



ROTHESAY
COUNCIL MEETING
By WebEx Videoconference
Tuesday, October 13, 2020
4:00 p.m.



PUBLIC NOTICE:

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

Public access to the Live stream will be available online:

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

1. APPROVAL OF AGENDA

- 2. APPROVAL OF MINUTES**
- | | |
|------------------------------------|-------------------|
| Regular Meeting | 14 September 2020 |
| Municipal Plan Public Presentation | 28 September 2020 |

➤ **Business Arising from Minutes**

3. OPENING REMARKS OF COUNCIL

3.1 Declaration of Conflict of Interest

4. DELEGATIONS

N/A

5. CORRESPONDENCE FOR ACTION

- 5.1 11 September 2020 Letter from Decoding Dyslexia New Brunswick RE: Mark it Red for Dyslexia
October 20, 2020

Council to provide direction

- 5.2 1 October 2020 Letter from resident RE: Traffic congestion and parked vehicles on Spruce Street

Refer to the Kennebecasis Regional Police Force

- 5.3 5 October 2020 Email from resident RE: Highland Avenue stop signs

Refer to staff for a response

- 5.4 6 October 2020 Letter from the Fundy Regional Service Commission RE: Municipal Capital
Borrowing Board application

Provide comments/concerns to the Mayor before November 23rd

- 5.5 7 October 2020 Email update from Brock Court residents
6 October 2020 Email from Brock Court residents RE: Brock Court Construction

Refer to staff

- 5.6 7 October 2020 Letter from residents RE: Request for Mulberry Lane report and update

Refer to staff for a response

- 5.7 8 October 2020 Request for letter of support RE: Rothesay Elementary School greenhouse

Provide a letter of support

6. CORRESPONDENCE - FOR INFORMATION

- 6.1 27 July 2020 Letter from CN RE: CN in your Community 2020
(*Rec'd 6 Oct 2020*)
- 6.2 21 September 2020 Letter from CN RE: CN100 Moving Celebration
CN 100 Commemorative Book "100 Years of Building a Legacy Together"
(*available to view at Town Hall or the Kennebecasis Public Library*)
- 6.3 1 October 2020 Thank you letter from St. Joseph's Hospital Foundation RE: Endoscopic
Sinus Surgery campaign

7. REPORTS

- 7.0 **October 2020** **Report from Closed Session**
- 7.1 24 August 2020 Fundy Regional Service Commission (FRSC) Meeting Minutes
- 7.2 13 May 2020 Kennebecasis Valley Fire Department (KVFD) Board Meeting Minutes
- 31 March 2020 KVFD Statement of Expense
- 13 May 2020 KVFD Chief's Report
- 30 April 2020 KVFD Response Report
- 7.3 31 August 2020 Draft unaudited Rothesay General Fund Financial Statements
- 31 August 2020 Draft unaudited Rothesay Utility Fund Financial Statements
- 31 August 2020 Donation Summary
- 23 September 2020 Draft Finance Committee Meeting Minutes
 - KV Food Bank
 - Budget Schedule
- 7.4 22 September 2020 Draft Parks and Recreation Committee Meeting Minutes
 - Outdoor Exercise Equipment
- 7.5 30 September 2020 Draft Rothesay Hive Advisory Committee Meeting Minutes
- 7.6 September 2020 Monthly Building Permit Report
- 7.7 8 October 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

9.1 Digital Radio Conversion

7 October 2020 Report prepared by DO McLean

9.2 Engineering Design Services: Drainage Network Review

8 October 2020 Report prepared by DO McLean

ROTHERSAY

Regular Council Meeting
Agenda

2020October13OpenSessionFINAL_003

-3-

13 October 2020

10. NEXT MEETING

Regular meeting

Monday, November 9, 2020 at 4:00 p.m.

11. ADJOURNMENT

Liz Pomeroy

From: Liz Pomeroy
Sent: September 14, 2020 8:11 AM
To: Liz Pomeroy
Subject: FW: Mark It Read - Decoding Dyslexia New Brunswick

From: Rothesay Info <rothesay@rothesay.ca>
Sent: Friday, September 11, 2020 8:12 AM
To: Nancy Grant
Subject: FW: Mark It Read - Decoding Dyslexia New Brunswick

From: Arlene Mortensen
Sent: September 10, 2020 7:29 PM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: Mark It Read - Decoding Dyslexia New Brunswick

Dear Mayor of Rothesay Dr. Nancy Grant

I am contacting you on behalf of Decoding Dyslexia New Brunswick. I hope you will join us in lighting up your town in red during the week of October 20 for dyslexia awareness. We have confirmation that the Legislative Building will be lighting up again this year and would like your support as well.

Please find our request in the attached letter.

Best regards
Arlene Mortensen



Decoding Dyslexia New Brunswick

To Whom It May Concern

I am participating with Dyslexia Canada to support Dyslexia awareness. I, along with Decoding Dyslexia New Brunswick, would like to request support in raising awareness around dyslexia.

Imagine trying to manage every day life with a disability that makes it difficult to read, write or spell. This is the reality that 15-20% of Canadians who live with dyslexia face. Dyslexia is a hereditary, lifelong condition that only with proper identification and specific instruction, can be managed.

For the many kids struggling with dyslexia, the teacher's red pen is a constant reminder of the lack of awareness and support needed for them to actually learn to read, write and spell with their peers and be successful in school and in life. In recognition of International Dyslexia Awareness month, Dyslexia Canada is asking cities across Canada to light up their City Hall or other available buildings in red for one day during their second annual campaign "**Mark it Red for Dyslexia**".

You can find a complete listing of all of the participating cities on their website at <https://www.dyslexiacanada.org/mark-it-read>.

I would love to be able to say that my surrounding Community participated this year. This October, please consider my request to light up the Town/City Hall or any other capable community building in red for at least one day during the week of October 20 to bring awareness and shine a light on the kids in our classrooms who need our help.

Thank you for your consideration. I look forward to your support this October!

We can be reached via email at info@decodingdyslexianb.org or through our Facebook page <https://www.facebook.com/decodingdyslexianb/>.

We would love to see a picture representing your support.

The Learning Disability Association of New Brunswick (LDANB-TAANB) will also be celebrating those who have provided continued support to this association and to persons with learning disabilities. The board of directors are pleased to announce the first LDANB-TAANB Awards Gala. The event will be held on Thursday, October 22nd in Fredericton.

Sincerely,

Decoding Dyslexia New Brunswick

Arlene Mortensen,

Liz Pomeroy

From: Mary Jane Banks
Sent: October 1, 2020 1:42 PM
To: Liz Pomeroy
Subject: FW: Mayor and counsel Atten: Miriam Wells Traffic congestion

From:
Sent: October 1, 2020 1:30 PM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: Re: Mayor and counsel Atten: Miriam Wells Traffic congestion

On Thu, Oct 1, 2020 at 12:43 PM

wrote:

I'm sending this e-mail to bring to your attention the traffic congestion and parked vehicles, on Spruce St. Which, has significantly increased over the past 3yrs. The concern is the safety of walking students, from Rothesay High and Harry Miller, between 7:50-8:25a.m. and 2:50-3:10p.m. Their safety is of the utmost importance!
This issue must be addressed as soon as possible. Further more, as residents, it is very frustrating during those times, to exit and enter our driveway.
Sincerely,

Liz Pomeroy

From: Liz Pomeroy
Sent: October 5, 2020 2:30 PM
To: Liz Pomeroy
Subject: FW: Highland Ave stop signs

From:
Sent: October 5, 2020 1:46 PM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: Highland Ave stop signs

Town of Rothesay
Mayor and Council,

Recently two stop signs were erected on Highland Ave where Crestwood St and Highland Ave meet in Rothesay. As a citizen of this area for over 31 years I and others have a number of concerns over this action! Your attention to the following questions and comments and a response to them would be appreciated.

1. There was no public consultation or notification!
2. Was a traffic count taken and compared with previous counts?
3. Was consideration given to the change of traffic pattern due to the opening of Eriskay St from one part of Highland to the other part of Highland?
4. Were policing authorities contacted to advise on the number of speeding infractions recently?
5. Was a flashing speed monitoring and notification sign ever used to caution motorists?
6. Were other locations considered for these signs?
7. Were school bus route changes taken into consideration?
8. Was the reduction of speed on Highland from 50km to 40 km taken into consideration?

To this writer it seems that this decision was made on the whims of a few rather than the community as a whole with no input from the majority of citizens from this street and its environs, something akin to the decision to put no parking signs on the Rothesay Road public parking locations in East Riverside! If council wants support of citizens on neighborhood or community issues we must be engaged.

6 Kingswood Ave
Rothesay, N.B.
E2E 5R4



**Fundy Regional
Service Commission**
Commission de Services
Régionaux de Fundy

PO Box / CP 3032, Grand Bay-Westfield, NB E5K 4V3

T. 506 738-1212 • F. 506 738-1207
hotline@fundyrecycles.com

October 6, 2020

Mary Jane Banks, Town Clerk
Town of Rothesay
70 Hampton Road
Rothesay NB
E2E 5L5

Dear Ms. Banks:

At the meeting of the Board of the Fundy Regional Service Commission held September 28, 2020 the following motion was adopted:

Be it resolved that, in accordance with Section 28 of the Regional Service Delivery Act, the Fundy Regional Service Commission intends to submit an application to the Municipal Capital Borrowing Board (MCBB) for authorization to borrow for capital expenses for the following purposes, amounts and terms:

Purpose: Solid Waste Services (Environmental Health)
Amount: \$ 4,464,000
Term: \$ 4,464,000 for a term not to exceed 4 years

Purpose: Generation Facility
Amount: \$ 250,000
Term: \$ 250,000 for a term not to exceed 4 years

As per the Act, we are sending written notice of the vote, proposed borrowings, budget projections and the impact on future rates to all members that are local governments and to the Minister at least 45 days before the vote to be held by members on November 23, 2020. Attached you will find the budget projections and budget impacts for both projects. According to the Act, approval for borrowing from the MCBB must occur before any commitments are made to projects that will utilize these funds.

Solid Waste Services

Construction of Cell #9 will begin in 2021 with the construction of "Berms and Underdrains" and is budgeted for \$1,251,000 in 2021. "Cell #9 Containment" will be completed in 2022 for approximately \$3,213,000 for a total budget of \$4,464,000. The total cost of Cell #9 is based on estimates from GEMTEC Engineering. Due to timing of project completion, the debenture will occur in 2022. This application does not include additional projected borrowings in 2022 for equipment, but is accounted for in projection totals. Projections include short term financing charges.

Cont'd...

Generation Facility

The Electrical Generator unit will undergo a scheduled rebuild in the spring of 2021 after reaching 40,000 hours of operation. The rebuild by Enerflex totalling \$312,000 will require long term borrowing in the amount of \$250,000 in 2021. Projections include short term financing charges.

If you require any further information or have any questions please do not hesitate to contact me.

Sincerely,



Marc MacLeod
Executive Director

FUNDY REGIONAL SERVICE COMMISSION GENERAL FUND: DEBT PROFILE & BUDGET PROJECTIONS
 2020 October 13 Open Session FINAL_024

Prepared By	M. Porter	Variables	Projections
Hearing Date:	11-Jan-21	INTEREST RATE	5.00%
		TONNAGE	0.00%
		EXPENDITURES	1.50%
		REVENUES	1.00%

('000)	ACTUAL	BUDGET	**** PROJECTIONS ****			
	2019	2020	2021	2022	2023	2024
REVENUE						
TIPPING FEES (Regular)	\$ 7,492	\$ 7,020	\$ 7,082	\$ 7,421	\$ 7,902	\$ 8,140
GRANTS	21	-	-	-	-	-
RECYCLING REVENUES (including the Blue Boxes)	323	285	256	259	261	264
SURPLUS 2ND PREV YR	240	292	96	-	-	-
OTHER	641	527	540	545	551	556
TOTAL REVENUE	\$ 8,717	\$ 8,124	\$ 7,974	\$ 8,225	\$ 8,714	\$ 8,960
EXPENDITURE						
DEBT COST	\$ 783	\$ 718	\$ 705	\$ 821	\$ 1,550	\$ 1,694
TIPPING FEES	1,801	2,419	2,459	2,496	2,533	2,571
CAPITAL FROM BUDGET	793	350	125	300	300	300
TRANSFER TO RESERVE FUND	525	25	25	25	25	25
ADMINISTRATION AND SALARIES	3,761	3,463	3,626	3,587	3,426	3,477
FEASIBILITY STUDY	-	-	-	-	-	-
RECYCLING COSTS	576	721	698	708	719	730
SMRF	132	159	157	159	161	164
WASTE COLLECTION COSTS	250	270	180	130	-	-
DEFICIT 2ND PREVIOUS YEAR	-	-	-	-	-	-
TOTAL EXPENDITURE	\$ 8,621	\$ 8,124	\$ 7,974	\$ 8,225	\$ 8,714	\$ 8,960
SURPLUS (DEFICIT)	\$ 96	\$ -	\$ -	\$ -	\$ -	\$ -
TONNES DEPOSITED (Regular)	69,370	65,000	65,575	65,575	65,575	65,575
RATE PER TONNE (Regular)	\$ 108	\$ 108	\$ 108	\$ 113	\$ 121	\$ 124
DEBT COST PROJECTION	2019	2020	2021	2022	2023	2024
PRESENT DEBT SERVICE COST	\$683	\$694	\$692	\$693	\$0	\$0
INTERIM FINANCING & OTHER CHARGES	100	24	12	128	9	8

YEAR RATE TERM AMT

PLANNED BORROWING

Application	2020	5.00%	0	\$0		
PLANNED BORROWING	2021	5.00%	0	\$0		
PLANNED BORROWING	2022	5.00%	4	\$5,464	1,541	1,541
PLANNED BORROWING	2023	5.00%	5	\$625		144
PLANNED BORROWING	2024	5.00%	5	\$530		

TOTAL DEBT SERVICE COST	\$783	\$718	\$705	\$821	\$1,550	\$1,694
DEBT COST/GROSS EXP.	9.1%	8.8%	8.8%	10.0%	17.8%	18.9%
OUTSTANDING DEBT	\$0	\$0	\$0	\$5,464	\$5,319	\$5,006
EFFECT DEBT COST ON:						
TIPPING FEES	\$ 11.28	\$ 11.04	\$ 10.74	\$ 12.52	\$ 23.64	\$ 25.83
TIPPING FEES (NEW BORROWING '20)		\$ -				
TIPPING FEES (NEW BORROWING '21)			\$ -			
TIPPING FEES (NEW BORROWING '22)				\$ 23.50		
TIPPING FEES (NEW BORROWING '23)					\$ 2.20	

This analysis represents the Commission's budget projections and the impact of future borrowing from 2020 to 2024. Commission members are aware of this information and have been fully advised of the impact of this borrowing on the current tipping fees, debt service cost ratio and total outstanding debt.

Date

Chief Financial Officer

FUNDY REGIONAL SERVICE COMMISSION **GENERATION FUND: DEBT PROFILE & BUDGET PROJECTIONS**

2020 October 13 Open Session FINAL_025

Prepared By	M. Porter	Variables	Projections
Hearing Date:	11-Jan-21	INTEREST RATE	5.00%
		EXPENDITURES	1.50%
		REVENUES	1.00%

('000)	ACTUAL	BUDGET	**** PROJECTIONS ****			
	2019	2020	2021	2022	2023	2024
REVENUE						
SALE OF ELECTRICITY	\$93	\$160	\$177	\$179	\$181	\$182
OTHER GRANTS	-	-	-	-	-	-
OTHER TRANSFERS	105	103	119	82	84	85
SURPLUS 2ND PREV YR	-	2	-	-	-	-
OTHER	-	-	-			
TOTAL REVENUE	\$199	\$264	\$296	\$261	\$264	\$267
EXPENDITURE						
DEBT COST	-	9	8	71	71	71
CAPITAL FROM BUDGET	66	50	62	-	-	-
TRANSFER TO RESERVE FUND	-	-	-	-	-	-
OTHER EXPENSES	185	205	173	191	194	197
DEFICIT 2ND PREVIOUS YEAR	-	-	53			
TOTAL EXPENDITURE	\$252	\$264	\$296	\$261	\$264	\$267
SURPLUS (DEFICIT)	(\$53)	\$0	\$0	\$0	\$0	\$0
DEBT COST PROJECTION	2019	2020	2021	2022	2023	2024
PRESENT DEBT SERVICE COST	\$0	\$0	\$0	\$0	\$0	\$0
INTERIM FINANCING & OTHER CHARGES	-	9	8	-	-	-

REFINANCING

PLANNED BORROWING

Application	2020	5.00%	0	\$0			
PLANNED BORROWING	2021	5.00%	4	\$250	71	71	71
PLANNED BORROWING	2022	5.00%	0	\$0			
PLANNED BORROWING	2023	5.00%	0	\$0			
PLANNED BORROWING	2024	5.00%	0	\$0			

TOTAL DEBT SERVICE COST	\$0	\$9	\$8	\$71	\$71	\$71
DEBT RATIOS	2019	2020	2021	2022	2023	2024
DEBT COST/GROSS EXP.	0.0%	3.4%	2.8%	27.0%	26.7%	26.4%
OUTSTANDING DEBT	\$0	\$0	\$250	(\$35)	(\$35)	(\$35)

This analysis represents the Commission's budget projections and the impact of future borrowing from 2021 to 2024. Commission members are aware of this information and have been fully advised of the impact of this borrowing on the debt service cost ratio and total outstanding debt.

Date _____ Chief Financial Officer _____

Liz Pomeroy

From: Mary Jane Banks
Sent: October 7, 2020 1:18 PM
To: Liz Pomeroy
Subject: FW: Brock Court Construction

From:
Sent: October 7, 2020 12:28 PM
To: Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Cc: Council 2016 Email Distribution <council2016@rothesay.ca>; Brett McLean <BrettMcLean@rothesay.ca>; John Jarvie <JohnJarvie@rothesay.ca>
Subject: Re: Brock Court Construction

Good afternoon Mary Jane.

Could you also please circulate the following important update to our letter:

We have received word today that the SJRH Foundation has decided on another location to build the Dream Home. After hearing the concerns from multiple neighborhood citizens, they have agreed that Brock Court is not an appropriate location.

In their letter to us the Foundation indicated that their main concern was of the safety issues arising from the anticipated congestion.

Thank You,

Sent from iPhone

On Oct 7, 2020, at 8:37 AM, Mary Jane Banks <MaryJaneBanks@rothesay.ca> wrote:

Good morning

Thank you for your email. It will be added to the Council agenda for the next meeting on Tuesday, October 13, 2020.

Mary Jane

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

MaryJaneBanks@rothesay.ca

From:

Sent: October 6, 2020 8:41 PM

To: Nancy Grant <NancyGrant@rothesay.ca>; Matthew Alexander <MatthewAlexander@rothesay.ca>; Miriam Wells <MiriamWells@rothesay.ca>; Tiffany Mackay French <TiffanyMackayFrench@rothesay.ca>; Bill McGuire <BillMcGuire@rothesay.ca>; Don Shea <DonShea@rothesay.ca>; Grant Brenan <GrantBrenan@rothesay.ca>; Peter Lewis <PeterLewis@rothesay.ca>; John Jarvie <JohnJarvie@rothesay.ca>; Mary Jane Banks <MaryJaneBanks@rothesay.ca>

Cc: Brett McLean <BrettMcLean@rothesay.ca>

Subject: Brock Court Construction

Dear Mayor Grant and Council,

We are writing to you as residents of Brock Court in Rothesay. Each of the residents signed below has had input into the content of this letter. We would like to make you aware of the significant disruption during the recent home build of 7 Brock Court, and we are requesting that certain stipulations be placed on future builds on our court. These will be itemized at the end of this letter.

There are 5 homes on our small dead-end court. The street is narrow with no sidewalk or curb. There are 2 families with 6 school aged children who love to play on the street, and 2 homes with elderly citizens who walk their dogs on the court daily. During the recent build, residents experienced significant safety issues and major lifestyle disruptions due to continuous traffic of trucks, trailers, excavators, etc. This congestion limited access by basic services such as garbage pick up. An obvious concern would also be of limited emergency vehicle access. One of the senior citizens had a near miss with a construction vehicle while mowing the lawn.

Additionally, a generator ran on the property essentially 24/7 from December to June. A lengthy dirt driveway created clouds of dust and mud trails on the street. This affected air quality and cleanliness. Residents were unable to open windows or enjoy their yards due to dust and generator noise. By way of comparison, the construction site of a home built concurrently on nearby John Street was always tidy and dust free.

Finally, we have been made aware that the Saint John Regional Hospital Foundation is considering building the next Dream House for the Hospital Lottery on our court. We strenuously oppose those plans for several reasons and have made the Foundation aware of our opposition. The residents of Goldie Court and others have also written to the Foundation with a request to reconsider the Dream Home location. Previous Dream Homes have virtually always been built in new subdivisions with little disturbance of the esthetic of the neighbourhood or resident's quality of life. Ours is one of Rothesay's oldest and most mature neighbourhoods. The Dream House is essentially a commercial venture and Brock Court cannot safely accommodate the traffic and congestion of this scale of build and subsequent home viewing.

We are respectfully asking that Brock Court place the following stipulations on any future building permits on Brock Court to protect our safety and quality of life. Please note that our requests adhere to the Town of Rothesay Zoning By-laws as published on your website.

1. Construction vehicles and others related to the build be prohibited from parking on Brock Court
2. Generators be used judiciously, not run continuously day and night.
3. Driveways to building lots should have crushed rock to minimize dust and mud.
4. No future Lottery Dream Home build on Brock Court.
5. Any property damage experienced by residents be repaired at the expense of the builder.

We would be happy to provide further information or clarification if necessary

Sincerely,

4 Brock Ct

2 Brock Ct

6 Brock Ct

1 Brock Ct

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

8 Mulberry Lane
Rothesay, NB E2E 2B6

October 7, 2020



Hand Delivered

Mayor N. Grant & Council
Mary Jane E. Banks, Clerk
Public Works and Utilities Committee
Town of Rothesay
70 Hampton Road, Rothesay, NB E2E 5L5

Dear Ladies & Gentlemen:

Re: *The Undertaking of work as a Local Improvement – Mulberry Lane By-law 1-19-01 “A By-law of the Municipality of Rothesay To Direct the Undertaking of Hard Surfacing of the Roadway Known as Mulberry Lane as a Local Improvement and the Notice of Assessment on 8 Mulberry Lane which we are appealing.*

On February 19, 2020 we delivered an appeal of the above noted *Notice of Assessment*. Council referred the matter to the Works and Utilities Committee. We were invited to address the Committee meeting on July 15, 2020 and we did so. After hearing our submissions and the submissions of other residents of Mulberry Lane the Committee requested a report be prepared by Town staff with an analysis of cost overages and potential solutions.

At the September 2, 2020 Committee meeting a report dated August 31, 2020 from the Director of Operations, Brent McLean was presented. This is a request for a copy of that report and any additional reports, documentation or drawings that were subsequently presented to the Committee regarding this issue. This is also a request for a copy of the Committee's report and recommendations to Council.

We would also appreciate being advised of your decision regarding these appeals and if a decision has not yet been made, when we may expect one.

Sincerely,

Liz Pomeroy

From: Liz Pomeroy
Sent: October 8, 2020 1:05 PM
To: Liz Pomeroy
Subject: FW: Letter of support for federal grant application - healthy seniors
Attachments: Letter (3).docx

Importance: High

From:
Sent: Thursday, October 8, 2020 10:58 AM
To: grantbrenan@rothesay.ca; donshea@rothesay.ca; peterlewis@rothesay.ca; billmcguire@rothesay.ca; tiffanymackayfrench@rothesay.ca; miriamwells@rothesay.ca; mattalexander@rothesay.ca; nancygrant@rothesay.ca
Subject: Letter of support for federal grant application - healthy seniors

Good morning Mayor Grant and council members,

I am a parent at Rothesay Elementary School on the greenhouse building committee. We are currently applying for several grants to help towards the cost of construction and maintenance of a year round greenhouse. One of the grants we are applying for requires a letter of support from our community stating our project would benefit the community as well as support healthy aging for seniors. Once construction on the greenhouse is completed our vision for the community would be a greenhouse which not only is educational for our children but allows for seniors in our community to participate and engage socially through gardening with RES students.

Please see the attached letter as well as the link below detailing the grant we are applying for.

We would greatly appreciate the Town's support in our grant application by way of a letter of support. If this is agreeable please let me know and I can complete the necessary paperwork. We only became aware of this grant funding this week and the timeline is tight and we would require the letter by October 15th.

<https://www.canada.ca/en/employment-social-development/services/funding/new-horizons-seniors-community-based.html>

Sincerely,

Rothesay Elementary School Greenhouse Committee member

Greenhouse Committee

Rothsay Elementary School
230 Eriskay Drive
Rothsay, NB
E2E 5G7

October 8, 2020

Town of Rothsay

70 Hampton Road
Rothsay, NB
E2E 5L5

Dear Mayor Grant and Rothsay Town Council members,

Rothsay Elementary School (RES) parents and grandparents over the past several months have worked with the local community school coordinator in developing a plan for building an all-season greenhouse at RES. The vision for this greenhouse is to be accessible to students and the community year-round, enriching learning and understanding of science and the environment. The Greenhouse committee is applying for several grants to contribute to the cost of building and maintaining the greenhouse at the school. One grant specifically targets supporting the social inclusion of seniors and engaging seniors in the community in the mentoring of others. The greenhouse would be a site for this mentoring and inclusion to take place in our community by linking interested Rothsay seniors with RES students. These groups would meet and garden together, read, and improve our community's eco-literacy. We are asking the Town of Rothsay for a letter of community support for a Government of Canada grant which states this project would positively benefit our community.

Sincerely,

The Rothsay Elementary School Greenhouse Committee



Sean Finn
Executive Vice-President
Corporate Services
and Chief Legal Officer

935 de La Gauchetière Street West
16th Floor
Montreal, Quebec H3B 2M9
Canada
T 514-399-8100
F 514-399-4854

Vice-président exécutif
Services corporatifs et chef de la
direction des Affaires juridiques

935 rue de La Gauchetière Ouest
16^e étage
Montréal (Québec) H3B 2M9
Canada
T 514-399-8100
Tc 514-399-4854

July 27, 2020

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



Dear Mayor Grant:

We at CN hope that you and your family are safe and healthy as the COVID-19 pandemic is ongoing.

This letter is a follow-up to the email we sent to you in May in which we shared an electronic copy of our 2020 edition of *CN in your Community* publication. We are now happy to share with you the hard copy of this important document.

In reading this report, you will find information about our various regional initiatives, including our strong economic contribution, our capital investments, as well as our community partnerships. Building on our record \$ 7.4 billion capital investment in 2018-2019, we will invest \$ 2.9 billion in new infrastructure this year. These important investments ensure we are serving our customers and the communities safely and efficiently. They will benefit the businesses across our network which employ citizens of your community.

CN continues to operate a safe and efficient railroad while respecting our pandemic plan put in place in February to protect our employees and the communities in which we operate. The Provincial, State and Federal governments have all recognized railroads as essential service providers to their respective economy. We are proud to play our role in moving the critical supplies all citizens are counting on during these difficult times.



Her Worship Nancy Grant
July 27, 2020
Page 2

Our commitment to building and maintaining strong connections with all of the communities across our network is more important now than ever. Spanning Canada from coast-to-coast through eight provinces and stretching north to south down the middle of the United States through sixteen states to the Gulf of Mexico, our unique network allows us to build precious community relations and to ensure meaningful and respectful interactions with our neighbours.

As a key enabler of the North American economy, we pride ourselves on moving our customers' goods safely, creating and supporting quality jobs, and investing in the many communities we serve. In addition, we continue to have our sights set on becoming the safest railway in North America. Beside reinforcing safety as a core value amongst our 25,000 employees, we also collaborate with communities and local authorities who share with us the responsibility to ensure everyone's safety and that remain good neighbours.

Should you have any questions or concerns, please do not hesitate to contact me or the CN Public Affairs manager for your region. Our contact information is enclosed on page 6 of this copy of *CN in your Community*. We look forward to collaborating and building stronger communities with you in 2020.

I hope that you and your community stay safe and healthy.

Sincerely,



Sean Finn

Encl.

CN in Your Community 2020: Proud To Be Your Neighbour





Corporate Services

Sean Finn
Executive Vice-President
Corporate Services
and Chief Legal Officer

935 de La Gauchetière Street West
16th Floor
Montreal, Quebec H3B 2M9
Canada
T 514-399-8100
F 514-399-4854

Services corporatifs

Vice-président exécutif
Services corporatifs et chef de la
direction des Affaires juridiques

935 rue de La Gauchetière Ouest
16^e étage
Montréal (Québec) H3B 2M9
Canada
T 514-399-8100
Tc 514-399-4854

September 21, 2020

RECEIVED SEP 30 2020

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

Dear Mayor Grant:

We at CN hope you and your loved ones are healthy and remain safe as we make our way through these difficult times. The COVID-19 pandemic has meant many of us have had to put off social events with friends and family. Unfortunately, the same has befallen the *CN100 Moving Celebration*, our travelling containerized village celebrating CN's 100th anniversary with the public, community partners, customers, employees, and retirees.

Due to the pandemic, CN has had to put on hold our CN100 Moving Celebration for 2020. Last year we hosted successful events in Quebec City, Halifax, Calgary, Edmonton, Vancouver, Winnipeg, and Regina. This year we planned to visit you with our interactive container village and community tree planting events on a tour including Ottawa, Toronto/Brampton, Moncton, Chicago, Memphis, New Orleans, and wrapping up in Montreal.

We are very disappointed that we will not be spending time with you on our tour to celebrate CN's 100th anniversary in conjunction with Canada Day, the Canadian National Exhibition, or la Fête nationale des Acadiens et des Acadiennes, and our tour grande finale in the Old Port of Montreal. We invite you to view our CN100 video and internet pages at this link, www.cn100.ca/en/celebration



Her Worship Nancy Grant
September 21, 2020
Page 2

Your contribution to our country is greatly appreciated and CN is proud to be your neighbour. In recognition and gratitude, we are enclosing a copy of CN's 100 anniversary commemorative book, *100 Years of Building a Legacy Together*, which tells the stories of the men and women from across our country, including from your city, who made CN the successful company it is today.

As we share our pride of company and pride of country with you, we are also pleased to make a donation of \$10,000 to a public library in the community and to place a copy of our CN 100 commemorative book, in both official languages, in the library's collection.

We hope this small gesture will ensure that the members of your community know that, although we could not visit you in person, we are with you in spirit while we all work hard to get COVID19 behind us. You can also be confident that our books were sealed in plastic by the printer well before the pandemic came to North America.

We have also include a tree seed package for you to plant in your community. At the end of each stop on our *CN100 Moving Celebration* tour, we have planted a 100-tree legacy forest. We hope that you will help us to keep this CN tradition alive by planting these seeds in a place that means something to you.

I would also like to announce the formation of a CN Community Board in your city. As we have done at each stop in our *CN100 Moving Celebration*, we will establish a CN Community Board involving local leaders to assist CN in making donations to local not-for-profit organizations who serve the needs of your community. This is one of the ways CN builds bridges over many years between the communities on our network and the citizens who make these communities come to life.

We thank you for your continued support and for all you mean to the employees and retirees of CN who live and work in your communities.

Warm Regards,



Sean Finn

Encl.
CN 100 commemorative book



2020October13OpenSessionFINAL_036
St. Joseph's Hospital
Foundation



La Fondation
De L'Hôpital St. Joseph

Mr. Michael A. Gillis
Foundation Chairman

October 1, 2020



COPY

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

Dear Mayor Grant:

On behalf of St. Joseph's Hospital patients and staff, it gives me great pleasure to thank you for your wonderful support of St. Joseph's Hospital Foundation. The fact that you have chosen us to receive your gift fills us with pride in our work, and a renewed commitment to our mission.

Your support of our campaign for Endoscopic Sinus Surgery will improve the lives of countless patients, from all over the province of New Brunswick. The equipment will also allow for more complex surgeries at St. Joseph's, providing better and faster access for patients. "Having access to this technology will allow us to continue to push the boundaries of innovative healthcare in New Brunswick and make a significant difference for the patients we serve." Dr. Christopher Chin. What a wonderful gift!

We are very proud of the caring and compassionate service of our nurses and doctors, and as a Foundation, we are honoured to endorse their hard work by providing top quality equipment for our patients. You play a major role in making our purpose a reality and I thank you again for your generous support.

Sincerely,

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

Nancy
Thank you for your continued support of St. Joseph's; willingness to get involved in furthering healthcare for our community.



**Fundy Regional
Service Commission**

Commission de Services
Régionaux de Fundy

Regular Monthly Meeting

August 24, 2020

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Monday, August 24, 2020, at 10 Crane Mountain Rd., Saint John NB.

1. Call to Order

The Board Chairperson, Nancy Grant, called the regular board meeting to order at 11:35 a.m.

2. Record of Attendance

Nancy Grant	Chairperson
Jim Bedford	Vice Chairperson
Bette Anne Chatterton	Mayor, St. Martins
Shirley McAlary	Deputy Mayor, Saint John
Cindy MacCready	Local Service District Representative (Alternate)
Brenda Rathburn	Local Service District Representative
John Cairns	Local Service District Representative

Absent

Grace Losier, Mayor, Grand Bay-Westfield

Gary Clark, Mayor, Quispamsis

OTHERS

Marc MacLeod, Executive Director, FRSC

Alicia Raynes, Recording Secretary, FRSC

3. Approval of the Order of Business

The Chairperson asked for approval of the Order of Business

Motion: To approve the August 24, 2020 Agenda as presented.

Moved: Director Rathburn

Seconded: Director McAlary

Vote: *Motion Carried*

4. Disclosure of Conflict of Interest

None

5. Approval of the Minutes

Motion: To approve the July 27, 2020 minutes as presented.

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

6. Planning – Building Inspection – July, 2020

The July, 2020 Report for Building, Development & Planning for the Village of St. Martins & FRSC Rural areas was provided for consideration. To date, the estimated cost of construction for end of July, 2020 is \$2,572,100 less than YTD end of July, 2019.

Motion: To receive and file the report as presented.

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

It was discussed whether or not there should be a monthly presentation of the Planning & Building Inspection report in case there are questions that need to be answered.

Motion: To move back to monthly presentations of the Planning & Building Inspection report.

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

7. Finance

a. Tender 2020-01

Executive Director MacLeod provided a brief background on the tender that was issued for the construction of a slope cap on cell #7. Staff felt that the market could be favourable due to fuel prices and the lack of construction competition this season. However, only one bid beat the engineer's estimate, and it did not include the cost for topsoil which was approved separately at the July, 2020 Commission meeting.

Motion: The Commission authorize the rejection of all bids for Tender 2020-01.

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

It was noted that based on pricing and staff experience in capping, it would be beneficial to have landfill staff execute the project rather than contractors.

Motion: The Commission authorize that staff proceed to construct the cell #7 slope cap for a cost of up to \$570,000 including HST, to be funded by the operating reserve in the amount of \$250,000 and the balance from the landfill operating budget.

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

b. Baler Tender

Executive Director MacLeod provided a brief background on the baler currently being used in the material recovery facility at Crane Mountain Landfill. It was explained that the baler was scheduled to be replaced in the 2022 capital plan. The original projection of the baler life was for a 25% increase in usage with the new recycling system in 2010, however, usage actually increased by about 60%. It was further explained that with the increased usage and due to recent mechanical failures with the baler, expected repair costs and the life cycle of the baler, the best solution would be to purchase a new baler for a cost in the range of \$250,000.

Motion: The Commission authorize the Executive Director to issue a tender or RFP for a baler to be funded from the landfill capital reserve.

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

It was explained that there is money in the reserve. It was further explained that we have one Landfill Capital Reserve fund and within that we have two funds; the Building Canada fund and the capital reserve fund.

Increasing capacity of the baler was discussed. It was explained that a similar size baler would be required due to the limited space in the material recovery facility. It was also noted that PPP is something that should be considered as there is uncertainty whether PPP will replace the current processing systems. All things indicate that our systems would still be utilized.

c. Recycling Collection Equipment - Used

Executive Director MacLeod provided a brief background of the Blue Bin Depot program, explaining that the FRSC is planning to exit the program over the next 2.5 years. In order to facilitate the current timeline, some equipment will need to be replaced for safety reasons.

Motion: The Commission authorize the purchase of two RP235 truck bodies and 42 6-yard recycle bins for the purchase price of \$25,000 before HST from the Southwest RSC to be funded from the landfill capital reserve.

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

The absence of curbside recycling in the City of Saint John was discussed. Though the largest municipality, curbside recycling is not present in any communities except Quispamsis and Rothesay. The transition will allow all communities to address curbside collection.

d. 2021 Budget

Executive Director MacLeod presented the 2021 budget noting that the major highlight is the FRSC is recommending no increase in tipping fees. It was further explained that although we

should be looking at an increase as we are now borrowing for short term and the capital reserve will be drained, now is not the right time for an increase in support of businesses, communities and citizens of the region during a global pandemic.

Increasing tipping fees mid-year was discussed. An increase at a later date could be considered if necessary, however, there would have to be a dramatic change to warrant an increase mid-year.

Motion: That the 2021 budget be approved for distribution to its constituent communities to meet the 45-day notice requirement as required by the Regional Service Delivery Act.

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

8. Plastic Bag Update

a. Program Change & Bylaws – Brenda MacCallum

Brenda MacCallum, Public Relations & Program Development Officer with the FRSC provided an update on the status of the program change and bylaws with regards to the plastic bag ban.

It was explained that at the end of 2019, a letter was sent to the municipalities encouraging them to look at introducing a plastic bag reduction bylaw. This started when the FRSC received a letter from the City of Saint John requesting that a plastic bag ban be implemented in the region. This was the first of a two-step process.

The first step was to remove plastic bags from the recycling program which was implemented as of March 1, 2020. Since that time, the FRSC has been educating the public using social media, newspaper and radio advertisements, as well as talking to people at the blue bin recycling depot locations.

The second step to be implemented is a plastic bag reduction bylaw. This step requires the municipalities and LSDs to amend their bylaws surrounding the use of plastic bags and will take some time to implement. It was explained that Nova Scotia and Newfoundland will be implementing a similar bylaw in October, 2020 which was pushed back from the original date of July, 2020, as will Moncton, Riverview and Dieppe.

Ms. MacCallum advised that the City of Saint John has indicated they will not be considering this change during the COVID-19 pandemic. The Town of Rothesay has asked for a delay of six months in part due to COVID-19. Ms. MacCallum also advised that the Town of Quispamsis has already gone through the 1st and 2nd readings of their plastic bag reduction bylaw.

A discussion was had on plastic bags, other options and charges. In general, no single use plastic bags would be in stores, and alternatives would be charged for. The level of costs, exceptions and acceptable alternatives would be worked out in the bylaw.

Ms. MacCallum also explained that the FRSC obtained a legal opinion and these rules/bylaws can be put in place.

Motion: Direct staff to work with stakeholders to collect information and come back with recommendation for a date to implement.

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

It was noted that a plastic bag ban will take approximately one year to implement after a date is confirmed. This will allow retailers time to make necessary changes.

b. Plastic Bag Ban By-Law Letter – Town of Rothesay

A letter was received by the FRSC from the Town of Rothesay indicating that Rothesay Council has voted in favour of a six-month extension to the deadline for a by-law pertaining to a plastic bag ban. They feel that due to COVID-19, such a by-law should be postponed until retailers can demonstrate that they can continue to operate safely without plastic bags.

Motion: To receive and file the letter as presented.

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

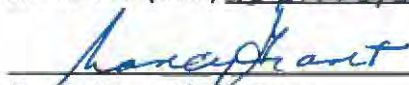
The date of the next meeting was discussed. It was noted that there is no in-person meeting planned for September, however, a phone meeting will likely be required for the baler RFP and some finance items.

Chairperson Grant called for a motion to adjourn.

Motion: To adjourn the meeting at 12:25 pm.

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

APPROVED (date) Sept. 28, 2020



Nancy Grant, Chairperson



Alicia Raynes, Recording Secretary

~~2020 November Open Session Agenda~~
KENNEBECASIS VALLEY FIRE DEPARTMENT INC BOARD MEETING
FIRE STATION ONE, CAMPBELL DRIVE, ROTHESAY, NB
MAY 13, 2020

Present: Chair Grant Brenan	John Jarvie, Administrator
Vice Chair Norah Soobratee	Chief Bill Ireland
Treasurer Kirk Miller	Carlene MacBean, Executive Assistant
Commissioner Peter Lewis	
Commissioner Pierre Rioux	
Commissioner Derrick Stanford	

1.0 Call to Order

Chair Brenan called the meeting to order at 6:39 pm.

2.0 Chair's Remarks

None

3.0 Approval of Agenda

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

CARRIED

4.0 Conflict of Interest

None

5.0 Approval of Previous Minutes

5.1 February 12, 2020

Moved by P. Rioux and seconded by K. Miller, that the minutes of February 12, 2020 be approved as presented.

CARRIED

6.0 Unfinished Business

6.1 Fire Prevention & Protection By-Law - Update

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

6.2 Strategic Plan - Update

At the February 12, 2002 meeting the Fire Board moved to hold presenting the strategic plan to the Quispamsis and Rothesay town councils until after the municipal elections. With the current pandemic those elections have been postponed. Upon discussion the Fire Board agreed to leave on the agenda for the next meeting and re-evaluate where we are at then.

7.0 Correspondence

7.1 Letter from Quispamsis re: Council Final Approval of the 2020 Budget

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

CARRIED

7.2 Letter from Teed Saunders Doyle re: Engagement Letter for 2019 Audit

Moved by P. Lewis and seconded by D. Stanford to receive and file.

CARRIED

7.3 Letter from Quispamsis re: Reappointment of Norah Soobratee

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

CARRIED

7.4 Letter to Teed Saunders Doyle re: KVFD Representation for 2019 Audit

Moved by K. Miller and seconded by D. Stanford to receive and file.

CARRIED

8.0 New Business

8.1 Appointment of Firm for 2020 Financial Audit

Moved by D. Stanford and seconded by K. Miller, the reappointment of the accounting firm of Teed Saunders Doyle as the 2020 auditors of the Kennebecasis Valley Fire Department Inc with the fee to be determined.

CARRIED

8.2 Allocation of Revenue from Surplus Equipment

During the 2020 budget approval process, the Joint Finance Committee made a recommendation that the department create a surplus account for funds received through the sale of surplus equipment which would then be used for future purchases. The Town of Rothesay subsequently endorsed this recommendation in their budget approval letter.

In March, the department sold the 1989 GMC for surplus and the Fire Board needs to determine how to proceed.

Moved by K. Miller and seconded by N. Soobratee to create a surplus account until the budget requires it.

CARRIED

8.3 2019 Annual Report

Moved by K. Miller and seconded by P. Lewis to accept the 2019 Kennebecasis Valley Fire Department Annual Report and to send, electronically, to the Town Clerks of Quispamsis and Rothesay to be distributed to both councils.

CARRIED

9.0 Financial

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

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

CARRIED

9.2 Memo from Ron Catchick re: Format for Financial Report

It has been a long standing practice that the monthly financial reporting package to the Fire Board includes a table of recurring and non-recurring invoices. With the recent inclusion of the Budget Variance Analysis a change to the current format was recommended. Mr. Catchick believes the effort required to produce this invoice report provides enough informational value to the Fire Board to justify the time and cost commitment. He proposed that the recurring monthly invoice section of the report be omitted as it only advises that the department has the same or similar fixed costs on a monthly basis. These items are part of the approved budget and the Statement of Expense allows the tracking of year-to-date performance. Therefore, providing this information in a separate table seems redundant.

He also proposed that the threshold for the non-recurring invoice report be raised to \$5,000 from the current level of \$2,000 as the Fire Board Treasurer authorizes all purchases in excess of \$1,500 and \$5,000 is the threshold used for the material variance report. The current \$2,000 threshold seems low to be considered material at the Board level, particularly in consideration of the other oversight measures already in place.

Moved by N. Soobratee and seconded by D. Stanford that the Fire Board accept the following recommendations:

- the recurring monthly invoice section of the report be omitted
- the threshold for the non-recurring invoice report be raised to \$5,000

CARRIED

10.0 Business Arising from Committee of the Whole

10.1 Approval of 2019 Audit

Moved by P. Rioux and seconded by P. Lewis to receive and file the Kennebecasis Valley Fire Department draft audited financial statements as of December 31, 2020.

CARRIED

11.0 Reports

11.1 Chief's Report

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

CARRIED

11.2 Response Summary

Moved by P. Lewis and seconded by N. Soobratee to receive and file.

CARRIED

12.0 Adjournment

Moved by K. Miller that the meeting be adjourned at 7:05 pm.

Date of next meeting – June 10, 2020

Respectfully submitted,

CHAIR

SECRETARY / TREASURER

Statement of Expense with Budget Variance

2020October13OpenSessionFINAL_047

For the 3 months ending: March 31, 2020

		BUDGET	ACTUAL	VARIANCES	BUDGET
		YEAR TO DATE	YEAR to DATE	YEAR TO DATE	2020
				(Under Budget)	
Line No REVENUE:					
1	Members Contributions	\$1,244,873	\$1,244,868	(\$6)	\$5,346,858
2	Rebate of Property Tax (Miscellaneous Rev	\$0	\$0	\$0	\$47,593
3	Local Service Districts	\$0	\$0	\$0	\$0
4	Revenue Fee Structure	\$0	\$0	\$0	\$0
5	Misc. Revenue	\$250	\$4,036	\$3,786	\$1,000
6	Interest Income C/A	\$1,913	\$2,153	\$241	\$7,656
7	Deficit 2nd previous year	(\$79,278)	(\$79,278)	\$0	(\$79,278)
8		\$1,167,758	\$1,171,779	\$4,021	\$5,323,823
EXPENSES:					
ADMINISTRATION:					
9	Admin. Wages and Benefits	\$150,955	\$149,352	(\$1,603)	\$644,400
10	Convention/dues/training	\$4,500	\$6,128	\$1,628	\$18,000
11	Administrative Agreement	\$3,000	\$3,000	\$0	\$12,000
12	Professional Services	\$3,500	\$3,583	\$83	\$40,000
13	Office supplies/Copy Machine/ S/C	\$1,862	\$2,118	\$256	\$7,450
14	Computer hardware/software/IT	\$3,725	\$1,737	(\$1,988)	\$32,900
15	Telephone/ Internet	\$3,450	\$3,388	(\$62)	\$13,800
16		\$170,993	\$169,305	(\$1,687)	\$768,551
FIREFIGHTING FORCE:					
17	Salaries Basic	\$630,577	\$569,618	(\$60,959)	\$2,732,500
18	Overtime	\$12,000	\$13,144	\$1,144	\$60,000
19	Vacation Pay on Retirement	\$0	\$0	\$0	
19	Force Benefits	\$160,122	\$164,083	\$3,961	\$646,800
20	Career Uniforms and maintenance	\$7,000	\$3,157	(\$3,843)	\$28,000
21	Medical and Fitness Testing	\$5,000	\$3,773	(\$1,227)	\$20,000
22	Career Recognition	\$0	\$0	\$0	\$2,500
23	Holiday Relief Wages and overtime	\$75,600	\$52,300	(\$23,300)	\$327,600
24	Holiday Relief Benefits	\$26,931	\$21,792	(\$5,138)	\$116,700
25		\$917,229	\$827,868	(\$89,361)	\$3,934,100
TELECOMMUNICATIONS:					
26	Cellular Telephones	\$1,500	\$1,078	(\$422)	\$6,000
27	Communication Equipment	\$0	\$0	\$0	\$1,000
28	Maintenance / Repairs	\$350	\$0	(\$350)	\$700
29		\$1,850	\$1,078	(\$772)	\$7,700
INSURANCE:					
30	Insurance	\$34,000	\$36,971	\$2,971	\$34,000
31		\$34,000	\$36,971	\$2,971	\$34,000
PREVENTION AND TRAINING:					
32	Firefighter / Co. Officer Training	\$9,000	\$6,702	(\$2,298)	\$36,000
33	Fire Prevention	\$2,000	\$5,415	\$3,415	\$8,000
34	Public Education	\$1,125	\$0	(\$1,125)	\$4,500
35	Training Supplies	\$500	\$49	(\$451)	\$2,000
36		\$12,625	\$12,165	(\$460)	\$50,500
FACILITIES:					
37	Station 1 Operating	\$26,387	\$23,357	(\$3,030)	\$185,120
38	Station 2 Operating	\$5,000	\$35	(\$4,965)	\$20,000
39	Station 2 Rent - Quispamsis	\$12,973	\$0	(\$12,973)	\$51,890
40	Station Supplies	\$3,000	\$3,756	\$756	\$12,000
41		\$47,359	\$27,148	(\$20,212)	\$269,090

	BUDGET	ACTUAL	VARIANCES	BUDGET
	YEAR TO DATE	YEAR to DATE	YEAR TO DATE	2020
2020October13OpenSessionFINAL_048				
FLEET:				
42 Fuel Vehicle	\$5,000	\$3,637	(\$1,363)	\$20,000
43 Registration Vehicle	\$400	\$304	(\$96)	\$550
44 Vehicle Maint. & Repairs	\$21,750	\$25,774	\$4,024	\$87,000
45	<u>\$27,150</u>	<u>\$29,715</u>	<u>\$2,565</u>	<u>\$107,550</u>
OPERATIONS:				
46 New Equipment	\$4,500	\$2,254	(\$2,246)	\$18,000
47 Maint. & Repairs Equip.	\$8,833	\$8,165	(\$668)	\$23,000
48 Maint. & Repairs Bunker Gear	\$0	\$0	\$0	\$5,000
49 Medical Supplies	\$1,750	\$4,152	\$2,402	\$7,000
50 Fire Fighting Supplies	\$875	\$648	(\$227)	\$3,500
51 H&S/Cause determination	\$500	\$247	(\$253)	\$1,500
52	<u>\$16,458</u>	<u>\$15,466</u>	<u>(\$993)</u>	<u>\$58,000</u>
WATER COSTS:				
53 Water Costs - Quispamsis	\$1,272	\$1,272	\$0	\$5,088
54 Water Costs - Rothesay	\$6,611	\$6,611	\$0	\$26,444
55	<u>\$7,883</u>	<u>\$7,883</u>	<u>\$0</u>	<u>\$31,532</u>
OTHER:				
56 Miscellaneous	\$750	\$782	\$32	\$3,000
57 Retirement Allowance	\$14,950	\$0	(\$14,950)	\$59,800
58 Deficit 2nd Previous Year	\$0			
58	<u>\$15,700</u>	<u>\$782</u>	<u>(\$14,918)</u>	<u>\$62,800</u>
59	<u>\$1,251,247</u>	<u>\$1,128,381</u>	<u>(\$122,866)</u>	<u>\$5,323,823</u>
60 (DEFICIT) SURPLUS FOR THE PERIOD		<u>\$43,398</u>	<u>\$126,888</u>	<u>\$0</u>

Kennebecasis Valley Fire Department Inc.

Budget Variances Analysis greater than \$5,000
For the 3 months ending March 31, 2020

Line #	Description	Budget YTD	Actual YTD	Variance
				(Under Budget)
17	Salaries Basic	\$630,577	\$569,618	(\$60,959)
	Holiday Relief Wages & Overtime	\$75,600	\$52,300	(\$23,300)
39	Station 2 Rent - Quispamsis	\$12,973	\$0	(\$12,973)
57	Retirement Allowance	\$14,950	\$0	(\$14,950)
	Material Variances	\$734,099	\$621,919	(\$112,181)

Kennebecasis Valley Fire Department Inc.

Invoices over \$2,000
For the months of January - March 2020

Recurring Monthly Invoices	Amount
01-09-20 BMO	\$84,448
01-25-20 Receiver General	\$55,479
01-31-20 CIBC Mellon	\$45,801
01-31-20 I.A.F.F. Local 3591	\$5,217
01-31-20 Worksafe	\$5,170
01-23-20 BMO	\$76,263
01-01-20 Assumption Life	\$24,475
02-06-20 BMO	\$74,556
02-10-20 Receiver General	\$48,673
02-25-20 Receiver General	\$47,742
02-29-20 CIBC Mellon	\$45,411
02-24-20 I.A.F.F. Local 3591	\$5,144
02-03-20 Worksafe	\$18,550
02-21-20 Worksafe	\$5,554
02-20-20 BMO	\$75,635
02-01-20 Assumption Life	\$23,528
03-05-20 BMO	\$77,306
03-10-20 Receiver General	\$48,959
03-18-20 Rothesay	\$6,611
03-23-20 CIBC Mellon	\$45,174
03-31-20 I.A.F.F. Local 3591	\$5,144
03-31-20 Rothesay	\$3,000
03-31-20 Rothesay	\$2,132
03-19-20 BMO	\$76,435
03-25-20 Receiver General	\$50,050
03-01-20 Assumption Life	\$23,531
Non-Recurring Monthly Invoices	Amount
01-23-20 Cumings Fire and Safety	\$31,546
01-29-20 Noratek Solutions	\$5,145
01-09-20 KV Auto	\$2,693
02-07-20 Air Canada	\$2,359
02-18-20 Atlantic Air Cleaning	\$2,418
02-26-20 FDIC International	\$2,559
02-28-20 Hovey Insurance	\$36,971
03-20-20 PoMax Consulting	\$2,300
03-04-20 Dalhousie University	\$3,980
03-05-20 MicMac Fire and Safety	\$4,560
03-16-20 Dowd Roofing	\$4,198
03-18-20 Goodyear Tire	\$3,249
03-19-20 KV Truck and Auto	\$2,693
03-20-20 KV Truck and Auto	\$2,037
03-23-20 Town of Quispamsis	\$2,287
03-23-20 Saint John Springworks	\$2,225
03-26-20 Creative Safety Solutions	\$2,221
03-30-20 Art Cull	\$2,600



Kennebecasis Valley Fire Department

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

May 13, 2020

Structure Fire Incidents

Suspicious Cause

Just before 05:00 am on March 26, KVFD was dispatched to Parkside Road for a structure fire. An update while enroute advised that police were on scene and flames were visible from a basement window. Two KRPF members discharged fire extinguishers from outside the basement window and were able to contain the fire from spreading further.

Engine 2 arrived and reported light smoke showing from the basement apartment. A hose line was stretched to the basement apartment door to extinguish the fire and Quint 1 was assigned to search for any occupants.

The fire was quickly extinguished and the adjacent wall and part of the ceiling was opened up to check for fire extension. Finding none, Q-1 confirmed the all clear on any occupants, and worked on venting smoke from the building. The cause of the fire remains under investigation.

Fatal Fire

At 02:00 am on April 5, KVFD was dispatched to Bartlett Road for the report of a fire with one person trapped on the roof and another trapped inside. When we arrived, the building was entirely engulfed in flames and a neighbour had managed to rescue a female occupant from the roof. She and two other occupants were treated on the scene by ANB and then were transported to the hospital where they received treatment for minor burns and mild smoke inhalation.

Quint 1 was first on scene and the company officer did an initial risk assessment following standard protocol and correctly determined that conditions inside the home were not survivable for anyone inside and the difficult decision to declare a defensive operation with no interior attack and search was made. Firefighters continued the fire attack using a variety of attack lines and hose appliances, alternating between each as the fire attack continued. Our suppression efforts were made more difficult by the very steep grade of the roadway which required significant physical effort to advance hose lines and move equipment. Unfortunately, the building and its contents were a total loss.

Once the fire had been brought under control, a crew was assigned to assist Deputy Chief McCoy with cause determination and the remaining crews were assigned to Chief Ireland to recover the victim. The second floor bedroom the victim was using had collapsed into the first floor and the roof structure had fallen in as well making efforts to locate the victim extremely dangerous. Once the victim was located, the coroner was called to the scene and then the victim was removed with compassion and placed in the care of Fundy Funeral home. The fire cause determination process took several days and has concluded that the fire is considered accidental, is electrical in nature and was caused by a failure in a GFI outlet in the exterior wall of the residence.

New Notification Software

2020October13OpenSessionFINAL_051

Consistent with our strategic priority to invest in functional technology to support our core purpose, the department has acquired a software product that is used to immediately notify members of significant incidents and to recall off-duty members when a “second-alarm” is required. This product provides a list of additional features that allow us to track which members are responding and their expected arrival time, map and navigate to incident locations, access pre-incident plans and communicate using PTT features on our cell phones.

The new system was successfully used for the first time at the Bartlett Road fire and is a considerable improvement over our former notification method.

Virtual Station Tour

Social distancing requirements meant that we needed to close our fire stations to visitors. We host at least 30 station tours and visit over 50 public events each year.

Division Chief Mike Boyle has developed a virtual tour of station 1. This video is for all the kids (and everyone else) who have missed out on our planned tours and events during this period of social distancing. The tour can be viewed at the following link:

<https://youtu.be/HSO9Z8MJ7nc>

COVID-19 Impacts

Further to my email to you on March 17 regarding organizational and operational changes we had implemented to address the pandemic threat, we are now making recovery plans consistent with the de-escalation plan developed by the Province. On the following page is a summary of our phased approach to restoring “normal” operations. Please note that all future dates are subject to revision based on actual conditions.

	Current measures	2020 May 1 October 13 Open Session FINAL_052	June 1 (TBD)	Summer 2021 (TBD)
Provincial Phase	Red	Peach-Orange	Yellow	Green
EMS Response	Unit 51 responds to all medical calls	Engine response to medical calls	Engine response to medical calls	Engine response to medical calls
EMS PPE	Full PPE (gowns, gloves, masks) for all medical calls	PPE/staffing requirements remain in place for medical calls	Full PPE for respiratory distress and/or COVID response	Full PPE for known COVID response
Work Schedules	Administration staff work from home/Command staff follow 1/3	Command/administration staff begin rotating in office work cycle	Regular work schedules	Regular work schedules
Symptom Screening	Daily 4 hour screening takes place	Daily 4 hour screening takes place	TBA	No daily screening
Public Visitation to Station	Stations closed	Stations closed	Visitors allowed in lobby area of station 1	Station use by public groups resumes
Training	In person training suspended	Outdoor training permitted	Normal training activities	Normal training activities
Fire Inspections	Fire inspections suspended	Inspection of unoccupied places of assembly	Inspections with PPE precautions	Normal inspection activities
Public Education	In person education suspended	In person education suspended	Education permitted for 50 people or less	Normal public education activities
Car Seat Program	Per request (infants priority)	Per request (infants priority)	Normal car seat installations with PPE precautions	Normal car seat installations
Home Inspections	Suspended	Suspended	Inspections with PPE precautions	Normal inspection activities
Station Sanitation	High touch surfaces disinfected daily	High touch surfaces disinfected daily	High touch surfaces disinfected daily	Regular station cleaning
Weekly Briefings	Every 4 days	As needed	As needed	None
Social Interactions	No visiting restaurants/coffee shops. No site visits.	No visiting restaurants/coffee shops. No site visits.	No visiting events with 50 people or more	Normal interactions
Work Related Travel	Suspended	Suspended	No travel to events with 50 people or more	Normal work travel
Station Fitness Facilities	One member at a time	One member at a time	Normal usage	Normal usage
Off-duty Station Visits	Restricted, full symptom screening	Restricted, full symptom screening	Screening TBA	Unrestricted
Station 2 Access	Limited to KVFD personnel including second floor	KVFD limited to 1 st floor quarters. TofQ staff to occupy 2 nd floor	KVFD limited to 1 st floor TBA re 2 nd floor use	KVFD owns and occupies entire building

Response Types Kennebecasis Valley Fire Department		Jan 2020	Historical Average	Feb 2020	Historical Average	Mar 2020	Historical Average	April 2020	Historical Average	2020 YTD	Historical Average
	Fire/explosion - dollar loss	5	3	1	4	4	2	4	3	14	13
	Rubbish/grass fire - no dollar loss	1	2	2	1	3	2	9	7	15	12
	Chimney Fire	2	2	0	1	0	2	0	1	2	5
	Total Fire	8	7	3	6	7	6	13	10	31	29
	Rescue - Miscellaneous	1	1	2	1	1	0	1	0	5	2
	Vehicle Accident	10	10	7	8	2	7	4	6	23	31
	Total Rescue	11	10	9	9	3	8	5	6	28	33
	Public Hazard - gasoline or fuel spill	1	1	1	0	0	0	0	1	2	2
	Public Hazard - power line down / utility pole hazard	1	5	1	2	2	1	7	2	11	10
	Public Hazard - miscellaneous	1	2	1	1	0	1	1	1	3	5
	Total Public hazard	3	7	3	4	2	2	8	3	16	16
	Gas Leak - propane	1	1	1	1	0	0	0	0	2	2
	Gas Leak - response to carbon monoxide detector alarm	5	2	6	1	5	1	5	1	21	5
	Total Gas leak	6	2	7	2	5	1	5	1	23	7
	Public Service - first aid	49	49	51	51	42	56	30	52	172	208
	Public Service - assist police or other agency	2	2	2	1	0	1	0	1	4	4
	Public Service - mutual aid	1	1	1	1	1	1	1	1	4	4
	Public Service - animal rescue	0	0	0	0	0	0	0	0	0	1
	Public Service - flooding	0	5	0	1	0	2	1	0	1	7
	Public Service- miscellaneous	0	3	0	1	0	1	0	1	0	6
	Total Public services	52	60	54	54	43	61	32	53	181	227
	Alarm No Fire - accidental miscellaneous	4	3	5	3	1	4	3	2	13	12
	Alarm No Fire - smoke or steam mistaken	0	1	0	1	1	1	0	0	1	3
	Alarm No Fire - sprinkler surge or discharge	0	1	0	0	0	0	0	0	0	1
	Alarm No Fire - detector activated	6	4	4	4	4	5	4	2	18	15
	Alarm No Fire - unknown odours	1	0	1	1	0	1	0	1	2	3
	Alarm No Fire - miscellaneous	2	2	1	1	0	2	0	2	3	8
	Total Alarm no fire - No malicious intent	13	12	11	10	6	13	7	6	37	40
	False Alarm (Mischief) - miscellaneous	0	0	0	0	0	0	0	0	0	1
	Total False alarm - Mischief	0	0	0	0	0	0	0	1	0	1
	Total Response Types Kennebecasis Valley Fire	93	99	87	85	66	91	70	86	316	362

Town of Rothesay

General Fund Financial Statements

August 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 - August	G11
Project Funding -Sept. draft to 09/18/2020	G12

Town of Rothesay

Balance Sheet - Capital General Fund 8/31/20

ASSETS

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

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

\$ 50,351,745

LIABILITIES AND EQUITY

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

Total Liabilities \$ 6,391,000

Investment in General Fund Fixed Assets 43,960,745

\$ 50,351,745

Town of Rothesay

Balance Sheet - General Fund Reserves

8/31/20

ASSETS

BNS Gas Tax Interest Account	4,373,504
BNS General Operating Reserve #214-15	57,805
BNS - Gen Operating Reserve GIC	500,000
BNS General Capital Reserves #2261-14	56,588
BNS - Gen Capital Reserve GIC	800,000
BNS - Gas Tax Reserves - GIC	1,162,738
Gen Reserves due to/from Gen Operating	16,625
	<u>\$ 6,967,260</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	5,170,246
Invest. in General Capital Reserve	667,662
General Gas Tax Funding	365,876
Invest. in General Operating Reserve	565,476
Invest. in Land for Public Purposes Reserve	144,248
Invest. in Town Hall Reserve	53,753
	<u>\$ 6,967,261</u>

Town of Rothesay
Balance Sheet - General Operating Fund
8/31/20

CURRENT ASSETS

Cash	1,919,263
Receivables	220,451
HST Receivable	241,502
Payroll Clearing	(233)
Inventory	21,681
Gen Operating due to/from Util Operating	<u>(1,034,299)</u>
Total Current Assets	<u>1,368,364</u>
Other Assets:	
Projects	<u>3,182,682</u>
	<u>3,182,682</u>
TOTAL ASSETS	<u>4,551,046</u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	1,159,136
Other Payables	578,920
Gen Operating due to/from Gen Reserves	16,625
Gen Operating due to/from Gen Capital	210,000
Accrued Pension Obligation	159,537
Accrued Retirement Allowance	408,322
Def. Rev-Quispamsis/Library Share	<u>37,631</u>
TOTAL LIABILITIES	<u>2,570,172</u>

EQUITY

Retained Earnings - General	(13,238)
Surplus/(Deficit) for the Period	<u>1,794,112</u>
	<u>1,780,875</u>
	<u>4,351,046</u>

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Town of Rothesay

Statement of Revenue & Expenditure
8 Months Ended 8/31/20

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Warrant of Assessment	1,374,357	1,374,372	10,994,976	10,994,976	0		16,492,464
Sale of Services	14,164	31,533	191,194	261,055	(69,862)		410,300
Services to Province of New Brunswick	5,000	5,000	40,000	40,000	0		60,000
Other Revenue from Own Sources	38,660	8,013	191,854	70,100	121,754		108,150
Unconditional Grant	10,710	10,695	85,555	85,557	(2)		128,335
Conditional Transfers	0	10,000	17,103	26,500	(9,397)		26,500
Other Transfers	0	0	599,251	599,251	0		1,099,251
	<u>\$1,442,891</u>	<u>\$1,439,612</u>	<u>\$12,119,933</u>	<u>\$12,077,439</u>	<u>\$42,494</u>		<u>\$18,325,000</u>
EXPENSES							
General Government Services	172,534	140,655	1,642,275	1,703,071	60,796		2,308,843
Protective Services	395,873	398,195	3,741,299	3,738,565	(2,734)		5,331,346
Transportation Services	210,136	222,784	2,251,591	2,452,881	201,290		3,606,766
Environmental Health Services	74,160	51,500	451,862	444,000	(7,862)		658,000
Environmental Development	36,465	46,438	377,330	420,188	42,858		605,940
Recreation & Cultural Services	146,478	156,044	1,415,025	1,517,066	102,041		2,112,991
Fiscal Services	224	333	446,437	436,223	(10,214)		3,701,113
	<u>\$1,035,871</u>	<u>\$1,015,949</u>	<u>\$10,325,820</u>	<u>\$10,711,995</u>	<u>\$386,174</u>		<u>\$18,324,999</u>
Surplus (Deficit) for the Year	<u>\$407,021</u>	<u>\$423,663</u>	<u>\$1,794,112</u>	<u>\$1,365,444</u>	<u>\$428,668</u>		<u>\$ 1</u>

Town of Rothesay
Statement of Revenue & Expenditure
8 Months Ended 8/31/20

	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	(425)	1,667	3,304	13,333	(10,030)	1	20,000
Town Hall Rent	5,174	6,083	50,674	48,667	2,007		73,000
Arena Revenue	(600)	433	80,069	121,122	(41,053)	2	220,800
Community Garden	0	0	840	1,000	(160)		1,000
Fox Farm Rental	0	850	8,500	6,800	1,700		10,200
Recreation Programs	10,015	22,500	47,807	70,133	(22,327)	3	85,300
	<u>14,164</u>	<u>31,533</u>	<u>191,194</u>	<u>261,055</u>	<u>(69,862)</u>		<u>410,300</u>
Other Revenue from Own Sources							
Licenses & Permits	3,909	6,250	46,319	50,000	(3,681)		75,000
Recycling Dillies & Uds	73	83	407	667	(260)		1,000
Interest & Sundry	816	833	8,643	6,667	1,976		10,000
Miscellaneous	33,862	846	125,152	6,767	118,385	4	10,150
Fire Dept. Administration	0	0	6,000	6,000	0		12,000
Local Improvement Levy Mulberry Lane	0	0	5,333	0	5,333		0
	<u>38,660</u>	<u>8,013</u>	<u>191,854</u>	<u>70,100</u>	<u>121,754</u>		<u>108,150</u>
Conditional Transfers							
Canada Day Grant	0	0	2,000	1,500	500		1,500
Grant - Other	0	10,000	15,103	25,000	(9,897)	5	25,000
	<u>0</u>	<u>10,000</u>	<u>17,103</u>	<u>26,500</u>	<u>(9,397)</u>		<u>26,500</u>
Other Transfers							
Surplus of 2nd Previous Year	0	0	99,251	99,251	0		99,251
Utility Fund Transfer	0	0	500,000	500,000	0		1,000,000
	<u>0</u>	<u>0</u>	<u>599,251</u>	<u>599,251</u>	<u>0</u>		<u>1,099,251</u>
EXPENSES							
General Government Services							
Legislative							
Mayor	2,938	4,036	24,718	30,857	6,139		47,000
Councillors	9,985	12,056	79,121	87,876	8,755		136,100
Regional Service Commission 9	0	0	2,698	5,250	2,552		7,000
Other	125	1,125	1,550	9,000	7,450		13,500
	<u>13,048</u>	<u>17,217</u>	<u>108,086</u>	<u>132,983</u>	<u>24,897</u>		<u>203,600</u>
Administrative							
Office Building	15,284	8,417	119,932	119,933		1	155,000
Solicitor	55	4,167	1,724	33,333	31,609	6	50,000
Administration - Wages & Benefits	104,539	83,320	737,318	708,377	(28,940)	7	1,081,656
Supplies	24,366	9,142	68,048	73,133	5,085		109,700
Professional Fees	0	1,667	28,418	23,333	(5,085)	8	30,000
Other	14,745	12,477	94,876	109,819	14,943		159,729
	<u>158,989</u>	<u>119,189</u>	<u>1,050,316</u>	<u>1,067,930</u>	<u>17,614</u>		<u>1,586,085</u>

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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Other General Government Services							67
Community Communications	0	833	835	6,667	5,832		10,000
Civic Relations	7	167	7	1,333	1,326		2,000
Insurance	0	0	194,165	195,131	966		195,131
Donations	0	2,917	13,100	23,333	10,233		35,000
Cost of Assessment	0	0	258,027	258,027	0		258,027
Property Taxes - L.P.P.	0	0	16,469	15,000	(1,469)		15,000
Fox Farm Rental Expenses	490	333	1,270	2,667	1,396		4,000
	497	4,250	483,874	502,158	18,284		519,158
	172,534	140,655	1,642,275	1,703,071	60,796		2,308,843
Protective Services							
Police							
Police Protection	215,137	215,137	1,738,097	1,721,097	(17,000)	9	2,581,645
Crime Stoppers	0	0	0	2,800	2,800		2,800
	215,137	215,137	1,738,097	1,723,897	(14,200)		2,584,445
Fire							
Fire Protection	166,704	166,704	1,560,587	1,558,832	(1,755)		2,225,646
Water Costs Fire Protection	0	0	325,000	325,000	0		325,000
	166,704	166,704	1,885,587	1,883,832	(1,755)		2,550,646
Emergency Measures							
911 Communications Centre	13,063	13,063	104,503	104,503	0		156,755
EMO Director/Committee	80	1,667	559	13,333	12,774		20,000
	13,143	14,730	105,062	117,837	12,774		176,755
Other							
Animal & Pest Control	890	792	4,732	6,333	1,601		9,500
Other	0	833	7,821	6,667	(1,155)		10,000
	890	1,625	12,553	13,000	447		19,500
Total Protective Services	395,873	398,195	3,741,299	3,738,565	(2,734)		5,331,346

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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Transportation Services							G8
Common Services							
Administration (Wages & Benefits)	127,684	139,057	1,157,316	1,251,427	94,111		1,810,279
Workshops, Yards & Equipment	30,483	51,477	407,663	493,816	86,152	10	693,723
Engineering	0	625	2,861	5,000	2,139		7,500
	<u>158,168</u>	<u>191,159</u>	<u>1,567,841</u>	<u>1,750,243</u>	<u>182,402</u>		<u>2,511,502</u>
Street Cleaning & Flushing	0	1,000	7,504	21,000	13,496		40,000
Roads & Streets	4,933	4,583	39,025	36,667	(2,359)		55,000
Crosswalks & Sidewalks	1,604	2,375	8,346	12,938	4,592		21,063
Culverts & Drainage Ditches	10,264	5,625	34,600	45,000	10,400		67,500
Snow & Ice Removal	0	0	368,978	383,100	14,122		602,000
2018 Flood Costs	0	0	315	0	(315)		0
2020 Flood Costs	0	0	31,903	0	(31,903)	11	0
	<u>16,801</u>	<u>13,583</u>	<u>490,670</u>	<u>498,704</u>	<u>8,035</u>		<u>785,563</u>
Street Lighting	15,275	10,833	100,528	86,667	(13,861)	12	130,000
Traffic Services							
Street Signs	0	667	410	5,333	4,924		8,000
Traffic Lanemarking	0	1,000	27,326	28,000	674		30,000
Traffic Signals	762	3,333	10,725	26,667	15,942		40,000
Railway Crossing	1,184	2,000	13,324	16,000	2,676		24,000
	<u>1,946</u>	<u>7,000</u>	<u>51,784</u>	<u>76,000</u>	<u>24,216</u>		<u>102,000</u>
Public Transit							
Public Transit - Comex Service	17,800	0	35,601	35,601	(0)		71,201
KV Committee for the Disabled	0	0	4,000	4,000	0		4,000
Public Transit - Other	146	208	1,168	1,667	499		2,500
	<u>17,946</u>	<u>208</u>	<u>40,769</u>	<u>41,267</u>	<u>498</u>		<u>77,701</u>
Total Transportation Services	<u>210,136</u>	<u>222,784</u>	<u>2,251,591</u>	<u>2,452,881</u>	<u>201,290</u>		<u>3,606,766</u>
Environmental Health Services							
Solid Waste Disposal Land Fill	36,932	16,250	135,361	130,000	(5,361)		195,000
Solid Waste Disposal Compost	14,043	3,000	32,144	24,000	(8,144)		36,000
Solid Waste Collection	23,186	24,167	185,723	193,333	7,610		290,000
Solid Waste Collection Curbside Recycling	0	8,083	59,028	64,667	5,639		97,000
Clean Up Campaign	0	0	39,606	32,000	(7,606)		40,000
	<u>74,160</u>	<u>51,500</u>	<u>451,862</u>	<u>444,000</u>	<u>(7,862)</u>		<u>658,000</u>
Environmental Development Services							
Planning & Zoning							
Administration	28,233	34,248	308,349	319,468	11,120		456,460
Planning Projects	0	3,750	0	30,000	30,000		45,000
Heritage Committee	0	208	0	1,667	1,667		2,500
	<u>28,233</u>	<u>38,206</u>	<u>308,349</u>	<u>351,135</u>	<u>42,786</u>		<u>503,960</u>
Economic Development Comm.	8,232	8,232	65,853	65,853	0		98,780
Tourism	0	0	3,129	3,200	71		3,200
	<u>8,232</u>	<u>8,232</u>	<u>68,982</u>	<u>69,053</u>	<u>72</u>		<u>101,980</u>
	<u>36,465</u>	<u>46,438</u>	<u>377,330</u>	<u>420,188</u>	<u>42,858</u>		<u>605,940</u>

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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET	G9
Recreation & Cultural Services								
Administration	20,631	18,872	204,213	188,472	(15,741)	13	263,960	
Beaches	13,270	17,000	36,364	45,500	9,136		45,500	
Rothsay Arena	10,439	14,208	163,209	206,080	42,871	14	335,434	
Memorial Centre	3,998	4,417	36,480	43,333	6,854		61,000	
Summer Programs	21,671	21,000	58,874	59,500	626		62,000	
Parks & Gardens	58,417	51,393	411,310	413,344	2,035		586,554	
Rothsay Common Rink	631	3,389	37,488	43,115	5,626		57,672	
Playgrounds and Fields	10,128	13,167	64,069	86,333	22,264		115,000	
Regional Facilities Commission	0	0	338,769	338,769	0		451,692	
Kennebecasis Public Library	7,179	7,179	57,429	57,429	0		86,144	
Special Events	115	5,333	6,820	34,500	27,680		39,500	
PRO Kids	0	0	0	0	0		7,500	
Rothsay Living Museum	0	86	0	690	690		1,035	
	<u>146,478</u>	<u>156,044</u>	<u>1,415,025</u>	<u>1,517,066</u>	<u>102,041</u>		<u>2,112,991</u>	
Fiscal Services								
Debt Charges								
Interest	224	333	97,437	87,223	(10,214)	15	173,113	
Debt Payments	0	0	349,000	349,000	0		778,000	
	<u>224</u>	<u>333</u>	<u>446,437</u>	<u>436,223</u>	<u>(10,214)</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>224</u>	<u>333</u>	<u>446,437</u>	<u>436,223</u>	<u>(10,214)</u>		<u>3,701,113</u>	

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Town of Rothesay

Variance Report - General Fund

8 months ending August-31-20

Note #		Actual	Budget	Better/(Worse)	Description of Variance
Revenue					
1	Bill McGuire Memorial Centre	\$ 3,304	\$ 13,333	\$ (10,029)	Closed
2	Arena Revenue	\$ 80,069	\$ 121,122	\$ (41,053)	Closed
3	Recreation Programs	\$ 47,807	\$ 70,133	\$ (22,326)	Soccer Revenue below budget
4	Miscellaneous	\$ 125,152	\$ 6,767	\$ 118,385	Insurance proceeds, sale of used equipment
5	Grant - Other	\$ 15,103	\$ 25,000	\$ (9,897)	Fewer summer students
Total				\$	35,080
Variance per Statement				\$	42,494
Explained					82.55%
Expenses					
General Government					
6	Solicitor	\$ 1,724	\$ 33,333	\$ 31,609	Unused
7	Administration - Wages & Benefits	\$ 737,318	\$ 708,377	\$ (28,941)	Includes Covid expenses, \$48,000
8	Professional Fees	\$ 28,418	\$ 23,333	\$ (5,085)	Climate Change Adaption Plan
Protective Services					
9	Police Protection	\$ 1,738,097	\$ 1,721,097	\$ (17,000)	Extraneous costs
Transportation					
10	Workshops, Yards & Equipment	\$ 407,663	\$ 493,816	\$ 86,153	Fuel \$21,000 under, Building Maint. \$6,000 under, Trees \$20,000 under, Vehicle Maint. \$22,000 over budget
11	Flood 2020	\$ 31,903	\$ -	\$ (31,903)	Unbudgeted
12	Street Lighting	\$ 100,528	\$ 86,667	\$ (13,861)	Budget low
Environmental Health					
				\$	-
Environmental Development					
				\$	-
Recreation & Cultural Services					
13	Administration - Wages & Benefits	\$ 204,213	\$ 188,472	\$ (15,741)	Salary allocation - wages costs under budgeted
14	Rothesay Arena	\$ 163,209	\$ 206,080	\$ 42,871	Lower operating costs due to closure
				\$	-
Fiscal Services					
15	Interest	\$ 97,437	\$ 87,223	\$ (10,214)	New debenture costs
Total				\$	37,888
Variance per Statement				\$	386,174
Explained					9.81%

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Town of Rothesay

Capital Projects 2020
General Fund
8 Months Ended 8/31/20

	Original BUDGET		CURRENT Y-T-D	Remaining Budget		Budget	Actual
General Government							
12010560 Town Hall Improvements G-2020-009	170,000		6,880	163,120			
12010660 IT 2020 G-2020-008	45,000		17,924	27,076			
Total General Government	215,000		24,804	190,196			
Protective Services							
12011560 Protective Serv. Equipment Purchases P-2020-010	480,000		30,904	449,096			
Total Protective Services	480,000		30,904	449,096			
Transportation							
12021360 Transportation Equipment Purchases T-2020-003	615,000		56,825	558,175	Roller	45,000	
12027260 Asphalt Microseal 2020 T-2020-005	1,505,500	1,690,000	1,768,742	-78,742	Storm Pump		56,825
12027360 Sandbagging T-2020-006	0		0	0	Tandem Dump	300,000	
12027460 Fox Farm Designated Highway T-2020-012	545,000		556,738	-11,738	5500 1 ton	100,000	
12010060 Alexander Avenue Design	0		10,324	-10,324	F250 3/4 ton	60,000	
Unassigned:					F150 1/2 ton 4x4	50,000	
Designated Highway	585,000	0		0	1500 1/2 ton	60,000	
2021 Asphalt Design	60,000			60,000		615,000	56,825
Stormwater Master Plan	300,000			300,000			
Traffic Study	40,000			40,000			
Total Transportation	3,650,500	1,690,000	2,392,630	857,370			
Recreation							
12020860 Recreation Equipment Purchases R-2020-004	110,000		0	110,000	Truck	60,000	
12027160 Wells Field Replacement R-2020-002	550,000		65,612	484,388	Equipment	50,000	
12020760 Trail Development R-2020-007	50,000		493	49,507		110,000	
12012060 Arena Renovation R-2020-011	1,020,000		466,416	553,584			
Total Recreation	1,730,000		532,520	1,197,480			
Carryovers							
12026860 Church Avenue Reconstruction T-2019-002	0		187,769	-187,769			
12026960 Cameron Rd/Mulberry Lane T-2019-006	0		12,698	-12,698			
12025160 Designated Highway 2019	0		-11,838	11,838			
12026660 Asphalt/Microseal 2019 T-2019-001	0		13,195	-13,195			
	0		201,824	-201,824			
Total	\$ 6,075,500	\$ 1,690,000	\$ 3,182,682	\$ 2,492,318			
Funding							
General Government	2020 215,000	Operating 215,000	Borrow	Gas Tax	Grant		
Protective Services	480,000	112,500	367,500				
Transportation	3,650,500	2,242,500		560,500	847,500		
Recreation	1,730,000	180,000	1,550,000				
	\$ 6,075,500	\$ 2,750,000	\$ 1,917,500	\$ 560,500	\$ 847,500		

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Town of Rothesay

Capital Projects 2020

General Fund

9 Months Ended 9/30/20

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	Original BUDGET		CURRENT Y-T-D	Remaining Budget			
General Government							
12010560 Town Hall Improvements G-2020-009	170,000		16,735	153,265			
12010660 IT 2020 G-2020-008	45,000		17,924	27,076			
Total General Government	215,000		34,659	180,341			
Protective Services							
12011560 Protective Serv. Equipment Purchases P-2020-010	480,000		30,904	449,096			
Total Protective Services	480,000		30,904	449,096			
Transportation							
12021360 Transportation Equipment Purchases T-2020-003	615,000		56,825	558,175		Budget	Actual
12027260 Asphalt Microseal 2020 T-2020-005	1,505,500	1,690,000	2,016,553	326,553	Refer	45,000	
12027360 Sandbagging T-2020-006	0		0	0	Storm Pump		56,825
12027460 Fox Farm Designated Highway T-2020-012	545,000		557,216	-12,216	Tandem Dump	300,000	
12010060 Alexander Avenue Design	0		10,324	-10,324	5500 1 ton	100,000	
Unassigned:					F250 3/4 ton	60,000	
Designated Highway	585,000	0		0	F150 1/2 ton 4x4	50,000	
2021 Asphalt Design	60,000			60,000	1500 1/2 ton	60,000	
Stormwater Master Plan	300,000			300,000		615,000	56,825
Traffic Study	40,000			40,000			
Total Transportation	3,650,500	1,690,000	2,640,918	609,082			
Recreation							
12020860 Recreation Equipment Purchases R-2020-004	110,000		3,367	106,633	Truck	60,000	
12027160 Wells Field Replacement R-2020-002	550,000		210,173	339,827	Equipment	50,000	
12020760 Trail Development R-2020-007	50,000		493	49,507		110,000	
12012060 Arena Renovation R-2020-011	1,020,000		465,844	554,156			
Total Recreation	1,730,000		679,877	1,050,123			
Carryovers							
12026860 Church Avenue Reconstruction T-2019-002	0		187,769	-187,769			
12026960 Cameron Rd/Mulberry Lane T-2019-006	0		12,698	-12,698			
12025160 Designated Highway 2019	0		11,838	-11,838			
12026660 Asphalt/Microseal 2019 T-2019-001	0		13,195	-13,195			
	0		201,824	-201,824			
Total	\$ 6,075,500	\$ 1,690,000	\$ 3,588,182	\$ 2,086,818			
Funding							
General Government	2020 215,000		Operating 215,000	Borrow	Gas Tax	Grant	
Protective Services	480,000		112,500	367,500			
Transportation	3,650,500		2,242,500		560,500	847,500	
Recreation	1,730,000		180,000	1,550,000			
Total	\$ 6,075,500	\$ 2,750,000	\$ 1,917,500	\$ 560,500	\$ 847,500		

Town of Rothesay

Utility Fund Financial Statements

August 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 - August	U6
Project Listing - Sept. Draft to 09/18/2020	U7

Town of Rothesay

Capital Balance Sheet

As at 8/31/20

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>
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LIABILITIES

Current:

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

Long-Term:

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

EQUITY

Investments:

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

Town of Rothesay

Balance Sheet - Utilities Fund Reserves

8/31/20

ASSETS

BNS Utility Capital Reserve # 00241 12	29,274
BNS - Util Capital Reserve GIC	1,300,000
Util Reserves due to/from Util Oper	11,069
	<u>\$ 1,340,343</u>

LIABILITIES AND EQUITY

Invest. in Utility Capital Reserve	963,661
Invest. in Utility Operating Reserve	105,258
Invest. in Sewerage Outfall Reserve	271,424
	<u>\$ 1,340,343</u>

Town of Rothesay

Utilities Fund Operating Balance Sheet

As at 8/31/20

ASSETS

Current assets:

Accounts Receivable Net of Allowance	722,886
Total Current Assets	<u>722,886</u>

Other Assets:

Projects	410,752
	<u>410,752</u>

TOTAL ASSETS	<u><u>\$ 1,133,638</u></u>
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LIABILITIES

Accrued Payables	43,514
Due from General Fund	(1,034,299)
Due from (to) Capital Fund	400,000
Due to (from) Utility Reserve	11,069
Deferred Revenue	14,681
Total Liabilities	<u>(565,034)</u>

EQUITY

Surplus:

Opening Retained Earnings	25,641
Profit (Loss) to Date	<u>1,673,032</u>
	<u>1,698,673</u>

TOTAL LIABILITIES & EQUITY	<u><u>\$ 1,133,638</u></u>
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Town of Rothesay
Utilities Operating Income Statement
8 Months Ended 8/31/20

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	0	0	536,187	558,750	(22,563)	1	1,100,000
Meter and non-hookup fees	0	0	26,838	23,600	3,238		47,200
Water Supply for Fire Prot.	0	0	325,000	325,000	0		325,000
Local Improvement Levy	0	0	60,408	62,000	(1,592)		62,000
Sewerage Services	0	0	1,657,615	1,650,000	7,615		1,650,000
Connection Fees	2,600	5,833	54,775	46,667	8,108	2	70,000
Interest Earned	9,354	5,417	77,757	43,333	34,424	3	65,000
Misc. Revenue	900	49	4,000	393	3,607		589
Infrastructure Grants	0	0	21,050	0	21,050	4	0
Surplus - Previous Years	0	0	80,211	80,211	0		80,211
TOTAL RECEIPTS	12,854	11,299	2,843,842	2,789,954	53,888		3,400,000
WATER SUPPLY							
Share of Overhead Expenses	0	0	200,000	200,000	0		400,000
Audit/Legal/Training	0	708	6,321	8,667	2,346		11,500
Purification & Treatment	50,243	28,333	196,113	246,667	50,554	5	360,000
Transmission & Distribution	98,062	6,667	154,415	85,333	(69,081)	6	112,000
Power & Pumping	5,835	4,167	33,743	33,333	(410)		50,000
Billing/Collections	99	250	1,652	2,000	348		3,000
Water Purchased	0	63	760	500	(260)		750
Misc. Expenses	968	1,500	7,439	12,000	4,561		18,000
TOTAL WATER SUPPLY	155,205	41,688	600,442	588,500	(11,942)		955,250
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	0	0	300,000	300,000	0		600,000
Audit/Legal/Training	0	500	6,363	11,000	4,637		13,000
Collection System Maintenance	5,172	2,667	19,240	21,333	2,093		64,000
Sewer Claims	0	0	14,924	15,000	76		20,000
Lift Stations	3,788	5,417	27,954	43,333	15,379		65,000
Treatment/Disposal	19,271	6,417	67,478	66,333	(1,145)		92,000
Infiltration Study	0	0	5,872	0	(5,872)	7	0
Misc. Expenses	0	1,167	7,051	9,333	2,283		14,000
TOTAL SWGE COLLECTION & DISPOSAL	28,231	16,167	448,882	466,333	17,452		868,000
FISCAL SERVICES							
Interest on Long-Term Debt	0	0	108,486	108,486	(0)		299,377
Principal Repayment	0	0	13,000	13,000	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	121,486	121,486	(0)		1,576,750
TOTAL EXPENSES	183,437	57,854	1,170,810	1,176,319	5,510		3,400,000
NET INCOME (LOSS) FOR THE PERIOD	(170,583)	(46,555)	1,673,032	1,613,634	59,398		1

Town of Rothesay

Variance Report - Utility Operating
8 Months Ended August 31, 2020

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Sale of Water	536,187	558,750	(22,563)	Commercial sales down
2	Connection Fees	54,775	46,667	8,108	Apartment building
3	Interest Earned	77,757	43,333	34,424	Interest on receivables
4	Infrastructure Grants	21,050	-	21,050	Balance of Small Communities Fund
Expenses					
Water Supply					
5	Purification /Treatment	196,113	246,667	50,554	Flushing not started
6	Transmission / Distribution	154,415	85,333	(69,082)	Taylor Brook Bridge repairs
Sewerage Collection and Disposal					
7	Infiltration Study	\$ 5,872	\$ -	\$ (5,872)	Refunded by grants
				\$ -	
				\$ -	
				\$ -	
Fiscal Services					
				\$ -	

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Town of Rothesay

Capital Projects 2020

Utility Fund

8 Months Ended 8/31/20

	Original BUDGET	Revisions	CURRENT Y-T-D	Remaining Budget		
WATER						
12045330 Station Road Water Line Replacement W-2020-003	250,000		0	250,000		
12044330 Shadow Hill Watermain W-2020-002	400,000		0	400,000		
12043430 Well Development - Quality W-2020-004	250,000		29,392	220,608		
12045530 Water Tower Repairs W-2020-007	-		189,571	-189,571		
	<u>\$ 900,000</u>	<u>\$ -</u>	<u>\$ 218,963</u>	<u>\$ 681,037</u>		
SEWER						
12045030 Turnbull Court Design S-2020-001	1,110,000		31,150	1,078,851		
12044830 Sewer Costs in Asphalt Contract T-2020-005	100,000		8,903	91,097		
12045430 Conversion to Digital Radio S-2020-006	65,000		3,752	61,248		
12044130 WWTP Design Phase 2 S-2017-001	1,500,000		0	1,500,000		
12045630 Brock Court/Goldie Court Service Renewal W-2020-008	-	100,000	125,560	-25,560		
	<u>2,775,000</u>	<u>100,000</u>	<u>169,365</u>	<u>2,705,635</u>		
Total Approved	<u>3,675,000</u>	<u>100,000</u>	<u>388,328</u>	<u>3,386,672</u>		
Carryovers						
Funded from Reserves						
12042330 Wastewater Treatment Plant - S-2014-016-A	-		22,424	-22,424		
	<u>0</u>	<u>0</u>	<u>22,424</u>	<u>-22,424</u>		
	<u>3,675,000</u>	<u>100,000</u>	<u>410,752</u>	<u>3,364,248</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>

2020October13OpenSessionFINAL_073

Town of Rothesay

Capital Projects 2020

Utility Fund

9 Months Ended 9/30/20

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	Original BUDGET	Revisions	CURRENT Y-T-D	Remaining Budget		
WATER						
12045330 Station Road Water Line Replacement W-2020-003	250,000		0	250,000		
12044330 Shadow Hill Watermain W-2020-002	400,000		0	400,000		
12043430 Well Development - Quality W-2020-004	250,000		40,277	209,723		
12045530 Water Tower Repairs W-2020-007	-		189,571	-189,571		
	<u>\$ 900,000</u>	<u>\$ -</u>	<u>\$ 229,847</u>	<u>\$ 670,153</u>		
SEWER						
12045030 Turnbull Court Design S-2020-001	1,110,000		73,405	1,036,595		
12044830 Sewer Costs in Asphalt Contract T-2020-005	100,000		8,903	91,097		
12045430 Conversion to Digital Radio S-2020-006	65,000		3,752	61,248		
12044130 WWTP Design Phase 2 S-2017-001	1,500,000		0	1,500,000		
12045630 Brock Court/Goldie Court Service Renewal W-2020-008	-	100,000	125,560	-25,560		
	<u>2,775,000</u>	<u>100,000</u>	<u>211,621</u>	<u>2,663,379</u>		
Total Approved	<u>3,675,000</u>	<u>100,000</u>	<u>441,468</u>	<u>3,333,532</u>		
Carryovers						
Funded from Reserves						
12042330 Wastewater Treatment Plant - S-2014-016-A	-		22,424	-22,424		
	<u>0</u>	<u>0</u>	<u>22,424</u>	<u>-22,424</u>		
	<u>3,675,000</u>	<u>100,000</u>	<u>463,892</u>	<u>3,311,108</u>		
Funding:						
	Total	Reserves	Gas Tax	Grants	Borrow	Operating
Water	900,000	200,000	250,000		200,000	250,000
Sewer	2,775,000		325,000	1,000,000	1,000,000	450,000
	<u>\$ 3,675,000</u>	<u>\$ 200,000</u>	<u>\$ 575,000</u>	<u>\$ 1,000,000</u>	<u>\$ 1,200,000</u>	<u>\$ 700,000</u>

Town of Rothesay

2020-08-31 219500-60

Donations/Cultural Support	Budget 2020	Paid to date	
KV3C	2,500.00		
NB Medical Education Trust	5,000.00	5,000.00	
SJRH	2,500.00		
KV Food Basket	6,000.00		
Fairweather Scholarship	1,000.00	1,000.00	
KV Oasis	2,500.00	2,500.00	
Saint John Theatre Company	1,000.00	1,000.00	
Vocational Training Centre	6,000.00		
sub	26,500.00	9,500.00	
Other:	8,500.00		
Imperial Theatre		250.00	East Indian
RNS		100.00	Youth for Youth concert
NB Competitive Festival		100.00	Ad
Kahlan Edwards		250.00	Forum for Young Canadians
WE Believe SJ		200.00	
Muscular Dystrophy		200.00	Walk
Arts Atlantic Symposium		1,500.00	
KV Food Basket		1,000.00	Emergency donation
sub	8,500.00	3,600.00	
	<u>35,000.00</u>	<u>13,100.00</u>	
G/L Balance		<u>13,100.00</u>	
Mayor's Expense	10,000.00		
Cell		146.01	
YMCA Red Triangle		250.00	tickets
Regional Mayors Lunch		74.62	
St Andrews Society		130.00	
Women's Day		533.63	
L'Arche Saint John		250.00	
	<u>10,000.00</u>	<u>1,384.26</u>	
G/L Balance		<u>1,384.26</u>	
Other:			
Kennebecasis Crimestoppers	2,800.00		Protective Services
KV Committee for the Disabled	5,500.00	4,000.00	Transportation
PRO Kids	7,500.00		Recreation
	<u>60,800.00</u>	<u>18,484.26</u>	

TOWN OF ROTHESAY

FINANCE COMMITTEE
HELD VIA CONFERENCE CALL

September 23, 2020

Open Session

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

The meeting was called to order at 8:32. The agenda and minutes of Sept. 3, 2020 were accepted as presented.

August Financial Statements

General Fund – Treasurer MacDonald reviewed the variance report and noted the following additional items; 1) Administration Wages & Benefits includes Covid related expenses that are being accounted for separately, but to date there is no information on any external funding. 2) Recreation Wages & Benefits expense is expected to exceed the annual budget as some planned staff changes were not reflected in the final budget. 3) the Asphalt project appears to be over budget on the Capital report however it is primarily an allocation issues between the Utility and General funds. The budget included \$100,000 for Utility work, but the expense is minimal, therefore the General Fund will be over budget while the Utility Fund will be under budget. The aggregate expenditure is as expected.

Utilities Fund – Treasurer MacDonald reviewed the variance report and noted the following; Transmission & Distribution includes \$89,000 for emergency repairs to the Taylor Brook Bridge.

There was a brief discussion on increasing well water flows.

The financial statements were accepted as presented (NG/MA)

Donations

The donations summary was accepted as presented.

KV Oasis – The request for funding was referred to the 2021 budget process. (NG/DS)

Town of Quispamsis/Food bank – The invoice was Quispamsis was reviewed including a brief discussion as to overhead expenses included. It was noted the Rothesay 202 donation budget includes an allocation of \$6,000.00 while the request is for \$7,425.39. The committee moved to recommend Council fund 50% of the Direct Costs, being \$5,148.39 (NG/DS).

Compliance - For information.

Budget Review

Draft budget submissions were reviewed to provide guidance to committee members prior to the Joint Finance meeting with Quispamsis.

KV Library – it was agreed to recommend acceptance of their budget as presented.

KVFD – Consensus the budget request was reasonable given the addition related to communication costs of approximately \$200,000, which was previously funded through the Police department. The committee noted salary costs are dependent upon labour negotiations as the current agreement expires December 31, 2020. Treasurer MacDonald noted the department benefits from a \$200,000 surplus from 2019.

There was a discussion on the telecom costs between Fire and Police. The funding request is a result of policy changes. Telecommunications (911 dispatch services) will no longer be “bundled” with the Police department therefore costs have to be absorbed within the fire department budget. The 2021 budget is based on a funding formula determined by the Province.

KRJBPC – There was an extended discussion on the increases in this budget relating to staff requirements, building renovations and changes to communications services (911 dispatch). Consensus from the committee the requested increase may not be affordable. The extraneous costs are an ongoing issue.

These budgets will be discussed at a joint finance meeting with Quispamsis scheduled for September 24, 2020.

Budget Schedule

Revisions to the tentative budget schedule were reviewed. The committee recommends, in addition to the normal monthly meetings, one or more Finance meetings to discuss the draft budget on Tuesday October 27th (and others the same week if necessary), a working session of Council for Tuesday November 3rd, a Public draft budget presentation for Monday November 16th, and tentatively a special Council meeting to approve the final budget for Monday November 30th.

The next regular Finance Committee is scheduled for Wednesday October 21st, 8:30am. The meeting adjourned at 9:30.

Councillor Grant Brenan, Chairman

Ellen K. Steeves, Recording Secretary



2020 October 13 Open Session FINAL_077

ROTHESAY

INTEROFFICE MEMORANDUM



TO	:	Mayor & Council
FROM	:	Treasurer Doug MacDonald
DATE	:	October 1, 2020
RE	:	Finance Committee Motions

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

Council approve a grant request from the town of Quispamsis relating to the KV Food Bank in the amount of \$5,148.39 (50% of Direct operating costs).

12 Landing Court
Quispamsis, NB E2E 4R2

www.guispamsis.ca

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

Customer No.

2019 Food Bank Costs

Town of Quispamsis
12 Landing Court
Quispamsis, NB
E2E 4R2

Subtotal before tax	\$7,425.39
HST	N/A
Total invoice	\$7,425.39
Payment received	0.00
Balance due	\$7,425.39

FOOD BANK COSTS

	2019
Furnace Fuel	3,137.34
Property Tax	742.76
Building M&R*	3,690.04
Electricity	2,582.64
Property Insurance	144.00
Total G/L Accts - Food bank	\$ 10,296.78

Note: We have only included the unrecoverable portion of HST in these costs

Grounds M&R - arena (is all contracted plowing in 2019)

715026-12	11,930.33
Grounds M&R Arena @ 10%- FB share	\$ 1,193.03

TOWN LABOUR - 10 hours per month

Annual Cost of town staff 10 hrs/mo.**	\$ 3,360.96
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	2019
TOTAL	\$ 14,850.77

Rothsay share at 50%	\$ 7,425.39
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* Building M&R includes water, sewer, pest control, furnace prot. plan, repairs

** Staff hours includes shoveling, grounds maintenance, mowing, etc.

To: Rothesay.

2020October13OpenSessionFINAL_080

FOOD BANK COSTS

	2018
Furnace Fuel	2,326.99
Property Tax	742.76
Building M&R*	3,104.17
Electricity	2,412.99
Property Insurance	144.00
Total G/L Accts - Food bank	\$ 8,730.91

Note: We have only included the unrecoverable portion of HST in these costs

Grounds M&R - arena (mostly contracted plowing)

715026-12	11,502.75
Grounds M&R Arena @ 10%- FB share	\$ 1,150.28

TOWN LABOUR - 10 hours per month

Shovelling, mowing, planting	
Annual Cost of town staff 10 hrs/mo. **	\$ 3,294.72

	2018
TOTAL	\$ 13,175.91

Rothesay share at 50%	\$ 6,587.95
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* Building M&R includes water, sewer, pest control, furnace prot. plan, repairs

** Staff hours include shoveling, grounds maintenance, mowing, etc.



2020October13OpenSessionFINAL_081

ROTHESAY

INTEROFFICE MEMORANDUM



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

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

Council schedule a special working session to discuss the 2021 Operating and Utility Fund budgets at 6pm on Tuesday November 3rd.

Council schedule a Public presentation to discuss the 2021 Operating and Utility Fund budgets at 6pm on Monday November 16th.

Council schedule a special meeting of Council for the purpose of approving the 2021 Operating and Utility Fund budgets at 6pm on Monday November 30th.

PS subsequent to the recommendations being drafted the Province of New Brunswick has issued guidance as to budget submission dates. The Province has suggested 2021 budgets should be submitted on or before November 15, 2020.

Local Government	2020 Tax Base	2021 Tax Base	2020-2021 Growth (Loss)	Core Funding Component	Equalization Component	Total Grant
	(\$)			(\$)		
Gouvernement local	Assiette fiscale 2020	Assiette fiscale 2021	Croissance (Perte) 2020-2021	Composante financement de base	Composante péréquation	Subvention totale
ALMA	30,008,150	30,394,800	386,650	5,015	0	5,015
AROOSTOOK	10,169,550	10,165,900	(3,650)	337	98,702	99,039
ATHOLVILLE	235,296,700	234,056,200	(1,240,500)	N/A	N/A	290,668
BALMORAL	102,229,150	104,134,800	1,905,650	8,794	94,956	103,750
BAS-CARAQUET	73,994,600	75,047,050	1,052,450	14,305	142,662	156,967
BATH	22,047,600	22,257,100	209,500	2,647	92,856	95,503
BATHURST	1,079,066,793	1,089,068,040	10,001,247	298,723	3,305,126	3,603,849
BEAUBASSIN -EST	655,293,050	669,323,800	14,030,750	59,106	0	59,106
BELLEDUNE	388,591,000	344,360,650	(44,230,350)	345,829	0	345,829
BERESFORD	288,508,350	290,789,000	2,280,650	47,594	821,042	868,636
BERTRAND	62,026,950	63,085,100	1,058,150	2,820	183,512	186,332
BLACK'S HARBOUR	58,710,000	52,726,400	(5,983,600)	25,520	282,950	308,470
BLACKVILLE	49,918,450	49,973,300	54,850	5,230	194,731	199,961
BOUCTOUCHE	222,999,000	221,974,850	(1,024,150)	56,428	19,890	76,318
CAMBRIDGE-NARROWS	96,433,550	96,961,450	527,900	747	0	747
CAMPBELLTON	601,598,450	610,097,250	8,498,800	85,677	1,760,614	1,846,291
CAMPOBELLO	98,329,000	98,232,350	(96,650)	1,974	0	1,974
CANTERBURY	13,790,150	13,779,700	(10,450)	496	89,943	90,439
CAP PELE	207,962,950	216,043,550	8,080,600	44,559	112,192	156,751
CARAQUET	393,537,650	394,820,700	1,283,050	86,467	918,875	1,005,342
CENTREVILLE	37,196,300	37,641,950	445,650	14,167	19,781	33,948
CHARLO	86,896,150	88,562,650	1,666,500	7,118	83,833	90,951
CHIPMAN	68,803,450	70,509,200	1,705,750	23,496	284,897	308,393
COCAGNE	216,512,350	220,230,650	3,718,300	N/A	N/A	8,986
DALHOUSIE	229,194,000	228,847,250	(346,750)	35,594	1,334,484	1,370,078
DIEPPE	3,272,404,203	3,296,950,850	24,546,647	1,175,639	0	1,175,639
DOAKTOWN	57,388,500	58,138,750	750,250	20,491	185,566	206,057
DORCHESTER	59,559,000	59,242,350	(316,650)	35,336	62,958	98,294
DRUMMOND	54,900,750	54,979,600	78,850	4,899	0	4,899
EDMUNDSTON	1,450,782,700	1,462,643,600	11,860,900	357,189	5,084,353	5,441,542
EEL RIVER CROSSING	84,354,600	85,401,500	1,046,900	N/A	N/A	394,022
FLORENCEVILLE-BRISTOL	223,537,300	225,990,650	2,453,350	126,763	0	126,763
FREDERICTON	7,601,756,637	7,767,217,647	165,461,010	2,026,188	0	2,026,188
FREDERICTON JUNCTION	42,145,750	44,325,950	2,180,200	1,860	54,898	56,758
GAGETOWN	62,584,800	62,863,500	278,700	2,345	0	2,345
GRAND BAY-WESTFIELD	382,520,350	388,995,100	6,474,750	13,942	587,318	601,260
GRAND FALLS	554,786,400	558,715,876	3,929,476	192,877	619,556	812,433
GRAND MANAN	207,806,800	210,116,150	2,309,350	32,025	240,175	272,200
GRANDE ANSE	37,456,950	38,098,150	641,200	5,867	404,290	410,157
HAMPTON	369,950,800	376,629,950	6,679,150	37,560	165,555	203,115
HANWELL	531,500,000	546,830,000	15,330,000	N/A	N/A	43,376
HARTLAND	85,446,400	86,390,950	944,550	31,612	15,422	47,034
HARVEY	20,910,400	21,139,900	229,500	2,366	38,031	40,397
HAUT-MADAWASKA	284,419,150	286,550,050	2,130,900	N/A	N/A	184,959
HILLSBOROUGH	86,547,250	86,852,050	304,800	4,392	243,075	247,467
KEDGWICK	120,446,000	120,673,050	227,050	21,844	250,310	272,154
LAC BAKER	64,153,200	65,610,550	1,457,350	1,016	0	1,016
LAMEQUE	98,664,100	100,265,700	1,601,600	25,979	140,412	166,391
LE GOULET	27,168,800	27,157,650	(11,150)	827	224,127	224,954
MAISONNETTE	26,775,550	27,546,950	771,400	2,609	60,198	62,807
MCADAM	50,766,100	49,779,750	(986,350)	10,249	509,658	519,907
MEDUCTIC	14,639,650	14,643,750	4,100	6,459	17,455	23,914
MEMRAMCOOK	324,948,900	332,270,150	7,321,250	20,768	1,036,732	1,057,500
MILLVILLE	9,920,400	9,806,100	(114,300)	187	80,435	80,622
MINTO	105,854,850	105,167,150	(687,700)	16,491	904,357	920,848
MIRAMICHI	1,541,422,300	1,548,308,600	6,886,300	428,874	5,795,825	6,224,699
MONCTON	8,712,175,550	8,862,057,654	149,882,104	3,271,500	317,992	3,589,492
NACKAWIC	93,299,500	89,428,500	(3,871,000)	34,871	11,159	46,030
NEGUAC	129,930,000	131,422,600	1,492,600	25,148	254,966	280,114
NEW MARYLAND	353,014,900	365,674,650	12,659,750	6,604	0	6,604

Local Government	2020 Tax Base	2021 Tax Base	2020-2021 Growth (Loss)	Core Funding Component	Equalization Component	Total Grant
	(\$)			(\$)		
Gouvernement local	Assiette fiscale 2020	Assiette fiscale 2021	Croissance (Perte) 2020-2021	Composante financement de base	Composante péréquation	Subvention totale
NIGADOO	55,394,000	56,815,100	1,421,100	6,784	96,605	103,389
NORTON	78,301,050	80,920,850	2,619,800	4,200	205,177	209,377
OROMCTO	1,221,435,050	1,241,046,691	19,611,641	576,000	0	576,000
PAQUETVILLE	53,404,550	53,840,450	435,900	9,076	0	9,076
PERTH-ANDOVER	120,002,850	122,125,300	2,122,450	26,358	230,947	257,305
PETITCODIAC	92,473,300	93,054,500	581,200	14,850	307,586	322,436
PETIT-ROCHER	109,897,700	112,030,900	2,133,200	12,098	433,686	445,784
PLASTER ROCK	61,429,500	60,559,150	(870,350)	16,752	294,280	311,032
POINTE-VERTE	44,085,600	45,776,400	1,690,800	1,014	143,213	144,227
PORT ELGIN	25,126,600	24,787,700	(338,900)	5,771	35,395	41,166
QUISPAIS	1,800,765,800	1,850,878,750	50,112,950	115,092	0	115,092
REXTON	84,920,500	87,442,050	2,521,550	8,604	0	8,604
RICHIBUCTO	112,602,550	112,609,275	6,725	49,654	53,848	103,502
RIVERSIDE-ALBERT	22,566,800	22,796,000	229,200	893	19,378	20,271
RIVERVIEW	1,561,936,900	1,606,161,200	44,224,300	177,623	2,343,570	2,521,193
RIVIERE-VERTE	40,485,300	40,782,150	296,850	1,829	90,311	92,140
ROGERSVILLE	57,034,550	57,504,400	469,850	7,766	406,763	414,529
ROTHESAY	1,330,037,450	1,371,153,150	41,115,700	131,193	0	131,193
SACKVILLE	657,431,000	662,069,250	4,638,250	81,771	0	81,771
SAINT ANDREWS	328,967,400	332,488,550	3,521,150	62,406	0	62,406
SAINT JOHN	7,050,026,572	7,058,298,819	8,272,247	2,619,998	15,609,404	18,229,402
SAINT LÉONARD	80,009,200	79,586,518	(422,682)	16,400	309,645	326,045
SAINT-ANDRÉ	188,978,350	194,530,500	5,552,150	63,387	0	63,387
SAINT-ANTOINE	113,371,600	114,257,850	886,250	12,615	302,847	315,462
SAINTE-ANNE-DE-MADAWASKA	44,604,600	44,633,500	28,900	2,786	183,164	185,950
SAINTE-MARIE-SAINT-RAPHAËL	34,006,150	34,698,950	692,800	3,250	217,387	220,637
SAINT-ISIDORE	51,280,050	50,382,350	(897,700)	6,473	34,574	41,047
SAINT-LÉOLIN	20,959,800	21,163,600	203,800	146	209,469	209,615
SAINT-LOUIS-DE-KENT	61,104,700	61,091,300	(13,400)	8,478	101,664	110,142
SAINT-QUENTIN	136,251,700	137,003,200	751,500	21,133	396,892	418,025
SALISBURY	181,064,150	184,039,050	2,974,900	36,972	159,722	196,694
SHEDIAC	709,243,100	723,686,166	14,443,066	157,286	408,924	566,210
SHIPPAGAN	242,721,900	243,796,650	1,074,750	46,838	398,551	445,389
ST. GEORGE	139,243,600	141,389,744	2,146,144	41,681	82,920	124,601
ST. MARTINS	22,316,000	22,178,950	(137,050)	1,975	0	1,975
ST. STEPHEN	341,926,900	349,609,600	7,682,700	110,556	1,356,431	1,466,987
STANLEY	30,161,150	30,078,200	(82,950)	3,556	6,776	10,332
SUSSEX	420,413,200	418,199,298	(2,213,902)	151,773	463,606	615,379
SUSSEX CORNER	102,652,500	103,221,650	569,150	14,570	24,940	39,510
TIDE HEAD	61,360,950	63,006,750	1,645,800	1,239	31,963	33,202
TRACADIE	1,069,537,800	1,085,805,099	16,267,299	N/A	N/A	883,414
TRACY	25,877,750	26,173,400	295,650	972	143,232	144,204
UPPER MIRAMICHI	116,617,500	116,198,400	(419,100)	4,516	270,922	275,438
WOODSTOCK	516,065,950	517,352,312	1,286,362	166,398	713,765	880,163
TOTAL	52,091,145,505	52,756,192,739	665,047,234	13,920,152	53,233,426	68,959,003



ROTHESAY
2020 October 13 Open Session FINAL 082
PARKS AND RECREATION COMMITTEE MEETING
TELECONFERENCE

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

Tuesday, September 22, 2020 at 6:30 p.m.



DRAFT

PRESENT: MARY ANN GALLAGHER, CHAIRPERSON
COUNC. PETER LEWIS
MAUREEN DESMOND
DR. SHAWN JENNINGS
JON McEACHERN
RAHA MOSCA
HOLLY YOUNG

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

ABSENT: COUNC. MIRIAM WELLS
ALLYSON MURRAY
GARY MYLES, VICE CHAIRPERSON

Chairperson Gallagher called the teleconference to order at 6:30 p.m. noting she, DRP Jensen, and FC Kincade are in the Common Room at Town Hall observing physical distancing requirements.

1. APPROVAL OF AGENDA

MOVED by H. Young and seconded by M. Desmond the agenda be approved as circulated.

CARRIED.

2. APPROVAL OF MINUTES

2.1 Regular Parks and Recreation Committee meeting of January 21, 2020.

MOVED by H. Young and seconded by M. Desmond the minutes of January 21, 2020 be adopted as circulated.

CARRIED.

3. DELEGATIONS

N/A

4. REPORTS & PRESENTATIONS

N/A

5. UNFINISHED BUSINESS:

5.1 Wells Ball Field update

DRP Jensen reported the project is slightly ahead of schedule, placement of top soil and grass is expected in the next few weeks, and the installation of fencing is underway. He advised completion of the project is not anticipated until June 2021, but use of the field is not recommended until 2022 to ensure the grass is established. In response to an inquiry, DRP Jensen advised there are no plans to construct a separate parking lot for the new field, but there will be an accessible walkway from the existing parking lot.

6. CORRESPONDENCE FOR ACTION

6.1 6 July 2020 Email from Counc. Lewis RE: Outdoor Exercise Equipment
 Counc. Lewis acknowledged the Committee had considered the initiative in the past. He suggested revisiting the idea as more individuals are participating in outdoor recreational activities, rather than indoor, because of the COVID-19 pandemic. Placement of one unit on one or two trails was suggested. He noted 2021 budget preparations have begun therefore it is the ideal time to consider an allocation of funds for the equipment. He relayed a question from Council asking if sanitization of the equipment would be required during the pandemic. He noted since playground equipment is utilized, but not sanitized, it is expected this equipment will be treated the same way. He added it is expected the precautions taken by community members will be sufficient. Counc. Lewis was asked if he had any locations in mind. Counc. Lewis noted he did not, but suggested the Wells Park trail due to its popularity. J. McEachern noted he supports the initiative and agrees that the Wells Park trail would be an ideal location.

DRP Jensen advised the cost of an individual unit ranges from \$5,000 – 6,000 each, and a multi-gym can range from \$15,000 – 20,000. S. Jennings noted this may invite individuals to touch shared surfaces, which is discouraged during the pandemic. Counc. Lewis explained it is anticipated the equipment would be subject to the same protocols as playground equipment. DRP Jensen advised the total cost of two individual units, as suggested, could range from \$10,000 - \$12,000.

MOVED by Counc. Lewis and seconded by J. McEachern the Parks and Recreation Committee recommends the purchase of two outdoor exercise equipment units be considered during 2021 budget deliberations.

ON THE QUESTION:

J. McEachern noted it is anticipated caution exercised by individuals during the pandemic will be sufficient.

CARRIED.

7. NEW BUSINESS**7.1 Summer Update**➤ **Parks Department**

K. Duffley was introduced as Interim Recreation Coordinator. DRP Jensen outlined operational changes undertaken in response to the pandemic, notably a reduction in summer students (six rather than eight), and new protocols for the Arena, Parks Garage, and the Bill McGuire Centre. He noted despite limitations the Town was able to provide a semblance of normality during the summer through opening parks, trails, playgrounds, and sport fields. He commended staff for an excellent job going above and beyond expectations.

DRP Jensen reported arena renovations are underway but have experienced some complications. Renovations will stop at the end of this week to allow staff to prepare the facility for the ice season. It is anticipated the ice will be ready by the second week of October, if not earlier. In addition to the Town's operational plan, user groups will also be expected to prepare operational plans for the season.

➤ Recreation Department

DRP Jensen advised the continuation of the summer Playground Program, Beach Lifeguard Program, and the Scribner Park community garden could not have been possible without Town staff's hard work developing operational plans to ensure the programs were offered in a safe manner. He explained overcoming obstacles by hosting two separate Playground Program camps at the Bill McGuire Centre – to accommodate the group usually located at Rothesay Park Elementary School group, reducing capacity of the three camps (two at the Bill McGuire Centre and one at Wells Park) to 15 participants each, and eliminating swimming lessons. He added the number of summer students remained the same as last year.

Since large gatherings are not encouraged during the pandemic, some special events were cancelled such as the Concerts on the Common series, and Summer Yoga sessions. As the pandemic remains a concern, DRP Jensen noted some winter events may also be cancelled or modified including the Kennebecasis Valley Santa Claus Parade, the Mayor's Tree Lighting ceremony, and special events typically held on the Rothesay Common ice surface.

Counc. Lewis commended Town staff on creating a “normal” summer for community members with all things considered. He added the caliber of Playground Program counsellors is second to none. The Committee agreed and extended their appreciation to all Parks and Recreation department staff.

7.2 2021 Budget deliberations

DRP Jensen advised the Province has implemented changes to budget submission schedules that require municipal budgets be submitted a month earlier than previous years.

Operations Budget

- Will be similar to 2020, with the exception of costs related to transitioning from engaging a firm for weed control to using Town resources to perform the task.

In response to an inquiry, DRP Jensen advised the pandemic has impacted revenue. However, it has also led to cost savings (i.e. cancelled events, and reduced operations) thus the total impact remains unclear.

Capital Budget

DRP Jensen listed the following proposed items:

- Rothesay Arena renovations
- Outdoor exercise equipment (two units)
- Equipment for grooming pathways (Rothesay Common, East Riverside-Kingshurst Park, and ball fields)
- Wells Park building design (may be offset by a grant)

Counc. Lewis questioned if more individuals are needed for the committee to help design the Wells Park building, noting he has an individual in mind. DRP Jensen advised discussions are underway to confirm participation but there may be room for another member.

M. Desmond questioned if there is interest in constructing a trail somewhere in Town along the water. DRP Jensen advised there was interest in the past however the proposal was met with challenges pertaining to land acquisition.

There was discussion with respect to the Rothesay Hive. DRP Jensen reported Town staff and representatives of the YMCA of Greater Saint John are discussing options to reopen the facility in the near future. When questioned, DRP Jensen advised the Rothesay Hive remains closed at this time.

Meeting Addendum:

Chairperson Gallagher reminded the Committee of a proposal for a volleyball court on Kennebecasis Park Elementary School property. She noted there has been no further action due to the pandemic but it is expected the proposal will be revisited in the spring.

8. CORRESPONDENCE FOR INFORMATION

N/A

9. DATE OF NEXT MEETING

The next meeting will be Tuesday, October 20, 2020.

10. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 7:10 p.m.

CHAIRPERSON

RECORDING SECRETARY



2020 October 13 Open Session FINAL_086
ROTHESAY
MEMORANDUM



TO : Mayor and Council
FROM : Parks and Recreation Committee
DATE : September 23, 2020
RE : Outdoor Exercise Equipment

Recommendation:

Two outdoor exercise equipment units be considered during 2021 budget deliberations.

Background:

Please be advised the Parks and Recreation Committee passed the following motion at its regular meeting on Tuesday, September 22, 2020:

MOVED ... and seconded ... the Parks and Recreation Committee recommends the purchase of two outdoor exercise equipment units be considered during 2021 budget deliberations.

CARRIED.



ROTHESAY

~~Rothsay Hive Advisory Committee~~
~~2020 October 13 Open Session FINAL_087~~
Open Meeting

Wednesday September 30, 2020

Bill McGuire Centre

4:00 p.m.



DRAFT

PRESENT: MAYOR NANCY GRANT, *ex-officio member*
COUNC. MIRIAM WELLS, CHAIRPERSON
ANGELA CAMPBELL
JEAN PORTER MOWATT
DIANE O'CONNOR, VICE-CHAIRPERSON
NEA STEPHENSON
ROBERT TAYLOR
JILL JENNINGS
DR. SHAWN JENNINGS

TOWN MANAGER JOHN JARVIE
INTERIM RECREATION COORDINATOR KIRSTIN DUFFLEY, RECORDING
SECRETARY

ABSENT: JULIE ATKINSON
CHRISTINA BARRINGTON

1. CALL TO ORDER

Counc. Wells called the Open Session meeting to order at 4:00 p.m.

2. APPROVAL OF MINUTES

➤ September 17th, 2020

MOVED by J. Porter Mowatt and seconded by D. O'Connor the Closed minutes of September 17th, 2020 be approved as circulated.

CARRIED.

3. AGREEMENT BETWEEN TOWN OF ROTHESAY & Y:

Town Manager Jarvie advised further discussions with the YMCA about the possibility of the Town running the Hive. The YMCA agreed with the proposal and to reconvene in 2021 to discuss the relationship further. He added that the YMCA still needs to pick up their equipment from the Hive. Counc. Wells asked if the YMCA was okay with their logo being on the Hive building still. Town Manager John Jarvie noted that the YMCA were okay with the logo on the building, however all outgoing communications must not have the YMCA logo on them.

4. DRAFT OPERATIONAL PLAN

K. Duffley presented the Draft Operation Plan that was provided prior to the meeting. She highlighted that the operational plan outlines all the public health measures that will need to be in place for the Hive to reopen. Additionally, there is a plan regarding how programming and operation of the Hive will look during this time. As programming moved forward, it could adjust to meet the needs of the members. Should the province move backwards to phase 1 or 2 the Hive would have to close.

K. Duffley asked Town Manager Jarvie if the YMCA would be interested in providing programming at the Hive. Town Manager Jarvie noted that programming was not discussed during their meetings. However, it would be beneficial to ask the YMCA.

There was a discussion about instructors for programming. Counc. Wells suggested if any committee members knew of instructors who would be interested to provide their information to K. Duffley. K. Duffley noted that she reached out to the instructors provided by Counc. Wells (

) both of whom were interested in providing programming at the Hive. D. O'Connor suggested programming be offered by Zoomers as they had previously expressed interest in a location in the Kennebecasis Valley.

There was discussion regarding membership. K. Duffley noted that the YMCA still needs to provide the email addresses and phone numbers of the current Hive members. Town Manager Jarvie noted that he had sent a reminder that day to the YMCA for the information.

Further discussion regarding membership fees. Counc. Wells suggested to not charge a membership fee for 2020 and to only charge programming fees of \$5.00 for classes. No membership fee would provide the opportunity for users to try the programming and experience the adjustments made without commitment. Dr. S. Jennings noted that it would be unfair to charge a membership fee should the Hive have to close again. Counc. Wells asked if all were in agreement. The committee was in agreement.

K. Duffley finished her presentation of the Draft Operational Plan by highlighting that temperature checks are not a requirement. The committee was in agreement that temperature checks would be beneficial for health and safety. J. Porter Mowatt noted that it would be important step. N. Stephenson inquired on the length of time and how the temperature checks would be completed. K. Duffley noted that the infrared thermometer takes only a couple seconds to get a reading.

There was discussion regarding the handling of payment at the Hive. Counc. Wells expressed the concern of streamlining the process and not handling cash payments. Options of payment at Town Hall with debit, punch cards, and having correct change were discussed. It was decided that cash payment of \$5.00 and debit, if a debit machine can be installed in the Hive.

5. VOLUNTEERS

Counc. Wells noted the need for volunteers to fill the gaps at the Hive. K. Duffley highlighted that she created a one page volunteer application that would require a Criminal Record Check and Vulnerable Persons Record Check. She also noted that at this time volunteers would be needed to manage the front desk for sign-in. Counc. Wells suggested to encourage people to volunteer for programs they are attending by having one spot secured for the volunteer. It was discussed that members could be asked when they are contacted about the Hive being re-opened and during registration for programs. It was recommended that Committee Members would assist in calling members about volunteering, especially those who they know. Mayor Grant noted that it would be a good idea to propose to members that the program needs their assistance in order to re-open. J. Porter Mowatt noted that it would create ownership that they assisted in making the program happen.

There was discussion regarding promotional opportunities for the Hive re-opening. R. Taylor inquired if there would be a fall R-Insider this year. Mayor Grant confirmed that there would not be an R-Insider this fall. Counc. Wells suggested that messaging be shared on the electronic signs, bulletin boards, social media, and word of mouth. J. Jennings inquired if it would be safe to have a grand opening. Counc. Wells shared that the Town is discouraging large group gatherings.

Counc. Wells suggested if schools would also be able to share information regarding the Hive. A. Campbell noted that promotional material within the schools would be ineffective as parents and grandparents are not entering the schools. However, she suggested reaching out to the Principals to have the messages shared on the school's social media. Counc. Wells suggested the possibility of using church bulletin boards. J. Jennings noted that was ineffective in the past. D. O'Connor noted that the Our Lady of Perpetual Help Catholic Church was effective at getting the message out to their congregation. J. Jennings noted that churches may not be using their bulletin boards due to COVID-19.

6. SPONSORSHIP

Counc. Wells reminded the committee in the past Java Moose and Lindsay Palmer had sponsored the Hive. There were potential sponsors lined up in the beginning of the year prior to COVID-19 closing the Hive. D. O'Connor shared that _____ had expressed interested in the past for sponsorship. Town Manager Jarvie suggested due to the limited capacity at the Hive that the impressions for sponsorship would be very low. A. Campbell shared that for their school operational plan they are required to only serve individually wrapped snacks and food. K. Duffley will confirm the ability to serve coffee or tea at the Hive and provide an update to D. O'Connor. Potential sponsorship opportunities were suggested, including for an Art for Life Program and cleaning supplies.

7. NEW COMMITTEE MEMBERS

Counc. Wells highlighted that many of the committees appointments would be up in December. She noted that with the YMCA not being involved in the Hive, it did not make sense to have the YMCA on the committee anymore. Counc. Wells asked if there were any recommendations for people to reach out to for the committee openings. New appointments would be decided by council in December and they would start in January. However, they could start sooner because of the vacancies.

Counc. Wells opened the floor to any other concerns or suggestions.

J. Porter Mowatt shared that she had received a notice from public health with a great sign on how to wear and not wear a community face mask. She will be sharing the document with committee members. Counc. Wells noted that the electronic signs would be a good communication tool for information regarding the re-opening and proper mask wearing. R. Taylor noted a simple announcement with re-opening soon with COVID-19 protocols would be good.

Mayor Grant expressed concern if the Hive receives higher interested than we assume we will have. She asked if we would give preference to existing members as they had already paid their membership. J. Jennings suggested offering the same class in the morning as the afternoon. K Duffley noted that this could be possible, however it would depend on the availability of the instructors. She also suggested that the operational plan was developed with current membership needs in mind. Therefore, it would be best to have a trial run with current membership and grow from there.

N. Stephenson asked if current membership had requested a refund. Counc. Wells noted that we did not know if they had requested a refund for their membership. J. Jennings inquired if members would be able to call or email to register. K. Duffley shared that they will be able to do both.

8. DATE OF NEXT MEETING:

It was suggested the next meeting be scheduled on October 21st, at 4:00 p.m.

9. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 5:15 p.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY

2020October13OpenSessionFINAL_091

BUILDING PERMIT REPORT

9/1/2020 to 9/30/2020

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
09/01/2020	BP2020-00041	29 COLLEGE HILL	NEW SCIENCE BUILDING	\$13,000,000.00	\$94,250.00
09/10/2020	BP2020-00086	3153 ROTHESAY RD	FENCE	\$7,000.00	\$50.75
09/10/2020	BP2020-00106	2 PHOENIX	ACCESSORY BUILDING	\$2,500.00	\$21.75
09/15/2020	BP2020-00127	5 ROYAL LANE	ADDITION	\$23,000.00	\$166.75
09/08/2020	BP2020-00164	11 SHIPYARD RD	SIDING	\$2,500.00	\$21.75
09/01/2020	BP2020-00174	3 HARRY MILLER CT	IN GROUND POOL	\$25,000.00	\$181.25
09/11/2020	BP2020-00175	32 IONA AVE	STORAGE SHED	\$1,100.00	\$20.00
09/11/2020	BP2020-00176	32 IONA AVE	WINDOWS	\$4,000.00	\$29.00
09/01/2020	BP2020-00178	6 VALPY DR.	WINDOWS	\$1,000.00	\$20.00
09/16/2020	BP2020-00179	3 HARRY MILLER CT	DECK	\$3,000.00	\$21.75
09/08/2020	BP2020-00180	15 MONACO DRIVE	ELECTRICAL UPGRADE	\$3,000.00	\$21.75
09/08/2020	BP2020-00181	6 SPRUCE STREET	WINDOWS	\$1,966.00	\$20.00
09/30/2020	BP2020-00182	18 ERISKAY	ATTACHED GARAGE	\$65,000.00	\$471.25



ROTHESAY

2020October13OpenSessionFINAL.092

BUILDING PERMIT REPORT

9/1/2020 to 9/30/2020

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
09/17/2020	BP2020-00183	5 STACK RD	RENOVATION	\$25,000.00	\$181.25
09/21/2020	BP2020-00184	5 ANNA AVE	WINDOWS	\$4,700.00	\$36.25
09/09/2020	BP2020-00185	15 CROSSWIND CRES	ELECTRICAL UPGRADE	\$2,000.00	\$20.00
09/18/2020	BP2020-00186	566 MILLEMMIUM DR.	SELF STORAGE BUILDING	\$827,000.00	\$5,995.75
09/14/2020	BP2020-00188	172 GONDOLA POINT RD	FENCE	\$1,500.00	\$20.00
09/14/2020	BP2020-00189	3 WEEDEN AVE	ELECTRICAL UPGRADE	\$1,700.00	\$20.00
09/16/2020	BP2020-00190	235 BRADLEY LAKE RD	ADDITION	\$15,000.00	\$108.75
09/15/2020	BP2020-00191	8 DUNROBIN ST	STORAGE SHED	\$6,500.00	\$50.75
09/15/2020	BP2020-00192	8 DUNROBIN ST	ABOVE GROUND POOL	\$4,000.00	\$29.00
09/16/2020	BP2020-00193	15 FOREST RD	ELECTRICAL UPGRADE	\$2,000.00	\$20.00
09/17/2020	BP2020-00194	38 MARR RD	STORAGE SHED	\$2,500.00	\$21.75
09/17/2020	BP2020-00195	68 RIVER RD	ELECTRICAL UPGRADE	\$4,200.00	\$36.25
09/21/2020	BP2020-00196	9 ISLAY DR	ELECTRICAL UPGRADE	\$1,500.00	\$20.00



ROTHESAY

2020October13OpenSessionFINAL.093

BUILDING PERMIT REPORT

9/1/2020 to 9/30/2020

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
09/22/2020	BP2020-00197	24 PAIGE ST	STORAGE SHED	\$2,400.00	\$21.75
09/25/2020	BP2020-00198	11 HOOPER DR	ELECTRICAL UPGRADE	\$1,500.00	\$20.00
09/28/2020	BP2020-00199	34 ROTHESAY PARK RD	ELECTRICAL UPGRADE	\$2,000.00	\$20.00
09/29/2020	BP2020-00201	1 KILDARE CT	WINDOWS	\$9,000.00	\$65.25
Totals:				\$14,051,566.00	\$101,982.75
Summary for 2020 to Date:				\$19,593,949.00	\$144,210.25

2019 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$3,134,791.00	\$22,803.50
Summary to Date:	\$8,282,995.99	\$62,097.75



ROTHESAY

INTEROFFICE MEMORANDUM



TO : Mayor Grant & Council
FROM : John Jarvie
DATE : 8 October 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.

2016	PROJECT	BUDGET	\$ TO 31/08/20*	COMMENTS
2019	General Specification for Contracts	40,000	40%	Draft document under review by staff
	WWTP Phase II	\$22M	-	Funding Application resubmitted
	Trail & sidewalk connector Wells	\$1.62M	-	Subject to grants; estimate revised to current – land acquisition discussions with Province underway
	Secondary Plan road design	50,000	-	Wiljac – decision tabled
	Shadow Hill Court water	450,000	1%	Preliminary design and cost estimates complete
	Turnbull Ct sewer replacement	\$1.11M	7%	Contract executed, permits received, to begin mid-October
	Production Wells	250,000	16%	Will follow completion of the model development being created under “water quantity” section
	Station Rd cast iron replacement	250,000	-	Deferred until 2021
	Digital Radio	65,000	5%	Hardware ordered
	Town Hall (elevator)	120,000	-	
	IT equipment & software	45,000	40%	
	Fire Department	480,000	6%	
	2020 Street Resurfacing	\$1.3M	100%	Substantially complete
	Curb & Sidewalk	305,500	100%	Substantially complete
	2020 Designated Highways	525,000	100%	Work complete
	Fleet Renewal	675,000	8%	1 Ton truck to be purchased
	Scribner Field replacement (Wells)	550,000	30%	Work underway
	Parks Equipment	50,000	-	
	Trails	50,000	-	
	Arena renovations	1.02M	45%	Structural improvements underway, seating removed; work to be completed in spring 2021
	2021 Resurfacing Design	60,000		Consultant engaged; survey complete; design underway
	Brock/Goldie service renewals	125,000	100%	Completed
	Water Tower repairs	175,000	100%	Completed

* Funds paid to this date.




70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
October 13, 2020

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: October 13, 2020

SUBJECT: Digital Radio Conversion

RECOMMENDATION

It is recommended that proposal from Chandler Alarm and Communications in the amount of \$28,006.82 plus HST for the supply and installation of digital, GPS capable radio receivers for all Town vehicles and equipment be accepted and further that the Director of Operations be authorized to issue a purchase order in that regard.

ORIGIN

The 2020 Utility Capital Budget included funds to purchase a digital repeater, tower and receivers to convert the trunk radio system including SCADA from analog to digital to replace antiquated and obsolete equipment.

BACKGROUND

Chandler Alarm and Communications provides all of the Town's Motorola radio equipment. The current analog system is obsolete and does not include GPS tracking capability.

DISCUSSION

The conversion of existing analog radios to digital will provide the capability to GPS track the fleet through one radio license, reduce monitoring fees for the current web based GPS system, offer multi channel flexibility for the various town service areas and provide an opportunity to transmit SCADA info for remote stations where cellular signals are not reliable.

FINANCIAL IMPLICATIONS

The analysis concludes that a total amount of \$65,000 was provided in the Utility Capital Budget for the multi - phased digital conversion project.

Phase 1 of the project, which included the supply of batteries and back-up power to the repeater tower, was completed in early 2020 at a cost of \$3,597.99.

Phase 2 of the project, which is the current vehicle receiver conversion being recommended, will cost \$28,006.62.


Phase 3, which will include conversion of the remaining pump station SCADA transmitters, has not yet been quoted.

The following analysis shows the cost of the first two phases of the project and the amount of the original \$65,000 budget which remains to complete the third and final phase.

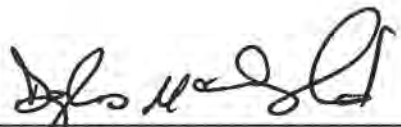
Phase	Price	HST	HST rebate	Cost to Town	Amount Remaining of \$65,000 Budget
1.	3,597.99	539.70	385.48	3,752.21	61,247.79
2	28,006.62	4,200.99	3,000.62	29,206.99	32,040.80

The remaining \$32,040.80 is intended to cover the cost of the third and final phase of the project. Though firm quotes have not been received, staff are confident that the remaining budget is sufficient to complete the project.

Report Prepared by:


Brett McLean, Director of Operations

Report Reviewed by:


Doug MacDonald, Treasurer



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
October 13, 2020

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:

John Jarvie, Town Manager

DATE: October 8, 2020

SUBJECT: Engineering Design Services:
Drainage Network Review

RECOMMENDATION

It is recommended that the proposal submitted by CBCL Ltd. in the amount of \$342,930.00 for the Rothesay Drainage Network Review be accepted and further that the Mayor and Town Clerk be authorized to execute the appropriate documentation in that regard.

ORIGIN

The 2020 General Fund Capital Budget includes funding for the completion of a Stormwater Maser Plan.

BACKGROUND

Stormwater issues are a major concern for municipalities around the world. Rothesay operates / maintains a network of stormwater conveyance systems that includes:

- open ditches,
- detention ponds,

- manholes,
- catchbasins,
- sluice boxes,
- trunk sewer piping,
- laterals, and
- culverts.

The system is included as part of the Town's existing Webmap, however some mapping information is incorrect or missing altogether. As part of the 2020 Capital Budget, Council committed \$300,000 for the creation of a Stormwater Master Plan. The current Drainage Network Review project is the first phase of creating the masterplan and will include the following:

- identify, geolocate and correctly map the entire existing drainage system,
- Model the (corrected) existing network for the 1:5 and 1:100 year storms,
- Identify inefficiencies and inadequacies in the existing system, and
- Create a list of recommended projects to enhance the system.

The second phase of creating the masterplan will involve a community development component that will define how the Town deals with stormwater in the future. This part will primarily include the development of a policy document to govern stormwater management in Rothesay.

DISCUSSION

On September 24, 2020, with a comprehensive and detailed scope of work document developed by staff, a proposal for consulting engineering services was requested from the Engineering Community at large for the Rothesay Drainage Network Review project.

In response to this proposal the following Seven (7) firms submitted proposals on October 6, 2020 which included a financial breakdown of services and a total upset price for the Review.

- CBCL Consulting Engineers Ltd.
- Dillon Consulting Ltd.
- Gemtec Consulting Engineers and Scientists Limited
- Brunswick Engineering & Consulting Inc.
- EXP.
- Englobe Corp.
- Don Moore Surveys & Engineering Ltd.

The submission from CBCL met all of the requirements of the proposal call with a cost effective bid for the project.

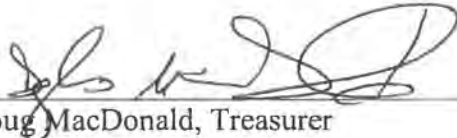
FINANCIAL IMPLICATIONS

The anticipated completion cost for the Drainage Network Review is as follows:

	Total incl. HST	HST rebate	Total	Budget	Difference
Fees	342,930.00	31,949.15	310,980.85	300,000.00	10,980.85

The budget difference of \$10,980.85 will be managed within the approved 2020 General Fund Budget envelope.

Report Prepared by:  Brett McLean, Director of Operations

Report Reviewed by:  Doug MacDonald, Treasurer

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