



ROTHESAY
COUNCIL MEETING
By Teleconference
Monday, May 11, 2020
4:00 p.m.



PUBLIC NOTICE:

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

Public access to the Live stream will be available online:

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

1. APPROVAL OF AGENDA

2. APPROVAL OF MINUTES Regular Meeting 14 April 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 2 May 2020 Email from resident RE: Water Drainage Issue – Scribner Crescent

Refer to staff

5.2 5 May 2020 Funding request from Children’s Wish/Make-A-Wish Canada - NB Chapter

Refer to the Finance Committee

5.3 30 April 2020 Email from Counc. McGuire RE: LPP Calculation (By-law 4.10)

Refer to staff

6. CORRESPONDENCE - FOR INFORMATION

6.1 27 April 2020 Letter from Sylvie Nadeau, former Provincial Librarian RE: Appointment of Provincial Librarian/Executive Director

8 April 2020 Letter from Ms. Nadeau to Premier Higgs

22 April 2020 Extracted text from Telegraph Journal and Daily Gleaner

6.2 29 April 2020 Email from Quispamsis resident RE: Saint John Property Tax Levy

6.3 30 April 2020 Letter from Regional Mayors to Premier Higgs RE: Saint John Sustainability Plan

6.4 4 May 2020 Thank you card from the KV Food Basket

ROTHERSAY

Regular Council Meeting

Agenda

-2-

11 May 2020

7. REPORTS

- 7.0 May 2020 Report from Closed Session**
- 7.1 31 March 2020 Draft unaudited Rothesay General Fund Financial Statements
 31 March 2020 Draft unaudited Rothesay Utility Fund Financial Statements
 29 February 2020 Donation Summary
 23 April 2020 Draft Finance Committee Meeting Minutes
 ➤ Saint John Theatre Company
 ➤ United Way
- 7.2 4 May 2020 Draft Planning Advisory Committee Meeting Minutes
 ➤ Cash in Lieu of Land for Public Purposes - Allison Drive (PID 30334809)
- 7.3 April 2020 Monthly Building Permit Report
- 7.4 6 May 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****RECREATION**

- 9.1 2020 Canada Day and Concerts in the Common**
 4 May 2020 Report prepared by DRP Jensen

OPERATIONS

- 9.2 Tender for Fox Farm Road – Contract T-2020-012**
 7 May 2020 Report prepared by DO McLean

- 9.3 Deferral of College Hill Road Resurfacing**
 7 May 2020 Report prepared by DO McLean

ADMINISTRATION

- 9.4 Public Hearings – temporary suspension**
 7 May 2020 Memorandum from Town Clerk Banks
 7 May 2020 Report prepared by DPDS White

10. NEXT MEETING**Regular meeting Monday, June 8, 2020 at 4:00 p.m.****11. ADJOURNMENT**

Fw: Water Drainage Issue - Scribner Crescent

2020 May 10 Open Session FINAL_013

[Liz Pomeroy](#)

Tue 2020-05-05 10:33 AM

To: Liz Pomeroy <LizPomeroy@rothesay.ca>;

From: [REDACTED]
Date: May 2, 2020 at 4:26:45 PM ADT
To: Matthew Alexander <MatthewAlexander@rothesay.ca>
Subject: Water Drainage Issue- Scribner Crescent.

Dr. Matt Alexander.

As discussed with you personally a few days ago, I believe there is an issue with the rainfall and water runoff in front of the townhouse units 21-35 Scribner Crescent. The problem originates from above our area with the runoff from the parking lot of #15 (apartment unit), as some of the flow does not make into the ditch and culvert . For the water that does make it to the ditch it gets bogged down from leaves and heavy growth because I am unable to mow the ditch due to the total saturation of the area. Other properties directly across from us are able to maintain their lawn because they have better drainage in their ditch .

As the water flows past our lower entrance, it converges with a pipe from across the street and creates a heavier flow that is also exacerbated by the wash-out of the shoulder of the road. This heavier flow is now creating a gorge that makes it impossible to mow, whereas before I could. The wash-out from the shoulder is a major concern because it is creeping closer to the edge of the road with each and every heavy rainfall. This will definitely compromise the integrity of the road going forward.

Going further past our property, there is more evidence of wash-out, blockages at culvert entrances, and debris obstructing water flow. In winters past I have seen snow and ice build-up near the mail boxes that have generated water flows up and over the road, then froze over creating dangerous driving conditions.

In ending, I hope that these issues can be brought forward to the appropriate committee for a review, and I am looking forward to hearing back from you if and when any developments take place.

Thank you for your consideration.

[REDACTED]
Sent from [Mail](#) for Windows 10

Fw: Children's Wish Foundation NB-Donation Request

Liz Pomeroy

Wed 2020-05-06 8:15 AM

To: Liz Pomeroy <LizPomeroy@rothesay.ca>;

📎 1 attachments (702 KB)

Donation Request Letter.pdf;

From: Kristen Anderson <kristen.anderson@childrenswish.ca>
Sent: Tuesday, May 5, 2020 3:31 PM
To: 'nancygrant@rothesay.ca'
Subject: Children's Wish Foundation NB-Donation Request

Good Afternoon Nancy Grant & Town Council,

I hope this email finds you well during these unprecedented times. Your friends at the Children's Wish Foundation/Make-A-Wish Canada, New Brunswick Chapter continue to work tirelessly to help grant the most heartfelt wish for our deserving NB wish children. Across New Brunswick, we are currently working on granting 48 wishes. Four of these children live in Kings County communities. The need has never been greater and we respectfully request support during these difficult times. Please find attached our donation request letter for your review.

We greatly appreciate your time and consideration and look forward to a reply at your earliest convenience.

Kindest Regards,

Kristen Anderson
Development Coordinator

Make-A-Wish® Canada

(Unified with Children's Wish Foundation on Oct. 1, 2019)

Hilyard Place C202-[600 Main Street](#)

[Saint John, New Brunswick](#) E2K 1J5

kristen.anderson@childrenswish.ca

506-632-6922 telephone

506-635-6924 fax

childrenswish.ca | thepowerofonewish.ca | [Facebook](#) | [Twitter](#) | [LinkedIn](#) | [Instagram](#)



Dear Nancy Grant, Matt Alexander & Council,

During these uncertain times, Make-A-Wish® Canada (unified with Children's Wish Foundation on Oct. 1, 2019) remains focused on keeping our wish kids and families, community supporters, volunteers and employees safe. We had to make the difficult decision to postpone our wishes until which time it will be safe to move forward, yet, more and more eligible critically ill children are being referred to us to have their most heartfelt wishes granted. Make-A-Wish Canada remains committed to providing joy to critically ill children at a time in their lives when they desperately need it. Without you, it simply would not be possible to bring the much-needed hope and joy that a life-changing wish delivers, to so many children and families across Canada.

Wishes are an important part of a child's treatment journey. Wishes provide kids hope when they need it most, and research shows they have effects on children's overall well-being and health outcomes. Wishes not only increase hope, they also improve the children's physical and emotional health, making the impossible, possible – helping children replace fear with confidence, sadness with joy and anxiety with hope.

Across New Brunswick, we are currently working on 48 wishes for children. Four (4) of these children live in Kings County communities.

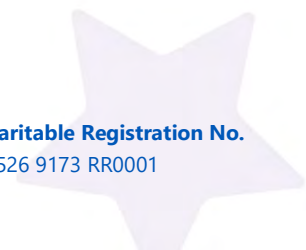
Every child with a critical illness deserves to enjoy their childhood, but right now, more wishes are waiting than ever before. Together we can shine a light of hope and joy for children in their darkest days, bringing them strength for tomorrow. A donation from your group will help create life changing wishes for children battling critical illnesses.

Thank you for your continued support. Please stay well and stay safe.

Best Regards,

A handwritten signature in black ink that reads "Kristin Colville".

Kristin Colville
Provincial Director
Children's Wish/ Make-A-Wish® Canada – NB Chapter





Thank you for supporting our New Brunswick chapter! Donation Form

Name/Organization: _____

Mailing Address: _____ Postal Code: _____

Phone Number: _____ Email Address: _____

I'd like to make a donation of _____ to help grant wishes to NB children!

___ Cheque enclosed (Made payable to Make-A-Wish Canada - NB Chapter) ___ Cash ___ Credit Card

Credit Card Number: _____ CVV: _____ Expiry date: ____ / ____

To return your donation form please:

1. Mail it to the address listed below or,
2. Send a scanned copy to Kristin (kristin.colville@childrenswish.ca)

To obtain further information, please contact Kristin Colville at:

Children's Wish Foundation of Canada, NB Chapter

600 Main Street Suite C202

Saint John, NB E2K 1J5

Phone: (506) 632-9381 1-800-267-9474

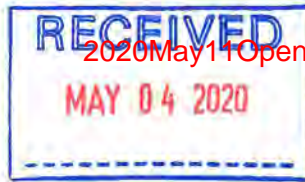
Wishes Work Wonders!

Mary Jane Banks

From: Bill McGuire
Sent: April 30, 2020 5:53 PM
To: Mary Jane Banks
Subject: By-Law 4-10 section 5.1

MaryJane, I would like you to add an agenda item for the May meeting please. This by-law should be re-visited. A recent PAC item came up where the market value of a property in the Town according to this by-law formula was \$37,692.00. This means that 8 percent of market value would be \$3015.36 (\$13.50 per square meter). The property next to this one was listed at \$199,900 and just sold. A property elsewhere in the town that is the same size but at \$30,000, would pay the same LPP price, although there is an appeal process, this is not right. Thanks ,Bill

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April 27, 2020

To the Mayors of Municipalities with a Public Library

Your Worship:

I am forwarding you the attached letter because your municipality is a vital partner in the ongoing existence and operation of the New Brunswick public library system.

As participating municipalities, you provide a significant part of the funding of public libraries: you provide the space for libraries, the maintenance of that space, the equipment (furniture, shelving, computers, circulation desks, etc.) and appoint trustees to the local public library board. Without the municipalities, the public library system in New Brunswick would simply not exist.

The recent appointment to the position of Provincial Librarian/Executive Director of New Brunswick Public Library Service (NBPLS) of a person who does not have the required qualifications (Master of Library and/or Information Studies (MLIS) and extensive library management experience is very troublesome and should be a concern to you.

As the former Provincial Librarian/Executive Director of NBPLS, I have written to Premier Higgs to ask for an independent review of the recruitment process that took place to appoint this unqualified person to that position.

People from every corner of the province have expressed and continue to express their dismay at this appointment.

Le 27 avril 2020

Aux maires des municipalités ayant une bibliothèque publique

Monsieur le maire / Madame la mairesse,

Je vous transmets la lettre ci-jointe parce que votre municipalité est un partenaire indispensable permettant l'existence et le fonctionnement du réseau des bibliothèques publiques du Nouveau-Brunswick.

En tant que municipalités participantes, vous fournissez une part importante du financement des bibliothèques publiques : les édifices où sont logés les bibliothèques (et leur entretien), ainsi que le mobilier et l'équipement nécessaire (ordinateurs, étagères, comptoirs de prêt, etc.). Vous nommez aussi les membres des commissions de bibliothèque. Sans les municipalités, le réseau des bibliothèques publiques n'existerait tout simplement pas.

La récente nomination au poste de bibliothécaire provincial.e/direction générale du Service des bibliothèques publiques du Nouveau-Brunswick (SBPNB) d'une personne qui n'a pas les qualifications requises (Maîtrise en bibliothéconomie et/ou sciences de l'information (MBSI) et une expérience chevronnée dans le domaine de la gestion des bibliothèques) est très inquiétante et devrait vous préoccuper.

À titre d'ancienne bibliothécaire provinciale/directrice générale du SBPNB, j'ai écrit au Premier ministre Higgs afin de lui demander de mener un examen indépendant du processus de recrutement qui a eu lieu pour nommer une personne non qualifiée à ce poste.

Des gens de tous les coins de la province ont exprimé et continuent d'exprimer leur consternation face à cette nomination.

April 8, 2020

The Honorable Blaine Higgs
Premier of New Brunswick
Place Chancery
P.O. Box 6000
Fredericton, NB E3B 5H1
premierministre@qnb.ca



Dear Mr. Premier:

My name is Sylvie Nadeau. I was the Provincial Librarian/Executive Director of New Brunswick Public Library Service (NBPLS) for 20 years, until my retirement at the end of December 2019.

I just returned from a 2-month vacation out of the country to celebrate my retirement, and I have just learned the news of the appointment of the new Provincial Librarian / Executive Director.

Before I get further into the object of my letter, I would like to congratulate you and thank you for your decisiveness and strong leadership during the COVID-19 pandemic, which may unfortunately continue to unfold for quite a while.

With respect for your leadership role vis-à-vis the COVID-19 pandemic, I have delayed sending this letter. I am hoping that it arrives at a time when you have an opportunity to review the issues raised and take appropriate action to rectify a flawed and damaging process – unsettling and unfair to the people of New Brunswick.

Mr. Premier, I have to tell you that although I am shocked and very disappointed about the decision that was made to appoint a person without the required Master degree in Library and/or Information Studies (MLIS) and library management experience to the position of Provincial Librarian/Executive Director of New Brunswick Public Library Service, I have to say that I am not totally surprised. This may have been in the making for a while. To tell you the truth, when I saw the recruitment ad that was released in November, I feared that something like that would happen.

As a citizen, I have listened to you on numerous occasions through the media. From what I have heard or read you say, my understanding is that you wanted to be the Premier of New Brunswick to ensure that the province would prosper. I also understood that you believe in integrity, as well as fair practices and sound decision making based on **facts**.

So here I am, a retired civil servant. I am now a citizen only, and you are my Premier. Over the years, I heard many times that the Government of New Brunswick wants to be the best employer, as well as to attract and retain the best and the brightest employees.

The New Brunswick public library system and New Brunswick Public Library Service (the Branch of government overseeing it and managing it) have been built and developed during a period of 66 years by generations of qualified professional librarians in senior management roles, as well as qualified and talented staff at all levels.

Mr. Premier, I do not know if anyone tried to convince you (or government) otherwise, but it is a fact that professional librarians are also very good managers. Their track record is there to prove it in New Brunswick.

To me, the extraordinary public library system that we have in place today in New Brunswick is like a cathedral. I compare it to a cathedral because these beautiful buildings that we can see and visit around the world were built by generations of extraordinarily passionate and committed people who shared a common vision and a profound faith in the greater good – something beyond themselves. These constructions also required a lot of skills and know-how. As you know, a person does not become an architect by being given some large sheets of paper and pens to draw. A person does not become a stone mason who can build stone walls by being given a bucket of mortar and some tools. Both require years of learning and apprenticeship.

So why did the government of New Brunswick appoint to the position of Provincial Librarian/Executive Director of New Brunswick Public Library Service a person who does not have the appropriate educational qualifications (Master of Library and/or Information Studies) and the relevant/related years of “library management” experience?

Why did the government do that when there were highly qualified, talented and experienced internal candidates (within New Brunswick Public Library Service) with the Master of Library and/or Information Studies degree and the years of demonstrated library management experience?

Mr. Premier, I do not know if you have been made aware of this, but the recruitment ad that was published by government last Fall did not meet the qualifications and level of experience laid out in the Position Description Questionnaire (PDQ) that was submitted and approved by the Government of New Brunswick - Office of Human Resource’s Classification committee when the position was duly classified at the Pay Band 9 level about 10 years ago. The minimum requirements stated in that official, approved, Position Description Questionnaire document are the following:

“MLIS (Master of Library and/or Information Studies) with 9 years of progressive experience including management and supervision of library operation. Knowledge of large network library system is essential.” (with no equivalency clause)

This Position Description Questionnaire is the key government document that defined this position and determined its right classification at the Pay Band 9 level based on all the responsibilities it involves as well as the high level of academic and specialized library management experience requirements.

From an administrative point of view, once approved, the Position Description Questionnaires are to be used to create job specifications (“specs”), job descriptions and recruitment ads. All these documents work together and are supposed to be aligned. This is how it is supposed to work.

When I announced my retirement in September 2019, to assist with the process I provided the Human Resources Officer working on this file and my Assistant Deputy Minister the recruitment ad from 20 years ago, as well as a copy of the approved Position Description Questionnaire so the recruitment ad could be updated based on this key document.

Mr. Premier, over the past 66 years, the position of Provincial Librarian has always required professional librarian qualifications and extensive experience in the “library management” field. And it was always filled with people with those qualifications.

The recruitment ad that was released in November 2019 stated the following requirements:

“A Master’s degree in Library and/or Information Studies from an ALA accredited programs, with a minimum of (8) years of progressively responsible related work experience, including at least three (3) years of Management experience in a complex operational environment involving responsibility for human and financial resources. A combination of education, training and experience may be considered.”

Although the Master degree of Library and/or Information Studies requirement was stated in the recruitment ad, the following important text from the Position Description Questionnaire was **missing** in that ad: **“with 9 years of progressive experience including management and supervision of library operation. Knowledge of large network library system is essential.”**

And what has been **added** to the recruitment ad is also important: *“with a minimum of (8) years of progressively responsible related work experience, including at least three (3) years of Management experience in a complex operational environment involving responsibility for human and financial resources. A combination of education, training and experience may be considered.”* – which is not coming from the Position Description Questionnaire.

The wording of the recruitment ad is not without consequence **because by removing the “library management” experience component, and adding the broader wording and the equivalency clause, it opened the door to all kinds of interpretations to allow a wide range of equivalencies.** This obviously had a direct impact on the screening process to select the candidates who would be invited to an interview. As a next step, it allowed the appointment of a candidate without a Master of Library and/or Information Studies and the library management experience.

Why? Can someone explain how and why the recruitment ad would stray so far from the qualifications described in the approved Position Description Questionnaire?

Why was the recruitment ad written and approved this way? This had to be intentional. But again why? What was the agenda behind this? Why and how was it approved and released with wording that was not in line with the Position Description Questionnaire.

I believe that the classification of the position would have never been approved at the Pay Band 9 level if the description of the qualifications in the Position Description Questionnaire would not have indicated the absolute necessity of having a Master degree in Library and/or Information Studies as well as 9 years of progressive experience including management and supervision of library operation. – in addition to indicating that knowledge of large network library system is essential”.

When my Assistant Deputy Minister (who was in place last Fall) was appointed to his position about five (5) years ago, one of the first thing he told me in our first phone conversation was that anybody with some management experience could do my job and it did not need to be a professional librarian. I never quite understood why we were having this conversation. Needless to say that I was shocked by his comment. I had never been treated that way in all my previous 15 years as Provincial Librarian

/Executive Director of New Brunswick Public Library Service. Of course, I reacted strongly to his statement and told him that I disagreed. I also explained that I was shocked that the Department of Post-Secondary Education, Training and Labour, a Department dedicated to higher learning and providing financial assistance to New Brunswickers (so they could leave the province to enroll in a Master degree in Library and/or Information Studies, and return eventually to New Brunswick to contribute to our society and our library system) would adhere to the opinion that post-secondary education and specialized degree at the master degree level did not matter and had no value. To be honest with you, I could not believe, at the time, that the strong opinion he expressed represented the position of the Department or of the government. I thought that it was only his personal opinion.

I have to say that during most of my 20 years career as Provincial Librarian/Executive Director of New Brunswick Public Library Service, my qualifications as a professional librarian, my library management experience, as well as my loyal service and expertise were valued and respected by various Assistant Deputy Ministers, Deputy Ministers and Ministers, as well as by my staff, colleagues, and stakeholders across the province.

In those past few years, knowing that my Assistant Deputy Minister was of the opinion that anybody with some management experience could manage anything – including New Brunswick Public Library Service, I kept hoping that the performance and the results delivered by New Brunswick Public Library Service would convince him otherwise. In other words, I thought that **facts** would speak for themselves and would matter.

Mr. Premier, New Brunswick Public Library Service is a very well managed branch of government as demonstrated by its solid track record. I can assure you that I gave it my all for 20 years at the helm of New Brunswick Public Library Service. My management style was one focused on team building, collaboration, consensus building, relationships building across the province, openness, transparency, as well as development and empowerment of others around me. I also deeply believed – and still do – in the mission of public libraries. I never counted my hours. I was loyal to all governments of the day and to our ultimate clients – New Brunswickers and library patrons. I was deeply committed to providing the best service possible to the public in spite of ongoing financial challenges.

I was also determined to make sure that New Brunswick public library system would be leading and not lagging behind the rest of the country. The New Brunswick public library system that I left at the end of 2019 stands strong and proud in the province and in the country. It is a New Brunswick success story as attested by last summer consultation that went around the province, the report published recently by the well-known economist Dr. Herb Emery and his team from the University of New Brunswick Institute for Research, Data and Training, and the Newfoundland and Labrador report prepared for that province a few years ago in which the consultant hired to do the work for a major national consulting firm (a consultant who happened to be a retired New Brunswick Deputy Minister who oversaw New Brunswick Public Library Service in at least two (2) of his departments over the years) recommended that the province of Newfoundland and Labrador may want to consider adopting some sound management practices as well as some structural and strategic elements from New Brunswick Public Library Service.

I am also very proud to say that when I left, solid succession planning was in place – senior professional librarians in senior managing roles were ready (and had the highest competencies) to step in. These are **facts**.

I think I may have been naïve to think that **facts** and New Brunswick Public Library Service achievements over the years would speak for themselves and provide due respect to the generations of professional librarians and library staff who gave it all.

I know for a fact that three (3) senior talented professional librarians who have been working within New Brunswick Public Library Service in senior management roles for many years contacted me to ask me if they could put my name as a reference for them because they were considering applying or had already decided to apply. I responded to each of them that I would be pleased to provide reference for them. I know that at least two (2) of them were interviewed for the position, but I did not receive any call to provide reference for any of them.

Over the past 20 years, I was probably one of the first senior managers within government to actively recruit and repatriate young New Brunswickers as they were graduating with their Master of Library and/or Information Studies from various universities. New Brunswick Public Library Service offered them acting opportunities, work placements, work project, so we could bring them back to New Brunswick as soon as they graduated because my colleagues and I within New Brunswick Public Library Service knew that it was the best way to repatriate and retain professional librarians for the long term. I am very proud to say that these recruits are now at every levels of New Brunswick Public Library Service in positions such as Library Managers and Directors, specialized librarians (such as Reference Librarians, Children's Librarian, Public Service Development Librarians, Indigenous Service Librarian, Head of Units (at the regional and provincial office levels)), Assistant Regional Directors, Regional Directors, as well as in various positions at the provincial office. This ongoing repatriation initiative has been a tremendous success. It provided opportunities to young, talented and qualified professional librarians to come home and begin their career here. I am proud to say that they have contributed tremendously to the development of New Brunswick Public Library Service, providing innovative ideas and staffing stability (because New Brunswickers returning to New Brunswick want be here for the long term) while stimulating sound succession planning (so many talented professional librarians who are ready and eager to step up in various other positions within New Brunswick Public Library Service.

It is important to note that for professional librarians, librarianship is more than a job, it is a profession and a passion. When they join New Brunswick Public Library Service, they do not see this simply as a stepping stone to go into the larger Government of New Brunswick. The fact is that the great majority of them have stayed, thrived and have brought a significant contribution to the development of New Brunswick Public Library Service over the years. New Brunswick Public Library Service has an incredibly positive track record in term of employees' retention – they knew they could grow within the organization. However, the recent government decision regarding the appointment of the new Provincial Librarian/Executive Director of New Brunswick Public Library Service may now cast a doubt on all that. I can only imagine how that decision may have disappointed and demoralized many of them.

New Brunswick Public Library Service was not built overnight. It was built patiently, step by step, stone by stone, by generations of professional librarians who were visionary, hard workers and who became mentors to following generations.

Mr. Premier, it is also essential to recognize that for the Provincial Librarian/Executive Director position, educational qualifications and senior library management experience are also vital to the advocacy role necessary for public library development in changing times. The Provincial Librarian/Executive Director

is a chief advocate for public library services – to the public, to stakeholders, and within government itself.

The appointment of a person who is not a professional librarian and who has no experience in the “business” of developing and managing public libraries and public library systems is **incomprehensible and unacceptable** to me. It also sends an incredibly demoralizing and frightening message to anyone working within NBPLS at the moment as well as to the public. Those who are born and bred in New Brunswick as well as those who moved here believing it was worth their time to invest their energy in a career in the New Brunswick public library system and within the Government of New Brunswick may now have doubt about their choice.

When I became Provincial Librarian/Executive Director of New Brunswick Public Library Service 20 years ago, I felt that I was given a great opportunity to work hard for the long term and make a difference with others. In 1997-1998, the government had decided to eliminate the regional library boards, and all of a sudden, all the employees became New Brunswick Public Library Service (Government of New Brunswick) employees instead of being employed by regional boards in the regions. We had an incredible challenge in front of us which was to, together, become a truly provincial organization. Provincial Office and Regional Offices management joined forces through a Provincial Management Team and a structure of various provincial committees involving staff from all regions in specialized services such as children’s services, cataloguing, public services development, statistics reporting, and so on. For example, it took approximately 7 years of teamwork and consensus building just to bring standardization to the classification of libraries and bring equity and consistency to level of responsibilities, salaries and classification of positions across the province – and this was done in a positive collaborative effort. Over these past 20 years, New Brunswick Public Library Service has become the unified provincial organization that elected officials ordered us to create following the review of the *New Brunswick Public Libraries Act*, and the establishment of the New Brunswick Public Libraries Board and the New Brunswick Public Libraries Foundation Board. I am proud to report that we have succeeded. This is a **fact**.

Today, we have a solid, unified, New Brunswick public library system that is well managed by New Brunswick Public Library Service. We have solid sets of provincial policies and guidelines, successful ongoing provincial programs and initiatives, successful partnerships such as those with cultural and patrimonial institutions, a thriving New Brunswick Public Libraries Foundation, a committed New Brunswick Public Libraries Board, and strong strategic and operational planning processes delivering consistently positive results. I could go on and on. New Brunswick Public Library Service and the New Brunswick public library system are truly a provincial treasure. This did not happen by magic. It is the result of an incredible amount of work carried on by hundred and hundred of New Brunswick Public Library Service employees at all levels over the years. And it was all funded by New Brunswickers. The investment of the citizens of New Brunswick into creating that success story must be preserved so it can continue to evolve positively in the future based on **facts** and the ongoing contribution of talented, knowledgeable, committed and passionate qualified staff and management team. Yes, passionate and qualified! This is also a **fact**.

Mr. Premier, it appears to me that the recruitment process for the new Provincial Librarian/Executive Director of New Brunswick Public Library Service was carefully planned and executed, but profoundly flawed. Whoever directed this must have felt quite powerful, untouchable and invincible to think this would go unnoticed and unchallenged.

As the retired Provincial Librarian/Executive Director, I see it as a misguided disrespect to the public and against a profession and generations of professional librarians and library staff who have built New Brunswick Public Library Service. The **facts** I outlined in my letter, and the legacy of generations of library staff who have worked within New Brunswick Public Library Service and professional librarians who managed the public library system to make it what it is today, **have been trampled on.**

I read in the media that a justification for this appointment was the *Corporate Talent Management Program*. This is at the least **"farcical"**. First of all, this program, to my knowledge, was not designed or intended to be used to appoint unqualified candidates to positions. However, I have to point out that I believe that its design opened the door to this type of abuse. Only a small number of government employees are registered in this program and it does not include all very talented Government of New Brunswick (including New Brunswick Public Library Service) employees. Secondly, nowhere in the recruitment ad was it indicated that candidates enrolled in this program (even if they were unqualified) would be given priority – **fairness and transparency should have required at least such a statement.**

As a citizen, this appointment gives me grave concerns that this might be the new way that the government is going to fill positions anywhere in government in the future: by manipulating the recruitment ads (beyond their officially approved requirements) to **"tailoring"** them in order to facilitate particular agendas, political appointments, favoritism, friendships, and what else...

Mr. Premier, I understand from media reports that the candidate appointed to the position of Provincial Librarian/Executive Director of New Brunswick Public Library Service does not even have the basic qualifications to be considered for a Library Manager position of a small library at a Pay Band 2 level – because these positions require at least a bachelor's degree.

I believe the competition process was seriously flawed from the beginning in unacceptable ways for a fair, transparent, and exemplary government and civil service.

I also believe it would be important for government to review every step of the process that took place: the writing and approval of the recruitment ad, the screening of candidates, the interviews, the composition of the panel that conducted the interviews, the use of the Corporate Talent Management Program, the linguistic assessment, as well as the appointment itself.

I believe that my Assistant Deputy Minister was on the interview panel because he told me he would be. I also believe that the Human Resources Officer responsible for the competition would have been on the panel (it is a normal procedure). And then, there is always a 3rd person to ensure balance. I assumed that perhaps the Deputy Minister might also be on the panel. In positions at that level, it is my understanding that it would usually involve, in addition to the direct supervisor and a Human Resources Officer, another high-level civil servant such as another Assistant Deputy Minister or a Deputy Minister – this is how it was done when I was interviewed for the position 20 years ago.

Mr. Premier, I am sure that you could quickly identify the composition of the panel. Another important point is that there should never be a conflict of interest on an interview panel in relation to any candidate. Those are the simple rules I have been taught in my 20 years of involvement with recruitment working with Human Resources Services within Government of New Brunswick.

Mr. Premier, I believe that you have the duty to ensure that a comprehensive, in-depth and independent review of the entire recruitment process that took place to appoint the new Provincial Librarian/Executive Director of New Brunswick Public Library Service is carried on. Only such a review would allow you to have all the **facts** in hands. And only such a review could reassure the people of New Brunswick. Needless to say, this review should not be conducted by the Department of Post-Secondary Education, Training and Labour to avoid any perception of conflict of interest.

Mr. Premier, I believe that it was my duty to write this letter in order to alert you and give you the opportunity to correct this **unfair, unjustifiable and incomprehensible decision**. I trust that you will act with integrity when you have all the **facts**.

If you happen to discover that due processes were not followed or that there were flaws, the government has the **power and duty** to cancel the competition (even after a few months), rescind the appointment and begin a new process in whole or in part. I believe this type of actions has been done in the past.

Mr. Higgs, you are our Premier. This happened under your watch. I sincerely hope that you will look into this with all the seriousness it deserves. New Brunswick citizens and civil servants deserve nothing less.

Sincerely,

Sylvie Nadeau

Printed signed letter sent by mail to the Premier

Retired Provincial Librarian / Executive Director of New Brunswick Public Library Service
Citizen of New Brunswick

[REDACTED]

[REDACTED]

[REDACTED]

C.c.: New Brunswick Public Libraries Board
New Brunswick Public Libraries Foundation
NB Library Trustees Association
Presidents of local public library boards
Atlantic Provinces Library Association - Trecia M. Schell, President
Association canadienne des professeures et professeurs d'université
Assemblée des bibliothécaires de l'Université de Moncton, campus de Moncton – Nathalie Richard, présidente
David Coon, Leader of the Green Party of NB
Kevin Vickers, Leader of the Liberal Party of NB

Kris Austin, Leader of the People Alliance Party of NB
Robert Gauvin, Independent Member of the Legislative Assembly
Bobbi-Jean MacKinnon, CBC
Jean-Philippe Hughes, Radio-Canada
Cédric Thévenin, Acadie Nouvelle
Kevin Bissett, Canadian Press
Barbara Simpson, Telegraph Journal
Andrew Waugh, Telegraph Journal
CTV News
Global News



2020May11OpenSessionFINAL_027

Text published in Telegraph Journal (April 22, 2020) and Daily Gleaner

I am saddened that the Premier's Office is defending hiring someone without necessary qualifications for the head of the province's public libraries. The explanation is inadequate that the candidate, Mr. Kevin Cormier, was enrolled in the *Corporate Talent Management Program* and that we should all understand that this is the end of the story. And we are asked to believe that now the only thing left to do is for his supervisors to assess his performance at the end of his probation period to determine if he will get "permanent" status? This explanation is disturbing. In addition, it is a diversion.

The issue is the following: can the government explain why qualifications (academic and specialized experience) seem to no longer be relevant as long as the appointment can be justified under the Talent Management Program? The qualifications related to government positions are stated as official requirement in Position Description Questionnaires used to define positions (their scope of work, role and responsibilities). The PDQ that was approved by the government for the Provincial Librarian position states the following essential qualifications: "Master of Library and/or Information Studies (MLIS) with 9 years of progressive experience including management and supervision of library operations. Knowledge of large network library systems is essential." Mr. Cormier has none of these essential qualifications.

A secondary issue is the following: can the government explain why experienced, talented and qualified candidates (meeting all the qualifications of the Provincial Librarian position as per the approved PDQ) who applied for the position as part of the process were pushed aside to allow the appointment of an unqualified candidate?

In my view, the recruitment process was flawed and problematic from the very beginning of the process and in its following steps. The only action from the Premier that would make me believe that the government is serious about fair and transparent processes, would be to conduct an independent review of the recruitment process that took place. I am convinced that the Premier will discover flaws that would warrant the cancellation of the competition and of the appointment. I believe the Civil Service Act or its regulations would provide support for that. We are living in a democratic society in which government has the duty to be fair and transparent.

Sylvie Nadeau

Retired Provincial Librarian

Mary Jane Banks

From: Mary Jane Banks
Sent: April 30, 2020 9:32 AM
To: Mary Jane Banks
Subject: FW: Regarding the Saint John Mayor, Don Darling's comments on the \$ 265.00 Property Tax Levy in outlying communities [Quispamsis, Rothesay & Grand Bay Westfield]
Attachments: Response to the Saint John Mayor Don Darling's comments on the \$ 265.00 Property Tax Levy.docx

From: [REDACTED]
Sent: Wednesday, April 29, 2020 4:33 PM
To: gclark@quispamsis.ca
Cc: premier@gnb.ca; bill.oliver@gnb.ca; nancygrant@rothesay.ca; mayor@towngbw.ca
Subject: RE: Regarding the Saint John Mayor, Don Darling's comments on the \$ 265.00 Property Tax Levy in outlying communities [Quispamsis, Rothesay & Grand Bay Westfield]

Gary,

Further to our telephone conversation this afternoon regarding the Saint John Mayor, Don Darling's comments on the \$ 265.00 Property Tax Levy in outlying communities. [Quispamsis, Rothesay & Grand Bay Westfield].

Please see the attached letter with my concerns regarding this matter.

Thought you could discuss some of these issues at your next Town Council Meeting.

Regards,

[REDACTED]

Quispamsis, NB

April 29, 2020

To: Gary Clark, Mayor of Quispamsis

Cc: Hon. Blaine Higg's PC Leader, Premier of New Brunswick.
Hon. Bill Oliver (PC), Minister of Transportation.
Dr. Nancy Grant, Mayor of Rothesay
Grace Losier, Mayor of Grand Bay Westfield
Don Darling, Mayor of the City of Saint John

RE: Regarding the Saint John Mayor, Don Darling's comments on the \$ 265.00 Property Tax Levy in outlying communities [Quispamsis, Rothesay & Grand Bay Westfield].

1st of all who gives Don Darling the right to impose a property tax levy of \$ 265.00 to the outlying communities of Quispamsis, Rothesay & Grand Bay Westfield without the Resident's or Taxpayers being consulted or knowing about this issue?

The Province of New Brunswick, former Premier Brian Gallant's Liberal Government bailed out the City of Saint John in the tune of 22.8 Million Dollars back in 2018. This is a democratic process and the people of this Province should have a say in how money was spent in this Province.

So why is the Mayor of Saint John, Don Darling seeking an additional 6 Million Dollars a Year from outlying communities of Quispamsis, Rothesay & Grand Bay Westfield? Where did all the money go from the 22.8 Million Dollar bailout by the Province back in 2018?, which was paid for by the Taxpayers of New Brunswick too the City of Saint John.

Also, Don Darling stated that meetings were held last year where the idea of sharing costs was discussed, and a report was published by the Province. Who was at this meeting? Where was it conducted? And where is the report from the Province to the Resident's of Quispamsis, Rothesay & Grand Bay Westfield? The Province of New Brunswick and the City of Saint John should have informed everyone about this issue. [Resident's / Mayor's].

Also, where does, Don Darling have the right to put Tolls on the entrances too the City? The Department of Transportation owns the Highway System that leads into the City of Saint John and the Ramps too access the city streets. The Premier of this Province & the Transportation Minister better inform the Mayor of Saint John, Don Darling the repercussions of doing something like that without the consent of the Province.

The Taxpayer's of Quispamsis, Rothesay & Grand Bay Westfield should not be responsible for bailing out the City of Saint John because they cannot manage their own fiscal affairs. The City of Saint John needs to look at their own deficit and deal with it themselves as the City of Saint John receives about 17 Million from outlying communities annually.

I would also like to see a meeting called to order by the Mayor's of Quispamsis, Rothesay and Grand Bay Westfield so the Resident's & Taxpayers can have their say about this issue. The Resident's are already taxed enough to deal with our own issues within our own municipality.

Regards,

A black rectangular redaction box covering the signature of the sender.

Quispamsis, NB

30 April 2020

Office of the Premier of the Province of New Brunswick
P.O. Box 6000
Fredericton, N.B.
E3B 5H1
Attention: Hon. Blaine Higgs, Premier

Dear Premier Higgs:

Re: Another View

It has been almost a year since we, the Mayors of the incorporated municipalities around Saint John, wrote to your government regarding the Three-Part Plan. We are now writing again on a similar topic, the recently publicized Sustainability Plan Information Brief presented to Saint John Common Council April 20th.

Before doing so we wish to compliment you and thank you for the leadership and perseverance you have shown during this unprecedented time. Your daily appearances with Dr. Russell have heartened our citizens and reassured us all!

Summary

The following are the positions with which the Mayors of the Towns and St. Martins agree.

- The work of the Task Force is not complete.
- The Gardner Pinfold report does not support the conclusions the City is representing.
- The cost of the City's proposal to have you tax our residents is substantial.
- If the City cannot manage its cost with the current tax rate, that rate must increase, not ours.
- The Towns and St. Martins have contributed in the past and are willing to continue and perhaps increase contributions, but not with a tax without representation.

Background

The surrounding communities recognize the importance of the City to the New Brunswick economy and more specifically to our region. We appreciate the need for the Provincial Government to assist the City and have cooperated in your Government's initiative to set up the Task Force. It is not we who are drawing away from this process nor complaining that it is ineffective. In fact, we had only received the first of the Gardner Pinfold reports at the last meeting and have not had an opportunity to have it presented and hear a response to our questions.

More work remains to be done as solid waste collection, economic development and EMO were among the functions about which interest had been expressed. Having received a few days' notice to expect something important but no actual information, we were shocked to hear the City's proposal to ask you to tax our residents to fund the City's shortfall. We know nothing about the details of the City proposal including how it would be administered or how long it would be in place. While Mayor Darling may believe residents from outside the City will have no problem with 'a dollar a day', we note that the same argument could be made of City citizens who would generate over \$10M if the same logic were applied. We note the City proposition would require tax rate increases ranging from 9¢ (Rothesay) to 32¢ (Petersville) to implement.¹

Tax Burden

However, tax rates are not our main concern nor that of our residents. The tax 'burden' in the form of a bill that arrives each year is more important to most and the town tax bills are significant. In 2019 Rothesay single family home owners paid the highest tax bills in the province on average followed closely by Quispamsis with the third highest. These were \$550 and \$300 respectively higher than the Saint John average. (It must be noted that this is not simply a matter of higher incomes; the property tax is not progressive and factors such as high mortgages and fixed incomes are relevant, not to mention that ability to pay is already captured in the income tax system.) We are now understanding that the City would intend to use our money to lower their own tax rate!

The residential bills in the City are lower partly because of substantial non-residential assessments and Provincial equalization grants not enjoyed by the towns. In fact, all the regional municipalities except St. Martins fall within the twelve highest tax burdens amongst the 100+ New Brunswick municipalities. In this we agree with the City that the money flowing out of the region to others with lower tax rates and tax burdens is central to the challenges faced.

Current Municipal Support

We also observe that the Towns have made substantial contributions to the City for many years. For example, Quispamsis has recorded more than \$9M in contributions to the Greater Saint John Regional Facilities Commission and regional economic development agencies. Since amalgamation, the City of Saint John has received more than \$190M in unconditional grant monies from the Province, the combined total for the Towns - \$11M. All aspects of municipal finance should be considered before taxing a population with no say in how that money is spent.

City representatives have done a lot of talking about their problems and the future actions they intend to take. However, action on the issues would bring a lot more

¹ A table showing the cost of the City's proposal to the surrounding communities is appended.

credibility to their arguments. For example, the City has identified that it operates more arenas than needed and are running substantial deficits on these facilities. We have been told they intend to close one. They have known about this situation for several years by their own admission and yet still no action!

This is a difficult time and all orders of government are facing many challenges. The City has chosen to raise this matter now claiming it must have a 'solution' for the 2021 budget. A solution for what? The City has drawn an arbitrary line in the sand saying they don't want to be the municipality with the highest tax rate in New Brunswick. If the City cannot control costs within the revenue generated by the current tax rate and other revenue sources, they must do what other municipalities do and raise the rate. Saint John Common Council is accountable to its taxpayers and it is these taxpayers who must decide if the right choices are being made. The City is not accountable to voters outside City boundaries and these voters should not have to pay for the decisions made without their input. It is easy for the City's representatives to tell their voters that their problems lie with their neighbours but it is disingenuous to do so. Common Council must make the decisions necessary. Residents of the outlying communities are not responsible for the state of the City and should not be expected to share the burden of addressing the City challenges, especially when limited action has been taken to reduce cost or raise revenue internally.

Gardner Pinfold

We received the Garner Pinfold report: Greater Saint John Regional Task Force Analysis commissioned by your government. The terms of reference for the Report have only now been made available to us and we have not had an opportunity to learn more about the methodology or the focus of the report. The City spokesmen say the Report justifies the proposal to seek substantial amounts from the taxpayers of surrounding communities. We are unable to come to the same conclusion.

For example in the Benchmarking summary, it states '... Saint John costs per paved lane-km of road is above the middle'. Indeed they are! In Table 2.1 of the Report, it shows maintenance cost per paved road kilometre in Saint John at \$13,538, more than 3x the average of the comparable communities. Is this a cost our taxpayers should be asked to share? Fire costs per capita are more than double the average of the other cities and police costs are the highest. In short, the report identifies key functions where costs in Saint John are well above the comparables, yet these are costs the City believes justified in asking the Province to force others to pay.

In interpreting Statistics Canada data, the Report suggests that the City is the only destination for residents from outside Saint John. It argues that most non-work trips taken by town households are into the City.² That is, only 3.9% of the trips taken by town residents are not into Saint John. Perhaps the author should visit the

² Paragraph under table 2.4, page 9, Gardner Pinfold: Greater Saint John Regional Task Force Analysis; January, 2020.

communities. The allocation of costs to the entire road maintenance budget is inappropriate, as most commuters do not travel many neighbourhood roads in the City.

The Report analyzes the cost of police and fire and purports to share that amongst the municipalities according to their share of the total municipal tax base in the region. (It conveniently leaves out the Local Service Districts.) This says nothing about the service received, service delivery structures and the efficiency of the respective departments. Perhaps it also identifies that there is not always greater efficiency in larger scale operations.

On page 10 the Report states the following 'The following does not include City of Saint John temporary special pension costs.' Yet in earlier Table 2.3, temporary pension amounts are specifically included. Why should such costs be borne by commuters?

We could go on. However, the greatest failing of the report in our view is the lack of analysis of the revenue side of the operations. The City generates about \$60M in revenue from its non-residential tax base (\$42M) and unconditional grant. What do the businesses that pay these sums get for their money if not roads for their employees and customers to get to their places of business, and why does the Province award such a substantial grant if not to contribute to the cost of services in a regional service center?

Role of Commuters

The City has also put forward the concept of road tolls. We note that key roads for commuters including Route 1, Rothesay Avenue, Rothesay Road, Fairville Boulevard are either managed and maintained by the Province or for which designated highways funding is paid. We also note that tolls between 5:30 and 9:30 in the morning would have implication to those attending major Provincial institutions like the Regional Hospital, the University and the Community College. Obviously, such a scheme could not move forward without explicit collaboration with your government. Support we strongly discourage.

City representatives have repeatedly laid the blame for its financial conditions on those that do not live in the City but go into the City daily to work at the businesses or patronize them. This is wrong headed. Are residential taxpayers expected to subsidize costs that should be borne by businesses?

Those travelling into the City to work play a role in a symbiotic relationship. Although many would not be here without the jobs created in Saint John, similarly the businesses at which they work would not be successful without talented employees who would expect to live in their choice of the neighbourhoods they find attractive. We question how a growth agenda focused on attracting a creative, energetic labour supply will succeed in such an environment.

Conclusion

We agree with you, Mr. Premier, property tax reform is vital, not just for Saint John, but for all of New Brunswick. If that includes increased taxes on heavy industry or at least more tax revenue returned to municipalities, we encourage that process to be initiated. If you wish to have concepts modelled on the tax base in this region, we would be glad to be a sounding board.

You might ask what we propose. We would ask you Mr. Premier not to act on any request by the City of Saint John to impose a tax on residents of surrounding communities for the City's benefit. We do agree to continue to talk to City representatives to look for ways in which all the communities in the region might cooperate and benefit. We understood that to be the mandate of the Task Force and we should be included in any and all discussion related to more property tax on our property owners. We remain committed to regional cooperation and collaboration with a well-thought out plan and a comprehensive approach.

We recognize this is a lengthy letter but hope you will understand how important this matter is to all our taxpayers and do note it is succinct when set against all the material prepared for and by the City. There is much more we could add and more dialogue is needed.

Yours truly,



Gary Clark, Mayor
Quispamsis



Grace Losier, Mayor
Grand Bay-Westfield



Dr. Nancy Grant, Mayor
Rothesay



Ken Chorley, Mayor
Hampton



Bette Ann Chatterton, Mayor
St. Martins

cc. City of Saint John Common Council

Local Government		Hsehlids ³	@\$265	Tax Rate equival ¢	Current Tax Rate	New Rate	@\$353	Tax Rate equival ¢	New Rate
Grand Bay-Westfield		1930	\$511,450	13.37	\$1.37	\$1.50	\$681,290	17.81	\$1.55
Hampton		1640	\$434,600	11.75	\$1.30	\$1.41	\$578,920	15.65	\$1.45
Quispamsis		6455	\$1,710,575	9.50	\$1.34	\$1.44	\$2,278,615	12.65	\$1.47
Rothesay		4635	\$1,228,275	9.23	\$1.24	\$1.33	\$1,636,155	12.30	\$1.36
St. Martins		140	\$37,100	20.06	\$1.22	1.42	\$49,420	26.73	\$1.49
subtotals			\$3.9M				\$5.2M		
Simonds	69% ⁴	1515	\$401,475	20.08	\$0.38	\$0.59	\$534,795	26.74	\$0.66
Kingston	31%	1225	\$324,625	11.15	\$0.48	\$0.59	\$432,425	14.86	\$0.63
Hampton	25%	1090	\$288,850	12.72	\$0.67	\$0.79	\$384,770	16.94	\$0.84
Westfield	61%	1962	\$519,930	20.30	\$0.44	\$0.65	\$692,586	27.05	\$0.72
Norton	35%	515	\$136,475	15.09	\$0.57	\$0.72	\$181,795	20.10	\$0.77
Upham	34%	520	\$137,800	19.10	\$0.74	\$0.93	\$183,560	25.44	\$0.99
Musquash	10%	510	\$135,150	2.59	\$0.35	\$0.38	\$180,030	3.46	\$0.38
Saint Martins	50%	480	\$127,200	18.62	\$0.49	\$0.68	\$169,440	24.80	\$0.74
Greenwich	38%	450	\$119,250	16.22	\$0.56	\$0.72	\$158,850	21.61	\$0.78
Lepreau	28%	335	\$88,775	11.11	\$0.52	63.19	\$118,255	14.80	\$0.67
Petersville	43%	295	\$78,175	24.17	\$0.75	\$0.99	\$104,135	32.19	\$1.07
Rothesay	39%	120	\$31,800	13.56	\$0.47	\$0.60	\$42,360	18.06	\$0.65
Fairfield	50%	110	\$29,150	16.44	\$0.44	\$0.60	\$38,830	21.90	\$0.66
subtotals			\$2.4M				\$3.2M		
TOTALS			\$6.3M				\$8.4M		

If the same approach was applied to the City, the results would be as follows:


Local Government		Hsehlids	@\$265	Tax Rate equival ¢	Current Tax Rate	New Rate	@\$353	Tax Rate equival ¢	New Rate
City of Saint John		30,210	\$8,005,650	11.56	\$1.78	\$1.896	\$10,664,130	15.40	\$1.934

If contributions for GSJRFC and economic development are eliminated in the City's model, it suggests the amount they want in addition to the existing formula is \$6.73M. That can be generated with a City mil rate of \$1.85 in 2021.

³ Statistics Canada 2016 Census , Community Profiles

⁴ Percentage increase over current rate

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Best Regards,
The Kiv Food Basket.

Town of Rothesay

General Fund Financial Statements

March 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 - March	G11
Project Funding - April - Draft	G12

Town of Rothesay

Balance Sheet - Capital General Fund 3/31/20

ASSETS

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

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

\$ 50,351,745

LIABILITIES AND EQUITY

Gen Capital due to/from Gen Operating	790,000
Total Long Term Debt	5,950,000
	<u>\$ 6,740,000</u>

Investment in General Fund Fixed Assets	43,611,745
	<u><u>\$ 50,351,745</u></u>

Town of Rothesay

Balance Sheet - General Fund Reserves

3/31/20

ASSETS

BNS Gas Tax Interest Account	106,706
BNS General Operating Reserve #214-15	557,382
BNS General Capital Reserves #2261-14	856,071
BNS - Gas Tax Reserves - GIC	4,595,165
Gen Reserves due to/from Gen Operating	13,668
	\$ 6,128,992

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	4,366,824
Invest. in General Capital Reserve	667,234
General Gas Tax Funding	335,047
Invest. in General Operating Reserve	565,029
Invest. in Land for Public Purposes Reserve	141,142
Invest. in Town Hall Reserve	53,719
	\$ 6,128,993

Town of Rothesay
 Balance Sheet - General Operating Fund
 3/31/20

CURRENT ASSETS

Cash	571,538
Receivables	160,982
HST Receivable	147,225
Payroll Clearing	(117)
Inventory	21,681
Gen Operating due to/from Util Operating	282,213
Total Current Assets	<u>1,183,522</u>
Other Assets:	
Projects	<u>280,782</u>
	<u>280,782</u>
TOTAL ASSETS	<u><u>1,464,304</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	675,337
Other Payables	433,579
Gen Operating due to/from Gen Reserves	13,668
Gen Operating due to/from Gen Capital	(790,000)
Accrued Pension Obligation	78,100
Accrued Retirement Allowance	408,322
Def. Rev-Quispamsis/Library Share	37,631
TOTAL LIABILITIES	<u>856,637</u>

EQUITY

Retained Earnings - General	(13,238)
Surplus/(Deficit) for the Period	<u>620,904</u>
	<u>607,666</u>
	<u><u>1,464,304</u></u>

2020May11OpenSessionFINAL_043

Town of Rothesay

Statement of Revenue & Expenditure
3 Months Ended 3/31/20

	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	4,123,119	4,123,116	3		16,492,464
Sale of Services	21,787	35,458	112,416	106,375	6,041		410,300
Services to Province of New Brunswick	5,000	5,000	15,000	15,000	0		60,000
Other Revenue from Own Sources	62,115	11,013	73,134	27,038	46,096		108,150
Unconditional Grant	10,688	10,695	32,077	32,084	(7)		128,335
Conditional Transfers	0	0	-897	0	[897]		26,500
Other Transfers	250,000	250,000	349,251	349,251	0		1,099,251
	<u>\$1,723,964</u>	<u>\$1,686,537</u>	<u>\$4,704,100</u>	<u>\$4,652,863</u>	<u>\$51,237</u>		<u>\$18,325,000</u>
EXPENSES							
General Government Services	205,029	203,655	677,501	724,142	46,640		2,308,843
Protective Services	742,016	730,495	1,541,721	1,535,886	(5,836)		5,331,346
Transportation Services	348,133	372,465	1,081,164	1,184,344	103,180		3,606,766
Environmental Health Services	48,142	51,500	150,074	155,500	5,426		658,000
Environmental Development	37,429	46,438	158,935	176,460	17,525		605,940
Recreation & Cultural Services	121,887	145,272	473,002	525,832	52,830		2,112,991
Fiscal Services	239	333	797	1,000	203		3,701,113
	<u>\$1,502,876</u>	<u>\$1,550,159</u>	<u>\$4,083,196</u>	<u>\$4,303,164</u>	<u>\$219,968</u>		<u>\$18,324,999</u>
Surplus (Deficit) for the Year	<u>\$221,089</u>	<u>\$136,378</u>	<u>\$620,904</u>	<u>\$349,700</u>	<u>\$271,205</u>		<u>\$ 1</u>

Town of Rothesay
Statement of Revenue & Expenditure
3 Months Ended 3/31/20

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Sale of Services							
Bill McGuire Memorial Centre	1,346	1,667	6,409	5,000	1,409		20,000
Town Hall Rent	5,083	6,083	17,611	18,250	(639)		73,000
Arena Revenue	13,112	26,192	81,700	78,575	3,125		220,800
Community Garden	0	0	(40)	0	(40)		1,000
Fox Farm Rental	1,550	850	4,000	2,550	1,450		10,200
Recreation Programs	696	667	2,737	2,000	737		85,300
	<u>21,787</u>	<u>35,458</u>	<u>112,416</u>	<u>106,375</u>	<u>6,041</u>		<u>410,300</u>
Other Revenue from Own Sources							
Licenses & Permits	2,237	6,250	9,780	18,750	(8,970)	1	75,000
Recycling Dollies & Lids	26	83	73	250	(177)		1,000
Interest & Sundry	1,428	833	3,935	2,500	1,435		10,000
Miscellaneous	50,091	846	51,012	2,537	48,475	2	10,150
Fire Dept. Administration	3,000	3,000	3,000	3,000	0		12,000
Local Improvement Levy Mulberry Lane	5,333	0	5,333	0	5,333	3	0
	<u>62,115</u>	<u>11,013</u>	<u>73,134</u>	<u>27,038</u>	<u>46,096</u>		<u>108,150</u>
Conditional Transfers							
Canada Day Grant	0	0	0	0	0		1,500
Grant - Other	0	0	(897)	0	(897)	4	25,000
	<u>0</u>	<u>0</u>	<u>(897)</u>	<u>0</u>	<u>(897)</u>		<u>26,500</u>
Other Transfers							
Surplus of 2nd Previous Year	0	0	99,251	99,251	0		99,251
Utility Fund Transfer	250,000	250,000	250,000	250,000	0		1,000,000
	<u>250,000</u>	<u>250,000</u>	<u>349,251</u>	<u>349,251</u>	<u>0</u>		<u>1,099,251</u>
EXPENSES							
General Government Services							
Legislative							
Mayor	3,888	3,750	10,196	11,250	1,054		47,000
Councillors	10,131	10,342	29,627	31,025	1,398		136,100
Regional Service Commission 9	0	0	899	1,750	851		7,000
Other	75	1,125	950	3,375	2,425		13,500
	<u>14,093</u>	<u>15,217</u>	<u>41,672</u>	<u>47,400</u>	<u>5,728</u>		<u>203,600</u>
Administrative							
Office Building	51,743	58,417	63,366	75,250	11,884		155,000
Solicitor	583	4,167	1,538	12,500	10,962		50,000
Administration - Wages & Benefits	80,945	83,320	269,320	286,254	16,933		1,081,656
Supplies	3,206	9,142	7,931	27,425	19,494		109,700
Professional Fees	22,943	1,667	22,943	5,000	(17,943)	5	30,000
Other	9,494	12,477	49,275	47,432	(1,842)		159,729
	<u>168,914</u>	<u>169,189</u>	<u>414,372</u>	<u>453,861</u>	<u>39,489</u>		<u>1,586,085</u>

2020May11OpenSessionFINAL_045

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
G7							
Other General Government Services							
Community Communications	516	833	835	2,500	1,665		10,000
Civic Relations	0	167	0	500	500		2,000
Insurance	0	0	194,165	195,131	966		195,131
Donations	5,000	2,917	10,100	8,750	(1,350)		35,000
Cost of Assessment	0	0	0	0	0		258,027
Property Taxes - L.P.P.	16,469	15,000	16,469	15,000	(1,469)		15,000
Fox Farm Rental Expenses	37	333	(112)	1,000	1,112		4,000
	<u>22,023</u>	<u>19,250</u>	<u>221,457</u>	<u>222,881</u>	<u>1,424</u>		<u>519,158</u>
	<u>205,029</u>	<u>203,655</u>	<u>677,501</u>	<u>724,142</u>	<u>46,640</u>		<u>2,308,843</u>
Protective Services							
Police							
Police Protection	232,137	215,137	662,411	645,411	(17,000)	6	2,581,645
Crime Stoppers	0	2,800	0	2,800	2,800		2,800
	<u>232,137</u>	<u>217,937</u>	<u>662,411</u>	<u>648,211</u>	<u>(14,200)</u>		<u>2,584,445</u>
Fire							
Fire Protection	171,204	171,204	513,611	513,611	0		2,225,646
Water Costs Fire Protection	325,000	325,000	325,000	325,000	0		325,000
	<u>496,204</u>	<u>496,204</u>	<u>838,611</u>	<u>838,611</u>	<u>0</u>		<u>2,550,646</u>
Emergency Measures							
911 Communications Centre	13,063	13,063	39,189	39,189	0		156,755
EMO Director/Committee	80	1,667	160	5,000	4,840		20,000
	<u>13,143</u>	<u>14,730</u>	<u>39,349</u>	<u>44,189</u>	<u>4,840</u>		<u>176,755</u>
Other							
Animal & Pest Control	532	792	1,351	2,375	1,024		9,500
Other	0	833	0	2,500	2,500		10,000
	<u>532</u>	<u>1,625</u>	<u>1,351</u>	<u>4,875</u>	<u>3,524</u>		<u>19,500</u>
Total Protective Services	<u>742,016</u>	<u>730,495</u>	<u>1,541,721</u>	<u>1,535,886</u>	<u>(5,836)</u>		<u>5,331,346</u>

2020May11OpenSessionFINAL_046

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Transportation Services							
Common Services							
Administration (Wages & Benefits)	125,891	141,682	440,951	490,594	49,643		1,810,279
Workshops, Yards & Equipment	95,154	92,477	226,602	238,431	11,829		693,723
Engineering	0	625	2,861	1,875	(986)		7,500
	<u>221,045</u>	<u>234,784</u>	<u>670,415</u>	<u>730,900</u>	<u>60,486</u>		<u>2,511,502</u>
Street Cleaning & Flushing							
Roads & Streets	827	5,000	827	7,000	6,173		40,000
Crosswalks & Sidewalks	1,383	4,583	3,969	13,750	9,781		55,000
Culverts & Drainage Ditches	150	1,031	2,998	3,094	96		21,063
Snow & Ice Removal	2,179	5,625	3,133	16,875	13,742		67,500
	<u>83,612</u>	<u>86,600</u>	<u>325,145</u>	<u>339,800</u>	<u>14,655</u>		<u>602,000</u>
	<u>88,149</u>	<u>102,840</u>	<u>336,072</u>	<u>380,519</u>	<u>44,447</u>		<u>785,563</u>
Street Lighting							
	12,321	10,833	37,238	32,500	(4,738)	7	130,000
Traffic Services							
Street Signs	0	667	410	2,000	1,590		8,000
Traffic Lanemarking	0	0	637	0	(637)		30,000
Traffic Signals	2,594	3,333	5,291	10,000	4,709		40,000
Railway Crossing	1,308	2,000	4,093	6,000	1,907		24,000
	<u>3,902</u>	<u>6,000</u>	<u>10,432</u>	<u>18,000</u>	<u>7,568</u>		<u>102,000</u>
Public Transit							
Public Transit - Comex Service	17,800	17,800	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	438	625	187		2,500
	<u>17,946</u>	<u>18,009</u>	<u>22,238</u>	<u>22,425</u>	<u>187</u>		<u>77,701</u>
Total Transportation Services	<u>343,364</u>	<u>372,465</u>	<u>1,076,395</u>	<u>1,184,344</u>	<u>107,950</u>		<u>3,606,766</u>
Environmental Health Services							
Solid Waste Disposal Land Fill	14,900	16,250	48,333	48,750	417		195,000
Solid Waste Disposal Compost	1,998	3,000	4,649	9,000	4,351		36,000
Solid Waste Collection	23,217	24,167	69,652	72,500	2,848		290,000
Solid Waste Collection Curbside Recycling	8,027	8,083	26,919	24,250	(2,669)	8	97,000
Clean Up Campaign	0	0	521	1,000	479		40,000
	<u>48,142</u>	<u>51,500</u>	<u>150,074</u>	<u>155,500</u>	<u>5,426</u>		<u>658,000</u>
Environmental Development Services							
Planning & Zoning							
Administration	29,197	34,248	131,112	136,690	5,578		456,460
Planning Projects	0	3,750	0	11,250	11,250		45,000
Heritage Committee	0	208	0	625	625		2,500
	<u>29,197</u>	<u>38,206</u>	<u>131,112</u>	<u>148,565</u>	<u>17,453</u>		<u>503,960</u>
Economic Development Comm							
Tourism	8,232	8,232	24,695	24,695	0		98,780
	<u>0</u>	<u>0</u>	<u>3,129</u>	<u>3,200</u>	<u>71</u>		<u>3,200</u>
	<u>8,232</u>	<u>8,232</u>	<u>27,824</u>	<u>27,895</u>	<u>72</u>		<u>101,980</u>
	<u>37,429</u>	<u>46,438</u>	<u>158,935</u>	<u>176,460</u>	<u>17,525</u>		<u>605,940</u>

G8

2020May11OpenSessionFINAL_047

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Recreation & Cultural Services							
Administration	42,684	38,872	89,979	85,364	(4,615)		263,960
Beaches	0	0	1,356	0	(1,356)		45,500
Rothsay Arena	22,049	32,434	82,385	103,502	21,117		335,434
Memorial Centre	9,522	12,417	19,123	21,250	2,127		61,000
Summer Programs	75	0	987	0	(987)		62,000
Parks & Gardens	32,577	39,479	108,396	129,080	20,685		586,554
Rothsay Common Rink	6,857	7,639	27,395	26,918	(477)		57,672
Playgrounds and Fields	326	6,167	3,079	18,500	15,421		115,000
Regional Facilities Commission	0	0	112,923	112,923	0		451,692
Kennebecasis Public Library	7,179	7,179	21,536	21,536	0		86,144
Special Events	618	1,000	5,843	6,500	657		39,500
PRO Kids	0	0	0	0	0		7,500
Rothsay Living Museum	0	86	0	259	259		1,035
	<u>121,887</u>	<u>145,272</u>	<u>473,002</u>	<u>525,832</u>	<u>52,830</u>		<u>2,112,991</u>
Fiscal Services							
Debt Charges							
Interest	239	333	797	1,000	203		173,113
Debtenture Payments	0	0	0	0	0		778,000
	<u>239</u>	<u>333</u>	<u>797</u>	<u>1,000</u>	<u>203</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>239</u>	<u>333</u>	<u>797</u>	<u>1,000</u>	<u>203</u>		<u>3,701,113</u>

Town of Rothesay

Variance Report - General Fund

3 months ending March 31, 2020

Note #		Actual	Budget	Better/(Worse)	Description of Variance
Revenue					
1	Licenses & Permits	\$ 9,780	\$ 18,750	\$ (8,970)	Slow start to yea
2	Miscellaneous Revenue	\$ 51,012	\$ 2,537	\$ 48,475	Insurance proceeds
3	Local Improvement Levy Mulberry Lane	\$ 5,333	\$ -	\$ 5,333	Unbudgeted
4	Grants - Other	\$ (897)	\$ -	\$ (897)	SEED grant overpayment

Total \$ 52,911
 Variance per Statement \$ 51,237
 Explained 103.27%

Expenses

General Government

5	Professional Fees	\$ 22,943	\$ 5,000	\$ (17,943)	Climate Change Adaptation Plan
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Protective Services

6	Police Protection	\$ 662,411	\$ 645,411	\$ (17,000)	Extraneous costs
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Transportation

7	Street Lighting	\$ 37,238	\$ 32,500	\$ (4,738)	Budget may be low
8	Curbside recycling	\$ 26,919	\$ 24,250	\$ (2,669)	purchase additional containers

Environmental Health

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Environmental Development

				\$ -	
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Recreation & Cultural Services

				\$ -	
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Total \$ (42,350)
 Variance per Statement \$ 219,968
 Explained -19.25%

2020May11OpenSessionFINAL_049

Town of Rothesay

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

	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	Roller	45,000	
12027260 Asphalt Microseal 2020 T-2020-005	1,200,000	63,677	1,136,323	Tandem Dump	300,000	
12027360 Sandbagging T-2020-006	0	0	0	5500 1 ton	100,000	
Unassigned:				F250 3/4 ton	60,000	
Designated Highway	\$ 1,130,000			F150 1/2 ton 4x4	50,000	
Curb & Sidewalk	\$ 305,500			1500 1/2 ton	60,000	
2021 Asphalt Design	\$ 60,000			Storm pump	-	56,825
Stormwater Master Plan	\$ 300,000				615,000	56,825
Traffic Study	\$ 40,000					
Total Transportation	3,650,500	120,502	1,694,498			
Recreation						
12020860 Recreation Equipment Purchases R-2020-004	110,000	0	110,000	Truck	60,000	
12027160 Scribner Field Replacement R-2020-002	550,000	11,250	538,750	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	0	1,020,000			
Total Recreation	1,730,000	11,250	1,718,750			
Carryovers						
12026860 Church Avenue Reconstruction T-2019-002	0	114,170	-114,170			
12026960 Cameron Rd/Mulberry Lane T-2019-006	0	12,698	-12,698			
12025160 Designated Highway 2019	0	-11,838	11,838			
12026660 Ashphalt/Microseal 2019 T-2019-001	0	4,422	-4,422			
	0	119,452	-119,452			
Total	\$ 6,075,500	\$ 280,782	\$ 3,959,218			
Funding						
General Government	215,000	215,000				
Protective Services	480,000	112,500	367,500			
Transportation	3,650,500	2,242,500		560,500	847,500	
Recreation	1,730,000	180,000	1,550,000			
Total	\$ 6,075,500	\$ 2,750,000	\$ 1,917,500	\$ 560,500	\$ 847,500	

2020May11OpenSessionFINAL_050

Town of Rothesay

Capital Projects 2020
General Fund
4 Months Ended 4/30/20

DRAFT!

	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	Roller	45,000
12027260	Asphalt Microseal 2020 T-2020-005	1,200,000	63,677	1,136,323	Tandem Dump	300,000
12027360	Sandbagging T-2020-006	0	0	0	5500 1 ton	100,000
	Unassigned:				F250 3/4 ton	60,000
	Designated Highway	\$ 1,130,000			F150 1/2 ton 4x4	50,000
	Curb & Sidewalk	\$ 305,500			1500 1/2 ton	60,000
	2021 Asphalt Design	\$ 60,000			Storm pump	-
	Stormwater Master Plan	\$ 300,000				56,825
	Traffic Study	\$ 40,000				615,000
	Total Transportation	3,650,500	120,502	1,694,498		
Recreation						
12020860	Recreation Equipment Purchases R-2020-004	110,000	0	110,000	Truck	60,000
12027160	Scribner Field Replacement R-2020-002	550,000	11,250	538,750	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	0	1,020,000		
	Total Recreation	1,730,000	11,250	1,718,750		
Carryovers						
12026860	Church Avenue Reconstruction T-2019-002	0	114,170	-114,170		
12026960	Cameron Rd/Mulberry Lane T-2019-006	0	12,698	-12,698		
12025160	Designated Highway 2019	0	-11,838	11,838		
12026660	Ashphalt/Microseal 2019 T-2019-001	0	4,422	-4,422		
		0	119,452	-119,452		
Total	\$ 6,075,500	\$ 280,782	\$ 3,959,218			
Funding						
	2020	Operating	Borrow	Gas Tax	Grant	
General Government	215,000	215,000				
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

March 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 - March	U6
Project Listing - April - Draft	U7

Town of Rothesay

Capital Balance Sheet

As at 3/31/20

ASSETS

Assets:

Capital Assets Utilities Land	119,970
Capital Assets Utilities Buildings	1,953,740
Capital Assets Utilities Equipment	565,752
Capital Assets Utilities Water System	27,712,960
Capital Assets Utilities Sewer System	24,052,521
Capital Assets Utilities Land Improvements	42,031
Capital Assets Utilities Roads & Streets	220,011
Capital Assets Utilities Vehicles	113,001
	<u>54,779,988</u>
Accumulated Amortization Utilites Buildings	(638,871)
Accumulated Amortization Utilites Water System	(7,671,922)
Accumulated Amortization Utilites Sewer System	(8,556,857)
Accumulated Amortization Utilites Land Improvements	(42,031)
Accumulated Amortization Utilites Vehicles	(23,235)
Accumulated Amortization Utilites Equipment	(140,077)
Accumulated Amortization Utilites Roads & Streets	(16,135)
	<u>(17,089,128)</u>
TOTAL ASSETS	<u><u>37,690,859</u></u>

LIABILITIES

Current:

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

Long-Term:

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

EQUITY

Investments:

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

Town of Rothesay

Utility Reserve Balance Sheet

As at 3/31/20

ASSETS

Assets:

Bank - Utility Reserve	1,328,401
Due from Utility Operating	11,011
TOTAL ASSETS	<u>\$ 1,339,413</u>

EQUITY

Investments:

Invest. in Utility Capital Reserve	962,987
Invest. in Utility Operating Reserve	105,185
Invest. in Sewage Outfall Reserve	271,241
TOTAL EQUITY	<u>\$ 1,339,413</u>

Town of Rothesay
 Utilities Fund Operating Balance Sheet
 As at 3/31/20

ASSETS

Current assets:		
Accounts Receivable Net of Allowance		2,634,942
Accounts Receivable - Projects		150,000
Total Current Assets		<u>2,784,942</u>
Other Assets:		
Projects		25,825
		<u>25,825</u>
 TOTAL ASSETS		 <u>\$ 2,810,767</u>

LIABILITIES

Accrued Payables	43,514
Due from General Fund	282,213
Due from (to) Capital Fund	400,000
Due to (from) Utility Reserve	11,011
Deferred Revenue	16,016
Total Liabilities	<u>752,754</u>

EQUITY

Surplus:		
Opening Retained Earnings		25,641
Profit (Loss) to Date		2,032,372
		<u>2,058,013</u>
 TOTAL LIABILITIES & EQUITY		 <u>\$ 2,810,767</u>

Town of Rothesay
Utilities Operating Income Statement
3 Months Ended 3/31/20

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	279,174	288,125	279,224	288,125	(8,901)	1	1,100,000
Meter and non-hookup fees	13,144	11,800	13,156	11,800	1,356		47,200
Water Supply for Fire Prot.	325,000	325,000	325,000	325,000	0		325,000
Local Improvement Levy	64,407	62,000	64,407	62,000	2,407		62,000
Sewerage Services	1,651,865	1,650,000	1,651,865	1,650,000	1,865		1,650,000
Connection Fees	2,700	5,833	7,100	17,500	(10,400)	2	70,000
Interest Earned	8,478	5,417	25,359	16,250	9,109		65,000
Misc. Revenue	225	49	750	147	603		589
Surplus - Previous Years	0	0	80,211	80,211	0		80,211
TOTAL RECEIPTS	2,344,992	2,348,224	2,447,071	2,451,033	(3,962)		3,400,000
WATER SUPPLY							
Share of Overhead Expenses	100,000	100,000	100,000	100,000	0		400,000
Audit/Legal/Training	0	3,708	217	5,125	4,908		11,500
Purification & Treatment	30,934	48,333	70,416	105,000	34,584		360,000
Transmission & Distribution	4,894	6,667	9,188	20,000	10,812		112,000
Power & Pumping	4,428	4,167	12,369	12,500	131		50,000
Billing/Collections	972	250	1,167	750	(417)		3,000
Water Purchased	158	63	271	188	(83)		750
Misc. Expenses	1,182	1,500	4,379	4,500	121		18,000
TOTAL WATER SUPPLY	142,569	164,688	198,007	248,063	50,055		955,250
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	150,000	150,000	150,000	150,000	0		600,000
Audit/Legal/Training	6,853	7,500	7,349	8,500	1,151		13,000
Collection System Maintenance	697	2,667	4,448	8,000	3,552		64,000
Sewer Claims	0	0	4,682	5,000	318		20,000
Lift Stations	5,632	5,417	11,480	16,250	4,770		65,000
Treatment/Disposal	16,148	21,417	27,315	34,250	6,935		92,000
Misc. Expenses	4,838	1,167	6,085	3,500	(2,585)	3	14,000
TOTAL SWGE COLLECTION & DISPOSAL	184,168	188,167	211,359	225,500	14,141		868,000
FISCAL SERVICES							
Interest on Long-Term Debt	0	0	0	0	0		299,377
Principal Repayment	0	0	0	0	0		507,373
Transfer to Reserve Accounts	0	0	0	0	0		70,000
Capital Fund Through Operating	0	0	0	0	0		700,000
TOTAL FISCAL SERVICES	0	0	0	0	0		1,576,750
TOTAL EXPENSES	326,737	352,854	409,366	473,563	64,197		3,400,000
NET INCOME (LOSS) FOR THE PERIOD	2,018,255	1,995,370	2,037,705	1,977,471	60,234		1

Town of Rothesay

2020May11OpenSessionFINAL_056

Variance Report - Utility Operating

Months Ended March 31, 2020

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Sale of Water	279,224	288,125	(8,901)	Commercial sales down
2	Connection Fees	7,100	17,500	(10,400)	Slow start
Water					
Sewer					
3	Misc. Expense	6,085	3,500	(2,585)	Sewer mail out
Fiscal Services					

Town of Rothesay

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

	Original BUDGET	CURRENT Y-T-D	Remaining Budget
WATER			
12045330 Station Road Water Line Replacement W-2020-003	250,000	0	250,000
12044330 Shadow Hill Watermain W-2020-002	400,000	0	400,000
12043430 Well Development - Quality W-2020-004	250,000	5,837	244,163
12045530 Water Tower Repairs W-2020-007	-	4,388	-4,388
	<u>\$ 900,000</u>	<u>\$ 10,225</u>	<u>\$ 889,775</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	0	65,000
12044130 WWTP Design Phase 2 S-2017-001	1,500,000	0	1,500,000
	<u>2,775,000</u>	<u>11,848</u>	<u>2,763,152</u>
Total Approved	<u>3,675,000</u>	<u>22,073</u>	<u>3,652,927</u>
Carryovers			
Funded from Reserves			
12045230 SCADA Changeover	-	3,752	-3,752
	<u>0</u>	<u>3,752</u>	<u>-3,752</u>
	<u>3,675,000</u>	<u>25,825</u>	<u>3,649,175</u>

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

Town of Rothesay

Capital Projects 2020
Utility Fund
4 Months Ended 4/30/20

DRAFT!

	Original BUDGET	CURRENT Y-T-D	Remaining Budget
WATER			
12045330 Station Road Water Line Replacement W-2020-003	250,000	0	250,000
12044330 Shadow Hill Watermain W-2020-002	400,000	0	400,000
12043430 Well Development - Quality W-2020-004	250,000	5,837	244,163
12045530 Water Tower Repairs W-2020-007	-	89,717	-89,717
	<u>\$ 900,000</u>	<u>\$ 95,554</u>	<u>\$ 804,446</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	0	65,000
12044130 WWTP Design Phase 2 S-2017-001	1,500,000	0	1,500,000
	<u>2,775,000</u>	<u>11,848</u>	<u>2,763,152</u>
Total Approved	<u>3,675,000</u>	<u>107,402</u>	<u>3,567,598</u>
Carryovers			
Funded from Reserves			
12045230 SCADA Changeover	-	3,752	-3,752
	<u>0</u>	<u>3,752</u>	<u>-3,752</u>
	<u>3,675,000</u>	<u>111,155</u>	<u>3,563,845</u>

Funding:

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

Town of Rothesay

2020-02-29 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 bank	6,000.00	
Fairweather Scholarship	1,000.00	
KV Oasis	2,500.00	2,500.00
Saint John Theatre Company	1,000.00	
Vocational Training Centre	6,000.00	
sub	<u>26,500.00</u>	<u>7,500.00</u>
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
sub	<u>8,500.00</u>	<u>2,600.00</u>
	<u><u>35,000.00</u></u>	<u><u>10,100.00</u></u>
G/L Balance		<u><u>10,100.00</u></u>

TOWN OF ROTHESAY

FINANCE COMMITTEE
VIA CONFERENCE CALL
April 23, 2020

In attendance:

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

The meeting was called to order at 8:30. The agenda was approved as were the minutes of February 20, 2020. (NG/DS)

Audit communication Letter

Audit communication letter presented for information. The correspondence was referenced by the auditor at the most recent Council meeting. All outstanding issues have been addressed and the 2019 audit is completed. Receive and file (NG/DS).

March Financial Statements

General Fund – Treasurer MacDonald explained all Finance Department functions are proceeding mostly as normal including;

- Water meters were read at a distance, with only a few estimates;
- Payable processing operating as normal (all suppliers paid on schedule);
- Payroll operating as normal;
- Cash receipts processed with slight change to the routine by the front desk staff; and
- Property transfers, insurance claims, grant claims all functioning as required.

Treasurer MacDonald reviewed financial statements and related variance report. He noted the Capital Fund balance sheet reflects the final accounting for fixed assets for 2019. Councillor Shea questioned the date on the April project listing, which will in future show as preliminary. Professional fee negative variance relates to a climate change adaptation study and will be offset by a Grant to be received.

Town Manager Jarvie has written a letter to Council reviewing the possible loss of revenue because of the virus and a preliminary estimate is approximately \$100,000. However there may be reduced costs as well. As noted by Councillor Brennan, staff will continue to monitor and recommend adjustments as required. These items will be reflected in the monthly financial statements.

Utility Fund – Treasurer MacDonald reviewed financial statements and related variance report. As above, Treasurer MacDonald noted the Capital Fund balance sheet includes fixed asset additions for 2019. Commercial water usage as well as connection fee revenues were down in the first quarter. It is possible these are related to a reduction in activity due to the virus. Staff will continue to monitor.

Councillor Shea noted there were no Fiscal Services charges in the first quarter. Treasurer MacDonald noted these expenditures are recorded as incurred and there are no long term debt payments until later in the year. The financial statements were accepted as presented. (NG/DS)

Donations

Treasurer MacDonald reviewed the summary, noting that a subsequent payment of \$1,000 was made to the KV Food Bank per Council. He also reviewed which events we have supported have been cancelled. It was agreed to allow the Imperial Theatre, (\$250) RNS (\$100) the NB Competitive Festival of Music (\$100), St Joseph's Hospital (\$100) and MD Canada (\$100) keep the funding already advanced.

Saint John Theatre Company – We have \$1,000 in the budget earmarked for them, and it was agreed to send this to them.

United Way – after a brief discussion it was agreed to decline this request.

There was a brief discussion of the \$1,000 for the curling event sent to Riverside in 2019 that will be moved to 2021. As they have already incurred expenses, it was agreed to let them keep funds already advanced, but to deny any requests for additional funding in 2021.

Compliance Report

For information

Conference call meeting tentatively scheduled for May 21, 2020 (8:30am). The meeting adjourned at 9:10.



2020 May 11 Open Session FINAL_062

ROTHESAY

INTEROFFICE MEMORANDUM



TO	:	Mayor & Council
FROM	:	Treasurer Doug MacDonald
DATE	:	May 4, 2020
RE	:	Finance Committee Motions

The Finance Committee at its meeting of April 23, 2020 recommended the following motions:

Council approve a grant request from the Saint John Theatre Company in the amount of \$1,000.00.

Funding request from United Way Saint John relating to the creation of the Atlantic Compassion Fund be denied.



ROTHESAY

PLANNING ADVISORY COMMITTEE MEETING BY TELECONFERENCE

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

Monday, May 4, 2020 at 5:30 p.m.



DRAFT

PRESENT: COLIN BOYNE, CHAIRPERSON
TRACIE BRITTAIN
JOHN BUCHANAN
ELIZABETH GILLIS
COUNCILLOR BILL MCGUIRE
ANDREW MCMACKIN
CRAIG PINHEY, VICE-CHAIRPERSON
COUNCILLOR DON SHEA

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

ABSENT: TOWN MANAGER JOHN JARVIE

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

1. APPROVAL OF THE AGENDA

MOVED by Counc. Shea and seconded by J. Buchanan to approve the agenda as circulated.

CARRIED.

2. ADOPTION OF MINUTES

2.1 Regular Meeting of March 2, 2020

MOVED by Counc. McGuire and seconded by Counc. Shea the Minutes of March 2, 2020 be adopted as circulated.

CARRIED.

3. NEW BUSINESS

3.1 Allison Drive

Gerald R. Roberts, Surveyor

OWNER:

Dr. Michael E. Blaney

PID:

30334809

PROPOSAL:

1 Lot Subdivision – Vacant Lot Allison Drive

It was noted Gerry Roberts, Surveyor for Kierstead Quigley & Roberts Ltd. is on the line on behalf of the property owners. DPDS White summarized the report highlighting the proposal complies with all by-law requirements. He explained the request is before the Committee as a matter of administrative procedure for the purpose of assisting Council in compliance with Section 75(1)(g) of the Community Planning Act that allows Council to collect a sum not exceeding eight per cent of the market value of land in the subdivision at the time of submission for approval.

Mr. Roberts relayed a message from the property owners stating they paid a sum of roughly \$6,000 in 2018 to subdivide the land and feel the additional charge of \$3,015.36 for the same land is unnecessary. He added the property owners are aware there is a process if applicants disagree with the Town's calculation; however since there are time constraints the property owners only wish to indicate their displeasure for the record.

DPDS White noted a Council member recently expressed interest in discussing reforms related to the collection of cash in lieu of Land for Public Purposes (LPP) with Council in the near future. Council member McGuire requested clarification regarding the two cash in lieu of LPP payments. DPDS White explained the property owners submitted two separate applications – one in 2018, and the current proposal (2020) - and each application for the subdivision of land requires either land or cash in lieu of LPP.

MOVED by Council member Shea and seconded by Council member Pinhey the Planning Advisory Committee hereby recommends Council accept \$3,015.36 as cash in lieu of land for public purposes for the proposed vacant LOT 20-2 to be subdivided from the vacant lot off Allison Drive (PID 30334809) as shown on the Tentative Plan of Subdivision 3895T.

CARRIED.

4. OLD BUSINESS

TABLED ITEMS (Tabled February 5, 2018) – no action at this time

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

5. CORRESPONDENCE FOR INFORMATION
N/A

6. DATE OF NEXT MEETING(S)
The next meeting will be held on **Monday, June 1, 2020.**

7. ADJOURNMENT
MOVED by J. Buchanan and seconded by T. Brittain the meeting be adjourned.

CARRIED.

The meeting adjourned at 5:40 p.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHERHAM

MEMORANDUM



TO : Mayor and Council
FROM : Recording Secretary, Planning Advisory Committee
DATE : 5 May 2020
RE : Cash in Lieu of Land for Public Purposes - Allison Drive (30334809)

RECOMMENDATION:

Council accept \$3,015.36 as cash in lieu of land for public purposes for the proposed vacant LOT 20-2 to be subdivided from the vacant lot off Allison Drive (PID 30334809) as shown on the Tentative Plan of Subdivision 3895T.

BACKGROUND:

The Planning Advisory Committee at its regular meeting of May 4, 2020 approved the following motion:

MOVED ... and seconded ... the Planning Advisory Committee hereby recommends Council accept \$3,015.36 as cash in lieu of land for public purposes for the proposed vacant LOT 20-2 to be subdivided from the vacant lot off Allison Drive (PID 30334809) as shown on the Tentative Plan of Subdivision 3895T.

CARRIED.



To: Chair and Members of Rothesay Planning Advisory Committee
From: Brian L. White, MCIP, RPP
Director of Planning & Development Services
Date: Tuesday, April 28, 2020
Subject: 1 Lot Subdivision – Vacant Lot Allison Drive (PID 30334809)

Applicant:	Gerald R. Roberts, Surveyor	Property Owner:	Dr. Michael E. Blaney
Mailing Address:	Kierstead Quigley & Roberts Ltd. 16 Fulton Lane Saint John, NB E2H 2W4	Mailing Address:	125 Hampton Road Rothesay, NB E2E 2N7
Property Location:	Allison Drive (Vacant Lot)	PID:	30334809
Plan Designation:	Low Density	Zone:	Single Family Residential - Large Serviced [R1A]
Application For:	Cash in Lieu of Land for Public Purposes		
Input from Other Sources:			

Origin:

An application to subdivide a parcel of vacant land off Allison Drive (PID 30334809) made by Gerry Roberts, on behalf of the owner Dr. Blaney.

Background:

The subject property is a vacant lot off Allison Drive is a 5,565.81 square meters in size (1.37 acres) lot zoned Single Family Residential – Large Serviced [R1A]. The proposal to subdivide the property would create two lots; Lot 20-1 being the existing remnant lot and Lot 20-2 being the new vacant lot also with access to Allison Drive. (See Attachment B)

Staff reviewed the Tentative Plan Drawing (see Attachment B) submitted the surveyor Mr. Gerry Roberts and can confirm that both lots would exceed the required dimensions for an R1A lot and that the new lot is suitable for a residential dwelling.



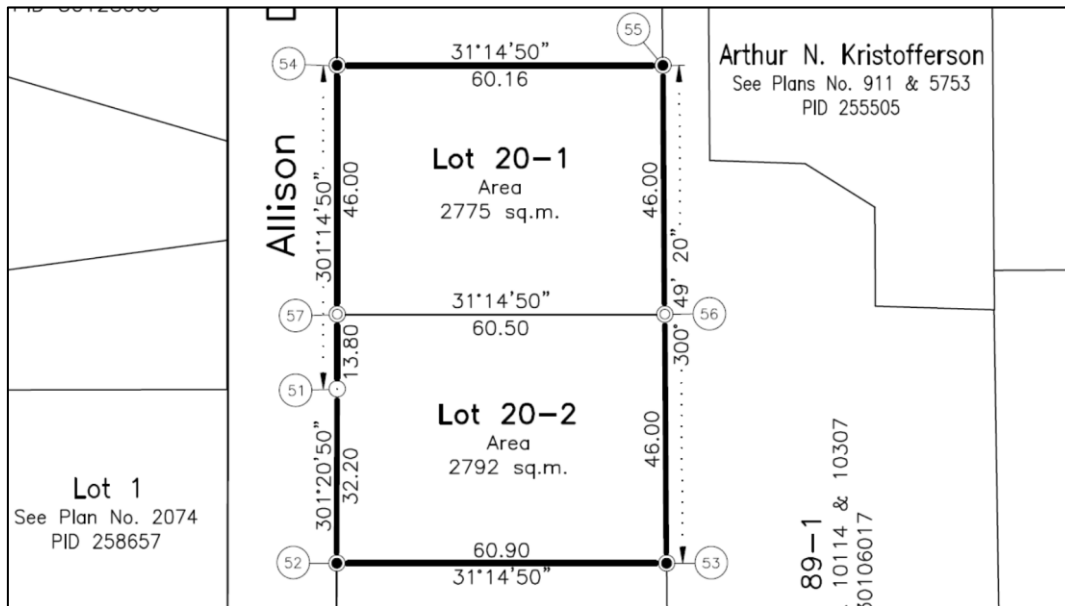
Figure 1 – Vacant Lot Allison Drive

Analysis:

Staff reviewed the minimum lot dimensions for both the remnant and new proposed lots against the R1A zone requirements and found that the proposed lots exceed all the requirements as follows:

R1A Zone Lot Dimensions	Lot 20-1 (Existing Remnant Lot)	Lot 20-2 (New Lot)
Minimum Lot Area: 2000 m ²	Area 2775 m ²	Area 2792 m ²
Minimum Lot Frontage: 40 m	Frontage 46m	Frontage 46m
Minimum Lot Depth: 45 m	Side yard lengths Greater than 60 m	Side yard lengths Greater than 60 m

The land is suitable for development, no variances are required, and Staff have no concerns or objections to the proposed subdivision.



Land for Public Purposes

The Community Planning Act gives Council the authority to determine what amount of money to be accepted as cash in lieu of Land for Public Purposes. In lieu of land set aside under By-law 4-10 Section 5.1¹, Council does require a sum of money in the amount of 8% of the market value of the proposed new LOT 20-2. When the subdivision plan is submitted for approval Staff calculate the market value of the new Lot using \$13.50 per square meter as stated in Schedule C of the By-law 4-10. If the applicant disagrees with the Town’s calculation of the land’s market value then they have the option of retaining, at their cost, a certified independent appraiser to determine the market value of the land. The required cash-in-lieu payment is calculated as follows:

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

Value of Land per square meter	Total Area of New Lot	Estimated Value of New Lot (\$13.50 x 2792m ²)	LPP Cash in Lieu 8% of Estimated Value
\$13.50 / m ²	2792 m ²	\$37,692.00	\$3,015.36

The proposed cash in lieu of Land for Public Purposes is **\$3,015.36** for the proposed vacant LOT 20-2.

Polling

The proposed subdivision requires no variances, no new public street, and fully complies with all By-law requirements and therefore polling is not required by PAC. The subdivision request is before PAC as a matter of administrative procedure for the purpose of assisting Council in compliance with Section 75(1) (g) of the Community Planning Act that allows Council to collect a sum not exceeding eight per cent of the market value of land in the subdivision at the time of submission for approval.

Recommendation:

It is recommended THAT the Planning Advisory Committee consider the following Motion:

- A. The Rothesay Planning Advisory Committee HEREBY recommends that Council accept **\$3,015.36** as cash in lieu of land for public purposes for the proposed vacant LOT 20-2 to be subdivided from the vacant lot off Allison Drive (PID 30334809) as shown on the Tentative Plan of Subdivision 3895T.

Attachments:

- Attachment A Site Location Map
- Attachment B Proposed Subdivision Plan 4 Allison Drive - Tentative Plan 3895T

Report Prepared by: Brian L. White, MCIP, RPP
 Date: Tuesday, April 28, 2020

Vacant Lot off Allison Drive

2020May11OpenSessionFINAL_069



Author: GIS Services

Date: 4/28/2020

Time: 11:21:04 AM

0 25 50 75 Meters

* Note - This product is for informational purposes only and has not been prepared for, nor is suitable for legal, engineering, or surveying purposes

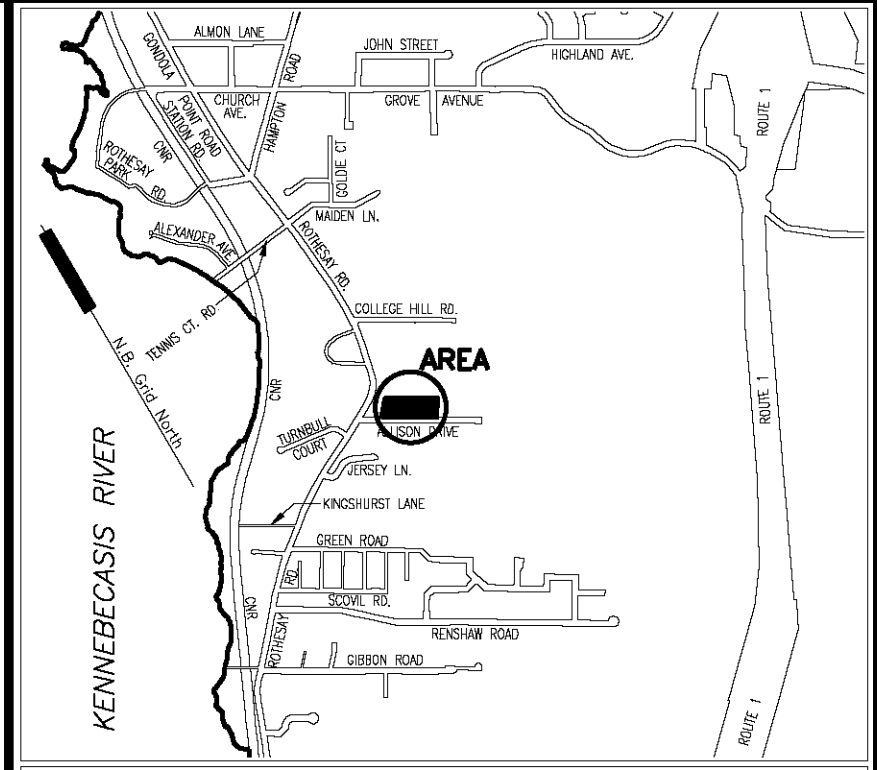
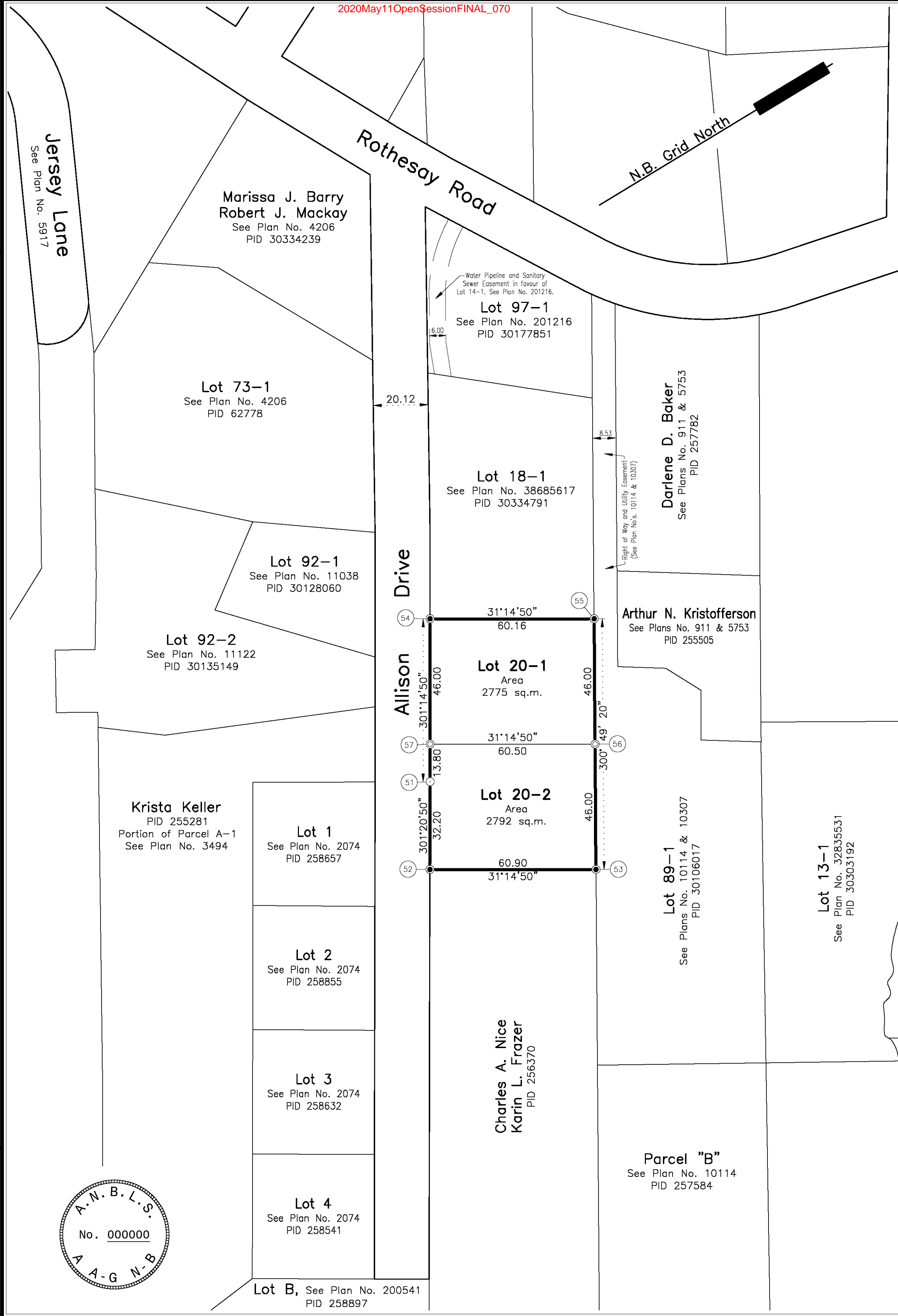
N.B. Grid Co-ordinate Values (Adj)

Point	Easting	Northing	Monument
51	2539477.230	7375436.549	Plan 33821613
52	2539504.728	7375419.799	SMF
53	2539536.317	7375471.864	SMF
54	2539426.105	7375467.569	SMF
55	2539457.311	7375519.002	SMF
56	2539496.814	7375495.433	SMS
57	2539465.431	7375443.709	SMS
14490	2539019.079	7375417.479	NBCM (Adj)
14491	2539370.523	7375597.513	NBCM (Adj)

Scale Factor = 1.000017

APPROVALS:

TITLE DATA:
 PID 30334809 (Lot 18-2, Plan No. 38685617)
 Owner: Michael Earle Blaney
 Document: 33859076
 Registered: 2014-06-13
SIGNATURE OF OWNERS:
 Michael Earle Blaney



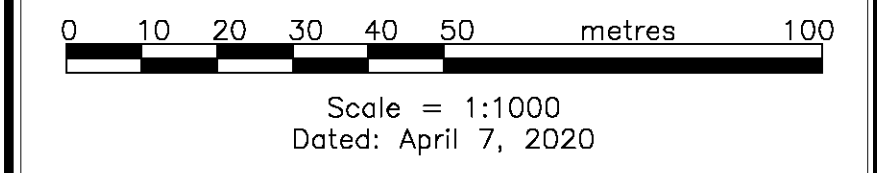
Key Plan
 Scale = 1:25,000

LEGEND:
 ● SMF - Standard survey marker found
 ⊙ SMS - Standard survey marker set
 ● RIBF - Round iron bar found
 ■ IBF - Square iron bar found
 ○ IPF - Iron pipe found
 ○ CALC - Calculated point
 ▲ NBCM - N.B. Co-ordinate Monument
 sq.m. - Square metres
 PID - Parcel identifier number
 Adj - Adjusted network
 (100) - Tabulated co-ordinate reference
 A.N.B.L.S. - Association of N.B. Land Surveyors

NOTES:
 1. Azimuths and Co-ordinate values refer to the NEW BRUNSWICK GRID CO-ORDINATE SYSTEM (Adjusted Network) and were derived from the tabulated New Brunswick Co-ordinate Monuments. Computations performed and co-ordinate values shown are based on the New Brunswick Stereographic Double Projection and the NAD83 (CSRS) ellipsoid.
 2. Azimuths are rounded to the nearest 10 seconds.
 3. Distances are in METRES and are rounded to the nearest CENTIMETRE.
 4. Lands dealt with by this plan are bounded thus
 5. Peripheral information and adjacent names were derived from various sources and should be verified.
 6. All plans and documents referenced are recorded in the Kings County Registry Office or in the Land Titles Office for the District of New Brunswick.
 7. This plan amends "Amending Subdivision Plan - Macgregor & Valerie Grant Subdivision - Phase 2," plan dated November 14, 2018 and filed on December 18, 2019 as Number 38685617.

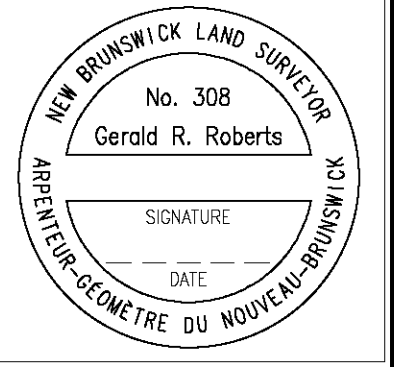
PURPOSE OF PLAN \ REASON FOR AMENDMENT:
 To subdivide Lot 18-2 into 2 new lots being Lots 20-1 and 20-2.

Tentative
Amending Subdivision Plan
Macgregor & Valerie Grant
Subdivision - Phase 2
 Town of Rothesay
 Kings County, N.B.

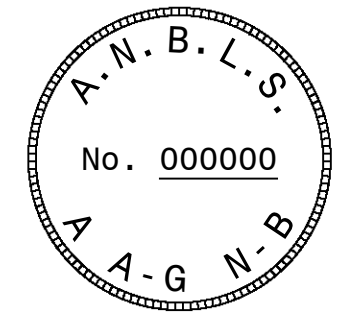


KIERSTEAD QUIGLEY and ROBERTS Ltd.
 Saint John, New Brunswick

I hereby certify that this plan has been prepared by me, to the best of my knowledge, in accordance with the requirements of the Community Planning Act, the Surveys Act and the regulations made thereunder.



Job No. 97-0058
Dwg. No. 3895T



Lot B, See Plan No. 200541
 PID 258897



2020May11OpenSessionFINAL_071

BUILDING PERMIT REPORT

4/1/2020 to 4/30/2020

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
04/27/2020	BP2020-00016	4 SCRIBNER CRES	INTERIOR RENOVATIONS - COMMERCIAL	\$30,000.00	\$217.50
04/29/2020	BP2020-00026	115 CAMPBELL DR	INTERIOR RENOVATIONS - COMMERCIAL	\$75,000.00	\$543.75
04/29/2020	BP2020-00030	3 BARTLETT RD	ELECTRICAL UPGRADE	\$2,500.00	\$21.75
04/29/2020	BP2020-00034	2150 ROTHESAY RD	WINDOWS	\$3,900.00	\$29.00
Totals:				\$111,400.00	\$812.00
Summary for 2020 to Date:				\$1,915,900.00	\$13,953.00

2019 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$494,000.00	\$4,101.50
Summary to Date:	\$1,087,807.00	\$8,979.00

**ROTHESAY****INTEROFFICE MEMORANDUM**

TO : Mayor Grant & Council
 FROM : John Jarvie
 DATE : 6 May 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 30/04/20*	COMMENTS
2016	Secondary Plan – Hillside area	52,000	70%	Draft completed/ approved for insert in new Municipal Plan
	General Specification for Contracts	40,000	40%	Draft document under review by staff
2019 Projects	WWTP Phase II	\$22M	-	Funding Application resubmitted
	Trail & sidewalk connector Wells	\$1.62M	-	Subject to grants; estimate revised to current
	Trails	40,000	65%	Wells & Link to Quispamsis
	2020 Resurfacing design	60,000	-	Survey complete, design underway, tender award on April agenda
	Secondary Plan road design	50,000	-	Wiljac – decision tabled
	Shadow Hill Court water	450,000	1%	Preliminary design and cost estimates complete
	Water quantity	300,000	25%	Well drilling done, testing/model development underway.
	Turnbull Ct sewer replacement	\$1.11M	1%	Detailed design and tender preparation underway
	Production Wells	250,000	-	Will follow completion of the model development being created under “water quantity” section
	Station Rd cast iron replacement	250,000	-	To be included with Turnbull Court Phase I project
	Digital Radio	65,000	-	Hardware ordered
	Town Hall (elevator)	120,000	-	
	IT equipment & software	45,000	40%	
	Fire Department	480,000	-	
	2020 Street Resurfacing	\$1.2M	5%	Resurfacing underway
	Curb & Sidewalk	305,500	-	Placement work underway
	2020 Designated Highways	1.13M	-	Tender for award on May Agenda
	Fleet Renewal	675,000	8%	Vehicle for Utility on agenda for award
	Scribner Field replacement	550,000	4%	Clearing & grubbing work underway
	Parks Equipment	50,000	-	
Trails	50,000	-		
Arena renovations	1.2M	-		

* Funds paid to this date.



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
May 11/2020

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: May 4th/2020

SUBJECT: 2020 Canada Day and Concerts in the Common

RECOMMENDATION

It is recommended that Rothesay Council:

Cancel the Canada Day celebrations and Concerts in the Common scheduled for this summer.

BACKGROUND

As the covid-19 situation continues and causes much uncertainty and with the recent announcement by Premier Higgs that there shall be no public gatherings until 2021 staff is recommending that the Canada Day celebrations and Concerts in the Common scheduled for this summer be cancelled.

Report Prepared by: 

Charles Jensen, Director of Recreation and Parks

Report Approved by: _____
John Jarvie, Town Manager



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
May 11, 2020

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvis, Town Manager

DATE: May 7, 2020

SUBJECT: Fox Farm Road Designated Highway Resurfacing

RECOMMENDATION

It is recommended that Rothesay Mayor and Council award **Contract T-2020-012: Designated Highway 2020 – Fox Farm Road** to the low tenderer, Galbraith Construction Ltd., at the tendered price of \$576,018.44 (including HST) as calculated based on estimated quantities and further that the Mayor and Town Clerk be authorized to execute the necessary contract documents.

ORIGIN

The Town received funding from the Provincially Designated Highways Program to resurface Fox Farm Road in 2020.

BACKGROUND

The Town is required to submit an updated 5-year plan to the province each year in order to be considered for (cost-shared) grant funding to resurface provincially designated roads that run through the community. The 2020 Provincially Designated Highway Resurfacing Program included approval of a \$545,000 project to resurface Fox Farm Road. Fox Farm Road was included in the Town's 5-year plan; however, it was not the project that Rothesay had applied for in 2020.

DISCUSSION

The 2020 project requested by the Town had a greater value than the Fox Farm project that was ultimately approved for 2020. Sidewalk construction is not an eligible expense under the provincial program. The requested 2020 project did not anticipate replacement of any sidewalk adjacent to the provincially designated highway therefore no budget was included for sidewalk construction in the 2020 Designated Highway Capital Budget category. Sidewalk replacement is required along Fox Farm Road.

Designated Highway Resurfacing grants are cost shared between the Town and the province at a 75 / 25 ratio. The 2020 Capital Budget included the required 25% share of the project that was initially requested for 2020. The Fox Farm project, because it has a lesser value than the project initially applied for, will require a lesser amount for the Town to meet the 75 / 25 requirement. The additional money included in the budget to cover 25% of the larger requested project is more than adequate to cover the cost of the necessary sidewalk construction along Fox Farm Road.

In 2018 the Town replaced a section of curb and sidewalk along a portion of the first block of Fox Farm Road between Rothesay Road and First Street. It is logical to assume that, owing to its age and condition, this piece of infrastructure would be retained during construction. This assumption was passed on to our consultant designers. During the design process it became evident that attempting to save this 45 metre section of curb and sidewalk within a project that includes over 900 metres of sidewalk would be more costly than replacement.

The entire road surface of Fox Farm from Highway 1 to Rothesay Road is being re-profiled as part of this project. In addition, each intersection along Fox Farm Road is being redesigned to promote better storm drainage. The 45 metre section of curb and sidewalk installed in 2018 was installed with reference to the existing road profile and existing drainage layout at the intersection with First Street. Some of the factors leading to a decision to replace versus save this 45 metre section included:

- the difficulty in creating a new centreline profile for Fox Farm Road which had to match the highway ramps at the top of the street, Rothesay Road at the bottom of the street and potentially two additional tie- in points at each end of the 45 metre section,
- the difficulty in creating a standard intersection tie- in configuration for all 6 intersecting points along Fox Farm when one of 6 was fixed if the 45 metre section were to remain,
- the difficulty in matching 900 metres of new barrier curb to 45 metres of existing curb and gutter, and
- the increased cost of converting the entire project to curb and gutter.

TENDER RESULTS

The tender closed on May 6, 2020 and six bids were submitted. All six bids were deemed compliant by the Tender Opening Committee. The results were as follows:

1) Galbraith Construction Ltd.	\$576,018.44
2) Classic Construction Ltd.	\$628,032.25
3) Terraex Inc.	\$660,427.75
4) Debly Enterprises Ltd.	\$736,898.15
5) NRB Construction Company	\$741,612.00
6) McGuire Excavating Ltd.	\$779,608.00

The engineers estimate was \$724,500.

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

FINANCIAL IMPLICATIONS

The project award amount for designated highway resurfacing work along Fox Farm Road is \$545,000.00.

The province will fund 75% of this amount for a total of \$408,750. The Town will be responsible for the remaining 25% plus the total cost of sidewalk replacement.


The completed cost of this contract after the eligible HST rebate, including the sidewalk replacement, will be \$522,353.55.

The Town's 2020 budget allocation for Designated Highways, based on the larger project that was requested from the province, is \$136,000.

Tender Price less HST rebate	Provincial grant share	Town budget	Difference form combined budget
522,353.55	408,750.00	136,000.00	+ 22,396.45

The cost to replace (versus save) the 45 metre section of sidewalk along the first Block of Fox Farm Road is \$6,210.00 or 1.08% of the overall project cost.

Report Prepared by: 
 Brett McLean, Director of Operations

Report Reviewed by: 
 Doug MacDonald, Treasurer



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
May 11, 2020

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvis, Town Manager

DATE: May 7, 2020

SUBJECT: Deferral of College Hill Road Resurfacing

RECOMMENDATION

It is recommended that Rothesay Mayor and Council receive this report for information.

ORIGIN

At their meeting of April 14, 2020 Council approved the 2020 Asphalt Resurfacing and Microseal Placement contract.

BACKGROUND

The 2020 Asphalt Resurfacing and Microseal Placement Contract approved by Council included the resurfacing of College Hill Road.

DISCUSSION

Since the conception of the 2020 resurfacing program and since award of the associated contract by Council it has come to the attention of staff that the Rothesay Netherwood School is embarking on a large scale construction project in 2020. The Netherwood project will almost certainly involve heavy

construction traffic on College Hill Road which will be sustained for a number of months. Staff are of the opinion that the prudent action would be to defer the resurfacing of College Hill Road until the Netherwood project is complete. Staff do not expect that the project will be completed in the 2020 calendar year.

The intent to resurface College Hill Road, having been specifically mentioned in the contract award memo included on the May 2020 Open Council Agenda, is in the public domain. Staff intend to announce via social media channels that the College Hill resurfacing project will be deferred until 2021. The tonnage of asphalt which would have been placed on College Hill Road in 2020 will now be placed on Cove Crescent which is a project of matching scale that was anticipated to be resurfaced in 2021.

FINANCIAL IMPLICATIONS

The deferral of College Hill Road resurfacing and the inclusion of Cove Crescent resurfacing will not change the award value of the 2020 asphalt resurfacing program which was approved by Council in May 2020.

Report Prepared by: 
Brett McLean, Director of Operations

Report Reviewed by: 
Doug MacDonald, Treasurer



ROTHERESAY MEMORANDUM



TO : Mayor and Council
FROM : Town Clerk Mary Jane Banks
DATE : 7 May 2020
RE : Public Hearings – temporary suspension

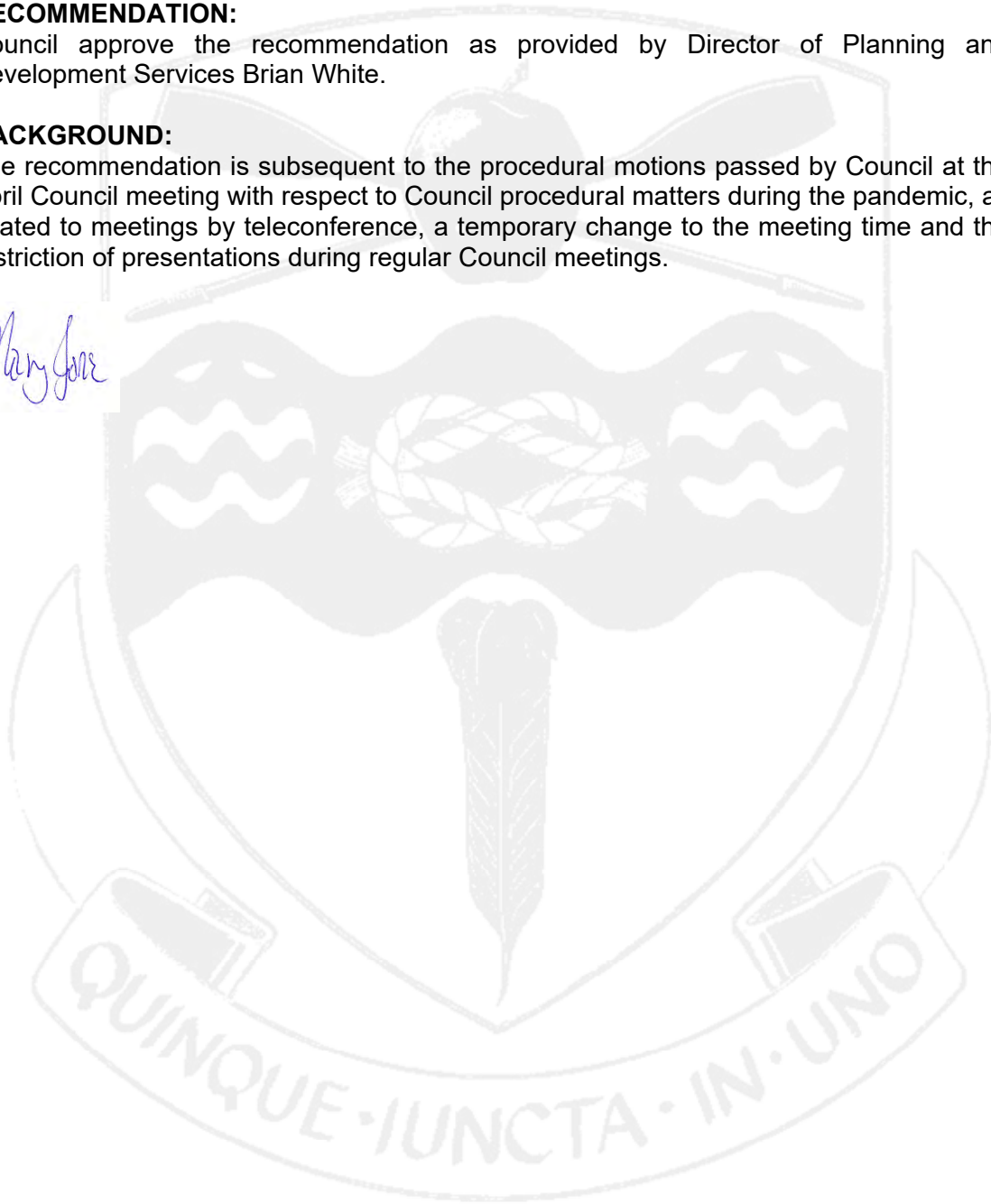
RECOMMENDATION:

Council approve the recommendation as provided by Director of Planning and Development Services Brian White.

BACKGROUND:

The recommendation is subsequent to the procedural motions passed by Council at the April Council meeting with respect to Council procedural matters during the pandemic, as related to meetings by teleconference, a temporary change to the meeting time and the restriction of presentations during regular Council meetings.

Mary Jane





70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council

May 11, 2020

TO: Mary Jane Banks, Town Clerk

SUBMITTED BY:

Brian White, Director of Planning and Development Services

DATE: 7 May 2020

SUBJECT: Public Hearings during Provincial State of Emergency

RECOMMENDATION REPORT

RECOMMENDATION

Council HEREBY temporarily suspends Public Hearings until such time as technology is employed that will facilitate public participation or that the Province of New Brunswick and/or the Federal Government of Canada determines that physical distancing is no longer required and/or public gatherings are no longer restricted, in response to the COVID-19 pandemic.

ORIGIN

At the regular Council meeting of April 14, 2020 the following Motion was passed

“Presentations during Council meetings will be restricted to members of Town Administration or other levels of government, other external organizations or external consultants/service providers retained on behalf of the Town, until such time as other technology is employed that will facilitate external participation OR the Province of New Brunswick and/or the federal government of Canada determine physical distancing is no longer required to comply with the declared State of Emergency.”

Notwithstanding that there are no public hearings in Council’s queue Staff have consulted with other New Brunswick municipalities regarding their ability to conduct public hearings. The results of that consultation are quite varied nevertheless Staff are recommending that Council consider a motion to temporarily suspend public hearings until such time that we have the ability to implement technology to facilitate public participation.

BACKGROUND

On March 19, 2020 the provincial government declared a state of emergency under section 12 of the Emergency Measures Act to enhance measures to help contain the spread of COVID-19 (the novel coronavirus), that State of Emergency remains in effect and limits the gathering of people.