



ROTHESAY
COUNCIL MEETING
By WebEx Videoconference
Monday, September 14, 2020
4:00 p.m.



PUBLIC NOTICE:

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

Public access to the Live stream will be available online:

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

1. APPROVAL OF AGENDA

2. APPROVAL OF MINUTES Regular Meeting 10 August 2020

➤ **Business Arising from Minutes**

3. OPENING REMARKS OF COUNCIL

ANNOUNCEMENT: 7th Annual Through the Lens Photo Contest Winner – Lisa Richard

3.1 Declaration of Conflict of Interest

4. DELEGATIONS

4.1 Fundy Regional Service Commission 2021 Budget Marc MacLeod (*see Item 9.1.1*)

5. CORRESPONDENCE FOR ACTION

5.1 19 August 2020 Letter from resident RE: Intent to raise Pickett Lane

Refer to staff

5.2 20 August 2020 Letter from CN RE: Rail Safety Week Proclamation September 21 – 27, 2020

Issue proclamation

5.3 26 August 2020 Request to renew the Town of Rothesay Medical Education Scholarship

Refer to the Finance Committee

5.4 1 September 2020 Letter from resident RE: Policy R-3 Draft 2020 Municipal Plan

Refer to staff

5.5 8 September 2020 Email from resident RE: Kennebecasis Regional Police Force Traffic Complaint Form

Refer to the Kennebecasis Regional Police Force

5.6 8 September 2020 Grant Application for the Kennebecasis Valley Oasis Youth Center
19 November 2019 KV Oasis Annual General Meeting presentation

Refer to the Finance Committee

6. CORRESPONDENCE - FOR INFORMATION

6.1 11 August 2020 Email from Theresa Koppert to Minister Oliver RE: Cycling in New Brunswick

6.2 20 August 2020 Request to proclaim September as Big Brothers Big Sisters month

6.3 22 August 2020 Letter from resident RE: Thank you – French Village Road curb and sidewalk

- 6.4 27 August 2020 Thank you card for sponsorship of the 2020 Youth for Youth event
6.5 1 September 2020 Letter from the Kennebecasis Valley Committee for Disabled Persons (KVCDP) RE: Thank you/Suspension of 2020 grant request

7. REPORTS

7.0 September 2020 Report from Closed Session

- 7.1 27 July 2020 Fundy Regional Service Commission (FRSC) Meeting Minutes
7.2 22 January 2020 Kennebecasis Public Library (KPL) Board Meeting Minutes
January 2020 KPL Librarian's Report
30 November 2019 KPL Comparative Income Statement
19 February 2020 KPL Board Meeting Minutes
February 2020 KPL Librarian's Report
7.3 31 July 2020 Draft unaudited Rothesay General Fund Financial Statements
31 July 2020 Draft unaudited Rothesay Utility Fund Financial Statements
31 July 2020 Donation Summary
3 September 2020 Draft Finance Committee Meeting Minutes
➤ St. Joseph's Hospital Foundation
➤ Costs relating to siting a recreational facility in the vicinity of Rothesay High School
➤ Debt Application
➤ Regional Facilities Commission 2021 Budget
7.4 18 August 2020 Draft Rothesay Hive Advisory Committee Meeting Minutes
7.5 2 September 2020 Draft Works and Utilities Committee Meeting Minutes
➤ 6 August 2020 Email from resident RE: No Parking Signs on Tennis Court Road
➤ 9 August 2020 Email from resident RE: Parking at Renforth Wharf
➤ 25 August 2020 Request from resident for "No Littering" signage on Dolan Road
➤ 28 August 2020 Letter from Islay Avenue residents RE: Upcoming school year and increased traffic
➤ 31 August 2020 Email from resident RE: Request for "No Exit" and "Children Playing" signage on McConchie Drive
7.6 8 September 2020 Draft Planning Advisory Committee Meeting Minutes
7.7 August 2020 Monthly Building Permit Report
7.8 5 September 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

8.3 2020 Municipal Plan Public Presentation (Tabled August 2020) *Remove from table*

9 September 2020 Report prepared by DPDS White

ROTHESAY

2020September14OpenSessionFINAL_003

Regular Council Meeting
Agenda

-3-

14 September 2020

9. NEW BUSINESS

9.1 BUSINESS ARISING FROM DELEGATIONS

9.1.1 Fundy Regional Service Commission 2021 Budget

1 September 2020 Letter from the Fundy Regional Service Commission (FRSC) RE: Draft
2021 Budget

DRAFT 2021 Fundy Regional Service Commission Budget

Forward comments to Mayor Grant before October 26th

DEVELOPMENT SERVICES

9.2 Civic Address Agreement with Service New Brunswick

4 September 2020 Report prepared by DPDS White

ADMINISTRATION

9.3 Committee Appointments

31 August 2020 Memorandum from the Nominating Committee

9.4 Addition to Flag Policy

8 September 2020 Memorandum from Town Clerk Banks

OPERATIONS

9.5 Contract S-2020-001: Turnbull Court Sewer Phase I

10 September 2020 Report prepared by DO McLean

10. NEXT MEETING

Regular meeting TUESDAY, October 13, 2020 at 4:00 p.m.

11. ADJOURNMENT

7TH ANNUAL THROUGH THE LENS

PHOTO CONTEST

A PICTURE IS WORTH A THOUSAND WORDS!

Our Town is well known for its people, history, quality of life and picturesque location in the Kennebecasis Valley. Rothesay boasts parks, beach, wharves, playgrounds, hiking trails, biking lanes, many recreation sites and some hidden gems too! How fortunate are we to live in such a beautiful place in the world?

A picture IS worth a thousand words! Thanks to everyone who participated in the 7th Annual Through the Lens Photo Contest. We received 42 spectacular photos of various places in Rothesay.

Voting took place from August 24th to September 4th and 962 “likes” were recorded.

We are pleased to announce the 2020 Through the Lens Photo Contest Winner is:

Lisa Richard

Her photograph of boats at Renforth Wharf with the beautiful colours of the sunset on the Kennebecasis River received a total of 77 “likes”! Lisa Richard was recognized at the September 14th Council meeting. Congratulations Lisa!

Again, thank you to everyone who submitted their beautiful photos. They are a perfect reminder to take a moment to enjoy the beauty that surrounds us every day right here in Rothesay!



17 Pickett Lane
Rothesay, New Brunswick
Canada E2E 2E1



August 19, 2020

Her Worship Mayor Nancy Grant
Town of Rothesay
70 Hampton Road
Rothesay, N.B.
E2E 5L5

Dear Nancy,

It has come to my attention that there is a plan to raise the level of Pickett Lane next year in view of flooding which occurred over part of the street during the 2018 and 2019 floods. If true, I am disappointed that no-one from the Town has yet approached us concerning this work. Our property is one of two residential properties that will be affected by any work done on this street.

Firstly, let me say that I do not oppose the project, but I have serious concerns about what work will be done and what remedial work will be done by the Town to repair the unavoidable damage that will occur to our property.

Until informed otherwise, I am assuming the roadwork will result in raising the level of Pickett Lane at least two feet and probably more as it passes our driveway and the front of our property. This will result in the road being significantly higher than a large portion of our property adjacent to the road and will necessarily result in reconstruction of close to 100 feet of our driveway which we just spent a very large sum of money paving two years ago. I will also mention that the driveway paving involved a complete reconstruction of the driveway with a significant layer of asphalt used as coating, so a thin top-coating of asphalt over rough fill will not be sufficient.

If the road is indeed raised that high, it will require raising the level of the property on both sides of the driveway to protect the driveway and so that it doesn't look ridiculous from the road. This could result in the destruction of several trees on that part of the property which we planted many years ago to shield us from the antics that occur in the parking lot of Jordan Miller Beach.

I have further concerns about our sewer line which runs diagonally across the front of our property and crosses Pickett Lane at the turn in the road and runs up the side of Pickett Lane to Ricketts. If this is damaged in any way, we could have a major problem. I am assuming, if all of this happens, the Town will assume responsibility for restoring our property as best it can to look as close as possible to its present state.

Furthermore, I am very concerned about what will be done with that parking lot. The lot is not used to any great extent except on the hottest week-end days of the summer; but it remains a

secluded scene where disturbing and probably illegal acts are sometimes occurring. It is reputed to be a place where drug deals are consummated and it is occasionally littered with garbage and occasionally used condoms. We often hear vehicles being driven recklessly in the parking lot and on the adjacent street. Usually two three times each summer, the posted restrictions at the entrance to the park are ignored. We are especially concerned about people lighting bonfires during the driest times in the summer. However, I wish to thank the Regional Police Force for their quick response to any calls we have made concerning after hours activities on the beach. Over the years, things have become considerably quieter in the area thanks to them; but it is still a concern.

Because of the barrier of the trees, we do not concern ourselves too much about the lot, but we have new neighbours across the street with two small children and I am concerned about both their safety and their exposure to unwarranted noise and destructive behaviour. Moreover, if the parking lot is rebuilt, it too will be at a higher grade than our property which will further demean the appearance of our property and require remediation.

If this project goes ahead, I would very much appreciate an opportunity to review the plan and determine how the Town will handle my concerns.

Yours truly

Liz Pomeroy

From: Liz Pomeroy
Sent: August 31, 2020 8:17 AM
To: Liz Pomeroy
Subject: FW: Rail Safety Week | Safety is a shared responsibility

From: Stephen Covey <stephen.covey@cn.ca>
Sent: Thursday, August 20, 2020 1:02 PM
To: Nancy Grant
Subject: Rail Safety Week | Safety is a shared responsibility



cn.ca

Dear Mayor Grant:

As a responsible global railroad that links communities to markets around the world, CN is taking all necessary steps to protect our employees, communities, customers, vendors and partners, in response to the unprecedented challenges associated with the pandemic. As we continue to run a solid operation to safely serve our customers and keep the economy moving, we continue to reinforce a strong safety culture among our employees and remain committed in our efforts to educate the public on rail safety.

Rail Safety Week will be held in Canada, the United States and Mexico from September 21-27. Our activities will look different this year, however our efforts to get the rail safety message out will be stronger than ever. Rail safety never takes a break and, as proud neighbours, we continue to work with *Operation Lifesaver*, our communities and local authorities, CN Police Service officers and other CN employees to help prevent accidents and injuries at rail crossings, and ensure everyone's safety on and around railroad infrastructure year-round.

Rail Safety is a shared responsibility

Every year, more than 2,100 North Americans are killed or seriously injured because of unsafe behaviour around tracks and trains. Rail safety is everyone's responsibility. By looking out for each other and working together, we can help keep our communities safe and prevent fatalities and injuries on or near railway property.

Your council can continue to be a powerful ally in this effort to prevent these incidents and save lives by adopting the attached draft proclamation. Please send a copy of your proclamation by mail or by e-mail to Marie-Pier.Triganne@cn.ca and let us know about your plans to promote rail safety in your community.

CN – Marie-Pier.Triganne
935 de la Gauchetière Street West
16th floor
Montreal, Quebec
H3B 2M9

If you have any questions or concerns about rail safety in your community, please contact our Public Inquiry Line at 1-888-888-5909. For additional information about Rail Safety Week 2020, please consult cn.ca/railsafety or operationlifesaver.ca.

Sincerely,

Stephen Covey
Chief of Police and
Chief Security Officer

Fiona Murray
Vice-President, Public and
Government Affairs



(Draft Resolution)

RESOLUTION IN SUPPORT OF RAIL SAFETY WEEK

Whereas *Rail Safety Week* is to be held across Canada from September 21 to 27, 2020;

Whereas it is in the public's interest to raise citizens' awareness of the dangers of ignoring safety warnings at level crossings and trespassing on rail property to reduce avoidable deaths, injuries and damage caused by incidents involving trains and citizens;

Whereas Operation Lifesaver is a public/private partnership whose aim is to work with the public, rail industry, governments, police services, media and others to raise rail safety awareness;

Whereas CN has requested City Council adopt this resolution in support of its ongoing efforts to raise awareness, save lives and prevent injuries in communities, including our municipality;

It is proposed by Councillor _____

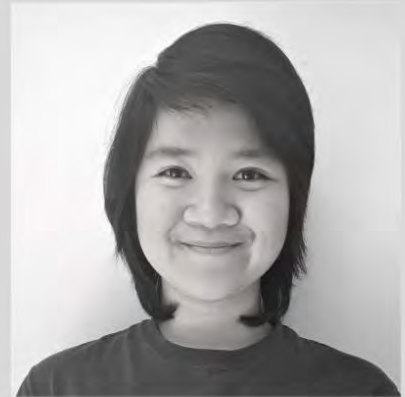
seconded by Councillor _____

It is hereby **RESOLVED** to support national ***Rail Safety Week*** to be held from September 21 to 27, 2020.



The New Brunswick Medical
Education Foundation Inc.
La Fondation d'éducation médicale
du Nouveau-Brunswick Inc.

PROPOSAL



August 26, 2020

Mayor Nancy Grant & Council
Town of Rothesay
70 Hampton Road
Rothesay, N.B. E2E 5L5

Dear Mayor Grant & Council:

On behalf of the Directors of the New Brunswick Medical Education Foundation, I want to thank you for the continued support of medical education by ensuring our best and brightest scholarship recipients stay in the province and in our communities to practice medicine. The Town of Rothesay's commitment to this program is deeply appreciated and very much valued by our organization.

Currently, we are preparing for the next call for applications through an advertisement next January and early winter months for **Town of Rothesay Medical Education Scholarship** for the 2021 academic year. Your scholarship will be awarded by the Grants Committee in May of 2021 and we will have our celebration of these successful young New Brunswick students in the summer or early fall.

The Grants Committee has indicated to me that it is time for the Town of Rothesay to consider renewal of your commitment. Your previous commitment is an annual amount of \$5,000.00. We have enclosed an invoice in that amount.

We are deeply grateful for your continued support as we strive to provide access to health care for all New Brunswick residents through the successful recruitment and retention of our best and brightest New Brunswick medical students.

Thank you and kind regards,

Darren McLeod, Executive Director
New Brunswick Medical Education Foundation Inc.

cc: Mr. Doug MacDonald, Treasurer, Town of Rothesay
Ms. Mary Jane Banks, Town Clerk, Town of Rothesay

Town of Rothesay Medical Education Scholarship

Scholarship Recipients:

Recipient	Year given	Amount awarded	Where they are now
Sam Palmer	2020	\$5,000.00	First year Dalhousie Medical School New Brunswick
Andrew Robart	2019	\$5,000.00	First year Memorial University Medical School
Angela Morris	2018	\$5,000.00	First year Dalhousie Medical School New Brunswick
Amy Brown	2016	\$5,000.00	First year Dalhousie Medical School New Brunswick
Jonathan Moore	2013	\$5,000.00	First year Dalhousie Medical School New Brunswick
Aaron Stroud	2012	\$5,000.00	First year Dalhousie Medical School New Brunswick



The New Brunswick Medical
Education Foundation Inc.
La Fondation d'éducation médicale
du Nouveau-Brunswick Inc.

**New Brunswick Medical Education Foundation Inc.
Scholarship Payment Invoice**

Name: Town of Rothesay

Date: August 26, 2020

70 Hampton Road
Rothesay, NB E2E 5L5
c/o Doug MacDonald, Treasurer

Expenses: Scholarship payment \$5,000.00

Contribution for the 2020 academic year for the **Town of Rothesay Medical Education Scholarship.**

Please make your cheque payable to the:
New Brunswick Medical Education Inc.
70C Hampton Road
Rothesay, NB E2E 5L5

If you have any questions, please contact Darren McLeod, Executive Director at 506-349-5053 or Natalie Boyce, Foundation Coordinator at 506-848-0036

Thank you and in gratitude.



**The New Brunswick Medical
Education Foundation Inc.**
**La Fondation d'éducation médicale
du Nouveau-Brunswick Inc.**

Darren McLeod, Executive Director

70C Hampton Road, Rothesay, NB, E2E-5L5

Office: (506) 848-0036 Cell: (506) 349-5053

darren.mcleod@nbmeded.ca

CRA No. 810513523RR0001

31 Anna Ave.
Rothesay, NB
E2S 1A2

September 1, 2020

Rothesay Mayor and Council
70 Hampton Road
Rothesay, NB
E2E 5L5

To Whom this May Concern:

I am writing in regards to the Policy R-3 in the 2020 Draft Municipal Plan, prohibiting short term rentals and as a host for AirB&B, I am very concerned. If this were to pass, it is an understatement to say it will have a negative impact on my livelihood, therefore, I am looking for your support in removing this Policy.

I have been a resident of Rothesay for over 40 years. The summer of 2016 I became a host for AirB&B. I have hosted over 600 families from as far away as Africa, Australia, Romania, England, and China, to name only a few. I have hosted guests visiting family in the Rothesay area, parents here for the enrollment of their children to Rothesay Netherwood School, employees of Irving companies needed to work in the area, people looking for a short get away and families waiting on the completion of construction of their new homes. Many guests return every year because they enjoy the quiet setting and want to stay somewhere that feels like a home and more affordable than a hotel. I have worked very hard and have been dedicated to this business and as a result, I have established a very high rating within AirB&B. The return guests and the increase in my business each year supports the demand for short term rentals in the Rothesay area.

I am not clear how or why this policy is in the draft. It has been suggested there were concerns raised on neighborhood stability, nuisance, noise, housing availability and affordability but nothing concrete as to why there is a need for such a policy.

AirB&B is very good for our community. It allows someone such as myself to keep my home and continuously make improvements, increasing my property value. The improvements to my home support the community as the majority of my purchases are done here in Rothesay. AirB&B guests are also contributing to the economy as customers to the local businesses and restaurants.

In closing, I'd like to say that AirB&B has been around for over 13 years and is a billion-dollar industry. They did not accomplish this by allowing people to host in run down houses and neighborhoods. Hosts of AirB&B do this as a source of income. I, like many, live in my home and rent spaces within my home. I am the same as any resident of Rothesay and would not stand for what has been suggested as concerns to the community. I have a great sense of pride in my home and the community (in which I live). It is interesting to note recently in the Telegraph-Journal, there were two articles about short term rentals. One, the headline was "Saint Andrews aims to ease short-term rental process" and the headline for other was "ROTHESAY PROPOSES BANNING AIRBNBS, SHORT-TERM RENTALS." Saint Andrews is a small town that has embraced AirB&B. It has been a positive thing for the town and their economy. I believe this can also be said about Rothesay if given the chance.

Yours truly,

Liz Pomeroy

From: Mary Jane Banks
Sent: September 8, 2020 2:17 PM
To: Liz Pomeroy
Subject: FW: Kennebecasis Regional Police Force Traffic Complaint Form



From:
Sent: Monday, September 7, 2020 8:03 PM
To: nancygrant@rothesay.ca; mattalexander@rothesay.ca; miriamwells@rothesay.ca; tiffanymackayfrench@rothesay.ca; billmcguire@rothesay.ca; peterlewis@rothesay.ca; donshea@rothesay.ca; grantbrenan@rothesay.ca
Subject: Kennebecasis Regional Police Force Traffic Complaint Form

Dear Mayor and Council,

>
> I recently became aware of a new initiative by our police force, which encourages citizens of Rothesay and Quispamsis to submit online traffic complaints against fellow citizens they deemed to have violated a traffic law. The complaint form not only asks for date, time and vehicle description but also asks the complainant to provide a description of the person operating the vehicle.
> The idea that our police force is encouraging citizens to register complaints against their neighbours is abhorrent. Is this the kind of community we want, where citizens actively report others they believe have committed traffic offences and then have our police force utilize resources to follow up on the complaints they encouraged people to make?
> If the Kennebecasis Valley Police Force has enough resources available to investigate what could amount to frivolous, fake or potentially vindictive complaints by some against their fellow neighbours then I believe they have too many people working in their traffic department.
> Some may suggest that I or others who share my views are merely overreacting, however this is not just about the fact we are encouraged to tattletale on our fellow citizens, it is also about the decency of what it means to be a community. During the occupation of Eastern Europe in the 1930's, citizens were also encouraged to "Tattletale" on their neighbours and although extreme we are none the less aware of how history unfolded. What other initiatives can we expect and how far are we willing to take them?
> Most people have cell phones today therefore if someone witnesses a traffic violation endangering the lives or property of others, they can simply call the police department directly just as they have done in the past giving the police the immediate opportunity to investigate the complaint and deal with the situation as required. The Kennebecasis Valley Police department is a well resourced and funded organization and should focus on real community based priorities while being better stewards of the money allocated to them by tax payers.
> It is my hope that Rothesay Town council, Kennebecasis Police commission and the Police Department's administration reconsider the use of our public resources in this manner.
> Investigating complaints by a few citizens with either no sense of community or nothing better to do in it, is not in the best interest of the people who live here and needs to be stopped!
>
> Regards,
>
>
> 8 Harry Miller Court
> Rothesay, NB

ROTHESAY

Policy

Topic:	Grants and Donations Policy	Date Prepared	Sept 2014
Application:		Date Adopted	14 Oct 2014
		Date Amended	14 Nov 2016 12 Aug 2019
		Mayor & Council:	
		Town Manager:	

BACKGROUND:

This policy provides guidance to Council in considering requests for financial support from groups to apply consistent criteria in evaluating requests. In accordance with the criteria outlined below, all requests for financial support shall be accompanied by the attached application (Schedule A)

CRITERIA:

- 1) Council will consider requests for financial support from **individuals** who:
 - a) are engaged in an activity for which they receive no income
 - b) have been a resident of the town for at least 12 months prior to the request
 - c) have not made a similar request within the preceding 36 months
 - d) are prepared to make a significant personal contribution to the activity
 - e) are not in arrears of any amount owing to the Town
 - f) have excelled in the field or activity for which funding is requested
 - g) might not otherwise be able to participate in the activity for which the funding is requested
- 2) Council will consider requests for financial support from **groups** that:
 - a) are a registered charity or not for profit group
 - b) have a mandate which includes public service to Rothesay citizens
 - c) include a substantial number of Town residents in their memberships
 - d) are not in arrears of any amount owing to the Town
 - e) do not have primarily religious or political objectives nor are affiliated with organizations which do
 - f) are not receiving funding from the Town through a regular funding arrangement, nor are associated with a group receiving regular funding
 - g) Council will consider requests for financial support from groups that have not made a request for funding within the previous 12 months
- 3) The activity to be funded should:
 - a) be beneficial to the Town or residents of the greater Saint John region
 - b) promote the Town or the greater Saint John region, as a place to live, work or play
 - c) reflect a need beyond the resources of the individual or group
 - d) be a proposal to host an event of national or international importance

- 4) Council may consider requests at a Council meeting at which a presentation may be made by the requesting group or individual. Any presentation will be made in accordance with Town policy for Council delegations.
- 5) Requests for "in-kind" donations are subject to this policy.
- 6) Council will attempt to allocate funds consistently and fairly, and may require the applicant to complete an application form which would include the following information:
 - a) the name and address of the group or individual requesting funding
 - b) an explanation of how any Town donations would be used
 - c) the location, date, and time at which the activity will take place
 - d) the total costs of project and amount requested from the Town
 - e) the amount and sources of other support
 - f) an explanation of how the donation will benefit Rothsay and its residents
 - g) financial statements (for group application)
- 7) Council may budget for grants and donations but when the budgeted allocation has been utilized in a fiscal year, no further requests will be considered.
- 8) The Mayor has the authority under this policy to approve up to \$1,000 for donation requests, as long as there is sufficient room in the current year budget. The Mayor shall provide a regular report to Council indicating requests received in an amount of \$1,000 or less and the decision made regarding each request.
- 9) Requests for grants in excess of \$1,000 are to be forwarded to Council for a decision, with a recommendation from the Finance Committee.

November 14, 2016 Schedule A (Form) Amended
August 12, 2019 Section 2(g) added

SCHEDULE A

Application for Rothesay Municipal Grant

App. Date: September 8th, 2020

Applicant: The Kennebecasis Valley Oasis Youth Centre

Address: 26 Pettingill Road, Quispamsis, NB E2E 3R6

Contact: Mallory Curwin Tel. 506-847-2383

Email: Mallory@kvoasis.com

Organization Description: _____

The Kennebecasis Valley Oasis Youth Centre is place in our community where youth (ages 12-25) can feel welcomed, valued, and most importantly, comfortable being their true selves. KV Oasis strives to bring a multifaceted entity to the Kennebecasis Valley area that gives our youth the resources they need to develop and learn new skills, engage with their peers, express themselves creatively, and access medical attention if they are in need, all under the same roof.

Amount Requested: \$ 5,000

Descriptions of proposed event or activity: _____

We ask for support to our operating budget in order to continue our service to youth.

Project costs: 2019 Financial Budget available upon request.

Benefits to town of Rothesay: _____

We are currently the only youth Centre in Quispamsis, giving 680 members, 381 of which reside in Quispamsis, a safe space to spend their time after school. We offer medical services, covering mental, physical and sexual health, to all youth between the ages of 12-25. Oasis is a space that youth can hangout, consequently keeping them off of the streets and giving them a home cooked meal every day through our supper program.

All records in the custody and control of the town of Rothesay are subject to the provisions of the Right to Information and Protection of Privacy Act ("the Act"), SNB 2009, c R-10.6 and may be subject to disclosure under the provisions of "the Act". The information collected on this form may be shared with internal departments, external agencies or released at a public Town Council or committee meeting.

Any questions regarding the collection of this information can be directed to the Rothesay Town Clerk, 70 Hampton Road, Rothesay, NB E2E 5L5 (506-848-6664).



Annual General Meeting
November 19th, 2019

2020September14OpenSessionFINAL_029

LARGE DONATIONS

- Bell – \$25,000
- Windsor – \$20,000
- McCain – \$25,000
- Sir James Dunn – \$20,000



Christmas
in July

Pride Week

Art Week

Olympic Week

EVENTS

Self-Care Day

12 Days of
Christmas

Trivia Night

Water Week

Halloweek

Bonfires

Running Club

Paint Night

Cooking with Chefs

Courage Collective

Mentorship Program

Find your sound

PROGRAMS

Wilderness Club

Dungeons & Dragons

Homework Club

Foundations
of Yoga

Learn American
Sign Language

Living Life
to the Full

CHASE THE ACE

2020September14OpenSessionFINAL_032

Total profit:
3,750.00



GENERATIONS WALKING TOGETHER

Grant received:
\$10,000



SUPPER PROGRAM

McCain grant:
\$25,000

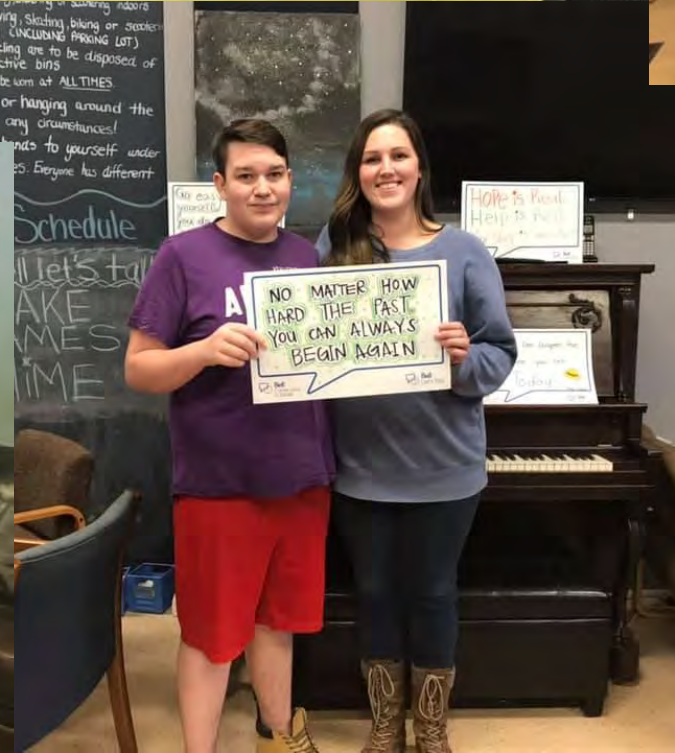
2020September14OpenSessionFINAL_034



YOUTH PROGRAMMING



2020September14OpenSessionFINAL_035



YOUTH PROGRAMMING

2020September14OpenSessionFINAL_036



First Aid & CPR

Mental Health First Aid

Finance
Workshops

WORKSHOPS

Applied Suicide
Intervention
Skills Training

Babysitting Course

Parenting Teens
Workshop

Vision Board Workshop

COMMUNITY SUPPORT



2019 ATTENDANCE

9207 – Centre visits January to August

1209 – Program Participants

27 – youth who visited the Nurse Practitioner

525 – youth attending from Rothesay

263 – youth attending from Quispamsis

113 – youth attending from Greater Saint John Area

OASIS FAMILY

2020September14OpenSessionFINAL_040



POWER OF DETERMINATION 2019

Total profit:
\$62,637.37

2020September14OpenSessionFINAL_041



OVER THE EDGE

Total profit: \$9,727.28



Liz Pomeroy

From: Mary Jane Banks
Sent: August 11, 2020 11:38 AM
To: Liz Pomeroy; Brett McLean; Charles Jensen; John Jarvie
Subject: FW: cycling in NB

-----Original Message-----

From: Theresa Koppert
Sent: August 11, 2020 11:21 AM
To: Bill.Oliver@gnb.ca; bruce.fitch@gnb.ca
Cc: Trevor Hon. Holder <trevor.holder@gnb.ca>; premier@gnb.ca; Hugh.Flemming@gnb.ca; Dorothy.Shephard@gnb.ca; glenn.savoie@gnb.ca; gerry.lowe@gnb.ca; Rothesay Info <rothesay@rothesay.ca>; Darling, Don <don.darling@saintjohn.ca>; gclark@quispamsis.ca
Subject: cycling in NB

Sear Ministers Fitch and Oliver,

I write to you in your role as Minister of Tourism and Minister for Transportation for New Brunswick.

I have copied the local MLAs in my area and local mayors for information purposes.

I was recently in the Caraquet region for cycling and was most impressed with the options for cycling in that area. In case you were not aware, there is an assortment of safe options for cyclists including wide shoulders on roadways to dedicated hardpack gravel paths to even a dedicated PAVED AND LINED PATH FROM TRACADIE TO CARAQUET, a veritable cyclists dream! Areas where routes included no wide shoulder were limited and motorists were considerate.

My husband and I cycle a lot and we were most impressed with the options available. This is in comparison to routes we cycle locally, some of which are considered part of the "Great Trail". Many local routes have no shoulder, winding hilly roads and high speed traffic leaving us feeling unsafe as we pursue a favourite, non polluting, healthy pastime.

Recently, my adult son who is also an experienced cyclist asked me what route would be safest for a trip from Saint John to Quispamsis. Think hard and tell me what route you would send your precious family on by bicycle.

I believe New Brunswick does a poor job of encouraging active transportation. The province also does a poor job of promoting it's beautiful cycling routes. I have travelled several times to PEI for the Confederation Trail and was surprised to find wonderful routes in Kougibogauac National Park, and the Tracadie, Caraquet, Shippagan region. Other avid cyclists with me were equally surprised.

Please consider improving safe options for cyclists in the Saint John region and advertising the wonderful resources we have more widely.

Thank you,

Theresa Koppert,
Family Physician, Saint John

Liz Pomeroy

From: Mary Jane Banks
Sent: August 20, 2020 3:00 PM
To: Liz Pomeroy
Subject: FW: Mayor's Proclamation Request - September 2020

From: Mary Jane Banks
Sent: August 20, 2020 3:00 PM
To: 'Rhoda Welshman' <Rhoda.Welshman@bigbrothersbigsisters.ca>
Cc: Nancy Grant <NancyGrant@rothesay.ca>
Subject: RE: Mayor's Proclamation Request - September 2020

Good afternoon and thank you for your email.

Rothsay, by practice, does not normally read proclamations or declare or recognize the many and varied days requested by multiple organizations. However, the documentation will be included in the Council agenda package for the next meeting on Monday, September 14th for consideration by Council. The agenda package is posted to the Town website and does usually generate media awareness. Rothsay is also happy to use its social media channels to help raise awareness.

Mary Jane

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

MaryJaneBanks@rothesay.ca

p (506)848-6664

f (506)848-6677

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

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

From: Rhoda Welshman <Rhoda.Welshman@bigbrothersbigsisters.ca>
Sent: August 20, 2020 11:43 AM
To: info@townofhampton.ca; scott.hatcher@sussex.ca; Richard Malone <richard.malone@townofhampton.ca>; akennedy@quispamsis.ca; Rothsay Info <rothesay@rothesay.ca>; citymanager@saintjohn.ca; jason.gaudet@town.stgeorge.nb.ca; town@townofstandrews.ca; john@towngbw.ca
Cc: Laurie Collins <laurie.collins@bigbrothersbigsisters.ca>
Subject: Mayor's Proclamation Request - September 2020

Hello,

Please see attached prepared proclamation for your town or city in which we are asking Mayor's in the communities we serve to **proclaim September as Big Brothers Big Sisters**

month, (virtually, on social media of their choice and at their convenience anytime during the Month of September).

In addition, I have also attached branded images, videos and social media prompts if you wish to further support our cause by celebrating **Big Brothers Big Sisters Day on September 18**.

We hope that all of our respective Mayors will participate in this special and important request to help increase support & opportunities for youth in your communities.

Thank you for your time and consideration of this matter.

Social Post - Option 1 Potential. It exists within every kid. Yet many children and youth are in urgent need of someone who will stand in their corner. This Big Brothers Big Sisters Day, we stand with @BBBSSJ because we are #BiggerTogether.

Social Post - Option 2 It's Big Brothers Big Sisters Day! Stand with us in support of @BBBSSJ as we raise our voices to empower young people across Canada. We are #BiggerTogether.

Social Post - Option 3 @BBBSSJ ensures every kid has a champion to help them realize their full potential. Proud to stand with #BBBSSJ to enable life-changing mentoring relationships. We're #BiggerTogether.

Rhoda Welshman

Big Brothers Big Sisters of Saint John
39 King St. | 3rd Level Brunswick Square
Office [506.635.1145](tel:506.635.1145) | Fax [506.633.7781](tel:506.633.7781)



2020September14OpenSessionFINAL_046

THE BIG BOOK SALE IS BACK!

This year in August all Month long.
Ask me how to donate or volunteer!

2020September14OpenSessionFINAL_047

BIG BROTHERS BIG SISTERS MONTH

September 2020

PROCLAMATION

WHEREAS, Big Brothers Big Sisters of Saint John, Kings and Charlotte Counties enables life-changing mentoring relationships to ignite the power and potential of young people in our community;

AND WHEREAS, investing in young people's futures pays off, with a social return on investment of \$23-to-1 through improved economic, health, and social outcomes for young people with mentors.

AND WHEREAS, by changing the course of young lives, we shape our community's social and economic **future**;

AND WHEREAS, Big Brothers Big Sisters of Saint John, Kings and Charlotte Counties creates meaningful opportunities for adults to help young people achieve their biggest possible futures, through their volunteer commitment and support;

AND WHEREAS, the agency's goal is to recruit more volunteers based on the needs of young people in our community;

NOW THEREFORE, I, Dr. Nancy Grant Mayor of Rothesay, **DO HEREBY PROCLAIM** September, 2020 as **Big Brothers Big Sisters Month**. I encourage everyone to Volunteer or Donate by visiting www.BigBrothersBigSisters.ca/SaintJohn and learn more about how you can get involved and spark potential!



RECEIVED

AUG 24 2020

2020September14OpenSessionFINAL_048

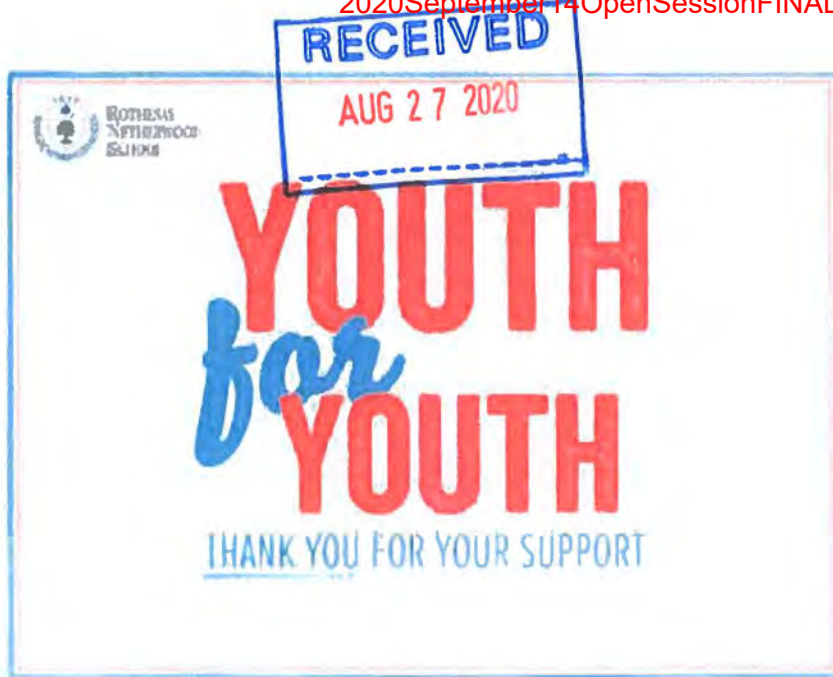
97 French Village Rd.
Rothesay N.B.
Aug. 22, 2020

Dear Mr. Alexander -

I believe I spoke to you a few years ago regarding the lack of curbing and a sidewalk for the houses on the other side of the Wells Park Entrance. With the job just completed on our street I'm very happy that these homes and families were included in this latest project. As well on the other end people now can walk to get their mail safely. I often see a senior man and his aide out walking and they are now using this sidewalk from the Dofred to the end. As I walk dogs I have enjoyed walking from our home to the extra amount of side walk. Thank you and the Council for keeping this very busy street well maintained. With all the trucks going daily as well as workers it needs to be kept up. As Deputy Mayor would you mention my thanks to Council.

2020September14OpenSessionFINAL_049
I have spoken to several Galbraith workers and thanked them for a job well done. I intend to phone Ryan Briggs (Dillion Consulting Ltd.) and Brett McLean (Director of Operations) to express my appreciation as a resident who saw daily good work being done.

Yours truly



Dr. Grant,

Thank you again for your support of Youth for Youth 2020. Your sponsorship is greatly appreciated by both the Youth for Youth committee and the TRC!

Isabella Stephenson (Chair 2020) and
Lauren MacNeill (Chair 2021)



September 1, 2020

Rothesay, NB

Dear Mayor N. Grant and Council,

The Kennebecasis Valley Committee for Disabled Persons (KVCDP) manages wheelchair accessible transportation for the citizens living in Quispamsis and Rothesay. A2B Transportation Services continues to be the company we utilize. KVCDP and the citizens who use wheelchairs appreciate the grant money the towns have provided each year to subsidize this venture and make the rides affordable. (The client pays \$32 for a return trip to SJ).

The appearance of COVID has dramatically reduced the number of trips incurred, so for this reason, we will not be asking the towns for grant money this year. At present, we have a balance of \$12,237.68 in our transportation account. In the previous year, Sept. 2018-August 2019, we managed 58 local rides and 278 rides to Saint John (the vast majority to the hospital) costing \$8665.25. From Sept. 2019 –Feb. 2020, we had 26 local, and 182 SJ rides costing \$2963.00. (The ridership from March 1 to August 31 was negligible.)

This letter intends to be transparent and keep the towns up to date on accessible transportation in our area. Again, the citizens who use wheelchairs and KVCDP thank you for your ongoing support for accessible transportation in the KV area.

Respectfully,

Shawn Jennings, BSc. MD. Chair of KVCDP

cc. Doug MacDonald



**Fundy Regional
Service Commission**

Commission de Services
Régionaux de Fundy

Regular Monthly Meeting

July 27, 2020

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

1. Call to Order

The Board Chairperson, Nancy Grant, called the regular board meeting to order at 10:18 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
Grace Losier	Mayor, Grand Bay-Westfield
Gary Clark	Mayor, Quispamsis
Cindy MacCready	Local Service District Representative (Alternate)
Brenda Rathburn	Local Service District Representative
John Cairns	Local Service District Representative

Absent

OTHERS

Marc MacLeod, Executive Director, FRSC

Alicia Raynes, Recording Secretary, FRSC

Brian Shannon, Building Inspector/Development Officer, FRSC

3. Approval of the Order of Business

The Chairperson asked for approval of the Order of Business

Motion: To approve the July 27, 2020 Agenda with the re-numbering of number nine (9) Adjournment to number ten (10) and the addition of Plastic Bag Ban update to number nine (9)

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

4. Disclosure of Conflict of Interest

None

5. Approval of the Minutes

Motion: To approve the June 22, 2020 minutes with a change to the wording of number three (3) Approval of the Order of Business to "Cell #7 Cap moved from *closed* session".

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

6. Planning – Building Inspection – Q2 - 2020

Brian Shannon, Building Inspector/Development Officer, FRSC presented the 2nd Quarter Report for Building, Development & Planning for the Village of St. Martins & FRSC Rural areas. Compared to 2019, the year 2020 is behind in both dollar value and number of permits issued to date. This is believed to be in part due to the COVID-19 pandemic.

Motion: To receive and file the report as presented.

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

8. Finance

a. Q2 2020 Financial Statements

Chair Grant explained that the format of the Income Statement will be changed before the next quarterly report. There will be another column added which will provide the year to date budget numbers which will assist in identifying trends and provide a clear picture of actual year to date figures.

It was asked if there is a potential for the FRSC to qualify for a grant due to the reduction in ICI revenue. It was explained that although there is a potential, it is based on percentage so we may not qualify, however, we are monitoring the numbers closely.

Executive Director MacLeod explained the FRSC is currently in a favorable position, however, there are some revenue concerns due to the COVID-19 pandemic, and purchase delays as compared to the budget.

Motion: To receive and file the Q2 2020 Financial Statements as presented.

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

b. Topsoil Purchase – Cap Tender

Executive Director MacLeod explained that at the June 22, 2020 FRSC Commission Meeting, authorization was provided to issue a tender for the capping of Cell #7.

As per Gemtec Consulting Engineers and Scientists, it is estimated that the 2020 Final Capping program will require about 3000 tonnes of topsoil material. The cost would be approximately \$45K plus HST and would not include delivery.

Traditionally the topsoil portion of the contract would have been included in the tender for the capping, however, based on the significant cost, the FRSC has sourced an alternate supplier, Envirem Organics Inc. It is estimated that the cost would be approximately \$33,750 plus HST, including delivery.

Motion: To approve the sole sourcing of 3000 tonnes of topsoil material for the 2020 Final Capping program from Envirem Organics Inc. for \$33,750.00 plus HST.

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

It was asked if there was anyone else that we could have invited to bid on the topsoil material. It was explained that according to the engineering firm, there is not a supplier at that price point. It was noted the value was below the tender threshold under the Procurement Act.

c. Landfill Gas System

Executive Director MacLeod provided a brief background on the landfill gas system at Crane Mountain. He explained that there will be three steps in the landfill gas expansion; Landfill Gas Header Installation in Cell #7, Gas Field Tie-In for Cells #5-6 and 8 Wells Drilled for Cell #7.

It was explained that prior to the installation of the cap for cell #7, the landfill header system needs to be installed so that it will be buried by the capping material. Funding for the project come from landfill reserves and not landfill gas budgets as it will exist as part of the landfill whether there is electrical generation or not.

Motion: The Commission authorize the construction and tie-in of the landfill gas well header system for cell #7 to be funded from the capital reserve fund for up to \$50,000 before taxes.

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

It was explained the wells for cells #5 and #6 are currently tied into the normal system with a temporary jumper, but will need a permanent tie in. This will require a third-party engineer which requires specialized services out of New York State as the well field is "live".

Motion: The Commission authorize the construction and tie-in of cells #5 and #6 to be funded from the capital reserve fund for up to \$50,000 before taxes.

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

Executive Director MacLeod explained that in the fall of 2019, cell #7 was filled and now requires wells to be drilled. There would be a significant cost to the FRSC for the drilling of the "New" standard of wells. The alternative would be to utilize the "Experimental" type of wells like those used in cells #5 and #6 if they perform. Otherwise, wells will be delayed until other sites are drilling the "new" standard wells.

It was asked if we would be able to tell immediately if the "EXPERIMENTAL" wells will work. It was explained that some comparative measures needed to be taken, but it could be identified quickly.

It was also asked if there is an increase in gas flow, does this cause wetness? It was explained that as there is more gas flowing, and the gas is wet, there would be more water produced, however, the increase is not enough to cause any significant increase impact in leachate hauling.

Motion: The Commission authorize the drilling of eight landfill gas wells in Cell #7 to be funded from the capital reserve fund for up to \$50,000 before taxes if required.

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

It was noted that the Landfill Gas system expansion can be considered as three separate projects as they are different projects requiring different specialties.

d. Employee Pensions

Executive Director MacLeod explained that a settlement had been reached with regards to the Employee Pension Contribution errors from 2004-2007. The final value to settle with 26 employees is \$50,712.26 of varying amounts. The settlement cheques will be offered once a waiver is signed by the union and employee. The insurance company recognized previous expenses as part of the \$2500 deductible, leaving only \$487.60 to be paid.

Motion: To receive and file the 2004-2007 employee pension contribution error value report.

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

9. Plastic Bag Update

Executive Director MacLeod was asked by Chairperson Grant to provide an update on Plastic bags and where we stand with regards to the municipalities moving towards adopting a plastic bag ban. It was explained that this is a 2-prong system. The first step was to change the system to not accept plastic bags in recycling. This is going well for curbside recycling, however, there are still lots of plastic bags being put in the blue bin depots.

The second step was to discuss adopting a by-law banning plastic bags with the municipalities. The question had been asked whether they have the right to enforce this type of law. The legal opinion is yes, they do have the right to enforce this type of law. All municipalities have been contacted; however, they are all at different levels of progress. Because of COVID-19, some things are not moving forward, some stores have re-introduced plastic bags.

It was noted that the blue bins are about 35% contaminated. When asked for clarification, Executive Director MacLeod explained that this is due to illegal dumping or of non compliant material. As the site is not monitored, this is a by product of poor behavior and an inability to educate users individually on a per use basis.

It was explained that we have met with the LSD members as well as the City of Saint John to discuss the exit of the blue bins. Currently, we are the only regional commission collecting and paying for recycling. In the rest of the province, the municipalities and the LSDs look after recycling. The LSDs will be pulling out their service contracts and looking at including curbside recycling in the next contract.

It was asked where the Province is with regards to the PPP. Executive Director MacLeod's impression is that due to COVID-19, it has been placed on the back burner as there has been no provincial action on the matter.


The date of the next meeting was discussed. It will take place on Monday, August 24, 2020. It is anticipated that there will be both an open and closed session.

Chairperson Grant called for a motion to adjourn.

Motion: To adjourn the meeting at 11:15 am.

Moved:	Director Clark
Seconded:	Director McAlary
Vote:	<i>Motion Carried</i>

APPROVED (date) Aug. 24, 2020



Nancy Grant, Chairperson



Alicia Raynes, Recording Secretary

Agenda

Kennebecasis Public Library Board

Wednesday, January 22nd, 2020, 6:00 p.m.

- 1.) Call to Order
- 2.) Disposition of Minutes from Previous Meeting
- 3.) Communications
 - a. Re-appointment of Elizabeth Greer
 - b. Re-appointment of Amy Walting
 - c. Re-appointment of Kevin Winchester
 - d. Re-appointment of Pierre Rioux
 - e. Town of Rothesay: Re: 2020 Budget
- 4.) Report of the Librarian
- 5.) Committee Reports
 - a. Financial
 - b. Facilities Management
 - c. Marketing Advisory Committee
- 6.) New and Unfinished Business
 - a. Heron Reading Room

A meeting of the Board of Trustees, Kennebecasis Public Library was held on January 22, 2020 at 6:00pm at the Library.

In Attendance: Mrs. L. Hansen, Chair; Treasurer; Ms. L. Corscadden; Mr. Kevin Winchester; Ms. E. Greer, Vice-Chair; Councilor Mr. D. Shea;

Regrets: Mr. Allison Maxwell; Ms. Susan Webber; Mrs Amy Watling

Absences: N/A

Call to Order: Mrs. Hansen called the meeting to order at 5:59pm.

Approval of Agenda

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

Disposition of Minutes

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

Communications

Ms. Corscadden presented letters to the board from the towns of Rothesay and Quispamsis extending the terms of four board members including Elizabeth Greer, Amy Watling, Kevin Winchester, and Pierre Rioux.

Ms. Corscadden also presented a letter from the Town of Rothesay approving the library's budget request for 2020.

Report of the Librarian

Ms. Corscadden presented her report for the month of January to the library board. She began by outlining how three new on-call employees were hired at the library to help cover shifts when regular staff are absent.

Ms. Corscadden continued on to give a brief overview of programs offered at the library over the last month, highlighting the programs for infants and babies. The two programs being offered, include "Baby Wonders" (in partnership with KV3C), and "Infant Massage" (in partnership with Talk with Me). These programs have had a very high attendance; Infant Massage had a full registration, and Baby Wonders has an average of 35 participants at each program. Discussion ensued.

Ms. Corscadden also had some yearend statistics from 2019 to present to the board. She highlighted some of the more popular titles and books at the library last year, but highlighted the significant increase in circulation. Over 148,000 items circulated from the library's physical collection! Discussion ensued.

Ms. Corscadden also spoke about the number of people visiting the library; 106,166 people visited the library in 2019, over 7000 more than the previous year. Discussion ensued.

Mr. Shea moved to accept the librarian's report as presented. Ms. Greer seconded, and the motion carried.

Financial Statement

Ms. Corscadden summarized the November 2019 financial statement to the board, and discussed year-end spending. While the December 2019 financial statements are still being finalized, they will be ready for the next board meeting. Discussion ensued.

Ms. Corscadden said that the 2019 audit is booked with Teed Saunders Doyle for the first week of February. Discussion ensued.

Facilities Management

In Mr. Maxwell's absence, Ms. Corscadden gave a report his behalf concerning facilities management. Mr. Shedd has requested quotes from companies in the community for our janitorial contract, which is up for renewal. Ms. Corscadden related that quotes will be available for discussion at the February Meeting. Discussion ensued.

Marketing Advisory Committee

It was suggested that the marketing advisory committee be dissolved, and Ms. Corscadden can speak about library marketing within her librarian's report at future meetings. Discussion ensued. Ms. Corscadden agreed to include marketing information in her report at future meetings.

Mr. Shea moved to accept all committee reports. Mr. Rioux seconded, and the motion passed.

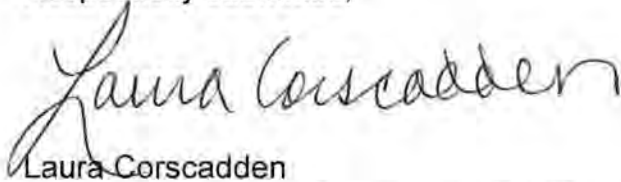
New and Unfinished Business

Ms. Corscadden inquired about the possibility of naming spaces/rooms in the building after individuals who make significant contributions to the library. Discussion ensued. Mr. Shea suggested that a policy be created to create guidelines. Discussion ensued. Ms. Corscadden will research what other libraries have in the province for guidelines. Discussion ensued.

Adjournment: As there was no other business, Mr. Shea moved that the meeting be adjourned at 6:47pm.

Next Meeting: The next meeting is scheduled for February 19, 2019 at 6:00pm at the Library.

Respectfully submitted,

A handwritten signature in black ink that reads "Laura Corscadden". The signature is written in a cursive, flowing style.

Laura Corscadden

Library Director and Secretary to the Board



Librarian's Report January 2020

Staffing and Volunteers

We have hired three new on-call employees at the library to help cover shifts when staff are absent. All three are currently going through training.

Programs

Ongoing programs offered in January include:

- Baby Wonders with KV3C, Mondays 10am-12pm (resumed Jan. 13th)
- Scrabble Club, Mondays at 2:00pm
- English Social program for newcomers, Tuesdays at 10:30am
(Offered in Partnership with the Saint John Newcomers Centre, resumed Jan. 7th)
- Painter's Circle, Wednesdays at 10:00am
- Pre-School Storytimes, Wednesday mornings at 10:30am
- Infant Massage, Thursdays at 2:00pm, offered in partnership with Talk With Me
- Parlons Français, Thurs. evenings at 6:30pm
- Knit Wits, Thursdays at 7:00pm
- Toddler Storytimes, Fridays at 10:30am
- Builder's Club, Saturdays at 2:30
- Valley Reader's Circle BookClub (offered the 3rd Thursday of every month),
Thursday the 16th at 10:45am
- Monthly Crafternoon, Tuesday the 21st at 3:30pm
- Monthly Puppet Shows, Friday the 31st at 10:30am and 3:30pm

Special programs being offered this month:

- Movie Matinee "Ugly Dolls" Monday January 27th at 2:30pm
- FCNB "Make it Count" Financial Literacy Program, Tuesday the 28th at 7:00pm

Collections and Spaces

Late in 2019 a weeding project was completed in our adult non-fiction collection. Local funds have been used to purchased new non-fiction books, and children's French material.

In 2020 we will be adding board games to our ephemeral collections (addition to our very popular jig-saw puzzle collections.

Top five most popular authors at Kennebecasis in 2019:

1. James Patterson
2. Kristen Hannah
3. Tara Westover
4. Michelle Obama
5. Louise Penny

Top five most circulated books at Kennebecasis in 2019:

1. "Educated", by Tara Westover
2. "Becoming", by Michelle Obama
3. "Where the Crawdad's Sing", by Delia Owens
4. "The Nightingale", by Kristen Hannah
5. "The Great Alone", by Kristen Hannah

Performance Indicators

Our final 2019 statistics have been compiled, and 2019 was our busiest year to date.

Total traffic: 106,166

- Increase of more than 7000 from 2018.

Total program participants: 15,237

- 2700 more than 2018.

Total circulation: 148,544

- Highest circulation in our region, 19,639 more than the market square library.

Respectfully Submitted,


Laura Corcadden, Library Director and Secretary to the Board

Kennebecasis Public Library Inc.	2020September14OpenSessionFINAL_063					
Comparative Income Statement (DRAFT)	OPERATING FUND					
Period ending November 30, 2019	a	b	c	b - c	d	b - d
	<u>Restricted Fund</u>	<u>Operating YTD Actual</u>	<u>Year To Date Budget</u>	<u>Year To Date Variance Better (Worse)</u>	<u>Annual Budget</u>	<u>Annual Budget Variance</u>
REVENUE						
Library service - Rothesay		77,976	77,973	4	85,061	(7,085)
Library service - Quispamsis		122,023	122,018	5	133,111	(11,088)
Room Rentals, Printer and copies		5,591	4,125	1,466	4,500	1,091
Grants		14,710	17,680	(2,970)	17,680	(2,970)
Donations	5,068	0	0			0
Restricted Donations	190	0	0			0
Donation from Friends of KPL	5,398	0	0			
Interest Income (Savings)		23	0	23	0	23
Previous Year's Surplus		2,496	2,496	(0)	2,723	(227)
TOTAL REVENUE	10,656	222,819	224,292	(1,473)	243,075	(20,256)
EXPENSE						
<u>Operations Expenditures</u>						
Other Expenditures - Restricted Fund	1,339					0
Books, restricted fund	3,732					0
Small Equipment and Furniture		4,111	7,076	2,965	8,265	4,154
Total Capital Expenditures	5,071	4,111	7,076	2,965	8,265	4,154
<u>Wages</u>						
Total Wages & Casual Labour		28,000	36,478	8,478	40,418	12,418
<u>General & Administration Expenses</u>						
Building Maintenance		61,563	64,926	3,363	70,828	9,265
Grounds Maintenance		18,883	17,847	(1,036)	20,500	1,617
Office		7,724	8,250	526	9,000	1,276
Utilities		46,114	49,311	3,197	54,711	8,597
Accounting, audit and legal		8,376	9,200	824	10,600	2,224
Professional Development		805	1,833	1,028	2,000	1,195
Insurance		6,972	6,955	(17)	7,587	615
Public Relations		2,611	2,750	139	3,000	389
Communications		8,577	8,971	393	9,786	1,209
Miscellaneous Expense		807	1,723	916	1,880	1,073
Program Exp		4,842	4,125	(717)	4,500	(342)
Total General & Admin Expenses		167,275	175,891	8,615	194,392	27,117
TOTAL EXPENSE	5,071	199,386	219,445	20,059	243,075	43,689
NET INCOME (Deficit)	\$ 5,585	\$ 23,433	4,847	18,586	(0)	23,433

Agenda

Kennebecasis Public Library Board

Wednesday, February 19th, 2020, 6:00 p.m.

- 1.) Call to Order
- 2.) Disposition of Minutes from Previous Meeting
- 3.) Communications
 - a. Town of Quispamsis: Re: 2020 Budget
- 4.) Report of the Librarian
- 5.) Committee Reports
 - a. Financial
 - i. Janitorial Contract Quotes
 - b. Facilities Management
- 6.) New and Unfinished Business

A meeting of the Board of Trustees, Kennebecasis Public Library was held on February 19, 2020 at 6:00pm at the Library.

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

Regrets: N/A

Absences: N/A

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

Approval of Agenda

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

Disposition of Minutes

It was moved by Mr. Winchester to approve the minutes of the January regular meeting. Mrs. Watling seconded, and the motion carried.

Communications

Ms. Corscadden presented a letter from the Town of Quispamsis approving the library's budget request for 2020.

Report of the Librarian

Ms. Corscadden presented her report to the board, highlighting programs being offered at the library during the month of February. Discussion ensued. Ms. Corscadden also highlighted the number of reference questions being answered at the library's information desk. Reference questions are in-depth research questions that roughly require longer than five minutes to answer. In 2019 the library had almost 1000 more reference questions than the previous year. Discussion ensued.

Mr. Maxwell moved to accept the librarian's report as presented. Ms. Greer seconded, and the motion carried.

Financial Statement

Ms. Corscadden presented quotes to the board for the library's janitorial contract. Proposals were received from Jani-King and Service Master. Discussion ensued.

Mr. Maxwell made motion to accept jani king's proposal. Mr. Shea seconded, and the motion carried.

Mrs. Watling presented the financial statement ending December 2019. This is a draft statement, and the final 2019 statement will be presented to the board by our auditors (Teed Saunders Doyle) at our next meeting.

Ms. Corscadden mentioned that the library has gone to tender for the summer landscaping contract. More details to follow at our next meeting. Discussion ensued.

Facilities Management

Mr. Maxwell presented Phil's Shedd's report to the board as written. Discussion ensued.

New and Unfinished Business

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

Adjournment: As there was no other business, Mr. Shea moved that the meeting be adjourned at 6:47pm.

Next Meeting: The next meeting is scheduled for March 18, 2020 at 6:57pm 6:00pm at the Library.

Respectfully submitted,



Laura Corseadden
Library Director and Secretary to the Board



Librarian's Report February 2020

Staffing and Volunteers

A new executive director has been recruited for the New Brunswick Public Library Service, Kevin Cormier (effective February 18, 2020).

Programs

Ongoing programs offered in February Include:

- Baby Wonders with KV3C, Mondays 10am-12pm (resumed Jan. 13th)
- Scrabble Club, Mondays at 2:00pm
- English Social program for newcomers, Tuesdays at 10:30am
(Offered in Partnership with the Saint John Newcomers Centre, resumed Jan. 7th)
- Painter's Circle, Wednesdays at 10:00am
- Pre-School Storytimes, Wednesday mornings at 10:30am
- Baby Signing, Wednesdays at 2:00pm, offered in partnership with Talk With Me
- Parlons Francais, Thurs. evenings at 6:30pm
- Knit Wits, Thursdays at 7:00pm
- Toddler Storytimes, Fridays at 10:30am
- Builder's Club, Saturdays at 2:30
- Valley Reader's Circle BookClub (offered the 3rd Thursday of every month),
Thursday the 20th at 10:45am
- Monthly Crafternoon, Friday the 21st at 3:30pm
- Monthly Puppet Shows, Friday the 28th at 10:30am and 3:30pm

New Program being offered this month:

- Sensory Play Time, Tuesdays at 2:30pm.
 - Program has been very successful! With on average 25 participants per program. Feedback has been very positive, we will continue the program through March.

Collections and Spaces

- The Children's Programming Room is going to be updated – the children's craft display wall is going to be replaced with a "tac-less" option.

Performance Indicators

Reference Questions

While we have been seeing an increase in library traffic, and program participation – we have also been seeing an increase in reference/research questions at our information desk. Reference questions are those that involve in-depth instruction and assistance.

2017: 13,677 questions

2018: 14,115 questions

2019: 15,002 questions

Respectfully Submitted,


Laura Coscadden, Library Director and Secretary to the Board

Town of Rothesay

General Fund Financial Statements

July 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 - July	G11
Project Funding - August draft to 08/27/2020	G12

Town of Rothesay

Balance Sheet - Capital General Fund 7/31/20

ASSETS

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

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

\$ 50,351,745

LIABILITIES AND EQUITY

Gen Capital due to/from Gen Operating	(210,000)
Total Long Term Debt	6,601,000
	<hr/>
Total Liabilities	<u>\$ 6,391,000</u>

Investment in General Fund Fixed Assets	43,960,745
---	------------

\$ 50,351,745

Town of Rothesay

Balance Sheet - General Fund Reserves

7/31/20

ASSETS

BNS Gas Tax Interest Account	107,244
BNS General Operating Reserve #214-15	57,783
BNS - Gen Operating Reserve GIC	500,000
BNS General Capital Reserves #2261-14	56,568
BNS - Gen Capital Reserve GIC	800,000
BNS - Gas Tax Reserves - GIC	5,427,020
Gen Reserves due to/from Gen Operating	16,625
	<u>\$ 6,965,240</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	5,170,246
Invest. in General Capital Reserve	667,647
General Gas Tax Funding	363,897
Invest. in General Operating Reserve	565,454
Invest. in Land for Public Purposes Reserve	144,245
Invest. in Town Hall Reserve	53,752
	<u>\$ 6,965,241</u>

Town of Rothesay
Balance Sheet - General Operating Fund
7/31/20

CURRENT ASSETS

Cash	1,621,887
Receivables	219,535
HST Receivable	428,976
Payroll Clearing	(233)
Inventory	21,681
Gen Operating due to/from Util Operating	(1,143,202)
Total Current Assets	<u>1,148,644</u>
Other Assets:	
Projects	<u>2,981,510</u>
	<u>2,981,510</u>
TOTAL ASSETS	<u>4,130,153</u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	1,419,509
Other Payables	536,904
Gen Operating due to/from Gen Reserves	16,625
Gen Operating due to/from Gen Capital	210,000
Accrued Pension Obligation	127,308
Accrued Retirement Allowance	408,322
Def. Rev-Quispamsis/Library Share	37,631
TOTAL LIABILITIES	<u>2,756,299</u>

EQUITY

Retained Earnings - General	(13,238)
Surplus/(Deficit) for the Period	<u>1,387,092</u>
	<u>1,373,854</u>
	<u>4,130,153</u>

2020September14OpenSessionFINAL_073

Town of Rothesay

Statement of Revenue & Expenditure
7 Months Ended 7/31/20

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Warrant of Assessment	1,374,375	1,374,372	9,620,619	9,620,604	15		16,492,464
Sale of Services	30,425	27,683	177,029	229,522	(52,493)		410,300
Services to Province of New Brunswick	5,000	5,000	35,000	35,000	0		60,000
Other Revenue from Own Sources	46,829	11,013	153,194	62,088	91,106		108,150
Unconditional Grant	10,692	10,695	74,845	74,862	(17)		128,335
Conditional Transfers	0	10,000	17,103	16,500	603		26,500
Other Transfers	0	0	599,251	599,251	0		1,099,251
	<u>\$1,467,321</u>	<u>\$1,438,762</u>	<u>\$10,677,041</u>	<u>\$10,637,827</u>	<u>\$39,215</u>		<u>\$18,325,000</u>
EXPENSES							
General Government Services	161,006	148,631	1,469,742	1,562,416	92,674		2,308,843
Protective Services	394,983	398,195	3,345,426	3,340,370	(5,056)		5,331,346
Transportation Services	296,881	306,133	2,041,454	2,230,097	188,643		3,606,766
Environmental Health Services	31,276	51,500	377,702	392,500	14,798		658,000
Environmental Development	53,621	57,976	340,865	373,750	32,885		605,940
Recreation & Cultural Services	326,513	304,683	1,268,548	1,361,022	92,475		2,112,991
Fiscal Services	259	333	446,213	435,890	(10,323)		3,701,113
	<u>\$1,264,540</u>	<u>\$1,267,451</u>	<u>\$9,289,949</u>	<u>\$9,696,045</u>	<u>\$406,096</u>		<u>\$18,324,999</u>
Surplus (Deficit) for the Year	<u>\$202,781</u>	<u>\$171,311</u>	<u>\$1,387,092</u>	<u>\$941,781</u>	<u>\$445,311</u>		<u>\$ 1</u>

Town of Rothesay

Statement of Revenue & Expenditure
7 Months Ended 7/31/20

	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	140	1,667	3,729	11,667	(7,938)	1	20,000
Town Hall Rent	9,548	6,083	45,500	42,583	2,916		73,000
Arena Revenue	0	433	80,669	120,689	(40,020)	2	220,800
Community Garden	120	0	840	1,000	(160)		1,000
Fox Farm Rental	1,550	850	8,500	9,950	2,550		10,200
Recreation Programs	19,067	18,650	37,792	47,633	(9,842)	3	85,300
	<u>30,425</u>	<u>27,683</u>	<u>177,029</u>	<u>229,522</u>	<u>(52,493)</u>		<u>410,300</u>
Other Revenue from Own Sources							
Licenses & Permits	12,268	6,250	42,410	43,750	(1,340)		75,000
Recycling Dollies & Lids	214	83	334	583	(250)		1,000
Interest & Sundry	928	833	7,827	5,833	1,994		10,000
Miscellaneous	30,420	846	91,290	5,921	85,369	4	10,150
Fire Dept. Administration	3,000	3,000	6,000	6,000	0		12,000
Local Improvement Levy Mulberry Lane	0	0	5,333	0	5,333	5	0
	<u>46,829</u>	<u>11,013</u>	<u>153,194</u>	<u>62,088</u>	<u>91,106</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	15,000	103		25,000
	<u>0</u>	<u>10,000</u>	<u>17,103</u>	<u>16,500</u>	<u>603</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	21,780	26,821	5,041		47,000
Councillors	9,837	12,056	69,135	75,820	6,685		136,100
Regional Service Commission 9	899	1,750	2,698	5,250	2,552		7,000
Other	300	1,125	1,425	7,875	6,450		13,500
	<u>13,973</u>	<u>18,967</u>	<u>95,038</u>	<u>115,767</u>	<u>20,728</u>		<u>203,600</u>
Administrative							
Office Building	6,976	9,117	104,648	111,517	6,869		155,000
Solicitor	0	4,167	1,669	29,167	27,497	6	50,000
Administration - Wages & Benefits	115,026	88,845	632,778	625,058	(7,721)	7	1,081,656
Supplies	6,638	9,142	43,682	63,992	20,310	8	109,700
Professional Fees	0	1,667	28,418	21,667	(6,751)	9	30,000
Other	17,357	12,477	80,131	97,342	17,211		159,729
	<u>145,996</u>	<u>125,414</u>	<u>891,327</u>	<u>948,741</u>	<u>57,414</u>		<u>1,586,085</u>

2020September14OpenSessionFINAL_075

	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	5,833	4,998		10,000
Civic Relations	0	167	0	1,167	1,167		2,000
Insurance	0	0	194,165	195,131	966		195,131
Donations	1,000	2,917	13,100	20,417	7,317		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	37	333	780	2,333	1,553		4,000
	1,037	4,250	483,376	497,908	14,532		519,158
	161,006	148,631	1,469,742	1,562,416	92,674		2,308,843
Protective Services							
Police							
Police Protection	215,137	215,137	1,522,960	1,505,960	(17,000)	10	2,581,645
Crime Stoppers	0	0	0	2,800	2,800		2,800
	215,137	215,137	1,522,960	1,508,760	(14,200)		2,584,445
Fire							
Fire Protection	166,704	166,704	1,393,883	1,392,128	(1,755)		2,225,646
Water Costs Fire Protection	0	0	325,000	325,000	0		325,000
	166,704	166,704	1,718,883	1,717,128	(1,755)		2,550,646
Emergency Measures							
911 Communications Centre	13,063	13,063	91,440	91,440	0		156,755
EMO Director/Committee	80	1,667	479	11,667	11,187		20,000
	13,143	14,730	91,920	103,107	11,187		176,755
Other							
Animal & Pest Control	0	792	3,842	5,542	1,700		9,500
Other	0	833	7,821	5,833	(1,988)		10,000
	0	1,625	11,663	11,375	(288)		19,500
Total Protective Services	394,983	398,195	3,345,426	3,340,370	(5,056)		5,331,346

2020September14OpenSessionFINAL_076

	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)	191,454	204,606	1,029,632	1,112,370	82,738		1,810,279
Workshops, Yards & Equipment	41,603	51,477	377,180	442,339	65,159	11	693,723
Engineering	0	625	2,861	4,375	1,514		7,500
	<u>233,057</u>	<u>256,708</u>	<u>1,409,673</u>	<u>1,559,084</u>	<u>149,411</u>		<u>2,511,502</u>
Street Cleaning & Flushing	0	1,000	7,504	20,000	12,496		40,000
Roads & Streets	13,377	4,583	34,093	32,083	(2,009)		55,000
Crosswalks & Sidewalks	3,743	2,375	6,741	10,563	3,821		21,063
Culverts & Drainage Ditches	12,544	5,625	24,335	39,375	15,040		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	18,803	0	31,903	0	(31,903)	12	0
	<u>48,468</u>	<u>13,583</u>	<u>473,869</u>	<u>485,121</u>	<u>11,253</u>		<u>785,563</u>
Street Lighting	12,727	10,833	85,253	75,833	(9,419)	13	130,000
Traffic Services							
Street Signs	0	667	410	4,667	4,257		8,000
Traffic Lanemarking	129	1,000	27,326	27,000	(326)		30,000
Traffic Signals	1,021	3,333	9,962	23,333	13,371		40,000
Railway Crossing	1,334	2,000	12,140	14,000	1,860		24,000
	<u>2,484</u>	<u>7,000</u>	<u>49,838</u>	<u>69,000</u>	<u>19,162</u>		<u>102,000</u>
Public Transit							
Public Transit - Comex Service	0	17,800	17,800	35,601	17,800		71,201
KV Committee for the Disabled	0	0	4,000	4,000	0		4,000
Public Transit - Other	146	208	1,022	1,458	436		2,500
	<u>146</u>	<u>18,009</u>	<u>22,822</u>	<u>41,059</u>	<u>18,236</u>		<u>77,701</u>
Total Transportation Services	<u>296,881</u>	<u>306,133</u>	<u>2,041,454</u>	<u>2,230,097</u>	<u>188,643</u>		<u>3,606,766</u>
Environmental Health Services							
Solid Waste Disposal Land Fill	0	16,250	98,429	113,750	15,321		195,000
Solid Waste Disposal Compost	0	3,000	18,102	21,000	2,898		36,000
Solid Waste Collection	23,249	24,167	162,537	169,167	6,630		290,000
Solid Waste Collection Curbside Recycling	8,027	8,083	59,028	56,583	(2,444)		97,000
Clean Up Campaign	0	0	39,606	32,000	(7,606)		40,000
	<u>31,276</u>	<u>51,500</u>	<u>377,702</u>	<u>392,500</u>	<u>14,798</u>		<u>658,000</u>
Environmental Development Services							
Planning & Zoning							
Administration	45,390	45,786	280,115	285,220	5,105		456,460
Planning Projects	0	3,750	0	26,250	26,250		45,000
Heritage Committee	0	208	0	1,458	1,458		2,500
	<u>45,390</u>	<u>49,745</u>	<u>280,115</u>	<u>312,929</u>	<u>32,813</u>		<u>503,960</u>
Economic Development Comm.	8,232	8,232	57,622	57,622	0		98,780
Tourism	0	0	3,129	3,200	71		3,200
	<u>8,232</u>	<u>8,232</u>	<u>60,750</u>	<u>60,822</u>	<u>72</u>		<u>101,980</u>
	<u>53,621</u>	<u>57,976</u>	<u>340,865</u>	<u>373,750</u>	<u>32,885</u>		<u>605,940</u>

2020September14OpenSessionFINAL_077

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET	G9
Recreation & Cultural Services								
Administration	30,166	27,620	183,582	169,600	(13,981)	14	263,960	
Beaches	19,646	18,500	23,094	28,500	5,406		45,500	
Rothsday Arena	5,129	16,875	152,770	191,872	39,101	15	335,434	
Memorial Centre	3,631	4,417	32,482	38,917	6,435		61,000	
Summer Programs	34,402	23,500	37,203	38,500	1,297		62,000	
Parks & Gardens	95,246	69,693	352,892	361,952	9,059		586,554	
Rothsday Common Rink	1,923	2,889	36,858	39,725	2,868		57,672	
Playgrounds and Fields	15,350	13,167	53,941	73,167	19,225		115,000	
Regional Facilities Commission	112,923	112,923	338,769	338,769	0		451,692	
Kennebecasis Public Library	7,179	7,179	50,251	50,251	0		86,144	
Special Events	917	7,833	6,705	29,167	22,461		39,500	
PRO Kids	0	0	0	0	0		7,500	
Rothsday Living Museum	0	86	0	604	604		1,035	
	<u>326,513</u>	<u>304,683</u>	<u>1,268,548</u>	<u>1,361,022</u>	<u>92,475</u>		<u>2,112,991</u>	
Fiscal Services								
Debt Charges								
Interest	259	333	97,213	86,890	(10,323)	16	173,113	
Debenture Payments	0	0	349,000	349,000	0		778,000	
	<u>259</u>	<u>333</u>	<u>446,213</u>	<u>435,890</u>	<u>(10,323)</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>259</u>	<u>333</u>	<u>446,213</u>	<u>435,890</u>	<u>(10,323)</u>		<u>3,701,113</u>	

2020September14OpenSessionFINAL_078

Town of Rothesay

Variance Report - General Fund

7 months ending July 31, 2020

Note #		Actual	Budget	Better/(Worse)	Description of Variance
Revenue					
1	Bill McGuire Memorial Centre	\$ 3,729	\$ 11,667	\$ (7,938)	Closed
2	Arena Revenue	\$ 80,669	\$ 120,689	\$ (40,020)	Closed
3	Recreation Programs	\$ 37,792	\$ 47,633	\$ (9,841)	Soccer Revenue below budget
4	Miscellaneous	\$ 91,190	\$ 5,291	\$ 85,899	Insurance proceeds
5	Local Improvement Levy Mulberry Lane	\$ 5,333	\$ -	\$ 5,333	Unbudgeted
				Total	\$ 33,433
				Variance per Statement	\$ 39,215
				Explained	85.26%
Expenses					
General Government					
6	Solicitor	\$ 1,669	\$ 29,167	\$ 27,498	Unused
7	Administration - Wages & Benefits	\$ 632,778	\$ 625,058	\$ (7,720)	Training \$2g over budget, Wages \$9g over budget
8	Supplies	\$ 43,682	\$ 63,992	\$ 20,310	Unused
9	Professional Fees	\$ 28,418	\$ 21,667	\$ (6,751)	Climate Change Adaption Plan
Protective Services					
10	Police Protection	\$ 1,522,960	\$ 1,505,960	\$ (17,000)	Extraneous costs
Transportation					
11	Workshops, Yards & Equipment	\$ 377,180	\$ 442,339	\$ 65,159	Fuel \$18,000 under, Building Maint. \$6,000 under, Trees \$17,500 under, Vehicle Maint. \$25,000 over budget
12	Flood 2020	\$ 31,902	\$ -	\$ (31,902)	Unbudgeted
13	Street Lighting	\$ 85,253	\$ 75,833	\$ (9,420)	Budget low
Environmental Health					
				\$	-
Environmental Development					
				\$	-
Recreation & Cultural Services					
14	Administration - Wages & Benefits	\$ 183,582	\$ 169,600	\$ (13,982)	Salary allocation - wages costs under budgeted
15	Rothesay Arena	\$ 152,770	\$ 191,872	\$ 39,102	Lower operating costs due to closure
Fiscal Services					
16	Interest	\$ 97,213	\$ 86,890	\$ (10,323)	New debenture costs
				Total	\$ 54,971
				Variance per Statement	\$ 406,096
				Explained	13.54%

2020September14OpenSessionFINAL_079

Town of Rothesay

Capital Projects 2020

General Fund

7 Months Ended 7/31/20

	Original BUDGET		CURRENT Y-T-D	Remaining Budget			
General Government							
12010560 Town Hall Improvements G-2020-009	170,000		0	170,000			
12010660 IT 2020 G-2020-008	45,000		17,924	27,076			
Total General Government	215,000		17,924	197,076			
Protective Services							
12011560 Protective Serv. Equipment Purchases P-2020-010	480,000		28,230	451,770			
Total Protective Services	480,000		28,230	451,770			
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	1,772,652	-82,652	Roller	45,000	
12027360 Sandbagging T-2020-006	0		0	0	Storm Pump		56,825
12027460 Fox Farm Designatged Highway T-2020-012	545,000		556,738	-11,738	Tandem Dump	300,000	
Unassigned:					S500 1 ton	100,000	
Designated Highway	585,000	0		0	F250 3/4 ton	60,000	
2021 Asphalt Design	60,000			60,000	F150 1/2 ton 4x4	50,000	
Stormwater Master Plan	300,000			300,000	1500 1/2 ton	60,000	
Traffic Sudy	40,000			40,000		615,000	56,825
Total Transportation	3,650,500	1,690,000	2,386,216	863,784			
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		64,152	485,848	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		308,232	711,768			
Total Recreation	1,730,000		372,876	1,357,124			
Carryovers							
12026860 Church Avenue Reconstruction T-2019-002	0		162,208	-162,208			
12026960 Cameron Rd/Mulberry Lane T-2019-006	0		12,698	-12,698			
12025160 Designated Highway 2019	0		-11,838	11,838			
12026660 Ashphalt/Microseal 2019 T-2019-001	0		13,195	-13,195			
	0		176,263	-176,263			
Total	\$ 6,075,500	\$ 1,690,000	\$ 2,981,510	\$ 2,693,490			
Funding							
General Government	2020		Operating	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	

2020September14OpenSessionFINAL_080

Town of Rothesay

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

DRAFT!

	Original BUDGET		CURRENT Y-T-D	Remaining Budget
General Government				
12010560 Town Hall Improvements G-2020-009	170,000		0	170,000
12010660 IT 2020 G-2020-008	45,000		17,924	27,076
Total General Government	215,000		17,924	197,076
Protective Services				
12011560 Protective Serv. Equipment Purchases P-2020-010	480,000		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
12027260 Asphalt Microseal 2020 T-2020-005	1,505,500	1,690,000	1,772,652	-82,652
12027360 Sandbagging T-2020-006	0		0	0
12027460 Fox Farm Designated Highway T-2020-012	545,000		556,738	-11,738
Unassigned:				
Designated Highway	585,000	0		0
2021 Asphalt Design	60,000			60,000
Stormwater Master Plan	300,000			300,000
Traffic Study	40,000			40,000
Total Transportation	3,650,500	1,690,000	2,386,216	863,784
Recreation				
12020860 Recreation Equipment Purchases R-2020-004	110,000		0	110,000
12027160 Wells Field Replacement R-2020-002	550,000		65,612	484,388
12020760 Trail Development R-2020-007	50,000		493	49,507
12012060 Arena Renovation R-2020-011	1,020,000		308,232	711,768
Total Recreation	1,730,000		374,336	1,355,664
Carryovers				
12026860 Church Avenue Reconstruction T-2019-002	0		162,208	-162,208
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		176,263	-176,263
Total	\$ 6,075,500	\$ 1,690,000	\$ 2,985,644	\$ 2,689,356

	Budget	Actual
Roller	45,000	
Storm Pump		56,825
Tandem Dump	300,000	
S500 1 ton	100,000	
F250 3/4 ton	60,000	
F150 1/2 ton 4x4	50,000	
1500 1/2 ton	60,000	
	615,000	56,825
Truck	60,000	
Equipment	50,000	
	110,000	-

Funding	2020	Operating	Borrow	Gas Tax	Grant
General Government	215,000	215,000			
Protective Services	480,000	112,500	367,500		
Transportation	3,650,500	2,242,500		560,500	847,500
Recreation	1,730,000	180,000	1,550,000		
	\$ 6,075,500	\$ 2,750,000	\$ 1,917,500	\$ 560,500	\$ 847,500

Town of Rothesay

Utility Fund Financial Statements

July 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 - July

U6

Project Listing - August Draft to 08/27/2020

U7

Town of Rothesay

Capital Balance Sheet

As at 7/31/20

ASSETS

Assets:

Capital Assets Utilities Land	119,970
Capital Assets Utilities Buildings	1,953,740
Capital Assets Utilities Equipment	565,752
Capital Assets Utilities Water System	27,712,960
Capital Assets Utilities Sewer System	24,052,521
Capital Assets Utilities Land Improvements	42,031
Capital Assets Utilities Roads & Streets	220,011
Capital Assets Utilities Vehicles	113,001
	<u>54,779,988</u>

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

TOTAL ASSETS	<u><u>37,690,859</u></u>
--------------	--------------------------

LIABILITIES

Current:

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

Long-Term:

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

EQUITY

Investments:

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

Town of Rothesay**Balance Sheet - Utilities Fund Reserves**

7/31/20

ASSETS

BNS Utility Capital Reserve # 00241 12	29,262
BNS - Util Capital Reserve GIC	1,300,000
Util Reserves due to/from Util Oper	11,069
	<u>\$ 1,340,332</u>

LIABILITIES AND EQUITY

Invest. in Utility Capital Reserve	963,653
Invest. in Utility Operating Reserve	105,258
Invest. in Sewerage Outfall Reserve	271,422
	<u>\$ 1,340,332</u>

Town of Rothesay

Utilities Fund Operating Balance Sheet

As at 7/31/20

ASSETS

Current assets:

Accounts Receivable Net of Allowance	825,122
Total Current Assets	<u>825,122</u>

Other Assets:

Projects	370,196
	<u>370,196</u>

TOTAL ASSETS	<u>\$ 1,195,318</u>
--------------	---------------------

LIABILITIES

Accrued Payables	43,514
Due from General Fund	(1,143,202)
Due from (to) Capital Fund	400,000
Due to (from) Utility Reserve	11,069
Deferred Revenue	14,681
Total Liabilities	<u>(673,937)</u>

EQUITY

Surplus:

Opening Retained Earnings	25,641
Profit (Loss) to Date	1,843,615
	<u>1,869,256</u>

TOTAL LIABILITIES & EQUITY	<u>\$ 1,195,318</u>
----------------------------	---------------------

Town of Rothesay
Utilities Operating Income Statement
7 Months Ended 7/31/20

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	6,661	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	(93)	0	1,657,615	1,650,000	7,615		1,650,000
Connection Fees	2,700	5,833	52,175	40,833	11,342	2	70,000
Interest Earned	10,017	5,417	68,403	37,917	30,487	3	65,000
Misc. Revenue	1,050	49	3,100	344	2,756		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	20,336	11,299	2,830,988	2,778,655	52,333		3,400,000
WATER SUPPLY							
Share of Overhead Expenses	0	0	200,000	200,000	0		400,000
Audit/Legal/Training	237	708	6,321	7,958	1,637		11,500
Purification & Treatment	26,019	28,333	145,871	218,333	72,463	5	360,000
Transmission & Distribution	32,923	6,667	56,353	78,667	22,314	6	112,000
Power & Pumping	3,287	4,167	27,908	29,167	1,258		50,000
Billing/Collections	97	250	1,553	1,750	197		3,000
Water Purchased	337	63	760	438	(322)		750
Misc. Expenses	0	1,500	6,471	10,500	4,029		18,000
TOTAL WATER SUPPLY	62,900	41,688	445,236	546,813	101,576		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	10,500	4,137		13,000
Collection System Maintenance	5,175	2,667	14,069	18,667	4,598		64,000
Sewer Claims	5,606	5,000	14,924	15,000	76		20,000
Lift Stations	1,339	5,417	24,166	37,917	13,751		65,000
Treatment/Disposal	5,034	6,417	48,207	59,917	11,710		92,000
Infiltration Study	0	0	5,872	0	(5,872)	7	0
Misc. Expenses	68	1,167	7,051	8,167	1,116		14,000
TOTAL SWGE COLLECTION & DISPOSAL	17,223	21,167	420,651	450,167	29,516		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	80,123	62,854	987,373	1,118,465	131,092		3,400,000
NET INCOME (LOSS) FOR THE PERIOD	(59,787)	(51,555)	1,843,615	1,660,189	183,425		1

Town of Rothesay

Variance Report - Utility Operating
7 Months Ended July 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	52,175	40,833	11,342	Apartment building
3	Interest Earned	68,403	37,917	30,486	Interest on receivables
4	Infrastructure Grants	21,050	-	21,050	Balance of Small Communities Fund
Water Supply					
5	Purification /Treatment	145,871	218,333	72,462	Flushing not started
6	Transmission / Distribution	56,353	78,667	22,314	Timing
Sewerage Collection and Disposal					
7	Infiltration Study	\$ 5,872	\$ -	\$ (5,872)	Refunded by grants
Fiscal Services					
				\$ -	

2020September14OpenSessionFINAL_087

Town of Rothesay

Capital Projects 2020

Utility Fund

7 Months Ended 7/31/20

	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		12,518	237,482		
12045530 Water Tower Repairs W-2020-007	-		189,571	-189,571		
	<u>\$ 900,000</u>	<u>\$ -</u>	<u>\$ 202,089</u>	<u>\$ 697,912</u>		
SEWER						
12045030 Turnbull Court Design S-2020-001	1,110,000		11,848	1,098,152		
12044830 Sewer Costs in Asphalt Contract T-2020-005	100,000		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>150,063</u>	<u>2,724,937</u>		
Total Approved	<u>3,675,000</u>	<u>100,000</u>	<u>352,152</u>	<u>3,422,848</u>		
Carryovers						
Funded from Reserves						
12042330 Wastewater Treatment Plant - S-2014-016-A	-		18,044	-18,044		
	<u>0</u>	<u>0</u>	<u>18,044</u>	<u>-18,044</u>		
	<u>3,675,000</u>	<u>100,000</u>	<u>370,196</u>	<u>3,404,804</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>

2020September14OpenSessionFINAL_088

Town of Rothesay

Capital Projects 2020

Utility Fund

8 Months Ended 8/31/20

DRAFT!

	Original BUDGET	Revisions	CURRENT Y-T-D	Remaining Budget		
WATER						
12045330 Station Road Water Line Replacement W-2020-003	250,000		0	250,000		
12044330 Shadow Hill Watermain W-2020-002	400,000		0	400,000		
12043430 Well Development - Quality W-2020-004	250,000		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		11,848	1,098,152		
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>150,063</u>	<u>2,724,937</u>		
Total Approved	<u>3,675,000</u>	<u>100,000</u>	<u>369,026</u>	<u>3,405,974</u>		
Carryovers						
Funded from Reserves						
12042330 Wastewater Treatment Plant - S-2014-016-A	-		18,044	-18,044		
	<u>0</u>	<u>0</u>	<u>18,044</u>	<u>-18,044</u>		
	<u>3,675,000</u>	<u>100,000</u>	<u>387,071</u>	<u>3,387,929</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

2020-07-31 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>	
		-	
Other:			
Kennebecasis Crimestoppers	2,800.00		Protective Services
KV Committee for the Disabled	5,500.00	4,000.00	Transportation
PRO Kids	7,500.00		Recreation

TOWN OF ROTHESAY

FINANCE COMMITTEE
VIA TELECONFERENCE
September 3, 2020

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

The meeting was called to order at 8:35. The agenda and minutes of July 23, 2020 were accepted as presented with the addition of 3)d) Teddy Bear Fair and 8)a) Item from Closed Session. (NG/DS)

July Financial Statements

General Fund – Treasurer MacDonald reviewed the variance report and added the following comments:

- Sales of Services Revenue is under budget due to closures.
- Miscellaneous Revenue is higher than budget and includes sales of used equipment.
- Solicitor costs are under budget as fewer services have been required to date.
- IT purchases have not yet been incurred but are expected later in the year.
- Protective Services will likely be over budget for extraneous costs.
- Operating costs on the arena are down due to closure.
- On Capital, the Asphalt is showing over budget, but the breakdown of Utilities overall will show closer to budget. The arena incudes \$220,000 in paving.

The Committee requested a breakdown of 2020 Flood Costs which will be provided at the next meeting. In response to a query from Councillor Shea the Town Manager informed the committee the storm water management project is in progress, but will not likely be completed in 2020.

Utility Fund – Treasurer MacDonald noted the next Water Revenue billing will be the end of Sept. and we expect to monitor revenues as to whether the variance will reverse. Expenditure variances are primarily due to timing as the department holds off on some work until later in the year to ensure funds are available.

Final results will depend on the amount of capital work funded through operating, including the water tower repairs however small surpluses are expected in both funds.

The financial statements were accepted as presented. (NG/DS)

Donations

The summary was accepted as presented. The Treasurer noted certain grants are only paid when a request is received (for example the rent subsidy to the Vocation Training Centre).

Requests – Symphony NB - \$3,000 – it was agreed this should be referred to the 2021 budget. (NG/DS)

St. Joseph's Hospital Foundation - \$1,000 – it was agreed to **recommend to Council to donate \$1,000 from this year's budget.** (NG/DS)

NB Medical Education - \$5,000 - it was agreed this should be referred to the 2021 budget. (DS/NG)

Teddy Bear Fair – Make a Wish Foundation – it was agreed to donate \$500 to this event under the Mayor's authority. (NG/DS)

KRJBPC Funding Request

As the Chief has not been contacted it was agreed to leave this on the table.

Council Referral re: Recreational Facility

Councillor Shea noted the Agenda should reflect the request was not identified correctly as "Arena" and should more correctly be referred to as the recreational facility as discussions included wellness centre, senior centre, etc. Councillor Shea would like the information as he does not feel the citizens are aware of costs incurred over the years. Mayor Grant noted everything is in the minutes and we are proceeding on arena renovations therefore there is no benefit to revisiting the history.

Moved by Councillor Shea – recommend to Council to have staff address the questions posed in the memo. The motion did not have a seconder, motion failed.

Moved to **recommend to Council to receive and file the memo from Councillor Shea, (MA/NG, nay recorded by DS) Carried.**

Debt Application –

Treasurer MacDonald noted the debt application is required to obtain debentures from the Province of New Brunswick related to capital projects. The current request relates to financing projects already concluded or to be completed in 2020, including purchase of fire apparatus and sewer work.

Moved to **recommend to Council that the Clerk and/or Treasurer and/or Mayor be authorized it issue and sell to the New Brunswick Municipal Finance Corporation a Municipality of Rothesay debenture in the principal amount of \$1,100,000 on such terms and**

conditions as are recommended by the New Brunswick Municipal Finance Corporation, and be it resolved that the Municipality of Rothesay agree to issue post-dated cheques payable to the New Brunswick Municipal Finance Corporation as and when they are requested in payment of principal and interest charges on the above debenture.

Budget Schedule –

The Treasurer confirmed the date of the Joint Finance committee with Quispamsis has been confirmed as Sept. 24th. The remaining tentative schedule was accepted as presented, with the October 22 meeting changed to October 21.

Compliance Report

For information.

Item from Closed Session

It was agreed to **recommend to Council to accept the 2021 budget for the Regional Facilities as submitted. (NG/DS)**

Next Meeting

The Joint Finance meeting with Quispamsis will be via teleconference on Sept. 24, likely in the morning with our regular meeting following. . The meeting adjourned at 9:20.

Councillor Grant Brenan, Chairman

Ellen K Steeves, Recording Secretary



2020September14OpenSessionFINAL_093

ROTHESAY

INTEROFFICE MEMORANDUM



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

The Finance Committee at its meeting of September 3, 2020 recommended the following motion:

Council approve a grant request from the St. Joseph's Hospital Foundation in the amount of \$1,000.00.

Doug MacDonald

From: Flood, Laurie (SJH Foundation) (HorizonNB) <Laurie.Flood@HorizonNB.ca>
Sent: August 14, 2020 4:19 PM
To: Doug MacDonald
Subject: September for St. Joe's
Attachments: 2019GrantsDonations Town of Rothesay.pdf; September for St. Joseph's Final.pdf

Doug

I hope you are well and finding ways to manage the many challenges of COVID-19. We miss seeing you every once in awhile.

Last year the town of Rothesay's support helped bring new equipment and technology to our Corneal Transplant program giving many patients the gift of sight. For 2020 we are committed to raising funds in support of Minimally Invasive Sinus Surgery and we sincerely hope that you will join us.

If you've ever had a sinus infection, you know how debilitating this can be. Your nose is congested and it is hard to breathe. Thick mucus irritates that back of your throat. Your face, head and even your teeth hurt from the pressure. You have no sense of smell or taste and your tired and irritable. Congestion, headaches, fatigue and loss of taste and smell are just a few of the symptoms. You are miserable! For 10%-15% of the population this happens regularly and we want to help.

As you know COVID-19 has changed how the Foundation will be raising funds this year, we have had to cancel our in person events like "Late Night with the Foundation" yet we are determined to meet our commitments to the patients we serve. I am excited to announce that our very generous Friends at Acadia Broadcasting, 97.3 the Wave and CHSJ Country 94.1 Will be supporting **September for St. Joe's** to help us reach our goal for Sinus Surgery here at St. Joseph's.

I have attached our sponsorship package and the Town's application for your review and consideration. If you are interested in learning more please feel free to contact me at your convenience. If you are not in a position to join us as a sponsor this year we understand as this will be a difficult time for many in our community. If you are able to help in any way it will make a difference for the patients we serve.

Laurie

Laurie Flood
Executive Director
St. Joseph's Hospital Foundation
506-632-5596
(M) 506-651-2422
Laurie.Flood@Horizonnb.ca

DONATE NOW >

----- Horizon Health Network Disclaimer -----

This e-mail communication (including any or all attachments) is intended

SCHEDULE A

Application for Rothesay Municipal Grant

App. Date: August 14, 2020

Applicant: St. Joseph's Hospital Foundation

Address: 130 Bayard Drive, Saint John, N.B. E2L 3L6

Contact: Laurie Flood Tel. 632-5596

Email: laurie.flood@horizonnb.ca

Organization Description: St. Joseph's Hospital Foundation raises funds for equipment, research and education; it manages those funds professionally and develops valuable partnership for the benefit of St. Joseph's Hospital.

Amount Requested: \$ 1000

Descriptions of proposed event or activity: September for St. Joe's Please see sponsorship package

Project costs: \$150,000

Benefits to town of Rothesay: St. Joseph's Hospital has provided health care to the greater Saint John Community including the town of Rothesay for over 100 years. The community has always played an integral role in the caring and compassionat service provided to our patients. In 2018 your support helped purchase a 3D Mammography Unit for Breast Health and in 2019 you supported the Corneal transplant program. Your support for 2020 will provide support for Minimally Invasive Sinus Surgery at St. Joseph's Hospital.

All records in the custody and control of the town of Rothesay are subject to the provisions of the Right to Information and Protection of Privacy Act ("the Act"), SNB 2009, c R-10.6 and may be subject to disclosure under the provisions of "the Act". The information collected on this form may be shared with internal departments, external agencies or released at a public Town Council or committee meeting.

Any questions regarding the collection of this information can be directed to the Rothesay Town Clerk, 70 Hampton Road, Rothesay, NB E2E 5L5 (506-848-6664).



September St. for Joe's

SUPPORTING MINIMALLY INVASIVE
SINUS SURGERY



Help your neighbours breathe easy

Bringing Minimally Invasive Sinus Surgery to St. Joseph's

Thank you for your consideration in joining us in bringing Minimally Invasive Sinus Surgery to St. Joseph's Hospital. Your investment will provide significant benefits to patients throughout the province.

The current wait time for ENT image guided surgery is 12-24 months. The addition of ENT image guided surgery at St. Joseph's will significantly reduce wait times for ENT patients. In fact, we anticipate that initially 50 patients a year will benefit, however this number will increase as St. Joseph's Hospital establishes itself as a centre for minimally invasive sinus surgery.

Providing current technology for Minimally Invasive Sinus Surgery will result in optimal patient care, reduced wait times and improved patient experience and

outcomes. Supporting this initiative will empower our healthcare team to go beyond standard care and deliver excellence to the entire community.

Dr. Christopher J. Chin, Rhinologist and Anterior Skull-base Surgeon said: "The ENT Navigation System is a perfect fit for St. Joseph's Day Surgery Program. The equipment will allow for more complex surgeries at St. Joseph's therefore providing better faster access for patients. Having this new 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."

The addition of Endoscopic Sinus Surgery at St. Joseph's will allow for the treatment of patients suffering from acute sinus

infections or those who have chronic rhinosinusitis. An estimated 10% - 15% of the population have this condition.

Patients commonly suffer with excessive coughing, congestion, nasal discharge, post nasal discharge, post nasal drip, facial pressure, headaches, sinus infection, inflammation and more. Patients also suffer from fatigue, decreased mental clarity and concentration, negative effect on mood, pain, loss of energy and physical functioning. Endoscopic Sinus Surgery has a significant impact on Patients' quality of life.

Please choose a sponsorship package that suits your philanthropic needs or call the Foundation office to discuss further opportunities (506) 632-5595.

For More Information please call 632-5595
Stjosephshospitalfoundation.com Find us on Facebook

St. Joseph's Hospital
Foundation



La Fondation
De L'Hôpital St. Joseph

Sponsorship Opportunities



September St. Joe's

SUPPORTING MINIMALLY INVASIVE
SINUS SURGERY



Help your neighbours breathe easy

GOLD SPONSORSHIP: \$5000

- Name mention in 30 live announcer mentions per station
- Name mention in 30 promo's per station
- 1 recorded 20 second message explaining why they give
- Full colour logo on all print material
- E-mail to Foundation contacts 4 scheduled pre -event e-mails and 2 scheduled post event e-mails
- Logo and link on Foundation website
- Pre-event posts on Foundation Facebook page
- Post event thank you on Foundation Facebook page
- Full colour logo on banner in Hospital lobby viewed by 500-1000 patients daily

SILVER SPONSORSHIP: \$2500

- Name mention in 15 live announcer mentions per station
- Name mention in 15 promo's per station
- 1 recorded 20 second message explaining why they give
- 1 Cheque Presentation
- Full colour logo on all print material
- E-mail to Foundation contacts 4 scheduled pre-event e-mails and 2 scheduled post event e-mails
- Pre-event posts on Foundation Facebook page
- Full colour logo on banner in Hospital lobby viewed by 500-1000 patients daily
- Post event thank you on Foundation Facebook page
- Logo and link on Foundation website

BRONZE SPONSOR: \$1000

- Name mention in 7 live announcer mentions per station
- Name mention in 7 promo's per station
- 1 recorded 20 second message explaining why they give
- Full colour logo on all print material
- E-mail to Foundation contacts 4 scheduled pre -event e-mails and 2 scheduled post event e-mails
- Pre-event posts on Foundation Facebook page
- Logo and link on Foundation website
- Full colour logo on banner in Hospital Lobby viewed by 500-1000 patients daily
- Post event thank you on Foundation Facebook page

OTHER:

For those who would like to help but cannot commit to a sponsorship, we encourage you to come on board any way you can. You can help by hosting a community event with proceeds dedicated to St. Joe's. Your partnership will bring us that much closer to our goal and ensure quality healthcare for your family, friends and neighbours.

For More Information please call 632-5595
Stjosephshospitalfoundation.com Find us on Facebook

St. Joseph's Hospital
Foundation



La Fondation
De L'Hôpital St. Joseph



2020September14OpenSessionFINAL_098

ROTHESAY

INTEROFFICE MEMORANDUM



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

The Finance Committee at its meeting of September 3, 2020 recommended the following motion:

Council receive and file the request from Councillor Shea regarding recreational facility, and related, costs.



2020 September 14 Open Session FINAL_099

ROTHESAY

INTEROFFICE MEMORANDUM



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

The Finance Committee at its meeting of September 3, 2020 recommended the following motion:

Resolved that the Clerk and/or Treasurer and/or Mayor be authorized to issue and sell to the New Brunswick Municipal Finance Corporation a Municipality of Rothesay debenture in the principal amount of \$1,100,000 on such terms and conditions as are recommended by the New Brunswick Municipal Finance Corporation, and be it resolved that the Municipality of Rothesay agree to issue post-dated cheques payable to the New Brunswick Municipal Finance Corporation as and when they are requested in payment of principal and interest charges on the above debenture.



ROTHESAY

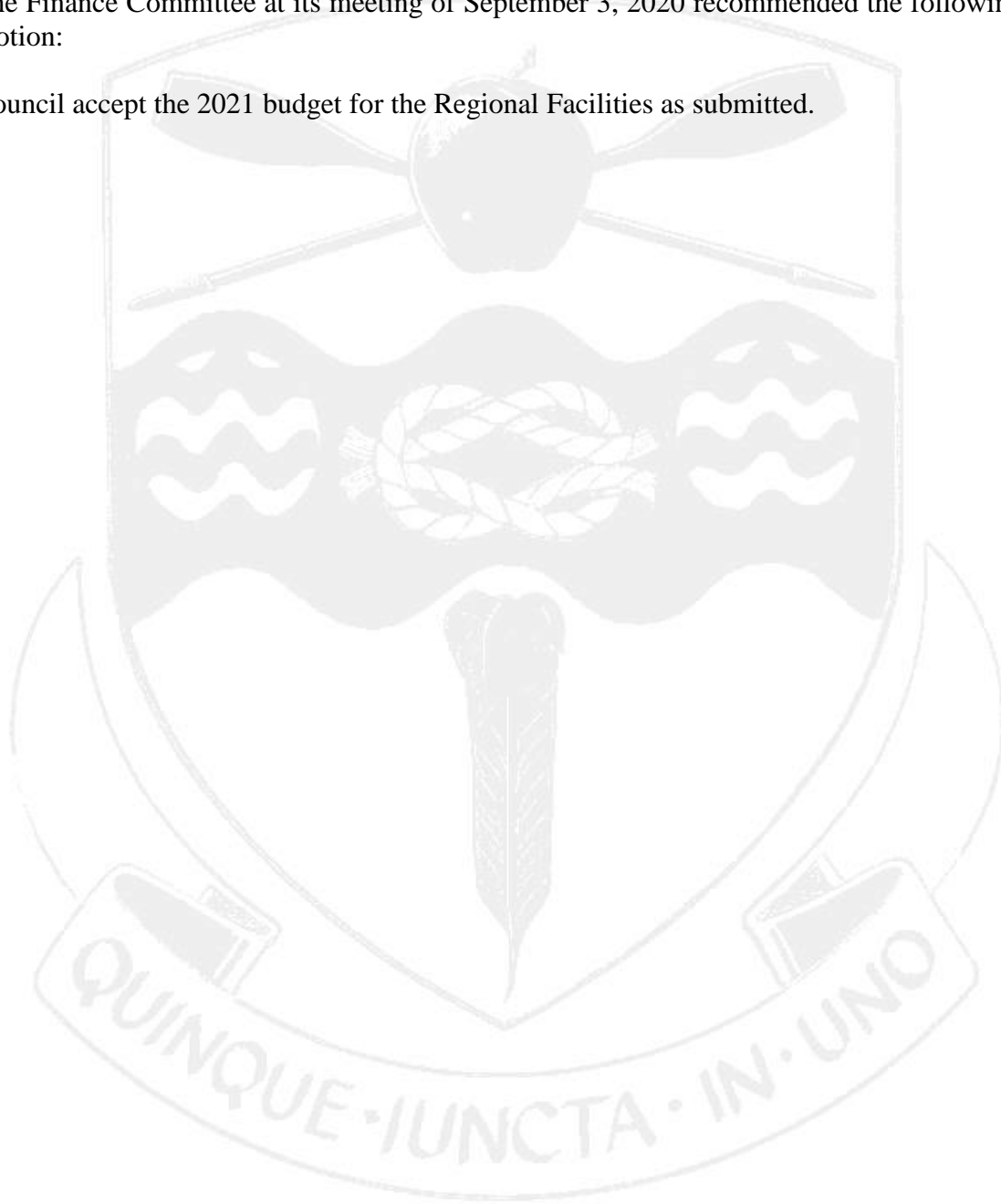
INTEROFFICE MEMORANDUM



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

The Finance Committee at its meeting of September 3, 2020 recommended the following motion:

Council accept the 2021 budget for the Regional Facilities as submitted.



REGIONAL FACILITIES COMMISSION

2020-08-31

2021 Approved Budget

2020 September 14 Open Session FINAL - 101

	<u>Harbour</u>	<u>Imperial</u>	<u>Trade</u>	<u>Aquatic</u>	<u>Arts</u>	<u>Total</u>
	<u>Station</u>		<u>Centre</u>	<u>Centre</u>	<u>Centre</u>	
2020 Approved Operating	899,970	548,604	457,694	742,000	208,326	2,856,594
Other			446,964			446,964
Prior Yr Sick Leave Accrual				-		-
Capital Expenditures				135,000		135,000
Surplus/ (Deficit) 2018	3		(29,707)	(466,803)		(496,507)
Proceeds Received in advance of 2019				325,000		325,000
TOTAL	899,967	548,604	934,365	1,018,803	208,326	3,610,065
2021 Approved Operating	846,296	500,000	400,000	599,000	229,132	2,574,428
Other			446,964			446,964
Prior Yr. Sick Leave Accrual						-
Capital Expenditures						-
Surplus/(Deficit) from 2nd preceding year (2019)	69,643		2,388	(172,908)		(100,877)
	\$ 776,653	\$ 500,000	\$ 844,576	\$ 771,908	\$ 229,132	\$ 3,122,269

Municipal Contributions:

	2020 Tax							Total Share
2021 Approved	Base							
Grand Bay/Westfield	\$	382,520,350	3.621%	28,123	18,105	30,582	27,951	\$ 113,058
Quispamsis		1,800,765,800	17.047%	132,396	85,235	143,975	131,587	532,253
Rothsay		1,330,037,450	12.591%	97,788	62,955	106,341	97,191	393,125
Saint John		7,050,026,572	66.740%	518,346	333,705	563,678	515,179	2,083,833
Total	\$	10,563,350,172	100.00%	776,653	500,000	844,576	771,908	\$ 3,122,269
	2019 Tax							Total Share
2020 Approved	Base							
Grand Bay/Westfield	\$	375,785,600	3.634%	32,705	19,936	33,955	37,023	\$ 131,190
Quispamsis		1,748,060,900	16.905%	152,139	92,742	157,954	172,229	610,282
Rothsay		1,293,791,950	12.512%	112,604	68,641	116,908	127,473	451,692
Saint John		6,923,084,249	66.950%	602,519	367,285	625,548	682,078	2,416,901
Total	\$	10,340,722,699	100.00%	899,967	548,604	934,365	208,326	\$ 3,610,065



ROTHESAY

2020 September 14 Open Session FINAL 102
Rothesay Hive Advisory Committee Meeting

Tuesday, August 18, 2020

Bill McGuire Centre

5:00 p.m.



DRAFT

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

INTERIM RECREATION COORDINATOR KIRSTIN DUFFLEY
RECORDING SECRETARY LIZ POMEROY

YMCA OF GREATER SAINT JOHN (GSJ)

ADRIENNE BOUDREAU, CHIEF OPERATING OFFICER
CARA COES, GENERAL MANAGER, HEALTH, MEMBERSHIP & RECREATION
LORI WOODROFFE, FITNESS COACH (*left the meeting at 5:45 p.m.*)

ABSENT: JULIE ATKINSON
ANGELA PROSSER (CAMPBELL)
NATALIE REID, MANAGER, IRVING OIL FIELDHOUSE & COMMUNITY
DEVELOPMENT (YMCA)
TOWN MANAGER JOHN JARVIE

1. CALL TO ORDER

Counc. Wells called the Open Session meeting to order at 5:00 p.m. and welcomed Adrienne Boudreau, Cara Coes, and Lori Woodroffe from the YMCA of Greater Saint John.

2. APPROVAL OF MINUTES

➤ 21 July 2020

MOVED by S. Jennings and seconded by N. Stephenson the minutes of July 21, 2020 be approved as circulated.

CARRIED.

3. RH MEMBER QUESTIONNAIRE

L. Woodroffe reported the following:

- 47/57 Rothesay Hive members were called, including members that switched to full YMCA memberships
- Many responses were repetitious thus the questionnaire concluded after 47 calls
- 90% indicated an interest in returning to the Rothesay Hive if pandemic protocols are implemented
 - o Concern was expressed regarding the possible threat of a second wave of the pandemic, limited capacity of the facility, and younger members are cautious of the risk to older members
- 17% or 8 individuals expressed interest in attending programs at the Bill McGuire Centre
- 85% own either a computer, laptop, or tablet; the remaining 15% are elder members

- 2 members expressed interest in attending webinars or participating in online programming
- Members reported interest in the following activities and services:
 - 90% Fitness
 - Some existing practices have been impacted by the pandemic so it may be beneficial to continue the foot care service
 - 80% Coffee and Chat
 - Preference if it follows either a fitness class or art program
 - 50% Arts and Crafts
 - 80% Potluck
 - 20% Cards and Games
 - 10% Intellectual Services such as computer access and learning, information sessions, and a resource center
- With the exception of two respondents, that did not have a preference, all members prefer morning or afternoon programs rather than evening
- 15% were agreeable to regular phone check-ins by Rothesay Hive volunteers or YMCA staff, especially with updates pertaining to the pandemic
- 20% are willing to volunteer at the Rothesay Hive but are not interested in a commitment
- Members are willing to pay a maximum annual membership fee of \$75 inclusive of additional program charges
 - Members are anticipating an increase as a result of the pandemic
 - The additional fees or “pay as you go” model is preferred as this presents less of a commitment
- Comments received indicate members are in favour of reopening the facility as it provided purpose for members as well as opportunities to socialize, meet new people, and try new activities.

Counc. Wells thanked L. Woodroffe for her role in conducting the questionnaire and collecting the data.

The Committee agreed there is potential for success as the facility was building momentum before it closed. With the information collected from the questionnaire it is believed a new model can be developed to reopen the facility, with a focus on preferred programs that operate in a safe and feasible manner. It was noted the pandemic may limit the ability to offer programs at Touchstone Academy or Rothesay High School; however, programs can continue at the Rothesay Hive with adjustments to program schedules, class sizes, or creating “bubble” group participation (ex. members commit to a 6 week program). It was suggested members may be more receptive to attending programs at the Bill McGuire Centre if transportation is provided and members are introduced to the Centre through a trial. L. Woodroffe noted members indicated they prefer the atmosphere of the Rothesay Hive, adding they don’t mind parking across the street to access the facility.

The Committee discussed: options to accommodate demand in the limited space, ways to mirror the consistency experienced with a full-time coordinator, and the registration process for programs before the closure. It was noted there was a “core group” of individuals that frequented the Rothesay Hive regularly prior to its closure. It was suggested a phased approach be used to reopen the facility as this will create a comfortable way to reintroduce the facility to members that may be hesitant to return during the pandemic. An operational plan outlining pandemic protocols is required before the facility is reopened. A. Boudreau clarified the plan does not need to be submitted for approval but must be available if requested. C. Coes noted the Rothesay Hive plan would be a branch of the existing YMCA protocols.

The Committee stressed the importance of contact tracing, and communicating protocols to members.

The Committee thanked L. Woodroffe for her report. L. Woodroffe added members were informed they will receive an update on the facility in the fall. She thanked the Committee, and left the meeting.

There was discussion with respect to the need to address challenges faced before the pandemic, as well as respond to unforeseen issues that may arise during this unprecedented time. It was suggested an Open House event be scheduled prior to reopening to introduce existing members, and the public, to the new protocols and changes.

4. AGREEMENT BETWEEN TOWN OF ROTHESAY & YMCA

There was consensus to develop an agreement to reopen the Rothesay Hive through a phased approach. Suggestions were made regarding logistics. In response to an inquiry, it was noted the reopening would be announced to members, and the public, through typical communication strategies employed by the YMCA and the Town, including social media. R. Taylor suggested the facility be reopened near the end of September to determine if there will be a spike in COVID cases following students return to school.

5. NEXT STEPS

C. Coes noted she will contact Town Manager Jarvie to discuss the next steps.

6. DATE OF NEXT MEETING:

The date of the next meeting is to be determined.

7. ADJOURNMENT

MOVED by N. Stephenson and seconded by R. Taylor the meeting be adjourned.

CARRIED.

The meeting adjourned at 6:00 p.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY
2020 September 14 Open Session FINAL 105
WORKS AND UTILITIES COMMITTEE MEETING
BY TELECONFERENCE

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

Wednesday, September 2, 2020 at 5:30 p.m.



DRAFT

PRESENT: DEPUTY MAYOR ALEXANDER, CHAIRPERSON
COUNCILLOR MIRIAM WELLS
SHAWN CARTER
PETER GRAHAM, VICE CHAIRPERSON

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

MAYOR NANCY GRANT (*left the teleconference at 6:20 p.m.*)

ABSENT: PAUL BOUDREAU
MARK McALOON
ANN McALLISTER

Chairperson Alexander called the teleconference to order at 5:30 p.m.

1. APPROVAL OF AGENDA

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

CARRIED.

2. APPROVAL OF MINUTES

2.1 Regular Works and Utilities Committee meeting of July 15, 2020.

MOVED by Counc. Wells and seconded by P. Graham the minutes of July 15, 2020 be adopted as circulated.

CARRIED.

3. DELEGATIONS

3.1 Kennebecasis Regional Police Force

Sgt. Evan Scott of the Kennebecasis Regional Police Force (KRPF) was on the call. Deputy Mayor Alexander relayed that the Town receives complaints of speeding, and requests for enforcement and traffic calming measures on a regular basis. He listed recent problematic areas such as Grove Avenue, Highland Avenue, and Rothesay Road. Sgt. Scott reported it is common for the KRPF to be inundated with traffic related complaints, speeding being predominant, and noted there are several active files including Grove Avenue and Highland Avenue. He explained the KRPF are informed of traffic related concerns by both towns – Rothesay and Quispamsis, calls into the Traffic Services Division of the KRPF (847-6347), and more recently through the online Traffic Complaint Form on the KRPF website. Once a complaint is received it is directed to a Traffic Officer for investigation, and a file is created. Police presence, or speed radar signs, in problematic areas are effective but only temporarily; permanent solutions typically involve structural traffic calming measures (ex. speed bumps, or narrowing of roads) however such measures are not without their shortcomings (i.e. cost, land required).

When questioned, Sgt. Scott noted minimal complaints have been received through the online Traffic Complaint Form, likely due to its recent introduction less than a month ago. It is suspected submissions will increase over time as it allows community members to submit concerns without the feeling of “inconveniencing” KRPF staff. In response to an inquiry, Sgt. Scott noted community members are encouraged to submit license plate information, as well as a description of the subject vehicle, to ensure the correct individual is identified. Counc. Wells requested the link to the Traffic Complaint Form be shared by the Town to inform residents. Deputy Mayor Alexander added the KRPF has advertised the link on its social media platforms. Sgt. Scott noted there is interest in the development of a mobile app however it is not feasible at this time. Counc. Wells suggested inviting students to collaborate on the project to reduce the cost.

Sgt. Scott explained the GPS system in police vehicles uses “geofencing” to track the frequency of police presence in specific zones. This information is then shared with community members during follow-ups.

The Committee expressed interest in inviting Sgt. Scott to present to Council as an opportunity to further promote the online Traffic Complaint Form. Deputy Mayor Alexander noted there was a media article announcing the introduction of the online Traffic Complaint Form.

Counc. Wells commented on recent traffic complaints received in the area of James Renforth Drive. Sgt. Scott noted there is an active file on James Renforth Drive, and a device was placed in the area to record the speed of vehicles over a 1-2 week period to determine the validity of the concerns. He added within the last month more tickets were issued for parking and “squealing” tires than speeding. S. Carter questioned if KRPF vehicles visit problematic areas on a set schedule. Sgt. Scott noted data collected from complaints and speed radar devices helps determine when police presence will be most effective in specific areas. He added visits to problematic areas can range but typically follow a similar pattern in order to address specific time periods.

Sgt. Scott noted the KRPF continues to explore ways to proactively address these concerns, especially through suggestions for changes to the Motor Vehicle Act. He commented on the benefits of photo radar, if used as a resource to improve public safety rather than generate revenue.

When questioned, Town Manager Jarvie agreed to follow up regarding a date for Sgt. Scott to present to Council. The group thanked Sgt. Scott, and he left the teleconference.

4. REPORTS & PRESENTATIONS

N/A

5. UNFINISHED BUSINESS:

5.1 Capital Projects Summary

Deputy Mayor Alexander reported arena renovations are underway, and questioned the status of the 2020 Street Resurfacing program. DO McLean advised street resurfacing is mostly complete with the exception of one final tender scheduled to close next week. Counc. Wells inquired about the recent activity at 6 Hampton Road. Deputy Mayor Alexander noted soil remediation is underway on the property.

Town Manager Jarvie reported challenges with the removal of lead paint from the Rothesay arena. He noted due to complications the work will continue until the end of the month, and then resume again in the spring. The stands will be temporarily removed, and replaced with bleachers from one of the ball fields. It was suggested an update be requested from the contractor to apprise Council of the issue.

5.2 Solid Waste Tonnage Report

Deputy Mayor Alexander reported the Fundy Regional Service Commission is rewarding recycling “superstars” with yellow recycling bins.

5.2.1 Solid Waste Collection Contract

Town Manager Jarvie advised the deadline for bids is September 25th; currently Town staff have identified two potential bidders. In response to an inquiry, Town Manager Jarvie advised a comparison for “in-house” provision of the service will not be provided unless the bids substantially exceed estimates. Mayor Grant questioned if the contract includes an extension of the service to apartment buildings. Town Manager Jarvie reported a discussion with the Fundy Regional Service Commission determined the logistics of providing the service to apartment buildings would be challenging and may be better suited to explore in the future.

5.3 Mulberry Lane

➤ 31 August 2020

Report prepared by DO McLean

When questioned, DO McLean advised illustrations are available that show the options for the layout of the turnaround. He noted the emails in the report demonstrate a small portion of the back and forth discussion between Town staff and the property owner of 9 Mulberry Lane regarding the project, and the design of the turnaround. The property owner was not amenable to the three initial options presented, and offered suggestions. Intermittent suggestions were used to create alternate iterations of the initial three proposals, resulting in a final count of six different designs. Approval to proceed was granted by the other owner of the property during an onsite meeting on November 19, 2019. A land survey was completed and work began to prepare the land, for construction of the turnaround, when the property owner invoked a stop work order citing dissatisfaction with the current plan. The final plan, requested by the property owner, shifted the location of the turnaround further from the existing roadbed therefore requiring another land survey, further land acquisition, as well as extensive work to remove organic material for proper construction of the road base. DO McLean explained the total cost exceeded estimates primarily because unforeseen expenses were required to accommodate the “last minute” changes requested by the property owner once work was underway.

DO McLean reported the Town’s current contribution includes: an equal share as a property owner, \$11,000 that would have otherwise been allocated to future maintenance costs had the project not advanced, and the absorption of engineering costs for various design plans for the turnaround. Town Manager Jarvie commented that a property owner questioned whether a turnaround was necessary, and if the cost should be borne by the property owners since snow plows, garbage trucks, and emergency vehicles entered and exited the area beforehand through use of private property. DO McLean advised property owners were informed, during early discussions, that a turnaround was necessary in order to comply with Town standards for public roads. He noted there may be examples of transgressions in other areas but Town staff are working diligently to correct these issues as opportunities arise, and to ensure consistency is maintained in the future.

The Committee asked if there is a way to provide further relief by alleviating some of the additional cost. DO McLean advised the decision would be at Council's discretion. It was suggested the item be tabled to ensure proper due diligence by allowing the Committee to review the drawings of the proposed layouts for the turnaround.

MOVED by Counc. Wells and seconded by S. Carter the item be tabled pending provision of the six illustrations presented for construction of the turnaround.

CARRIED.

5.4 Discussion on Private Lanes Policy

No action at this time.

5.5 Update on request to extend street sweeper route on Rothesay Road

Town Manager Jarvie advised Town staff are monitoring the area however the accumulation of debris appears minimal. Deputy Mayor Alexander confirmed this, commenting on his recent travels through the area.

Mayor Grant left the teleconference.

6. CORRESPONDENCE FOR ACTION

6.1 12 July 2020 Email from resident RE: Request for maintenance of berm on Summer Haven Crescent

Town Manager Jarvie advised: the berm was constructed by the developer without approval from the Town – but with consent from property owners on Gibbon Road, to act as a screen while construction on Summer Haven Crescent was underway; the berm is situated on both Town right-of-way, and private properties; and typically land between the road bed and the property line of the right of way is maintained by the adjacent property owner as indicated in By-law 1-17.

If there is interest in maintaining the berm it could be suggested the benefitting properties, on both Gibbon Road and Summer Haven Crescent, discuss such an agreement. An alternative option is to replace the portion of mulch on the Town right-of-way with soil and sod, but maintenance will be the responsibility of adjacent property owners. The Town is unable to remove the existing trees as they are situated on private property. When questioned, DO McLean noted Town staff have taken proactive measures with recent projects to ensure all berms are constructed entirely on private property and do not encroach on Town right-of-way.

In response to an inquiry, it was noted the two “additional” lots were not included in the agreement because they were created by subdividing an existing property that fronted on Gibbon Road.

It was agreed Town staff will contact property owners on Gibbon Road, adjacent to the berm, to determine their perspective on the matter.

6.2 23 July 2020 Email from resident RE: Request for three way stop at Highland/Crestwood

DO McLean advised this is the only complaint he has received for Highland Avenue and Crestwood Drive. More complaints were received for the area of Highland Avenue and Harry Miller Court. Town staff will install “speed pucks” at Highland Avenue/Crestwood Drive to conduct a speed survey. It was agreed the Committee will review the data at the next meeting to determine if action is warranted.

6.3 5 August 2020 Facebook Message from resident RE: Suicide Prevention/Crisis Hotline **MOVED** by Counc. Wells and seconded by P. Graham to provide in-kind installation of Suicide Prevention/Crisis Hotline signs at locations to be determined by Town staff and Mr. Murphy, and further the Town promote the initiative.

ON THE QUESTION:

In response to an inquiry, Town Manager Jarvie advised it is likely the signs will be installed in high traffic areas that allow the information to be read in a safe manner while adhering to the speed limit.

CARRIED.

6.4 6 August 2020 Email from resident RE: No Parking Signs on Tennis Court Road
DO McLean advised “No Parking” signs should not be present on Tennis Court Road as it is not a Restricted Parking Zone in the Traffic By-law. However, vehicles may be penalized if parked on a street having a measured width between curbs of less than 6.5 meters, or if they are preventing or obstructing the passing of other vehicles, as stated in the By-law.

He explained the Traffic By-law requires approval from the Registrar of Motor Vehicles, and the process can be cumbersome. To address this, and similar concerns, more efficiently Town staff are exploring the development of a separate by-law solely for parking. The Committee expressed interest in the development of a stand-alone parking by-law. DO McLean agreed to apprise the resident that Tennis Court Road is not a Restricted Parking Zone, but there is interest in developing a dedicated parking by-law.

6.5 9 August 2020 Email from resident RE: Parking at Renforth Wharf
DO McLean agreed to send a response informing the resident that there is a sign that prohibits overnight parking near the Renforth wharf. The Committee suggested these concerns be considered if a stand-alone parking by-law is created.

6.6 25 August 2020 Request from resident for “No Littering” signage on Dolan Road
The Committee agreed it is a reasonable request as the road abuts the Town’s watershed. DO McLean advised a “No Littering” sign will be ordered (cost estimated at approximately \$60) and installed on Dolan Road.

6.7 28 August 2020 Letter from Islay Avenue residents RE: Upcoming school year and increased traffic

After some discussion, it was suggested flashing speed radar signs be placed in the area to determine if there is a need for further action. DO McLean advised this can be arranged as the two devices on order are expected to arrive mid-September. A response will be sent to inform the resident: Islay Avenue is not currently in the Five Year Sidewalk Expansion Plan, however improving walkability throughout all of Rothesay remains a constant priority; flashing speed radar signs will be used to determine if further action is required; and concerns can also be submitted to the Kennebecasis Regional Police Force through the new online Traffic Complaint Form.

ROTHESAYWorks and Utilities Committee (via teleconference) ~~2020 September 14 Open Session~~ FINAL_110

Minutes

-6-

2 September 2020

- 6.8 31 August 2020 Email from resident RE: Request for “No Exit” and “Children Playing” signage on McConchie Drive

DO McLean advised it is not standard practice for the Town to provide signage for private lanes, or “Children Playing” signage outside of short-term events. The signs may not be warranted as McConchie Drive, a short road with two residences, likely experiences minimal traffic volumes presumably related to accessing the two properties. The Committee agreed the request be denied citing it is not standard practice for the Town to provide signage for private lanes, and further the resident be informed of the decision.

7. NEW BUSINESS

- 7.1 Fall Clean-Up dates

The Fall Clean-Up is scheduled for the week of November 9-13, 2020.

8. CORRESPONDENCE FOR INFORMATION

- 8.1 Climate Change Adaptation Plan

6 August 2020 Report prepared by DO McLean

RECEIVED FOR INFORMATION.

9. DATE OF NEXT MEETING

The next meeting will be Wednesday, September 23, 2020.

10. ADJOURNMENT

MOVED by Counc. Wells and seconded by S. Carter the meeting be adjourned.

CARRIED.

The meeting adjourned at 7:15 p.m.

CHAIRPERSON

RECORDING SECRETARY

Liz Pomeroy

From: Liz Pomeroy
Sent: August 10, 2020 11:07 AM
To: Liz Pomeroy
Subject: FW: no parking signs

From:
Sent: August 6, 2020 11:59 AM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: no parking signs

Hello – I live on Tennis Court Road.

I was wondering if you could review the no parking signs on our street?

There is a lot of parking across from our driveway by the Tennis Club and I am very concerned there will be an accident as the street is so narrow. A couple signs are obscured by leaves, and I think it would be wise to have a new sign right in front of the Tennis Club.

Thanks,

Liz Pomeroy

From: Liz Pomeroy
Sent: August 11, 2020 11:06 AM
To: Liz Pomeroy
Subject: FW: New message from

From: Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Sent: August 11, 2020 10:59 AM
To: Senior Staff <SeniorStaff@rothesay.ca>
Subject: FW: New message from

From: Town of Rothesay <rothesay@rothesay.ca>
Sent: August 11, 2020 10:55 AM
To: Rothesay Info <rothesay@rothesay.ca>
Subject: New message from

To: Town Manager, John Jarvie

Cc: Rothesay Mayor Grant & Council:

August 9, 2020

Given the wonderful summer we are having and the increase in boaters taking advantage of our beautiful river system, I feel a problem has developed requiring your help.

On any given weekend, boaters are leaving their cars at the Renforth Wharf parking lot, often from Friday afternoon until Sunday evening. On the August 1st long weekend, I observed the following while out for my daily 6:30am coffee run and then on to the wharf to enjoy the water view, 16 cars were occupying the 25 spaces or 64% of those available. This morning I once again counted 13 vehicles (52%), obviously left overnight.

There was also one car on the Shore Road, directly at the west entrance to the parking lot. Again the parking area must have been full when the car was left. I have also noticed that the lifeguards park their vehicle under the "no parking" sign at the beach area, often cars will park either in front or behind this vehicle.

I would suggest that overnight and/or weekend parking be eliminated for the following reasons:

It causes people wanting to use the playground, or beach, to park on the Shore Road, the wharf, the roadway leading to the wharf and boat launch. Parking at the Bill McGuire Centre for families with small children wanting to enjoy an hour or two of enjoyment would not be necessary if boaters did not occupy the aforementioned spaces for prolonged periods.

I respectfully ask Council to consider signage and /or whatever measures necessary to eliminate the above mentioned parking issues. Some suggestions might be: two or four hours maximum parking: no overnight parking: parking available at the Bill McGuire Center. Thank you for your attention to this matter.

Sincerely yours

126 Wiljac St
Rothesay NB

-126 Wiljac Street

Liz Pomeroy

From: Beverley Cote
Sent: August 25, 2020 2:18 PM
To: Brett McLean
Cc: Liz Pomeroy
Subject: signage

of 1845 Dolan Road was in to ask if “no littering signs” can be placed along Dolan Road and McGuire Road. He says that he has picked up bags and bags of garbage. He has talked to the City of Saint John and they are going to be posting signs as well within their limit.

Thank you

Bev Côté
Receptionist
Rothesay
506-848-6600

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](#)

Liz Pomeroy

From: Liz Pomeroy
Sent: August 31, 2020 11:17 AM
To: Liz Pomeroy
Subject: FW: Upcoming School Year and Increased Traffic

From:
Sent: Friday, August 28, 2020 12:37 PM
To: nancygrant@rothesay.ca; mattalexander@rothesay.ca
Cc:
Subject: Upcoming School Year and Increased Traffic

Nancy and Matt,

As you are aware, school is set to start within the coming weeks. We have two children that attend Rothesay Elementary School (RES) and have increased concern regarding increased vehicle traffic in the mornings and lack of adequate side walks for children to walk on.

We live on Islay Drive and there are no side walks for the children to walk on until you reach Eriksay. There are many children in the neighbourhood who live within the 1.5km radius of RES and can not take a bus, as parents we are required to drive them or walk them to the school.

Recently we have seen upgrades to sidewalks on Highland Avenue, yet there are still many streets that have none. There was great work done at the bottom of Iona up to Eriksay, but it stopped there and did not continue up the rest of the street.

There has been increased traffic on Iona from the area as more people now use this to connect to Marr Road. The traffic that travels down and up Iona in the morning increases during the school year as many use it at a "short cut" and we have found that despite it being a residential area the speed at which they travel is not safe at times and there is a blind hill. The province has asked parents to "volunteer" to drive their kids to school, to reduce the need to address bus capacity challenges. This will only increase the traffic on Iona as parents will continue to look for alternative ways to drop their children off and get to work on time.

RES has made the decision to have multiple drop off points this year. There will be the regular drop off location at the school, one at Arthur Miller field behind the school and one at Eriksay Park. The speed issue is also a problem directly along Eriksay where many children have to cross the street to get to the school entrance. Vehicles often do not stop for pedestrian traffic or travel at speeds that are not safe.

Your draft municipal plan states "Major Collector roads will be upgraded to include bicycle lanes and sidewalks...." but does not address secondary roads that could/should be upgraded based on traffic flow. Although the draft plan highlights the challenges of some low density areas around schools it makes not mention of a desire to improve the safety and connectivity of these areas. The plan correctly recognizes the demographic challenges the town faces, but does not embrace the challenge of addressing it.

We are writing to you to ask if the Town has any plans to assist with the increased traffic flow in the area, both vehicles and foot traffic. Are there any traffic calming measure that could be put in place, specifically along Eriksay (flashing light for cross walks, speed bumps, increased signage)? Are there any plans to increase the amount of sidewalks, especially in the Iona area? Lastly, we have been advised that crossing guards are a town responsibility. Is this something the town would consider for the major intersections by the school?

Thank you in advance.

2020September14OpenSessionFINAL_115

Get [Outlook for Android](#)

Liz Pomeroy

From:
Sent: August 31, 2020 4:06 PM
To: Liz Pomeroy
Subject: Sign Request

Hi Liz,
Just following up to our phone call with a written request for no exit and children playing signs at the entrance of McConchie Dr. (Off Gibbon Rd.).

Thanks,



ROTHESAY
~~2020 September 14 Open Session FINAL 117~~
PLANNING ADVISORY COMMITTEE MEETING
BY TELECONFERENCE

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

Tuesday, September 8, 2020 at 5:30 p.m.



DRAFT

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

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

ABSENT: CRAIG PINHEY, VICE-CHAIRPERSON
TOWN MANAGER JOHN JARVIE

Chairperson Boyne called the teleconference to order at 5:30 p.m. noting he, Director of Planning Brian White, and Town Clerk Mary Jane Banks are in the Common Room at Rothesay Town Hall and observing physical distancing requirements.

1. APPROVAL OF THE AGENDA

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

2. ADOPTION OF MINUTES

2.1 Regular Meeting of August 4, 2020

MOVED by Counc. Shea and seconded by J. Buchanan to amend the minutes of August 4, 2020 to insert Chairperson Boyne so the minutes read as follows:

Under Item 3.1:

Dr. Sheppard was in attendance with Chairperson Boyne, Town Clerk Banks and DPDS White in the Common Room at Town Hall.

ON THE QUESTION:

J. Buchanan commented the property at 154 Hampton Road was not restored to its original state, before construction of the parking lot, as directed. He added there have been parked cars on the grass between the building and the sidewalk. DPDS White advised Town staff are aware, and noted the matter is a by-law enforcement issue.

CARRIED.

3. NEW BUSINESS**3.1 59 Dolan Road****Mr. Louis R. Debly**

OWNER:

Mr. Louis R. Debly

PID:

00094938

PROPOSAL:

Removal of PAC conditions and variance

Chairperson Boyne noted a request was received from the applicant to table the application until a presentation can be made to the Committee.

MOVED by Counc. Shea and seconded by Counc. McGuire the Planning Advisory Committee hereby tables the application requesting the removal of a PAC condition and the granting of a variance for a detached garage at 59 Dolan Road (PID 00094938) until such time as other technology is employed that will facilitate a presentation by the applicant to PAC or that the COVID-19 pandemic physical distancing restrictions have been removed.

CARRIED.**4. OLD BUSINESS**

TABLED ITEMS (Tabled February 5, 2018) – no action at this time**4.1 Subdivision Approval - 7 Lots off Appleby Drive (PID 30175467)**

5. CORRESPONDENCE FOR INFORMATION

N/A

6. DATE OF NEXT MEETING(S)The next meeting will be held on **Monday, October 5, 2020.****7. ADJOURNMENT****MOVED** by T. Brittain and seconded by E. Gillis the meeting be adjourned.**CARRIED.**

The meeting adjourned at 5:40 p.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY

2020September14OpenSessionFINAL_119

BUILDING PERMIT REPORT

8/1/2020 to 8/31/2020

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
08/12/2020	BP2020-00023	198 ERISKAY DR	WINDOWS	\$18,000.00	\$130.50
08/13/2020	BP2020-00032	6 MCKINNEY CRT	DETACHED GARAGE	\$15,000.00	\$108.75
08/06/2020	BP2020-00045	5 COVE CRES	DECK	\$5,685.00	\$43.50
08/06/2020	BP2020-00070	2 BRIDLE PATH LN	ACCESSORY BUILDING	\$28,000.00	\$203.00
08/06/2020	BP2020-00077	2719 ROTHESAY RD	FENCE	\$3,500.00	\$29.00
08/31/2020	BP2020-00091	125 RIDGEWAY ST	WINDOWS	\$2,500.00	\$21.75
08/06/2020	BP2020-00132	14 CRESTLINE ROAD	ELECTRICAL UPGRADE	\$1,000.00	\$20.00
08/06/2020	BP2020-00139	24 RENSCH RD	ADDITION	\$75,000.00	\$543.75
08/06/2020	BP2020-00145	1966 ROTHESAY ROAD	RENOVATION	\$65,000.00	\$471.25
08/25/2020	BP2020-00155	22 BEACH DR	ABOVE GROUND POOL/DECK	\$18,000.00	\$130.50
08/06/2020	BP2020-00156	41 MARR RD	ELECTRICAL UPGRADE	\$1,500.00	\$20.00
08/04/2020	BP2020-00157	210 GIBBON RD	FENCE	\$3,700.00	\$29.00
08/19/2020	BP2020-00158	25 SHERYL DR	WINDOWS	\$2,087.00	\$21.75



ROTHESAY

2020September14OpenSessionFINAL 320

BUILDING PERMIT REPORT

8/1/2020 to 8/31/2020

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
08/06/2020	BP2020-00159	12 DOBBIN ST	ELECTRICAL UPGRADE	\$1,500.00	\$20.00
08/06/2020	BP2020-00160	68 MARR RD	ELECTRICAL UPGRADE	\$1,000.00	\$20.00
08/10/2020	BP2020-00161	53 HIGHLAND AVE	IN GROUND POOL	\$30,000.00	\$217.50
08/07/2020	BP2020-00162	1 CARRIAGE WAY	IN GROUND POOL	\$40,000.00	\$290.00
08/11/2020	BP2020-00166	7 CAMPBELL DR	SIDING	\$51,000.00	\$369.75
08/11/2020	BP2020-00167	64 RIVER RD	STORAGE SHED	\$3,900.00	\$29.00
08/13/2020	BP2020-00168	42 GIBBON RD	FENCE	\$1,000.00	\$20.00
08/28/2020	BP2020-00172	11 RYAN DR	SIDING	\$6,500.00	\$50.75
08/27/2020	BP2020-00173	32 GONDOLA POINT RD	DETACHED GARAGE	\$30,000.00	\$217.50



ROTHESAY

2020 September 14 Open Session FINAL 321

BUILDING PERMIT REPORT

8/1/2020 to 8/31/2020

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
Totals:				\$403,872.00	\$3,007.25
Summary for 2020 to Date:				\$5,542,383.00	\$42,227.50

2019 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$1,711,893.99	\$12,504.75
Summary to Date:	\$5,148,204.99	\$39,294.25



ROTHESAY

INTEROFFICE MEMORANDUM



TO : Mayor Grant & Council
FROM : John Jarvie
DATE : 5 September 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 31/07/20*	COMMENTS
	General Specification for Contracts	40,000	40%	Draft document under review by staff
2019	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	1%	Tender closed Sept. 9 for award on Council Agenda
	Production Wells	250,000	5%	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 underway
	Fleet Renewal	675,000	8%	1 Ton truck to be purchased
	Scribner Field replacement (Wells)	550,000	12%	Work underway
	Parks Equipment	50,000	-	
	Trails	50,000	-	
	Arena renovations	1.02M	30%	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%	
	Water Tower repairs	175,000	100%	Completed

* Funds paid to this date.



70 Hampton Road
Rothesay, NB
E2E 5L5

September 14, 2020

TO: John Jarvie, Town Manager

SUBMITTED BY:

Brian L. White, Director of Planning & Development Services

DATE: 9 September 2020

SUBJECT: Municipal Plan By-law

RECOMMENDATION REPORT

RECOMMENDATION

Council, HEREBY directs Staff publish a public notice stating the intention to adopt a municipal plan by-law and to conduct a presentation of the proposed plan on Monday September 28, 2020.

ORIGIN

Under the Community Planning Act, municipalities are required to advertise their intention to adopt a new municipal plan and hold a public presentation of that plan.

25(1) Before complying with the requirements of section 111 with respect to a municipal plan, a council shall publish a notice at least 10 days, but no more than 14 days, before the day referred to in paragraph (b), stating

- a) the intention of the council to adopt a municipal plan,
- b) the time and place for a public presentation by the council of the proposed plan, and
- c) that objections to the proposed plan may be made to the council within 30 days of the day of the public presentation..

The advertising requirements (10 day minimum notice) dictate when a public presentation can be held, accordingly the earliest date that could be targeted is Friday August 25, 2020. Staff recommend that Council target Monday September 28, 2020 for the municipal plan public presentation date.

Upon completion of the presentation the public will then have 30-days to review and offer comment on the proposed plan. Council will review the received public comments and then either make changes to the plan or proceed forward with a Public Hearing.

Upon completion of the Public Hearing, Council must pass three readings of the by-law before it can proceed to final adoption. This process allows Council to provide input into the municipal plan bylaw and make necessary changes before it is adopted. Each reading is a decision of Council. No three readings of the municipal plan by-law can be done at the same Council meeting. Normally the first and second the readings are done at a single Council meeting. Each reading is passed by a resolution.

The various “readings” are taken to mean:

- A. First reading = tabling or introduction
- B. Second = discussion in principle and on the content of the bylaw
- C. Third reading = final discussion, including any changes made along the way

All bylaws must be read and adopted in a Council meeting that is open to the public. Changes can be made to a bylaw at any point during first, second or third reading. Once the new municipal plan by-law is enacted, Council will have one year to adopt a new zoning by-law.



**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

September 1, 2020

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



Subject: Submission of Proposed Operating Budget for the Year 2021

Dear Ms. Banks,

At the August 24, 2020 meeting of the Fundy Regional Service Commission Board, the following motion was adopted.

Motion:

To approve the FRSC 2021 Draft Budget for distribution as per the Regional Service Delivery Act for a 45-day review by the members.


The Regional Service Delivery Act Reads:

Notice to members and Minister

28 A Board shall not vote on a budget for the Commission, borrow money or set fees for services unless the Commission has given written notice of the vote and a copy of the proposed budget, borrowing or fees to its members that are local governments and to the Minister at least 45 days before the vote.

Accompanying this letter is a draft copy of the 2021 Budget with summary highlights. Any comments or concerns should be brought to the October 26, 2020 meeting by your representative, at which time the vote to approve will take place. 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**
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



September 1, 2020

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

Subject: Summary Highlights of the Proposed Operating Budget for the Year 2021

Dear Ms. Banks,

The Fundy Regional Service Commission and staff are pleased to present the following proposed budget (attached) for the year 2021. After a detailed discussion, the Commission accepted the recommendation to hold all tip fees for the upcoming year to help communities, businesses and governments through the Covid-19 crisis. This includes the garbage tip fee, which has not gone up since 2003. Based on projected solid waste needs, we can expect an increase in tip fees in 2022. The size of the increase will depend on the mitigation of costs through our continued exit from the Blue Bin Depot program, and our ability to acquire the landfill pit and quarry adjacent to Crane Mountain Landfill.

Of note, capital and operating reserves will be depleted at the end of 2021. There are two new borrowings proposed for 2021. These borrowings are relatively short term, and the largest is proposed to be for the beginning of Cell #9 (~\$1.25M) for a period of only three-four years. A borrowing for our electrical generator rebuild (~250k) is for a period of about five years. Though we have been able to mitigate increasing costs over the last number of years by buying used equipment and rebuilding current inventory through funding from the operational budget, these will not offset the increasing cost of cell construction.

In local planning, paid for through each of the Local Service Districts and the Village of St. Martins, we have seen an increase associated with the hiring of a Development Officer. This position was added to address absent and out-of-date rural plans within the Fundy Region.

Actual costs decreased in Regional and Cooperative Services as a result of the elimination of our recreation initiative with the discontinuation of funding. However, the billing to communities will be up slightly because the surplus in 2020 artificially deflated comparative costs versus 2021. The Regional & Cooperative Service billing for Rothesay in 2021 will be \$5,226.

Below you will find a point form summary of the budget highlights. 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

2021 BUDGET HIGHLIGHTS

(Numbers approximate and rounded)

1. Corporate Services
 - a. Financial Management fees reduced ~\$9k as we reduce contractor hours through succession planning.
 - b. Admin Services up ~7.5 k for professional services (legal, IT design)
2. Regional and Cooperative Services
 - a. Member charges increased by ~\$14k surplus difference from 2020.
 - b. Overall cost reduced as recreation initiative discontinued for ~\$7.5k.
3. Local Planning Services
 - a. Government transfer received for \$40k for recreation eliminated from revenue.
 - b. Development Officer role added.
4. Electrical Generation
 - a. Increase in revenue (~\$17.5k) from production due to new wells.
 - b. Casual position eliminated for ~\$9k savings.
 - c. Machinery and equipment reduction due to generator rebuild project.
 - d. Fiscal services increase (\$123k) for generator rebuild and turbo rebuild timing.
5. Solid Waste Services
 - a. **No MSW tip fee changes.**
 - b. Decrease in revenue mostly from surplus carryover.
 - c. Revenue projections held flat despite Covid-19.
 - d. Recycling markets projected to be down ~\$31k due to trade closures.
 - e. Compost tip fee (Other Operational Revenue) increase in 2020 included in projection for 2021 at ~\$31k.
 - f. Other revenue down ~\$20k due to markets on post closure fund.

- g. Admin expenses remains relatively flat with decreases in travel and off-site promotions and increases in janitorial due to Covid-19 and cyber insurance.
 - h. Solid Waste Operations up ~\$45k net due to addition of full-time cleaner for Covid-19 mitigation. Changes in other services net balance. Some highlights:
 - i. Public Drop-Off staffing increase for Covid-19. (~\$20k)
 - ii. Fabricator staff addition offset from maintenance savings. (~\$13k)
 - iii. Site & Road maintenance increased to actual usage (~\$15k)
 - iv. Freon disposal increase for special waste. (~\$7k)
 - v. Recycling plant staff increase for market demand. (~\$91k)
 - vi. Recycling depot staff decrease due to transitional exit from program. (~\$23k)
 - vii. Depot collection decrease due to transitional exit from program. (~\$91k)
 - viii. Compost program savings from fabricator role initiative. (~\$18k)
6. Fiscal Services
- a. Decrease with debt reduction from borrowing minimization and production savings on cell #8. (~\$16k)
 - b. Decrease in capital investment from operations. (~\$225k)
 - c. Increase in solid waste transfer to electrical generation for generator rebuild. (~\$17k)
 - d. Increase in post-closure costs as per schedule. (~\$15k)
7. Capital Plan
- a. Funding from operations:
 - i. Supervisor Truck (Used) - ~\$34k
 - ii. Roll-Off Truck (Used) - ~\$91k
 - b. Funding from reserves:
 - i. Dozer - ~\$387k
 - c. Funding from borrowing:
 - i. Generator Retrofit #2 - ~\$250k
 - ii. Cell #9 Berms and Underdrains - ~\$1.25k (The remainder of cell #9 will be completed in 2022 with approval for borrowing occurring in 2021 for the complete project)

Fundy Regional Service Commission**Operating Fund Budget****Corporate Services**

	Budget 2020	Budget 2021
<u>EXPENDITURES</u>		
Governance	\$ 62,340	\$ 62,340
Administration		
Executive Directors Office	60,140	\$ 61,370
Human Resources	23,700	\$ 23,700
Financial Management	120,700	\$ 111,510
Other Administrative Services	28,248	\$ 35,730
Total Corporate Services	<u>\$ 295,128</u>	<u>\$ 294,650</u>

Allocation to Other Funds:

Cooperative & Regional Planning Services	\$ 54,523	\$ 55,659
Local Planning Service	13,544	\$ 13,014
Solid Waste Services	221,158	\$ 219,976
Electrical Generation	5,903	\$ 6,001
	<u>\$ 295,128</u>	<u>\$ 294,650</u>

Fundy Regional Service Commission**Operating Fund Budget****Cooperative & Regional Planning Services**

	Budget 2020	Budget 2021
REVENUE		
MEMBER CHARGES	\$ 34,097	\$ 49,366
SALE OF SERVICE	-	-
SECOND PREVIOUS YEAR SURPLUS	27,926	6,293
	<u>62,023</u>	<u>55,659</u>
EXPENDITURES		
ALLOCATION FROM CORPORATE SERVICES	54,523	55,659
REGIONAL PLANNING	-	-
REGIONAL POLICING COLLABORATION	-	-
REGIONAL EMERGENCY MEASURES PLANNING	-	-
REGIONAL SPORT, RECREATION AND CULTURE	7,500	-
OTHER SERVICES PROVIDED TO ALL MEMBERS	-	-
FISCAL SERVICES	-	-
	<u>62,023</u>	<u>55,659</u>
BUDGETED SURPLUS <DEFICIT>	<u>\$ -</u>	<u>\$ -</u>

Fundy Regional Service Commission

2020 September 14 Open Session FINAL_131

Operating Fund Budget**Local Planning Service**

	Budget 2020	Budget 2021
REVENUE		
MEMBER CHARGES	\$ 205,236	\$ 252,972
FEES AND SERVICES	-	-
SECOND PREVIOUS YEAR SURPLUS	24,320	47,772
GOVERNMENT TRANSFER	41,250	-
	<u>270,806</u>	<u>300,744</u>
EXPENDITURES		
ALLOCATION FROM CORPORATE SERVICES	13,544	13,014
OTHER ADMINISTRATION	27,993	29,490
PLANNING SERVICES	107,369	134,280
INSPECTION SERVICES	119,400	121,460
FISCAL SERVICES	2,500	2,500
	<u>270,806</u>	<u>300,744</u>
BUDGETED SURPLUS <DEFICIT>	<u>\$ -</u>	<u>\$ -</u>

Fundy Regional Service Commission
Operating Fund Budget
Electrical Generation

	Budget 2020	Budget 2021
REVENUE		
SALE OF SERVICE - SAINT JOHN ENERGY	\$ 159,564	\$ 176,988
SECOND PREVIOUS YEAR SURPLUS	2,003	-
TRANSFER FROM SOLID WASTE OPERATING FUND	102,666	119,372
TOTAL REVENUE	264,233	\$ 296,360
EXPENDITURES		
ALLOCATION FROM CORPORATE SERVICES	5,903	6,001
OTHER ADMINISTRATION	10,250	10,150
PERSONNEL	103,130	94,000
MACHINERY & EQUIPMENT	85,900	62,900
FISCAL SERVICES	59,050	70,200
SECOND PREVIOUS YEAR DEFICIT	-	53,109
TOTAL ELECTRICAL GENERATION	264,233	296,360
BUDGETED SURPLUS <DEFICIT>	\$ -	\$ -

Fundy Regional Service Commission**Operating Fund Budget**

2020September14OpenSessionFINAL_133

Solid Waste Services

	Budget 2020	Budget 2021
REVENUE		
TIPPING FEES		
MEMBERS	\$ 2,127,600	\$ 2,140,020
INDUSTRIAL, COMMERCIAL & INSTITUTIONAL	4,892,400	4,942,080
CONSTRUCTION & DEMOLITION	154,000	154,000
INTERNATIONAL SHIP'S WASTE	2,000	1,000
ASBESTOS	70,000	70,000
RECYCLING	285,000	256,000
OTHER OPERATIONAL REVENUE	261,000	293,000
OTHER REVENUE	40,000	20,000
SURPLUS OF SECOND PREVIOUS YEAR	292,028	96,096
TOTAL REVENUE	8,124,028	\$ 7,972,196
EXPENDITURES		
ADMINISTRATION		
ALLOCATION FROM CORPORATE SERVICES	221,158	\$ 219,976
DIRECTORS OFFICE		
PERSONNEL	183,530	187,910
TRAVEL	11,000	6,000
TRAINING & DEVELOPMENT	10,500	10,500
OTHER ADMINISTRATION		
ADVERTISING	-	-
LIABILITY INSURANCE	134,300	147,570
PROFESSIONAL SERVICES	91,000	88,000
LEGAL SERVICES	5,000	5,000
OFFICE BUILDING	13,200	20,280
OFFICE EQUIPMENT & SUPPLIES	28,775	29,150
PRINTING & COPYING	3,300	3,300
TELECOMMUNICATIONS	12,500	12,500
CMEI	90,199	90,875
HOST COMMUNITY ENHANCEMENT FUND	24,745	24,931
PUBLIC EDUCATION		
PERSONNEL	154,180	157,450
ADVERTISING, TOURS & PROMOTIONAL	90,775	79,450
OTHER ADMINISTRATIVE	23,200	27,830
TOTAL ADMINISTRATION	1,097,362	1,110,722

Fundy Regional Service Commission**Operating Fund Budget**

2020September14OpenSessionFINAL_134

Solid Waste Services

	Budget 2020	Budget 2021
OPERATIONS		
STATION & BUILDINGS		
REPAIRS & MAINTENANCE	7,000	15,000
ELECTRICITY	9,000	9,000
PROPERTY TAXES	233,700	230,500
ENVIRONMENTAL HEALTH & SAFETY	105,030	107,360
MACHINERY & EQUIPMENT		
FUEL	197,050	181,120
REPAIRS & MAINTENANCE	158,248	151,250
LANDFILL OPERATIONS		
PERSONNEL	753,428	845,460
SITE & ROAD MAINTENANCE	33,700	48,600
MONITORING	65,600	62,900
SITE SECURITY AND SAFETY	12,750	12,900
SPECIAL WASTE HANDLING	11,700	18,800
COVER MATERIAL	350,098	351,132
LEACHATE & SILTATION MANAGEMENT	947,892	954,550
SAFETY EQUIPMENT & SUPPLIES	27,274	26,940
SCALEHOUSE		
PERSONNEL	172,400	175,730
SUPPLIES	22,900	23,400
WASTE DIVERSION		
PERSONNEL - RECYCLING	821,040	912,520
PERSONNEL - DEPOT COLLECTION	419,039	386,030
RECYCLING FACILITY	158,864	156,640
DEPOT COLLECTION PROGRAM	270,107	179,860
COMPOSTING PROGRAM		
PERSONNEL	281,610	271,250
PROCESSING	453,569	437,660
CART & BIN PURCHASES	117,200	118,700
HAZARDOUS HOUSEHOLD WASTE		
COLLECTION	4,000	2,000
DISPOSAL	27,000	27,000
OTHER	4,800	5,000
TOTAL OPERATIONS	5,665,000	5,711,302

Fundy Regional Service Commission**Operating Fund Budget**

2020September14OpenSessionFINAL_135

Solid Waste Services

	Budget 2020	Budget 2021
FISCAL SERVICES		
DEBENTURE ISSUE COSTS	22,000	-
BANK SERVICE CHARGES	12,000	12,000
INTEREST - CURRENT OPERATIONS	2,000	12,000
INTEREST - LONG TERM DEBT	40,700	24,800
PRINCIPAL - LONG TERM DEBT	653,000	666,000
CAPITAL EXPENDITURES FROM OPERATIONS	350,000	125,000
TRANSFER TO RESERVE FUNDS	25,000	25,000
TRANSFER TO GENERATION FACILITY FUND	102,666	119,372
CLOSURE & POST-CLOSURE	134,300	146,000
INVESTMENT MANAGEMENT FEES	20,000	20,000
TOTAL FISCAL SERVICES	1,361,666	1,150,172
TOTAL EXPENDITURES	8,124,028	7,972,196
SURPLUS (DEFICIT)	\$ -	\$ -

Fundy Regional Service Commission**CAPITAL PLAN FOR 2021**

	TOTAL COST	CAPITAL FROM OPERATING FUND	LONG TERM DEBT	TRANSFER FROM RESERVE FUND
<u>Solid Waste</u>				
Dozer - D6 - Rebuild	387,000	-		387,000
Operations Supervisor - Truck	34,000	34,000		
Roll off Truck - PDO	91,000	91,000		
Berms & Underdrains (Cell #9)	1,251,000	-	1,251,000	
	<u>1,763,000</u>	<u>125,000</u>	<u>1,251,000</u>	<u>387,000</u>

	Total Cost	Capital from Operating Fund	Long Term Debt	Transfer from Reserve Fund
<u>Electrical Generation</u>				
Genset Retrofit #2	312,000	62,000	250,000	
	<u>312,000</u>	<u>62,000</u>	<u>250,000</u>	<u>-</u>

Fundy Regional Service Commission								
	Community Data		Local Planning		Cooperative & Regional Planning		Total Billings	Total Billings
Communities In Fundy	2020 Tax Base	2016 Population	2020	2021	2020	2021	2021	2020
			\$205,236	\$ 252,972	\$ 34,097	\$ 49,366		
Grand Bay-Westfield	\$382,520,350	4,964	\$ -	-	\$ 1,285	\$ 1,847	\$ 1,847	\$ 1,285
Quispamsis	\$1,800,765,800	18,245	\$ -	-	\$ 5,180	\$ 7,600	\$ 7,600	\$ 5,180
Rothsay	\$1,330,037,450	11,659	\$ -	-	\$ 3,575	\$ 5,226	\$ 5,226	\$ 3,575
Saint John	\$7,050,026,572	67,575	\$ -	-	\$ 20,047	\$ 28,932	\$ 28,932	\$ 20,047
St. Martins	\$22,316,000	276	\$ 3,195	\$ 3,940	\$ 73	\$ 105	\$ 4,045	\$ 3,268
Greenwich	\$74,432,100	1,058	\$ 10,873	\$ 13,143	\$ 69	\$ 379	\$ 13,522	\$ 10,942
Westfield East	\$65,962,800	600	\$ 9,292	\$ 11,647	\$ 265	\$ 264	\$ 11,911	\$ 9,557
Westfield West	\$95,795,400	1,362	\$ 13,445	\$ 16,915	\$ 852	\$ 488	\$ 17,403	\$ 14,297
Petersville	\$32,835,800	477	\$ 4,792	\$ 5,798	\$ 947	\$ 169	\$ 5,967	\$ 5,739
Musquash	\$521,285,850	1,194	\$ 76,525	\$ 92,044	\$ 119	\$ 1,327	\$ 93,371	\$ 76,644
Kingston	\$300,621,100	2,913	\$ 42,021	\$ 53,081	\$ 82	\$ 1,240	\$ 54,321	\$ 42,103
Rothsay	\$24,060,950	325	\$ 3,347	\$ 4,248	\$ 266	\$ 119	\$ 4,367	\$ 3,613
Saint Martins	\$70,952,550	1,132	\$ 9,806	\$ 12,528	\$ 819	\$ 388	\$ 12,916	\$ 10,625
Simonds	\$206,636,050	3,549	\$ 29,391	\$ 36,486	\$ 336	\$ 1,183	\$ 37,669	\$ 29,727
Fairfield	\$17,796,100	294	\$ 2,549	\$ 3,142	\$ 182	\$ 99	\$ 3,241	\$ 2,731
Totals	\$11,996,044,872	115,623	\$ 205,236	\$ 252,972	\$ 34,097	\$ 49,366	\$ 302,338	\$ 239,333
LSD Total	\$1,432,694,700							



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
September 14th, 2020

TO: Mayor Grant and Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: Friday, September-04-20

SUBJECT: Civic Address Agreement with Service New Brunswick

RECOMMENDATION:

It is recommended that Rothesay Council consider the following Motion:

Rothesay Council HEREBY authorizes the Mayor and Clerk to enter into an agreement with Service New Brunswick for the maintenance of civic addresses within the provincial civic address database.

BACKGROUND:

As required by the Emergency 911 Act (NB Regulation 96-104) all Local Governments are required to assign civic addresses to residences and businesses located within their municipality.

Service New Brunswick (SNB) maintains the provincial mapping land registry of property showing the extent, value, and ownership of land (cadastre). The land registry, known as PLANET features current real property ownership information, property assessment, property mapping and historical information such as registered documents and plans, historical grantor/grantee index and books, and the Georeferenced Civic Address Data Base (GCADB).

Rothesay has been responsible as the Civic Address Custodian within PLANET and maintaining and updating the record of civic addresses. In exchange for our efforts, SNB provides access to a complimentary PLANET account. The value of this monthly subscription is \$125 / month with no limit on the number of transactions. SNB also provides to Rothesay monthly access to Digital Property Mapping, which is uploaded into the Town's GIS, mapping system.

The attached agreement would expire on August 31, 2022 and provides Rothesay with access to property mapping maintained by the Province in exchange for maintenance of civic addresses within the provincial civic address database.

FINANCIAL IMPLICATIONS: 2020September14OpenSessionFINAL_139

There are no financial costs directly associated with this agreement.

ATTACHMENTS

Attachment A – DRAFT Agreement with Service New Brunswick



Report Prepared by:

Brian White, Director of Planning and Development Services

CIVIC ADDRESS / PARCEL LOCATION UPDATE AGREEMENT

THIS AGREEMENT dated this _____ day of _____, 2020.

BETWEEN:

SERVICE NEW BRUNSWICK, a Crown corporation of the Province of New Brunswick (hereafter referred to as "SNB")

- and -

ROTHESAY, 70 Hampton Road, Rothesay, New Brunswick E2E 5L5 (Hereinafter called "Rothesay"), a body corporate in the County of Kings and incorporated under the laws and regulations of the Province of New Brunswick.

AS Rothesay is a local government as defined in the *Local Governance Act* (S.N.B. 2017, c.18); and

AS local governments are required to assign civic addresses to residents and business located within their jurisdiction; and

AS SNB owns and maintains the digital cadastre known as PLANET including all information contained and presented therein; and

AS Rothesay and SNB recognise that maintaining an updated record of civic addresses within the digital cadastre known as PLANET is mutually beneficial;

NOW THEREFORE in consideration of the covenants and conditions contained herein, the parties agree as follow:

1. DEFINITIONS

In this Agreement or in any amendments hereto, the following terms shall have the following meanings:

"Agreement" means this Agreement including the Schedules and any amendment hereto in writing signed by all the parties hereto;

"Comma-separated values" means a delimited text file which uses a comma to separate tabular data fields across each record or row within the file;

"Data" means real property attribute information for active and inactive parcels maintained by the Land Registry Unit of Service New Brunswick in digital form;

"Deliverables" means the Data and associated Digital Property Mapping for all parcels within the geographic extents defined herein;

"Digital Property Mapping" means the approximate graphical representation of active parcels maintained by the Land Registry Unit of Service New Brunswick;

"Geographic Civic Address Database" or "GCADB" means an interface for local governments to electronically maintain civic addresses assigned to ad hoc parcels of land within PLANET, including the position information associated with the civic address;

"PLANET" means the electronic cadastre maintained by SNB and available to the public for a fee;

"Property Assessment Information" means information for property assessment accounts maintained by the Property Assessment Services Unit of Service New Brunswick in digital form;

"Shapefile" means a simple, nontopological data format for storing geometric location and attribute information of geometric features for use in a geographic information system (GIS).

2. USE OF DELIVERABLES

- 2.1 Rothesay intends to use the Deliverables internally to support municipal planning and development operations.

3. GEOGRAPHIC EXTENT

- 3.1 The Deliverables provided to Rothesay apply only for those parcels of land located within the following geographic extents:

- (a) Taxing Authority TA400

4. LOCAL GOVERNMENT OBLIGATIONS

- 4.1 Rothesay will maintain and keep current civic addresses assigned to parcels of land within their jurisdiction using the GCADB module included with their PLANET User Account, certifying this information by doing so.
- 4.2 Rothesay will maintain and keep current the geographic coordinates (northing and easting) associated with civic addresses within the GCADB module, including detail as to point class (e.g.: driveway, building, PID_Xref, etc.). The parcel reference point will be used by default.

5. SNB OBLIGATIONS

- 5.1 SNB will create civic addresses within PLANET for new lots created by subdivision plans where those civic addresses are shown on the subdivision plan submitted for registration.
- 5.2 SNB will provide Rothesay with one PLANET User Account, free of charge. The Client Account number is ##.
- 5.3 SNB will assign the "Civic Address Custodian" role to the PLANET Client Account referred to above. This role will allow Rothesay to maintain civic addresses within the GCADB module as provided in Article 4.
- 5.4 In exchange for civic address maintenance as defined in Article 4, SNB agrees to provide to Rothesay the Deliverables as set out in Schedule "A" attached hereto, applicable only to the geographic extents as provided in Article 3.
- 5.5 Deliverables will be transmitted to Rothesay once monthly by secure (internal) email service.
- 5.6 If the Deliverables are unavailable for any reason, SNB will use all reasonable efforts to remedy the delay as quickly as possible. However, SNB shall not be liable to Rothesay for any delay or failure to transmit the Deliverables, regardless of cause.
- 5.7 For the month of September 2020 only, SNB agrees to include in the Deliverables the Property Assessment Information for property assessment accounts within the geographic extents.

6. OWNERSHIP AND LIMITATIONS

- 6.1 SNB will retain sole ownership rights to the Deliverables.
- 6.2 Rothesay shall have an unlimited, but not exclusive, right to use the Deliverables and in the case of a corporation, this right shall not extend to affiliates of Rothesay as defined in the *Business Corporations Act* (S.N.B. 1981, c. B-9.1).
- 6.3 Rothesay shall have an unlimited, but not exclusive, right to create value-added products from the Deliverables.
- 6.4 Rothesay may not give, loan, lease, sell or otherwise make the Deliverables available to any other party in its original form or as part of a value-added product without negotiating a licensing agreement with SNB.
- 6.5 Rothesay shall not use the Deliverables for purposes other than those stated in Article 2 without first having obtained the written approval of SNB.
- 6.6 Rothesay shall immediately notify SNB of any unauthorized use or unauthorized disclosure of the Deliverables or any portion thereof by Rothesay, its employees, associates, servants, agents or any third party.
- 6.7 The provisions of this article shall continue to bind Rothesay notwithstanding the expiration or termination of this Agreement.

7. ASSIGNMENT

- 7.1 The rights and liabilities of this Agreement are not assignable by the parties without the prior written consent of the other.
- 7.2 If Rothesay undergoes a change in organization, this agreement shall be come null and void.

8. LIABILITY AND INDEMNITY

- 8.1 While the Deliverables may not be free from error or omission, care has been taken to ensure the best possible quality. The Deliverables

provided to Rothesay under this Agreement are provided "as is" without any representations, warranties, guarantees or conditions, of any kind, whether express or implied, statutory or otherwise, including but not limited to, warranties as to accuracy, completeness, currency, reliability, timeliness, legality, suitability, security, quality, title, or fitness for a particular purpose, or those arising out of a course of dealing or usage of trade.

- 8.2 The use of the Deliverables is at the risk of Rothesay and SNB assumes no liability or responsibility pertaining to the content, Rothesay's use of the Deliverables, or the receipt, storage, transmission, or other use thereof.
- 8.3 Rothesay acknowledges that the Digital Property Mapping is a graphical representation of property boundaries which approximates the size, configuration and location of properties. It is not a land survey and is not intended to be used for legal purposes, including descriptions, or to calculate exact dimensions or parcel areas.
- 8.4 Rothesay shall indemnify, hold harmless and defend SNB from and against all claims, losses, damages, expenses, actions and other proceedings made, sustained, brought, prosecuted, threatened to be brought or prosecuted in any manner, based upon, occasioned by, attributable to, or arising from the use of the Deliverables or from errors, deficiencies or faults therein, whether such damage is caused by negligence or otherwise.

9. TERM

- 9.1 The parties agree that this Agreement shall commence on September 14, 2020 and expires on August 31, 2022 unless terminated earlier in accordance with Article 10 of this Agreement.
- 9.2 The Agreement may be renewed for one or more additional terms.

10. TERMINATION

- 10.1 The parties may terminate this Agreement at any time provided the decision to terminate is mutually consented to in writing.
- 10.2 If either party is in breach of any of its obligations under this Agreement, the other party may give notice in writing of the breach to the defaulting party and request the latter to remedy it. If the party in breach fails to remedy the breach within twenty (20) days after the date of delivery of

such written notice, then this Agreement may be terminated immediately by further written notice of termination given by the complaining party.

10.3 SNB may terminate this agreement by written notice to take effect immediately upon receipt of it by Rothesay if:

- (a) Rothesay is in breach of Articles 4 or 6 of this Agreement; or
- (c) Rothesay attempts to assign or cede any interest in this agreement without the prior written consent of SNB.

11. NOTICES

Wherever in this Agreement notice is required or permitted to be given or served by either party to or on the other, the notice shall be in writing and shall be delivered personally to the authorized designate or sent by prepaid, registered mail, or by email, and each such notice shall be deemed given on the date of delivery namely three (3) days after mailing in the case of mail and two (2) hours after sending in the case of email transmission sent during normal business hours. No notice may be given by mail during a real or apprehended mail strike in Canada. The specified addresses may be changed from time to time by either party by notice as above provided.

<u>To Rothesay</u>	<u>To SNB</u>
Client Account Number: ##	Authorized designate of SNB
Darcy Hudson Assistant Development Officer & GIS Technician 70 Hampton Road Rothesay, NB E2E 5L5 darcyhudson@rothesay.ca	Joseph Chessie Lincoln Place P.O. Box 1998 Fredericton, NB E3B 5G4 joey.chessie@snb.ca

12. GENERAL CONDITIONS

- 12.1 Entire Agreement. This Agreement constitutes the entire agreement between the parties and supersedes all previous agreements, arrangements, or understandings between the Parties hereto whether written or oral, in connection with or incidental to the real property attribution information and digital property mapping.
- 12.2 Governing law. This Agreement shall be governed by and construed in accordance with the laws of the Province of New Brunswick and the laws of Canada in force therein.
- 12.3 Interpretation. It is hereby agreed that where the context requires, words in the singular include the plural, and words in the plural include the singular and words imparting the masculine gender include the feminine and neuter genders.
- 12.4 Invalidity of provision. The invalidity or unenforceability of any provision of this Agreement or any covenant in it shall not affect the validity or enforceability of any other provision or covenant in it and the invalid provision or covenant shall be deemed to be severable.
- 12.5 Force Majeure means a delay in the performance of Obligations occurring without the fault or negligence of either party, which delay both parties could not have reasonably foreseen, caused by events beyond the control of either party.
- In the event of a "Force Majeure", the time for fulfilling the obligations which have been delayed shall be extended by a period equal to the delay so caused. SNB may terminate this Agreement if the event of Force Majeure exceeds a period of 60 days.
- 12.6 Amendment. No modification of this Agreement is valid unless set out in writing by the parties.
- 12.7 Language. The parties have required that this Agreement and all documents relating thereto be drawn-up in English. Les parties ont demandé que cette convention ainsi que tous les documents qui s'y rattachent soient rédigés en Anglais.
- 12.8 Time of the Essence. Time shall be of the essence of this Agreement.

IN WITNESS WHEREOF the parties hereto have executed this Agreement on the date written below.

SERVICE NEW BRUNSWICK.

Joseph Chessie
Manager, Land Registry

Date _____

ROTHESAY

Nancy E. Grant
Mayor

Date _____

Mary Jane Banks
Clerk

Date _____

SCHEDULE "A"**DELIVERABLES****1. Standard Deliverables**

1.1 The Deliverables referred to in the Agreement consist of:

- (a) real property attribute information (Data) for active and inactive parcels maintained by the Land Registry Unit of SNB as a set of nineteen (19) distinct files in comma separated value (.csv) format; and
- (b) a shapefile (.shp) of active parcels within the geographic extents derived from Digital Property Mapping maintained by the Land Registry Unit of SNB.

1.2 The Data will include the following one-hundred-and-five (105) real property attributes:

Attribute (Computer Name)	Attribute Description
ACTIVE_DATETIME	The date the PID for this parcel was activated.
ADDRESS_1	Indicates the first line of the mailing address.
ADDRESS_2	Indicates the second line of the mailing address.
ADDRESS_3	Indicates the third line of the mailing address.
ADDRESS_4	Indicates the fourth line of the mailing address.
ADMIN_COUNTY	The county responsible for the graphics and attributes related to a PID and the county from whose range of PIDs the PID is created.
AREA	This field contains a value which indicates the area of the parcel in square metres.
AREA_SOURCE	The field contains a 2-digit numeric field which describes the source of the data contained within the Area/Volume field.
BOOK	This field contains the Registry Office Volume (Book) Identifier within which the registered instrument was stored.
CIVIC_NUM	A civic number assigned to a land parcel as part of a civic address.
CIVIC_NUM_SUFF	A civic number extension used with a civic number assigned to a parcel to uniquely identify a civic location (e.g. A).
CLASS	This field contains a code that describes the type of action taken against a property (e.g. a new PID created by a subdivision plan).
COMMENTS	Comment field used to capture additional relevant information.
COUNTRY_CD	This field contains a code which describes the country in which an interest holder resides.

COUNTY_CD	This field contains a unique 2-digit County Code indicating a County within New Brunswick in which the land parcel is located.
CTY_CD	Duplicate field – this is the same as COUNTY_CD.
DESIGNATION	This field contains information describing any special designations of interest holders (e.g. Jr, Sr, Dr).
DISCHARGE_FLAG	This field contains a code that indicates whether the registered document has been discharged.
DOC_PROBLEM_CD	Document Problem Code is the field which contains a code which describes any problems associated with the registration of this document.
ENTERPRISE_NAME	This field contains information identifying interest holders that are enterprises rather than individuals.
ENTERPRISE_SUB_TYPE	This field contains a code that describes the type of enterprise that has an ownership interest in the property.
FAX_IMAGE_TRK_NUM	This field contains the unique identifier number assigned to the faxed image of the PLANET document.
FILING_REFERENCE	This field contains information to identify where instruments have been filed (e.g. filing cabinet drawer, bin #).
FIRST_NAME	This field contains the first name of interest holders when that interest holder is an individual.
HARMONIZATION_STATUS	Indicates whether or not the information for a PID has been harmonized or verified against the information for the PAN in the Property Assessment File.
ID	A unique record identifier that is used as the primary record index key within most PLANET data tables.
INSTRUMENT_DATETIME	The date and time associated with the creation or extension of the non-registered instrument
INSTRUMENT_NUM	Unique number assigned to document being registered.
INSTRUMENT_SUFF	Field used to create a unique identifier in cases where INSTRUMENT_NUM are duplicated.
INTEREST_TYPE	Code describing type of ownership acquired by individual or enterprise (e.g. lease, owner, estate).
LAND_RELATED_CD	A code that indicates whether a PID is representing a parcel of land or some other transferable entity such as a condominium unit, a water lot, etc.
LAND_TITLES_DATETIME	This field contains information describing when the parcel was converted from the registry system to land titles.
LAND_TITLES_STATUS	A code indicating the status of a parcel with respect to the Land Titles Registry (e.g. Not land titles, Pending land titles, Land titles).
LANG_OF_INSTRUMENT	The language, English, French, or both, in which an instrument was received.
LAST_NAME	This field contains the last name of an interest holder when that interest holder is an individual.
LAST_UPDATE_DATETIME	This field contains the date and time when the parcel information was last updated.
LOCATION	This field contains information describing where the registered plan is located.
LOT_VALUE_1	Duplicate field – this is the same as LOT_VALUE1.
LOT_VALUE_2	Duplicate field – this is the same as LOT_VALUE2.
LOT_VALUE1	This is the numeric or alpha identifier for the parcel created on a plan and is used on combination with “Lot Code 1” to identify the lot.

LOT_VALUE2	This is the numeric or alpha identifier for the area or sub-unit on a plan and is used in combination with "Lot Code 2" to identify the lot.
MANAGEMENT_UNIT	Field identifies the management unit file for the digital property map database which wholly contains the parcel.
MANNER_OF_TENURE_CD	The type of title held by owners of a parcel, as conveyed to them as Grantees in transfer, or deed (e.g. joint tenants, tenants in common).
MIDDLE_NAME	This field contains the middle name of interest holders when that interest holder is an individual.
NAME	The name of an individual or enterprise possessing title for the subject piece of property on a plan (e.g. ABC Company Ltd.)
NEIGHBOURHOOD	This field contains a code for the assessment neighborhood within a Tax Authority (District). A neighbourhood is a geographic area of assessment administration forming part of a Taxing Authority which is characterized by a homogeneity of property type or age, is logically demarcated by streets or natural boundaries, or contains some other administrative or distinguishing characteristics separating it from adjoining neighbourhoods.
NR_INSTRUMENT_NUM	Unique number assigned to document being registered (non-registered instrument).
NR_INSTRUMENT_SUFF	Field used to create a unique identifier in cases where NR_INSTRUMENT_NUM are duplicated
ORIENTATION_CD	Identifies the north point reference and format of a plan.
PAGE	The page number of an instrument as it is stored in the books at a Registry Office.
PAN	This is the unique identifier in the assessment database for a property account that may be comprised of one or more parcels.
PAN_CODE_ID	Denotes either the type of account in PATS or that a parcel is exempted from PATS for some reason (e.g. public roadway).
PAR_CD	This field contains a 2-digit Parish Code indicating the parish within a county in which the parcel is located.
PARCEL_LOCATION	The "physical" location of a parcel of property.
PI_OITC_CD	Old LORIS system instrument type code. A parcel indexing code from a legacy system.
PI_PAR_PID	Duplicate field – this is the same as PID.
PI_PAR_PID_PAR1	Listed of related PIDs.
PID	Parcel Identifier, an 8-digit number that uniquely identifies each parcel within the Province of New Brunswick.
PID_DESCRIPTOR_FLAG	Flag is set to Yes to identify the plan which forms the legal description of the parcel.
PLAN_NAME	The name assigned to a plan filed at a Registry Office (e.g. ABC Company Ltd. Subdivision).
PLAN_NUM	This field contains a unique number assigned to a plan stored at a Registry Office.
PLAN_PROB_CD	This field indicates the type of problem identified (if any) when the plan was registered.
PLAN_SUFF	Alpha extension to the plan number to define uniqueness or filing conventions for the plan.
PLC1_CD	This is the text description for the type of parcel created (e.g. lot, parcel or unit).
PLC2_CD	This field is text description of the area or sub-unit of the plan which the parcel is contained in (e.g. tier, block, level, tract).

PLN_CD	Code identifying city, town, village or other place name in which the parcel is located.
PNITC_CD	Non-registered instrument type code. Document or plan received from a government department, or an individual or enterprise, that has not been registered in the Registry Office, but affects parcel attributes or graphic file composition. Example: Order in Council.
PNOC_CD	The code assigned to the office where the instrument is filed.
PNRI_ID	Pointer to non-registered instrument table. This field contains the key of the associated record within the NRI data table.
POSTAL_CODE	The postal code component of the mailing address for the first parcel interest holder.
PROBLEM_CD	This field contains a code which describes any problem associated with registration of instrument.
PROV_CD	A numeric code assigned to uniquely identify a province or territory of Canada.
PTA_CD	Tax Authority (TA) Code, indicates municipal or Local Service District boundaries.
QUALIFIER	This field contains qualifying information about interest type (e.g. in trust, estate).
REGISTRATION_DATETIME	This field contains information describing the date and time of registration of the document/plan.
REGISTRATION_STATUS	Registration status code indicates the status of registration process.
REGISTRATION_SYSTEM	Registration system code indicates whether an instrument is registered in the Registry system or the Land Titles system (e.g. registry or land titles).
RETIRED_DATETIME	This field contains information describing the date and time when a PID is retired.
RI_ID	Pointer to registered document table. This field contains the key of the associated record within the DOC data table.
RI_ID_THE_SUBJECT_OF	Registered document association. This field contains a pointer to an instrument that is associated with a new PLANET registered document.
RI_IT_CD	Instrument type code. A numeric code table value with associated text descriptions with respect to the purpose or function of documents or plans.
RI_OITC_CD	Old instrument type code (ROFS). Registry and land title codes from legacy indexing system which have been modified for conversion to PLANET.
RI_OPI_ID	Pointer to historical registered plan table. This field contains the key of the associated record within the HPLAN data table.
RI_OPI_ID_THE_SUBJECT_OF	Historical plan association. This field contains a pointer to an instrument that is associated with a historical plan.
RI_OPTC_CD	Old plan type code. Parcel index codes for PLANET from legacy system that have been converted to PLANET.
RI_ORI_ID	Pointer to historical registered document table. This field contains the key of the associated record within the HDOC data table.
RI_ORI_ID_THE_SUBJECT_OF	Historical document association. This field contains a pointer to an instrument that is associated with a historical document.
RI_PI_ID	Pointer to registered plan table. This field contains the key of the associated record within the PLAN data table.

RI_PI_ID_THE_SUBJECT_OF	Registered plan association. This field contains a pointer to an instrument that is associated with a new PLANET registered plan.
RI_PTC_CD	Plan type code. This field contains a code that identifies the category or purpose of a plan.
RISC_CD	Instrument association code. Code used to define the type of association between instruments.
S_ENTERPRISE_NAME	Sort field to facilitate searching on enterprise name.
S_FIRST_NAME	Sort field to facilitate searching on first name.
S_LAST_NAME	Sort field to facilitate searching on last name.
S_MIDDLE_NAME	Sort field to facilitate searching on middle name.
S_NAME	Sorted plan owner name. Sort field to facilitate searching on plan owner name.
S_PLAN_NAME	Sorted plan name. Sort field to facilitate searching on plan name.
S_STREET_NAME	Sort field to facilitate searching on street name.
ST_TYPE_CD	A numeric code given to a street type.
STATUS_CD	The Parcel Status Code indicates the current status of the parcel.
STREET_DIR_CD	Used to describe street direction. Indicates an area of town or city, such as quadrant or section (e.g. South, North, North East).
STREET_NAME	The identifying name of the street, road, etc. on which the parcel is located.
SURVEYOR_NAME	The surveyor name for the plans related to instrument being viewed.
TYPE_OF (relation)	Identifies the type of relationship between related PIDs (e.g. parent, infant, located on, located at).
VOLUME	This field contains a volume measurement in cubic meters for a property.



ROTHESAY

MEMORANDUM



TO	:	Mayor Grant and Council
FROM	:	The Nominating Committee
DATE	:	August 31, 2020
RE	:	Committee Appointments – Imperial Theatre & Rothesay Hive

RECOMMENDATION:

- Scott Thomas be reappointed to the Imperial Theatre Board of Directors for a term to expire October 31, 2022
- Christina Barrington be appointed to the Rothesay Hive Advisory Committee for a term to expire December 31, 2022

Rothesay Hive Advisory Committee

The composition of the Committee is a minimum of ten (10) members, including an elementary/middle school representative and a Rothesay High School (RHS) representative. Recently, the RHS representative has resigned and Christina Barrington (Principal, RHS) has applied to fill the vacant position.



ROTHESAY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Town Clerk Banks
DATE	:	8 September 2020
RE	:	Addition to Flag Policy

RECOMMENDATION:

Amend the Rothesay Flag Policy to include the following in Section 5.3 **Half-Masting for Mourning** under (d) :

- Firefighters' National Memorial Day (September 13)

BACKGROUND:

In September 2018, Rothesay Council adopted a Flag Policy to establish guidelines for the display of flags at municipal buildings, facilities and events.

Policy Section 5.3 **Half-Masting for Mourning** under (d) currently reads as follows:

- (d) Flags flown at municipal buildings and facilities shall be lowered to a half-mast position from sunrise to sunset to observe the following days:
- Workers' Day of Mourning (April 28)
 - National Day of Remembrance for Victims of Terrorism (June 23)
 - Last Sunday in September, Police and Peace Officers' National Memorial Day
 - Remembrance Day (November 11)
 - National Day of Remembrance and Action on Violence Against Women (December 6)

Notification was received by the Town on September 8, 2020 that flags will be flown at half-mast at provincial sites on Sunday, September 13 to recognize Firefighters' Nation Memorial Day. Staff are recommending September 13 be added to the list of days as outlined above.

Please note, where buildings are closed for the weekend, flags may be lowered at the close of business (Friday) and remain at half-mast until business resumes (Monday).

A copy of the proposed draft policy is attached for your review.

Mary Jane Banks

Attachment: *Revised Flag Policy (September 2020)*

ROTHESAY

Policy

Topic:	Flag Policy
Application:	Administration

Date Prepared

31/08/2018

Date Amended

10/09/2018

Date Amended

8/09/2020

Date Adopted

Mayor & Council:

Town Manager:

1. **POLICY**

- 1.1 To establish guidelines for the display of flags at municipal buildings, facilities and events.

2. **PURPOSE**

- 2.1 To provide a uniform and harmonized protocol for the raising, displaying and half-masting of flags at all properties and facilities owned and operated by Rothesay and at events conducted by the Town at other locations.

3. **SCOPE**

- 3.1 This policy applies to all properties and facilities owned and operated by Rothesay, as well as the locations of all Town-run events, except those that take place where the policies of another government body would take precedence.

4. **RESPONSIBILITY**

- 4.1 The Town Manager, Town Clerk, or their designate will be authorized to order the raising or lowering of flags at properties and facilities owned and operated by Rothesay.
- 4.2 The Town Manager or Town Clerk will notify Council when flags are raised, displayed, or are ordered to a half-mast position.

5. **GOVERNING RULES AND REGULATIONS**

5.1 **ROTHESAY FLAG**

- (a) The Rothesay Flag will be flown at all Town owned buildings or facilities where there are sufficient flagpoles to do so. In the event that only one flagpole exists on the property, either the Canadian Flag or the Rothesay Flag may be displayed.

(b) The Rothestay Flag may be displayed indoors, in the Council Chambers, the Mayor's Office and functions where such flags are required.

(c) The Rothestay Flag shall be flown or displayed properly and treated with dignity and respect.

(d) The Rothestay Flag shall not be used for commercial purposes by any organization.

(e) Rothestay reserves the right to refuse, deny or restrict the use of the Rothestay Flag with respect to where or how it will be flown or displayed.

5.2 PROTOCOL

(a) Flags will be flown and displayed in accordance with the guidelines outlined by the Department of Canadian Heritage on their website, www.pch.gc.ca.

(b) Where the Rothestay flag is flown or displayed with the Canadian Flag, the Canadian Flag will take the place of honour, which is to the left of the observer of the flags and the Rothestay Flag on the right.

(c) Where the Rothestay Flag is flown or displayed with the Canadian Flag and Province of New Brunswick Flag, the Canadian Flag will occupy the center position to the observer of the flag, New Brunswick Flag to the left and the Rothestay Flag to the right.

(d) When using flags with a speaker's podium, the flags may either be positioned directly behind, or to the left of the podium from the observer's view of the speaker. Furthermore, flags shall be positioned in accordance with the guidelines by the Department of Canadian Heritage and as outlined in sections 5.2(b) and 5.2(c) of this policy.

(e) When hung indoors without a flagpole, flags must be hung horizontally or vertically.

(f) In the event that multiple flags are flown together, the flags should be identical in size and flown from separate flagpoles.

(g) When multiple flags are to be raised and lowered, and where it is not possible to perform this task at the same time, the flags will be raised in accordance to rank, with the Canadian Flag first, followed by the New Brunswick Flag, and followed by the Rothestay Flag. The flags will then be lowered in the opposite order beginning with the Rothestay Flag.

(h) Where an official representative of a Canadian province is visiting Rothesay on an official visit, that particular provincial flag may be flown at all municipal buildings and facilities where it is feasible to do so.

(i) Where a delegation is visiting Rothesay on an official visit, that particular flag may also be flown inside where appropriate, such as but not limited to the Mayor's Office or Council Chambers.

(j) Where an official representative of a country recognized by Canada, is visiting Rothesay on an official visit, that country's flag may be flown at all municipal buildings and facilities where it is feasible to do so.

(k) Where an official delegation is visiting Rothesay from a recognized twin municipality, that municipality's flag may be flown at Town Hall.

(l) Flags will be destroyed and disposed of in a dignified manner and replaced as soon as they show signs of wear.

5.3 HALF-MASTING FOR MOURNING

(a) The flying of flags at half-mast represents a period of official mourning or commemoration.

(b) To honour the deceased, flags will be flown at half-mast from the time of death notification until sunset on the day of the memorial service, or dusk on the third day following death notification if there is no service.

(c) Flags flown at municipal buildings and facilities shall be lowered to a half-mast position, where it is feasible to do so, as a sign of mourning upon the death of the following persons:

- Her Majesty the Queen and members of the Royal Family;
- The Governor General and former Governor Generals;
- A past or present Canadian Prime Minister;
- The Lieutenant Governor of New Brunswick and former vice-regal representatives of the Province;
- A past or present day elected area representative of the Federal, Provincial and Municipal governments;
- Past or present Mayor and Members of Council;
- Present day employees of Rothesay;
- As directed by Proclamation from the Governor General of Canada or Lieutenant Governor of New Brunswick;
- Canadian Armed Forces personnel while deployed on duty and with a direct relationship to the town of Rothesay;
- As directed by the Mayor and Council, or the Town Manager

(d) Flags flown at municipal buildings and facilities shall be lowered to a half-mast position from sunrise to sunset to observe the following days:

- Workers' Day of Mourning (April 28)
- National Day of Remembrance for Victims of Terrorism (June 23)
- ***Firefighters' National Memorial Day (September 13)***
(amendment added September 2020)
- Last Sunday in September, Police and Peace Officers' National Memorial Day
- Remembrance Day (November 11)
- National Day of Remembrance and Action on Violence Against Women (December 6)

(e) In the event of the death of a current municipal employee including those employed by Kennebecasis Regional Police Force and Kennebecasis Valley Fire Department, flags should be lowered to half-mast at that person's immediate workplace in accordance of Section 5.3(b) of this policy. Should that workplace not fly flags, the flags flown at 70 Hampton Road will be lowered to half-mast to honour the deceased employee.

(f) When lowering to half-mast, the flag should be raised fully to the top of the flagpole, then lowered immediately to the half-mast position.

(g) In the event of multiple flags being flown together, all will be flown at half-mast.

(h) The half-mast position will depend on the height of the flagpole itself; however, the flag should be lowered to the approximated center position of the flagstaff.

(i) Decisions to fly flags at half-mast on municipal property, on occasions not provided for in this policy, will be made in consultation between the Mayor, Town Manager, and Town Clerk.



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
September 14, 2020

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY: _____
John Jarvie, Town Manager

DATE: September 10, 2020

SUBJECT: Contract S-2020-001:
Turnbull Court Sewer Phase I

RECOMMENDATION

It is recommended that Rothesay Mayor and Council award Contract S-2020-001: Turnbull Court Sewer Phase I to the low tenderer, Galbraith Construction Ltd., at the tendered price of \$1,304,517.45 (including HST), as calculated based on estimated quantities, and further that the Mayor and Town Clerk be authorized to execute the necessary contract documents.

ORIGIN

The 2020 Utility Fund Capital Budget includes funding for the first phase of the Turnbull Court Sewer Upgrade project.

BACKGROUND

The main sanitary sewer line between Turnbull Court and Tennis Court Road is in excess of 50 years old and has experienced several localized collapses in recent years. The sewer line extends over the surface of Taylor Brook and has been affected in recent years by ice flows that posed serious risk to the local environment.

The Works and Utility Committee and Council have been made aware of the condition of this sewer and a decision was made during the 2020 budget deliberations (in 2019) to break this costly project into two

phases. The first phase consisted of construction of a new pump station at Taylor Brook and replacement of main line sewer between Taylor Brook and Tennis Court Road. This phase was included in the 2020 Utility Capital Budget. The second phase which will include replacement of the sewer line between Taylor Brook and Turnbull Court will be proposed for the 2021 Utility Capital Budget.

TENDER RESULTS

The tender for Phase I closed on September 9, 2020 and three (3) bids were submitted. All three (3) bids were deemed compliant by the Tender Opening Committee. The results were as follows:

1. Galbraith Construction Ltd., Saint John, NB	\$ 1,304,517.45
2. Fairville Construction Ltd., Saint John, NB	\$ 1,488,905.00
3. Terraex Inc., Saint John, NB	\$ 1,696,681.25

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

FINANCIAL IMPLICATIONS

The 2020 Utility Fund Capital Budget included a total amount of \$1,000,000 to complete this first phase of the project. The anticipated completion cost of the tendered project is:

	Total incl. HST	HST rebate	Subtotal	Diff from \$1,000,000.00 Budget
Construction costs	1,304,517.45	121,535.65	1,182,981.79	182,981.79

It is recommended that the contract be awarded at the tendered price with the budget difference being funded from the Gas Tax Reserve.


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).