2020 July 13 Open Session FINAL_147}★

JOIN US IN RAISING THE LEVEL OF EXCELLENCE

June 25, 2020

Mayor & Council
Town of Rothesay

Aquila Tours would like to express its support for a consolidated, regional Economic Development model for the Greater Saint John area, including Grand Bay-Westfield, Rothesay, Quispamsis, Hampton & St. Martins. The COVID-19 pandemic has severely impacted local businesses, including ours with a projected 85% revenue loss for 2020 due to the cancellation of the cruise season. It's more important than ever that strategic recovery must be our collective priority.

We believe that we are stronger together and that having a new, consolidated economic development model for the Greater Saint John region has the potential to change the trajectory of the regional economy. A reinvigorated economic development model, with strong support from the private sector, aligned with the provincial and federal government's economic development and people attraction efforts will ensure the region transforms and is set up for growth in the 2020's. We hope we can count on your support!

More than ever, we need a model that aligns and blends economic development, people attraction, tourism promotion/development and infrastructure investment into a single entity with one board, one leader, one team and one budget. The power of our region, coming together with all municipalities and private sector investors in a collaborative model will set the stage for growth.

We are naturally set to take full advantage of our assets; the City of Saint John is anchored with complementing municipalities that defines our world class offerings. The organization would be led by a high-performance Board of Directors, let by private sector, skilled based, diverse and with municipal representation, but not elected officials. This new model will grow the core municipal funding.

We must have regional collaboration for economic growth, have more municipal investment with representation, leverage more funding sources to scale and drive results, focus on key sectors with deliberate intent and targeted outcomes for success, optimize economic development spending & people attraction, and obtain functional synergies to leverage opportunities.

We live regionally, and we need to start acting it like it. As one of the owners of Aquila Tours, I'm a perfect example of why we need a regional approach and why municipalities acting in individual silos is not working. I own a house in Grand Bay-Westfield, our office (which we own) is in Saint John, I shop and dine in both Grand Bay-Westfield and Saint John, our kids play sports in every community in the Greater Saint John region, and our seasonal staff of 100 is made up of individuals who live in every community in the Greater Saint John region.

This is our opportunity to align and strengthen the economic development ecosystem at a time when recovery is most needed. We must come together as one team in our region.

Yours sincerely,



Danielle Timmons, Vice President
AQUILA TOURS INC.
www.aquilatours.com

June 29, 2020

Mayor and Councils

Saint John, Grand Bay-Westfield, Rothesay, Quispamsis, and Hampton

Dear Mayor and Council Members,

I've been brought up to speed on the Economic Development Advisory Council and building a new Greater Saint John economic development model designed to be governed and funded by all the municipalities in the region.

As an entrepreneur with interests in Saint John and Quispamsis and a resident of Rothesay, this letter is to confirm my support for the new, consolidated economic development organization covering the Greater Saint John region. The Saint John region holds significant potential for growth in the coming years. Collaborating on projects, aligning goals and working together will lead to a stronger regional industry and increased growth potential and sustainability.

The principle of the new economic development model is that it will be equally funded by all municipalities in the region. Because all municipalities benefit from being part of the regional economic development activities, these communities can thrive, by working together. Teamwork and collaboration is not a new concept and I am very excited to see these steps taking place.

Now is the time to embrace this substantial change. We need economic development in the region that is focused on growing key industry clusters, attracting talent and boosting the number of visitors to the region each year.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Peter Stoddart', with a large, sweeping loop at the end.

Peter Stoddart

Saint John Ale House, Toro Taco, Barred Rock Chicken, Smoking Pig BBQ, Trinity Center for Business, Saint John Beerfest, NMWCA, Restaurants Canada.



**YMCA of
Greater Saint John**
191 Churchill Blvd.
Saint John, NB E2K 3E2
Tel: 693-9622 Fax: 634-0783

June 30, 2020

Mayor and Councils

Saint John, Grand Bay-Westfield, Rothesay, Quispamsis and Hampton

Dear Mayor and Council Members,

It is my pleasure to write a letter in support of the new Regional Economic Development model proposed by the Economic Development Advisory Council. I wish to commend the Advisory Council for building a framework and principles that will lead us into the future following a sound governance model.

As a leader in my organization I have always tried to ensure the YMCA was serving the Greater Saint John area, from Sussex to St Stephen, this new model reflects this and will help strengthen our community now and in the future. Greater collaboration and sharing resources will move us forward, allowing us to grow and fill gaps in our collective communities.

Our goal is and has been for the past 166 year to have a significant and positive impact in our community. We serve over 22,000 people each year, in 19 locations, 66 percent of whom receive some form of financial assistance. Supporting all of this are over 300 full and part-time staff and more than 700 volunteers.

The YMCA of Greater Saint John is committed to building the economy in a supportive and collaborative approach. To ensure future prosperity and economic success, it is important that we continue to champion and foster population retention and increased connection to our community while contributing to regional community development and stimulating economic growth.

I look forward to helping and continuing to be part of this powerful network, ensuring Greater Saint John is vibrant and growing.

Sincerely,

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

Shilo Boucher, CPA, CA, ICD.D
President & CEO
YMCA of Greater Saint John



2020July13OpenSessionFINAL_150

Elias Management Group
PO Box 4753
Rothesay, NB
E5N 5N8

July 3, 2020

To: Mayor Nancy Grant

Re: Support for proposed Regional Economic Development Model

Dear Mayor Grant;

I am writing today to voice my support for the newly proposed regional economic development model.

Building on the work of the various agencies, I am convinced that we are stronger as a region when we work together. While we have made some strides in the right direction, much more must be done. All economic indicators show that we must take decisive action if we are to compete in the new environment.

The Elias Management Group and its affiliated companies and likeminded companies will thrive and be able to invest more into our province and communities with a strong unified approach. The proposed model focuses on just that - a greater collaboration, consistency of message, and economies of scale.

Now is not the time to be tentative about economic development. The strategy behind this idea is sound. The time is now.

I believe that with the right leadership, some determined goodwill, and some patience, this new model will be a game changer for our region.

Sincerely,

Dr. David Elias
President
Elias Management Group

July 3, 2020

Mayor and Councils

Saint John, Grand Bay-Westfield, Rothesay, Quispamsis, Hampton and St. Martins

Dear Mayor and Council Members,

Re: Support for proposed regional economic development model

The outstanding work of the Economic Development Advisory Council and consultants in dialogue with the local municipalities has produced an excellent model to drive our economic future. I am in full support of its adoption.

Successful cities around the world have embraced the 'collective impact' model to address their biggest problems, ones that are complex and cannot be solved by single organizations or silos of service.

Locally, Greater Saint John has been successfully applying this model to 'end generational poverty'. The power of collective leadership builds lasting solutions with highest return on investment. I have been proud to be part of this work and have seen, first hand, the seismic shift GSJ has made to embrace the problem and forge ahead with better solutions. There is no silver bullet to eradicating a complex problem but the common will to work together and stay together to build a better future, is the key to progress. Today our city is a recognized 'poverty reduction' leader among cities in Canada.

I firmly believe the collective leadership approach, with common purpose and priorities, is the essential engine we urgently need to build a thriving economic region and province.

Please embrace this new model and actively participate in its success, to benefit all!

Sincerely,



Brice Belyea
Interim Chair, Living SJ

July 3, 2020

Mayor and Councils
Saint John, Grand Bay-Westfield, Rothesay, Quispamsis and Hampton

REGARDING: Support for proposed Regional Economic Development model

Dear Mayor and Council Members,

I'm writing today to add my voice of support for the newly proposed Regional Economic Development model. This Region needs to become a real option for our home grown best and brightest and a destination for the best and brightest. This integrated model is the way of the future.

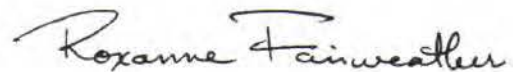
Thomas Friedman defines **globalization** as "the inexorable integration of markets, nation states and technologies to a degree never witnessed before—in a way that is enabling individuals, corporations, and nation states (read communities) to reach around the world farther, faster, deeper, and cheaper than ever before and in a way that is enabling community and Global economic growth". To me this means a broader much more open collaborative inclusive approach. This change does not mean losing your organizations critical mission or submerging creative innovative energy rather it is a necessary element to boost achievement.

A strategic imperative for our future is an increased population and attraction and retention of hard workers, bright minds and open hearts. A brain trust which will drive our future. Young bright minds and families are attracted to open collaborative inclusive communities; a community of traditional tribal loyalties with rigid norms are an anathema to this cohort.

This new model with the right leadership, collective determined goodwill, and patience can be a game changer for our region. Based on data and all clear measurable lead and lag measures our region has struggled to gain the traction and momentum we need for a thriving sustainable economic ecosystem. There are many bright spots and signs of movement in the right direction; but velocity absolutely needs to change. And the new model is a catalyst for this critical increase in velocity.

The proposed model drives integration allowing for greater collaboration, consistency of message, and economies of scale. Now is the time for this bold Regional Economic Development model. I support it.

Sincerely,



Roxanne Fairweather
Co CEO Innovatia Inc.

Ottawa

Room 461, Confederation Building
Ottawa, Ontario K1A 0A6
Tel.: 613-947-2700
Fax.: 613-947-4574

Ottawa

Pièce 461, Édifice de la Confédération
Ottawa (Ontario) K1A 0A6
Tél. : 613-947-2700
Télec. : 613-947-4574



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

Constituency

1 Market Square Suite N306
Saint John, New Brunswick E2L 4Z6
Tel.: 506-657-2500
Fax.: 506-657-2504

Circonscription

1, Market Square suite N306
Saint John (Nouveau-Brunswick) E2L 4Z6
Tél. : 506-657-2500
Télec. : 506-657-2504

Wayne Long

Member of Parliament / Député
Saint John—Rothesay

July 3, 2020

To: Mayor Nancy Grant

Re: Support for proposed regional economic development model

Dear Mayor Grant;

I'm writing today to voice my support for the newly proposed regional economic development model.

Our region has struggled to gain the traction we need on economic development, and while we have made some strides in the right direction, much more must be done. All economic indicators show that we must take decisive action if we are to make a difference.

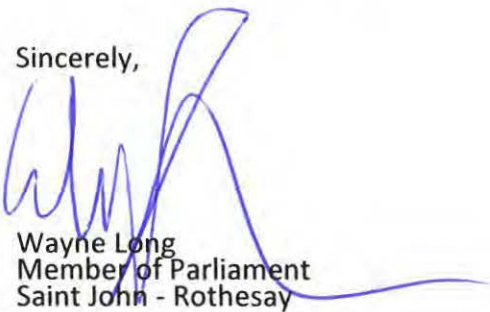
I believe the proposed model will tear down siloes – allowing for greater collaboration, consistency of message, and economies of scale.

Moreover, the public is tired of the conflict and lacklustre results on this file. We are starting to believe that success can't happen here – and if that is allowed to take root, it will become a self-fulfilling prophecy.

Now is not the time to be tentative about economic development. The strategy behind this idea is sound. Let's go for it, and see where it takes us.

I believe that with the right leadership, some determined goodwill, and some patience, this new model will be a game changer for our region.

Sincerely,


Wayne Long
Member of Parliament
Saint John - Rothesay

July 4, 2020

To: Mayor Grant

Re: Support for proposed regional economic development model

Dear Mayor Grant;

As former Chair of EDGSJ I am connecting with you today to extend my support for the newly proposed regional economic development model.

I believe the proposed model provides the opportunity to allow for greater collaboration, consistency of message, and economies of scale between all municipalities in our region, something I saw lacking in my time as Board Member and as Chairperson of our local Economic Development Agency.

While there is never a perfect moment to alter the course with any major change, the next few months would appear to be a great time to transform our structure and embark upon a new strategy towards boosting our economic progress and development.

No new model on its own will provide us with all the proper solutions, however with strong leadership within the new organization and continued solid support from your team as well as the other municipal councils, we should be able to reach new heights within our region.

Looking forward to hearing positive news about this development in the near future!

Kind Regards,

Martin

Martin Chiasson
Past Chairperson EDGSJ

To: Mayor Chorley , Mayor Clark , Mayor Don Darling ,Mayor Grant and Mayor Grace Losier

Re: Support for a consolidated, focussed economic development organization for our region

Dear Mayors;

I'm writing today in support of the newly proposed regional economic development model. I am passionate about our region and its potential and have done my best to contribute in a positive manner, having been Chair of what was then called ESJ twice and having been involved in the development of two regional growth strategy documents.

What I learned over those years is that economic development does not recognize municipal boundaries, requires a great deal of collaboration, cooperation and partnership to be successful and benefits the whole as opposed to a specific part of our region, regardless of where the focus of activity may appear to be. I have also learned that what kills economic development in our region is competition for a bigger piece of the pie as opposed to a combined effort to grow the pie bigger, inefficient use of resources due to duplication of efforts and a lack of focussed, cooperative strategy.

We lag behind other regions in New Brunswick when we were, and should still be, leaders. Everyone is tired of the public conflict, not to mention the image we create for those considering investment in our region. A series of reviews have taken focus away from economic development activities and if we are unable to refocus our efforts we will continue to lose ground.

Nothing is ever perfect, there is always room for improvement. What we do know is that our present model of economic development in our region is not working. The proposed model brings focus to the task – allowing for greater collaboration, consistency of message, and economies of scale.

This model has the potential to change our story! With strong leadership, a collective vision and the time to develop, implement and evaluate a focussed strategy our region we have the opportunity to make a difference in not only our region but our Province. My congratulations to the members of the Advisory Council.

Sincerely,

Dr. Shelley M. Rinehart



July 5th, 2020

To: Mayors & Councils

Re: Support for proposed regional economic development model

Dear Your Worships,

I am writing today to voice my support for the newly proposed regional economic development model.

Our region has struggled to gain the traction we need on economic development, and while we have made some strides in the right direction, much more must be done – especially in a post-COVID world. All economic indicators show that we must take decisive action if we are to make a difference.

I believe the proposed model will tear down siloes – allowing for greater collaboration, consistency of message, and economies of scale. A unified and stronger voice will help to resonate and elevate our mission.

Moreover, the public is eager for a “win” with regards to economic development and historic efforts have struggled to deliver the outcomes we seek. Some are starting to believe that success is not possible here – and if this sentiment is allowed to take root, it will become a self-fulfilling prophecy.

Now is not the time to be tentative about economic development. The strategy behind this idea is sound. There is an old saying that suggests if we always do what we have always done, we will get exactly what we currently have.

I believe that with the right leadership, some determined goodwill, and some patience, this new model will be a game-changer for our region.

Sincerely,

A handwritten signature in black ink that reads 'D. Stanford'.

Derrick G Stanford
President & CEO
Saint John Airport
506-644-8607



July 7th, 2020

To: Mayors in the Greater Saint John Area

Re: Support for proposed regional economic development model

Dear Mayors;

I'm writing today to voice my support for the newly proposed regional economic development model. I believe this plan is based on cooperation, openness, and a true focus on building the Greater Saint John area.

Through my life I've grown up in Saint John, lived in Hampton and am a current resident of Quispamsis. Our people, our city and towns, our river system and our resources are second to none and our economy could be as well. We have proven through the current pandemic that we are able to rise above almost anyone else in the world through cooperation and taking new approaches. It is time that we do the same thing for our economy.

I've started two companies in Saint John and my staff live across all the municipalities. My company iSpire has provided and still provides business support for 5 of these municipalities. As co-founder of ConnexionWorks, community lead of Startup-YSJ and co-chair of StartupNB. I've been involved in many aspects of our region. As much as I am proud of our accomplishments, this has also given me a front row view into mis-alignment, lack of support and competition within economic agencies and between these agencies, businesses and our people. I see daily, the loss of opportunity, the loss of passion, the discouragement of our current efforts. Yes, we have made some headway and we have some great people in our different agencies, but until we are aligned and working together, we will not move ahead.

As part of WMI and Startup Canada, I've had visibility into challenges across Atlantic Canada and nationally. We all face many of the same challenges but Saint John has an opportunity to revamp our approach, collaborate and move forward.

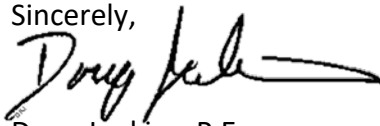
I believe the proposed model will tear down siloes – allowing for greater collaboration, consistency of message, and economies of scale. Personally, and as a business owner, I am committed to further invest in our communities, but it must be under a structure that will allow

us to work together and grow. As with many people in our region I am tired of the conflict, the battle over funding, the fight for power and control. We must not only have the right leadership but we must engage our people to be involved. We need to end the discouragement that I and many others face when they try to step up to create a better region only to be shot down for their efforts.

I urge you to support a new structure. I also urge you to watch it carefully and stay involved. The future of so many things in our area depends on what we do now.

If you have questions on my experiences and those that we help through our efforts, please don't hesitate to reach out directly to me.

Sincerely,

A handwritten signature in black ink, appearing to read "Doug Jenkins", with a long horizontal flourish extending to the right.

Doug Jenkins, P.Eng.

CEO of iSpire – Inspired Technologies

Co-founder & President of ConnexionWorks

Startup-YSJ Community Leader

506-694-1051

Doug.Jenkins@ispire.ca



July 7, 2020

MAYOR & COUNCIL

Grand Bay-Westfield, Hampton, Quispamsis, Rothesay, Saint John, St. Martins

Support for proposed Regional Economic Development Model – Delivered via Email

To Whom it May Concern:

On behalf of AREA 506, I wanted to send a note of thanks to members of the Economic Development Advisory Council for their review of a consolidated approach to Economic Development for the Greater Saint John region and to communicate support behind the recommended model.

Our region will only reach its full potential under a well-led, jointly funded, aligned & focused economic development strategy. The economic success of your towns and cities are interdependent and you have many of the same challenges and competition – other similar regions have seen gains through economies of scale & a well-branded and diversified economic development strategy.

AREA 506 was developed in 2015 following the clear insight that our region did not have a marquee event that could be leveraged to build 'pride of place'. Our festival has grown to represent more than \$4M in annual economic spinoff for the region, and we have attendees from each of one of your towns and cities. To be specific, Greater Saint John attendance in 2019 represented 37% of all attendees, 1/3 of which was made up of attendees from outside of the City of Saint John proper including the towns of Rothesay, Quispamsis, St. Martins, Hampton and Grand Bay-Westfield. We also have sponsors, volunteers, and even committee members from each one of your areas! AREA 506 is a great example of a product that both thrives and depends on the collective success of the City of the Saint John and the outlying areas through a strategic focus and alignment on clearly defined priorities for economic development.

We have enough challenges competing with those outside of our region; I'm convinced that if we face them together with a model that deals with both region-based and town/city-based challenges and needs, it will result in a stronger economic development strategy for everyone involved.

This strategy is a clear example of the sum being far greater than its parts, and it's what our region needs NOW.

Sincerely,

Ray Gracewood
Committee Chair
Area 506 | Music. Culture. Goods.
ray@area506.ca
506.645.1653



July 7, 2020

Paulette Hicks
Chair, Economic Development Advisory Council
General Manager, Delta Hotels by Marriott Saint John
39 King Street
Saint John, New Brunswick E2L 4W3

Dear Ms. Hicks,

I am pleased to offer my support in principle for a new regional economic development model which covers Greater Saint John, including Saint John, Grand Bay-Westfield, Rothesay, Quispamsis, Hampton and St. Martins.

It is positive that the Advisory Council is aiming to consolidate multiple agencies which will no doubt generate stronger results and will provide for an enhanced level of cross-functional integration and collaboration. I was also pleased to read that Premier Higgs is supportive and that the new model will have the full support of key external stakeholders, including ONB and ACOA. We believe these agencies are critical to the success of the regions growth across multiple sectors, and to attract investment and talent.

Our family company has invested significantly in Saint John and we believe the community and region has a lot to offer our people and our business. However, it is important to note that Saint John Common Council has recently considered additional taxes and fees on local businesses through regressive measures that we simply have not agreed with – including the machinery & equipment tax, highway tolls and a truck tax.

Going forward, I would encourage the city of Saint John and the other participating municipalities to utilize this new regional economic development entity as an avenue to identify and implement support programs, policies and practices which enable further company investments in order to lead to increased private sector spending across the region.

Best regards,

Glenn Cooke
CEO

Liz Pomeroy

From: Liz Pomeroy
Sent: July 8, 2020 9:17 AM
To: Liz Pomeroy
Subject: FW: Letter to Council members

From:
Sent: July 7, 2020 11:22 PM
To: Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Subject: Letter to Council members

Mayor Nancy Grant & Members of Rothesay Council

Recently the Province of New Brunswick engaged 2 consultants with separate objectives to look at the operations and financial situation of the City of Saint John. One report set out how the City got themselves into financial difficulty and the other suggested the various ways that the City should offload some of their costs to the outlying municipalities.

There is no doubt the City of Saint John has gotten itself into financial difficulty but the reasons have little to do with the outlying municipalities not paying their fair share. The reasons have more to do with a series of decisions by Councils and management over the years such as an agreement to top up the City Pension Plan with up to \$10,000,000 annually for 15 years, current Pension Plan contributions of 11%-14% of wages (compared to 7-8% for Rothesay. Protective service costs per capita are double those of the KV communities, the City pays common area costs of Market Square of over \$2,000,000 a year and this does not include the Trade & Convention Centre etc., etc..

A single comprehensive economic development agency for the region sounds good in theory-the question is who pays what. In 1998 the Province of New Brunswick looked at what costs were fair for the KV communities to share. Out of that came the 5 entities included in the Regional Facilities Committee. What has really changed other than the increasing financial difficulties faced by the City of Saint John?

The Tourism and marketing expenditure is primarily to promote conventions in Saint John as well as the hotel and food/entertainment operations based there. The KV has little convention and hotel capacity and already supports that through the assistance to the Trade & Convention Centre operations. The biggest financial winner from tourism is the Province of New Brunswick as it collects 10% HST on revenue generated.

As set out on the City of Saint John website, the new Develop Saint John model will strategically consolidate real estate work of Saint John Industrial Parks (SJIP), the Saint John Development Corporation (SJDC) and the City's own Real Estate Department. How far does the argument of "spinoff" benefits get carried?

Another issue to consider is why is this regionalization only a factor in this area? As far as I know the Regional Facilities concept is unique to Greater Saint John and I am not aware of similar regionalization discussions in Greater Fredericton, Greater Moncton and other New Brunswick cities. Also does the Province plan to assess the LSDs into the regionalization with the Minister of Local Government being the "Mayor" of these LSDs.

I trust Council will look at this matter for the benefits it provides to Rothesay relative to the proposed cost which has not yet been released to the public.

Cheers

2020July13OpenSessionFINAL_163

27 Burnett Terrace
Rothesay, NB E2H 1V1

July 9, 2020

MAYOR & COUNCIL

Saint John, Grand Bay-Westfield, Rothesay, Quispamsis, Hampton, and St. Martins

Legacy file for Southern New Brunswick – Regional Economic Development Model

Dear Mayor and Council Members,

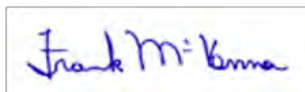
A game changer for New Brunswick has always been my mantra. Today, I believe you have this opportunity in front of you. As a native New Brunswicker, I am as committed today, as I ever was in seeing New Brunswick succeed and to grow.

Southern New Brunswick, the beautiful region you all call home has been a “hidden treasure” to the world. I applaud the outstanding work of the Economic Development Advisory Council and your commitment as municipal leaders to be at the table as a collective region.

You may have heard me say “catch the rope” This is one of those times. The world is facing great uncertainty, and the regions that are soundly aligned, with coordinated sector strategies, focused on meaningful growth opportunities will be the ones to watch.

I believe that you will be one of those regions to watch, if this model is implemented with the right leadership, strong accountability, and collective commitment from each of you. Southern New Brunswick is ripe for growth and opportunity... this strategy is what New Brunswick needs.

Sincerely,

A handwritten signature in blue ink that reads "Frank McKenna". The signature is written in a cursive style and is contained within a thin black rectangular border.

Frank McKenna



2020July13OpenSessionFINAL_165

Architects' Association
of New Brunswick

Association des architectes
du Nouveau-Brunswick

July 10, 2020

Mayor and Councils:

Saint John, Grand Bay-Westfield, Rothesay, Quispamsis and Hampton

Dear Mayor and Council Members:

Re: ***Proposed Regional Economic Development Model***

On behalf of the Architects' Association of New Brunswick (AANB), I am pleased to offer this letter of support to the Economic Development Advisory Council for the proposed Regional Economic Development model.

There is no question that a strong and vibrant greater Saint John region is beneficial to the entire province. All regions of New Brunswick must thrive and prosper, and this can only be done through collaboration and cooperation.

As the regulatory body responsible for those offering architectural services in New Brunswick, not only does our association license firms from New Brunswick, but also all regions of Canada and many U.S. states. Many of our New Brunswick resident firms have their offices in Saint John while others have their home office in other parts of New Brunswick and beyond our borders. Regardless of where their office is housed, the majority undertake projects in New Brunswick's major centers like Saint John. The importance of a strong greater Saint John region cannot be understated as it pertains to our members who support its rich built environment. Again, all regions of New Brunswick must thrive and prosper for a better New Brunswick for all citizens.

In 2008 and again in 2018, the AANB co-hosted an international conference in New Brunswick. The 2008 event was successfully held in Fredericton and in 2018, Saint John. One of the key factors in ensuring the event came to the Saint John region in 2018 was the heritage and beauty of the entire region, not simply the City of Saint John. Almost 400 delegates toured buildings, historical places, and tourist sites from Sussex to St. Stephen and all points in between. It was the region and all it has to offer that secured the event.

There is no question that our world has changed. COVID-19 has caused us all to pause and take note of how we conduct ourselves personally and in business. There is no better time for the greater Saint John region to establish a new approach to economic development, in every effort to stimulate cohesive growth in the region. Greater collaboration should not be feared but embraced.

We wish you well in this important initiative.

Yours truly,

Architects' Association of New Brunswick

**Karen L. Chantler, Hon. MRAIC
Executive Director**

July 9, 2020

To: Mayor Chorley, Mayor Clark , Mayor Don Darling ,Mayor Grant and Mayor Grace Losier

Re: Support for a consolidated regional economic development organization

Dear Mayors;

I'm writing today in support of the newly proposed regional economic development model. I am passionate about our region and it's potential. I have also been deeply concerned about the silo'd efforts of the numerous organizations in the region working to attract and retain investment and tourism dollars. They have each tried hard to make something positive happen, but it is not working.

My family have lived in the Kennebecasis Valley for 30 years and have worked in Saint John for most of this time. What I learned and observed over those years is that economic development does not recognize municipal boundaries. It requires a great deal of collaboration, cooperation and partnership to be successful and benefits the whole, as opposed to a specific part of our region, regardless of where the focus of activity may appear to be. I have also learned that what constrains economic development in our region is competition for the limited fiscal resources, inefficient use of those resources due to duplication of efforts and a lack of focussed, co-ordinated and cooperative strategy.

We are lagging behind other regions in New Brunswick when we should be leaders due to our impressive industrial base and our spectacular geographic advantages. Nothing is ever perfect, there is always room for improvement. What we do know is that our present model of economic development in our region is not working. The proposed model brings focus to the task – allowing for the chance to turn things around, exploit our regional strengths and economies of scale.

My congratulations to the members of the Advisory Council for their leadership and energy to create a new model. I hope we can count on your leadership to motivate your respective council's to give this a shot. We need more change. COVID has pushed us out of our collective comfort zone and we have discovered that existing ways of doing things aren't as efficient and effective as we thought and are in fact holding us back. Permanent changes in public health/hygiene practices, seniors care, work-life balance, support for the poor and others will result.

Let's keep the change coming. Please support this effort so we can have a chance to have the thriving economy we need and deserve as we adapt to this changing world, our new normal.

Sincerely,

Rob Belliveau, P.Eng.
Quispamsis resident

GM, Emera New Brunswick

Director and Executive member, Atlantica Center for Energy

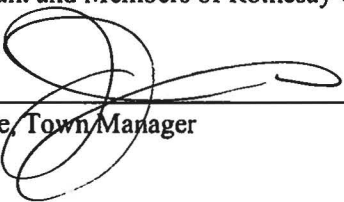
Director and Executive member, BCAP



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
July 13, 2020

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY: 
John Jarvie, Town Manager

DATE: July 8, 2020

SUBJECT: Utility Pipe Bridge – Rothesay Road at College Hill Road

RECOMMENDATION

It is recommended that Mayor and Council authorize the Director of Operations to solicit quotations and issue a purchase order (not to exceed \$100,000 including rebateable HST) for the rehabilitation of the existing pipe bridge supporting the water and sewer mains across Taylor Brook.

ORIGIN

Routine inspection has brought to light significant deterioration of the infrastructure that supports the potable watermain and gravity sewer main alongside the Taylor Brook Bridge.

BACKGROUND

The water and sewer mains which service all of Rothesay Road are carried over Taylor Brook by a steel structure which is attached to the side of Taylor Brook Bridge. The steel structure has deteriorated to a point where the some of the welded joints have completely rusted away. The structure, which includes both painted and unpainted steel, is in excess of 50 years old.

DISCUSSION

The deterioration and detachment of the pipe structure from the bridge was noticed during a routine inspection of the area. The detachment from the bridge caused movement in the pipes however no breaks or breaches of the lines occurred. Immediate steps were taken to secure the structure temporarily and staff engaged a professional (structural) engineer to review the situation and make recommendations. Further inspection identified significant rusting throughout the entire structure. The engineer determined that the entire structure requires replacement and made recommendations to add steel members to increase the overall strength of the installation.

Staff are of the opinion that engaging a consultant to complete a full design and tender package are not required for this rehabilitation project as it is simply a 'replacement- of- existing' with a few more steel members added. These additional members have already been specified by the structural engineer who completed the initial inspection.

The project is considered urgent as a collapse of the structure (and the mains it carries) would cause significant damage to private property, the surrounding natural environment and to the Taylor Brook Bridge itself.

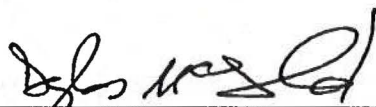
FINANCIAL IMPLICATIONS

This project is not included in the 2020 Utility Capital budget. Staff propose to fund the project, if approved by Council, from either the Gas Tax Reserve Fund or the Utility Capital Reserve Fund.

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).

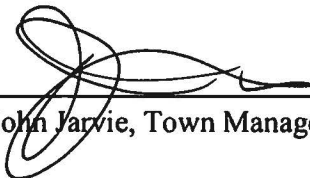


70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
July 13, 2020

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: July 8, 2020

SUBJECT: Intersection Traffic Studies:
Grove/Church/Hampton &
Hampton/Rothesay/Gondola Point/Rothesay Park

RECOMMENDATION

It is recommended that the proposal submitted by Crandall Engineering Ltd. in the amount of \$38,000.00 plus HST be accepted and that the Mayor and Town Clerk be authorized to execute the appropriate documentation in that regard.

ORIGIN

The 2020 General Fund Capital Budget includes funding for the completion of detailed traffic studies of the intersection of Grove Avenue/Church Avenue/Hampton Road and the intersection of Hampton Road/Rothesay Road/Gondola Point Road/Rothesay Park Road.

BACKGROUND

The Traffic Study completed in 2012 identified the intersection at Grove/Church/Hampton and the intersection at Hampton/Rothesay/Gondola Point/Rothesay Park as nearing the point where some type of physical control (above and beyond stop signs and flashing warning lights) was warranted.

During the 8 years since completion of the Traffic Study the volume through these intersections has (anecdotally) increased.

DISCUSSION

On June 29, 2020 with a comprehensive and detailed scope of work document developed by staff, a proposal for consulting engineering services was requested from Crandall Engineering.

In response to this request, Crandall submitted a proposal on July 8, 2020. The senior traffic engineer with Crandall Engineering is the same individual who completed the 2012 Traffic Study.

FINANCIAL IMPLICATIONS

The anticipated completion cost of the study is:

	Total incl. HST	HST rebate	Total	Budget
Consulting Fees	43,700	4,071.32	39,628.68	40,000.00

The 2020 General Fund Capital Budget included \$40,000 funding for this project.

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
July 13, 2020

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: July 9, 2020

SUBJECT: Engineering Design and Construction Management Services
2021 Asphalt Resurfacing and Microseal Placement Program

RECOMMENDATION

It is recommended that the proposal submitted by exp. in the amount of \$158,106.60 including HST for the 2021 Asphalt Resurfacing and Microseal Placement Program be accepted and further that the Mayor and Town Clerk be authorized to execute the appropriate documentation in that regard.

ORIGIN

The 2020 General Fund Capital Budget includes funding for the design work associated with the Asphalt Resurfacing and Microseal Placement Program proposed for 2021.

BACKGROUND

As part of the 2020 General Fund Budget Mayor and Council approved a plan to issue an RFP for engineering design services in 2020 for the proposed 2021 Asphalt Resurfacing and Microseal Placement Program.

The following list of streets has been developed for the 2021 Asphalt Resurfacing and Microseal Placement Program using the standard formula:

Asphalt:

- Highland Avenue – phase II
- Strong Court
- Sunset Lane
- McGill Road
- Cove Crescent
- Dofred Road
- Maliseet Drive

- Parkdale Avenue
- Picket Lane
- College Hill Road
- First Street

Microseal:

- Chatwin Street
- Gautreau Road
- Armond Street
- Albertine Drive

DISCUSSION

On June 2, 2020 with a comprehensive and detailed scope of work document developed by staff, a proposal for consulting engineering services was requested from the engineering consulting community at large by way of a proposal call on the New Brunswick Opportunities Network (NBON) online service.

In response to this proposal call, five (5) compliant submissions were received from consulting engineering firms on June 19, 2020. Proposals were received from the following firms:

- Brunswick Engineering & Consulting Inc.,
- CBCL Consulting Engineers Limited,
- Crandall Engineering Ltd.,
- Dillon Consulting Ltd.,
- exp, and

The proposals were submitted in sealed envelopes with the Technical and Financial Proposals being submitted under separate cover. A review Committee consisting of the following staff completed an independent analysis and ranking of each Technical Proposal:

John Jarvie, Town Manager
Brett McLean, Director of Operations

Subsequent to the Technical Proposal Analysis, the Committee jointly discussed the information presented and opened the sealed envelopes containing the Financial Proposals for each submission. The upset price contained in each proposal was evaluated, ranked and combined with the scores from the technical evaluation.

The result of this process was to obtain the highest ranking proposal for recommendation to Mayor and Council for award. The exp. proposal ranked highest in technical points and also carried the second lowest price of the 5 proposals submitted.

The submission from exp. met all of the requirements of the proposal call, in a manner acceptable to the committee, with a cost effective bid for the project.

FINANCIAL IMPLICATIONS

The 2020 General Fund Capital Budget included an amount of \$60,000 for the preliminary and detailed design work for the 2021 Asphalt Resurfacing and Microseal Placement programs. It is anticipated that the construction management component of the engagement will be included with the overall construction budget proposed for 2021. Engineering fees for this type of work are generally accepted to be 12 – 17% of the overall budget however in this case a budget for the project has not yet been formalized. Assuming award by Council, an analysis has been completed for the fee schedule submitted by the consultant and the anticipated costs are shown in the table below:

	Fees (inc HST and contingency)	HST rebate	Subtotal	2020 Budget	Variance
Preliminary and detailed design (2020)	57,710.45	5,376.60	52,333.85	60,000	+7,666.15
Project management (2021)	100,396.15	9,353.43	91,042.72	TBD	
Total	158,106.60	14,730.03	144,376.57		

The preliminary and detailed design portions of the work to be completed under this consultant engagement beginning in 2020 will be \$52,333.85. The 2020 budget is \$60,000.

The remainder of the engagement value, \$91,042.72, for project management will be included as part of the overall construction budget proposed for the future as this portion of the work will not be completed until the project moves forward.

Council, by virtue of approving this consultant engagement, is not committing the Town to spending the additional \$91,042.72 for construction management nor are they committing to the construction component on any of the proposed streets.

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
July 13, 2020

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Darby, Town Manager

DATE: July 13, 2020

SUBJECT: R-2020-002-B-Wells Park Ball Field

RECOMMENDATION

It is recommended that Mayor and Council award contract R-2020-002-B-Wells Park Ball Field in the amount of \$682,364.00 + HST be awarded to Terraex Inc. and further that the Mayor and Clerk be authorized to execute an agreement in that regard.

BACKGROUND

The 2020 General Fund budget includes \$550,000 for a new ball field at the Wells Park. This field will replace the Scribner field that is in poor repair and not as large as desirable. The current U18 field at Bicentennial is also undersized for the age group that uses it. Hosting any type of provincial tournament is not possible as the field does not meet regulation standards. The same applies for high school baseball (RHS & KVHS use BC as their home field). It is proposed that Bicentennial field would become the new U15 field and the new field at Wells will be the U18 and older field.

The preliminary cost estimate for the Wells field was prepared based on aerial photos and surficial site inspection. As the project proceeded to the clearing and grubbing stage it became apparent that there was substantial organic material on site. Consequently, a revised estimate was prepared to identify costs to remove the peat and replace with suitable material. The estimated cost is more than 40% higher than the budgeted amount.

A tender was issued for the Wells Park Ball Field on the New Brunswick Opportunities Network (NBON) on June 23, 2020 with a closing date of July 7, 2020.

Tender Results

The tender closed on July 7, 2020 with two bids submitted. Results of the compliant bids excluding HST below:

Terraex Inc- \$682,364.00

Maguire Excavating- \$790,515.64

The submission from Terraex Inc. met the requirements set out in the tender.

Financial Implications

Design and grubbing costs previously approved are expected to be in the range of \$80,000., leaving \$470,000. of "room" in the 2020 capital budget. After deducting the HST rebate payable to the Town the net cost of the construction component of the project, should the tender be awarded, is approximately \$712,000.00, or \$242,000.00 more than budgeted.

Funding for the project is proposed to be sourced from available debt room of \$210,000.00 and Gas Tax reserves of \$582,000. The project is currently not included in the Rothesay Gas Tax plan therefore, Council will be required to approve an amendment to the plan prior to December 31, 2020.

Construction is expected to continue into 2021. Further to the memo Wells Field-Reconsideration at the June council meeting, Terraex will continue work on the project in 2020 at a cost not to exceed \$470 000. The 2021 Capital Budget will include a provision to complete the project.

An allocation of approximately \$242,000 will be required in the 2021 budget to complete the project.

Report Prepared by: 
Charles Jensen, Director of Parks and Recreation

Report Reviewed by: 
Doug MacDonald, Treasurer

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



ROTHESAY

INTEROFFICE MEMORANDUM



TO : Mayor Grant & Council
FROM : John Jarvie
DATE : 10 July 2020
RE : Tender – Arena Structural Repairs

Recommendation:

It is recommended Council abandon the project for the current construction season.

Background:

In the 2017 Rothsay Arena Assessment one of the deficiencies noted was:

Roof structure does not meet current building code design loading criteria. Strengthen main structural building frame.

The estimated cost of this work in the report was \$400,000.

The project was tendered June 22nd and closed on Wednesday. There were five tender packages taken and two bids received.

Acadian Construction	\$717,500.00
Quantum Construction	\$817,200.00

The Engineer's pre-tender cost estimate was \$352,651, i.e. is half the cost of the low bid.

The Consulting Engineer offered the following factors contributing to this large variance:

1. Hazardous materials abatement costs. The recent Hazardous Building Materials Survey Final Report dated June 24, 2020 by CBCL raises significant issues with lead in the paint which covers the existing structural steel. The paint must be removed to bare metal in the areas to be welded. The level of effort associated with the required lead base paint abatement is significant, extending over four weeks in the project schedule.
2. Cutting and patching costs. Accessing the existing steel structure in order to weld the required reinforcing plates and angles to the steel frame requires significant removal of existing finishes, wood framing, masonry and other items such as sprinkler pipes and conduits. In particular, the wood bleachers must be partially disassembled, to access the lower portion of the column frames and steel bracing members, and then reconstructed.
3. COVID-19 required work practices. The necessity to modify work practices in order to be compliant with applicable COVID-19 guidelines may have contributed to the increased cost of performing the work.
4. Limited competitive bidding. Only two bidders submitted tenders. It would be desirable to have a larger number of submitted bids to ensure that the lowest responsive bid amount reflects a maximum level of efficiency in the methodology of performing the work, with a reasonable level of profitability for the successful bidder.

While factors 1 and 2 are relevant in any renovation and reflect the uncertainty inherent in renovation projects generally, factors 3 and 4 may be different if a revised project were tendered next season.

There are several options for Council's consideration:

- i. Award the contract to the low bidder at a cost of \$748,252 including net HST.
- ii. Delay the work until 2021 and include it in a larger more comprehensive project (staff will monitor for purported federal funding for renovations).
- iii. Reconsider the Council position on renovation versus a new building.

Financial Analysis

The 2020 capital budget includes \$1M for Arena Renovations with the funds to come from the gas tax reserve. Included in the project is the asphalt pavement and underground pipework in the parking lot which has been completed and the ice plant compressors and other necessary work to keep the plant running. Other aspects are being examined.

Committed to Date:

Arena Parking lot	\$205,300.32
Replace Dehumidifiers	62,038.70
Structural Engineering	20,596.49
Hazardous Materials Inventory	7,867.44
Subtotal:	<u>\$295,802.94</u>

IF Award of Tender:

Construction Tender	748,252.00
Inspection Services (est.)	11,700
Subtotal:	<u>\$759,932.10</u>
TOTAL:	<u>\$1,055,735.03</u>
